



Daycare & Learning Center

205 Churchill Drive

Richmond, KY 40475

(859) 623-0157

ABC Daycare & Learning Center is a privately owned, Type I, STARS rated facility licensed through the Kentucky Division of Regulated Child Care. Our main goal at ABC is to provide the best care and attention to each child and guide them to greater emotional, intellectual, social, and physical development. We encourage learning through appropriate instruction and play. Playing helps children develop essential skills as well as enhance their creativity. As a center, we believe that all children should be viewed as unique individuals who learn at their own pace. The staff strive to provide a safe, supportive learning environment and care for each child wholeheartedly.

We have seventeen different classrooms, which means we always have options when considering your child's next learning and developmental step. ABC also has an incredible outdoor gross motor area, complete with three different, fenced playground areas. Our staff takes great pride in our facility, playground areas, and classrooms. If you find anything that needs repair or attention, please let the office staff know and we will handle it.

ABC is open Monday through Friday, 6:00 am- 6:00 pm. We are closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Regular tuition rates are charged for these holidays. We close at 2:00 pm on Christmas Eve, New Years Eve, and the day after Thanksgiving.

Enrollment

ABC Daycare & Learning Center accepts the ages of 6 weeks old to the age of 12. Once a child reaches their thirteenth birthday, he/she can no longer attend our center. ABC does not discriminate on the basis of race, religion, sex, age, disability, or national origin. The institution reserves the right to accept all children on a trial basis.

In order to enroll your child, you must first fill out one of our enrollment packets. You are also required to provide a copy of your child's immunization record. There is a nonrefundable fee of \$50 per child due at time of enrollment.

If your child is absent for two consecutive weeks without written or verbal notice, he/she will be unenrolled from our program. Please note that a two week notice is required, or your account will be billed for that period.

Tuition

Upon enrollment, you have the option of choosing between our part-time and full-time tuition programs. Part-time is considered 20 hours or less in attendance each week. Full-time is anything over the 20 hours. You cannot switch between part-time and full-time enrollment on a weekly basis. We understand that enrollment is situational and can change. We ask that you notify the office of any enrollment changes. We also have an after-school program that is only for children who attend school five days a week and need daycare either before or after school. Once the parent decides on which enrollment is best of their child, a payment contract must be completed with a member of the Office Staff.

Child Care Assistance Program (CCAP)- ABC accepts participants of CCAP, which provides assistance to help families pay for tuition expenses. If you qualify for the program, a CCAP contract must be signed and sent to the daycare before the child’s first day of attendance.

Each family is required to pay 51 weeks of tuition per year, regardless of the child’s absence. After you have been at the daycare for 6 months, you are eligible for a free vacation week. This can only be used once every 12 months. Please provide the office with a written notice of your vacation week for our records.

Tuition is added to your account every Monday. You are expected to pay weekly. There will be a late fee of \$5.00 per day, for up to 10 days before dismissal. We accept credit/debit cards, personal checks, and/or cash payments. We also can set up automatic payments through *Tuition Express*. There is a \$25.00 fee for returned checks. No credit will be given for missed days. Failure to pay within a two-week period will result in disenrollment.

Tax accounting is the responsibility of each individual. Our tax ID is 61-136047. End of the year statements are available on request. As always, if you have any billing questions or concerns, please contact the office.

Tuition Rates

Age Group	Full Time	Part Time
Nursery (under 1)	\$150.00 per week	\$105.00 per week
Toddler- Kindergarten (1-5)	\$135.00	\$95.00
After School (6+) (when school is in session)	\$80.00	N/A
After School (when school is not in session: Christmas Break, Spring Break, Summer Break)	\$115.00	\$80.00

Please note that the After School rate changes if school is out because of snow or in-service days. If there is a school closure, there will be an additional \$7 charge per day for the children who attended on that particular day.

Discounts-Sibling discount: If you have multiple children enrolled in our facility, a discount of \$10.00 per week will be given for each additional child. **Military/first responder discount:** If the child's legal guardian is a veteran, active duty personnel, or a first responder a weekly discount of \$10.00 will be given on the account. **Only one discount (either sibling or military/first responder) can be used towards tuition.**

Late pick-up fee: If your child is still at the daycare after 6:00 pm, you will be charged a fee of \$1/minute for each child. Exceptions can be made at the Director's discretion.

Holiday Closures- ABC Daycare is closed on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas, and New Year's Day. We close at 2:00 pm on the day after Thanksgiving, Christmas Eve and New Year's Eve. Tuition on those weeks will remain the same.

Staff Requirements

We pride ourselves on having a diverse staff at the Center. Our employees come from varying backgrounds, experiences, and levels of education. We feel that these differences greatly contribute to the quality of care we provide. As always, we follow the basic staff requirements laid out by Kentucky's Cabinet of Health and Family Services. Each employee has to be at least 18 years of age and have earned at least a GED or high school diploma. They also have to pass a Federal background check and a tuberculosis skin test. In addition to the state requirements, we screen every potential employee for work ethic, outgoing personality, related work experience, and instinctive nurturing behaviors.

Curriculum

Each classroom follows developmentally-appropriate lesson plans that are updated weekly and aligned with Kentucky Early Learning Standards. Our preschool aged classrooms utilize Hand Writing Without Tears curriculum. Daily schedules include organized play within learning centers. Some of the available centers include blocks, dramatic play, fine motor, math, science, art, and books. Every day children will participate in an art project, small and large group activities, and sensory exploration. Teachers set up materials within the classroom to stimulate learning through play. Educational objects are changed out on a monthly basis to keep children interested.

If your child has an IEP, please share this with us so that we may include their developmental goals in to our daily curriculum.

Teachers are regularly taking anecdotal notes about your child's development and learning, and keeping samples of your child's work. You may request a conference with your child's teacher at any time to discuss their progress and goals.

Outdoors/Playground Activities- A large part of our curriculum involves gross motor play outside. Each classroom has some form of outside play daily, unless there is a weather advisory or some form of precipitation. Please dress your kids accordingly!

Health/Safety/Medical Policies

Health- We established health policies to help prevent our children and staff from becoming ill throughout the year. In doing so, we cannot allow children or staff with signs of communicable diseases to attend. If ABC staff notice that your child has any of the following symptoms, you will be notified immediately and will need to promptly pick them up.

- A fever of 101.0 or higher (body temperatures are taken under the arm and a degree is added.)
- One episode of vomiting
- Three or more episodes of diarrhea that is not associated with a change in diet, allergies, teething, or side effect of antibiotics
- Conjunctivitis (pink eye)
- Chicken pox
- Head lice or nits
- Unexplained rashes that are not being treated by a physician
- Mouth sores

Children sent home with any of these illnesses must be symptom-free, without medication, for 24 hours before returning to the daycare, unless otherwise instructed via written letter by his/her doctor. Please notify the office staff of any health changes in your child.

Medications- ABC Daycare follows the protocol established by Kentucky's Division of Regulated Child Care. ALL medications must be signed in by the parent/guardian and taken home at the end of each day. Medical containers have to have the child's name on the label and must be kept in a locked space, away from all children. Staff are only allowed to give a child the recommended dosage that is on the container. Once the medication is given, a staff member will fill out an additional form, signaling that the child received it correctly.

Immunizations- Upon enrollment, each child must have a current Kentucky immunization record on file. The certificate has to have an expiration date listed and must be updated as indicated on the form. **Once enrolled, your child's immunization record must be kept current at all times!** According to the state's child care regulations, there is no grace period for expired certificates. If you fail to provide a new certificate, the Director will suspend your child care until a new one is given. Regular tuition will still be due to reserve your child's spot until a current certificate is provided.

Supervision- ABC staff are to supervise children by sight and sound at all times. The center follows adult/child ratios and group sizes according to state regulation standards. Parents/guardians are responsible for supervising children until they are directly released to a daycare employee.

Discipline- We follow Kentucky state regulations regarding discipline. No child will ever receive physical punishment, nor will consequences be associated with food, rest, or toileting. Staff are not permitted to use loud, profane, or threatening language. The main form of discipline we practice is redirection. Essentially, redirection is allowing children who are acting inappropriately to choose another activity. Occasionally, a child may be removed from the classroom until he/she is calm enough to return without disruption. If a child continuously displays disruptive behavior, the Director and Assistant Director reserve the right to suspend the child. After suspension, if such behavior persists, the child will be dismissed from the center. *Suspensions and dismissals due to behavior are at the Director and Assistant Director's discretion.* The same procedure is followed for children who bite others. If a child bites three times within a two-day period, he/she will be suspended for the rest of that week. Continual biting will result in the child's dismissal. *Depending on the severity of the bite and the age of the child, the Director and Assistant Director have the right to make changes to this policy on an individual basis.*

Parent Conduct-The main goal of ABC Daycare is to provide a safe learning environment for every child in our care. **Cursing, yelling, threatening, or disrespectful behavior towards our staff and/or children will not be tolerated.** We pride ourselves on respecting each and every individual we come in contact with throughout the day. In return, we expect all parents and families to do the same. If you exhibit any disrespectful or threatening behavior towards a staff member, child, or other individual on our premises, we will terminate your services immediately

Incident/Accident Reports- It is standard procedure to document all incidents and accidents that happen to a child. If a child is hurt or hurts another child, a report will be written and left in the classroom for a parent/guardian to sign. To protect the confidentiality of other children, we do not disclose the names of any other child involved. Once the report is signed by the

parent/guardian, it is then signed by the Director or Assistant Director and filed with the child's enrollment records.

Evacuations- In the event that we must evacuate due to damages to the daycare center, children and staff will be transported to White Hall Elementary in Richmond, KY. If there is an evacuation due to a chemical leak at the Bluegrass Army Depot, children and staff will be transported to Fredrick Douglas High School in Lexington, KY. ABC is located in Zone 3-A of Madison County.

Inclement Weather/Daycare Closure- Kentucky weather is polarizing and sometimes treacherous. Occasionally the Center closes during heavy winter storms to protect our staff and families. When such an instance occurs, the Director and Assistant Director will notify local news stations as well as update the Center's Facebook page. No tuition discounts will be given for closures.

Drop-off and Pick-up Procedures- We encourage all children to be dropped off by 9:00 am for full participation in daily activities. If you want your child to eat the meals we provide, he/she must be present at their classroom's scheduled meal times. **ALL CHILDREN MUST BE SIGNED IN AND OUT BY AN AUTHORIZED ADULT!** Please have your I.D. available for staff to verify. Only adults listed on the authorized escort section of the enrollment form will be allowed to pick up a child. If someone new is picking up a child, his/her parent must notify the office ahead of time.

Materials Needed for Care

Outside Food/Drinks- Our Center participates in the Federal Food Program, which regulates the quality of food we serve the children. Once a child is eating table food, ABC provides breakfast, lunch, and an afternoon snack. In order to continue our membership with the Federal Food Program, we can only allow children to bring in healthy food and drinks to be served in addition to the meals we are providing. Bringing outside food is not required, just an option for picky eaters! If a child CANNOT be served our foods, due to allergies or other medical reasons, we can only make exceptions for children with special documentation from their pediatrician. If your child has a milk allergy, we can supply only soy as a substitution per the Federal Food Program. Any other type of milk substitution must be provided by the parent, and will require a doctor's note. Failure to adhere to these guidelines could result in termination of child care services.

Infants- Each infant needs 4-5 premade bottles every day. All bottles must have lid and the child's name on it. They also need an extra change of clothes, a crib sheet and sleep sack, at least 7 diapers per day, and a container of wipes. Once your baby starts drinking from a sippy cup, you will need to provide that as well. You have the option of providing your own baby food or using what our center is allowed to serve through the Federal Food Program. We provide

baby foods with only one main ingredient, such as just bananas or just peas. Please make sure you label all items with your child's name to avoid confusion.

Toddlers and Preschoolers (ages 1-5) - Each child needs at least 5 diapers per day (if not potty-trained), a container of wipes, an extra change of clothes, a fitted crib sheet and blanket, and sunscreen. Some teachers may ask you to provide a reusable water bottle as well. Please make sure you label all items with your child's name to avoid confusion. Please DO NOT bring pillows.

School-Age (ages 6-12) – Each child needs sunscreen and an extra change of clothes. Some teachers may ask you to provide a reusable water bottle as well. Please DO NOT bring pillows.

PLEASE NOTE THAT ABC DAYCARE IS NOT RESPONSIBLE FOR ITEMS BROUGHT FROM HOME. We encourage that you do not bring toys, electronics, or items of special value. Please make sure that everything brought from home has your child's name on it!

USDA Nondiscrimination Statement

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, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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. This institution is an equal opportunity provider.

Reporting Child Abuse

ABC Daycare and Learning Center is committed to complying with the spirit and letter of laws passed by the Commonwealth of Kentucky to protect children from abuse and neglect. The law states that it is the duty of ANYONE who has reasonable cause to believe that a child is dependent, neglected, or abused to report this information to social services or the local police. This means that our staff is mandated by law to report any suspected abuse or neglect.

Social Services: (859) 623-1204

Child Abuse Reporting Hotline: 1-800-752-6200

Parent Helpline: 1-800-432-9251

We are regulated by the Cabinet for Health and Family Services, Office of the Inspector General. The Cabinet is located at 116 Commerce Avenue, London, KY 40744. You may contact them at (606) 878-7827.

ABC Daycare & Learning Center

205 Churchill Drive Richmond KY 40475

859-623-0157

Natalie Berryman, Director

Toni Delaney, Assistant Director

Parent Handbook Agreement

I have received and read ABC Daycare & Learning Center's Parent Handbook. In order to ensure the safety and well-being of all children and staff enrolled in the Center, I will adhere to each and every policy and procedure as laid out in the handbook. I understand that failure to uphold this agreement will result in the termination of child care services.

Parent Signature and Date: _____

Parent Signature and Date: _____

Child/Children Enrolled at ABC: _____

Director's Signature and Date: _____

**Please detach this form and turn in with the enrollment forms.