

Parent Handbook







This brochure is intended to answer a number of questions asked by parents. There will always be other questions that you may have. Please feel free to ask the Director for clarification or any other question that has not been addressed in this brochure. Kayfield Academy has an open-door policy, so please feel free to call or come in at any time.



This handbook is prepared for the parents of all children enrolled in Kayfield Academy. It is designed to explain the program, and show how you can help your child make initial and continuing adjustments to time away from home.

PHILOSOPHY

The programs of Kayfield Academy will provide a learning environment in which a child is helped at his or her own level to learn how to plan his own life actions: Where a child receives love, security, acceptance, values, self-control, independence, protection and guidance and teachers earnestly try to involve a child in the excitement of learning.

The curriculum of each class encircles the vital objective of helping a child to develop a positive self-image. A wide variety of experiences are planned in order that each child has opportunities for success. The program provides for the total child: his/her particular needs within their social, emotional, physical, and mental development.

SOCIAL

To help the child:

1. Grow in ability to work and play with others. Play is the work of children.
Play allows children to learn. Learning is fun!
2. Respect personal and property rights of others.
3. Develop an attitude of kindness, cooperation, courtesy, and helpfulness toward others.
4. Accept appropriate individual and social responsibility in their group.
5. Build problem-solving skills.

EMOTIONAL

To help the child:

1. Gradually mature in emotional responses and self-discipline.
2. Properly express emotional responses.
3. Become progressively independent.
4. Develop self-confidence.

MENTAL

To help the child:

1. Develop a love for learning.
2. Develop independent thinking, draw conclusions, make choices and experiment.
3. Broaden his/her range of interest.
4. Develop his/her language powers and self-expression.
5. Grow in an ability to concentrate.
6. Encourage creativity.
7. Improve his/her skills.

PHYSICAL

To help a child:

1. Participate in a variety of both fine and gross motor activities.
2. Establish desirable health habits.
3. Know and follow simple rules of safety.



Kayfield Academy is a pro-social program. Each day the schedule offers a wide variety of activities that include rhythm, music, art, literature, physical education, and creative movement. Our curriculum also promotes play. Play belongs to childhood. Through play, a child works his/her way into joy and into a more mature capable person who is ready for the next step in his/her growing development.



CENTER POLICIES

HOURS OF OPERATION

The center is open from 6:30 AM until 6:15 PM. However, tuition is based on attendance of a ten hour day. A charge of \$1.00 per minute past closing will be imposed and due immediately to the person closing the center. Continued tardiness in picking up children could result in dismissal from the program. A child may attend a maximum of 10 hours per day. All children 2 years of age and older must be in class before their scheduled Circle Time. Parents should call the center if they are to be late or not in attendance.

The Center is open Monday through Friday excluding the following days: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, Christmas Day, and a teacher training day. We will close at noon on Christmas Eve and New Year's Eve. The owner will make decisions as to center closings should these days fall on the weekend or in the event of other closings. Parents will be notified in advance of such decisions.

ARRIVAL AND DEPARTURES

A responsible adult should always escort the children into and out of the building. All children must be signed in and out on a daily basis. A parent or an authorized adult must pick up each child. No child should be removed from the building without teaching staff being made aware of the child's departure. The program must be notified in advance if someone other than the parent will be picking up the child. A person, who is not known at the center, will be required to show a driver's license for identification and must be listed on the child's information sheet as being an authorized alternative. No child will be released to an unauthorized adult.

ADMISSION

Admission to the Academy will be based on availability of placements in the school and the age of the child. When a particular classroom is filled, a waiting list will be established. Priority will be given to a sibling of a currently enrolled child. Otherwise, individuals will be placed on the waiting list on a first come-first served basis. Continuous enrollment will be guaranteed to each child whose tuition is current.

ELIGIBILITY

Children may enroll between the ages of six weeks and 10 years of age.

TUITION FEES AND PAYMENT

Fees are subject to change with written notice. There is a non-refundable registration fee for each family enrolled in the program. Weekly Tuition is due Monday on a continuous basis until the child is withdrawn from the Center. Tuition is considered late if not paid by Tuesday at closing. There is a \$30.00 late fee on all late payments. Monthly payments are due by the 5th of each month. There is also a yearly registration fee due in August for all students. There is a \$30.00 charge on all returned checks. After the 2nd returned check, only cash will be accepted.



TUITION FEES AND PAYMENT (cont'd)

Refunds will not be given for daily absences. Discounts are not available when a second child is a part of the School Age programs.

There is no reduction for holidays.

A 10% discount will be given for the oldest children enrolled when tuition is paid monthly for families with more than one child.

When a child is hospitalized for a week or more, tuition will be suspended for the first week. Full tuition must be paid for additional absence if the child's place is to be reserved (note temporary withdrawal procedures).

Note: If by Wednesday of the second week, the previous week's tuition fees are not paid there is a mandatory meeting of parents and the Director. If there is no payment by the end of the second week, the child may not return to the program unless some acceptable payment arrangements have been made including late fees. We cannot permit ongoing delinquent tuition.

POLICY FOR CUSTODY DISPUTE

Children will only be released to adults listed on the registration form. In the case of a custody dispute, the center will not undertake the decision of legal and physical custody of a child, but will rely on the information provided by the enrolling parent. Copies of legal documents regarding custody will be maintained in the child's file.

FIRE, TORNADO, EARTHQUAKE DRILLS

Each month the program will have a fire drill to familiarize children and staff with proper exit procedures. Quarterly tornado and earthquake drills will be held as well. In the event of severe weather, it is safer for both parents and children to remain where they are at the time of the alert. The program has established safe places within the building for all children to go in the event of such an emergency. Families should familiarize themselves with their center's evacuation plan, found on location, of where their child will be taken in the event of complete evacuation of the surrounding area. They may be picked up at this site.

BITING POLICY

If a child bites another person (3) times in one day, the parents will be called to pick up the child. The child at this time is dismissed for the remainder of the day. If the 3rd bite occurs at the end of the day (after 3:00 pm), the child will be dismissed for the following day as well.

If a child bites hard enough to break skin— then the child must be dismissed that day. If the bite occurs at the end of the day (after 3:00 pm), the child will be dismissed for the following day as well.

If a child bites another person in the same week that he/she has been dismissed for the day, then the child will be placed on a two week probation. If biting persists, the child will be dismissed from the program.

Children with "biting problems" must inform the Academy upon registration. We will work with the child through positive reinforcement to alter this habit. If the situation is extreme and the staff cannot change this behavior, the child will be dismissed.

DISCIPLINE

The goal of Kayfield Academy is to teach children self-discipline. The guidance techniques used are on the developmental level of the child and include: positive reinforcement, redirection, and helping children solve their own problems. Children are made aware of expectations through consistent use of clearly defined limits. No physical or harsh verbal discipline will be used. Physical discipline such as spanking is not permitted by staff or parents on the Center's property. Should continual behavior problems occur, a meeting between program staff and parents will be held in order to determine an appropriate course of action that is agreeable to all.

TOYS

Children should be discouraged from bringing in personal toys and books to the program which may promote conflict with other children. The program cannot be responsible for personal items which may be damaged or lost. It may be necessary for the teacher to remove items from the child's possession until the end of the day. Please be supportive of staff when such decisions are made. (Exception to this rule– Show & Tell)

COMMUNICATION

Kayfield Academy considers it essential for the home and center to work as partners to encourage the maximum growth in all areas of your child's development. It is vital for parents to check in with teachers regularly to stay informed. Daily reports are available each afternoon. If there are any concerns, we will be happy to schedule a conference. We would prefer not discussing behavior problems in front of the children. Progress reports are issued during the school year with scheduled conferences with their teacher.

Each classroom contains a parent-teacher bulletin board. Parents should be sure to check this board regularly for information they may need regarding their child's classroom.

The teachers cannot accept verbal messages from children. Please send a note or phone the program office. Monthly newsletters are available on our Kayfield website.

THIRD PARTY THERAPY SESSIONS

If you wish for your child to receive therapy sessions provided by an outside service agent (First Steps, Speech Therapy etc.), we are happy to work with you in scheduling these sessions during your child's regular time within our program. You will need to sign a permission slip and the service agents will be required to sign your child out of the classroom and then back into the classroom for each therapy session. A special attendance sheet will be made available by this program for this purpose. Service agents must provide adequate supervision of your child during each session. Adequate supervision is defined as devoting full time attention to children and ensures the children are within the scope of vision and range of voice. Scope of vision and range of voice is the range or ones awareness allowing for the sight and sound supervision without physical barrier or obstruction. The service agent must also provide a photo identification.





Kayfield Academy cares for your child's health and well being, so we focus on nutrition and creating a healthy, safe environment for your child to grow and develop in.

HEALTH

The following records must be supplied or completed by parents upon enrollment and must include:

- Medical History
- Current Immunization Certificate
- Emergency Medical Treatment Authorization
- Food Allergy Information– medical documentation provided from pediatrician along with emergency instructions.

Children will be given a daily health check when they arrive. If a child should show definite signs of illness, the Academy will not be able to admit the child. Your child's safety and well-being is important to everyone. In order to keep illness to a minimum, please take note of the following information.

Children should remain home if having any of the following sickness: fever of 100 or more, fever and acute cold, sore throat, skin rashes, vomiting or diarrhea.

Should a child become ill during the day, parents will be notified and are expected to come within one hour of notification. Parents will be asked to pick up a child from the Academy with a temperature of 100 degrees or more. A child will not be admitted back to the Academy until he/she has been free for 24 hours of fever, contagious illness, diarrhea, rashes or any vomiting. A child may return before the 24 hours with a doctor's note stating they are not contagious and may return to child care.

A child should be well enough to participate in all aspects of our Academy when returning. In some circumstances, a director may require a child to stay home for a full 24 hours from being sent home from the center even when a doctor's note has been presented. Following these policies will help prevent the spread of disease and is in the best interest of all the children attending Kayfield Academy.

No medicine including diaper ointment, aspirin, or any over-the-counter medicines will be administered to a child without a doctor's note on file and a medicine log form signed by the parent.

SAFETY

We ask that parents not allow their children to bring candy or gum to school. Children's clothes should allow for playing, climbing and running. Open-toe shoes, clogs, crocs, jellies, flip-flops, cowboy boots and long dresses can be dangerous in these situations and are not acceptable attire for school.

PERSONAL ITEMS

Please send children in clothes that are washable so that they will not need to be afraid of messing up their clothes. Each child should have a complete change of clothing left at the center in their cubby. The above mentioned clothing should have the child's name marked on them. If clothing is loaned to your child by the school, we request that you wash them and return them the next day. Parents of children potty training should ask their child's teacher about needed changes of clothing.



RIGHT OF DISMISSAL

The Academy reserves the right of dismissing any child if after entering the program the child seems unable to adjust to the experience and if circumstances warrant. This would occur only if no other solution can be worked out. Kayfield Academy also reserves the right to dismiss a child due to non-compliance of the policies by the parent. In extreme circumstances, immediate dismissal will be given at the direction of the Director and/or Owner.

DAILY PROGRAMS AND ROUTINES

A program of developmentally appropriate learning activities is planned for all children attending the Academy. Each parent enrolling a child in the Academy will receive an information packet designed for that particular age group. Each class will have a daily schedule and weekly plan sheet posted in each class for parents and visitors to see. Our facilities may have school mascots, such as fish, on premises in their lobby's or classrooms.

NUTRITION

The Academy will maintain high standards of nutrition. Meals available each day include: breakfast, lunch and an afternoon snack. If the Academy extends hours, supper and evening snacks will also be included. Meals will be posted in each class. Breakfast will be served only to the designated time.

Infants on bottles and requiring baby food are to provide their own formula/breastmilk and food. Parents are to bring the food and bottles properly labeled and sealed. Bottles/formula are to be prepared at home and stored in unbreakable bottles with nipple covers. Written instructions on feeding should be given to the teachers. Mothers are encouraged to continue nursing their babies by visiting the Academy for feedings. We will serve breast milk only in the infant and crawler rooms, once a child moves to the toddler room, they will receive whole milk.

The Academy asks that parents see that children DO NOT bring food to the school. Written documentation from the parent must be on file to specify food allergies or other special dietary needs. We are a nut-free facility.

POTTY TRAINING

Toilet training can take place only when a child begins to show signs of interest for the potty and has the ability to communicate this to the parents and Academy staff. A cooperative and consistent effort will be maintained between the Academy and home when the time comes for potty training.

Parents will be asked to supply the following items while the child is in the potty training process: several entire changes of clothing which includes shirts, pants, socks and shoes. Potty training is a combination of effort of parents and the Academy. Parents must continue the potty training process at home while the process continues at school.

CONFIDENTIALITY

Information pertaining to children enrolled at the Academy is considered confidential and may not be released by Academy staff without first obtaining written permission by the parents except in the following situation.

- Relevant information relating to a child's family, medical status and behavioral characteristics shall be shared by the Academy staff.

- Members authorized by State law to receive such information.
- Other persons in an emergency situation involving the child.

CHILDREN WITH SPECIAL NEEDS

The Academy staff will work within all areas to identify children with special needs. As developmental problems are suspected, the staff will notify the Director who will schedule a conference with the child's parent(s). Children with severe mental or physical handicaps or emotionally disturbed children are not in the capabilities of this program.

LICENSING

Kayfield Academy is licensed by the Cabinet for Health and Family Services. The center is inspected twice yearly by the Jefferson County Health Department and yearly by the State Fire Marshall.

CURRICULUM

Each age group has established units of basic skills which are age appropriate. Curriculum is planned weekly. Curriculum calendars will be displayed in each classroom indicating the themes and concepts being worked on each week.

PROGRESS REPORTS

Progress reports are issued three times during the year. They detail specific information as to what your child has learned. Parent conferences are held upon request by the parent or the program staff.

LEAVE OF ABSENCE

A contract is available for those parents who deem it necessary to take a leave of absence. A deposit of four weeks tuition must be paid to reserve a place for your child with notice of expected return date. Upon the child's return, two weeks of the deposit will be credited toward tuition.

WITHDRAWAL

The center requires two weeks' notice in writing of the child's permanent withdrawal from the center. If notice is not given, parents will be responsible for payment of those two weeks.

EMERGENCY PROCEDURES

In case of an accident requiring emergency treatment or severe illness, the Academy will immediately call 911. Parents will be notified immediately after we have called 911. It is very important for parents to be sure that the numbers we have on file at the Academy are updated periodically. It is essential that parents are certain that the Academy can reach them or an alternative person at all times.

Evacuation procedures in case of fire are posted in every room on the bulletin board. In cases of extreme weather that would necessitate the Academy closing, parents should watch the local TV station for school closings.

INCLEMENT WEATHER

In the case of inclement weather, school closures will be treated the same as a holiday.



REST TIME

Each child is expected to rest (sleep when possible) after lunch each day for a reasonable period not to exceed two hours. Cots, blankets and sheets are provided for this period. Because of State and Health Department guidelines, pillows are not be brought to the center and used at nap time.

If possible, please avoid picking up your child during rest time. If it is necessary to pick up your child at this time, please advise the teacher in advance to keep from disturbing the other children.

PLAY

Play is a vital part of a child's growth and development. Children will be taken outside twice each day. Exemptions for outside time include cold temperatures, extreme heat conditions, or the pollution index is considered dangerous. When your child goes outside, everyone goes outside. If you feel your child must not be outside, please discuss this with the Director. For those who are dealing with medical conditions, a doctor's note must be on file stating the child is to remain inside during the allotted outside play time.

FIELD TRIPS

School age children will occasionally be taken on an excursion that will enhance their classroom experience. You will be notified in advance of the field trip with a note and permission slip requiring your signature. The signed permission slip must be returned for your child to participate. Along with field trips, we often arrange special guests to come into the program to entertain the children.

If you may be interested in chaperoning a field trip, please let the Director and teacher know as soon as possible as we require proper background checks permitted by the state to be sent out by the Academy for all parents going on field trips.

IMMUNIZATIONS

Each child is required by State Law to have a current up-to-date immunization certificate on file in the office within 14 days of enrollment. Updated certificates should be provided to the program as a child receives further immunizations. Failure to keep immunization certificates current will necessitate removal from the program until immunizations are current.

BIRTHDAYS

This is a special day in a child's life. Please make arrangements with your child's teacher for this special day. You may send a treat for this occasion. However, due to Health Department Regulations, any treat must be store bought rather than homemade. Please also remember that all food brought in is NUT FREE. Please be supportive of staff when such decisions are made.

CHILD ABUSE

All staff at the Academy are carefully screened and must complete a criminal record check and a thorough employment background check before being hired. While we make every effort to support the parents of the Academy, it is our legal responsibility to report any suspected child abuse to the proper authorities.



CHILD 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 certifies 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, custodian, 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 time the child is in the care and access to their 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; and how to file a complaint;
 - c. The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child; and
 - d. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.
- (3) The child-care provider who is licensed pursuant to KRS 99.3896 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.



Kayfield Academy

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