IMAGINE TOMORROW CHILD DEVELOPMENT CENTER
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PARENT HANDBOOK

December 2012 Revised
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Our Welcome to You

Congratulations! You have enrolled your child in an early education and care program that is nationally accredited by the National Accreditation Commission (NAC).

This Center exceeds compliance with Kentucky licensing standards and state and local regulations.

In addition to well-equipped, learning-rich environment, there are 8 major quality initiatives that are in place. These initiatives include: Literacy, Health, Arts, Social-Emotional, Assessment, Family Partnerships, Quality Ratings, and Professional Development. Curriculum is based on the Kentucky Early Childhood Standards that flow into the K-12 Program of Studies used in Elementary, Junior High and High School. Teachers receive on-going professional development and training in these areas and more. Our goal is to prepare your child to succeed in school, recognize and honor your child's unique gifts and strengths and make learning fun.

Parents are supported in their role as primary teacher of their child and the individual needs of each family are recognized. Parents are invited to be actively involved in the center’s activities and support the efforts of the director and teachers as they strive for excellence.

Teachers and assistants have strong backgrounds in providing a positive learning environment where opportunities abound for children. Staff guide and respond in a unique way to each child's various needs and developmental stages. An environment is created where a love for learning is promoted through a child's natural curiosity, exploration, and ability to master skills.

We welcome you and your child to our program. We look forward to being a part of your child's life as he or she grows and blossoms. We depend on a strong partnership with you to help provide the highest quality of care and excellence in early childhood education.
Statement of Philosophy

Children, Inc. Vision Statement
Young Children are ready to succeed in school and in life.

Children, Inc. Mission Statement
We advance the success of young children by partnering with families, professionals and the community through exemplary services, training, research and advocacy. We accomplish our mission within a culture of innovation, collaboration and shared leadership.

Our Beliefs
We believe in children. We believe that children of all backgrounds and abilities have great worth and unique gifts. Therefore we,
- Respect the child’s worth in each and every interaction.
- Create learning environments that nurture each child’s gifts.

We believe in families. We believe that all families have a great capacity to nurture their children. Therefore we,
- Listen and communicate respectfully with each family.
- Commit to programming that values the diversity of our families.
- Support and enhance our families’ role as primary teacher.

We believe in our community. We believe that Northern Kentucky can provide the support families need to successfully nurture their children. Therefore we,
- Share information about the community’s many resources with our families.
- Partner with other members of the community to develop needed services.
- Encourage more members of our community to be involved in the support of families and children.

We believe in ourselves. We believe that the employees of Children, Inc. have a great opportunity to make a real difference in the lives of children and their families. Therefore we,
- Recruit and retain a board and staff dedicated to and skillful in implementing the organization’s mission.
- Support staff through high quality training, strong team development, and creating environments where all staff feel valued and respected.
- Pilot innovative best practices in family-centered child care.
- Seek new opportunities to provide high quality services.
- Advocate for all young children and their families at regional, state, and national levels.

Our Code of Ethics: Strength-based; Integrity; and Excellence
Code of Ethics

This Code of Ethics is a companion to Children, Inc.'s Vision, Mission and Beliefs. One of our four core Beliefs, *We Believe in Ourselves*, highlights the fact that we are entrusted with great opportunities to make a real difference in the lives of children and their families.

The purpose of Children, Inc.'s Code of Ethics is three-fold:
- To summarize the standards and principles that guide our day-to-day work and interactions
- To provide guidance for responsible behavior on ethical decision-making
- To provide standards to which we hold ourselves accountable

**Strength-Based Practices:** We acknowledge and build upon strengths and competencies of children, families, colleagues and community partners.

- We will understand and share our personal strengths as individuals and as an organization to promote our vision, mission, and values.
- We will participate in practices that do not harm or discriminate against children, families, colleagues or community partners.
- We will strive for continuous improvement.
- We will seek out partnerships when others' missions complement our own.
- We will act in the best interest of children, families, colleagues and community partners.
- We will engage in practices that are respectful, supportive, and aligned with our Code of Ethics.

**Integrity:** We value and practice respect and honesty.

- We will develop relationships of mutual trust, courtesy and cooperation with children, families, colleagues and community partners.
- We will conduct ourselves with integrity. We will communicate openly and truthfully. Decisions and policies will be transparent.
- We will maintain clear, appropriate and professional boundaries with our colleagues and those we serve.
- We will respect the environments in which we work.
- We will maintain confidentiality and respect each individual's right to privacy within the limits of legal mandates and best practices.
- We will listen open-mindedly to better understand and improve communication.

**Excellence:** We maintain high quality programs.

- We will provide the community with high quality programs every day and seek a high level of internal and external evaluation by experts in the field.
- We will seek opportunities to provide children and families with optimal experiences.
- We will seek out new opportunities to better serve.
- We will maintain a high level of competence in our services.
- We will support our colleagues in their professional development and professional needs.
- We will acknowledge and celebrate our progress and achievements.
DESCRIPTION OF SERVICES & GOALS FOR CHILDREN

Imagine Tomorrow Child Development Center opened in the spring of 2001 as a cooperative partnership between Children, Inc. and Toyota Motor Manufacturing North America, Inc. (TMMNA) for the purpose of creating a resource solely for Toyota employees. Children, Inc. assumes responsibility for the daily operations and programming and is dedicated to providing services that reflect its four core values of believing in children, families, the community and its staff. The Center serves infants through kindergarten age children. The goal for children is to prepare them to succeed in school.

AGENCY ORGANIZATION AND STAFFING

This Center is operated and managed by Children, Inc., a private, non-profit, non-denominational agency that has provided early education and care in Northern Kentucky since 1977. Children, Inc. is governed by a volunteer Board of Directors. The Executive Director reports to the Board and is responsible for carrying out the policies of the agency, the implementation of all agency services and ensuring that all state licensing and regulatory standards are met.

In addition to this Center, Children, Inc. operates seven other Early Education and Care Centers and 5 In-school Preschool Programs; 45 School Age Services Programs on-site at schools for children ages 5-12; a Family Child Care network with over 50+ certified providers who offer care in their home for infants through school age children; home visitation through the Young Families Program to families prenatally with children up to age 3; the Service Learning Program that assists schools with community service projects that are linked to their curriculum; and offer a variety of training on early education and care topics, including the CDA Program, Montessori Certification for early education teachers, and the Devereux Center.

ADMISSION POLICY

The diversity of children within our community is celebrated and infants through kindergarten age children are welcome. The Center does not discriminate on the basis of race, creed, ethnic background, or ability level.

Children with Special Needs

The spirit and intent of the ADA (Americans with Disabilities Act) is honored by making reasonable accommodations in the program for the inclusion and participation of children with special needs. Inclusion is evaluated on an individual basis, taking into consideration the following:

- strengths as well as limitations
- focus on the best interest of the child
- adaptive skills
- psychological and emotional issues
- physical health/safety issues
- environmental considerations

Evaluation and assessment is a collaborative process involving the parent(s)/guardian(s), administration/teacher(s), and the director. Enrollment is a two-step process: 1. Initial Contact with TMMNA’s Human Resource Department 2. Final assessment and enrollment is completed by the Center’s Director or designee.
CONFIDENTIALITY

Central to our core belief in children and families is the utmost respect for their privacy. Mindful that our staff will have access to very private and personal information about the children and families whom they serve, they will hold such information in strictest confidence. Therefore, staff are not permitted to discuss or disclose any issues that may arise and compromise confidentiality regarding other children or families enrolled in the Center.

HOURS AND DAYS OF OPERATION

The Center is open from 6:30 a.m. to 7:00 p.m. Monday through Friday and operates year round with the exception of Christmas break, specified holidays and unanticipated emergencies. Although the Center has extended hours to accommodate families, it is recommended that a child not attend in excess of 9 hours per day. Attendance should be based on employment need, not personal needs.

CENTER CLOSINGS AND INCLEMENT WEATHER

The Center does not usually close for inclement weather. However, in severe conditions or other emergencies, parents can call the Center’s answering machine for an updated message or other emergency notification systems will be utilized to notify parents.

If a Level 3 Snow Emergency includes the city of Erlanger the day of and before the Center opens, the Center will not open for that day. If a Level 3 Snow Emergency is declared after the Center opens for the day, the Center will remain open for normal hours of operation unless otherwise notified.

ABSENCES, WITHDRAWAL, AND REFUNDS

If a child is going to be absent from school due to a vacation or planned absence, advance notice is requested. Please inform the teacher or the director. For illness or unexpected absence, please call the school as early as possible to inform the director or teacher of the absence and illness. All confidentiality will be maintained, however, it is especially important if other children have been exposed to a contagious disease and best practices need to be observed to prevent the spread of a communicable disease.

A two-week withdrawal notice is appreciated so that other children not currently enrolled can be served in a timely manner.

Refunds will be issued for any overpayments via a payroll adjustment.
FEE PAYMENT

Tuition is determined by TEMA and is payable through payroll deduction. Tuition rate sheets can be requested from the office. Rates are subject to change annually. Tuition may vary depending on many factors including but not limited to if your child moves between age-groups, reduces or increases hours, or enrolls or withdraws subsequent children.

A deposit fee for adding to the center’s waiting list is required and is due immediately. In the event you need to withdrawal your request, your deposit is nonrefundable. If your child is enrolled into the center, your deposit fee will be applied towards the registration fee.

An enrollment registration fee is due upon first day of enrollment. The fee covers the administrative costs associated with processing a child’s enrollment information. This can include getting the child set up in the computer system and classroom, assuring that all paperwork is completed and filed, processing information and other administrative enrollment activities.

In addition, the center offers private Kindergarten during Aug-May school year, your rate will be subject to the kindergarten rate with no subsequent discounts during this time.

If additional time is needed at the Center, the original agreement must be amended to reflect the additional hours needed. The Center reserves the right to communicate with TEMA’s Human Resources Department any changes in an individual’s schedule that varies from their original agreement. There is no reduction in fees for holidays or vacation time.

Late Pick-ups

A late fee of $3 for every five minutes may be assessed for children who are picked up after the closing time. If a child has not been picked up by closing time and no notification has been received and emergency contacts cannot be reached, proper authorities may be notified for the safekeeping of the child.

HOLIDAYS AND BIRTHDAYS

The Center closes for the following observed holidays:
Memorial Day    Labor Day
July 4          Thanksgiving and the day after
And a holiday break that includes Christmas through New Year’s Day (see Toyota Calendar)

Holiday themes and other diverse celebrations are recognized as part of the curriculum. This is a way to learn and appreciate various cultures. The meaning of the holiday is explained, followed by opportunities to explore with crafts, songs and other activities related to the holiday. Parents/guardians should notify the teaching staff if they do not want their child to participate in any holiday celebration. Parents are invited and encouraged to participate in the celebrations.

Birthdays are special occasions and the Center tries to recognize each child’s birthday. If a parent/guardian prefers that his or her child’s birthday not be recognized, please notify the teaching staff.
BADGE POLICY

Each parent is required to have a day care badge that allows them entry into the front door of the Center. A Badge Request form should be obtained from the Director of Imagine Tomorrow. The badge process is completed on-site at Toyota. The security department handles this process and the Center Director or representative from TMMNA's Human Resources Department authorizes and releases the names of a Center parent for approval. Parents who are entering or leaving the Center must use caution to prevent others from entering the Center who are not authorized to do so or without the permission and supervision of the director.

ARRIVAL AND DEPARTURE

For safety and security, the parent/guardian (or pre-designated adult) who brings or drops off a child at the Center must sign his or her child in or out on the attendance roster located in the classroom or with the teacher if they are out of the classroom. It is necessary to include the time and initials of the adult on the roster.

A teacher may request an ID for any person that is unknown to them, but listed as an approved adult to pick up a child. No child will be released to a person not authorized by the parent/guardian. If a person not designated in the records will be picking up a child, the Center must be notified that morning and the name of the adult noted on the sign-in register. For unforeseen emergencies, please call and inform the school if an authorized, but unfamiliar person is to pick up a child. This will prevent delay and embarrassment for all parties.

If a parent or particular person cannot have access to a child under a court order, the Center must have a copy of the order for the records. Parents cannot be denied access to their children unless the Center has a copy of a court order stating the parent is denied access.

PUBLICITY RELEASES

From time to time, there are different organizations, newspapers, TV stations, non-profit agencies or internal needs to take photos, film the agency or activities and children or to visit or publicize the program and/or activities of the Center. Under the Parent Handbook Policy Agreement (last page of this document), there is a signed consent statement to indicate whether a parent grants or denies permission for his or her child to participate in such activities. It is important for a parent/guardian to complete this form.

MONITOR CLOSELY PROGRAM

Toyota offers a unique and security-based service to the working parent that allows a parent to view live images of his or her child from any computer via Internet access from a designated website called Monitor Closely. Access is limited to parents who request and enroll into the Monitor Closely Program. The Center Director gives specific instructions to a parent at the time of his or her sign-up to establish a secure, individual account. Enrollment into Monitor Closely can not be initiated until the child’s actual first day of attendance at the Center.
ORIENTATION TO THE CENTER

Our goal is to introduce you to the Center and help you get to know our program and staff. We recommend the following steps for the “getting to know us” phase:

- Tour our facility. Bring your child and other family members who may be interested. This helps you and your child have time to meet staff, feel more at home, and get used to the new environment.
- We recommend that you visit your child’s classroom and spend some time there with your child before his or her first day. You are also welcome to spend some extra time in the classroom during the first week of attendance.
- You will see our teachers at work. When you tour, if they are not busy with the children, we will introduce you. If your child’s teacher is busy and engaged with the children at the time of your tour, a time can be scheduled to meet him or her before your child’s first day.
- Get to know staff. Be open to building a partnership with your child’s teacher and staff.
- Become familiar with the Center and its routines. Give yourself some extra time the first week. Try to arrange your schedule so you can spend some time helping your child get involved and adjusted.
- We ask they you fully read the Parent Handbook. There is valuable information that will help you understand many things as we begin our partnership.
- When you talk with the director to enroll and again when you talk with your child’s teacher, please share your expectations and the needs of your child.
- Part of our role is to support the family. United Way 211 call line has a large list of community resources for families. We also know of some immediate resources. Please ask us.

Remember, the first few weeks at a new center can be an anxious time for parents/guardians and children, especially when a child is young and has been with the parent most of the time. Children may react in a variety of ways. Some begin to investigate the environment and do not have a problem with their parent leaving. Others may cry, cling, or beg not to be left. The response is generally related to the child’s temperament, age, and other factors. Usually, in a very short time after the parent departs, a child becomes interested in the activities and other children. Here are a few guidelines for parents/guardians to follow to make the transition into a new program a positive one:

- Children take their cues from their parents. If you act confident, a child feels safer. If you have a problem or concern, please find a private place to talk with staff. It is best to refrain from discussing issues in front of your child. It can cause upset and uneasiness.
- Say good-bye when you leave and don’t try to sneak away. It is best to give a quick kiss and hug and assure your child you will return. Although your child may cry, it will help to build trust as they realize you leave and you return. Good-byes are not made easier by prolonging them.
- You may call the Center once you get to work to ease your mind and know everything is okay.
- Sometimes children burst into tears when they see their parent at the end of the day. This display of emotion does not necessarily mean they have had a bad day. They are glad to see you and may be releasing feelings from all of the excitement of the day’s activities.

If there seems to be ongoing problems with arrival or departure, a conference can be arranged to discuss how you and staff can work together to help your child with adjustment difficulties.
PARENT INVOLVEMENT

The Center encourages parents/guardians to be actively involved in a variety of ways and maintains an “open door” policy. Parents/guardians can visit or observe the classroom at any time. They are invited to volunteer in a variety of ways, or by serving on one of the many parent committees that help support programming and Center activities. Ask the Director for a current list of active parent committees. Bridging the classroom activities to home is another important way that parents/guardians can be involved in their child’s education. Ask your child’s teacher or the director how you can be instrumental in continuing the learning from the school day to home.

At enrollment time or each fall when the school year begins, teachers will review what is called a “Partnership Agreement” between the teacher and family. It outlines some of what you can expect from teachers and their “ask” of you to facilitate enriched care and learning.

A Wish List is available for individuals who want to contribute items to the Center. All contributions, whether of time, talent, or material gifts are greatly appreciated.

Communication

Children benefit when communication between staff and families is open, respectful and frequent and remains focused on their child’s learning. Parents/guardians are encouraged to arrange a meeting with their child’s teacher at any time. Arrival and departure are good opportunities to chat briefly, but any in-depth conversations will necessitate a separate meeting time since the staff’s primary responsibility is to be fully present to the children. Please read the bulletin boards, parent information areas, and other printed correspondence for important information and notices.

Parents/guardians of infants and young toddlers receive daily written information regarding feeding time, quantities consumed, and diapering/changing or toileting activities.

Parent/Teacher Conferences

Formal conferences are held twice a year and assessment information gathered on a child is shared at that time using the “Watch Me Grow” tool. This tool encourages input from both the teacher and the parent/guardian about how to maximize a child’s skill development and learning.

Community Support and Activities

Families can find a variety of community activities and resources by checking the parent information areas and bulletin boards located in the hallways and classrooms. The Center has a list of community resources available for families to assist with needs outside of the Center’s capacity. A parent may also learn about community resources by calling 211, a United Way information helpline. There is no charge for this 211 service.
PERSONAL POSSESSIONS

The Center assumes no responsibility for the loss of money or other personal possessions. Please do not let a child wear valuable jewelry or bring money to the Center. It is important to leave toys at home or in the car. A naptime only blanket or personal item that provides a sense of security/comfort may be kept in a child’s cubby until naptime and used only during that time.

A child’s name must be clearly marked inside all coats, sweaters, hats, gloves, boots, and other personal items to ensure a safe return.

Since it is important that a child be free to play, paint, and participate in other activities that may result in soiled clothing, please refrain from dressing a child in any apparel that cannot be soiled from play activities. It is requested that sturdy shoes (not sandals or jellies) be worn at all times to minimize the risk of injury due to tripping or other factors.

If there is a book, tape, or other items for curriculum enrichment to be shared with the class, please check it in with staff upon arrival. Violence-oriented materials are not allowed. Pounding clay, hammering, finger paints, or other tension relieving activities are used instead of materials condoning or exhibiting violent acts or aggression.

RETURNING MISPLACED MATERIALS

Occasionally a child will take a small block of wood, a puzzle piece, or other classroom material home by accident. Materials are very expensive to replace. A small bead, tiny fuzzy balls, or simple supplies like crayons, markers, or other school supplies may end up in pockets or a school bag. Please return them promptly. Please do not send school supplies with a child unless it is a donation for all children to use.

DISCIPLINE

Physical punishment or harsh verbal reprimands are never used or acceptable as an appropriate means of punishment. A feeling of positive growth occurs when adults set age-appropriate boundaries that are sensitive to a child’s needs. Educational activities and play are presented in a warm, safe environment. Discipline is a combination of techniques that helps a child achieve a balance between inner urges and the demands of the immediate world. Appropriate guidance helps a child develop a sense of security and self-control. Examples of proactive discipline techniques include redirection, one-on-one dialogue, establishing routines, offering choices, and reminding a child of the Center rules. A child may be temporarily removed from the group and remain with a staff member until he or she can regain equilibrium if there is a loss of control by the child or safety concerns. The goal is to keep a child safe and help him or her achieve inner control, yet not compromise a sense of self-worth. If any of the Center’s staff violate this policy, please discuss these concerns promptly with the Center Director or designee.

Parents/guardians are expected to observe the discipline policy with their own children while on the premises. Failure to be respectful of this policy may result in disenrollment.
Each day the children participate in a variety of learning activities. Staff are trained in a specially
designed Montessori or High Scope curriculum that supports the full potential and
well-being of each child in the areas of physical, social-emotional, intellectual, and language
development. There is a quiet, yet busy atmosphere. The room is functionally arranged for
children to learn and discover. The furnishings are age-appropriate and encourage school readiness.

Teachers use a variety of assessment tools twice a year to help guide them in their lesson plans,
curriculum, and room activities. Lesson plans are posted in each classroom incorporate
Montessori curriculum with the Kentucky’s Early Childhood Standards (aligned with curriculum for
grades K-12). In addition, eight learning initiatives called Quality Curriculum Components (QCCs)
developed by Children, Inc., are in place. These initiatives include Literacy and Language develop-
ment; Social-Emotional development; Health; Arts; Family Involvement, Assessments, Professional
Development; and STARS/accreditation.

Kentucky Early Childhood Domains of learning include:

For Toddlers to Age 3:
Communication: Observing, Listening, Speaking, Reading, Writing
Cognitive: Environmental Awareness, Memory, concept Development, Problem Solving
Social Emotional: Trust, Sense of Self, Social Relationships, Initiative and Self-Care
Motor: Gross and Fine Motor, Coordination, Physical Health and Self-Care
Creative Expression: Music, Drama, Visual Arts, Dance

For Preschool:
Language Arts: Observing, Listening, Speaking, Reading, Writing
Mathematics & Science: Environmental Awareness, Memory, Concept Development, Problem Solving
Social Studies & Health Education: Trust, Sense of Self, Social Relationships, Initiative and Self-Care
Health Education & Physical Education: Gross and Fine Motor, Coordination, Physical Health and Self-Care
Arts and Humanities: Music, Drama, Visual Arts, Dance

Montessori Curriculum includes the areas of: Practical Life Skills; Language; Math; Cultural; and Sensorial

You may request a Parent Guide on the Kentucky Early Childhood Standards that explains the areas
of learning and how you can promote your child’s learning that will help prepare him or her school
success and kindergarten readiness. Montessori information is also available.

The “Watch Me Grow” communication tool is used by teachers during conference times and
provides a means for parents/guardians and teachers to advance a child’s learning and
to promote communication between the parent/guardian and teacher. To give your child the full
learning advantage, we request that you take time to participate in conferences.
HEALTH AND SAFETY CONCERNS

The Center maintains and exceeds compliance with licensing standards and state and local regulations for the safety and health of children in group care. No child will be left alone or unsupervised at any time and safety regulations are observed at all times. Parents/guardians are permitted and encouraged to visit the Center at any time and may enter the room even if the door is closed. Volunteers may visit the Center during assigned times and only after being formally accepted into the volunteer program.

Emergency Numbers

Home, work, cell phone numbers, and beepers are kept on file for each child. Two alternate phone numbers of relatives or friends who may be contacted in case of illness or emergency are also required. For a child’s well-being, it is imperative that changes in phone and beeper numbers be reported immediately.

Medical History, Authorization for Emergency Care and Incident Reports

Each child’s medical and dental history, along with authorization for emergency medical care, signed by the parent/guardian, must be on file at the Center.

All staff receive First Aid and CPR training and at least one person has current certification in First Aid and CPR at all times. Emergency numbers are posted. Should an emergency arise for a child while at the Center, immediate attention will be given and a life squad called if necessary to transport the child to a hospital emergency room. The parent or guardian will be notified.

An incident report will be filled out and requires that the staff person present at the time of the incident and the parent or guardian sign the report.
Well Child Policy

To ensure a healthy, safe environment at the Center for all children, efforts are made to keep the spread of communicable diseases to a minimum. If a child becomes ill while at the center, all efforts are made to keep the child away from the other children to minimize the risk of exposure and until the child is released to an authorized adult. Parents will be notified of an outbreak of contagious illnesses that occur in the Center. Children may not be admitted or permitted to stay at the Center if they exhibit any of the following symptoms:

- fever of 100 degrees or above
- skin rashes that have not been treated by a physician
- diarrhea (more than 2 unexplainable loose stools)
- vomiting
- conjunctivitis (pink eye)
- presence of head or body lice, nits, bedbugs, and/or other parasites
- yellowish skin or eyes
- severe or persistent coughing
- rapid or difficult breathing
- earaches
- severe head cold
- other evidence of infection
- general listlessness

Children may be re-admitted:

- After 24 hours or with a physician's statement it is safe to readmit your child to the center, provided that the child is free from communicable disease

- If visibly free from communicable disease such as fever (without fever reducing medicine), diarrhea, vomiting for at least 24 hours and is back on a normal diet.

- If returning to the Center poses no risk to the other children.
Medication Administration

Medication is administered only if the parent/guardian signs a consent form each day and the medication is in the original prescribed container, with original label/directions. This includes prescription or over the counter medication. Sunscreen, ointments, and other such products are subject to medication policies as well. For the safety of all children enrolled, it is the policy of the Center not to administer fever reducing medicines.

Prescription medication will be given only to the child whose name is on the container and only according to label directions. Licensing regulations require that aspirin not be given without the authorization of a licensed physician. The Center reserves the right to ask for documentation or a phone call from a physician prior to administering any medication. All medications must be administered according to directions on the container. Medication will not be administered if the expiration date on the container has passed.

A proper measuring device must accompany all medication for accurate dosage administration.

The Center does not keep any medications on hand. All medication, prescription, or over the counter medication will be locked in a box or locked cabinet. Any medications needing refrigeration will be kept in a locked box in a refrigerator at the Center.

Only designated staff will administer medications. The name of the medication, the dosage, the time and the person administering the medication will be documented in a medication log. For safety concerns and potential allergic reactions, the parent/guardian must administer the first dose of a newly ordered medication.

Immunization Certificates

Licensing regulations require that all children have a current and completed state of Kentucky Immunization Certificate in their permanent file. Children will be permitted to enroll and attend, however, an immunization certificate must be provided to the office within 2 weeks of enrollment. Failure to provide a current immunization certificate will result in a child being denied admission to the Center. As of July 1998, children are not required to have tuberculin (TB) tests prior to school admission, however, Hepatitis B vaccine is now required for children entering kindergarten and must be dated for recall for subsequent Hepatitis B vaccines.

State Regulation and local day care ordinance mandates that boosters be given by 49 month of age. In accordance to the change in Immunization Regulation 902KAR2:060, all Varicella (chickenpox vaccine) is required for children at 19 months of age and less than 7 years of age.

Safety and Disaster Drills

Fire, tornado, and earthquake drills are conducted monthly. In the case of a fire, disaster or related event, an evacuation plan is posted for quick exit from the Center if necessary.
Permission Slips

A blanket permission slip for field trips allows a child to participate in short walks around the adjacent grounds and other limited impromptu events. A separate notice and permission slip is provided for planned field trips away from the Center.

Transportation Policy

When transportation is provided for field trips or outings, public or private transportation by state approved vendors or a school bus is used and must meet the Transportation Cabinet's safety inspection requirements.

Employees are not permitted to transport children. An employee who transports children during non-work hours does so on their own and not as an employee of Children, Inc. The agency assumes no responsibility for incidents before or after an employee's scheduled hours of work.

Nutrition

The Center serves nutritionally balanced meals and snacks on a daily basis. All meals and snacks meet USDA guidelines. Menus are posted and distributed on a monthly basis. There are scheduled times for breakfast, lunch, and snacks. Snacks are provided when there is a gap in meal times that exceed 3 hours. No additional fees are charged.

It is important that the director and teachers are informed of any food allergies to prevent those foods from being served to a child. Alternative choices will be offered to a child, or a parent may choose to arrange food from home. It is imperative that these arrangements have been agreed upon in advance by the director and parent to ensure nutritional safety and health. It is requested that treats or food not be brought from home, unless there is enough for all members of the group or special dietary needs are documented by a physician. If snacks are brought from home for special occasions, please ensure that they are commercially prepared and packaged and have nutritional value. Refrain from bringing in snacks that are high in sugar or fat. Please consult with your child's teacher or the director about the need for a nutritional variation or snacks from home.

For Infants Only

Infant formula must be prepared and provided by the parent/guardian. Bottles and caps must be individually labeled and promptly refrigerated. Plastic non-breakable bottles are required for the safety of the children. Infant parents are required to supply baby food until their child is transitioned to table food served at the Center.

Back To Sleep Policy For Infants and Young Children

State licensing regulations require that the guidelines provided by the American Pediatric Academy be observed for sleeping infants and young children. These can be viewed at their website http://www.aap.org/ and look under Health Topics then quick access for SIDS.
CHILD ABUSE OR NEGLECT REPORTING REQUIREMENTS

The law states that it is the duty of anyone who suspects or has reasonable cause to believe a child is dependent, neglected or abused to report his or her suspicions to authorities. KRS (Kentucky Revised Statute) 620.030 states that

“any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the Cabinet or its designated representative; the Commonwealth’s attorney or county attorney; by telephone or otherwise.”

Our staff is mandated by law to comply with this statute.

CHILDREN AND PARENT RIGHTS
PURSUANT TO KRS 199.898

(1.) All children receiving child care services in a day care center licensed pursuant to KRS 199.896, a family child care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

(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 in subsection (1) of this section 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 child care 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 child care provider without 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 child care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child’s enrollment in the program.
PARENT HANDBOOK POLICY AGREEMENT

I ______________________________________________, do hereby

acknowledge that I have received and read the Imagine Tomorrow Child Development Center
Parent Handbook. I understand that I am accountable for all of the information contained
within this handbook and will abide by the policies set forth.

I, the undersigned, hereby

_____consent

_____ do not consent

to the reproduction, publication and other use of photographs, or cinematic imagery or voice of
myself and/or my child by Children, Inc. or affiliated organizations in newspapers, TV stations,
non-profit agencies or other organizations or businesses and without monetary compensation,

_________________________________
Print Name

_________________________________  _____/_____/_____
Signature of parent or guardian  Date

_________________________________
Name of Child(ren) Enrolled

_________________________________
Witness