

The "Bear Care" Program

**On-Site at Spencer Co. Elementary for grades K-5
License #357492**

**On-Site at Taylorsville Elementary for grades K-5
License #357956**

**On-Site at Spencer Co. Preschool for ages 3-5
Newly Licensed #357956**



***Allyson Berry*, Director of Childcare Services for Spencer County Schools
477-3273**

allyson.berry@spencer.kyschools.us

Dear Parents and Students:

Bear Care is a licensed childcare program offering an enrichment program that provides developmentally appropriate education programs based on the same instructional components students study in school. We offer homework help, music, art, technology, reading, writing and math activities, *Tae Kwon Do, *Cheerleading, Spanish, *Violin, *Dance, fieldtrips and more! We have highly-skilled staff and low student- teacher ratios.

We are open year 'round , providing childcare for students of SCES, TES and Preschool We operate before and after school for the K-5 program and we are open on all breaks, school closings and snow days from 6:00 a.m. to 6:00 p.m., excluding holidays. We operate 6:00 a.m. -6:00 p.m. Monday-Friday everyday at the preschool program, excluding holidays.

We feel confident that the Spencer County Bear Care enrichment programs will provide you and your child the services that you need and are consistent with your child's learning process. Feel free to discuss any concerns or ideas with the director or on-site team leader so we may continue to provide the best service for you. We value your opinions and are always open to suggestions. The Director and/or On-Site Team Leader will be glad to schedule a conference upon any request.

The Bear Care Enrichment Program is designed to be a safe and engaging place for your child to learn and have fun. We are glad you have chosen us for your childcare needs.

Sincerely,

Allyson Berry
And
The Bear Care Staff

** Additional fee required to participate in Tae Kwon Do, Cheerleading, Dance and Violin. There must be a list of six children to sign up for one of these classes before we can have it in the program.*

Spencer County Public Schools
SCES Site @ 1265 Mt. Washington Road
TES/Preschool Site @ 206 Reasor St.

PARENT HANDBOOK
School Year 2009-2010
& summer 2010
SPENCER COUNTY BEAR CARE I & II

Enrichment Program

We welcome you and your children to Spencer County Bear Care. We have a basic code we will be following in our program.

- DO WHAT'S RIGHT!
- DO YOUR PERSONAL BEST!
- TREAT OTHERS THE WAY YOU WANT TO BE TREATED!

With this code we hope to promote positive relationships between the students, parents, school staff, and community at large. We recognize the importance of providing children with the best possible opportunities to grow into healthy, well-adjusted adults. We believe that nurturing and education during the hours in a childcare setting, away from family, should be similar to that of the home environment. The Bear Care staff will strive to provide a safe, relaxed atmosphere that is conducive to positive growth and meets the needs of the whole child.

The goals of our program are:

1. To provide a quality, developmentally appropriate childcare program at a reasonable cost and in a convenient location.
2. To provide a safe, relaxed atmosphere for learning, recreation, creativity and socialization for each child regardless of race, income, creed or ethnic origin.
3. To provide learning opportunities through enrichment activities to promote artistic endeavors.
4. To provide additional opportunities for students who need extra help in subject areas.

DAILY ACTIVITIES

The Bear Care Enrichment Program will include, but not be limited to, the following daily plan of activities. These represent minimum requirements.

ENRICHMENT ACTIVITIES: Our program will be geared for all learning styles including kinesthetic, auditory, visual, and tactile learners, providing differentiated instruction and enrichment activities for the needs of the individual student. The program will include but not be limited to group tutoring by qualified staff, homework, reading, Writing, dance, art, music, drama, technology, and organized games. We also offer services, such as Tae Kwon Do, Cheerleading, Performing Dance, Violin, Spanish, etc. These activities entail a separate fee other than the normal childcare fees. Please inquire with the director or on-site team leader to register for these programs.

FREE TIME: Children will have plenty of opportunities to engage in free play and socialization. A variety of books, games, toys, puzzles, and craft supplies are available. The staff will encourage all children to participate in group activities on a regular basis.

BREAKFAST/SNACK/ LUNCH TIME: Morning breakfast and *lunch (if in Preschool) will be served in the school cafeteria, paid through your child’s account with the lunchroom (see price list below) a morning and afternoon snack will be provided. Parents are responsible for providing a sack lunch with a drink on days in which school is closed but the program is open (see holiday schedule). We also participate in a summer food program to provide meals during the summer. At least 15 minutes will be allocated to snack time and 30 minutes for breakfast and lunch. Milk or juice will be provided along with a nutritious snack. The Cabinet for Families and Children recommends that when children pack their lunches for full days, they have food from all the major food groups. This includes vegetables, fruit, protein, milk, and bread. Children are encouraged to bring a water bottle. Bear care does not allow children to bring canned soft drinks for their lunch. If a child brings a soda for lunch they will be given water and the soda will be returned home.

	Breakfast Rates:	Lunch Rates:
<u>Free & reduced:</u> (if qualified):	\$.30	\$.40
<u>Full pay:</u>	\$1.00	\$2.10

OUTDOOR ACTIVITIES: As weather permits, outdoor activities will be scheduled. Activities will be supervised, organized and sequential in nature. They will include team games, exercises, or playground time. Please have children dress accordingly or bring appropriate clothes. Sunscreen is encouraged. Bear Care does not take children outside when the temperature is over 90 degrees or is less than 45 degrees.

SUMMER ENRICHMENT PROGRAMS OFFERED: Weekly themes, singing and dance; Arts and Crafts; Gym or playground; Reading, Math, Science and other academics; Newspaper (critical literacy); and scheduled field trips. Each age group will be divided up accordingly and will have a one-hour session related to the weekly theme in each class that is offered. We ask that all children arrive on time, so that they may benefit from the educational fun of each activity. All field trips will require a signed permission slip before leaving.

*Additional fee for the following services ...summer care also offers Tae Kwon Do, Dance, Cheerleading, Violin and Spanish language lessons (if interest permits).

ELIGIBILITY FOR BEAR CARE PROGRAM: Bear Care is a state licensed childcare facility. Bear Care is open to all students of Spencer County Elementary and Taylorsville Elementary in grades kindergarten through fifth, regardless of race, ethnic background, or income. *We are also licensed for ages 3-5, not yet in kindergarten at Spencer Co. Preschool. We have a 1:14-staff: student ratio for school age; that means that your child will be in a setting under the supervision of one (1) childcare worker and 14 other students. Pre-school is staffed 1:12. for 3-4 y.o. and 1:14 for 4-5 y.o. **We do not accept children who are not potty trained.** Your child **MUST** be completely potty trained, with no more than one accident per week. Your child must be able to function in a group according to ratio.

STAFF:

All Spencer County Bear Care staff is certified in CPR and First Aid, and are trained in state approved school-age child care classes and have gone through background checks with the Kentucky State Police.

* Bear Care operates with an open-door policy. The program director and staff are ALWAYS available to answer your questions and hear your concerns.

***Allyson Berry:** Director of Childcare Services: **holds an Associate's Degree in Interdisciplinary Early Childhood Education and a Nanny certificate.**

- Laura Wheatley; the on Site Team Leader holds a CDA certificate
- Paula Katzman, childcare worker at SCES will be attending CDA classes in the fall of 09.
- Jamie Prather, childcare worker at PS is currently attending CDA classes
- Bear Care Subs include: Stephanie Simpson, Beth Ann Spalding, Mary Jo Spalding, Heather Beaverson, Dori Holbrook, and Beth Coke. (More may be added throughout the year)
- TELEPHONE: Bear Care office: 477-3272, PS Bear Care 477-3339 ext. 3266. TES Bear Care 477-3339 ext. 3350. Spencer County Bear Care 477-0870 >we do have an answering machine for your convenience at the office and SCES. PS and TES will have voicemail to leave a message on.

You may also leave a message with the schools'. Or you may e-mail the director at: allyson.berry@spencer.kyschools.us

STUDENT POLICIES:

Student drop-off and pick-up:

A.M. Drop-off:

Students can begin to arrive at the Bear Care Programs at 6:00 a.m., and **must be accompanied by their parent/guardian to sign the student in.** This is mandatory under state daycare law. Parents are to park in the parking lot, walk the student into the building, and sign the attendance book each day. While dropping your child off, make sure your car/truck engine is turned off for the safety of other parents and students. Please do not block the school drive or bus drive. IF you do not walk your child in and sign them in we will not be responsible for taking them. No child will be allowed to come into Bear Care before 6:00 AM. No exceptions!!

P.M. Pick-up:

Parents are allowed to pick-up their child from the program at any time **before** 6:00 p.m. Make sure your car/truck engine is turned off for the safety of other students. Only authorized persons who are designated to pick-up will be allowed to sign out your child. Please remember to update your child's record with the director in writing if any of your child's pick-up information changes. **Absolutely no** changes made by phone will be accepted if the person picking up your child is not already designated on your child's enrollment form. Proper picture ID must be shown to Bear Care staff when picking up your child. In the event where a person does not have proper identification or is not listed on the release form of a child, the child will be kept at our program until the parents or legal guardian are notified. Please notify our staff if your child is in preschool and rides the bus to/from preschool. All children **MUST** be picked up by 6PM. If a child is still at Bear Care after 6:00 we will call all phone numbers for parents and people who are able to pick up your child. If we do not get in touch with anyone by 6:15, by law we have to call the police and child protective services to come and get your child. This is considered abandonment when Bear Care does not hear from a parent on them being late. ****See program fees for charges assessed for late pick-up after 6:00 p.m.**

Personal belongings:

Children will be given a cubby space or a basket in which to store their personal belongings.

LABEL YOUR CHILD'S BELONGINGS (JACKET, LUNCH BOXES, WATER BOTTLE, BACKPACKS, ETC.) CLEARLY WITH YOUR CHILD'S first and last name.

We ask that no toys or electronic devices of any kind be brought into Bear Care at anytime. It could result in them getting lost, stolen, or broken. Bear Care is not responsible if this happens

Student responsibilities:

Each child will be expected to help keep the rooms clean by performing simple cleaning tasks each day. Your child will not be cleaning with any cleaners they will be picking up toys that they have gotten out, or messes that they have made with paper, paint, etc.

Discipline:

Disciplinary action will be taken if a child is disruptive to the activities of the center or is a threat to the safety of another child or themselves.

For School Aged we use what is called 1, 2, and 3.

If a child receives a number 1 it is basically a warning. The child will have to write his name beside the number 1 on the board and then write in their journal what they did to receive the number 1. If a child receives a number 2 then the child's name gets removed from the number 1 and moved to the number 2. This results in losing some time in an activity, plus writing in the journal what they did to receive the number 2. If a child receives a number 3 then the child moves his name to the 3, writes in their journal what they have done, plus when the parents come in they have to let their parents know that they received a number 3 and for what reasons, then the parent has to sign off on the journal sheet stating that they are aware of what has happened. We make them write it in their journals because every child and staff is not going to remember what they did to get to a number three. This way it is documented and in the case that a child continues to have behavioral problems that result in suspension and/or being removed from the program the documentation is all in the journal that the parents have signed off on.

For Preschool we use time out system:

A “time out” will be used for discipline purposes in most cases, depending on the severity of the case. The child will remain in the room with the rest of the children but will be separated from activities for a short time (1 minute per age).

If “time out” fails to produce acceptable behavior, a child may lose privileges and a note is written to parents.

In the event the unacceptable behavior continues, parental intervention will be requested.

If behavior warrants, parents will be contacted to remove their child from the program for the day.

Continuous behavior problems may result in one, two, or three-day suspension from the program and/or removal from the program all together.

Defiant, disrespectful or dangerous behavior may result in immediate removal from this program. Parents will be contacted to meet with the director. Bullying or taunting of any type will not be tolerated.

**CORPORAL PUNISHMENT IS NOT A PART OF
THE BEAR CARE PHILOSOPHY.**

Custody/security:

Parents, please inform the Bear Care Staff of any custody situations in which a parent is NOT allowed to remove their child from the program. A court document signed by a judge must be on file with the school your child attends *and* the Bear Care director. We cannot keep any parent from picking their child up with out court-designated documents, if they have proper documents that state that they are a biological parent, Bear Care has no other choice but to let the child go.

If you are a foster parent and have guardianship of a foster child, we will need legal documents that state that you are the one that has custody of the child and the documents must state if the parents are to have contact with the child. If a child is in foster care we will need a list of any social worker that may be coming in contact with the child while they are in the care of Bear Care.

Parents should keep contact numbers and address current and up to date at all times. Please make sure you let us know if something on the original registration form needs to be changed.

MEDICATIONS:

*The staff under the following conditions will administer **only doctor prescribed medication:**

1. Medicine must be brought in the original container **by the parent; medication brought in by a child WILL NOT be administered. It must be taken home daily by the parent.**
2. A parent must sign Authorization for Medication form (9020.020 – AR). The child's name must be on the container with the exact time and dosage. **The Dr. must also complete a required form before any medication is given.**
3. No other medication will be administered unless written instructions are provided from a **doctor**. This includes cough drops, eye drops, anti-itch cream, etc.
4. A **DAILY** authorization form must be filled out in order for the staff to administer any medication.
5. Staff must log medication, name, time, and date administered.
6. Only staff that has received medication training shall administer medications.

HEALTH RULES:

****If your child has been exposed to ANY CONTAGIOUS DISEASE or has contracted the more serious childhood illnesses such as measles, mumps, rubella, scarlet fever, pink eye, strep infections, hepatitis, chicken pox, head lice, scabies, impetigo, flu, etc. Please notify us immediately. **We reserve the right to restrict attendance**. We will notify parents if their child has been exposed to any serious childhood disease/illness either by a letter being sent home or by one of the staff or director telling you in person or on the phone.**

*For your child to be able to come back to Bear Care they **must** have a doctor's note stating they are well enough to come back. No child will be allowed to return without a doctor's statement. **No exceptions!**

* Make sure that when your child is in attendance he/she is well enough to participate in all indoor and outdoor activities.

* All staff will look over your child when you bring them into Bear Care to make sure that they look well and don't look sick.

*Should a child become sick or injured while in attendance, parents will be notified immediately to come pick their child up. The child will not be allowed back until we have documentations stating that they are well to come back.

*All students should have on file the name and phone number of their physician and emergency contact numbers. Parents/guardians should complete the Emergency Information Form upon enrollment.

*All students must have on file a current physical exam and up-to-date immunization record. Daycare physicals must be updated every two years.

Note: Any child who has a temperature of 100, is vomiting, or has diarrhea will be sent home. If we suspect any contagious illness, we will contact parent (s) to pick up their child. A child **MUST be fever free for 24 hours before returning to Bear Care and/or have a Dr.'s note.**

- **Hand washing after restroom breaks and before eating is required.**
- **Absences: Please call the Bear Care program if your child is going to be absent. 477-0870 for Spencer County Bear Care. 477-3339 ext. 3350 for TES Bear Care. 477-3339 ext. 3266 for PS Bear Care. Or you may call the Bear Care office at 477-3273.**

INCLEMENT WEATHER POLICY

When school is closed due to inclement weather, Bear Care will still be open to meet your child's needs. We will open at 6:00 a.m. and close at 6 p.m. When school is closed and Bear Care is open, school age bear care will be at TES. PS will be at PS unless other wise noted. **If no children arrive by 8:00 am at any one site, then that Bear Care will be closed for the rest of the day.** When weather conditions are so severe that staff is unable to travel safely, **WE WILL NOT BE OPEN.** In the event that Bear Care is closed, the Bear Care Programs of Spencer County Elementary/Taylorsville Elementary will notify WHAS – 11 TV news and WHAS 840 AM radio. When school is cancelled for a single day due to inclement weather and Bear Care is open, but your child does not attend, we will give **NO CREDIT OR REFUND.** If, however, Bear Care is closed for **TWO OR MORE DAYS,** we will charge on a per day basis for the days that Bear Care is in session that week. Please refer to the fee chart.

TO REGISTER FOR BEAR CARE:

REGISTRATION:

Register early because registration is taken on first come, first served basis. **COMPLETED FORMS THAT ARE REQUIRED AND A DEPOSIT is necessary at the time of enrollment **\$25.00 per child (one time while attending the program).

** If your child is already enrolled in the program, you do not have to pay another registration fee, but you must pay the enrichment fee for each summer.

**Summer Enrichment Fee: Due the first day of the month; \$50.00 for June due by June 1, 2010 AND \$50.00 for July/August due July 1, 2010. There is no prorating the enrichment fees or sibling discounts.

PROGRAM COSTS

The 2010 Summer Enrichment program will begin on the first day of summer vacation in May 2010.

The following is a list of services and costs for the Bear Care Enrichment Program:
ALL FEES ARE SUBJECT TO CHANGE WITHOUT ANY GIVEN NOTICE!

Notes:

1. ALL fees are due in advance on Monday of each week, no later than Tuesday at 6:00 p.m. A **\$5.00 late fee** will be added on to bill on any payments received after 6:00 pm on Wednesday for that week's tuition.
2. **If you miss two consecutive childcare payments, we will be forced to remove your child (ren) from the Program.**
3. Every child MUST be pre-registered to use Bear Care services. Emergency contact forms must be on file with the director. We are not a drop in childcare facility.
4. **LATE CHARGES WILL BE ASSESSED IF A CHILD IS NOT PICKED UP BY CLOSING TIME (6:00 P.M.) THE CHARGE IS \$3.00 FOR EACH FIVE (5) MINUTES BEGINNING AT 6:05 P.M. LATE CHARGES ARE DUE AT TIME OF PICK-UP! Repeated late pick-up will result in termination of care and a child left will be reported to the authorities.**
5. **Snow Day fee schedule: money due the day of service for snow day/professional development day. Follow pay schedule above for the additional cost of full day service on these days. Please call the Bear Care program for questions.**
6. Registration is handled on first come, first served basis. All applications received after the program is full will be placed on a waiting list.
7. Receipts are available upon request. All cash payments receive a receipt.
8. Checks should be made payable to Bear Care. **Please note your child's name and school site in the memo area.**
9. THERE WILL BE NO CREDIT FOR ABSENCES DUE TO ILLNESS, DEATHS, AND MISCHEDULED DAYS. etc.
10. **A mandatory two-week written notice is required to obtain tuition credit for vacation.** You will incur your regular daily or weekly fees for other days or weeks of non-attendance other than the 2-weeks exemption granted to you. The exemptions are taken in weekly increments only.
11. **There will be a two-week limit for the year, summer included, to take off for vacation time. You will be billed for all other weeks of the year. The year runs from July 1 through June 30th.**
12. **A mandatory two-week written notice is required before removing your child permanently from the program. If a parent does not provide a two-week notice, you will be charged whether your child attends or not.**

13. Children should **NOT** bring in sharp objects, candy, toys, make-up, or money to Bear Care unless otherwise specified.

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SUBSIDY CHILDCARE ASSISTANCE: Bear Care participates in 4C's subsidy assistance program. You must be working at least 20 hours, regardless if attending school or college. To apply contact Robin Gray, 4C's @ 1-800-879-0998. Bear Care has no impact of your qualification for childcare assistance. We are a provider participant. Co-pays are assigned by Ms. Gray and are due weekly to Bear Care.

Holiday closings:

The following days the Spencer County Bear Care program will be closed for the holiday:

- Independence Day observed **July 5, 2010**
- Labor Day observed **Sept. 7, 2009**
- Thanksgiving observed **Nov. 26 & 27, 2009**
- Christmas observed **Dec. 24 & 25, 2009**
- New Year's observed **Dec. 31, 2008 & Jan.1, 2010**
- Martin Luther King Day observed **Jan. 18, 2010**
- President's Day observed **Feb. 15, 2010**
- Memorial Day observed **May 31, 2010**

Record, Professional Development days and Breaks:

The Spencer County Bear Care program will be open during the school scheduled Professional Development days, and Breaks. An additional fee is due for the full day rate PD, or Records Days – Oct. 9, 2009, Nov. 25, 2009, Jan.4, 2010, March 12 & 15, 2010.

BREAKS: Oct. 12-16, 2009, Nov. 26 & 27, 2009, Dec. 21-Jan.1, 2010, April 5-9, 2010.

Family vacations:

There will be a two-week limits for the year, beginning July 1, 2009 and will expire June 30, 2010. The exemption weeks must be when the child is not attending the program for the weeks. This is to run from a Monday thru Friday. No half weeks or taking a day here or there. A mandatory two-week written notice is required before vacation week requested. **If a parent does not provide a two-week notice, you will be charged even if your child does not attend.**

Separation from program:

Parents must provide a two-week notice to the director before removing the child permanently from the program. If a parent does not provide a two-week notice, they will be charged their regular rate for the two weeks, whether they attend or not.

RULES:

Children in the Spencer County Bear Care program must follow the same rules, policies, and regulations that are normally required to follow during school and as outlined in the student code of conduct handbook received at the beginning of the school year, in addition to the Bear Care policies.

Bear Care
Parent Handbook Agreement

Please sign and return to the director within one week.

I/We _____ have read and agree to the policies and information provided in this 2009/2010 parent handbook for the Spencer County Bear Care program. I understand that if any changes to this handbook the staff will notify me in writing.

Parent signature (s)

Date

Child/Children's Name _____

Date(s) of Birth _____

