

"home away from home"



1915 Husbands Rd.

P.O. Box 3635

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www.kiddiekottage.net

Parent Handbook

Parents,

We are blessed to be chosen to provide care for your child. Like you, we are interested in your child's total development. Your opinions are important to us. If there are ever any problems, feel free to talk to the owner or the director. If you have any complaints or suggestions and you would like to remain anonymous, you can place it in the payment drop off box.

This handbook is given to acquaint you with our policies and procedures. We are a licensed facility and will follow the rules and regulations set by the state at all times.

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Chain of Command

Owner/Director- LeAnn Ervin

Assistant Director- Taylor Thomas

General Information

Kiddie Kottage serves children ages 6 weeks to 12 years of age.

Hours

Kiddie Kottage hours of operation are Monday thru Friday, 6 am until 6 pm. ***One dollar per minute after 6 pm will be charged to late parents and is to be paid directly to the employee staying late.*** If your child is not picked up by 6:30, Social Services will be called, unless a parent has called, and other arrangements have been made.

Holidays

Kiddie Kottage will be closed on the following days each year: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, and Christmas Day. ***There will not be a reduction in fees for these holidays in order for us to provide our dedicated teachers with paid holidays off.***

Enrollment Requirements

Application Process

Available spots are filled from a waiting list kept in the office. Full time children on the waiting list will be given priority over part time children. Also, children who have siblings already enrolled will be given additional priority.

Rates

Full Time (5 Days a Week)

Infants and One Year Olds

First Child \$165.00 per week

Second Child \$155.00 per week

Two Year Olds and Preschool

First Child \$150 per week

Second Child \$140 per week

Part Time (2-4 Days Per Week)

Two-Year-olds and Preschool Only

First Child \$38.00 per day

Second Child \$36.00 per day

School Age Children

Before & After School

\$40.00 per week

\$22 per day All Day during School Year

Summer Rates

\$150.00 per week

\$38 per day

Enrollment Fee

Each family shall have a \$25 enrollment fee due at the time of enrollment.

Tuition Policy

All tuition fees are due on Mondays. Tuition fees remain the same even if your child is absent. Deposit your tuition fee in the payment drop off box located by the office. Envelopes are provided for cash payments. Please include the dates you are paying for on your check or envelope. There is a charge of \$5.00 per child per day for late payments. ***If tuition is not paid, there will be legal action taken. Parents are responsible for all court fees and lawyer fees.*** There is a \$30.00 charge for all returned checks. Rates are subject to change and Kiddie Kottage reserves the right to increase rates if necessary.

Schedule/Contract

When enrolling a child, a parent must sign a contract that includes a schedule. The schedule must contain the days the child will attend and daily drop off and pick up times for the child. In the event that the schedule changes the parent must sign a new contract. Kiddie Kottage only accepts full time children in our nursery and one year old classrooms. Part time children are accepted in all other classrooms on a limited basis. ***In the event that a parent wants to withdraw their child, a minimum two-week notice is required to be released from the contract,***

Attendance/Absentees

In an effort to maintain a quality program and proper staffing, parents are requested to notify the daycare if their child will be absent. Tuition fees remain the same even if your child is absent. Part time parents may not substitute one day for another. If an extra day is needed, and the space is available, parents may pay for an extra day than what their child is scheduled.

Immunization Records

All parents must submit their child's current immunization certificate upon enrollment. An updated copy must be submitted each time your child receives shots. The immunization record must be on a Kentucky certificate. The daycare cannot accept immunization cards or certificates from other states. The certificate must be complete with an expiration date. The local health department or the child's doctor's office can provide the certificate. If the certificate is not turned in within thirty days, the child may not attend until the certificate is submitted.

Age Groups/ Ratios

Classrooms will be divided in the following order and child/staff ratio.

Infants (6 weeks-1 year)	1 teacher per 5 children
Toddlers (1-2 years)	1 teacher per 6 children
Toddlers (2-3 years)	1 teacher per 10 children
Preschool (3-4 years)	1 teacher per 12 children
Preschool (4-5 years)	1 teacher per 14 children
School-Age (5-12 years)	1 teacher per 15-20 children

Security/Pick Up Authorization

All the facility doors will remain locked at all times. This is to protect the children from going out and from strangers coming in. The front door has a keypad with an access number to unlock it. Parents are responsible for locking the door back when they come in and go out. When enrolling a child, parents are required to complete a list of the people who can pick up their child. Children will only be released to the people on their list unless the parent calls and tells us otherwise. Proper picture identification is required if we do not know the person. Parents may occasionally even be asked for identification if one of our teachers does not recognize them. Please do not be offended, this is for the children's protection. If there are individuals that are not allowed to pick up a child, it must be documented on the child's enrollment form. All teachers will be made aware of these situations. ***If that person is the parent of the child, we must have court documentation to stop them from taking the child.***

Drop Off Times

Due to the meal and nap schedule of the children, Kiddie Kottage requires that parents drop their child/children off before 10 AM. If for some reason you need to drop your child off later than 10 AM, we will require that you wait until nap time is over at 2 PM. If you will be dropping your child off after 2 PM, we will require you to call the center by 10 AM so we will know to expect your child in the afternoon. It is very important that we know this, so we have enough staff members on hand to care for your child. We are required by law to keep specific teacher to child ratios. If you do not call by 10 AM to tell us that your child is coming, you will not be able to drop them off after 2 PM.

Sign In/ Out Sheets

It is very important that anyone dropping off or picking up a child sign that child in or out. Each classroom has a sign in sheet with each child's name listed. These are documents required by the state and must be accurate.

Withdrawal

If a parent wishes to withdraw their child, there is a minimum of a two-week notice required to cancel the child's enrollment contract. Any parent not giving a notice, or a shorter notice, will still be charged their child's normal tuition fee for two weeks.

Termination

Kiddie Kottage reserves the right to terminate a child's enrollment without notice or cause if it is deemed in the best interest of Kiddie Kottage staff and children.

Services

Class Programs

Each class will operate on a daily schedule providing a planned program of activities geared to the individual needs and development levels of the children served. These activities shall provide experiences which promote the individual child's physical, emotional, social, and intellectual growth and well-being. A fenced playground area will provide year-round opportunities for development of gross motor skills on age-appropriate equipment. Equipment specially selected for a variety of activities will be maintained indoors and outdoors. Children will have opportunities for free choice of activities and playmates, as well as practice in self-help procedures in respect to clothing, toileting, hand washing, feeding, and cleaning up. Children will be supervised at all times and all supplies and equipment will be maintained in top working condition.

Communication

In order to meet the needs of each family served by Kiddie Kottage Daycare, a communication system will be developed to allow for open, honest, and direct discussion. The owner and director will be available to discuss any concern, problem, suggestion, or plan upon request. In addition, parents may feel free to call the daycare at any time to check on their child or talk to their child's teacher. Parents are not to contact Kiddie Kottage employees through their personal cell phones while they are working. This causes distractions while they are trying to care for the children. *Per Kiddie Kottage Employee Handbook*-Cell phones are not to be used by employees during work hours except during their break time. This includes phone calls, text messages and mobile internet. Likewise, employees are not to be on social networking sites during work hours.

Special Needs

Kiddie Kottage will continually assess the needs of each child. Classroom teachers will complete a developmental screening on all children within 90 days of enrollment. Children will receive reassessment on a regular basis. Assessment results will be discussed with the parents. A referral could be made if a need for further assistance is found. Any special need identified will be discussed between the classroom teacher, the owner or director and the parent. Kiddie Kottage welcomes professionals from outside agencies (Ex. Speech therapists, occupational therapists) into our center at any time to work with children. Kiddie Kottage will accommodate IFSP/IEP goals and plans for individual children.

Transportation

From time to time, Kiddie Kottage will plan field trips for our preschool and school aged children. Kiddie Kottage Daycare will provide all transportation for any said field trips in compliance with **922, KAR 2:120**. Kiddie Kottage will use the following policies and procedures when transporting children:

- Proof of insurance coverage will be on file at all times.
- All KRS and KAR guidelines will be followed.
- Kiddie Kottage will provide transportation on a permitted bus, to and from field trips, for children at Kiddie Kottage Daycare and Preschool. For each trip that is taken a written plan will be kept on file in the office that includes the schedule of the staff members supervising the field trip, a map of the route in which the bus will take, and the place where the parent can pick up the child from if needed. Parents will be notified prior to the field trip and will be required to complete a permission slip that includes the child's name, date of field trip, location of field trip, departure and arrival times, and parent's signature.
- Emergency procedures and evacuation drills regarding transportation will be practiced monthly.
- Children will be transported by a Kiddie Kottage bus. The bus seats 14 people and is equipped with seatbelts, a fire extinguisher, a first aid kit, emergency reflective triangles, and a device to cut restraints. The Kiddie Kottage bus is licensed by the Kentucky State Transportation Cabinet.
- Bus monitor and Bus driver will be supervised by the director to ensure that they are performing their duties related to transportation properly.
- Safety procedures will be followed at all times the children are being transported. Children will remain seated and restrained at all times the vehicle is in motion. Children will be instructed to keep their hands to themselves. At least two staff members will be with the children at all times, when being transported. Children will be escorted to and from the bus at each place where they load/unload. A sign in sheet will be maintained with each child's first and last name and the exact time they get on and off the bus at each site. These records will be completed by a staff member that is not the driver and kept for 5 years. When loading and unloading from the vehicle, the children will be in a single file line. When loading, one staff member will be on the bus signing children in on the sign in sheet and one staff member will be in the back of the line ensuring that all children get on the bus. When unloading, one staff member will be at the door of the bus, signing children out on the sign in sheet. The other staff member will be in the back of the line on the bus ensuring that all children exit the bus. While off the premises of Kiddie Kottage Daycare, staff members will do random head counts to ensure that all children are accounted for and remain with the group. Staff members will always maintain adequate supervision of all children. At least one staff member that escorts the children on field trips will be certified in CPR and First Aid.
- Kiddie Kottage has a safety inspection list that they use to check the bus before each trip. Kiddie Kottage keeps all of these inspections on file in the office.
- Teacher to child ratios will be maintained at all times during field trips. Staff members will spread themselves out among the children when riding on the bus or when at a field trip site.
- Never, under any circumstances, will a child be left unattended at a field trip site or on a vehicle.
- Children will not be allowed to cross any streets without an adult escort.

- The vehicle will never be refueled while children are on board. If the driver is not in the driver's seat, then the engine will be off, the keys removed, and the emergency brake set. The vehicle will never transport guns, ammunition, etc. while transporting children.

All Kiddie Kottage bus drivers are at least 21 years of age, have a valid driver's license and have a background check by the Commonwealth of Kentucky.

Weather

Closing early due to weather conditions will be at the discretion of the owner/director. Please monitor the centers Facebook page for closings and delays. Any closings will be listed on Snowman 6 on WPSD. If we are closing early, we will call the parents of each child that is in attendance.

Rules/Regulations

Parental Responsibilities

1. Parents are to show respect to all staff.
2. Parents are not to use any undesirable language while at the daycare.
3. Parents are to take all concerns to the owner or director, not teachers.
4. Parents are to make payments on time and keep all CCAP appointments to ensure current service agreements.
5. Parents are to provide all items listed in the "Belongings" section for their child.
6. Parents are to lock the door back when they come in and go out.
7. Parents are to sign their child in & out each day on the correct sign in sheet.
8. Parents are to check their child's work folder or cubby each day. Remember, they are proud of what they accomplish, and they want to share it with you!
9. Parents are to contact the office if they have a change of address, phone number, or other important information pertaining to their child.
10. Parents are to sign a new contract if they desire to change their child's schedule in any way.

Smoking/Substance Abuse

Kiddie Kottage Daycare is a smoke free facility. **All teachers, parents, and visitors are asked not to smoke on the premises.** Likewise, no controlled substance or alcohol use will be permitted.

State Regulations

Kiddie Kottage will adhere to all requirements of the Kentucky Division for Licensing and Regulations in all areas.

Local Regulations

Local regulations will be adhered to, and the following shall be on file at all times: insurance coverage, food service permit, and current operating license.

Confidentiality

Any information pertaining to a child enrolled in Kiddie Kottage Daycare shall be held in professional confidence and shared only with other teachers, the director, owner, parents of the child, or particular helping professionals in an attempt to provide complete service.

Emergency Procedures

Changes in Important Information

Parents are to contact the office if they have a change of address, phone number, or other important information pertaining to their child. It is very important that we always have current information in case of an emergency.

Medical Care

An employee trained in CPR and first aid will be available at all times that the daycare is open in an attempt to provide on the spot care. However, if the child's injury or illness warrants medical care, the director will notify the parent to provide such for the child. If immediate emergency medical care is needed, 911 will be called and the child transported to the parent's hospital preference. The parents will be notified after 911 is called. If a child is transported by ambulance without the parent being reached the Medical Consent form located in the enrollment pack will be sent with the ambulance. This is the parents written consent that their child can be treated if they are unable to be reached. Parents are to make sure that their child's medical form has current health information regarding their child. All teachers will be made aware of any health conditions the children may have.

Fire Drills and Procedure

Fire drills will be conducted on a monthly basis. In the event of a fire, the following procedure will be followed:

1. Anyone discovering a fire should pull the nearest fire alarm and attempt to extinguish the fire, if possible, using the nearest fire extinguisher.
2. Upon sound of the fire alarm system, teachers and children should evacuate through the closest exit displayed on their rooms disaster diagram. All teachers should carry their sign in sheet with them when exiting. The director should exit with the master attendance record, the daycare emergency contact list, and a cell phone.
3. When all persons have evacuated the building, everyone should meet in the yard beside the daycare.

Tornado/Storm Drills and Procedure

Tornado/storm drills will be conducted on a quarterly basis. In the event of a storm, the following procedure will be followed:

1. All children should be placed in the three-year-old room against the walls in single file.
2. Children should be instructed to lie flat and cover their heads.
3. Teachers should space themselves among the children.

Earthquake Drills and Procedure

Earthquake drills will be conducted on a quarterly basis. In the event of an earthquake, the following procedure will be followed:

1. Children will be placed under the classroom tables.
2. In the event of an earthquake, children should be placed under the classroom table.
3. Children should be instructed to stay under the table until the teacher tells them otherwise.
4. Teachers should also take cover with the children.

Man Made Disaster

Depending on the type of disaster and situation, the director will decide if it is best to evacuate to the relocation site or to shelter the children in place.

Belongings and Personal Policies

Required Items for Children

Each child will need items brought for them to keep at daycare. Each child will have a basket or cubby in their room to keep their belongings. **NO DIAPER BAGS OR BACKPACKS ARE ALLOWED.**

Children should not bring toys to daycare unless it is for show and tell day for our older preschool classes.

- * Infants- Disposable diapers and wipes, extra clothing, pacifiers, bottles (must-have lids), formula, and a sippy cup if needed. Formula bottles may be made in advance at home or prepared by the teacher at daycare. Formula must be predivided and water must be premeasured for each bottle. Formula can be brought in a divided dispenser and water can be filled in bottles. Breast milk must be premeasured for each bottle. This shall be discussed by the parents and nursery teacher.
- * Toddlers- Disposable diapers or pull-ups and wipes, extra clothing, blanket, and crib sheet for nap time. If children are potty training, several pairs of underwear and bottoms should be kept at daycare at all times.
- * Preschool- Extra clothing, underwear, blanket, and crib sheet for nap time.

Parents not bringing these items are subject to extra fees.

Labeling Items

All items brought from home must be labeled with the child's name. This is to ensure appropriate use of items and to limit confusion for the staff members. Please label bottles, cups, pacifiers, extra clothing, etc.

Extra Clothes

Parents are asked to provide their child with an extra set of clothes at all times. This includes a shirt, pants or shorts, socks, and underwear. Extra clothes should be appropriate for the season. If the child does not have extra clothes in their cubby, parents will be called at work to provide these items.

Potty Training

Potty training will be encouraged when a child is promoted to the two-year-old classroom. Children will be taken to the bathroom at regular intervals. Positive encouragement and reinforcement will be used at all times. Children will be allowed to progress in toileting at their own speed. At no time will any form of discipline or negative response be used. When a child begins potty training, several pairs of underwear and bottoms should be kept at daycare at all times.

Health Policies

Minor Injuries

All minor injuries will be reported to the parent through an injury report. Parents are to sign this report and return it to the office. A copy of the report can be supplied to the parent, if requested. If needed, the child will receive minor first aid such as band aids, cold packs, etc.

Medication

State law requires that all medication that is to be given to a child while at the daycare will be signed in and locked in the medication box. All medication must be delivered directly to a staff person. The center must have a medication log filled out and signed by the parent or the medicine will not be given to the child. This log will have the name of the child, the name of the medication, the time to be given, the date to be given, the dosage amount, and the parent's signature. When the medication is given to the child, the staff person will mark the time and their initials on the log also. Medication shall be properly labeled with the child's name. Prescriptions must be in the original container and will not be given if expired. All medication is to be picked up daily out the medication box. **DO NOT LEAVE ANY MEDICATIONS IN THE MEDICATION BOX.** Only what is currently signed in for use shall be in the box. The state requires medication logs for all medications, including sunscreens, diaper ointments, teething tablets, Tylenol, etc. Medication cannot be signed in on an "as needed" basis. The log must have specific times to medicate the child. Diaper creams may be signed in "at each change" because the parent will not know specific times that the child will be changed throughout the day. No diaper bags or backpacks are allowed in the daycare due to safety concerns involving medication that may be in those bags.

Communicable Disease

In an effort to keep the children well, any child showing signs of communicable disease will not be admitted to the daycare. This is also a state regulation. If a child becomes ill during the day, he/she will be placed in the office under supervision, until a parent can be contacted.

Arrangements must be made immediately to pick the child up from the daycare. Our policy for each type of illness follows:

1. Fever of 101 or higher- If a child is sent home with a fever of 101 or higher, they cannot return to the daycare until they have been fever free for 24 hours without a fever suppressant. The exception is if the child has been to the doctor and has a doctor's note to admit them back to the daycare the following morning.

2. Colds/Sinus Infections- The child may attend if the cold is mild, with no temperature or other symptoms, and if discharge from the nose is clear. If the child has a constant runny nose, green mucus from the nose, or persistent cough they may return with a doctor's approval only.
3. Coughing- The child may attend if the cough is minor. If the cough is chronic, deep, or hacking, the child can return when well or with approval from their doctor.
4. Sore Throat- The child may attend if the sore throat is mild. If the child appears to have one or more of the following: swollen tonsils or glands, white spots in throat or severe pain when swallowing, the child can return with approval from their doctor.
5. Rashes- If a child develops a rash and the cause is unknown, we will ask that a doctor verify in writing or over the phone that it is not contagious. If not contagious, the child may attend. If contagious, the child can return with approval from their doctor only.
6. Stomachache- If the stomachache is not accompanied with any diarrhea, vomiting or temperature the child may attend.
7. Diarrhea- If the child has two or more episodes within a thirty-minute time period, they must be picked up. The child cannot return until 24 hours after the last episode occurs. If the diarrhea is one or two times throughout day, the child may stay granted no more episodes occur and the child has no other symptoms and feels well.
8. Vomiting- If the child has two or more episodes within a thirty-minute time period, they must be picked up immediately. The child cannot return until 24 hours after the last episode occurs. If the vomiting only occurs once throughout day, the child may stay granted no more episodes occur and the child has no other symptoms and feels well.
9. Pink Eye- If the child is suspected to have pink eye, with redness and matter running from his or her eyes, they must be removed from the daycare and seen by a physician. Pink eye is EXTREMELY contagious so the child must be on medication for 48 hours and have a doctor's release before returning to daycare.
10. Ear Infection- In the case of an ear infection the child may attend daycare as long as they are not in tremendous pain, extremely fussy, or have a high temperature. Pain medications are suggested.
11. Head Lice- Children will be screened monthly for lice. If lice are detected on a child's head, the child will be isolated, and the parent will be called to pick them up. We will provide information to the parent on how to treat the child for the infestation. The child will not be allowed to return to the center until they are free of all lice and nits. Kiddie Kottage has an absolutely no nit policy. Children will be screened by the owner or director to ensure this before re-admitting.
12. Fussiness/Complaining- If a child is extremely fussy or complaining of not feeling well continuously and the cause cannot be determined, the daycare requests that the child be kept out until feeling better. Even if a child has something that is not contagious, (Ex. ear infection) but is extremely fussy and requires more care than we can provide, we ask that the parent please keep the child at home until they are feeling better.

In the event of an illness, the parent will be provided a report with the following information: date, time, temperature, and symptoms. It will also include the policy for the child's return to daycare for each illness.

Child Abuse

KRS 620.030 Duty to report dependency, neglect, or abuse:

(1) 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 be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's attorney or the county attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation. If the cabinet receives a report of abuse or neglect allegedly committed by a person other than a parent, guardian, or person exercising custodial control or supervision, the cabinet shall refer the matter to the Commonwealth's attorney or the county attorney and the local law enforcement agency or the Department of Kentucky State Police. Nothing in this section shall relieve individuals of their obligations to report.

All Kiddie Kottage employees are bound by law to report any cases or suspected cases of child abuse or neglect to the owner or director, who in turn will report the suspected case to the Department of Social Services and the Division of Licensed Child Care.

Behavior Policies

Discipline

Children will act appropriately at times. We will endeavor to show disapproval for the "act" but not the "child." All rules shall be simple, consistent, and made known to everyone involved in the operation of the daycare. Unacceptable behavior will be recognized, and actions taken.

Disciplinary Rules for Children

1. Walk in the building.
2. Keep your hands, feet, and teeth to yourself.
3. Nice words should come from your mouth.
4. Use inside voices.
5. Be still and quiet at nap time.
6. Share the toys.
7. Stay with your teacher/group at all times.
8. Listen to all teachers.
9. Eat your food or leave it on your plate.
10. Ask before taking something from others.

Disciplinary Actions for Children

1. Redirection- When a teacher observes an inappropriate behavior, she will try to get the child interested in something positive rather than dwell on the negative.
2. Reasoning- If redirection does not work the teacher will talk to the child and explain what he or she is doing wrong and why it is important to obey the rules.
3. Isolation- If reasoning does not work then the teacher will isolate the child (Time Out) from the group by sitting him or her in a quiet area. Generally, time outs are for one minute per year of age.

4. Parent Contact- If time out does not correct the behavior and the behavior persists throughout the day, the teacher will document and report the behavior to the parent with an incident report. A conference may be called with the parent, teacher, and director.
5. Suspension- The teacher and the parent will work together to correct the child's behavior. If no correction occurs after three parent contacts, a conference will be called, and the parent will be asked to remove the child from the daycare for three days.
6. Expulsion- If a three-day suspension does not solve the child's behavior problem, dismissal of the child from the daycare will result.

In cases where the child may be infringing upon the safety of the other children, Kiddie Kottage will terminate the enrollment of the child without any of the above steps being taken. Parent's outbursts or inappropriate behavior may also result in the termination of the child's enrollment. No child will ever be subjected to harsh or physical discipline: nor loud, profane, threatening, frightening, or abusive language by anyone on the premises. Discipline shall never be associated with rest period, toilet training, or food.

Biting

Kiddie Kottage will do all we can to prevent biting in the classrooms. The following are our procedures:

1. Both sets of parents are notified when a child bites. The child who got bit receives an injury report. The child who did the biting receives an incident report. The name of the other child will not be reported on each child's respective document.
2. When a child bites more than once during the day the staff is to report this to the office immediately and start a biting log.
3. By using a biting log, a plan will be discussed with parents and staff.
4. If the biting continues for a period of 3 or more weeks, the child's enrollment may be withdrawn.

Daily Activity Policies

Rest Period

Regular time will be set aside in each classroom for a sufficient rest period. This period is designed to allow those children who need to sleep the opportunity to do so, and a quiet restful period for those who do not normally sleep. Children will be encouraged to listen to music, watch special movies, read books, etc. during this quiet time. No child will be forced to take a nap, but all will be encouraged to be still and quiet to respect the needs of others during this time. This time will not exceed two hours. Individual baby beds and mats will be provided for the children. Children are asked to bring a favorite small blanket and crib sheet from home. All blankets and sheets will be sent home on Friday to be washed. Please remember to bring them back on Monday.

Food/Mealtime

Kiddie Kottage participates in the Child and Adult Care Food Program. Breakfast, lunch, and snack will be provided by the daycare. Menus will be developed with the basic food groups in mind and posted for parent's information. Any child with food allergies which would necessitate meal alterations or special food must provide a signed doctor's statement. All children will normally eat meals and snacks together in their classrooms. Mealtime will be a pleasant, leisurely experience. Children will be allowed more than one helping and encouraged to ask for food by name. Children will also be encouraged to try a little of everything on their plate, but at no time will a child be forced to eat something he/she does not like. The meal schedule is as follows: Breakfast- 8:00 AM, Lunch- 11:00 AM, Snack- 2:00 PM

No outside food should be brought into the daycare.

The exception to this rule is scheduled classroom parties. Party food must be store bought. Candy should be brought for parties only and should not include suckers or other hard candies that may pose a choking hazard.

TV Viewing

TV and video viewing is limited and closely monitored. Only G-rated videos will be shown.

Visitors

All visitors must be approved by the owner or director and will sign in on the sheet by the office door. This includes parents who are visiting the center but not picking up their child.

Personnel

Requirements/Staff Development

Prior to employment, applicants are required to obtain a TB skin test and furnish a copy of their high school diploma. Kiddie Kottage Daycare will complete a background check on each potential employee. All employees are required to complete 15 hours of training each year, including six hours of orientation training within the first 90 days of employment. At a minimum, one employee on the premises will have First Aid and CPR certification.

Personal Appearance

Employees will dress appropriately at all times for the teaching of children. This includes any clothing that is revealing when stooping, bending, etc. Employees are required to wear daycare emblem T- shirts. Personal hygiene will be maintained at all times, as teachers are role models for children.

Volunteers

Kiddie Kottage may utilize student interns or lay volunteers to enhance direct services to children. However, student interns or volunteers will not replace regular staff members, be left alone with the children, or have any supervising responsibilities.

We hope you and your child will be happy here at Kiddie Kottage. Our goal is to love and take care of your child just like you would at home. If we can be of any assistance to you and your child, please let us know. Thank you for choosing Kiddie Kottage Daycare.

Antidiscrimination Notice

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. Not all prohibited bases will apply to all programs and or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

USDA is an equal opportunity provider and employer.

**COMMONWEALTH OF KENTUCKY
IMMUNIZATION CERTIFICATE**

(Required of each child enrolled in a public or private school, preschool program, day care center, certified family child care home, or other licensed facility which cares for children.)



Name of Child _____ Birthdate _____
 (Last) (First) (Middle)

Name of Parent or Guardian _____

Address _____
 (Street) (City) (State) (Zip Code)

DATES ADMINISTERED (month/day/year)

DIPHTHERIA, TETANUS, PERTUSSIS* #1 ___/___/___ #2 ___/___/___ #4 ___/___/___ #5 ___/___/___

POLIO VACCINES #1 ___/___/___ #2 ___/___/___ #3 ___/___/___ #4 ___/___/___

MMR (Measles, Mumps, Rubella)** #1 ___/___/___ Other ___/___/___ Other ___/___/___

Hib*** #1 ___/___/___ #2 ___/___/___ #3 ___/___/___ #4 ___/___/___

Hepatitis B**** #1 ___/___/___ #2 ___/___/___ #3 ___/___/___ or #1 ___/___/___ #2 ___/___/___ (adult dose)

Varicella ***** #1 ___/___/___ or child has had chickenpox disease (X) _____.

*DTaP, DTP, DT, Td **MMR for one dose, measles-containing for second. ***Hib not required at age 5 years or more. **** Alternative two dose series of approved adult hepatitis B vaccine for children 11-15 years of age. *****Varicella required for children 19 months to 7 years unless a parent, guardian or physician states that the child has had chickenpox disease.

This child is current for immunizations until ___/___/___, (two weeks after the next shot is due) after which this certificate is no longer valid and a new certificate must be obtained.

I CERTIFY THAT THE ABOVE NAMED CHILD HAS RECEIVED IMMUNIZATIONS AS STIPULATED ABOVE.

Signature of physician, Health Dept., or their designee _____ Date _____

This Certificate should be presented to the school or facility in which the child intends to enroll and should be retained by the school or facility and filed with the child's health record. EPID-230 (Rev 8/2002)

Children and Parent Rights Pursuant to KRS 199.898

All children receiving child-care services in a day care center licensed pursuant to KRS 199.8982, 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 mental and physical 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.

Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

1. 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;
2. 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;
3. The right to file a complaint against a childcare provider without any retribution against the parent, custodian, guardian or child;
4. The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any childcare provider. Identifying information regarding children and their families shall remain confidential;
5. The right to obtain information from the cabinet regarding the inspections and plans of correction of the day care center, the family childcare home, or the provider or program receiving public funds within the past year; and
6. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

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 to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

Division of Regulated Child Care
275 East Main Street, 6E-B
Frankfort, Kentucky 40621
(502) 564-7962

KENTUCKY DEPARTMENT OF EDUCATION
Division of Nutrition and Health Services
Civil Rights Grievance Report Procedures

In accordance with FNS Instruction 113-1, the KIDDIE KOTTAGE DAYCARE AND PRESCHOOL Sponsor/Sponsoring Organization provides a grievance procedure in the event a person believes he/she or their enrolled participant has been discriminated against and/or denied service on the basis of race, color, national origin, sex, age, or disability in the food service program provided by the KIDDIE KOTTAGE DAYCARE AND PRESCHOOL Sponsor/Sponsoring Organization.

GENERAL INSTRUCTIONS

All complaints, written or verbal, alleging discrimination on the basis of race, color, national origin, sex, age, or disability shall be processed within ninety (90) days of receipt in the manner prescribed in this instruction.

Procedure for Filing Complaints of Discrimination

1. Right to File a Complaint

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action. Under special circumstances this time limit may be extended.

2. Acceptance

All complaints, written or verbal, shall be accepted by the Division of Nutrition and Health Services and forwarded to the SERO-USDA. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

3. Verbal Complaints

In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complainant for the complainant. Every effort shall be made to have the complainant provide the following information:

- a. Name, address, telephone number, or means of contacting the complainant.
- b. The specific location and name of the entity delivering the program, service, or benefit.
- c. The nature of the incident(s) or action(s) that led the complainant to believe discrimination was a factor.
- d. The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age, disability)

- e. The names, titles and addresses of the persons who may have knowledge of the discriminatory action(s).
- f. The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.