

UNIVERSITY OF
LOUISVILLE®



2012-2013

Family Handbook

Early Learning Campus
409 Reg Smith Circle
Louisville, KY 40208

Phone: 502-852-ELC1 (3521)

Web site: <http://louisville.edu/education/elc>

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Welcome to the Early Learning Campus (ELC). We're delighted to have you and your child(ren) join

our dynamic learning community. As an integral member of the University of Louisville's College of Education and Human Development and a partner with Family Scholar House, the ELC is THE place for young children and the people who want to learn about/with them. It is our goal to provide professional care while maximizing the learning potential of children from infants to pre-kindergarten age.

MISSION STATEMENT

The Early Learning Campus is an exemplary learning community that maximizes growth for the *whole* child as well as its staff through the use of progressive philosophies within a setting that celebrates the fullest dimensions of its diversity.

PHILOSOPHY OF THE EARLY LEARNING CAMPUS

The learning philosophy of the ELC embraces the knowledge that a child is first an individual with unique talents and strengths and needs. The child seeks to make meaning of his/her world by exploring, discovering and mastering skills information and concepts. Their journeys are to be respected as much as supported.

Because of this value, the ELC

- Is working toward the implementation of the innovative and progressive philosophy of **Reggio Emilia** (more info follows),
- Utilizes information gained from quality research particularly in the areas of early childhood and brain development, all within the context of the child's interests.

To this end, the ELC presents environments that enhance and facilitate the child's construction of knowledge as a "thinker." Safety and comfort are preliminary to exploration, discovery and mastery within the ELC learning environment. Credentialed instructional staff function as facilitators in a reciprocal process of growth by offering feedback, open-ended questions and comments designed to challenge and expand learning.

By providing high quality experiences in all areas of growth as well as expecting a standard of responsibility, the child grows to be a more mindful, motivated and confident life-long learner.

INFORMATION REGARDING THE REGGIO EMILIA PHILOSOPHY

The Reggio Emilia approach to early childhood education grew from the city-sponsored system of a town in Italy by the same name. The approach is based upon the following principles:

- **Emergent curriculum:** a curriculum that builds on the known interests and curiosities of children
- **Project work:** an expansive set of in-depth studies of concepts, ideas and interests that arise within the group considered as an adventure, projects may last one week or could continue throughout the school year.
- **Representational development:** Consistent with Howard Gardner's outline of multiple intelligences, the Reggio

Emilia approach calls for the integration of the graphic arts as tools for cognitive, linguistic, and social development. Presentation of concepts and hypotheses in multiple forms for representation...print, art, construction, drama, music, puppetry and shadow play...are viewed as essential to children's development of 'meaning.'

- **Collaboration:** Collaborative group work, both large and small, is considered valuable and necessary to advance cognitive development. Children are encouraged to dialogue, critique, compare, negotiate, hypothesize and problem solve through group work.
- **Teachers as facilitators/researchers:** The teachers' role within the Reggio Emilia philosophy is complex. The role of the teacher is first and foremost to be that of a learner alongside the children. The teacher is also a researcher, carefully listening, observing and documenting children's work and growth. They provoke, co-construct and stimulate thinking and collaboration with peers.
- **Documentation:** documentation of children's work in progress is viewed as an important tool in the learning process for teachers and families as well as children. Pictures of children engaged in experiences, their words they discuss what they are doing, feeling and thinking as well as the children's interpretation of the experience through visual media are displayed as a graphic presentation of the dynamics of learning. Documentation is used as assessment and advocacy.
- **Environments:** Within Reggio Emilia-inspired schools, great attention is given to the look and feel of the classroom. Environment is considered the "third teacher." Teachers carefully organize space for small and large group projects and small intimate spaces for one, two or three children. Documentation of children's work, plants and collections that children have made from former outings are displayed both at the children's and adult eye level.

RESEARCH MISSION

The ELC strives to provide quality services that are inspired by the Reggio Emilia approach and are informed by current research. As part of a Research I University, we take an active role in developing the early childhood research body of knowledge. Faculty and doctoral students may conduct applicable research within the ELC. We benefit from the added resources and expertise in many ways. Faculty members from the College of Education and the School of Music frequently bring their students to the ELC to learn more about working with young children. The children truly enjoy the special activities. In addition, several faculty members willingly share their expertise with our families and staff by providing training, conducting observations, and designing intervention plans. Researchers must obtain approval from the University's Internal Review Board before working in the ELC.

CREDENTIALS

The Early Learning Campus is licensed by the Kentucky Cabinet for Families and Children and adheres to Kentucky's Licensing and Regulation requirements. Guidelines for the National Association for the Education of Young Children are considered throughout the program. We are currently preparing for the NAEYC accreditation process. The ELC is a member of Community Coordinated Child Care.

The Kentucky State Fire Marshal inspects the building annually. We have monthly fire drills according to State and University guidelines as well as quarterly emergency drills for earthquake, tornado, and man-made disasters. We receive regular inspections by the Jefferson County Health Department.

The **Director** of the Early Learning Campus, Dr. Jill Jacobi-Vessels, holds a Ph.D. in Teaching and Learning with an emphasis on Early Childhood from the University of Louisville. She also holds a Masters degree in Interdisciplinary Early Childhood Education from the University of Louisville and a Bachelors degree from Indiana University Southeast. Dr. Jacobi-Vessels has a current Rank II Kentucky Teaching Certification. Her experience includes six years in the Early Childhood Research Center working on literacy and math development studies and examining brain wave responses in

auditory and visual stimuli. In addition, she has 16 years of experience directing and coordinating quality child development centers, children's programs, and family support programs.

The **Assistant Director**, Hans Petersen, holds a Masters Degree in Interdisciplinary Early Childhood Education and a Bachelors Degree in Psychology. He has eleven year of experience working in the classroom with children.

The **Teaching Staff (Facilitators)** at the Early Learning Campus are composed of two teams, one serving the Infant/Toddlers and the other the Preschoolers. Each team is composed of teachers with educational backgrounds th range from Masters to CDA (Child Development Associate).

ELC staff members receive a minimum of 15 hours of continuing education each year, in addition to training in CPR and First Aid. Please note that the ELC closes for one week each fall to facilitate training. There is no charge for the week of training closure. The State requires at least one staff member on duty who is currently certified in CPR and First Aid. Because health and safety are a priority at the ELC, we have approximately 50 certified staff members.

SCHOOL HOURS

The ELC is open from 7:00 a.m. - 6:00 p.m. daily.

TOURS

Tours for prospective parents are given on the second and fourth Thursday of every month at 10:30 AM.

SCHOOL ADDRESS / PHONE NUMBER / WEB SITE

Early Learning Campus

409 Reg Smith Circle

Louisville, KY 40208

Phone: 502-852-ELC 1 (3521)

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ANIMALS IN THE CLASSROOM

According to licensing regulations:

“Animals shall be:

- (a) Supervised by an adult if in the presence of a child in care; and
- (b) Certified as properly vaccinated against rabies.

A parent shall be notified in writing if a child has been bitten or scratched by an animal.

Except if used as planned program activity in the control of an animal specialist, an animal that is considered undomesticated, wild, or exotic shall not be allowed at a child care center.”

The Early Learning Campus abides by these regulations.

ATTENDANCE

Because ELC is a program of professional care (not baby sitting or day care), timely and prompt attendance during program hours will offer the greatest benefits to your child.

If your child is going to be absent, please call the office at least 1 hour in advance of their usual arrival time so that we can inform the child’s team facilitator.

BITING POLICY

Young children who are not yet able to verbalize frustrations or who have not yet learned to control impulses sometimes bite or scratch. There may be no apparent reason (the child may be teething or simply trying to get the other child’s attention). While we understand that bites or scratches are upsetting, it is part of early childhood. Even the most diligent and caring staff member cannot predict or prevent every bite or scratch. We do, however, take many steps to reduce occurrences.

If a child bites or scratches, he or she will be disciplined in a developmentally appropriate manner:

- Tell the child in a firm but CALM voice ‘No biting (or scratching)’.
- If necessary, move the child away from others and provide something to do alone (e.g., read a book, do a puzzle, use play dough)
- With the very young, long discussions, explanations that it hurts, and punitive actions are not effective or age-appropriate. Very young children cannot process and maintain an understanding of the consequences of their actions.
- Provide the child with appropriate words to address the frustration

ALL bites and scratches will be washed with soap and warm water and ice applied. Staff members will immediately inform a supervisor of a biting or scratching instance and will inform the supervisor if the skin was or was not broken. Staff members will complete report forms for the parents of both the child who bit or scratched and the child who was bitten or scratched. Staff members will not release the name of the child who bit to anyone other than staff member working with the child or the parents of the child who bit or scratched.

CELL PHONE FREE ZONE

The ELC is a cell phone free environment. If a child is in the company of an adult, we respectfully ask families to adhere to the “cell phone free” policy.

CLASSROOM ACTIVITIES

Classroom activities spring from the interests and curiosities of the children. Teachers facilitate the learning within these varying contexts while ever cognizant of the developmental skill set needed at each age. During the daily preschool program, children experience opportunities to engage in activities that are solely child-directed as well as activities that are teacher-directed. While maintaining a predictable schedule, teachers provide classroom environments to stimulate and challenge while also scheduling time to engage as a classroom community. The Reggio Emilia philosophy guides our classroom design as well as serves as the value underlying teacher-child interactions.

Each preschool classroom is furnished with materials to provide inviting experiences with art, dramatic play, blocks and table toys, science and math, as well as books. We offer a variety of open-ended materials in all of the above are thus allowing for children to exercise their innate drive to explore through a hands-on approach.

Our perspective that children **do not** come as blank slates, upon which adults write information, compels us to offer a wide array of possibilities in which children can creatively express **their own understanding** of the many experiences they encounter. Therefore art projects are rarely directed. Materials are rotated regularly to continuously challenge the children’s thinking, entice their curiosity and questions as well as offer practice of skills till mastered.

Outside playtime is offered daily unless weather dictates otherwise. The ELC considers this time significant since it not only allows for large body movement but also allows for a varying assortment of individual and group experiences. The children’s imaginations and play take a different form when outdoors. During inclement weather, indoor play space is available on the third floor for scooters, tricycles, and games.

The roof top garden is the entity of Family Scholar House. The ELC may use the garden space and green house for projects and activities.

CLASSROOM ASSIGNMENT

The rate of development is unique for each child. Placements for children under 24 months of age may be decided according to developmental milestones, chronological age, program ratios and program best practices. The Director and instructional staff will determine any possible need for change in classroom and will discuss with parents.

Most placements for children are determined by their age as of October 1st of that year. This process not only allows the child to move with a familiar group but also is in keeping with the guidelines used by Jefferson County Public Schools as well as many of the private schools in the area. Once the child is 5 years of age by October 1st, he/she is kindergarten eligible and will have “outgrown” the Early Learning Campus. Fees are based upon the classroom assignment rather than individual child age. Fees may change if a child moves to another classroom.

CLOTHING

We encourage the children to explore a variety of media. While we try to select materials that do not stain, occasionally certain markers or paints leave traces on clothing. We encourage parents to send their children in clothing other than their best. We cannot be held responsible for soiled or stained clothing.

To maximize the possibilities for learning, please send your child in comfortable clothing and shoes that allow her/him to fully participate in program activities. Clothing should be chosen that allows a child to manage independently according to their developmental age. Please no belts. They are notorious for delaying a desperate dash for the potty. Clothing that is restrictive or “too nice” for play is discouraged.

The ELC is a busy place with large groups of active children. In order to minimize potential for injuries, shoes must fully enclose the foot and allow for running, climbing, and all children’s activities. Flip-flops, sandals, jellies, crocs, mules, and open toed shoes do not meet these standards and should not be worn.

Please do not have your child wear jewelry (e.g., necklaces, bracelets, or rings) to school. They may get caught on equipment during active play, causing injury. If earrings are worn, please choose small studs rather than larger or dangling styles. Large earrings may draw unwanted attention from curious little hands.

In order to assure that the clothing you purchased for your child remains with your child, **please label all clothing** especially coats and hats and backpacks. This not only will cut down on your expense of providing clothing for your child but will also reduce confusion for the staff as they guide the children to be more responsible for their belongings.

Because of the many wonderfully messy activities that are a part of preschool, please provide an extra full set of clothing for your child to stay at school in his/her cubicle. Again please label all clothing and including underwear and socks. Place the clothing in a plastic zip lock bag also labeled with your child’s name. Since outside play is integral to the ELC program, please have your child wear appropriate clothing for the weather. Puddles entice children, so extra socks are always a good idea.

COMMUNICATION

Communication between families and the ELC is paramount to a successful and healthy experience for the children. To that end, the ELC staff members:

- Provide **daily information sheets** on the specifics of your child’s day. Look for them each day.
- Schedule **conference times** twice a year. The goal of these conferences will be for families and staff to share progress and concerns and answer and ask questions in a collaborative atmosphere. Conferences are not limited to twice a year. Please contact your child’s team leader to schedule a time.
- Write a **monthly newsletter** specific to your child’s learning group. This information will keep you current on projects and activities in which the children are engaged. You might consider it a travelogue to your child’s weekly adventures!
- **Respond** to and send **email messages** to families as situations arise. ELC email addresses are available for you to correspond with your child’s team. **Please refrain from texting or calling staff members on cell phones. All staff must maintain constant focus on the children.** If you must speak to a staff member immediately, please call the front desk at 852-3521. While the teams will not be able to take **phone calls** during the day, families are welcome to call the office and leave a message. A team member will return your call as soon as possible.
- Write incident reports to document injuries. Staff members will contact parents directly if an injury is more than minor. We take many precautions to provide a safe and healthy environment for the children. However

many children spend the majority of their waking hours at the ELC. The likelihood of accidents occurring during ELC hours is proportionate. Parents are encouraged to ensure that appropriate medical insurance is maintained so that unexpected injuries or illnesses do not create a financial burden.

If a classroom concern, complaint, question arises, please contact the team leader about the issue. If discussion with the team leader does not produce a resolution, then contact the Director. If you have a policy concern, please contact the Director.

DAILY SCHEDULE

- **Breakfast** is available from 8:00 - 8:45 a.m. on the first floor and 8:30 - 9:00 a.m. on the second floor. Due to Federal Food Program requirements, breakfast will not be served outside of this time period. If you plan to arrive after breakfast hours, please make certain that your child eats before arrival. Please do not bring outside food into the center. Outside foods are prohibited by the USDA Food Program and may pose allergy issues or upset other children.
- **Lunch** is served at 11:00 a.m. for the first floor and at 11:30 a.m. for the second floor.
- **Rest time:** Lunch is followed by a two-hour nap or rest time.
- Four-year-olds have a minimum quiet time from 12:30 - 1:30 p.m. For four-year-olds who nap, this time can be extended for an additional hour.
- **Afternoon Programming** begins after nap/rest, which includes an afternoon snack.

Arrival

Please bring your child all of the way into the classroom upon arrival, help him or her with jackets and other belongings, and ensure that hands are washed. In the early morning hours, we sometimes combine classrooms. If there are no facilitators in the classroom, please do not leave your child in the room. The front desk will be happy to help you. Please make certain that your child's facilitators are aware that you and your child have arrived. Do not leave your child by the door or outside of the classroom. The facilitators may be busy with other children and not be aware that your child has been dropped off. A greeting from the facilitator, a warm hug, and a good-bye from you will be a pleasant beginning to your child's day.

9:45 Drop Off Policy

We very much desire a high-quality environment where children receive a planned curriculum that provides opportunities to grow socially and cognitively. Consistency and predictability provide the children with a sense of security and control. While late arrivals may not appear to be an issue on an individual level, they cause a great deal of disruption in the classroom environment that may only be felt after the parent departs. Delayed arrivals create daily distractions from planned curriculum and negatively affect overall classroom behavior. In order to meet the needs of the children within the classroom setting, the ELC maintains a cutoff time for arrivals of 9:45 AM.

- **To guarantee a quality environment for the instructional program as well as assure smooth transitions, children must arrive by 9:45 AM.** Each child will be given two late passes per semester (fall, spring, summer) to provide parents with some flexibility to deal with unexpected events, traffic jams, or bad weather. Children using late passes must arrive no later than 11:00. If your child arrives after 9:45 AM, please stop at the front desk to receive a signed pass. Classroom staff will not be able to accept a child after 9:45 AM unless the parent presents them with a signed pass for that day. Please plan your pass usage carefully. No more than two late passes per semester will be given. In the case of single parents, each parent will be allowed to use one pass. If both of a child's passes have been used, the child will not be admitted after 9:45 AM for the remainder of the semester. Unused passes will not roll over to the following semester.

- **Please give the front desk advance written notification of upcoming doctor's dentist's, court dates, or WIC appointments.** We have forms available to simplify the process for you. Please give doctor, dentist, or WIC notes to the front desk when you return from your appointment to avoid use of a late pass. Please schedule appointments to avoid returning to the ELC during naptime, as this is extremely disruptive to the other children. Also, if your child was out of the ELC during a mealtime, please make certain that your child eats before returning.
- Our youngest infants do not participate in group scheduled activities. As is appropriate for this stage of development, each infant's needs, including feeding, diapering, napping, and play are met by parents and ELC staff members on an individual basis. After much discussion, we have determined that there would be no negative impact on child development or classroom interactions if young infants arrive after 9:45. *Young infants who are not eating center-provided scheduled meals and who are not in preparation for transition to a room with scheduled activities may arrive after 9:45.* We ask that parents of young infants who plan to arrive after 9:45 please call in advance to inform us of a late arrival so that we may plan staffing accordingly. This open drop off policy does not apply to older siblings. *Older brothers or sisters of young infants must arrive before 9:45 AM as noted in the policy above.*
- ELC staff members cannot be placed in the position of judging if a reason for tardiness is sufficient or not. In order to ensure that our families receive fair and equal treatment, this policy will be consistently administered with no exceptions. Families are given the ability to choose why and when to use their two late passes per semester.

DISCIPLINE

For young children, behavior is often a way of communicating. The Early Learning Campus addresses inappropriate behavior as a "teachable moment." The staff will utilize this time to look more deeply at factors underlying the child's behavior and determine the best strategies for dealing with his/her unsuitable or unacceptable actions. Positive strategies will be used to assist the child in developing appropriate self-regulation, healthy self-direction as well as learning cooperative behavior.

Strategies will be utilized to assist the child in learning to solve problems and use words (rather than inappropriate actions) to discuss his/her frustrations. Consistent and simple age appropriate rules are set to aid in this process.

Physical discipline or techniques that may threaten, shame, frighten or damage the self-esteem of the child are never used. Discipline is never associated with rest, food, or bathroom use. Any behavior that is ongoing and therefore indicates more intensive needs will be confidentially discussed with the family as well as any need to investigate another placement.

Many of our families choose no spanking. Some of our families choose to spank at home. PLEASE NOTE THAT THE ELC IS A SAFE ZONE FOR ALL CHILDREN. We do not hit, smack, or spank children. We ask that you follow our policies when in the center. Please do not spank your child at the ELC. If you would like ideas for discipline, please check with the front office for parent resource materials such as books, magazines, or DVDs.

If a child's behavior may cause harm to the child, other children, or staff, the child may be removed from the classroom and allowed an opportunity to calm down and return. If a child attempts to hit, scratch, or kick another child or a staff member, the staff member may gently hold the child while talking to try to calm the child. Parents will be informed. If needed, the ELC may request additional resources including observations and referrals to other agencies for assistance.

Very often, young children find it difficult to negotiate with playmates or to comply with classroom expectations when

they are tired. Parents can play a large role in helping children remain positive by ensuring good sleep habits. Following the same bedtime routine each night, going to bed at the same time, even on weekends, and avoiding too many distractions in the bedroom such as video games and televisions, are all helpful. If you notice that your child snores or sleeps with his or her backside in the air, you may want to discuss sleep issues with your pediatrician. These may be indications that your child is not able to get deep sleep due to breathing problems.

ENROLLMENT AND WAITING LIST PROCEDURES

All available openings will be filled through the waiting list. Families may apply for the ELC waiting list by visiting our website at louisville.edu/education/elc and scrolling down to the forms on the first page. Please print the forms and either mail or bring them to the ELC along with the non-refundable \$50 application fee.

In our first two years of operation, we offered a limited number of part time openings. Unfortunately, it is often difficult to locate a family that would like to take the unused available days. In addition, many of our young children find it very difficult to adjust to every other day care. PLEASE NOTE THAT, BEGINNING FALL 2011, WE WILL NO LONGER OFFER PART TIME CARE (i.e., Mon/Wed/Fri or Tues/Thurs) to newly enrolling families. Families who are currently in part time care will be able to continue in part time care until they request a change to full time (Mon through Friday) or the child graduates from the ELC.

Families are encouraged to attend one of our regular tours on the 2nd or 4th Thursday of every month at 10:30 AM to determine if the ELC is a good fit for your family. Families must be faculty, staff, or students at the University of Louisville or affiliated universities, RESIDENTS of Family Scholar House, or residents of Old Louisville at the time of enrollment to be eligible.

It is not possible to predict when an opening may be available, as we tend to remain fully enrolled. If a family moves away during the year, we will use the waiting list to fill the vacancy. Multiple openings across the center usually become available in the fall when our older children leave us for kindergarten and the younger children move up to a older classroom. The ELC is a partnership between the University of Louisville and Family Scholar House (FSH). FSH owns a predetermined number of enrollment spaces. If they have not used all of their spaces, new FSH residents receive placement priority. A priority is also given to siblings of children already enrolled as the family already relies on the ELC for care.

When an opening becomes available, we will send you an email. You will have 48 hours to respond. If you choose to decline the offer, you will remain on the waiting list. After you decline two offers, you will move to the end of the waiting list. If we do not receive a response within 48 hours, we will offer the opening to the next child on the waiting list. Please be certain to keep updated email addresses on file. If you need to update your information, please contact our front desk at 852-3521.

Required Enrollment Documents

To satisfy Kentucky law and to meet the individual needs of our children, we keep health, attendance, and development records on each child. All of the following forms must be turned in prior to the child's first day:

1. Up-to-date immunization form including tuberculosis test record
2. Current application
3. If one parent has limited access or does not have legal access to the child, the custodial parent must supply a copy of applicable court documentation. We cannot deny a parent access to their child without a court order on file.
4. Enrollment form

5. ELC Emergency Contact –Release Form (contains list of authorized people who may pick up your child. Please list ALL possible contacts.)
6. Allergic Reaction Emergency Plan
7. Emergency Treatment plan (for emergencies other than allergies)
8. Liability statement
9. Document of Understanding of the selection process
10. Income Verification Form
11. Photo Release Form
12. Childcare Consent and Waiver
13. Federal Food Program Form (required for all families)

FEES AND PAYMENTS

Fees are calculated on a weekly basis. Parents may choose to pay one or more weeks at a time but must ensure that payments are made in advance of the care. We find that falling behind on payments can happen very quickly. Accrual of past due fees causes great financial difficulty for our families and for the ELC. In order to avoid amounts past due, payment for the following week must be received by close of business on Friday. If payment is not made by Friday, then payment must be made upon arrival on Monday or we will be unable to accept the child for care. In order to return to care, payment of fees due must be made in full.

Please place all checks in the deposit box next to the front desk rather than handing them to front desk personnel. The Unit Business Manager will collect the checks from the box and return receipts to your child's cubby within three business days.

Please note that fees are set taking holiday closings and snow closings into account. There will be no change in fees during weeks with holidays or snow closings. In addition, there is no change in fee due to illness or absence.

We will no longer provide the summer semester off with guaranteed return option. If a parent chooses to withdraw child during the summer, they may place the child's name on a waiting list for the following fall. While children who wish to return will be given a priority for openings, there will be no guarantee of an available space the following fall (i.e., spaces will not be 'held').

Checks returned by the bank for any reason must be paid in money order. A returned check fee of \$30 will automatically be charged to the account.

Child Care Subsidy Program (4Cs):

The information in this section is provided to assist our families. Please be aware, however, that the ELC does not administer nor have power to make changes in the 4Cs subsidy program. The information below may not be completely current or accurate. It is the parent's responsibility to contact 4Cs to ensure that they have correct information.

Community Coordinated Child Care (4Cs) administers a state-funded childcare subsidy program that assists families with the cost of care. Eligibility is based on income. You do not have to be a resident of Family Scholar House to be

eligible. Please contact 4Cs at (502) 636-1358 for more information. If you qualify for 4C subsidy payments, documentation must be presented to the ELC Unit Business Manager 3 business days prior to enrollment.

Some families who receive 4Cs subsidy must pay a co-payment, which is determined by 4Cs. If the 4C subsidy allowable amount differs from what the ELC charges, the parent must pay the difference in addition to the co-pay (e.g., 4Cs allows a cost of \$24 per day (subject to change) for a preschool child. The ELC charges \$28 per day (subject to change). The parent is responsible for any 4Cs co-pay AND the \$4 difference per day). The difference will NOT be shown on your 4Cs contract because they do not track what each center charges. Please see the Unit Business Manager, MaryPat Chiavaroli, if you have questions.

Participants must be aware of the expiration of their 4C's contract and make co-payments to be sure services do not lapse. Should your contract lapse; the contract holder (you) will be held responsible for any and all charges that may occur. Failure to be responsible for the charges may result in removal from the program.

If a child is absent more than 5 days per month, 4Cs will not subsidize the cost of care. The absences *may* be excused if the parent submits documentation to explain the absences beyond 5 days. The parent is responsible for any amount not covered by 4Cs.

Families who receive KTAP and 4Cs should be aware that the KTAP worker may tell you that your application and account are in good standing BUT it is advisable to talk to your 4Cs worker to confirm that there are no problems. The two programs do not necessarily communicate with each other. It is your responsibility to make certain that both programs are kept current and in good standing.

- To make a co-payment or a full payment, the following options are available:
 1. Write a check made payable to the University of Louisville, with ELC and your child's name listed on the memo line.
 2. Bring a money order for the amount due.

NOTE: ELC does not accept cash nor is cash kept on the premises.

- Please drop all payments in the designated box near the reception desk for proper credit to your account. We will give a receipt within three working days.

Diaper Fee

Diapers are to be furnished by the families. If a child is out of diapers and the ELC has the correct size in stock, an ELC diaper will be used. Parents will be notified of the use at the end of the day. Parents will be charged \$2.00 per ELC diaper. If the ELC does not have the correct size in stock, the parent will be contacted to supply diapers. Parents are encouraged to ensure that diapers are marked on the classroom log when they are brought in.

Fee Schedule

Fees are based upon classroom assignment and do not change based upon individual birthdays. Please note that there is no reduction in fees for absence due to illness.

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| CLASSROOM | 5 DAYS PER WEEK | 3 DAYS PER WEEK (M/W/F) | 2 DAYS PER WEEK (T/TH) |
|-----------|-----------------|----------------------------|---------------------------|

| | | | |
|--|-------|-------|------|
| Bees & Tadpoles (Infants) | \$175 | \$125 | \$85 |
| Turtles, Explorers, & Travelers (Toddlers) | \$165 | \$120 | \$82 |
| Dreamers & Fish (Two – Three Years) | \$150 | \$105 | \$70 |
| Caterpillars, Stars, Jungle, & Iguanas (Three to Five Years) | \$140 | \$100 | \$65 |

Late Pick Up Fees

The daily hours for the Early Learning Campus are from 7:00 a.m. till 6:00 p.m. Families who do not pick up their children by the 6:00 P.M. will incur a late fee in the amount of \$15 per child for the first five minute period and an additional \$15 for each five minute period thereafter. These fees are to be paid in full within one month of the occurrence.

When possible, please notify us in advance if a different person will be picking up your child. That person must be on your Emergency Pick up List in order for us to release the child. We will ask for picture identification before we release the child.

It can be very difficult to find someone to pick up a child when last-minute emergencies occur. Often families in a bin will call and ask if another ELC parent could pick up their child. Due to liability issues, we CANNOT release a child to anyone without prior written authorization from the parent. You are encouraged to list as many people as possible for authorized emergency pick up. The more people listed, the more likely that you will be able to find someone who is available when a problem arises. Family Scholar House parents may choose to list Family Scholar House staff member. Please check with Family Scholar House before listing a staff member.

If an authorized person does not pick up a child within two hours of ELC closing, staff may contact and/or release the child to appropriate child protective agencies.

If a family is consistently late in picking up his or her child, a conference will be scheduled with the Director to address this concern.

Sibling Discount

In order to support our families with more than one enrolled child, we offer a \$5.00 per week discount for siblings of the first child.

Withdrawal and Deposit Use

Families are financially bound to make payments until completion of a two-week advance written notification of withdrawal period. Beginning August 2011, each family will be charged a one-time non-refundable deposit equal to one week's fee. The deposit will be applied to the last week of care. If families do not give two week's advance notice of withdrawal, the deposit will be forfeited.

HEALTH, SAFETY, AND EMERGENCIES

The ELC takes many precautions to provide a healthy environment, including: regular sanitation of toys and room surfaces, teaching and implementing frequent hand washing, placing soiled toys in bins for sanitizing, following sanitary diapering and toileting procedures, and enforcing health criteria for attendance. In spite of our many precautions, children who are in group settings are exposed to the illnesses of others. Parents play a large and important role in keeping all of the children healthy.

Please note that we cannot provide care for a child who has a diagnosed communicable disease, nor who is not well enough to participate in a normal school day, which includes outside play. Please do not send your child to school with symptoms such as fever, heavy cough, unusually runny nose, diarrhea or a fever. Please do not send over-the-counter medications or vitamins to school with your child. Children may choke on a cough drop, may eat a flavored ChapStick, or swap vitamins.

If a child becomes sick while at the ELC, we will call you and make arrangements for an early pick-up. Per State regulation, we cannot give ibuprofen, Tylenol, or any other medication without advance written permission from you and your doctor. Over-the-counter medications will not be given without clear documentation from a physician that shows that the purpose of the medication is not to treat a potentially contagious illness. We ask that you pick up an ill child promptly so that he or she can receive needed care as quickly as possible.

If your child is sent home with a fever, vomiting, or diarrhea, he or she must be symptom free for 24 hours without medication before returning to the Center. A fever of 100 degrees axillary (under the arm) or higher is not considered to be a symptom of teething. It is an indicator of illness. If you wish to submit a statement from your doctor for readmission, it must specifically state that the child IS NOT CONTAGIOUS and must be presented BEFORE returning your child to care.

If your child is sent home with a possible contagious disease such as chicken pox, pink eye (conjunctivitis), strep throat, impetigo, or scabies, he/she must be symptom free or have a doctor's statement that specifically states that he/she is NOT CONTAGIOUS before returning to care. Ringworm must be treated and kept covered. The ELC maintains a nit-free policy before a child may return from having head lice. If you keep your child home due to illness, please call so that we can notify other parents of possible exposure and symptoms.

If your child has been home with a communicable illness (e.g., strep throat) requiring medication, he or she needs to receive that medication for 24 hours before returning to the ELC.

When your child returns to care he/she must be able to participate in scheduled activities, INCLUDING OUTSIDE PLAY. We go outside daily, summer and winter, unless extreme weather (ELC's discretion) prevents doing so. We will be happy to bundle your child in warm clothing. Please send hats, mittens, and coats during cold weather. We play in the snow, so boots are a good idea, too.

If your child has any allergies, especially food and bee sting allergies, we need to be notified so that we can do the best we possibly can to prevent and/or treat accordingly. A doctor's statement is needed for your file. In case of a serious medical emergency, our staff will contact EMS and will then contact you. It is critical that you inform the front desk of any change in home, work, or emergency contact phone number.

Illness

A child must be kept at home if he/she shows signs of illness such as:

- Chills, fever (100 degrees under arm or greater)
- Two or more instances of diarrhea or vomiting
- Symptoms that MAY indicate a contagious disease such as pinkeye, ringworm, scabies, chicken pox, strep throat, impetigo, or head lice.
- Is unable to participate in regular activities (an exception could include chronic, non-contagious conditions. Please see the Director).

Children must be free of symptoms without the assistance of medication for at least 24 hours before returning to the center. If a child is sent home ill from the ELC, the family will be given an *Illness Return Form* which states the earliest that a child may return to the center.

Please call and let us know if your child is going to be out sick. If the disease is communicable, ELC may send home a general alert for other families.

If your child becomes ill while at the ELC, we will notify you immediately. If we are unable to reach you, depending on the age of your child, he/she will be removed from the classroom to rest in the office. Please arrive as quickly as possible as we cannot administer fever reducers. Your child will feel better the quicker they see their parents.

Young children in group settings will inevitably be exposed to illnesses. We take many precautions to reduce spread. Family cooperation in keeping sick children home until well is our best preventative. Please note that there is no reduction in fees for absence due to illness.

Injuries

If your child becomes injured while at the ELC, we will administer first aid according to licensing policies if the injury is minor. Minor injuries include small or slight cuts, bruises and bumps. The wound will be cleaned or ice applied or a bandage applied. The family will receive a note detailing what happened as well as the first aid administered. On occasion, the facilitator might not see the injury occur. Children move very quickly and do not always draw attention to an injury. We will do our best to determine what happened. Your understanding is appreciated.

If the injury is more serious, the facilitator will call you. If medical treatment is needed or recommended and you cannot be reached, we will contact the people on your emergency list, including the physician. If we are unable to reach someone, a staff member may take the child to the doctor. If the injury presents an emergency, we'll immediately contact Emergency Medical Services and then notify the family. The majority of ELC staff members are trained in CPR and First Aid.

Medication

All medicine must be brought to the ELC in its original container. Per regulations, the ELC must have daily written authorization from a legal caregiver on all medications, including over-the-counter medicines. Please sign and submit *Medicine Permission Form*. All medicines at the ELC must be kept in a locked box in the classroom or the front office.

Prescriptions: Medicine will be given according to prescription. In order to ensure proper spacing of doses, parents should administer as many doses as possible at home (e.g., needed 4x per day, parents give morning and night, ELC gives 2x).

Over-the Counter: The ELC cannot administer over-the-counter medications such as Tylenol or Ibuprofen unless it is being given for pain due to immunizations, injury, ear infections, or teething. A doctor's note that states why the child needs the over-the-counter medication, that the child is not contagious, how often it must be administered and in what dosage is required. We cannot give medication in a manner contradictory to the label.

EMERGENCY DRILLS

We feel that the best way to assess our preparedness for emergency situations is to practice our procedures. Practice also helps children to react in a safe and orderly way in the event that there was an actual emergency. Therefore, we conduct fire drills monthly, quarterly tornado, earthquake and intruder drills. You will notice that we have both primary and secondary emergency routes are posted in each classroom.

EVACUATION OF THE CENTER

In the event that the center management of the Early Learning Campus or any emergency service personnel determines the building to be unsafe, we will calmly and swiftly evacuate the children. The planetarium or U of L student center is the planned location for evacuation. Information regarding the location where the children have been transferred will be posted on the front door of the center and will also be released to the U of L Alert. The ELC facilitators will continue to supervise the children assigned to their care during the evacuation and while at the relocation center. Facilitators will have emergency files with them so we are able to call you or your emergency contacts once the children have been moved to safety.

HOLIDAYS/VACATIONS/SCHEDULED CLOSINGS

Year round programming is available at the Early Learning Campus. After six months with the ELC, non Family Scholar House (FSH) families will be entitled to take up to two weeks of vacation per ELC school year (mid-August to mid-August based on the public school start date). FSH owns 56 spaces within the ELC. FSH will determine which of their families will fill the spaces and how much time an FSH family can take off and still have a space held for them.

The ELC is closed for one week each fall for staff training and for winter break during the week between Christmas and New Years Day. There will be no charge during the training week, the Winter Break, or during vacation weeks. Vacation weeks must be taken in full-week increments (Monday through Friday only). Please notify the front office at least two weeks prior to your scheduled vacation. If a family chooses to withdraw a child over the summer, they may place their name on the waiting list for the fall. There will be no guarantee that a fall space will be available. Unused vacation weeks do not roll over to the next year.

The Early Learning Campus honors the University-wide holidays listed below. Please note that fees are set to include holidays and closings due to weather. Weekly fees do not change during weeks with holidays or weather closings. **The ELC is closed on the following holidays for the 2010-2011 academic year:**

- Labor Day
- November 25th - closing at 1:00 p.m.
- Thanksgiving Day and the following Friday
- December 24th - closing at 1:00 p.m.
- December 25th - through January 2
- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day

The ELC will be closed from August 9, 2011 to August 12, 2011 for staff training.

PLEASE NOTE: If the Provost chooses to close the University for a half day on the day before a holiday, (i.e., the days before Thanksgiving and Dec. 25th), then the ELC will close one hour later than the time designated for closure by the Provost. For example, if the Provost closes the University at noon, the ELC will close at 1:00 P.M. Late fees would apply after 1:00 P.M.

Birthdays, Celebrations, and Decorations

The ELC is an inclusive community and celebrates the diversity among its members. As such, the ELC does not endorse any single faith – based tradition as the central focus of the curriculum during holidays. Our community will, however, enjoy and celebrate common themes that permeate many cultures (e.g., giving and sharing, the use of light). When appropriate, some children may investigate a variety of traditions that typically occur during the holiday season. Some familiar icons of the seasons may also be displayed in our facility (e.g., Santa Claus, decorated trees, bunnies).

It is our pleasure to celebrate birthdays at the ELC. We prefer to prepare special food for celebrations (birthdays, holidays, etc.) at the Early Learning Campus. If, however, you wish to provide a simple snack to share with your child class, we ask that you bring healthy foods such as fruit muffins or oatmeal cookies rather than high sugar items. Per regulations, all treats must be purchased and brought in an unopened, original store container. Please remember that we are a peanut- and nut- free facility.

Families are especially welcome on these days to share a snack or lunch. We keep birthday celebrations simple and low-key because the children can quickly become over-stimulated. For the same reason, we ask that you leave toys, party hats, decorations, candy, and party favors at home. The ELC cannot have performers such as clowns or magicians come for birthday celebrations.

Balloons may pose a hazard for our children. Some children may be allergic to latex. Punctured balloons may present a choking hazard. Ribbons and strings may present an entanglement hazard. Please keep balloons at home.

Please contact the Director or Assistant Director if you have any questions regarding the ELC policy for celebrating holidays.

INCLEMENT WEATHER

- *If weather conditions prompt the University to close Belknap campus (classes AND offices), then the Early Learning Campus will also close one hour later than the stated closing time.*
- *If the University delays opening Belknap campus (classes AND offices) due to inclement weather, the ELC will open one hour earlier than the designated University opening.*
- Check local TV and radio stations for this information
- UofL faculty, staff, and students are advised to go to ULINK to sign up for emergency alerts
- Please keep an up-to-date email address with the ELC, as this will also be used to notify families of any change due to weather.
- We understand that bad weather makes driving difficult. Please leave home early to allow extra time for unusual traffic conditions. The ELC opens ONE HOUR BEFORE THE REST OF THE UNIVERSITY so that parents have sufficient time to drop off their children before work. The ELC drop off deadline on delayed opening day will be ONE HOUR AFTER THE ELC OPENS (e.g., if the University opens at 10 AM, the ELC opens at 9 AM; the drop off deadline would be 10 AM). Some families may have more difficulty than others in getting in during bad weather days. The ELC provides two late drop-off passes per semester per child. If weather causes an arrival later than the one hour after opening deadline, you may use a late pass. Please 'budget' the use of late passes carefully to ensure that you have one available for such unplanned events.

ITEMS FAMILIES NEED TO PROVIDE...

For infants, toddlers, and children not yet potty-trained, families provide the following **labeled** items:

- Diapers/pull-ups
- Wipes
- Diaper ointment, if needed
- Several changes of clothing, including socks and spare shoes, clearly labeled
- Milk (formula or breast milk) for infants --- bottled with cap and labeled with name and date. (See notes below for nursing mothers.)
- Instructions for preparing your child's bottle

Please note that toys, stuffed animals, and bumper pads will not be allowed in cribs as they increase the risk of Sudden Infant Death Syndrome (SIDS). Also, all ointments, nasal sprays, lotions, etc. must be kept out of the reach of children and labeled with the child's name. Please give such items to a teacher for proper storage. Please DO NOT place such items in the bins below diaper changing tables.

For all children, families provide:

- Proper immunization certificate appropriate for age of child, which must be kept current at all times. We will send periodic friendly reminders. While the ELC will attempt to remind parents of upcoming expiration dates, it is the parents' responsibility to ensure that immunizations do not expire. In order to keep all of our children healthy, children with expired immunizations will be excluded from care until a current certificate is on file. Weekly fees will continue to be charged to hold the space for the child.
- Standard size crib sheet for cot or mat labeled with your child's name. (Bedding will be sent home each Friday to be laundered. Please return on Monday.)
- SMALL blanket, if needed.
- SMALL "Special sleep buddy," if needed.
- Extra set of clothing clearly labeled (see below)
- Toddlers and older children need back packs to transport their treasures. Please label the backpack clearly with your child's name. Please check your child's backpack or cubby for notes from the facilitators.

MEALS

Breakfast will be served between 8:00 A.M. – 8:45 A.M. (first floor) and 8:30 A.M. – 9:00 A.M. (second floor). Due to other responsibilities, the staff cannot serve breakfast outside of this time frame. This is included in the cost of care.

Lunch is served at 11: 00 A.M. for infants eating table food and other children on the first floor. It is served at 11:30 A.M. for the second floor.

If your child has food allergies or special dietary needs, your family must provide a ready-to-serve lunch and/or breakfast and snack. Please see "Federal Food Program" guidelines listed on page 14. Please see the Appendix for the Food Program Civil Rights Grievance Report Procedures.

Lunch is served "family style" in the classrooms.
An afternoon snack will be served following naptime.

Monthly menus are available at the front desk. All meals and snacks will be nutritious and balanced according to the standards set by the Federal Food Program. The cost of lunch is included in the price of the program.

Nuts can cause severe allergic, even life-threatening, reactions. Very often, a nut allergy is unknown for young

children. In order to keep our children safe, **the ELC IS A PEANUT BUTTER AND NUT FREE ENVIRONMENT.**

We are participating in the Federal food program. Unless your child has food allergies or special dietary needs, this program requires that **no outside food may be brought into the center.** Please make certain that your child finishes eating outside foods before entering the building.

If your child has a milk allergy the ELC will substitute soymilk that families provide for their meals. The soymilk needs to be labeled with the child's name, date and classroom. This will be stored in the kitchen.

The ELC is a participant of the Federal Food Program, which provides a subsidy to help us provide healthy and nutritious meals to the children. Each participating family is required to comply with the regulations and procedures.

- Outside food is not permitted. Please dispose of any unfinished food and beverage items before entering the building.
- Each child will be served what is listed on the daily menu. However, if medical reasons prevent your child from partaking in the provided meal, a documented statement from your child's doctor must be submitted to the front office. If religious beliefs exclude a family from the program, a statement of explanation must be provided.
- We provide one vegetarian meal per week. If wish for your child to be on a full-time vegetarian diet, please see the Kitchen Manager for guidance to meet the USDA requirements.
- If a family is supplementing a meal, a ready to serve (not frozen, facilitators do not have microwaves in their rooms) lunch consisting of a protein component can be kept in your child's cubby until the meal is served. It is recommended that the lunch that families provide meet the federal food program guidelines (see below).

As you know, nutritious food is critical to healthy brain and body development. This vital connection between our bodies and learning is the primary reason behind the ELC participation in the Federal Food Program. We appreciate you partnering with the ELC in this essential program.

OUTDOOR PLAY

In order to have consistency regarding when the children play outside and when they do not, the following policy is being outlined. Guidelines are delineated according to age to assure an appropriate policy for all. Health Alerts or Ozone Alerts will also dictate outdoor playtime.

INFANTS

Outside temperature (including wind chill – see NOTES below) needs to be at or above 40 degrees to go out for a short period of time (>10 minutes). Obviously, higher temperatures will allow the children to stay out longer.

TODDLERS AND TWOS

For the toddlers and twos, the outside temperature (including wind chill-see NOTES below) should be at or above 32 degrees in order to go out of doors. The facilitators depending on how appropriate the children's clothing is for the weather, illnesses, etc will determine length of time.

THREES AND FOURS

For the preschoolers, the outside temperature (including wind chill-see NOTES below) needs to be at or above 25 degrees in order to go outside. The facilitators depending on how appropriate the children's clothing is for the weather, illnesses, age, etc will determine length of time.

NOTES:

The ELC will use the “Child Care Weather Watch” Chart at <http://www.idph.state.ia.us/hcci/common/pdf/weatherwatch.pdf>) to accurately determine air temperature in conjunction with wind chill as well as the air temperature in relation to the relative humidity.

Obviously, in cold weather, it will be important that the children are dressed appropriately.

The children should be engaged in gross motor play while outside in the winter. Children will not sit on cold pavement or play in the dirt during cold weather. Facilitators may need to set up play opportunities to engage children and “get them moving” i.e., “Red Rover, Red Rover,” parachute play, hula hoops, etc.

PARENT GROUP

The ELC Parent Group meets on the last Wednesday of every month at 4:30 PM. You are invited to join us. We have various volunteer opportunities, including setting up special events and reading to children. If you are interested in being a designated classroom support person, please contact the director.

PARKING

Families arriving by car should park their car in an allowed parking space, either in the spaces nearest the playground directly across from playground parking spaces, or on the side streets. **Please do not park in front of the building blocking access to the front door or in the apartment parking spaces.** Street parking in the first block of Bloom (near Fourth Street) is designated “permit only parking” for Old Louisville residents. Tickets for parking without a permit in these spaces are \$35. Cars parked in front of Family Scholar House apartments are subject to towing at the owners expense if they do not have a Family Scholar House parking permit. It is VERY expensive. Please do not park in front of the apartments.

Remember that *Reg Smith Circle* is *ONE WAY*. **Please observe the signs and do not enter the parking lot through the playground area gate. Drivers who enter the parking lot in the wrong direction have had near misses with young children. Please do not risk injuring a child to save a few minutes.**

RATIOS

The ELC provides more staff per child and smaller group sizes than is required by the State of Kentucky. For the majority of the day, our ratios are based upon the recommendations of the National Association for the Education of Young Children (NAEYC). There are occasional times during the day (early morning care, nap or at the end of the day) when state ratios will be the standard

STATE MINIMUM RATIOS

NAEYC RATIOS

| | | |
|---------------|------|------|
| Birth – 12 mo | 1:5 | 1:4 |
| 12 mo-2 years | 1:6 | 1:4 |
| Young Twos | 1:10 | 1:6 |
| Older Twos | 1:10 | 1:8 |
| 3-4 years | 1:12 | 1:9 |
| 4-5 years | 1:14 | 1:10 |

REST TIME

According to Kentucky licensing regulations, young children who attend school all day must have a mandatory rest time. Children in the twos and threes will rest for two hours. Children in the fours will rest for a minimum of an hour.

All children will be issued their personal mat or cot. Families are to provide a **crib-sized** sheet, labeled with their child name, and **small** blanket to be left at school. Our storage space is limited, crib sized bedding rather than full size is required. Children may also bring a SMALL stuffed toy to snuggle. Bedding will be sent home each Friday for laundering and must be returned to the ELC each Monday.

SECURITY ACCESS CARDS

The outer doors of the ELC can be opened during hours of operation with a Security Access Card. The first card is currently provided to families at the time of registration at no charge. In order to defray the costs of the access cards families will be charged \$10 for the initial card beginning August 2011.

Once in the lobby, log in on the keypad on the front lobby wall using the PIN number given to your family. Logging in will open the interior door and allow entry into the building. This system replaces the sign-in and sign-out procedure used at many centers. The information collected by keying in will not only tell us who is in the building but tabulates dates and times of attendance. Once inside, a receptionist will be there to assist with any questions you may have.

If parents do not use an access card to enter, they will need to sign in on a log sheet at the front desk. In the event that a parent forgets or misplaces a card more than 3 times, the card will be deactivated and a replacement card will be reissued at a charge of \$15.00. This fee will be automatically charged to the account. To maintain the integrity of our security system, cards that are unaccounted for must be deactivated. If your card is either lost or stolen, please notify the ELC immediately so that it can be deactivated.

If you find your lost card after buying a replacement, please bring the lost card to the front office. We cannot reimburse you for the card but will contact Security to reactivate it so that you have an additional working card. Each family is limited to two activated cards.

FOR THE SAFETY OF THE CHILDREN WE ASK THAT YOU TEACH YOUR CHILD NOT TO PUSH THE RED EXIT BUTTONS THAT RELEASE THE DOORS. Occasionally children run ahead of their parents or caregivers as they approach the front desk. We do not want a child to exit the building unaccompanied. Teaching the children to not push the button may keep a child from getting hurt. Accidents happen very, very quickly. You may allow your child to 'clock in' on the computer pad, if you would like. Please be mindful of others who may be in a hurry waiting behind you.

Please do not hold the door open for others, including other parents. Families sometimes experience domestic situations that may be brought into a center. We cannot share confidential information with other families. If we have a court order, we must be able to deny access to a child to parents who may have previously had free access. In order to keep our children safe, it is important that all parents avoid holding the door open for others. Please do your part by kindly asking others to use their access cards or to use the intercom and by smiling at others when they DO NOT hold the door open for you.

If you ask someone to pick up your child for you, we must have advance written permission from you. They will be asked to show picture ID at the front desk, and to sign in on our Visitor's Log, stating that they are here to pick up your child.

TIPS FOR THE FIRST DAY

Some families may find the transition from home to center difficult. Children may show an immediate response to change while others wait a week or two before reacting. Here are some "first day" suggestions that parents have found helpful:

- Talk about school before you arrive. Talk about what your child has to look forward to here and what you will be doing while your child is at the ELC. Reassure your child that you will return at the end of the day.
- Plan to stay a while and explore some activities with your child. Try to fade into the background while your child tries out new toys, approaches new children, staying nearby for support if you should be needed.
- When you feel it is time for you to go, make sure that a facilitator is nearby to provide support if needed. Please say "good-bye" directly to your child. If a parent slips away without telling the child, the child may feel betrayed and afraid to become involved the next day for fear of the parents leaving unannounced. If your child seems very upset, please leave your telephone number with your child's facilitators so that they can call you to let you know how your child is doing. Most children calm down within 10 minutes and do well throughout the rest of the day.

Please do not hesitate to talk to your child's facilitator if you have concerns about his/her adjustment to the ELC. Together we can make this first school experience a positive one for your child and the whole family.

TOILETING PRACTICES AND MANAGEMENT OF SOILED UNDERWEAR

- Adults are to assist with the cleanup of any child who has soiled underwear.
- Adults will wear gloves for managing underwear soiled from a BM.
- Children are not to have their hands in the toilet or around any fecal matter.
- Outside of handling or touching any fecal matter, the child will participate in the clean up by managing his/her clothing.
- An adult needs to supervise the child during clean up to assure proper hand washing techniques are met. *Hand washing procedures are to include using liquid soap and running water and washing for a length of time equal to 10 seconds.*
- During such clean up times, no other child is to be in the restroom.
- In addition, any child who is three by October 1st and has no extenuating circumstances (i.e. special needs, etc) but who is *not* totally toilet trained will have a written plan for attaining mastery. The plan will be developed by a committee of the child's parents and facilitators and is subject to approval by the director. Development of such plan will occur within the first month of the academic year.

This policy is intended to meet or exceed licensing regulations that require that an adult be within sight and sound of child using the restroom. If the restroom has multiple toilets, the adult is to be in the doorway of the restroom, supervising and offering assistance if needed.

According to licensing regulations, there are to be separate times in the restroom for each gender. This is for all ages.

TOYS

Toys that may be safe in a home environment with few children may pose hazards for large groups of young children (e.g., wheels may break off of small cars and pose a serious choking hazard). Toys from home are only allowed when requested by the teacher (e.g., show and tell). Toy guns or other fight-oriented or violent toys as well as those with sharp edges or small parts are not permitted. A SMALL "special stuffed animal" is permitted for naptime.

VISITING

Please know that parents are welcome at any time without an appointment. In order to ensure the safety of our children, please do not pick up, diaper, or help with toileting with any child other than your own. Please follow this policy even if you are good friends with the other child's parents. We are responsible for the children while they are the center. Thank you for your cooperation.

For the Infant rooms:

Come visit us any time! Mothers who are nursing may use the private nursing room adjacent to the Infant rooms for feeding and/or pumping breast milk. When in the nursery, please refrain from picking up infants other than your own.

For toddlers and preschoolers:

Joining your child for lunch is always welcome. Plus you have a standing invitation to come and observe your child in the classroom by using the observation windows that are a part of every classroom.

However, having family members visit the classroom outside of routine arrival and departure times can be a tearful experience for some children thus causing a disruption to all the children and the program. This is especially true for the younger children.

We welcome your visit but please be respectful of your child's time and work at the ELC. If you believe that a visit would be disruptive, please limit your involvement to observation through the windows.

THANK YOU FOR CHOOSING THE EARLY LEARNING CAMPUS FOR YOUR CHILD'S CARE AND LEARNING ENVIRONMENT
WE HUMBLY HOLD THE RESPONSIBILITY THAT YOU HAVE ENTRUSTED TO US WITH THE HIGHEST REGARD. WE ARE
THRILLED TO PARTNER WITH YOU DURING THESE CRITICAL YEARS OF EARLY CHILDHOOD.

MOST SINCERELY,

THE Early Learning Campus Staff

EARLY LEARNING CAMPUS

FAMILY HANDBOOK

STATEMENT OF UNDERSTANDING

My signature(s) indicates that I have read the 2010-2011 Early Learning Campus Family Handbook and understand and agree to the policies and procedures described herein. I understand that the Family Handbook is subject to change with or without notice and that updated versions are available on the Early Learning Campus Website at Louisville.edu/education/elc.

SIGNATURE OF CAREGIVER 1 _____ Date _____

SIGNATURE OF CAREGIVER 2 (IF APPLICABLE) _____

(Please sign and return with other application documents for your child.)

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

In accordance with FNS Instruction 113.6, the _____

Sponsor/Sponsoring Organization provides a grievance procedure in the event a person believes he/she or their enrolled participant has been discriminated against and/or denied service on the basis of race, color, national origin, sex, age or disability in the food service program provided by the _____ Sponsor /

Sponsoring Organization.

GENERAL INSTRUCTIONS

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

Procedure for Filing Complaints of Discrimination

1. Right to File a Complaint

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

2. Acceptance

All complaints, written or verbal, shall be accepted by the Division of Nutrition and Health

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

3. Verbal Complaints

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

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

f. The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

Civil Rights Grievance Report Form

Name

Date

Address

Phone

If your grievance concerns a discriminatory action due to race, color, national origin, sex, age, or disability, please be very specific and give full details concerning the occurrence.

State the reason(s) you are filing this grievance report.

What response did you receive from the sponsor representative during the alleged occurrence?

What results are you seeking from this communication?

Signature of Complainant

Date

Civil Rights Grievance Report Form

Information on person filing grievance:

Name _____

Address _____

Telephone Number _____

Date Received by Sponsor _____

Signature of Sponsor Representative

Date