

We at the Academy of Little Learners would like to welcome you to our facility. We strive to provide a facility that incorporates an atmosphere of teaching, learning and play. Our mission is to provide your child an environment that offers safety and enjoyment. It is our goal that your child will flourish socially and academically.

We have included the following information that we feel will be helpful to you. If you have any additional questions, please do not hesitate to contact us.

Daily Schedule

The entire facility shares the general daily schedule shown below. Each class also has its own, more detailed schedule, which is posted on the parent board in each classroom.

6:30 a.m.	Open
8:00 a.m. – 8:30 a.m.	Breakfast
11:00 a.m. – 11:30 a.m.	Lunch
12:00 p.m. – 2:00 p.m.	Rest Time
2:00 p.m. – 2:30 p.m.	Snack
6:00 p.m.	Close

Open Door Policy

Parents/guardians are encouraged to visit the center at any time to observe classroom activities. We ask that you be considerate of each teacher's lesson plans, classroom schedule and nap time when planning your visit.

Drop-off and Pick-up

For the safety of your child, we have developed a system for drop-off and pick-up. Children must be dropped off by 9:00 am. Upon arrival, children must be brought inside the center by a parent, who is responsible for signing in every morning. Please check your child in on the computer in the lobby with the 4 digit code you have been given. All persons authorized to drop off or pick up your child will have their own code. Please accompany your child all the way to his or her classroom and confirm that the teacher is aware of your child's arrival. Each child also has a "cubby" in the classroom in which his/her things may be stored.

When you pick your child up, please sign him or her out with the 4 digit code on the computer before you enter your child's classroom. We ask that you pick your child up directly from his or her classroom and check your child's "cubby" each day for artwork, soiled clothing, and other take-home items. Please notify your child's teacher before removing your child from the classroom, so she can give you your child's daily report and briefly discuss the day with you. We ask that you pick up your child no later than 6:00 p.m. If you are running late or an emergency arises, please arrange for someone else to pick up your child. If you pick your child up after 6:00 p.m., you will be charged a \$15 per child fee. There is a space on the registration form for you to indicate who is authorized to pick up your child, in the event that you are unable to do so. If there is anyone who is NOT allowed to pick up your child, please make note of that on the registration form as well. Your child's safety is our priority, and we will not release your child to anyone unless you have authorized us to do so.

The entire facility participates in an afternoon rest time from 12:00 p.m. to 2:00 p.m. If at all possible, please avoid picking up or dropping off your child during this time.

Classrooms

We designed our classrooms to encourage absorption in learning activities, the arts, independent decision-making, and initiating and maintaining social relationships. The infant room focuses on investigation and physical and intellectual stimulation. The toddler, preschool and school age classrooms have been arranged into eight different learning centers: Construction, Science/Discovery, Art, Music, Library, Manipulatives, Dramatic Play, and Quiet Area. Each center is available to individuals and small groups during center time, and the class as a whole will spend time discovering together in different centers throughout the week. Children can easily access the sinks, bathroom facilities, and toy shelves in every classroom and each class also has access to play equipment that encourages large motor development.

Curriculum

Each month, the Director and the Lead Teachers develop lesson plans for their classrooms. These are designed with specific goals and objectives for activities based on the children's interests and developmental needs. *Academy of Little Learners* makes use of weekly and biweekly thematic units to explore varied topics and introduce the children to a wide range of experiences. Small and large group activities, one-on-one interaction, and individual activities are all integrated into the plans. In addition to basic concepts like numbers, colors, letters, and shapes, the curriculum incorporates life skills (including self-esteem, independence, social behavior, and self-discipline) and the arts (drama, creative movement, music and art). Bringing your child by 9:00am will ensure that they will be here for class time when most topics are covered in depth. Themes are also covered in the afternoon.

We will conduct a developmental screening on your child within 60 days of enrollment. If the results of the screening indicate there may be a developmental concern, we will discuss the results with you and encourage you to refer your child for the appropriate services. If your child receives an IEP or an IFSP, please share the results of that plan with us so we can ensure their developmental goals are being addressed while they are in our care.

Our curriculum aligns with the Kentucky Early Learning Standards and allows your child the opportunity to explore, observe, and experiment in a structured yet choice based environment. The learning environment encourages him or her to ask questions, make conclusions, and develop independence. Large group, small group, and independent activities will stimulate their cognitive, social, emotional, and physical growth.

Food

Academy of Little Learners participates in the Child and Adult Care Food Program, a federally funded program that provides nutritious breakfasts, lunches, and snacks for children receiving day care. If a child is present during the scheduled meal or snack times, he or she will be served. Weekly menus that meet the meal requirements established by the USDA are prepared in advance and posted on all parent boards. Do not send any outside food with your child, as it will create problems with our nutritional plans. Parents of children with special dietary needs must provide a medical release form filled out by the child's doctor explaining the food allergy and the substitutions allowed. A copy of this form is included in this handbook. An additional copy will be provided for your convenience. In the event that you encounter any problem with the food program, please see our information board in the lobby for further instruction or the grievance report included in this handbook.

Parents of children less than 1 year of age who are being breast fed are asked to bring in prepared bottles with caps and labeled with your child's name, date and time of preparation. Mothers who wish to breast feed their child at the daycare are welcome. The director and child's teacher will work with you to set up a schedule to meet your baby's needs.

Parents of children less than 1 year of age who are fed formula have 2 options:

- 1) *Academy of Little Learners* provides milk based Parent's Choice with Iron formula to meet the meal pattern requirement of the Federal Food Program. If you want your child to consume this, please indicate on the enrollment form that the "Center will furnish all iron fortified infant formula." You will need to supply 6 bottles with caps.
- 2) Parents who do not wish to use the formula we provide (milk based Parent's Choice with Iron) will need to provide formula in prepared bottles with caps that are labeled with your child's name, date and time of preparation. Please be sure to provide ample bottles for your child's day.

The formula provided by the parent must be iron fortified and contain 1 milligram or more of iron per 100 calories of formula when prepared in accordance with label directions for infant consumption.

All prepared bottles (breast milk or formula) that are not labeled cannot be used so please verify that all information is on the bottles. (Child's name, date and time of preparation). All bottles must be used within 48 hours of preparation.

A questionnaire and monthly chart will be provided for parents to complete for all children less than 1 year of age. This will allow the daycare to maintain communication with the parents about the child's developing eating habits. Example: introduction of cereal, use of a cup, fruit, vegetable, meat, and table food to name a few.

Birthdays are special events in the life of a child. If you would like to provide a birthday treat for each child in your child's class, you are welcome to do so. Please make arrangements ahead of time with your child's teacher to discuss scheduling and restrictions (if one of the children has food allergies, for example).

Clothing

On your child's first day at our center, please bring two complete changes of clothes to be kept in your child's "cubby" (including socks and underwear). All clothing items left at the center should be labeled with the child's name. Parents need to provide an adequate number of disposable diapers or pull-ups for children who are not potty-trained, as well as baby powder, ointments, wipes, etc. (which will be kept for their child's use only).

We get involved in a number of potentially messy art and science activities (not to mention outdoor play and potty "accidents"). Soiled clothing will be sent home the same day for laundering. A replacement set of clothing must be brought in the next morning to keep in your child's "cubby." If your child has an accident and does not have an extra set of clothes in his/her "cubby," you will be called at your daytime number to bring him/her new clothes.

Take care that your child's clothing is comfortable, washable, appropriate for science and art activities (smocks will be provided), and allows for self-dressing. Dresses with ruffles and bows, pants with belts and difficult fastenings, and dressy shoes should be avoided at daycare. You may, if you wish, leave a sweater or light jacket in your child's "cubby" for unpredictably cold days.

Toys from Home

As a general rule, *Academy of Little Learners* would prefer that children did not bring their own toys into the center. The center's staff cannot be responsible for lost or broken items. Although mats and blankets

are provided by the center, your child is welcome to bring in a special blanket. Because of health and safety concerns, we cannot permit ragged/torn or dirty blankets or pillows in the classroom. Any blankets brought for rest time will be sent home every Friday to be laundered and may return on Monday. CDs, cassettes, books, and other items brought from home that relate to the weekly theme may be shared with the class at the teacher's discretion. We will also occasionally have a "show-and-tell" Stuffed toys which are not permitted may be brought in for show-and-tell only.

Rest Time

All children at the center have a scheduled rest time in the afternoon. Each child is provided with a mat and a blanket. Your child is welcome to bring in a special blanket. Rest time is scheduled from 12:00 p.m. to 2:00 p.m. throughout the entire center. Because uninterrupted rest is so important in the life of a growing child, we request that you avoid picking up, dropping off or visiting your child during this time.

Illnesses and Medications

According to state law, the center is not allowed to keep sick children in the classroom. If your child becomes ill during the day, an illness report will be filled out and you will be called at your daytime number and asked to pick up your child *within one hour*. If neither you nor the emergency contacts can be reached, the physician designated on that same page will be contacted. If your child becomes ill *before* arriving at the center, he/she may not be left in our care if he/she has: had a fever of over 101 degrees in the last 24 hours, vomited in the last 24 hours, had diarrhea in the last 24 hours, had lice/nits in the last 24 hours, or had a contagious illness. If you are in doubt as to whether or not your child will be permitted to attend daycare because of a disease or condition, please call the center before bringing your child. A child that is absent due to a contagious disease or any condition that had to be diagnosed (including all those listed above) may not return to our care without a signed note from a physician indicating that the child is no longer contagious and is ready to return to the center.

State licensing requirements only permit childcare facilities to administer medication with the written approval of a parent or guardian and a physician's note (if it is a prescription or aspirin). Over the counter medications may be given with daily written permission in the medication log.

For children under the age of two most over the counter medications state "consult Physician" if this applies we would need a physician's note. All medication must be in its original container, and clearly labeled with your child's name, the specific dosage information (dosage may not be "as needed"), and the medication's expiration date. Prescriptions may not be shared between siblings. All diaper creams, powders, and other over-the-counter skin care products are also considered medications. Such diapering products need only be registered on a completed Medical Release Form. An entire container may be left at the facility to use "until gone". All other medications, whether prescription or over-the-counter, must be registered in the Medication Log daily, one day's dosage at a time. Medication will be stored in a locked box and will be administered under the supervision of the director or her/his assistant, according to the dosage information on the container's label. Diapering products however will be kept in a locked changing table and administered by the staff member doing the diaper changes.

Sunscreen products must have a parental consent form on file to administer to your child. Only spray-on sunscreen products labeled with your child's name will be allowed.

Behavior Policy

For any child with behavioral issues, the parent will be called and the child will have to be picked up from the daycare immediately. On the third (3rd) occurrence, the child will be disenrolled.

Tuition

Tuition may be paid weekly, monthly, or by semester. All tuition is due *in advance*, payable on Mondays. All accounts not paid by 10 a.m. Wednesday morning will be charged a late fee of \$10.00. If your account is one week behind in payment, your child may be disenrolled. If an account goes unpaid for a period of two weeks, the child shall be automatically withdrawn from the center; this does not relieve the parent of any unpaid account balances, including the late fees assessed. Any account over 4 weeks old will be turned over to a collection agency. Accounts turned over to a collection agency will be responsible for all fees associated with the collection.

Tuition is based on the time your child is enrolled at *Academy of Little Learners*, not on the actual days of attendance. Payment is due if we hold a space in reserve for your child, whether or not your child actually attends all of that week. Therefore, we cannot give refunds for illnesses or holidays. *Academy of Little Learners* requires a two weeks' written notice for withdrawal, regardless of the reason, and parents will be charged for those two weeks.

Vacations and Holidays

Two weeks are permitted for extended vacations per school year without losing your child's reserved space at Academy of Little Learners. They may be taken consecutively or at two different times during the year. We require *written* notice of extended vacation plans at least two weeks in advance; an extended vacation is considered to be missing Monday through Friday of the same week. If you choose to take your child out for just a portion of the week, regular tuition applies. Payment obligation is based upon the time your child is enrolled at *Academy of Little Learners*, not on the actual days of attendance. Payment is due if we hold a space in reserve for your child, whether or not your child actually attends all of that week. However, parents need only pay a \$50 per week reservation fee (per child) for extended vacation weeks in lieu of normal tuition. Parents not giving two weeks' written notice will be charged normal tuition rate.

Academy of Little Learners will be closed on Christmas Eve, Christmas Day, New Year's Day eve, and New Year's Day. The center also closes in observance of Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following Thanksgiving Day. Since our tuition is charged on a weekly basis, no refunds are given for weeks containing holidays, nor will additional days of care be provided to compensate for missed holidays. If an observed holiday falls on a weekend, we will notify you as to whether it will be observed on the Friday before or the Monday following the holiday.

Policies

Academy of Little Learners is legally obligated to report suspicions of child abuse, neglect, dependency, or health endangerment to the proper authorities, including physical, emotional, psychological, mental, and sexual injuries and abuse, and neglect of basic hygiene.

According to the Cabinet for Families and Children, "abuse is an act of commission, neglect is an act of omission," and a "dependent child" refers to "any child, other than an abused or neglected child, who is under improper care, custody, control, or guardianship that is not due to an intentional act of the parent, guardian, or person exercising custodial control or supervision of the child." For more detailed explanations of what constitutes abuse, neglect, or dependency, please ask to see the center's copy of the *Recognizing and Reporting Child Abuse* booklet or call one of the numbers below.

Department for Community Based Services (859) 885-945124-Hour Hotline (800) 752-6200

*The Academy of Little Learners reserves the right to suspend care or disenroll students without advance notice.

Non-Discrimination Policy: In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Student and Parent Rights

Pursuant to KRS 199.898

1. All children receiving child care services in a daycare center licensed pursuant to KRS 199.896, a family childcare home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:
 - a. The right to be free from physical or mental abuse;
 - b. The right not to be subjected to abusive language or abusive punishment: and
 - c. The right to be in the care of adults who shall meet their health, safety, and developmental needs
2. Parents, custodians, or guardians of these children specified un subsection #1 Of this section (above) shall have the following rights:
 - a. The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider.
 - b. The right to be provided with information about childcare regulatory standards, if applicable: where to direct questions about regulatory standards; and how to file a complaint:
 - c. The right to file a complaint against a childcare provider without any retribution against the parent, custodian, guardian, or child: and
 - d. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.
3. The childcare provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of a child's enrollment in the program.

Cancellation for Inclement Weather

Due to severe weather such as ice storms or lots of snow, we will close only if roads are impassable. We will know this by 6:00 am. . If you are unsure about bringing your child to daycare because of road conditions, please consult with the stations listed below for cancellation or delay information.

FACEBOOK

TV STATIONS-

WKYT- CBS 27

WLEX-NBC 18