

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**        **DATE:** 8/11/25

**TOPIC/TITLE:** ETC Handbooks for Parents, Staff, and Coordinators

**PRESENTER:** Kim Johnson 

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- X    ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING:        (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- X    NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

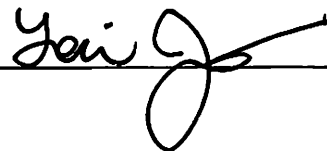
**BACKGROUND INFORMATION:** Each year the handbooks are updated and dispersed within the ETC program.

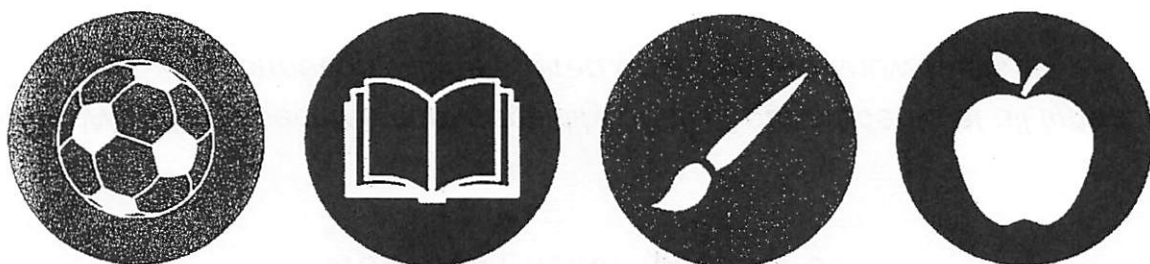
**SUMMARY OF MAJOR ELEMENTS:** The handbooks had to be updated to reflect the most recent regulation changes in the DRCC.

**IMPACT ON RESOURCES:** none

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**  immediate action in this board meeting

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended        ☐ Not Recommended





# **EXPLORER**

## TIME COMPANY

**2025-2026**

## **Coordinator Handbook**

*An Equal Opportunity Employer*

*Our program will employ equally without regard to race,  
color, religion or origin.*

*Revised August 2025*

## **ETC Locations:**

|   |                       |
|---|-----------------------|
| <b>Woodford County Community Education Office</b><br><b>120 Woodburn Hall Drive, Versailles, KY 40383</b> | <b>(859) 879-4628</b> |
| <b>Huntertown Elementary</b><br><b>785 Huntertown Road, Versailles, KY 40383</b>                          | <b>(859) 753-7609</b> |
| <b>Northside Elementary</b><br><b>500 Northside Drive, Midway, KY 40347</b>                               | <b>(859) 753-7163</b> |
| <b>Simmons Elementary</b><br><b>830 Tyrone Pike, Versailles, KY 40383</b>                                 | <b>(859) 753-7705</b> |
| <b>Southside Elementary</b><br><b>1300 Troy Pike, Versailles, KY 40383</b>                                | <b>(859) 753-7210</b> |

## **Important Contacts:**

**Kim Johnson - Coordinator of District-Wide Programs**  
**[kim.johnson@woodford.kyschools.us](mailto:kim.johnson@woodford.kyschools.us)**  
**859-879-4600 ext. 2148**

**Ashley Sullivan - Community Education Program Manager**  
**[ashley.sullivan@woodford.kyschools.us](mailto:ashley.sullivan@woodford.kyschools.us)**  
**Office Phone: (859) 879-4628      Work Cell Phone: (859) 621-1621**

**Victoria Drury - Community Education Program Manager Assistant**  
**[victoria.drury@woodford.kyschool.us](mailto:victoria.drury@woodford.kyschool.us)**  
**Work Cell Phone: (859) 297-8820**

*We will respect the confidentiality of all of our students at all times.  
Information will be shared on a need-to-know basis.*

## **Job Description**

### **Explorer Time Company Site Coordinator II/Grade 2/10 Months**

#### **Qualifications**

- Ability to work with children
- Good communication skills
- Creative
- Bookkeeping skills
- Excellent organizational skills
- Ability to assist students with academic work
- Experience with school-age child care or elementary enrichment preferred
- Must have their High School Diploma or GED
- Pass health examination
- Have no immoral or criminal history
- Have ability to work with other staff members
- Must be able to lift 50 pounds

#### **Duties**

- Provide an interesting, safe, healthy and enriching environment conducive to meeting the individual needs of youths.
- Work with school personnel, youth, parents, and school community developing a well-rounded enrichment program for students P1-8.
- Supervise specialty teachers/program assistants to assure quality instruction for youth.
- Cooperate with Community Education Director and/or Program Manager in the development of program promotion.
- Report required information regarding program, facility, staff, student and parent concerns to Community Education Director and/or Program Manager.
- Keep and maintain accurate records of participating students, i.e. all medical forms, enrollment, permission forms, sign-in and out records, licensing documents and collect parent/student fees.
- Participate in scheduled professional development training and staff meetings.
- Any other duties as assigned by Community Education Director and Program Manager.

## **Commitment to Read and Understand Kentucky Licensing Regulations**

1. **The Coordinator is responsible for reviewing and understanding all the regulations mandated by the Cabinet for Health and Family Services by the state.**
2. **The Coordinator will stay current on any new or revised regulations and ensure the updated version is printed and placed in their site's "State Regulations" binder.**
3. **The Coordinator will ensure that a copy of the regulations is to be on the premises at all times.**
4. **The Coordinator will also be knowledgeable about the regulations for the ALL STARS Program which ETC participates in.**
5. **The Coordinator will ensure that their site's ALL STARS binder is always on site, kept current and updated as needed.**
6. **In addition, knowledge of ETC program policies and procedures is imperative.**

## **Attendance and Punctuality**

1. **The Coordinator will report to work each day at 11:00am unless otherwise pre-approved by the Program Manager or Director.**
2. **The Coordinator will report to a pre-scheduled meeting with the Program Manager each week on a designated day at 11:00am to discuss any concerns within their site.**
3. **The Coordinator will attend monthly Coordinator meetings with the Program Manager, other Coordinators and/or the Director. This meeting will take place on the 3rd Thursday of each month, unless otherwise designated by the Program Manager or Director due to holidays, breaks or other events.**
4. **The Coordinator will be responsible for making sure all staff are punching in (2:00pm) and out (6:30pm) at their designated times. No additional time can be worked without prior approval by the Program Manager or Director. The approval must be in written form through email or text message.**
5. **It is the responsibility of the Coordinator to make sure a training schedule is posted for required training outside of the staff's normal working hours and that all staff are aware of the location of this posting. This includes any revised schedules as well as Full-day schedules. All staff must sign off stating they have received a copy of the schedule.**

## **Dress Code**

### **All staff will:**

1. Wear ETC staff shirts provided.
  - a. The first instance of noncompliance will merit a verbal warning which will be documented by the Coordinator with the date and time and a brief summary. This will be given to the Program Manager.
  - b. The second offense will be a written warning with a copy sent to the Program Manager.
  - c. The third offense will require the employee to clock out and return home to change clothes as well as a scheduled meeting with the Program Manager.
2. Wear khakis, jeans or trousers that are free of rips, tears, frays and holes. (No sweatpants, gym shorts, yoga pants or leggings.)
3. Wear shorts that are knee-length.
4. Keep midriff and back covered at all times (when sitting, bending, kneeling, and raising arms - if you are not sure, check in a mirror at home!)
5. Keep undergarments covered at all times.
6. Refrain from wearing hats, bandanas and other head coverings indoors except at or during special school events.
7. Maintain a neat, well-groomed and professional appearance.

### **The Coordinator is responsible for the following concerns:**

1. The Coordinator will make sure staff members are informed in the procedure of obtaining new shirts or replacing defective (ripped, torn, or has bleach spots) ones.
2. The Coordinator **will ensure** that the ETC shirts are visible to school staff and parents at all times. Long sleeve shirts may be worn under the ETC shirt, not over top. This also includes any sweaters or jackets unless you are on the playground or outdoors during cold months.

## **Human Relations & Customer Service**

1. It is the responsibility of each Coordinator to ensure that all staff members interact and/or address parents at all times.
2. The Coordinator is responsible for the ratio of each age group at all times.
3. The Coordinator is responsible for reporting any incidents of staff failing to treat others (children, parents, school administration) with respect and professionalism.
4. If a parent asks a question that you are not sure of the answer, assure them that you will have one the next day, then check with the Program Manager or Director to get the required information. If you ever have to give the response "I don't know about that," it should immediately be followed up with, "But I will have that answer for you tomorrow."

5. It is the responsibility of the Coordinator to deter any conversations that are not directly related to work while the children are on the premises. Example: dating, boyfriends/girlfriends, etc.
6. Any disagreements between staff members are to be addressed and resolved by the Coordinator with written documentation to be given to the Program Manager/Director once resolved. It must contain the signatures of all involved. If after attempting to resolve the conflict and it fails, the proper chain of command shall be implemented. This being the Program Manager/Director. If any plans of corrective action are placed or implemented, it is the Coordinator's responsibility to follow up and enforce any plans made for the staff member.
7. The Coordinator will hold staff meetings bi-weekly, due on the 15<sup>th</sup> and 30<sup>th</sup> of the month. A copy of the agenda, including any questions or concerns brought up that may not be typed, from the meeting will be turned in to the Program Manager. All staff members present will need to sign off on the agenda with the written comments. If any staff are not present, the Coordinator will go over the agenda with them at a later time and have the staff sign off. The meetings can occur before the children arrive in the afternoon or at six when they leave in the evening. No extra time will be paid for this unless pre-approved by the Program Manager or Director.
8. The Coordinator is responsible for creating an environment where all staff feel safe to suggest any ideas or changes that may improve the site. We should make sure that everyone feels valued and that we listen when they bring concerns to our attention.
9. At the end of any training the Coordinator is to collect the certificates from any staff who participated and completed it to bring to the office to be recorded. This is not needed for any SafeSchools/Vector training. If more than one Coordinator is present, decide among yourselves who will be responsible for this.
10. The Coordinator will make sure any yellow cards or white cards needed are completed promptly. Missed punch cards (yellow) are to be completed the day of the missed punch. Sick/personal leave cards (white) must be completed the day they return by coming into the Program Manager's office.

### **Coordinator Interaction Expectations**

1. Daily interactions with children:
  - a. Play with children to help build better relationships.
  - b. Be sure to utilize Positive Behavior Reinforcement and behavior management techniques that are discussed prior with the Program Management if necessary.
  - c. Assisting Assistants with any special situations when needed. This could be anything from a behavior situation to taking a single child to the restroom to prevent disruption within the whole group during an activity.
  - d. Be involved with the kids' school projects when possible.
    - i. For example, viewing the school plays or musicals to show the children that you care about them outside of taking care of them at ETC.

2. Daily interactions with staff:

- a. The Coordinator will provide positive reinforcement of good behaviors to the Assistants they work with.
- b. Discuss any changes that may need to be made daily, weekly, or monthly with the staff as a whole or individually.
- c. Bi-weekly staff meetings with a written agenda to be signed by staff and Coordinator after completing.
  - i. Agendas must start with KUDOS (something positive that has happened with each staff member, could be personal or professional) and ending with questions or concerns from staff.
- d. Share or post all announcements or memos that concern the staff and come from the Program Manager or Director
  - i. Memos need to be signed by each staff member and a copy returned to the Program Manager to keep on file. (One sheet is adequate for all signatures.)

2. Daily interactions with families at pick-up:

- a. Post any information that the children or parents will need to know, i.e. Full-days, etc. Make sure this is located by the kiosk.
- b. Build positive relationships with the families by trying to always end a conversation on a positive note.
- c. Discuss any behavior issues with parents/guardians only. If the parent/guardian is not picking up, then call and discuss with them that day/evening.
- d. Discuss any financial situations with parent/guardian/account holders.
- e. Any changes made to a Child's registration must be made by the enrolling parent/guardian. All information must be forwarded to the Program Manager. For example: change of contact numbers or address or parents place of employment.

3. Daily interactions with school staff:

- a. Always having a smiling face within the building \*\*\*Remember, you are the face of ETC to all staff within the school!
- b. Be active in any school activities that are possible.
- c. Be present for any IEP/504 meetings for students if possible, as ETC staff spend 2-3.5 hours with each student daily and need to know what plans the school may have in place to help the student succeed.

## **Curriculum**

1. A calendar of required daily curriculum activities will be provided at the beginning of the school year. It is the responsibility of the Coordinator to ensure that all staff are following the calendar daily.
2. The Coordinator must submit for approval of any planning needed for flex days on the calendar ahead of time, according to the provided submission schedule provided at the beginning of the school year. This submission must be sent to the Program Manager.



- a. Any planning submissions that are not up to ETC standards or that may not be grade appropriate will be sent back to the Coordinator for adjustments before using the planning with the students.
3. The Coordinator will ensure that all needed materials and supplies for all activities are provided according to the Supplies and Materials section of this handbook.

### **Supplies and Materials**

1. The Coordinator will be responsible for the following items:
  - a. Bringing supplies to your site from the Community Education office. This includes any paper products needed for snacks. i.e. cups, paper towels, both sizes of bowls, silverware, etc.
  - b. The snack items on the scheduled ETC snack menu.
  - c. Any needed art supplies, construction or crafting paper, or office supplies.
2. If you can't find the materials or item that you need, please put in a request to the Program Manager. All requests must be submitted at least two weeks prior to the actual date that you need the item(s).
3. Milk, fruit or other perishables will be purchased at Kroger, but only with an approved monthly Purchase Order from the Program Manager or Director that will be made from the Purchase Request given by the Coordinator the week prior.
4. Any materials needed for a planned craft or activity are to be purchased in ample time to carry through on the project. All requests must be made at least two weeks prior to the actual date that you need them.
5. Donations of any sort MUST be documented and approved by the Board of Education. This means that we cannot accept any donations of monetary value, supplies, or materials without reporting it to the Board and having it approved beforehand. If you have any questions, please ask the Program Manager or Director.
6. Must have Art Center supplies - Items with a \* must be in the cabinets at all times:
  - a. Popsicle Sticks\*
  - b. Pom-poms\*
  - c. Foam shapes\*
  - d. Glue Sticks\*
  - e. Scissors\*
  - f. Markers\*
  - g. Colored Pencils\*
  - h. Crayons\*
  - i. Tissue Paper
  - j. Construction Paper\*
  - k. White Art Paper\*
  - l. Hole Punch\*
  - m. Stamps / Stamp Pad/Ink\*

- n. Coloring Sheets\*
  - o. Q-tips\*
  - p. Cotton Balls\*
7. Must have Science Center supplies:
- a. Sticks\*
  - b. Leaves\*
  - c. Pinecones\*
  - d. Specimen Packs\*
  - e. Acorns\*
  - f. Assorted Rocks\*

### **Environment**

The Coordinator is responsible for making sure all areas used are clean and safe from any type of dangers prior to the children using the space. A staff job chart must also be posted. This will include all of the following:

1. **It is the responsibility of the Coordinator to ensure the safety of all students by being aware of any allergies, food or otherwise, and ensure that the necessary staff are aware.**
2. **Tables (and chairs) are cleaned using the 3-step process with Dawn soap/water, water and bleach solution, & disinfected daily.** If Clorox wipes are used, the tables must be cleaned again with the 3-step process afterwards.
3. The floors will be vacuumed AS NEEDED!
4. Age-appropriate games and activities are always available and within reach of the children.
5. All games and toys are cleaned and checked for defects or missing pieces weekly.
6. A written schedule of all activities for all age groups is clearly posted for parents to view. Any changes should be noted daily.
7. Ensure that staff members are dispersed in a safe and appropriate manner when the children are in the gym or on the playground. If staff gathers together, the Coordinator is to redirect them to the appropriate areas. You are to ensure that the children come first and our attention must always focus on them.
8. We will make sure to acknowledge every parent that signs their child out each day.
9. **We are professionals and we need to present ourselves in that manner at all times!**

### **Bookkeeping and Required Documents**

1. **Paperwork/Computer Requirements**
  - a. Check email multiple times daily
    - i. Primarily when you get to work, right before the children start to come in, then again before staff start to leave for the night.

- b. Smartcare Attendance daily, weekly, and monthly\* (Must be stored on site for 5 years.)
- c. Smartcare Finances daily and weekly\*
- d. Daily Deposits
  - i. Daily deposits must be completed and brought to Huntertown Elementary that night and placed in the deposit box by the Program Manager's office.
  - ii. ALL CHECKS must be deposited nightly in program manager's deposit box. The check's date must be the day the check was dropped in the deposit box or the day before. If the check does not meet this criteria, then it will be returned to the parents for a new check to be written and turned in. The coordinator will include a form to the parents, along with the returned check.
  - iii. Checks received in the mail will be recorded on a sheet and the envelope will be saved so the date on the postage can be recorded.
- e. CCAP filled out and signed by parents
  - i. There should be a closed CCAP binder kept that is divided by family.
  - ii. Parents/guardians are to initial their assigned sheet each day at pick-up and then sign and print their name at the end of the week or the last day the child will attend that week.
  - iii. At the end of each month, originals of all CCAP paperwork should be submitted to the Program Manager and copies should be kept on site in the CCAP binder.
- f. Print weekly Group Rosters (could be printed from Smartcare)\*
- g. Staff job charts with assigned positions turned in weekly
  - i. If your staff share a job chart between them, the Coordinator should assign jobs that are on a rotating schedule instead of allowing the staff to choose their daily job.
  - ii. If any conflicts occur from the rotation or chart in general, you should first try to resolve it with your staff before bringing it to the attention of the Director or Program Manager. If that fails, then you should take it to the next step in the chain of command.
- h. Kroger receipts and credit card must be turned the day it is used to Program Manager or Assistant Program Manager. Monthly POs for Kroger will be used for milk, juice, and fruit. Other items that need to be purchased will be added with a change order to the PO.
- i. Filling out the Google Daily Attendance form
  - i. This form is located in the ETC Team Drive in the Shared Folder.
- j. Emergency Drills
  - i. Completed on scheduled days and signed by each Assistant in attendance for the drill and the Coordinator.
  - ii. A copy must be sent to the Program Manager that night.
  - iii. The original must be posted on the site's state documents board through the rest of the school year and then stored.
- k. Accident Reports for needed injuries (signed by teacher who witnessed, parent/guardian who picked up, Coordinator on duty that day)

- i. If professional medical attention is needed, the accident must be reported to the Program Manager immediately and a report will be filed with the Division of Regulated Child Care (DRCC) Office within 24 hours of the accident.
- l. Incident Reports for needed behavior situations (signed by teacher who witnessed, parent/guardian who picked up, Coordinator on duty that day)
  - i. If multiple children are involved, then an Incident Report should be filled out for each child.
  - ii. DO NOT use the names of other children involved on a different child's report. Write the incident report from each child's perspective as needed. Use "Student A" and "Student B", etc.
- m. Staff Employment files organized according to the order of the *ETC Staff File Required Documents Check-Off Form* and kept up to date and organized alphabetically by last name
  - i. Verify monthly all TB tests and required training (Pediatric Abusive Head Trauma, CPR/First Aid, etc.) are up to date. If not, notify the Program Manager immediately.
- n. Student files kept up to date and organized alphabetically by last name.
  - i. Review immunization certificates for expiration dates - Monthly
- o. Verify weekly refrigerator temperatures are taken and signed off on the log sheet which should be taped to the front of the refrigerator.
  - i. Refrigerator must be cleaned and dispose of any bad or rotten fruit or opened food and expired milk or juice - Weekly
  - ii. Any opened items stored in the refrigerator must be labeled with the date opened. Including juice and milk.
- p. Check contents of the main first aid kit and replace any needed items. - Monthly
  - i. If there are multiple first aid kits on site (playground/gym bag, etc.) be sure to keep only essentials (band-aids, paper towels/tissues, gloves) in these and all items required in the main first aid kit to show state upon inspection.
- q. You will maintain all records needed for the State Licensing Board. Please use the *Explorer Time Company Monthly Checkoff Sheet* to ensure you have all required documentation posted. If you have questions or concerns on what the document actually looks like, please ask the Program Manager or Director.
- r. Age-appropriate curriculum schedule needs to be posted within each group the Monday of the week and submitted to the Program Manager according to the schedule provided.
- s. Ensure that parents/guardians receive invoices for past due balances in a timely manner.
  - i. Accounts are to be paid in full by the 10th of each month without a Late Fee being added.
  - ii. Families are allowed until the 20th of each month to pay the past due in full, or any account not in good standing after the 20th will result in that child not being able to return until paid. If you have a child that will need to find transportation

and be in the front office, be sure to notify your front office staff ahead of time that day.

\*Please see the *Smartcare Tips and Tricks Handout* for instructions.

\*\*All requirements listed above are also listed on the *ETC Required Document Submission Schedule* with an exact submission timeline.

### **Duty to Report**

**If you witness abuse of a child, see evidence of abuse or receive information about possible abuse, state law requires that you are responsible for reporting this information to proper authorities.** The process and toll free hotline is available at each ETC site. You may speak with your supervisor to discuss your concerns & decide if a report is warranted and help you document and call in a report. *This does not relieve you of your reporting responsibility.* You can file the report together if necessary. Keep documentation of when the report was made, who you interacted with, and a copy of information shared. If you file a report, keep school administration informed.....they may already have an ongoing open case or may need to be alerted so they can monitor the situation and follow up during school hours.

### ***TO REPORT SUSPECTED CHILD ABUSE, NEGLECT OR DEPENDENCY***

**CALL: (877) 597-2331**

**ONLINE LINK: <https://prdweb.chfs.ky.gov/ReportAbuse/>**

**Chain of Command that is to be followed for all concerns or issues.**

**Kim Johnson**

↑

**Ashley Sullivan**

↑

**Darla Giles - Reagan Way - Chelsea Smith - Alisa Duncan**

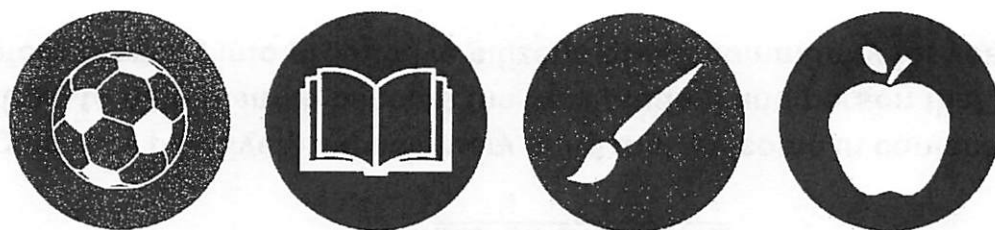
**Submit the attached acknowledgement form to the Program Manager.**

**Explorer Time Company Coordinator Handbook Acknowledgement Sheet**

- I, \_\_\_\_\_ have read and fully understand the policies and expectations of the Explorer Time Company Coordinator Handbook.
- I understand that these policies are enforced to ensure the productivity and professionalism of the program.
- I understand that as the Coordinator I am fully responsible to enforce and apply them.

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

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



# **EXPLORER**

## TIME COMPANY

**2025 - 2026**

# **Parent Handbook**

### **ETC Locations:**

**Woodford County Community Education Office**  
**120 Woodburn Hall Drive, Versailles, KY 40383**

**(859) 879-4628**

**Huntertown Elementary**  
**785 Huntertown Road, Versailles, KY 40383**

**(859) 753-7609**

**Northside Elementary**  
**500 Northside Drive, Midway, KY 40347**

**(859) 753-7163**

**Simmons Elementary**  
**830 Tyrone Pike, Versailles, KY 40383**

**(859) 753-7705**

**Southside Elementary**  
**1300 Troy Pike, Versailles, KY 40383**

**(859) 753-7210**

**Woodford Community Education**  
**Explorer Time Company Afterschool Program**

**Contact Information**

- **Woodford County Community Education Main Office** (859) 879-4628
- **Huntertown Coordinator - Darla Giles** (859) 753-7609  
**darla.giles@woodford.kyschools.us**
- **Northside Coordinator - Reagan Way** (859) 753-7163  
**reagan.way@woodford.kyschools.us**
- **Simmons Coordinator - Chelsea Smith** (859) 753-7705  
**chelsea.smith@woodford.kyschools.us**
- **Southside Coordinator - Alisa Duncan** (859) 753-7210  
**alisa.duncan@woodford.kyschools.us**
- **Community Ed. Director - Kim Johnson** (859) 879-4600  
**kim.johnson@woodford.kyschools.us**
- **Community Ed. Program Manager / ETC Director**  
**Ashley Sullivan - ashley.sullivan@woodford.kyschools.us** (859) 621-1621
- **Community Ed. Program Manager Assistant**  
**Victoria Drury - victoria.drury@woodford.kyschools.us** (859) 297-8820

**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 child care 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 Simmons, Southside, and Hometown, located in Versailles, and Northside, located in Midway.

Each site is licensed for 150 students. During the program, the students have access to the cafeteria, gymnasium, music room, art room, and 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  
120 Woodburn Hall Drive  
Versailles, KY 40383  
Office Phone: (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 as the 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. Part-time is not available currently.
- All children must be toilet trained and be 5 years of age.
- Enrollment priority is given to full-time children.
- 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, health plan paperwork or 504, if applicable.
  7. Behavior plan or IEP, if applicable.
- Registration form may be found online at [www.woodford.kyschools.us](http://www.woodford.kyschools.us) > Departments Tab > Community Ed/ETC > Quick Links > "ETC 25-26 School Year Registration Form"
- 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.

### **Curriculum**

- ETC uses a combination of the following curriculums to create a unique and dynamic enrichment learning experience each week for the children in each age group:
  - Right After School Curriculum
  - Every Monday Matters
  - Bedtime Math / Crazy 8's Math
  - Global Game Changers

### **Billing and Collections**

- Tuition is billed at a recurring monthly rate, regardless of how many days the children attend within the month.
- Full days for ETC are reservation only. Reservations must be received by the due date stated on the form in order to attend on those days.
- 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. **\*\*ETC will NOT be open on any non-planned days for the 2025-26 school year.**
- 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 the Program Manager/Director 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 Huntertown Elementary, 120 Woodburn Hall Drive, Versailles, KY 40383. (Room 121). 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.
- 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.
- **New Policy: Checks/money orders will not be accepted if dated previous to the date that it is put into the payment box. If a check is dated previous to this date, then the parent/guardian will be contacted to pick up the check/money order and provide a more recent dated check. Late fees may be applied if a new one is not provided before the 10th of the month.**
- Payment boxes located at each site are checked at the beginning and ending of each day. 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 Program (CCAP) payments from the Department of Social Services and Social Insurance. Please keep in contact with the Program Manager/Director regarding required forms and activation/payment status once you are approved by the state program. Any required co-pays must be paid in full prior to the 10th of the month in order to not accrue a \$20.00 late fee. 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 the payment being lost or being misplaced.
- Families who need to pay weekly or bi-weekly must complete a signed agreement from the Program Manager/Director 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/Director at our main office at Hunteartown Elementary.
- Per school district guidelines, once 1 check has been returned for insufficient funds, families must pay by cash or money order only for the remainder of the school year for any Woodford County School fees or dues, not just ETC payments. Returned checks are turned over to a collection agency for processing **AND** the Program Manager/Director will reach out to you to discuss repayment options of the returned check amount.
- 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 and/or co-pay. This must be paid prior to services provided.

*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.

### **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.

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

- Academic Team, Scouts, Chinese Club, K-Kids, Tutoring, ESS,STLP, Choir or Running Club, or any formal reward system the school/parent may have in place for behavior issues are the only reasons 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.

### **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.

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

- At each ETC site, there is a table/cart 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/cart and bulletin board daily. See your Site Coordinator to find out where these are located within your school.

### **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.

### **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 ensure 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. This conference usually takes place after 3 Incident/Write-up documentation papers have been completed.
- 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 towards staff or other students.

### **Toys / Personal Items From Home**

- Toys or any personal items from home should be left in the student's backpack at all times while at ETC.
- If students wear any jewelry, hats or scarves, these items must be left on their body, unless they become a distraction for themselves or others and then will be asked to put their items into their backpack.
- Any items purchased by students during Book Fair will also be told to keep their items in their backpacks until homework time or free play, where only their books will be allowed to be out.

### **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.

### **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 within one week of receiving the Parent Handbook.**

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

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

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

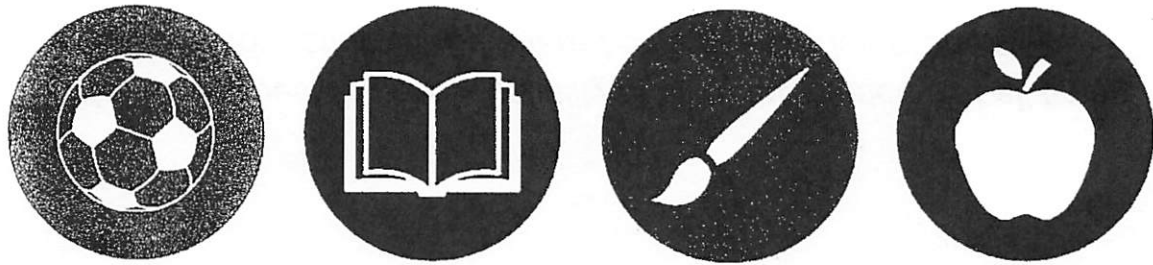
- *Received a copy of the Explorer Time Company Parent Handbook.*
- *I understand the expectations, policies and procedures that govern the ETC program.*
- *I understand that I may request a review of the emergency plan at any time.*

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

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

***Please detach this form from the rest of the handbook and return to your Site Coordinator Within ONE WEEK of receiving the Parent Handbook. If you have any questions or concerns, please feel free to contact our office or the Site Coordinator.***

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



# **EXPLORER**

## TIME COMPANY

**2025-2026**

# **Employee Handbook**

*An Equal Opportunity Employer*

*Our program will employ equally without regard to race,  
color, religion or origin.*

*Revised August 2025*

## **ETC Locations:**

|   |                       |
|---|-----------------------|
| <b>Woodford County Community Education Center</b><br><b>120 Woodburn Hall Drive, Versailles, KY 40383</b> | <b>(859) 879-4628</b> |
| <b>Huntertown Elementary</b><br><b>785 Huntertown Road, Versailles, KY 40383</b>                          | <b>(859) 753-7609</b> |
| <b>Northside Elementary</b><br><b>500 Northside Drive, Midway, KY 40347</b>                               | <b>(859) 753-7163</b> |
| <b>Simmons Elementary</b><br><b>830 Tyrone Pike, Versailles, KY 40383</b>                                 | <b>(859) 753-7705</b> |
| <b>Southside Elementary</b><br><b>1300 Troy Pike, Versailles, KY 40383</b>                                | <b>(859) 753-7210</b> |

## **Important Contacts:**

**Kim Johnson - Coordinator of District Wide Programs**  
**kim.johnson@woodford.kyschools.us**

**Ashley Sullivan - Community Education Program Manager**  
**ashley.sullivan@woodford.kyschools.us**  
**Office Phone: (859) 879-4628      Work Cell Phone: (859) 621-1621**

**Victoria Drury - Community Ed. Program Manager Assistant**  
**victoria.drury@woodford.kyschools.us**  
**Work Cell Phone: (859) 297-8820**

*We will respect the confidentiality of all of our students at all times.  
Information will be shared on a need to know basis.*

## **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 child care 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 Simmons, Southside and Hunteertown, located in Versailles, and Northside, located in Midway.

Each site is licensed for 150 students. During the program, the students have access to the cafeteria, gymnasium, music room, art room, and 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  
120 Woodburn Hall Drive  
Versailles, KY 40383  
Office Phone: (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 as the 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 we offer to our students each day.

**This handbook is provided to you, the employee, for your knowledge and understanding of our program and the policies/procedures you are required to follow. Please take time to review the contents each year, so you are familiar with all.**

## **Human Relations**

All staff will:

1. Treat children and parents with respect.
2. Make children and parents feel welcome and comfortable, greeting them by name whenever possible.
3. Respect the confidentiality of a child and family's personal situation and records. It's the LAW!
4. Respond to children with acceptance and appreciation.
5. Respond appropriately to the individual needs of the children.
6. Recognize the range of a child's abilities.
7. Respect a child's culture and home language.
8. Interact positively with children to guide their learning.
9. Use positive discipline techniques to guide a child's behavior.
10. Set developmentally appropriate limits for children.
11. Communicate with other ETC and district staff in a positive and cooperative manner.
12. Provide positive role models for both children and adults.
13. Avoid use of sarcasm at all times.
14. Understand, prevent, report and document any bullying activities between students.
15. Maintain an open-door policy for all parents of children enrolled in ETC.
16. Strive to respond to concerns, questions, or requests for information within 24 hours.
17. Remember that excellent customer service is our goal every day!
18. Follow the chain of command when addressing issues or problems that are job-related.

## **Health and Safety**

All staff will:

1. Maintain a safe and secure environment for the children at all times.
2. Always be on the lookout for safety hazards in the child's environment.
3. Always know where every child in your care is at all times as well as the number of children.
4. Keep all areas clutter-free, clean and sanitized following required procedures.
5. Follow all handwashing procedures for staff and children.
6. Be responsive to the individual health needs of the children (i.e., medications & medical conditions.)
7. Know procedures for protecting children from communicable diseases.
  - a. If a child becomes ill while at the child-care center:
    - i. Biological contaminants, such as bodily fluids, blood, or excretions, shall be handled with disposable gloves as required by 45 C.F.R. 98.41;
    - ii. Contaminated clothing or other absorbent materials shall be placed in a sealed plastic container or bag labeled with the child's name and returned to the parent;

- iii. Soiled surfaces shall be cleaned and disinfected.
- iv. If a child throws up in a garbage can, please exchange the contaminated bag, placing it in a sealed receptacle, and replace liner as soon as safely possible.
- 8. Know all procedures in regard to medical emergencies and emergency disaster evacuation such as fire, bomb threat, and threatening weather procedures.
- 9. Will closely supervise any activity that may be potentially harmful (irons, hot glue guns and any other electrical appliances.)
- 10. Enforce the state guidelines relating to animals in the child care setting.
- 11. WCPS is a tobacco-free environment. Smoking/vaping may not occur on any campus.

### **Hand-Washing Procedures**

All staff will wash hands according to the following procedure:

- 1. Upon arrival
- 2. After every trip to the bathroom
- 3. After every cleaning up of body fluids
- 4. Before and after every snack

***Remember, hand-washing is the best prevention for most diseases.***

#### **The four steps to proper hand-washing:**

- 1. Wet your hands with warm running water.
- 2. Add soap and rub hands together to make a soapy lather. Do this away from running water so you don't wash the lather away. Make sure to wash the front and back of your hands, between your fingers and under your nails. Continue washing for 20 seconds.
- 3. Rinse your hands well under warm running water. Let water run back into the sink, not into your elbows.
- 4. Dry your hands thoroughly with a clean paper towel. If possible, open the restroom door with a paper towel, then dispense it.

### **Administration of Medication to Students**

- 1. Only Site Coordinators or a designated substitute who have completed district training are authorized to administer any kind of medication to children.
- 2. Prescription and over-the-counter medications must be in the original container.
- 3. Children may NEVER bring medication of any kind to ETC. It must come from parent or school office personnel with appropriate district permission forms.
- 4. Some emergency meds may be carried on the child or in a backpack (inhalers for example) with appropriate medication administration forms.
- 5. Only the prescribed amount will be administered.
- 6. No medications are to be given or accepted by a staff member without the completed & signed medication request form from the parent/guardian.

7. All medications are to be kept in a locked container AT ALL TIMES.
8. All medication forms must be completed immediately upon giving medication.

### **Dress Code**

All staff will:

1. Wear ETC staff shirts provided daily.
  - a. The first instance of noncompliance will merit a verbal warning which will be documented by the Site Coordinator with the date and time and a brief summary. This will be given to the Program Manager.
  - b. The second offense will be a written warning with a copy sent to the Program Manager.
  - c. The third offense will require the employee to clock out and return home to change clothes as well as a scheduled meeting with the Program Manager.
2. Wear khakis, jeans or trousers that are free of rips, tears, frays and holes. (No sweatpants, gym shorts, yoga pants or leggings.)
3. Wear shorts that are knee-length.
4. Keep midriff and back covered at all times (when sitting, bending, kneeling, and raising arms - if you are not sure, check in a mirror at home!)
5. Keep undergarments covered at all times.
6. Refrain from wearing hats, bandanas and other head coverings indoors except at/during special events.
7. When your specific school is having a themed day or week, you are able to participate as long as you continue to wear your ETC work shirt also. If you have questions or concerns, check with the Program Manager before coming into work.
8. Maintain a neat, well-groomed and professional appearance.

### **Administration**

All staff will:

1. Be familiar with abiding by and understand all policies and procedures outlined in the Staff, Parent and Woodford County Classified Employee handbooks.
2. Understand that procedures, policies, and guidelines covered in accredited child care training and orientation shall be implemented at each ETC site by all employees.
3. Understand the program policies and procedures are in place to protect the safety and health of the children and the welfare of the staff.
4. Staff clocked in for 4.5 hours or less will receive a 10-minute clocked-in break.
5. Staff clocked in for 5 hours or longer will receive a 20-30 minute clocked-out break, along with a 10-minute clocked-in break.



6. When staff take a break, they must be told to do so by a supervisor and notify other staff that they are leaving and verify who will be in charge of their children when they step away for any amount of time to ensure the staff-to-student ratios.
7. Be professionally qualified to work with children and attend the required professional development training.
8. **Keep all cell phones turned off and stored in your personal vehicle or in a designated space during work hours.**
9. No staff, outside of Site Coordinators, may be on a cell phone in the presence of children at any time.
10. No staff may take a photograph or video of any child with their personal phones.
11. Understand & respect confidential matters concerning staff & students.

### **Environment and Activities**

All staff will:

1. Maintain proper supervision (within scope of vision or range of voice) of children at all times - no child is ever to be left unsupervised. This includes trips to the restroom and having children go from one staff member to another in different halls/areas of the site/building. ETC tries to maintain a 10-ft radius for staff to stay with/near their assigned children to ensure the safety of all students and staff.
2. Maintain and carry a student roster that is updated each time a child enters or leaves their group. This roster **MUST** stay with the staff member the entire time any of the children are in their care. If the staff member goes on break, the replacement staff member must keep the roster updated and carry it from place to place during any and all transitions.
3. Ensure a name-to-face recognition is performed each time the group transitions locations.
4. Maintain the use of developmentally appropriate activities and materials for all children.
5. Encourage a wide variety of activities for child participation.
6. Encourage child-directed activities for child participation.
7. Maintain a schedule which offers security and independence as well as stimulation to meet all the children's needs.
8. Supply a variety of materials for each child to use, plan activities which reflect the language and culture of children in the program.
9. Know and follow arrival and departure policies.
10. Screen music for appropriate lyrics for young children.
11. Screen movies for appropriate language and scenes for young children. No child should ever feel frightened by something they view when in our care.
12. Enforce the Woodford County Schools Appropriate Use Policy for electronic media for all students.

13. Respect family preferences regarding photographs of children.
14. Ensure that the posted schedule will be followed at all times.
15. Be actively involved with the students at all times. No sitting on the playground/playground equipment.

### **Attendance**

1. All staff will request and get approval for personal days at least 5 days in advance with the Program Manager and Site Coordinator. This must be done by email. Personal days may be denied if coverage cannot be arranged or insufficient notice was given.
2. Call the ETC Main Office or the Program Manager's cell phone by 9:00am, if you must miss work due to illness or emergency (859-879-4628 / 859-621-1621). LEAVE A MESSAGE if there is no answer. If an emergency situation occurs after 9:00am, call immediately even if you are unsure if you will be able to work or not.
3. Notify your direct supervisor of any absences after the ETC Main Office is notified.
4. Arrive and have your belongings put away, be clocked in, and be ready to work when your scheduled work time begins at 2:00pm (unless you have a different scheduled clock-in time).
5. Any request to deviate from your scheduled work times must be presented in writing and approved by the Program Manager or Director.
6. Secure advanced approval for working any time outside your normal work schedule.
7. A schedule of any full days will be posted at each site. If you are unsure about your schedule to work please see your Site Coordinator. If you are on the schedule you are expected to work.
8. Must clock in & out using the "MobileClock" app on your cell phone or the wall-mounted device within each WCPS building. Your time punch may not be more than 7 minutes before or after your scheduled work time. If you are a contracted staff member and do not complete the required 22.5 hours of your contract, your pay will be docked.
9. Multiple missed punches or multiple/continuous "late" clock-ins will require a meeting with the Program Manager.
10. Understand that failure to meet attendance expectations will result in a write-up, suspension or possible termination.
11. If you are a sub working at other part-time district jobs and your total hours worked add up to 20 hours or more per week, it is very important to inform your supervisor so that appropriate deductions can be set up in the Central Office Bookkeeping department.

### **Social Networking Usage**

1. *We show respect for ourselves, our families, our co-workers and our students at all times.*

2. Staff must remember that all online activity is a reflection of the school district.
3. Inappropriate comments and photographs can result in a disciplinary action up to and including termination.
4. Staff members are strongly discouraged from interacting with parents involved with your work programs. If these relationships are established all content from you and any other member of your community must be appropriate for public view.
5. If co-workers, students or parents are members of your online community, *profanity should never be used.*
6. **Negative comments about work or co-workers should never be made through online sites.**
7. Personal conversations should only occur through personal email, phone calls or in person. Respect your fellow online community readers by refraining from posting negative remarks or by venting.
8. **Per KRS 160.145 (SB 181), as of June 27, 2025, all WCPs staff shall no longer have electronic communications (i.e. Facebook, Snapchat, Instagram, TikTok, X (formerly Twitter), or any other digital platform) with any WCPs student outside of the approved traceable communication systems listed below.** The only exceptions are: Family "Family member" means parent, brother, sister, son, daughter, aunt, uncle, or grandparent (does not include step-children, step-siblings, cousins or in-laws). "Parent" means parent, legal guardian, or other person or agency responsible for a student.

a. **APPROVED TRACEABLE COMMUNICATION SYSTEM(S)**

- ParentSquare
- Gmail, using woodford.kyschools.us domain
- Infinite Campus
- GoGuardian
- Canvas
- Google Classroom
- ClassDojo for Districts
- Microsoft Education Products
- Google Workspace for Education Products, not mentioned above

A parent may submit written consent to authorize a designated District employee or volunteer who is not a family member to communicate electronically with his or her child outside of the traceable communication system.

If written consent is not obtained prior to communication, then the communication will be reported as follows:

1. A District employee or volunteer that receives a report alleging that another District employee or volunteer participated in unauthorized electronic communication shall immediately notify the Principal (or Site Coordinator, Program Manager Assistant, Program Manager, or Community Education Director).
2. Upon receipt of a report alleging that a District employee or volunteer participated in unauthorized electronic communication, the Commissioner of Education, a Principal, or the Superintendent shall immediately:

1. Notify the parent of each student that is an alleged party to the unauthorized electronic communications; and
2. If the individual that is the subject of the report is a certified employee:
  - a. Notify the Education Professional Standards Board, which shall promptly investigate all allegations received under this subsection and proceed with appropriate disciplinary actions in accordance with KRS 160.145; and
  - b. Investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.790;
3. If the individual that is the subject of the report is a classified employee, investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.011(7); and
4. If the individual that is the subject of the report is a District volunteer, the school or District shall investigate the underlying allegations and, if substantiated, the volunteer shall be prohibited from future school and District volunteer opportunities.

### **Family Fee Structure**

1. Children of ETC staff may attend ETC at no charge on days that their parent is working. If the parent is not working, the Part-time rate must be paid for the day. \*\*This policy is under review.
2. Children must be registered for the program and all required documentation must be turned in and kept on file.
3. Children means: natural, adopted, step-child, or grandchild that are in the legal custody of an ETC employee. Temporary guardianships will require documentation to qualify.
4. Other family situations will be evaluated for reduced fees on a case-by-case basis by the Program Manager and Director.

### **Staff Development, Orientation and Training**

1. All staff including child care aides and substitutes are required to meet all professional development hours required for child care workers as mandated by the Cabinet of Human Resources and the State of Kentucky.
2. All staff are required to complete 15 clock hours of professional development training each year, July 1-June 30. Coordinators may require additional hours.
3. Orientation training (6 hours) must be completed within the first 90 days of employment.
4. Pediatric Abusive Head Trauma training (1.5 hours) must be completed within the first 90 days of employment.

5. ETC staff will complete First Aid, CPR, and Medication Administration training. These hours WILL NOT count toward the 15 clock hours of professional training according to state guidelines.
6. Procedures and guidelines covered in training will be implemented by all ETC staff.
7. Professional development workshops and required training sessions will be arranged and paid for by ETC. All training is scheduled in advance and ALL ETC staff is required to attend.
  - a. If staff cannot attend the required, scheduled training, then that staff member will be required to pay for the training assigned to replace it if payment is required.
8. Training is credited yearly beginning on July 1st.
9. Employees have the responsibility to work with the Program Manager to assure that training requirements are met on time. If training is not completed by the deadline, the employee will not be able to work until their training hours are current.
10. A training schedule will be provided to you in sufficient time to be able to plan on attending.
11. Employees are expected to be at training unless they/family members are seriously ill, or an extreme emergency has occurred.
12. Employees will reimburse ETC/Community Education for fees charged for missed training.
13. All ETC staff will be respectful of trainers while attending training. (No excessive talking during instructional time or use of a cell phone.)

### **Student Discipline Procedures**

1. Staff will use positive discipline techniques at all times.
2. Remember that for each correction, three positive comments should be given.
3. Find them doing something right!
4. Positive discipline helps the child develop self-control, build self esteem, and learn to assume responsibility for his or her own actions.
5. Some examples of positive discipline techniques to be used are:
  - \* Redirection – directing the child to another activity.
  - \* Rewarding positive behavior with smiles and hugs.
  - \* Ignoring minor negative behavior.
  - \* Distraction-distract the child with something else.
  - \* Removing a toy, object or child from a situation.
  - \* Allowing a cool-off period before talking about a problem.
  - \* Reasoning and communication with the child.
  - \* Communicating on the child's level.
  - \* Communicating with brief and to-the-point messages.
  - \* Use a firm but soft voice: **Never shout or yell!** Go to the child and speak privately.
  - \* Model desired behavior to children.

- \* Time out—one minute per year of age, maximum. Time out should be a last resort.
  - \* Discipline problems should be handled consistently, in the same manner each time.
6. Corporal punishment (spanking), hand slapping, grabbing appendages, withholding food or nap, or other frightening, threatening, or humiliating disciplinary techniques **ARE NEVER TO BE USED AT ANY TIME.**
  7. Incidents involving physical contact, accidents, injuries, and verbal abuse or bullying should be reported to the Site Coordinator. A write-up of the incident should be completed and turned in as soon as possible and before leaving for the day. State events objectively on all documentation. Get written statements from victims or witnesses if necessary. Separate any students who are writing statements to avoid collaboration. For repeated bullying the district bullying procedure must be followed, documented, and shared with school administration.
  8. If after a conversation with the parent or guardian and problems still persist, a meeting will be scheduled with the parent to develop a course of action to help the child succeed. If after following the plan that has been developed by the parent and ETC staff and the child continues to have problems the child could face a suspension or expulsion from the program.
  9. *If any employee ever feels the need to step away from their group due to escalated student behavior, the staff member must radio the Site Coordinator or acting Supervisor, then wait for another staff member to relieve them. This procedure allows us to avoid any potential abuse or maltreatment of children in our care when a staff member feels overwhelmed.*

### **Student Arrival / Departure Procedures**

1. Upon each child's arrival staff will do a visual health check to determine how a child is feeling that day. Visible signs of illness which may exclude a child from staying at ETC should be communicated to the Site Coordinator.
2. Some visible signs of health concerns are:
  - \* Low activity level of a child
  - \* Abnormal skin color
  - \* Unusual spots or rashes
  - \* Swelling or bruises
  - \* Sores
  - \* Severe coughing and/or sneezing
  - \* Discharge from nose, eyes and or ears
  - \* Breathing difficulties
  - \* General mood and/or unusual behavior
3. Staff should sign each child into the program daily and parents or whoever is picking the child up to sign the child out.
4. All ETC staff are prohibited from transporting any student in their personal vehicle at any time.
5. A child will only be released to persons authorized to pick up a child.

6. Authorized persons are indicated on the child's enrollment form.
7. If you don't know them, you or someone else in the program **MUST VERIFY** identity.
8. If someone other than a parent is picking up a child identification must be verified with a picture I.D.
9. The person picking up the child **MUST** sign the child out of the ETC program at the kiosk.
10. If the designated pick-up person appears to be impaired notify the Site Coordinator immediately. Ensure you are in a private setting to speak to the adult about the issue. The Site Coordinator and staff will work together to find another person on the pick up list to come and get the child.

### **Exclusion Procedures**

1. All staff must be aware of conditions which exist to warrant exclusion of a child from ETC.
2. Any staff person who suspects any of the following signs of illness from a child at the sight is to immediately report it to the site coordinator:
  - \* A fever of 100.4 or above in the past 24 hours.
  - \* Vomited within the last 24 hours.
  - \* Has had diarrhea within the last 24 hours (more than two abnormal stools).
  - \* Contagious disease: chicken pox, measles, impetigo, etc.
  - \* Head lice or nits.
  - \* An infectious runny nose (thick, discolored mucus discharge).
  - \* Unidentified rash.
  - \* A deep "barking-like" cough or difficulty breathing.
  - \* Evidence of infection such as green or yellow discharge from eyes, nose, ears.

### **Reporting Incidents/Accidents**

1. **ANY** time a child has been hit/punched or intentionally hurt by another student there **MUST** be an Incident Report completed and signed by the parent/guardian at pickup.
2. When completing the Incident form you **can't** list the name of the offender on the form that will be going to the victim's parents, only their child's name can be listed on that form. **This is a confidentiality issue.**
3. Any additional children should be noted as another child. On the form that you will give to the victim's parents you can only list their child's name as well.
4. **ANY** time a child has a head injury, serious/gushing cut, bruise from an accident, or continuous aggravation from a potential injury there **MUST** be an Accident Report completed.
5. **ANY HEAD INJURY** requires a call to parent and written accident report, including documentation of parent contact.

Whenever an incident occurs the staff person should radio the Site Coordinator that they need to speak with them concerning an incident. The incident report should be very specific when recording details. Whoever witnessed the incident most likely might be completing more than 1 incident report. The person who witnessed the incident **MUST** first read the report for accuracy and then sign it. The Coordinator will then also sign the report and have it ready for the parent to sign upon pickup. Once signed, the parent receives a copy and a copy stays at the school in the files of the children that are involved and the original top white copy goes to the Program Manager. **ALL** Incident reports, as well as Accident reports, must be left in the Program Manager's office that night, not the next day. This includes all forms of aggression, hitting, biting, shoving, and bullying, as well as inappropriate language or behavior. So 3 signatures should be on all the accident/incident forms.

### **Emergency Evacuation Procedures**

1. All staff should note and be aware of all emergency evacuation and/or shelter procedures. Procedures and locations are posted by the front door at each school.
2. All Site Coordinators also have these procedures.
3. Staff will remain with the children at all times until the emergency situation is over.
4. Emergency drills will be completed regularly, both in large and small groups.

### **Program Procedures**

1. ETC is open on school days from 2:35pm to 6:00pm. Half-day hours are from 12:00pm to 6:00pm.
2. Full-days are at Huntertown this year. Full-day hours are 7:00am – 6:00pm. Schedules will be posted in advance for full-days.
3. Site Coordinators will maintain staff and child records unless an assistant has been given a specific assignment by the site supervisor.
4. Tuition fees are to be collected by the Site Coordinator. You can also direct anyone making a payment to the designated ETC payment boxes located in the foyer of each site/building.
5. ETC abides by staff-to-child ratios that are mandated by the state.
6. Parents of children who are enrolled in ETC are encouraged to visit.
7. ETC maintains an open-door policy for parents/guardians of registered students.
8. Other visitors should be cleared through the school administrators or the Community Education office and follow all school and district policies before being admitted.
9. ***Personal visitors to staff are not allowed during ETC hours. This includes husbands, children and friends. They will not have the proper clearance that will allow them to be present with the children.***



## **Payroll**

1. ALL WCPS staff are paid on the 10th and 25th of each month. If the 10th or 25th falls on a weekend or holiday, the pay is usually deposited the Friday prior. Please view the WCPS Employee Pay Date Schedule on the district website under Financial Services - Salary Schedules.
2. Payroll is direct deposit only.
3. The Site Coordinator is responsible for making sure all timesheets are reviewed by their staff before the staff leave on Friday or the last working day of the week.
4. Every employee must clock in and out every day.
5. Failure to correct or complete your timesheet within the MobileClock app will result in a delay in processing your payroll.
6. Questions concerning your paycheck should be directed to the Central Office Bookkeeping department at (859) 879-4600 or payroll@woodford.kyschools.us.

## **The Ten Commandments For Your Enthusiastic Team**

1. Help each other be right – not wrong.
2. Look for ways to make new ideas work – not for reasons they won't.
3. Help each other win and take pride in each other's victories.
4. Speak positively about each other and about your organization.
5. Maintain a Positive Mental Attitude (PMA) no matter what the circumstances.
6. Act with initiative and courage as if it all depends on you.
7. Do everything with enthusiasm – it's contagious.
8. Whatever you want – give it away.
9. Don't lose faith – never give up.
10. Have fun!!

## **Duty to Report**

**If you witness abuse of a child, see evidence of abuse or receive information about possible abuse, state law requires that you are responsible for reporting this information to proper authorities.** The process and toll-free hotline is available at each ETC site. You may speak with your supervisor to discuss your concerns & decide if a report is warranted and help you document and call in a report. *This does not relieve you of your reporting responsibility.* You can file the report together if necessary. Keep documentation of when the report was made, who you interacted with, and a copy of information shared. If you file a report, keep school administration informed.....they may already have an ongoing open case or may need to be alerted so they can monitor the situation and follow up during school hours.

### ***TO REPORT SUSPECTED CHILD ABUSE, NEGLECT OR DEPENDENCY***

***CALL: (877) 597-2331***

***ONLINE LINK: <https://prdweb.chfs.ky.gov/ReportAbuse/>***

*Please sign and return the next page which assures that you have received and reviewed the ETC program operating procedures and expectations. If you have any questions, please feel free to contact the office at (859) 879-4628.*

## **ETC Employee Assurance of Understanding**

- I, \_\_\_\_\_ have read and fully understand the  
(*Print Name Here*)  
policies and expectations of ETC.
- I understand that these policies are enforced to ensure the safety of the children who attend ETC and they are designed to provide an enriching atmosphere.
- I understand that I am expected to implement all information regarding training that I attend for ETC.

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

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