

Carriage House Educational Services



Parent Handbook 2022-2023

13101 Eastpoint Park Blvd
Louisville, KY 40223
carriagehouseps.org
502.253.1293

Welcome to Carriage House!

This handbook contains important information about our program and your child's participation at Carriage House. Please read it carefully and keep it for future reference. If you have further questions, please let us know. We look forward to working with you in helping your child grow and learn.

Table of Contents

Administrative Team Contact Information.....	3
Staff Extensions; Daily Schedule.....	4
Morning Care & After Care; Car Rider Line (Carpool).....	5
Safety Concerns; Family Members; Outside Professionals/Therapists; Tuition Policy.....	6
Calendar Policies/Staff In-Services; Summer; Non-Discrimination Policies; Confidentiality Policy; Registration Procedures.....	7
Scholarships; Child Abuse & Neglect; Discipline/Guidance; Screenings & Assessment.....	8
Curriculum.....	9
Toilet Training; Clothing; Backpack; Toys & Security Items.....	10
Outside Play; Electronic Viewing & Listening Activities.....	11
Assistive Technology; Conferences; Snack and Lunch.....	12
Immunization Form; Health & Safety Requirements; Field Trip Alternatives.....	13
Emergency Drills/Plans; Health & Medical Release Forms; Medication.....	14
Child & Program Fit; Parent Code of Conduct; Rest Time; Student Information.....	15
Parent and Child Rights.....	16
Parent Signature sheet (To be returned to Carriage House).....	17

CONTACTING THE ADMINISTRATION TEAM –

WHO DO I CALL FOR WHAT?

Main Office: 502.253.1293 Fax: 502.245.2034	
<p>Jackie O’Quinn, Program Director ext. 123</p> <p>jackieoquinn.carriagehouseps@gmail.com</p> <p>Please contact Jackie regarding:</p> <ul style="list-style-type: none">• Endeavor & Preschool information• Student schedules and placement• Staff• Licensing and STARS program• Visitors (therapists/family members)	<p>Lori Wilson, Executive Director ext. 112</p> <p>loriwilson@carriagehouseps.org</p> <p>Please contact Lori regarding:</p> <ul style="list-style-type: none">• Fundraising• Behavioral Services• Scholarships
<p>Ann Phillips, Business Manager ext. 110</p> <p>annphillips@carriagehouseps.org</p> <p>Please Contact Ann regarding:</p> <ul style="list-style-type: none">• Monthly Statements• Morning & Aftercare• Attendance	<p>Caitlin Christian, Billing Specialist ext. 126</p> <p>caitlinchristian@carriagehouseps.org</p> <p>Please contact Caitlin regarding:</p> <ul style="list-style-type: none">• Insurance• Michelle P Waiver
<p>Ashley Allen, Behavior Analyst ext. 122</p> <p>achris2483@gmail.com</p> <p>Elizabeth Coriano, Behavior Specialist Elizabethcoriano@carriagehouseps.org</p> <p>Please contact them regarding:</p> <ul style="list-style-type: none">• Your child’s behavior supervision	<p>Erin Bubrick, Program Assistant & Special Events Coordinator Ext. 111</p> <p>erinbubrick@carriagehouseps.org</p> <p>Please contact Erin regarding:</p> <ul style="list-style-type: none">• Schedule changes• Setting up tours• Special Activities• Children’s Files and Immunizations

Find Carriage House online at carriagehouseps.org
and be sure to follow us on Facebook

STAFF EXTENSIONS

Staff phones will not ring during sessions; but you may leave a message or contact the main office or administration if you need to reach staff member immediately. Some staff choose to give out their cell phone numbers. **Please do not call or text their cell phones during session hours as their phones will not be in use while programming is taking place.**

Extension	Staff	Room / Position
115	Miss Kelsey	Caterpillars
116	Miss Michelle	Grasshoppers
117	Miss Danielle	Busy Bees
118	Miss Emma	Ladybugs
119	Miss Lisa	Butterflies
120	Miss Melina	Inchworms
121	Miss Townsley	Dragonflies
122	Miss Ashley & Miss Elizabeth	Behavior Analyst & Behavior Specialist
128	Special Announcements	

DAILY SCHEDULE

7:30	Morning Care, (call ahead to schedule, additional fee applies)
8:35	Car Rider Line Begins
8:45	Morning Session Begins
9:45	Admittance for Morning Session Ends (unless previously scheduled)
11:35	Car Rider Line Begins to Dismiss Morning Programming
12:20	Afternoon Car Rider Line Begins
12:30	Afternoon Session Begins
1:30	Admittance for Afternoon Session Ends (unless previously scheduled)
3:20	Afternoon Dismissal Begins
3:45 - 4:15	Aftercare (call ahead to schedule, additional fee applies). ALL CHILDREN MUST BE PICKED UP BY 4:15. Repeated late pick up will result in not being able to utilize this service.

OPERATIONAL POLICIES

MORNING AND AFTER CARE

EARLY MORNING CARE 7:30 - 8:35 am M-F AFTERCARE SERVICES 3:45 - 4:15 pm M-TH

Morning and aftercare are available for an additional \$6 fee per use. Please schedule ahead of time to ensure enough staff are available during these hours.

Children must be picked up from aftercare **BY** 4:15 pm. Repeated lateness may result in your child not being eligible to utilize the aftercare service.

If a child is not picked up by 5 pm and an adult from the authorized pick up/emergency list has not been able to be contacted, Carriage House is required to contact Child Protective Services.

CAR RIDER LINE (AKA CARPOOL)

Each family will be assigned a carpool number for the year to display at drop off and pick up. A staff member will come to your car and will escort your child to their room.

At the end of the session, staff will be able to discuss your child's day. To keep the line moving smoothly, conversations must be brief. However, we would be happy to schedule a meeting or have a more in-depth conversation via phone or email.

Due to liability reasons staff are not allowed to place children into car seats or fasten seat belts. All children must be in age/size appropriate safety restrains to be released (car seats, boosters, etc.). For the child's safety, if an appropriate restraint is not provided, an additional adult from their pickup list will be contacted to come pick up the child with the proper safety restraint.

Please help us teach safety awareness by having children hold your hand when walking through the parking lot. Please use extreme caution when in the parking area. Please exit the lot promptly after dropping off or picking up your child so the car rider line can continue to move.

Children in the Caterpillar, Grasshopper, and Busy Bee rooms will enter and exit through the front door. Children in the Ladybug, Inchworm, Dragonfly or Butterfly rooms will enter and exit through the back door. If you have children in multiple rooms, we recommend you use the back of the building line.

Children arriving after car rider line has ended (9:00 am for morning session and 12:45 pm for the afternoon) must enter through the front door and a staff member will escort them to their room. Please make being on time a priority as children arriving late can be disruptive to the room. If your child is going to be late due to an appointment, please let us know. **Otherwise, children who are more than an hour late will not be admitted to that session and will be asked to come back for their next enrolled session.**

SAFETY CONCERNS

Carriage House may refuse the right to release children to a parent or authorized adult if: there is reasonable cause to suspect that the person is under the influence of drugs, alcohol, or otherwise impaired in a way that may endanger the child. In this event we may request another adult from the child's authorized pickup list be called. The police may also be called to prevent potential harm.

VISITATION/OBSERVATION POLICIES

FAMILY MEMBERS

For health and safety reasons, and to help stay on schedule we will continue to limit visitors in the facility. Families who wish to tour or observe can schedule it with us, however we ask that they observe from the hallway to minimize disruption and exposure to our students.

OUTSIDE PROFESSIONALS/THERAPISTS

We encourage and recognize the importance of collaboration with outside professionals providing services to your child. All therapists must follow health and safety guidelines to enter.

1. We must have a signed Authorization Release form on file for the professional wishing to observe your child.
2. The professional or parent must schedule the observation/session time with Carriage House
3. No outside therapists are permitted the first two weeks of programming.

Please understand this also applies to public schools requesting to observe/assess your child when transitioning to kindergarten.

TUITION POLICY

Tuition payments are due by the first of each month. Statements will be e-mailed monthly. Payments may be made by cash, check, or credit card (Visa and MC). Mailed payments may be sent to the office address: 13101 Eastpoint Park Blvd., Louisville, KY 40223. Please do not leave a payment in your child's backpack, hand payment directly to staff.

As Carriage House is a non-profit organization, we depend on this tuition to keep our program running efficiently. Therefore, as outlined in the Tuition Agreement, each account with a tuition balance not paid by the 5th of the month, will be charged a \$5 per day late fee. Should tuition remain unpaid on the 10th of the month, Carriage House will withhold services until all tuition and late fees are paid. Tuition refunds cannot be given for sick days, vacation days or for days programming is closed due to unexpected emergencies.

CALENDAR POLICIES/STAFF IN-SERVICES

Carriage House operates its calendar separate from all other private and public schools. The program calendar is determined each spring and available on our website at carriagehouseps.org. Families are provided a copy of the calendar upon enrollment. Staff are provided in-service days to meet local and state requirements for continuing education hours.

SUMMER

All Carriage House Programs are year-round from August to July. However, we understand that families take vacations and have other activities during the summer. If you would like to have your child(ren) take the 8-week summer session off, you may do so by notifying the office by March 1st. In doing so, you will not be financially responsible for the June and July tuition payments. Please note that no adjustments will be made to the May tuition payment as this has already been accounted for in the monthly payment spread.

The summer session is 8 weeks total in length, split into two 4-week sessions. If your child is attending for the summer, you will be charged for the complete summer session. There will not be any partial summer attendance this year.

NON-DISCRIMINATION POLICY

Carriage House Educational Services does not discriminate in any of its policies, programs, or practices with children and/or families based on race, religion, sex, gender, color, national origin, disability, affiliation, or status.

CONFIDENTIALITY POLICY

All information concerning children/families will be kept confidential and for staff use only. Records are maintained for five years.

REGISTRATION PROCEDURES

Carriage House Educational Services maintains an open-door policy to provide services to all children ages 1 - 6. We typically begin our registration in February for all programs for the following year. Priority is given to current students and their siblings. The community at large may request to be put on the waiting list at any time during the year. The waiting list is maintained throughout the year and families are notified when space becomes available. A non-refundable registration fee is paid at the time of registration.

SCHOLARSHIPS

It is important to note that every child attending Carriage House is receiving some scholarship funding. Because of the highly qualified staff we employ and our low adult/child ratio, it costs us up to \$50 more per session than what is charged to the family. Thanks to local foundations, corporations, and private donors, we can discount what we charge each family. Requests for additional financial aid should be addressed to the Executive Director. All information pertaining to financial aid is kept confidential.

CHILD ABUSE AND NEGLECT

It is our legal responsibility to report suspected child abuse or neglect to the proper authorities. All Carriage House staff members are mandated reporters.

State law requires that the staff member must report any suspected case of child abuse or neglect to the Child Protection Hot Line 1-877-KYSAFE1. In Kentucky, the law protects a person when a case of child abuse or neglect is reported. The person reporting is protected from any criminal liability. Carriage House Educational Services will take affirmative steps to protect children from abuse or neglect.

DISCIPLINE/GUIDANCE POLICIES

Carriage House believes that children have a right to grow and learn in a positive environment. People who work with children should provide opportunities and interactions, which build self-esteem and help each child value his/her uniqueness. Carriage House strictly prohibits the use of physical punishment by any staff member under any circumstance. Also prohibited is the use of verbal abuse (shouting, screaming, swearing, and name-calling) or any other behavior that would be damaging to a child's self-esteem. No behavior management program shall deny food, drink, or rest.

Furthermore, it is the policy of this agency to forbid these methods of discipline by any adult (parent, guardians, visitors, or volunteers) while on the premises.

SCREENINGS AND ASSESSMENT

Screenings and assessments help us to better understand and respond to the individual development of each child in our care. This will help us in 1) communication with families relative to the strengths and needs of the child; 2) planning curriculum and evaluating its effectiveness; 3) identifying children who may have exceptional needs and therefore require specialized services and 4) individualizing activities to meet the children at their developmental level and helping push them to their next goal

Children will be screened using the **Ages & Stages Questionnaires** (ASQ), within 90 days of enrollment. The ASQ is a questionnaire designed to be completed by parents/guardians. In most situations, the questionnaires can identify children who may need further evaluation. Each questionnaire contains 30 developmental items. Parents respond to each item with yes, no, or sometimes. Using parent responses, the staff can then determine

how the environment can or should be structured for each child.

Children with an established diagnosis or delay and/or are enrolled in the Endeavor Program and/or Therapeutic Education Program are assessed using several formal assessment tools. Some of these assessments include:

- The Verbal Behavior-Milestones Assessment and Placement Program
- The Carolina Curriculum for Preschoolers with Special Needs
- The Early Start Denver Model
- The Vineland Adaptive Behavior Scales, Second Edition

The **Gold Assessment** will also be used to assess the children throughout our program. The Gold assessment aligns with the Creative Curriculum and the Kentucky Early Childhood Learning Standards (KECS). It looks at 38 objectives in 10 main categories: Social- Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science & Technology, Social Studies, The Arts and English Language Acquisition. Data for the Gold is collected via observation, through portfolio entries, photos, videos, etc.

CURRICULUM

Our programs center on the whole child, with the primary goal of helping each child reach their full potential in all areas of life by being active learners. The emphasis is on the PROCESS of learning more so than the product. This approach allows the child to experience the joy of learning, gives time to enjoy the process, ensures the development of self-esteem, and provides the experiences from which children create their knowledge. We use a combination of curriculum and curriculum supplements to meet the varied needs of our learners, including the following.

The Creative Curriculum® is a project approach to learning that focuses on 10 categories of development and 38 objectives. The Creative Curriculum aligns with the principles Carriage House values and correlates directly to both the Kentucky Early Childhood Standards and the Kentucky Academic Standards. It spans from birth to third grade, which allows staff to see progression the entirety of the program from our youngest learners to our graduating students. The 10 categories range from broad developmental areas such as social, emotional, physical, and cognitive development to content areas such as math, literacy, social studies, and arts.

Handwriting Without Tears and **The Get Set for School®** Curriculum from the makers of Handwriting Without Tears®. These programs are designed to prepare children for school are very versatile and hands-on to encourage active participation of learners. Readiness & Writing, Language & Literacy, and Numbers & Math. We also use pieces of several other curriculums including HIGHSCOPE.

All lessons are based on the **Kentucky Early Childhood Standards (KECS)**. The KECS are a comprehensive list of standards and benchmarks designed to align with the Kentucky Core Academic Standards Grades Primary. By utilizing KECS we are making sure all lesson plans are helping to prepare the students for the expectations ahead of them.

TOILET TRAINING

We understand that all children follow their own developmental path and timeline reaching certain milestones before or after others. Therefore, it is not a requirement for children to be potty-trained in any of our programs.

For those students not yet toilet trained, we will work with you to evaluate your child's readiness level for toilet training and assist you through the process. Let us know when you are ready or have questions.

CLOTHING

Children should be dressed in durable, comfortable clothing that promotes independence and self-help skills. Simple, easy to manage, washable play clothes are best. Children feel a sense of accomplishment when they can handle their own snaps, buttons, and zippers. All removable items (sweaters, coats, hats, mittens, etc.) should have name tags or be permanently marked with the child's name. Tennis shoes or other closed shoes are safest and provide support for children to utilize playground equipment and minimize injuries.

Extra clothing is helpful especially if your child is prone to having toileting accidents, but also because our play is often messy. Each child **MUST** have a full change of clothes in their backpack or to leave in their cubby. Remember to accommodate for their growth and the changing seasons as the year goes on. A gallon size plastic bag works great for this. If an accident occurs the wet clothes can be placed directly in the bag and sent back home to be cleaned.

Many of our program experiences are exploratory and messy in nature, including art and sensory activities. Children will be using paint, glue, markers, water, sand, and a variety of other materials throughout the year. Such activities are used to encourage creativity, initiative, and exploration. Clothes which parents are not concerned about soiling are best for helping children to freely participate in multi-sensorial experiences.

BACKPACK

Each child should have a backpack or bag to transport clothing, snacks/lunch etc. Some information may come home in the bag, though most communication this year will be virtual.

TOYS AND SECURITY ITEMS

If your child needs a security item such as a small blanket or toy for the start of the year, please feel free to bring it. Staff will work on fading out those items as time goes on. Please keep items small enough to easily be stored in a backpack when not in use.

OUTSIDE PLAY

Outdoor play is an essential part of development. It is our goal to get outside most days, unless hazardous weather conditions are present. We will play in the rain if there is no thunder or lightening and play in the snow if temperature allows. In order to do this, children must be dressed appropriately.

Please bring the following items to leave at Carriage House:

- Rain boots, water shoes or extra pair of shoes
- A full change of clothes
- Sunscreen
- Optional items: a raincoat, an umbrella, hat, sunglasses

During Cold weather please dress your child in

- A warm coat/jacket
- Mittens/gloves
- Hat
- Boots

If you are unable to acquire any of these items, please contact Program Director.

A child who is too sick to go outside, is too sick to attend.

We will not go outside during Ozone Action Days or in hazardous weather, we will utilize the gym and other indoor spaces for gross motor play.

PLEASE LABEL ALL BELONGINGS WITH INITAILS OR NAME OF YOUR CHILD.

ELECTRONIC VIEWING AND LISTENING ACTIVITIES

Carriage House uses a multi-sensorial and multi-media approach to learning. This means that we explore our themes and lessons in a few different ways to assist us in capturing a child's interest and attention and to cater to a variety of learning styles and strengths. Our lessons include hands-on elements as well as presentation of information using a variety of modalities including felt boards, pictures, music and movement, power points, books on tape/CD, educational apps or websites, educational videos, etc. While some of these methods are more traditional, many reflect the technological age in which we live.

All programs will, at times, view educational video clips or visit educational websites as part of a lesson or learning activity. The length of time spent viewing an educational video will not exceed 15-20 minutes per 3-hour session, except for occasional special events, such as Movie Day. Electronic viewing and listening are always used with educational intent and made to be an interactive experience. Some examples of videos and websites used include Signing Time and Starfall. If a child does not wish to participate in an electronic viewing or listening activity, an alternative activity will be offered. Children 24 months and under will not utilize screens.

ASSISTIVE TECHNOLOGY

If your child uses an Augmentative Communication device such as an iPad that travels back and forth to Carriage House, please ensure that it is in a durable, sturdy, child friendly, protective casing that can be sanitized with care. We fully encourage the use of such devices for many of our students but cannot accept responsibility for their safety. For more information on this type of device please speak to your child's teacher, therapists, or the Program Director.

CONFERENCES

There will be two (2) scheduled program-wide Conferences (one each semester). Please feel free to arrange a conference to discuss any concerns that you have regarding your child at any time. Conferences may include teachers, therapists, other staff personnel and parents.

SNACK AND LUNCH

We are a completely **NUT FREE** facility. This includes all peanut and tree nut products. We do not serve tree nuts, nut butter, peanuts, or peanut butter to preschoolers due to dangerous allergies.

Each student will need to bring a snack for each session they are attending. If your child is attending all day programming, they will also need to bring a lunch to eat between sessions. These should be in a bag or lunch box your child can carry to the table and be labeled with their name.

Due to licensing regulations, **we are unable to heat or chill food**. Please use a thermos or ice pack to keep food at the appropriate temperature for your child.

Licensing regulations require that children be offered nutritious food choices, please follow the guidelines below when packing food for your child:

Snack must include 2 of the following - Milk*, Protein, Fruit, Vegetable or Bread Whole Grain

Lunch must include - Milk*, Protein, Whole Grain, a Fruit, and a Vegetable.

* Skim or 1%

If your child brings juice, please send 100% fruit juice. **We are not able to serve sugary or caffeinated soft drinks, TEA, or Kool-Aid type products. CHILDREN MAY ONLY DRINK WATER AND/OR MILK THROUGHOUT THE DAY, OR 100% JUICE (ONCE DAILY).**

Throughout the year families may be asked to take turns buying and supplying paper products, supplementary snack items, and ingredients for cooking activities.

If you wish to provide a treat on your child's birthday for the class, please remember that they must be store bought, in original containers, and clearly labeled with all ingredients.

We will provide a laminated reminder sheet that you can keep in your child's lunchbox as a reminder when packing their food.

Please Note: Carriage House is required per licensing guidelines to offer missing components for snacks and lunches. However, with a physician or parent note you may opt out of specific categories/items. The physician or parent must list an alternative for the items not to be offered.

IMMUNIZATION FORM

Licensing requires that we have a current and up-to-date immunization certificate for your child on file in the office within 30 days of enrollment. **AN EXPIRATION DATE IS REQUIRED on the form provided from your doctor. Failure to turn in an updated form will result in your child not being able to attend.**

HEALTH & SAFETY REQUIREMENTS

We are a well-child program. Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be immediately isolated from the others, and you will be contacted to pick your child up from the office. Please have a plan so that you can plan for your child to be **picked up within one hour if you are called**, this is a licensing guideline.

Keep your child home if he or she:

- Has a fever or has had one during the previous 24-hour period.
- Has had diarrhea or vomiting during previous 24-hour period due to illness.
- Is taking an antibiotic for less than 24 hours.
- Has a heavy nasal discharge.
- Has a cough.
- Has symptoms of a possible communicable disease. Please notify Carriage House at once if the child does have a communicable disease.
- Required medication for fever in past 24-hour period.
- Is "too-sick" to play outside.

FIELD TRIP ALTERNATIVES

We do not take off site field trips. Instead, throughout the year we schedule several special events and guests, such as musicians, dance parties, and guest readers. Sometimes an activity will require an additional permission slip, which you will receive in your child's backpack or via email.

EMERGENCY DRILLS/PLANS

Fire drills take place monthly. Shelter-in place/lock down drills, earthquake and tornado drills occur quarterly. We do this in compliance with state regulations and to help children and staff know what to do in the event of an emergency. The full emergency plan can be viewed on our website under the parent resources section.

HEALTH AND MEDICAL RELEASE FORMS

The Health Form is kept on file to help staff be aware of specific concerns. Please note previous illnesses, allergies, or injuries. Also, we MUST have TWO emergency telephone numbers per child, excluding home and work numbers.

The Medical Release gives Carriage House and hospital permission to give immediate aid to any seriously injured child. It would only be used in a dire emergency.

In case of an accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we may call the child's physician. If necessary, we will also call an ambulance or paramedics. Until the arrival of the parent, the Director will be in charge and make all decisions for the care of the child. **It is to your child's benefit that you keep us up to date on phone numbers, emergency numbers, medication changes, and other pertinent information. In the unlikely event an ambulance is needed staff must be able to relay medication and dosage your child is currently taking.**

MEDICATION

According to licensing regulations:

Prescription medication shall be administered to a child in care only if it is in the original prescription bottle/container and with a daily written request from the parent.

Nonprescription medication shall be given to a child only with the written daily request from the parent and shall be administered according to the instructions on the label.

The child-care center shall keep a written record of the administration of medication, including: Time, Date, Amount, and Name of staff person giving the medication.

Medication, including refrigerated medication, shall be stored in a separate and locked place, out of the reach of a child, kept in the original bottle, and properly labeled. Medication shall not be given to a child if the expiration date on the bottle has passed.

Epi-Pens and other emergency medications can be used as needed with documentation from the pediatrician and written permission from parent each time a new EpiPen or emergency medication is brought to Carriage House.

CHILD AND PROGRAM FIT

Carriage House is a unique program, offering children with and without special needs the opportunities to learn and grow together in a nurturing yet structured environment. Our methods are individualized to the best of our ability to meet the needs of each student. However, from time to time we have students who we believe would best be served in a different type of program, such as a one-on-one program or a medically based program. We also occasionally get students whose behavioral or psychological needs require more staff than what we have available to keep them and others safe. In these instances, we would request a team meeting with family and staff to determine the best course of action and refer you to an alternative program.

PARENT CODE OF CONDUCT

We are so grateful to be a part of your child's educational and therapeutic journey, but this must be a team effort. Our roles are to support each other for the benefit of your child. While we are with your children throughout the week, we know that they will get the most out of the program if parents are on board with our methods and recommendations. Carryover between home and programming are essential. Staff will make recommendations based on screenings, assessments, and observations as to what strategies we are using and if additional services are needed, (such as Occupational Therapy, Speech, or Behavioral Services). Parents enrolling their children are assuming the responsibility of carryover of our programming. Parents who do not follow through with our programming methods may be asked to find other programming for their child.

Parents are expected to be respectful to staff and other families attending Carriage House. Parents should maintain confidentiality of students they may observe while visiting Carriage House. Parents should refrain from taking photographs of children other than their own while at Carriage House, if another child is in the background of your photograph, their faces may not be shared on any media outlets.

REST TIME

Rest time will be offered to children who stay all day per licensing guidelines, on an individual cot with a provided sheet. Please bring a small blanket for rest time. Children who do not nap will be given a quiet activity to play during this time. Sheets are cleaned weekly unless soiled.

STUDENT INFORMATION

Please note it is your responsibility to update us on changes to information such as address, phone numbers, emergency contact, car rider pick up list, allergies, medications, etc.

PARENT AND CHILD RIGHTS

KRS 199.898 Rights for children in child-care programs and their parents, custodians, or guardians -- Posting and distribution requirements.

(1) All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care 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 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, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

(a) The right to always have access to their children 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.

(b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about 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;

(d) 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 child-care provider or any employee of a childcare provider. Identifying information regarding children and their families shall remain confidential;

(e) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within the past year; and

(f) 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 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.

Effective: July 15, 1998, History: Amended 1998 Ky. Acts Ch. 524, sec. 3, effective July 15, 1998. -- Created 1992 Ky. Acts Ch. 57, sec. 1, and effective July 14, 1992.

Return this sheet to Carriage House by the first day your child will attend school.

Please initial each statement, print, and sign name.

_____ I have read and understand the policies in the Parent Handbook.

_____ I understand that failure to follow these policies may result in dismissal from the program.

_____ I also understand that there are updates that may be different from previous years.

Parent/Guardian Name Print

Date

Parent Signature

Date

Parent/Guardian Name Print

Date

Parent Signature

Date