

JULIE LEARNING CENTER

FAMILY HANDBOOK
Updated 5/20/14



1601 Dixie Highway
Covington, KY 41011
859-392-8231
FAX # 859-291-1774
www.julielearningcenter.org

MISSION STATEMENT

Julie Learning Center is an educational facility which nurtures children and furthers the growth and development of their basic skills. Emphasis is placed on recognizing the

goodness and provident care of God in living the Gospel through interaction with the Sisters of Notre Dame, staff and children.

PHILOSOPHY

A child is a precious gift from God deserving respect, nurturing, guidance, education, love, discipline, and reverence while growing and developing in the holistic arena of life.

At Julie Learning Center, the non-competitive, child-centered environment is prepared to enhance childhood simplicity for the spiritual, emotional, physical, and psychological health of each child.

**WELCOME TO
JULIE LEARNING CENTER**

JLC is sponsored by the Sisters of Notre Dame, and licensed to operate legally by the Commonwealth of Kentucky – Cabinet for Health Services – Division of Licensing and Regulation, Frankfort, KY 40621 and the Department of Law – Cabinet for Human Resources, 275 East Main St., 4 West, Frankfort, KY 40621-0001. The facility has been inspected and approved by the state of KY Fire Marshall.

ENROLLMENT

Children will be placed in age appropriate groups with a ratio of 14/1 at the maximum for instruction. A teacher's assistant may be present as well.

The Julie Learning Center reserves the right to accept all children on a trial basis. JLC does not discriminate in its enrollment of children based on race, sex, age or religion.

HOURS AND DAYS OF OPERATION

JLC will be open for 175 days from 7:00 AM till 6:00 PM Monday through Friday **during the current school year**. The calendar for days when the school is open or closed will change each year depending on the calendar of the Catholic Schools in the area.

ORIENTATION TO SCHOOL

Children may need help adjusting to a school situation. Parents can help by talking about school, mentioning the activities, classmates, etc. It is not wise for the parents to mention the exciting things they will be doing while the child is at school. Children's greatest concern seems to be that no one will pick them up or they will miss something that is going on at home while they are in school.

Parents should expect their child to take some time to adjust, especially if this is their first school experience. It is not unusual at first for a child to cry when parents leave; however, s/he has usually stopped by the time the parents are in the car.

STAFFING

Julie Learning Center is governed by a volunteer Board of Directors, and has a full time Director. Children are assigned to one area under the supervision of a qualified staff member. All staff members are experienced and well trained to meet the needs of the children. Regular staff meetings and ongoing training and workshops assure that they will continue to be able to meet the challenges that child care professionals face each day.

STATE LICENSE

Julie Learning Center is licensed by the state of Kentucky. The license is displayed on the bulletin board to the left of the entrance door. The center is inspected periodically by a site visitor, to ensure the best for the children in the areas of health, safety and specific requirements mandated by state standards. JLC is in partnership with state regulatory agencies that are supportive of quality child care.

JULIE LEARNING CENTER POLICIES

CHILDREN WITH SPECIAL NEEDS

Any child with special needs, who is handicapped, or who requires treatment for health conditions while at the center must file a written Medical/Physical Care Plan. A meeting may be required to discuss the best plan of action.

EMERGENCY PHONE NUMBERS

Home, Cell and work phone numbers for each parent or guardian are kept on file for each child. Two alternative phone numbers of friends or relatives that can be contacted in case of illness or emergency are also required.

Changes in numbers should be reported immediately so that emergency information is current.

FIELD TRIPS

JLC may schedule field trips throughout the year at an additional cost to the parents. Signed permission forms must be returned before a child will be included in any field trip.

When a field trip is scheduled on a day that a child is not normally in attendance, the parents may transport the child to the field trip location and remain with him/her for the duration of the event or pay for an additional half or full day of attendance at JLC so the child can attend under the supervision of the staff.

FINANCIAL RESPONSIBILITY

All parents are required to sign a financial responsibility paper and an agreement with FACTS, an online tuition management system used by JLC.

FOOD AT THE CENTER

We follow the nutrition standards set by the USDA of the Federal Government for all meals and snacks served at the center. These guidelines govern the types of food that must be offered each day, portion size, and safe preparation.

A hot lunch and milk are served beginning at 11:00 and children are given two (2) snacks in the afternoon. Menus are posted and are available on the website.

Children with allergies or reactions to certain foods or food groups must have a signed note from the child's doctor so that the center can omit it from the child's diet. If parents would like to send a treat in for birthdays or holidays, please check with the staff to find out if there are any restrictions and plan to send items that are nutritious and individually wrapped. JLC is in compliance with the State of Kentucky Health Department.

HEALTH POLICIES

For the protection of each child and to meet licensing regulations, parents must keep a child home when s/he is ill or has a fever. The staff members have been instructed to refuse any child who is ill when the parent or guardian drops him/her off. The staff has been trained by a registered nurse to recognize the common signs of illness. It is our

expectation that THE CHILD is always a priority. Therefore, if the child becomes ill during the day a parent will be notified and other arrangements will be necessary for the child's care.

JLC will not administer fever-reducing medications or nonprescription topical ointment, creams or lotions to any child without written parent permission.

Should a staff member become ill with a communicable disease or display signs of an illness, she will not be permitted to be with children until the illness is gone.

Signed permission for obtaining emergency medical attention is required for a child to enter Julie Learning Center.

In case of an accident or emergency, staff would immediately contact EMS. A parent will be notified if his/her child has had an emergency and action will be taken as specified on the Emergency Form filed in the office of JLC. If no hospital has been specified, the child will be taken to St. Elizabeth, Edgewood.

Medication, prescription or otherwise, may be dispensed only when the parent provides a signed permission slip on the JLC form. The medicine must be IN THE ORIGINAL BOTTLE with dosage and times to administer provided. Medication left at the center will be discarded after one week unless the prescription indicates longer usage.

IMMUNIZATION FORMS

In the interest of the child's health, and the health of all the children in the center, all the children enrolled must have a current immunization record on file. These records must be updated and, according to state law, no child may remain at the center unless immunization forms are current. It is also important that the child's physician and the hospital of choice be listed on the Emergency Form.

LATE PICKUP

JLC closes promptly at 6 PM. Parents who do not pick up their children by 6:00 PM will be charged \$1.00 for every minute they are late. This fee is payable to the staff member when the child is picked up. If a child is not picked up by 7:00 PM, proper authorities will be notified.

For students attending half days, the dismissal time for the morning session is 12:30. Parents who do not pick up their children by 12:30 will be charged \$1.00 for every minute they are late. This fee is payable to the Julie Learning Center when the parent(s) arrive.

NOTICES

Even though JLC may assist other organizations by distributing flyers and/or literature, there is NO OBLIGATION to purchase products or participate in the advertised activities, nor is it an endorsement on our part.

OUTDOOR PLAY

Fresh air and exercise are important to a child's good health. During inclement weather, too hot or too cold, indoor activities are planned

PARENT EVENTS AND VISITS

Parents should check the bulletin board above the sign-in area for personal notes, announcements, and reminders about activities.

Parent/legal guardian visits are encouraged. Our schedule is hanging on the bulletin board next to the sign-in area so that parents can determine the best time to do that. Drop in visits are permitted, but teachers are not be available for personal conversations while they are supervising students.

Family nights and special events are scheduled during December and in the spring. Parents are encouraged to include the extended family.

Parent conferences for all preschoolers will be scheduled in December and for individuals as the need arises. However, the staff may not be interrupted for a conference while children are in their care.

PART TIME ATTENDANCE

Students may register for part time attendance. If parents wish for their child to attend on day(s) other than those indicated at registration because of field trips or other activities (i.e. TWF instead of MWF) at any given time, they may do so at an additional cost. This cost covers the additional payroll necessary to hire subs or increase staff to maintain the minimum student/teacher ratio required by the state.

PHOTOS

JLC uses on-line sites to post pictures for parents to view. Access is through a link given to parents in the newsletter.

JLC also posts pictures of children in groups as part of the website design. No names or identifying information is used.

SAFETY RULES

No child will ever be left alone or unsupervised by a staff member.

The parent must escort the child to his/her classroom.

No child may be dropped off and permitted to walk in alone.

Staff will be on hand to greet the children and will remain with them until the last child has left.

There is immediate access to a working phone in each area of the center.

Every classroom has a posted Medical Emergency Plan and Fire/Weather Plan.

Drills are held monthly and recorded.

In the event of a medical emergency, the staff will follow the posted plan and seek treatment for each child as specified on the child's Emergency Form.

Parents will be given a copy of an incident report should a child become injured or hurt during the day.

Children's Protective Services will be notified if a staff member suspects that a child is being abused or neglected. The local phone number for reporting child abuse and/or neglect is 859-292-6340. Anyone who suspects child abuse or neglect must report it.

The use of aerosols will be prohibited where children present.

No adult may smoke while on the Julie Learning Center premises.

SECURITY MEASURES

In the morning, as an important security measure, each child is to be brought into the center to assure that the child is under supervision before the parent leaves. At the beginning and end of the day, a parent or guardian is required to sign the child in and out. JLC will not release a child to anyone under eighteen years of age, without written parent permission.

It is the parents' responsibility to notify the center anytime the child will be picked up by a person not authorized on the enrollment form. Identification may be requested from the person in charge.

JLC abides by all legally served court orders. The center must have a notarized court order on file regarding parental custody orders. JLC is required by law to report suspected child abuse or neglect to proper authorities.

SEVERE WEATHER, DISASTER AND FIRE DRILLS

JLC has well defined plans for both weather and disaster evacuation. Fire drills are held regularly. Should an emergency requiring evacuation of the building occur, parents will be notified. If it is necessary to close the center due to severe weather, the parent or guardian will be notified as soon as possible.

TOYS AND CLOTHING

Children are not permitted to bring toys from home. Children may not wear slippery shoes, Jellie shoes, open toe sandals or flip flops to the center. These are all dangerous on the playground and expose the foot to injury.

While attending JLC, children may not wear any clothing that restricts movement, cannot be easily washed, or cannot be easily handled by themselves when toileting. Each child is

asked to have an extra set of clothing, including underwear, on hand at all times. These will be kept by the JLC Staff.

TRANSPORTATION

Transportation for kindergarten students will be provided to and from St. Agnes, Blessed Sacrament and Beechwood. JLC currently provides this service at no additional charge to the students who use it.

In the event that the buses cannot operate due to circumstances beyond the center's control, parents are responsible for providing transportation to and from JLC for their kindergartner.

TUITION AND PAYMENT POLICIES

Tuition is payable monthly to FACTS, an online tuition management system. Checking account withdrawals, Master Card, Discover, and American Express are accepted, although there is a convenience fee for using credit cards.

Parents will be given a link to FACTS for information about using this on-line payment system when their child's registration is confirmed, at Open House, and/or on the school's web site. For children registering **before** the school year begins, all accounts must be set up no later than August 15.

The Center has the right to request withdrawal of a child for non-payment of fees.

WITHDRAWAL

JLC requests a week's written notice prior to withdrawing a child from the center.

DISCLAIMER

JLC, its Board and Administrators reserve the right to make changes to the Handbook at any time. JLC reserves the right to dismiss any child for disruptive or hurtful behavior as well as one who shows an inability to comply with established policy and procedure.

REVISED, 2014