



early connections

**CHILDCARE**

Handbook & Parent Agreement

Revised 2017

The Preschool Enrichment Program / afterschool and Extended Care Program is a ministry of Valley Creek Church and it is our mission to provide the following:

- \*A clean, safe, Christian environment
- \*A responsible, caring staff
- \*A place to develop Christian values
- \*A place to learn appropriate social and educational skills
- \*Healthy Eating

We are excited about having the opportunity to provide both a Preschool Program and an all-day child care. We welcome your suggestions for making these ministries meet the needs of families within our community.

**WE ENCOURAGE YOU TO REGISTER EARLY BECAUSE WE TAKE REGISTRATION FORMS ON A FIRST COME BASIS.**

For registration information please contact us at 737-9283.

We would count it a privilege to have your child/children enrolled in our Preschool, Afterschool and/or Extended Care Programs.

Working together,  
Program Director

## **HOW TO REACH US**

### **• By Mail:**

Early Connections Child Care Ministry  
4685 Springfield Road  
Elizabethtown, KY 42701

### **• By Phone:**

270-737-9282/737-9283  
7:00am-6:00pm (Monday through Friday)  
*Other times leave a message*

### **• By Fax:**

(270) 737-9746

### **• By E-Mail:** [Jessica@valleycreekbaptist.org](mailto:Jessica@valleycreekbaptist.org)

## **TRANSPORTATION IS NOT PROVIDED.**

**Special Needs-** If there are any special needs or requirements, please be sure to make them known at the time of registration. We will do our best to meet the needs of every child under our care.

**Part-time-** Students who attend part time are not guaranteed to keep their spot in the event we receive an Enrollment form from a full time Childcare participant.

*\*If your child comes part time they must only come on the days that are designated and signed up on to attend—only exceptions will be when we have special parties, or events.*

**Allergies-** If there are any known allergy requirements or EPI Pens needed, please be sure to make them known at the time of registration.

## **Programs Offered-**

**2yr-3yr Preschool:** is for students who are 2-3yrs old at the time of enrollment

**Pre-K:** is for students 4-5yrs old who will be turning 5 before August 1<sup>st</sup> of the following year. Class meets Monday-Thursday 8:30am-11:30am. Breaks are scheduled throughout the year. Please check the Hardin County School Calendar. If your child is enrolled in the Pre-k program, they must attend full time M-Th 8:30-11:30am

**After-School:** 5yr-12yrs old

**Summer & Breaks all day care:** 2yr-12yr

**Curriculum-** Early Connections Preschool 2yrs through Pre-K follows the Abeka Book Faith Based Curriculum. Included daily is Counting, ABC's, Shapes, Colors, Science, Art, Music & Movement in the classroom and daily Devotions.

-Weekly we have music class with VCBC's Worship Minister; Mr. Josh.

-Bi-weekly the Hardin County Book Mobile visits us, Ms. Lisa, the Book mobile Driver brings in appropriate material to be shared with the children. The 2yr old through Pre-k classes will be allowed to get onto the Book Mobile Library to check out books each time Ms. Lisa comes for a visit. Books will remain in the classroom to prevent lost books.

**Registration Fee- Takes effect August 1, 2017**

\$50 per child yearly fee will be charged for enrolling my child in Early Connections Childcare. This is non-refundable in the event I decide not to bring my child after enrolling them. Fee is due at the time of enrolling, and will be a yearly occurrence due by August 5th. If not paid, then your child's spot is not secured just because you talked to someone about enrolling your child or remaining enrolled in our program from year to year.

**Weekly Tuition per child- Takes effect August 1, 2017**

\*We no longer offer Daily Rates

	Part time; 3 days or less	Full time
2 yr-5yr old(pre-k)	\$60	\$100
Half day; Learning Enrichment only	\$60	\$60
Afterschool	\$40	\$60
School-Age All day care(Breaks)	\$60	\$90

**Payment Policy-** Billing runs Monday to Friday. Bills are sent out via email/QuickBooks on Friday. Payments are due the following Wednesday. If payment is not made on Wednesday, then a late fee of \$25 will be applied and will be your responsibility to pay with payment by Friday. If payment is not paid on Friday. Failure to pay bill + Late fee will result in care for your child being suspended and your child's space will be filled. There will be no reductions of fees for any missed days, regardless of the reason for the absence.

**Payments-** We accept Cash or Check only. Checks should be made out to VCBC or Valley Creek Baptist Church--- NOT TO EARLY CONNECTIONS. To protect all parties involved, you shall never hand payments to staff members. All payments should be placed in the Locked payment box inside Director's office. Cash should be sealed in an envelope labeled with your child's name on it.

**INITIAL:** \_\_\_\_\_

**Multiple sibling discount-** We do have a multiple sibling discount; only full time students qualify for this. The first child is full price, any sibling that attends full time within the same week will receive a \$5.00 discount. There are no sibling discounts for the half day Pre-K Program.

**Non-Sufficient Funds Policy-** A returned check fee of \$25.00 will be applied to all returned checks. After the second occurrence, a "cash only" policy will go into effect.

**Research Fee-** A research fee of \$50 per hour will be applied for those who require research and documentation of records to include documents typed up, tax purposes, court...etc.

**Vacation-** All students receive 1 (one) week of leave or vacation per year January to December. You must notify Director prior to being out to receive your free one week vacation time. If you chose not to use your 1 week vacation time, it will not carry over to the next year and no credit will be given on your fees. Any

other time that your child does not attend, you will be charged a \$50 spot holding fee for that week. Two consecutive weeks of Spot Holding fees applied can result in losing your child's enrollment spot.

**Two weeks Notice-** You are required to give Early Connections Childcare a two weeks notice, in writing, if you decide that you want to terminate care. If you decide not to bring your child during this two weeks notice, you are still responsible for paying this fee. This fee will be in the amount of \$200.00. This fee must be paid at the time you give the two-week notice. **INITIAL:** \_\_\_\_\_

**Late/Early Fee-** There is a fee of \$1.00 per minute per child for care beyond closing time of 6:00pm. Same applies to being dropped off before time of Center opening at 7:00am; \$1.00 per minute per child for care prior to 7:00am. Repeat abuse of late pick-ups can result in care for your child being suspended and your child's space will be filled. There will be no reduction of accumulated late fees for any reason; payments are due each Wednesday to avoid late fees

### **Enrollment**

**Required Paperwork-** State guidelines require that children who are enrolled are required to have certain forms on file prior to the first day of attendance.

1. Enrollment Form, including the Medical Release form
2. Immunization Form with valid expiration date
3. Copy of child's Birth Certificate

### **Required Supplies-**

- Fitted Crib Sheet & small blanket to be sent home on Fridays to be laundered and brought back on Monday
- Please send a complete change of clothes to be kept in your child's cubby
- 2yr old's must have diapers/pull ups and wipes labeled with your child's name and kept here in your child's cubby

**Potty Policy-** ALL CHILDREN WHO ARE 3YR OLD AT TIME OF ENROLLMENT MUST BE POTTY TRAINED; WEARING UNDERWEAR AND ACCIDENT FREE. If your child has multiple accidents to lead us to believe he/she is not potty trained, we will give you 30 days to work on potty training, failure to adhere to policy can result in losing your child's enrollment spot. **INITIAL:** \_\_\_\_\_

**Upon turning 3yrs old with us:Takes effect August 1, 2017** \*Children who enrolled with us at the age of 2yrs old must be potty trained by 30 days after their 3<sup>rd</sup> birthday to remain enrolled as a student at Early Connections Childcare, failure to adhere to policy can result in losing your child's enrollment spot.

**Arrival/Departure Procedures-** Sign In/Sign Out- All children must be signed in and out each day. Your child's safety is of the utmost importance to us. **NO CHILD WILL BE RELEASED TO ANYONE OTHER THAN THOSE DESIGNATED ON THE ENROLLMENT FORM.** When anyone other than the parent is to pick up the child, they may be asked to provide current ID. You may add or remove someone from pick-up list by talking to the program Director and making a change in your child's permanent record.

**Pick-Up Policy-** Children who attend the education portion of the day 8:30-11:30 must be signed out from the center at the scheduled dismissal time of 11:30am. Children who attend the all day care must be signed out from the center by 6:00pm. All Children must be signed in/out each day. We require the names and relationships of all adults who may pick up your child.

**Holidays-** No care is available for the Following holidays: Labor Day, Thanksgiving Day and the Following Friday, The day before Christmas through the day after Christmas, New Year's Day, Memorial Day and the 4<sup>th</sup> of July. The following days we will have care if we have enough children signed up for care that day, if we do not then we will be closed. The Day before Thanksgiving & New Year's Eve.

**School Breaks-** We do follow the Hardin County School Calendar; we will not have the Education Portion of Preschool during breaks and days scheduled off but will have all day care.

**Inclement Weather-** The Education only portion of the program will follow the Hardin County School

System schedule. If Hardin County is out for snow, then the Education Portion of Preschool will be closed. If there is a one hour delay for Hardin County Schools due to weather, then we will not open our doors until 8:00am. If there is a two-hour delay, we will not have preschool class that day but will be open for all day care at 8:00am.

All-day care will be open unless there is Ice and driving conditions are unsafe for staff or children traveling to our center. In the event of inclement weather, the easiest way to find our closing/delay information is checking our Facebook page, listen to the radio stations, WAVE3 & WHAS11. We will be listed as Early Connections Childcare E-Town -closed or Early Connections Childcare E-Town Delay

**Closing Early-** If Impending Weather is on its way to the area with declining road conditions we may close the center early, parents will be notified as soon as possible in the event we need children picked up.

**Dress Code-** Safety is always our concern

- Flip flops, high heels are NOT permitted. For safety reasons, bring your child in simple tennis shoes, so he/she can participate in all activities.
- Clothes should be clean, comfortable and weather appropriate. No spaghetti straps! Dresses/ Skirts must have shorts on underneath. We will go outdoors year-round, even if it is just for a few minutes, to allow children fresh air. Any exceptions will require a Dr. note.
- Children should not have to worry about getting their clothes dirty. Please make sure that they wear suitable "play clothes".

**Belongings**

- Please label all your child's belongings, such as coats, book bags, lunch box.
- All bedding needs to be taken home on Friday to be washed and sent back on Monday.
- Children are not permitted to bring any toys from home unless arranged with the teacher prior to the class session.
- Electronics are prohibited unless arranged prior to class with the teacher for special days.

Early Connections is not responsible for any items brought in that are not allowed to be brought including toys from home jewelry items, hair bows...etc. If it is an item of value or a prized possession- please don't send it. **INITIAL:** \_\_\_\_\_

**Discipline-** The root word of discipline is disciple which means to train, teach or lead. It is our goal to disciple each and every child under our supervision. In doing so, we want to communicate with you as much as possible. In the Preschool and Pre-K Programs, we use "Stop and Think" for discipline.

**Stop and Think-** All teachers use "Stop and Think" in the classroom for discipline. Each teacher has a different type or style of "Stop and Think." The teacher will explain her own technique in dealing with "Stop and Think." The teacher will also notify the parents of the child's behavior when it is warranted. Every teacher does give each child at least three warnings before that child is in "Stop and Think." However, if the inappropriate behavior may cause another child harm, the child will go directly to "Stop and Think" without verbal warnings. If the child continues to use inappropriate behavior and is in "Stop and Think" for more than three times that day, then special activities can be taken away. Examples of these activities are: gym time, outside time, game time, cooking time, party time, etc. If the child continues to make unhealthy decisions, then that child will visit the Director's office to give the child quiet time so that they can resolve to make better choices.

• We have a no tolerance policy for hitting, whether it be another child or adult. Physical aggression, bullying or contact will result in the following steps...

- 1st offense; Phone call to parent's & pick-up
- 2nd offense; 1 day suspension
- 3rd offense; 3 day suspension
- Last chance; we can no longer provide safe care for the other children and staff, resulting in termination of enrollment

\*You will still be charged full day for the days your child is picked-up early for hitting and on the days your child is suspended for. INITIAL: \_\_\_\_\_

**Medication-** This policy applies to both prescription and non-prescription medicines, including oral and topical medications, injections (for allergies to stings), and nebulizers. Written permission must be obtained from a parent or guardian (daily permission for the childcare center). Medication will not be given without written permission. For complete privacy, an individual sign-in sheet is provided.

- Medications must be in original container; labeled with the name of the medications, expiration date, child's name and dosage strength; and stored per instructions.
- Staff is prohibited from using force to administer medication. If the child refuses to take the medication, it will be documented on the login sheet.
- The physician or parent will administer the first dosage of medication for the day.
- No medications will be administered "as needed", except ointments.
- All medication will be stored out of reach of children in the Director's office and monitored cabinet. Medication requiring refrigeration will be isolated within the refrigerator in a separate container.
- To avoid confusion and distraction, when possible, staff will remove the child from the classroom when administering medication.
- Dosages must be administered using medicine cup or appropriate syringe for measuring.
- Over-the-counter medications can only be administered per labeled directions for age and dosage unless noted by physician.
- Sunscreen may be applied with permission slip on file, parent must provide sunscreen for their child.

**Illness Policy-** In order to protect the health of all the children, it is essential that parents do not send their children when they are sick. Please refer to the following guidelines.

- When the child has symptoms, such as 100° or higher, pocks, rash, diarrhea, vomiting, sore throat, headaches, swollen glands, pink eye etc., the child must be cared for at home until the symptoms cease. Parents will be contacted if their child displays any of these symptoms and the child must be picked up from childcare as soon as possible. The child may return after 24 hours being fever free without medicine & if he/she is no longer contagious, and is able to participate within the normal routine.
- Sickness of any kind must be reported to us Asap to prevent the spread of sickness to other children and staff.
- Children must have a DR note with a specific date to return to us in the event of a contagious sickness.
- If a child becomes ill at Preschool, he/she will be isolated from the other children and parents will be notified to pick him/her up.
- Contagious illness should be reported to the childcare immediately to protect other children. Notification of exposure to contagious diseases at the childcare center will be posted on the parent information board.
- Outside activities are part of our curriculum and integrated into lesson plans. All children are expected to participate. If a child is not well enough to be outside, he/she is also not well enough to be at the childcare center. In severe cases, such as chronic asthma, an exception may be considered. A Doctor's note to excuse outside activities is necessary to make special arrangements. INITIAL: \_\_\_\_\_

**Accidents & Emergencies-** All activities in which the children will be involved will be age appropriate; safety will always be observed. Accidents, however, unfortunately occur. If your child has been injured in any way—bitten, bruised, fallen, cut, etc., you will be informed by the teacher and/or by an accident/incident report which your child's teacher will fill out for you to sign. If a child becomes ill or is involved in a serious injury while at Early Connections Childcare, First Aid and CPR will be administered as needed. Every effort will be made to contact you or someone you have indicated to call in case of an emergency. Medical help will be called as needed through 911. A staff person will remain with your child until a parent arrives.

**Fire & Emergency Evacuation Plan-** In case Of a fire or other emergency requiring the building to be evacuated, the children will be escorted across the parking lot to the playground area. The staff will follow

the Emergency/Preparedness plan should we need to move off site and the parent should look to the Reunification Plan (provided at the end of the enrollment packet and at the back of this handbook).

**Child Abuse and Neglect-** While we hope to never be faced with these situations, it is important that our policy be clearly stated. We require by law to report to Child Protective Services any suspicious circumstances having to do with a child’s physical, psychological, emotional health or well-being.

**Food/meals-** Morning snack and Lunch is to be provided for your child by you daily. All food/meals must meet the Federal Meal Guidelines. We do not have a food handlers License so we cannot heat food however if you prepare hot food and place it in the THERMOS brand soup container it will hold temp to be eaten at lunch. Food/Meals may not be eaten at any other times except designated eating times, which are as follows. Children are only allowed to eat during designated meal times please be sure they are fed before drop off if they are not going to be here during designated meal times.

- \*Morning Snack 8:30am
- \*Lunch 11:30am
- \*Afternoon Snack 2:30 & 3:00pm

**WE ARE A NUT FREE FACILITY; DO NOT PACK OR SEND NUT ITEMS IN LUNCHES OR SNACKS.**

**Birthday’s & Classroom Celebrations-** Children may bring refreshments for their birthday if they follow the Federal Meal Guidelines. Please notify the teacher the day before you plan to send refreshments. ANY REFRESHMENTS BROUGHT TO THE CHILDCARE MUST BE PRE-PACKAGED AT A STORE OR BAKERY. This is a Health Department ruling which we must comply.

**Emergency/Disaster Preparedness  
Parent/Child Reunification Plan-**

The Division of Regulated Child Care requires that all centers have an Emergency Disaster Plan. In case of an Emergency our offsite location is Valley Creek Fire Department. The address of this location and phone number is listed. Each parent will be notified by a staff member if we must go to the offsite location. Church busses along with staff vehicles will be used to transport children as safely as possible. Each staff member has been trained to know exactly what they will need to do in this situation. A copy of the complete plan is located at the parent board, if you would like to look over it. If you have any questions you may contact Jessica Bolin at (270) 234-6582

Name of Provider/Program	Early Connections Childcare
Program Address	4685 Springfield Rd. Elizabethtown, Ky 42701
Emergency/Disaster contact at the childcare program	Jessica Bolin; Director
Cell Phone number of contact	(270) 234-6582
In the event the facility must be evacuated because of an emergency/disaster, the staff and children will leave the building and gather at an immediate area at	On site Playground
In the event the facility and property must be evacuated because of an emergency/disaster in the immediate area the children and staff will be transported by car to	Valley Creek Fire Department 2927 Valley Creek Rd. Elizabethtown, Ky 42701
If necessary, children will be transported to this healthcare facility	Hardin Memorial Hospital
Address & phone number of healthcare facility	913 North. Dixie Ave. Elizabethtown, Ky 42701

## Child and Adult Care Food Program Meal Patterns for Children

This chart lists the amounts and types of food to be served to children one year and older.

Meal Components		Ages 3-5	Ages 6-12
<b>Supplement (Snack)</b> (select 2 out of 4 components)			
<ul style="list-style-type: none"> <li>• milk, fluid</li> <li>• juice or fruit or vegetable</li> <li>• meat or meat alternate egg (large)</li> <li>• bread or bread alternate including cereal, cold, dry  or cereal hot, cooked</li> </ul>		<ul style="list-style-type: none"> <li>½ cup</li> <li>½ cup</li> <li>½ ounce</li> <li>½</li> <li>½ slice</li> <li>1/3 cup or ½ ounce</li> <li>¼ cup</li> </ul>	<ul style="list-style-type: none"> <li>1 cup</li> <li>¾ cup</li> <li>1 ounce</li> <li>½</li> <li>1 slice</li> <li>¾ cup or 1 ounce</li> <li>½ cup</li> </ul>
<b>Lunch or Supper</b>			
<ul style="list-style-type: none"> <li>• milk, fluid</li> <li>• meat or poultry or fish or egg (large) or cheese or cooked dry beans or peas or peanut butter and other "butters"</li> <li>• nuts and seeds: or yogurt</li> <li>• vegetables and/or fruits: (2 or more total)</li> <li>• bread or bread alternate</li> </ul>		<ul style="list-style-type: none"> <li>¾ cup</li> <li>1 ½ ounces</li> <li>¾</li> <li>1 ½ ounces</li> <li>3/8 cup</li> <li>3 Tbsp.</li> <li>¾ ounce</li> <li>6 ounces</li> <li>½ cup</li> <li>½ serving or ½ slice</li> </ul>	<ul style="list-style-type: none"> <li>1 cup</li> <li>2 ounces</li> <li>1</li> <li>2 ounces</li> <li>½ cup</li> <li>4 Tbsp.</li> <li>1 ounce</li> <li>8 ounces</li> <li>¾ cup</li> <li>1 serving or 1 slice</li> </ul>

<sup>1</sup> Milk includes whole milk, 1% low fat milk, 2% reduced fat milk, fat free milk, cultured buttermilk, or flavored milk made from these types of fluid milk which meet State or local standards.

<sup>2</sup> For lunch and supper no more than 50% of the requirement may be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to meet the requirement. For crediting purposes 1 oz of nuts or seeds = 1 oz of cooked lean meat, poultry or fish.

<sup>3</sup> Serve two or more kinds of fruits and/or vegetables. Full strength vegetable or fruit juice may be counted to meet no more than one half of this requirement for lunch and supper.

<sup>4</sup> Bread alternate may also include an equivalent serving of such items as a roll, biscuit, muffin, cooked enriched or whole grain rice, macaroni, noodles or other pasta products.



I understand that this is a legal binding contract between Early Connections Childcare and the parent and will follow the terms outlined in this agreement.

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Director/Owner Signature                      Date

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This section to be completed by the Director of Early Connections Childcare.

Child's Name: \_\_\_\_\_

Start Date: \_\_\_\_\_                      Termination Date: \_\_\_\_\_