



UNIVERSITY OF  
**LOUISVILLE**®

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**EARLY LEARNING CAMPUS**

**Family Handbook**

Early Learning Campus  
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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**

Our mission is to provide safe, nurturing, high-quality child development services to the faculty, staff, and students of the University of Louisville and affiliated universities, residents of Family Scholar House, and residents of the Old Louisville Neighborhood. We strive to provide a strong sense of community that is respectful and inclusive of our diverse families so that our children learn to appreciate and value the experiences and qualities of others.

### **RESEARCH MISSION**

The ELC provides 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.

### **GOALS**

- Provide a high-quality, model program that is taught by credentialed and degreed staff members
- Support families to achieve goals
- Collaborate with University Departments to develop interdisciplinary partnerships
- Model quality early childhood practices as part of UofL's clinical teacher preparation programs
- Contribute to local and state efforts to improve Early Childhood Education
- Actively engage in early childhood research

### **PHILOSOPHY OF THE ELC**

We believe that children are capable and curious learners who deserve a high-quality environment that is respectful and caring. Children come to us equipped with prior knowledge based on their personal experiences. Because we value them as individuals and appreciate their differences, we choose to facilitate their learning by getting to know them and designing lessons based on the things that capture their curiosity. We allow the journey to unfold at the child's pace to build understanding. We encourage questions and seek new information in collaboration with children in the belief that leveraging children's own interests makes learning more meaningful

and fulfilling. We feel that this approach captures and sustains children's learning much more effectively than an imposed pre-packaged curriculum that may or may not hold their attention.

Our highly qualified and credentialed teaching staff members provide a balance of child-directed and teacher-directed **play-based learning** in a consistent and secure environment. The ELC approach to interactions and curriculum is inspired by the highly regarded practices developed in **Reggio Emilia**, Italy. Each of these practices enables children to explore self-selected interests and develop skills across learning domains (i.e., cognitive, language and literacy, mathematics, physical and health, science, and social emotional skills) at their own rate.

### **EMERGENT CURRICULUM**

ELC teachers are often called Facilitators to reflect our emphasis on collaborative learning that is initiated by the children's interests. Our lesson planning emerges from child-initiated play themes and addresses all areas of early childhood development. Facilitators make connections to Kentucky Early Childhood Standards to ensure that each activity intentionally builds upon prior knowledge and is developmentally appropriate for the children involved.

The children lead the way in curriculum planning as their imaginations and creativity are expressed. The Facilitators listen, document child-selected ideas, and enhance learning through supplemental materials and collaborative adult/child research. In one example, child explorations with string and tape evolved into an engineering unit that included a visit from UofL Speed School of Engineering students who assisted the children in creating a pulley system. The children used their pulley system to deliver mail from one classroom to another, which led to an investigation of how the postal system works. Following the string and pulley project, the Facilitator invited a postal worker to share information about their occupation. Units of study continue to spiral as the children ask more questions and engage in real world experiences. Such projects may last a few days or an entire year, depending on the children's interests.

### **KEY ASPECTS OF THE REGGIO EMILIA APPROACH**

**Art Exploration** - Young children may not always be able to express the nuances and intensity of their feelings verbally. In Reggio, art is considered one of the 'Hundred Languages of Children' and is emphasized so that children may more fully express themselves. We provide a variety of media and natural materials to encourage sensory integration and self-expression. Opportunities to learn are open-ended, while children experiment with various items and create as their imagination allows. We also introduce children to the work of master artists and musicians from around the world so that they develop appreciation for the creations of others. We proudly display the children's art and music created in the styles of artists such as Mondrian, Monet, Mozart, Pollock, and Seurat.

**Documentation** – Facilitators spend time observing the children at play to learn more about their developmental levels and to inform curriculum planning. Individual records for each child include examples of the child's work, anecdotal records of interactions, pictures of activities, and regularly scheduled developmental assessments. As part of our Reggio approach, we display examples and pictures of children's work throughout the building.

**Partnership between the ELC and Families** – A strong sense of community is another important aspect of the Reggio approach. We want to work together with you to meet your child's individual or special needs and help you connect to community resources as needed. Our staff and family relationships help us learn what makes each child unique. This information allows us to create individualized opportunities to learn and to encourage self-confidence and classroom inclusiveness. Very detailed and specific documentation is kept describing the children's experiences, conversations, and interactions. These notes are used to assess development and plan lessons in order to share learning with our families.

The facilitator works in partnership with families, understanding that they are the child's first and most influential teacher. The richness of our diversity is a highlight of ELC offerings. Families are encouraged to get to know our staff and take some time to talk about your child and your wishes. ELC families have frequently shared special skills, hobbies, and cultural practices to enrich our classrooms. Some examples of family involvement include reading books in native languages, sharing music, cooking projects, and sharing special traditions or holidays. Our facility is designed to support community gatherings in the form of open areas, called **Piazas** (town squares), on each classroom floor.

We pride ourselves on fostering inclusiveness and acceptance of others, celebrating our differences and respecting every cultural identity. We would like to help you get to know other families in our program and encourage you to support each other. We invite you to partner with us by being involved in the ELC Family Organization (EFO) and participating in planned events that strengthen our families and enhance our cooperative relationship. The EFO hosts several family gathering events outside of the ELC each year (e.g., family night at the Kentucky Science Center, trips to the zoo). All families are welcome. They also host a New Family Reception at Open House in August. Additional opportunities to get to know other families are ELC events such as classroom presentations, preschool curriculum night, holiday celebrations, and the Spring Festival. We hope that you will become an active member of our community. Finally, we post information about Louisville community events and resources for families as they become available. Please watch for postings in the first-floor piazza and on the white board easel.

If, at any time, you experience difficulties or differences that arise during interactions with program staff, we encourage you to speak privately and constructively with the involved staff member with a goal of reaching a shared solution. If speaking with that staff member does not produce satisfactory results, please seek assistance from the staff member's Lead Teacher who will be happy to listen and provide support. If the issue is with a Lead Teacher, please speak to the Director. The door to the Director's office is left open as an invitation to families to come in to talk. If she is unavailable when you stop by, please send an email to [jljaco02@louisville.edu](mailto:jljaco02@louisville.edu) to request a meeting at your convenience. Our families matter to us. We appreciate open conversations, even when the topic may be difficult. Please allow us the opportunity to help.

**Learning Materials**– The inclusion of nature activities and natural materials is a key element of the Reggio approach. We feel that the inclusion of natural materials is particularly important because we are located in an urban setting, which can limit children's experiences with nature. We take the children on nature walks, plant gardens, observe animals, and include outdoor objects and household plants in our classrooms. You may see children sitting on logs in place of stools, starting seedlings in the rooftop greenhouse, or building a structure with sticks and stones. The children participate in recycling materials to learn more about being good stewards of the environment. Facilitators often prepare **provocation tables**, which consist of a variety of aesthetically pleasing materials intended to invite the children to engage. The building's architecture maximizes natural lighting through large windows in each classroom and a third floor skylight that allows sunlight to permeate the transparent flooring on the second floor. Our halogen lights more closely mimic the color spectrum of natural light and eliminate the popping and flickering of fluorescent lights, which can be irritating for children who are sensitive to too much sensory input.

#### **OUR ADMINISTRATIVE AND TEACHING STAFF**

The **Director** of the ELC, Dr. Jill Jacobi-Vessels, holds a Ph. D. in teaching and learning with an emphasis on early childhood education and development and a Master's Degree in Interdisciplinary Early Childhood Education. Dr. Jacobi-Vessels has more than 25 years of experience directing and coordinating quality child development centers, children's programs, and family support programs in military, private, and public settings. She has served as a faculty

member in the UofL College of Education and Human Development, teaching undergraduate and graduate early childhood education courses and conducting early childhood development research across learning domains with an emphasis on kindergarten readiness through play-based learning.

The **Assistant Director**, Terrie Robinson, holds a Master's Degree in Elementary Education with an emphasis in Early Childhood Education. Terrie has over 25 years of experience in the field and developed a preschool program from the ground up at the school where she taught before joining the team at the Early Learning Campus. Terrie started at the ELC in the fall of 2009 as an Assistant Facilitator and subsequently moved into a Lead position, Floor Supervisor, and Program Coordinator-Senior. She became the Assistant Director in 2015.

The **Program Coordinator**, Paige Shank, holds a Master's of Science and Social Work (MSSW). After working for 27 years in family-based services, she brings her talents to the ELC. She has experience in creating plans and writing goals to meet the specific needs of children, and often works with facilitators and families in locating resources for our children who may need extra help in an area of development. Paige is regularly in classrooms working directly with the children, and she is happy to meet and discuss any concerns families may have.

The **Unit Business Manager**, Andrea Welch, holds a Bachelor's of Science and Business Administration (BSBA) in Accountancy and will celebrate 20 years of service at the University of Louisville in February 2021. She came to the ELC in January 2019 from UofL Sponsored Programs Financial Administration and prior to SPFA she worked with families and University faculty for 14 years within the Department of Pediatrics. Andrea is responsible for managing the ELC's tuition accounts and welcomes the opportunity to help families navigate the ELC's billing practices.

The **Teaching Staff (Facilitators)** at the ELC are composed of two teams, one serving the Infant/Toddlers (first floor) and the second serving Preschoolers (second floor). Per Kentucky Regulations, each full time staff member must have a minimum of a high school diploma or GED. Our staff members frequently exceed state requirements and are highly qualified in the field. Each team is composed of facilitators with educational backgrounds that range from CDA (Child Development Associate) to Masters Degrees.

Each ELC staff member completes a minimum of 15 hours of continuing education each year, in addition to training in CPR and First Aid. We offer UofL tuition remission so that our team members may pursue degrees to further professional development while working at the ELC. 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 40 certified staff members. All staff members have a current health assessment that attests to their ability to carry out the responsibilities of their position.

## **THE ABC'S OF THE CENTER**

### **ALLERGIES**

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.

### **ARRIVAL IN THE CLASSROOM**

Please bring your child all of the way into the classroom, 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. A greeting from the facilitator, a warm hug, and a good-bye from you will be a pleasant beginning to your child's day. Allow additional time if you wish to speak with the facilitator concerning your child at drop off and pick up times to keep them informed. In keeping with federal labor laws, our staff must leave on time at the end of their shifts. If you need to speak to someone at the end of the day, please allow sufficient time to conclude your conversation before 6:00 PM.

## **ASSESSMENTS**

The purposes of completing child assessments are to determine individual needs, inform curriculum planning, and support overall program improvements such as enhanced curriculum, improved instructional practices, targeted professional development for teaching staff, and adjusted distribution of program resources. As a NAEYC Accredited Center, we strive to implement a curriculum that is well planned, challenging, engaging, developmentally appropriate, comprehensive, and culturally and linguistically responsive and to conduct ethical, appropriate, valid, and reliable assessments for the children we serve. Assessment items across learning domains, including social-emotional, physical, language, cognitive, literacy, math, science, technology, social studies, creative expression, and health and safety.

Our educators use assessments to identify a child's skills and behaviors, screen for developmental progress, and plan for intentional and individualized learning experiences. The assessments help us document and communicate development in a concrete way, create and improve lesson plans to support individualized needs and goals, monitor teaching effectiveness, and improve teaching practices and the environment based on children's interests and/or developmental needs. When children enter our programs, they receive developmental screening within the first 60 days of our care. Other assessments are ongoing throughout the year, including anecdotal records based on observations that occur during the course of a normal day. Classroom teams meet at least weekly to review their observations of children's skills and development and collaboratively develop lesson plans to meet individual needs. As important partners in educating the children, we invite our families to share the results of any home observations of their children's skills and development. This information will contribute to the assessment process and help us tailor the curriculum to meet individual children's needs. Please talk with your child's Lead Teacher. If he or she is engaged with children when you arrive, please email them to request a time to meet.

Each child will have a personal file (portfolio) with accumulated assessments and any supporting materials. The portfolio is a purposeful collection of student work that exhibits the child's efforts. Children will demonstrate what they know and are learning via journals, audio and video recordings, photographs, drawings and other artwork, dramatizations, and presentations. In addition to assessment through the portfolio collection of work samples, the ELC conducts classroom-based observations (anecdotal records) and completes standardized tests (Ages and Stages Questionnaire) and developmental screenings (Developmental Milestones Checklist, Brigance). Additional diagnostic evaluations, which are usually conducted by external agencies after receiving written parent permission, are also available as needed. It is important to us that you are comfortable that our assessment methods will meet the needs of your child. You are invited to raise questions or concerns about how the assessment methods will meet your child's needs. Please speak with your child's Lead Teacher for more information and make use of the Parent Conference as an opportunity to discuss your child's needs in depth.

Assessment results will follow your child to the next classroom (only within our center), and are only shared with relevant individuals (families, teachers in the next classroom, administrators, and professionals completing further diagnostic assessment but only with a families' permission). This will ensure continuity for the child and a flow of information for the family and for our educators.

All assessment tools used at the ELC, Ages and Stages Questionnaire, Developmental Milestones, the Child Observation Record and portfolios are sensitive to family values, culture, identity, and your home language. Assessment Confidentiality is of utmost importance and care is taken to ensure that this information is protected. We will share the results with other ELC teaching or administrative staff as needed to ensure continuity of care and education. We will not share the results outside of the ELC with anyone other than the child's parents or guardians unless we have their written permission to do so. Some parents elect to allow release of information to perspective kindergartens or to resource or referral agencies who provide support for individual needs.

The first assessment, the Ages and Stages Questionnaire (ASQ) and the ASQ-SE (Social Emotional) is supported by the Kentucky Department of Education and has a normative score available for the population being screened in our center. <http://www.cebc4cw.org/assessment-tool/ages-and-stages-questionnaire/> The ASQ has 30 questions organized in five areas: Communication, Gross Motor, Fine Motor, Problem Solving, and Personal-Social. In addition to the ASQ, we use a Developmental Milestones Checklist based on the *Humanics National Infant-Toddler Assessment* written by Jane A. Caballero and Derek Whordley for our infants and toddlers.

We also use the Child Observation Record (COR) and anecdotal records for our children 2 1/2 through 5 years of age. The COR assessment, which is also supported by the Kentucky Department of Education, is a reliable and valid tool used internationally through the High/Scope Foundation. <http://www.onlinecor.net/file/PreschoolCORDevelopmentValidation.pdf> The key developmental indicators (KDI) are sensitive to and informed by family culture, experiences, children's abilities and disabilities, and home languages. COR areas of assessment include; initiative, social relations/self help skills, creative representation, movement and music, language and literacy, mathematics and science.

## **ATTENDANCE**

We value a high-quality environment where children receive a planned curriculum that provides opportunities to grow socially, emotionally, physically, and cognitively. Consistency and predictability provide the children with a sense of security and control. Because the ELC is a play-based program of professional early childhood education (not babysitting 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 Lead Facilitator. Please note that families who receive state subsidy funds must be aware of their guidelines. Excessive absence may result in reduced subsidy payments, the difference must then be paid to the ELC by the family.

## **9:45 AM Drop Off Policy**

While late arrivals may not appear to be an issue on an individual level, they cause disruption in the classroom environment that may only be felt after the parent departs. Delayed arrivals create daily distractions from the curriculum and negatively affect overall classroom behavior. In order to meet the needs of all children within the classroom setting, the ELC maintains a cutoff time

for arrivals of 9:45 AM.

We understand that unexpected delays sometimes happen and allow each child 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. Please plan your pass usage carefully. No more than two late passes per semester will be given. In the case of single or separated parents, each parent will be allowed to use one pass per semester.

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. 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. ELC staff members cannot be placed in the position of judging if a reason for tardiness is sufficient or not. We give our families the ability to choose why and when to use their two late passes per semester. In order to ensure that our families receive fair and equal treatment, this policy will be consistently administered with no exceptions.

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. Late drop offs are not disruptive in this classroom. *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.*

### **AUTHORIZATION TO PICK UP CHILDREN**

Your child's safety is our first priority so we require advance written authorization from families before anyone else can pick up your child. There is a form in the enrollment packet. You may update or add to it at any time by stopping at the front desk. Last minute phone calls or emails to add someone will not be accepted. Parents/legal guardians may authorize as many people as they wish and we encourage you to list as many people as possible, with a minimum of three contacts.

It can be very difficult to find someone to pick up a child when last-minute emergencies occur. Often families in a bind will call and ask if another ELC parent could pick up their child. We CANNOT release a child to anyone without prior written authorization from the parent. The more people you list in advance, 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 members. Please check with Family Scholar House before listing a staff member.

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. We see many faces each day. Patience is appreciated when we ask for identification.

### **BEHAVIOR AND DISCIPLINE**

For young children, behavior is often a way of communicating. We understand this and have a consistent approach, Conscious Discipline, that teaches children how to identify needs and feelings and to develop positive interaction skills. It takes a great deal of repetition before young

children master the art of negotiation. We view behavior as a “teachable moment.” When negative or aggressive behaviors occur, the staff will 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, and cooperative behavior. We also assist children in learning to solve problems and identifying appropriate words (rather than inappropriate actions) to discuss frustrations. Consistency and simple age appropriate rules 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. 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. If a child scratches another person, we will ask that the child’s nails be trimmed by the parent/guardian before returning to the ELC.

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.

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 while 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 on Conscious Discipline by Dr. Becky Bailey. [www.consciousdiscipline.com](http://www.consciousdiscipline.com)

Any negative behavior that is ongoing and therefore indicates more intensive needs will be confidentially discussed with the family. We work very hard to meet the individual needs of our children and to incorporate suggestions from families into our classrooms. Despite these efforts, aggressive or inappropriate behavior may continue. Some children simply find group settings uncomfortable or over-stimulating. Others may need much more intensive services than we can offer. We will review the child’s needs with the family and discuss how the ELC can or cannot meet those needs. If the family or the Director determines that it is necessary, we will assist families in arranging placement in another care setting.

The goal of our Guidance and Discipline Policy is to limit or eliminate the use of suspension, expulsion, and other exclusionary measures. Exclusionary measures are not considered until all other possible interventions have been exhausted, and there is agreement that exclusion is in the best interest of the child. If exclusionary measures must be taken, the ELC offers assistance to the family in accessing services and an alternative placement. Our Guidance and Discipline Policy complies with federal and state civil rights laws. We do not discriminate based on race, color, national origin, sex, age, or disability.

## **BEHAVIOR EXPECTATIONS FOR ADULTS**

In order to maintain a professional, collaborative, and caring environment, all adults (staff, families, authorized pick up people) are expected to follow policies and model appropriate and civil behavior. If you encounter a problem or have a concern, we ask that you discuss the issue with the Lead Facilitator or a member of administration in a constructive and collaborative manner. Derogatory comments or aggressive behavior in response to events that occur at the ELC are not appropriate in or outside of the building.

We ask that all adults enter the parking lot at the gate furthest from the playground and proceed in the one-way direction, park in the spaces in front of the playground or directly across from those spaces; leaving handicapped spaces open for those with tags. Adults must ensure that their children finish foods before coming inside and assist their children with hand washing when they enter the classroom. Adults must keep children with them as they enter and exit the building rather than allowing them to run ahead. Only adults may push the exit buttons at the front doors or use the computerized entry keypad. Adults should not leave children unattended in cars or leave unattended cars running as this is a serious safety hazard and must be reported to local authorities. We also ask that adults avoid cell phone use within the center. Failure to adhere to the adult behavior expectations may result in an adult's or families' dismissal from the ELC.

### **BIRTHDAYS, CELEBRATIONS, and DECORATIONS**

It is our pleasure to celebrate birthdays at the ELC. Families are especially welcome on these days to volunteer in the classroom to read a special book or share a hobby. Other options are to bring a craft project for the children to complete (please consult with the Lead Facilitator in advance to avoid choking or other hazards) or donate a book to the classroom that is labeled as a gift in your child's name. We keep birthday celebrations simple and low-key because the children can quickly become over-stimulated. For the same reason, we ask that you save toys, party hats, decorations, candy, and party favors for at home celebrations. The ELC cannot allow performers such as clowns or magicians for birthday celebrations. Balloons are not permitted as they pose a hazard for our children due to potential latex allergies and choking risks. Please enjoy balloons at home.

If you wish to provide a simple, healthy snack to share with your child's class, we ask that you support the healthy eating objectives of the ELC by bringing healthy foods such as fruit or fresh vegetables. Please remember that we are a *peanut and nut-free facility*. Nut containing items and foods that are high in sugar, artificial sweeteners, or coloring are not allowed and will be returned home unopened. Per regulations, all foods must be purchased and remain in their unopened, original store container.

### **BITING POLICY**

Young children acquire social skills over time with careful support and guidance. Those who are not yet able to verbalize needs, wants, or frustrations or who have not yet learned to control impulses sometimes bite or scratch. While we understand that bites or scratches are upsetting, it is part of early childhood. We care deeply about all of the children in our care and understand that bites are concerning, especially when there is no apparent reason (the child may be teething or simply trying to get the other child's attention).

Our staff members work diligently to help children achieve the social skills and self-regulation needed to succeed in group settings. Long discussions, lengthy explanations that it hurts, and punitive actions are not effective or age-appropriate. Very young children cannot process such conversations and may not be developmentally ready to consistently take the needs of others into account. While it may be tempting to try to talk to a child who is injuring your child, we ask parents to allow the classroom staff to address the other child rather than talking to the other child themselves. We will work closely with the parents of the child who is going through a

biting phase. It is not reasonable to expect parents to ‘sort it out’ when they get home as this approach is ineffective and not developmentally appropriate. We will address behaviors as they occur.

Even the most diligent and caring staff member or parent 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:

- Help the child identify his or her goal and appropriate behaviors using Conscious Discipline language (e.g., “You wanted the ball. You may not hit. Hitting hurts. When you want the ball, say, “May I have a turn?”)
- If necessary, offer the child choices away from others (e.g., read a book, do a puzzle, use play dough)
- Document biting to identify patterns or triggers
- If appropriate and agreeable to parents, provide the child with a safe and sanitary item to bite
- If the child is developmentally ready, encourage the child to check on the injured friend
- If appropriate and agreeable to parents, seek additional resources to support the child’s needs

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 members 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 to ensure a caring, communicative environment with a focus on the children. We respectfully ask families to adhere to our “cell phone free” policy.

### **CHILD ABUSE AND NEGLECT REPORTING REQUIREMENTS**

All ELC staff members are legally mandated to report suspected abuse or neglect of a child. If the abuse or neglect is suspected to have occurred in the child’s home or other setting external to the ELC, we will report the evidence to Child Protective Services as required by law.

If the abuse or neglect is suspected to have occurred within the ELC, the Director, or Assistant Director in the absence of the Director, will report to all required agencies. If there is potential staff misconduct, we must protect the rights of the children and the accused staff person. The staff member will be removed from any contact with children and be placed on paid administrative leave or be given duties without contact with children until the investigations by CHFS and CPS are complete. If the report is not found to be substantiated, the staff member will be allowed to return to work with the children. If the report is substantiated, the staff member’s employment will be terminated.

Please note that we take multiple precautions to ensure the safety of all children while in our care, including a UofL Background clearance, National Child Abuse and Neglect Clearance, and Criminal Background Check Clearance for each staff member. We also require that all staff members report any staff misconduct and hold them accountable for doing so. We maintain higher staff-to-child ratios than is required by the state, have administrative staff circulating throughout the building each day on an unpredictable schedule, have viewing windows into each

classroom, monitor staff-to-child interactions, and provide professional development to support positive and appropriate teaching approaches.

### **CLASSROOM ASSIGNMENT**

The Director will determine placements for children, taking developmental milestones, chronological age, teacher recommendation, classroom strengths, parent requests (when possible), program ratios, and program best practices into account. Generally, all children in our center remain with their assigned classroom and staff throughout the year (12 months) unless mid-year a space becomes available and administration, families, and staff determine if it would benefit a child to move-up into that space rather than filling the space from the waiting lists. Children typically remain in their assigned classroom through the summer months and are assigned to a new room at the beginning of the new school year in August. Each year, children who are 5 years of age by August 1<sup>st</sup>, are kindergarten eligible and will have “outgrown” the ELC.

### **CLOTHING**

Our curriculum is experience-based and can be messy as we encourage the children to explore a variety of media. While we try to select materials that do not stain, occasionally 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.

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.

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. When in doubt, please change to a closed shoe.

Please **do not have your child wear necklaces, bracelets, or rings** to the center. 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.

Please **label all clothing** especially coats, hats, and backpacks. This will cut down your expense of providing clothing and will 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 the center. 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 remember to change the extra set of clothing as the seasons change. Puddles entice children, so extra socks are always a good idea. Extra underwear are also highly recommended.

We occasionally have extra clothing that has been donated. If your child does not have needed extra clothing on site, we will use our donated clothing. If we do not have the necessary size, we will call the parents to bring in the needed items that day. Please launder and return ELC donated clothing as soon as possible so that we have extras available for future use. **Clothing soiled by urine, feces, or vomit will immediately be placed in a plastic bag without rinsing. Clothes**

**will be sent home that day for laundering.** Please check for these bags and take them home for immediate cleaning. Soiled clothes left in the bags mildew quickly.

## COMMUNICATION

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

- Provide **daily information sheets** for all first floor children birth up through two-years-old. Information sheets contain such information as meal intake, nap length and quality, health, toileting/diapering, as well as activities and special moments.
- 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 Lead Facilitator 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.
- **Lead Facilitators respond** to and send **email messages** to families as situations arise. **Please refrain from texting or calling staff members on cell phones. Our 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 classroom staff 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.
- Short conversations may also be held at **drop-off and pick-up times** to keep your child's facilitators informed. Please allow additional time for these opportunities keeping in mind the schedule of the classroom and center closing time at 6:00 PM. In order to meet the requirements of the Federal Fair Labor Standards Act, staff members are prohibited from doing work-related activities, including texting and emailing, during non-work hours. Please be patient as they must wait until they are in a scheduled pay status before replying.
- **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.
- Ongoing dialogue.** We are truly interested in your feedback and welcome conversations and collaboration. If a need, concern, complaint, or question arises, please contact your child's Lead Facilitator about the issue. If discussion with the Lead Facilitator does not produce a resolution or you have a policy question, then please contact the Director.

## CONCERNS

We care very much about you and your child and encourage you to share your concerns or ideas with us. If an issue arises within the classroom, please speak to the Lead Facilitator. If you have a concern about food service, please speak to our Dietary Manager. If the issue is not satisfactorily addressed or you are not comfortable speaking with the Lead Facilitator or Dietary Manager, please contact the Director who will be happy to help.

## CONFERENCES

Families provide important information and views during conferences. You will be supplied with written questionnaires two times per year (November and May) prior to scheduled Parent Teacher conferences. During conferences, you will have an opportunity to discuss your child's interests, current projects, strengths and areas for growth with the Lead Facilitator. Unscheduled conferences may happen anytime throughout the year as needed. The ELC parent/teacher



conference form invites parents to share any activities that they may be working on at home to promote further developmental progress. Families are given written documentation about what was discussed during the conference and the information that was brought to the conference.

Throughout the year facilitators gather information from families via face-to-face conversations, emails, or phone calls about your child. Facilitators will prepare a daily communication sheet for you if your child is 6 weeks to 2 ½ years old. Family members are provided information, either verbally or in writing about their child’s development and learning on at least a quarterly basis verbally and with written reports during the Parent Teacher Conferences at least twice a year. Assessments are shared with families during formal parent/teacher conferences.

## **CONFIDENTIALITY**

We work diligently to protect your family’s privacy. In an effort to maintain confidentiality, information about teachers, parents and/or children will not be shared with others. We understand that strong relationships develop in a center such as ours and that you may inquire about another individual out of curiosity or concern. Our confidentiality policy protects every person’s privacy. Please understand that employees of the ELC are strictly prohibited from discussing anything about another teacher, parent or child with you.

Confidential and sensitive information will only be shared with employees of the ELC who have a “need to know” in order to most appropriately and safely care for your child. Confidential information includes, but is not limited to the following: names, addresses, phone numbers, disability information, and health related information of anyone associated with the ELC. The entire Privacy Rule, as well as guidance and additional materials, may be found on the following website, <http://www.hhs.gov/ocr/hipaa>. If you choose for us to share information with an outside entity, we ask that you provide us with written authorization. Please be advised that information will be shared with others where required by state or national law as outlined in the section of the handbook entitled reportable situations.

## **COVID-19 POLICY UPDATE**

**The information in this section was implemented in July 2020, in response to the COVID-19 pandemic. This section will remain in place until withdrawn by the Director.**

### **Social Distancing**

Facility access will be limited to:

- Facility staff
- Persons with legal authority to enter (first responders, Department for Community Based Services, Division of Regulated Childcare, etc.).
- Necessary utility workers
- Professionals providing medical/therapeutic services for children with special Needs
- Children enrolled in the facility
- Nursing mothers
- In the event of a child-related emergency, parents or legal guardians of children enrolled in the program

Non-enrolled siblings, visitors, volunteers, or students conducting classroom observations will not be granted access. With family permission, the ELC will support UofL student field experiences through video recorded classroom observations.

We will provide a virtual tour of the ELC on our website for prospective families. The virtual tour will not include images of children unless families provide written permission.

All classrooms will maintain a maximum group size of ten children per group to reduce exposure to greater numbers of people. Infant classrooms (under 12 months of age) will not exceed eight children.

Playground times will be staggered between classroom groups. Groups will not be combined with other classrooms. Staff will provide teacher-planned outdoor activities. If staff provide children with outdoor fitness instruction, they must follow the Healthy at Work Guidelines for [Groups of 10 People or Fewer](#) for those classes.

The ELC will not hold center-wide family events or field trips until new guidance from the state is received.

Children will remain in the same group of ten children all day without being combined with another classroom. Pre-COVID-19 ratios will be maintained. The same staff members will work with the same children each day in order to reduce additional exposure, including the staff members that give breaks to primary staff members.

While young children will naturally seek to interact with each other, to the greatest extent practicable, staff members will encourage distancing through spacing of furniture and limiting the sharing of toys/items. Staff will not conduct whole-group instruction and will incorporate group activities that can be performed while observing social distancing (e.g. coloring/painting).

### **Drop Off and Pick Up Procedures**

**The ELC will open at 7:30 AM and close at 5:30 PM. Families must arrange extra time for drop off and pick up as delays are expected while staff assess health and escort children to and from classrooms.**

We will use centralized drop-off and pick-up at the front door to eliminate unnecessary traffic to classrooms and exposure of children. Parents, custodial adults, and siblings will not enter the building. We will create spaced stations at least six feet apart for waiting families to ensure social distancing is maintained.

Our centralized drop off procedure will include clearly marked waiting spaces at least six feet apart to support social distancing.

Parents, custodial adults, and siblings six years and older MUST wear cloth face coverings or masks during pick-up and drop-off. Masks and face coverings must cover both mouth and nose at all times. Parents, custodial adults, and siblings will not enter the building except as noted above.

Children and adults will be screened for fever and symptoms of any possibly contagious disease (e.g., pale or flushed, rash, cough, heavy or rapid breathing, congestion, runny nose, scratching, or irritability) upon arrival to the building. Anyone with a fever of 100 degrees or higher will be denied entry. After a successful health screening, children will enter the building and be individually escorted to their classrooms. Child escorts will be separate assigned staff members for each floor.

During pick up, families will call the front desk at 852-3521 when they reach the first waiting station. The front desk will radio the child's classroom so that the teacher can help the child gather belongings and wash hands before departure. The assigned floor escort will accompany the child individually to the front door.

Adults picking up children MUST show a valid ID (e.g., driver's license) by pressing it against the entry door glass while a staff member is present. The staff member will check the ID of the waiting adult, consult the list of authorized adults, then release the child to authorized pick up personnel only. **We will not release a child to any adult without ID, which must be shown every day.**

### **Additional Measures to Reduce Risk of Spread**

Families play a critical role in keeping all of our children healthy and ensuring that the ELC can continue to safely operate to meet your child care needs. **Parents/custodial adults must keep children home if they show ANY sign of illness. They should not give a child medicine to address a possible symptom of a contagious disease before coming to the center. Staff who are ill must also stay home.**

We will use a one-way flow of traffic within the building to minimize contacts between staff and children. The north stairwell next to the elevator will be the 'up' stairwell. The east stairwell next to the playground will be the 'down' stairwell.

We will eliminate "lost and found" bins.

We will block all water fountains. Children will be offered water throughout the day using single, labeled cups. Staff are encouraged to bring their own water bottles.

Children will use restrooms one at a time to maintain social distancing. Staff will maintain scope of vision and range of voice to monitor safety and handwashing procedures at all times.

Toys that cannot be cleaned and sanitized such as cloth dolls, pillows, cloth books, and dress-up clothes will not be used.

We will use digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) to the greatest extent practicable.

Families may make payments to the front door greeter after waiting at spaced stations to drop off or pick up their child or may mail them to Early Learning Campus, 409 Reg Smith Circle, Louisville, KY 40208. Any additional business or questions may be conducted by phone (852-3521) or email. [ELCbusi@louisville.edu](mailto:ELCbusi@louisville.edu) for payments or account/fee needs, [elcadmin@louisville.edu](mailto:elcadmin@louisville.edu) for other administrative needs.

We will maintain sufficient on-site staffing to ensure ratios and safe escorting of children to- and from- the building. The remainder of our regular staff will perform their job duties via telework (e.g., professional development, communication and activities for families who have not yet returned)

Employees will be discouraged from sharing phones, desks, workstations, radios, or other work tools and equipment to the greatest extent practicable. The shared computers in the staff lounge and studio will not be available

The staff lounge is too small to maintain social distancing. First-floor staff will use the Stars classroom or the rooftop garden for breaks. Second-floor staff will use the Studio or rooftop garden for breaks. Staff will maintain a minimum distance of six feet

### **Cleaning and Disinfecting**

We have created and posted a cleaning and sanitizing plan specific to each area of the facility. Staff will complete duties as scheduled and sign after completion of each task. Daily cleaning includes but is not limited to high touch surfaces such as door knobs and light switches, tables and chairs, toys and equipment, elevator buttons. The ELC will open at 7:30 and close at 5:30 to allow extra time each morning and afternoon for thorough cleaning. Staff will be assigned to areas within the facility and will log completion as scheduled throughout the day.

Toys that children have placed in mouths or that are otherwise contaminated by bodily secretions will be set aside in a designated dirty toy bin until they are cleaned by hand by a person wearing gloves.

Groups will not use shared toys unless they are washed and sanitized between groups.

Per state guidance, children's books, like other paper-based materials, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. Plastic infant and toddler books will be cleaned and sanitized as the material allows.

Bedding (e.g., sheets, pillows, blankets) must be washable. Children's bedding will be kept separate and stored in labeled large, heavy-duty plastic bags. Bedding will be sent home weekly for laundering. Parents or guardians must provide clean bedding each week.

Classrooms will not utilize family style dining. Staff will prepare plates and pass them out to the individual children.

Staff members will follow hand-washing requirements consistently, including washing with soap and running water for at least 20 seconds upon arrival for the day, after breaks, upon returning from outside, after toileting or assisting a child with toileting, after each diaper change or pull-up change, after contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids, after cleaning or sanitizing or using any chemical products, after handling pets, pet cages or other pet objects that have come in contact with the pet, before eating, serving or preparing food or bottles or feeding a child, before and after completing a medical procedure or administering medication, when visibly soiled (must use soap and water), and prior to departure.

Staff will ensure that children wash hands: upon arrival, after outdoor play, after toileting or diapering, after contact with bodily fluids, before eating, when visibly soiled, and prior to departure. Staff will assist children as necessary to ensure thorough washing with soap and running water for at least 20 seconds, vigorous rubbing, drying hands with paper towel, and turning off faucet with paper towel.

Staff members will limit touching their mouths, noses, and faces and encourage children to do likewise.

We will provide hand sanitizer at the entrance and front desk, hand washing programs, tissues in all classrooms, and waste baskets in convenient locations to the greatest extent practicable.

We have established a cleaning and disinfecting process that follows CDC guidelines to address when any individual is identified, suspected, or confirmed as a COVID-19 case.

Employees will not use cleaning procedures that could re-aerosolize infectious particles. This includes, but is not limited to, avoiding practices such as dry sweeping or use of high-pressure streams of air, water, or cleaning chemicals.

If an enrolled child or staff member who is actively working in the facility (i.e., not telecommuting or physically in the facility within 7 days) tests positive for COVID-19, the ELC will seek immediate guidance from the local health department, which has access to current information about levels of local spread. Based on health department recommendations, the ELC may close for care for 2-5 days for deep cleaning and further assessment of COVID-19 levels in Louisville. The ELC reopening date will be determined in collaboration with the health department.

Per CDC guidelines, the area used by the positive child or staff member will be closed off immediately. We will wait as long as practical (up to 24 hours) before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Cleaning staff will wear gloves and clean and disinfect all areas use by the ill person(s), focusing especially on frequently touched surfaces. Shared electronic equipment and common areas such as bathrooms will also be cleaned and disinfected. If surfaces are dirty, they will be cleaned using a detergent and water prior to disinfection. The bleach solution will be 5 tablespoons bleach per gallon of water or 4 teaspoons per quart of water.

### **Screening and Illness Requirements**

**ALL STAFF, FAMILIES, CHILDREN AND THEIR HOUSEHOLD MEMBERS MUST CONDUCT A DAILY HEALTH CHECK BEFORE COMING TO THE CENTER. Should you or any household member have any of the following symptoms, we ask you to remain out that day and notify the center**

- Fever of 100 degrees F or higher, now or in the preceding 72 hours
- Cough
- Shortness of breath
- Chills
- Loss of taste or smell
- Sore throat
- Muscle aches
- Swollen hands or feet
- Other unusual symptoms

**While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution at this time. COVID-19 symptoms typically appear 2-7 days after a person is infected so please take them seriously. The Center Director, after consultation with appropriate advisors, will make the determination as to any person's ability to return to the Childcare Center. A negative COVID-19 test may be required before returning.**

Staff members who demonstrate symptoms of COVID-19 as listed above must be tested for the illness.

Children or adults that test positive for COVID-19 must follow the recommendations of the local health department on when to return to the ELC.

When a child shows a fever or other contagious symptoms, the child must be removed from the classroom immediately and placed in a safe, secluded area, which will be located in the former staff lounge. The parent or guardian must remove the child from the ELC within thirty minutes of notification. Delayed pick up of an ill child more than thirty minutes after notification may result in loss of child care services.

Children who have traveled out of the country or to any state/location with 15% or higher levels of disease within the population must remain out of the ELC for at least 14 days after returning from travel. Families must send an email to [elcadmin@louisville.edu](mailto:elcadmin@louisville.edu) to inform the ELC of their child's travel to a location with 15% or higher levels of disease, including the date of departure and return, city and state, any symptoms, and the date of symptom onset. When the 14 days is past, families must consult with the Director to discuss symptoms or absence of symptoms before returning. A negative COVID test will not reduce the 14-day exclusion from care due to travel as the incubation period can be as long as two weeks.

Families must still pay for care if their child is absent for any self-isolation period whether required by the ELC or determined by my family.

The ELC will notify enrolled families and staff of any diagnosed case of COVID19 in the program, while still protecting the privacy of the diagnosed individual.

### **Personal Protective Equipment (PPE)**

All adults must wear a face mask while inside the facility unless doing so would represent a serious risk to their health or safety as documented by a medical professional or they are more than 6 feet away from any other individual. The face mask must cover the mouth and nose.

Per Kentucky Regulations, children who are five (5) years of age or under will not wear masks due to increased risks of suffocation and strangulation.

Staff will wear disposable gloves while serving food and preparing bottles. Hands will be washed and gloves will be changed between bottle feedings.

The ELC will make masks available for parents and custodial adults where in-facility interaction is necessary. Parents and custodial adults may bring and use their own face mask. If parents or custodial adults, suppliers, or vendors refuse to wear masks, we will refuse those individuals entrance to the facility.

Staff will use gloves, along with any PPE normally used for routine job tasks, when cleaning equipment, toys, play spaces, workspaces, and high touch areas of the facility.

Gloves are available to staff engaging in high-touch activities provided that they do not create additional hazards while being worn.

Staff must wear gloves while handling products during drop-off and pick-up as well as during any shipping and receiving.

### **Training and Safety**

We have required cleaning supplies and PPE (e.g., masks, non-latex gloves) on site before our scheduled reopening.

All staff members will complete the required refresher training on cleaning and sanitizing procedures, as well as mandatory reporting of child abuse before the reopening.

Per regulations, all staff with a completed and approved background check are ready to return to the classroom and safely be left alone with children. New staff will file background checks prior to starting in the ELC. They will not be left alone with children until the background checks are received with an approved status.

We will train staff to use PPE, including: when to use PPE; why PPE is necessary; and how to properly put on, use, and remove PPE.

We will log children into ProCare upon arrival and maintain that information for potential contact notification.

Staff members will be informed that they may identify and communicate potential improvements and/or concerns in order to reduce potential risk of exposure at the workplace.

### **CREDENTIALS AND COMPLIANCE**

The ELC is licensed by the Kentucky Cabinet for Families and Children and adheres to Kentucky's Licensing and Regulation requirements. In addition, the ELC exceeds the state's requirements and is an accredited program through the National Association for the Education of Young Children. As such, we meet national gold standards in quality early childhood programming. The ELC is also a member of Community Coordinated Child Care, the region's resource and referral agency.

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 intruders. We receive regular inspections by the Jefferson County Health Department.

### **COMMUNITY, CHILD, AND FAMILY SUPPORT**

Louisville is home to multiple organizations that support families, including culturally and linguistically appropriate services for our community:

**Americana Center** – non-profit organization that serves refugee, immigrant, and underserved populations. Their mission is to build strong and healthy families, create a safe and supportive community and help every individual realize their potential. Their website is [Americanacc.org](http://Americanacc.org).

**El Kentubano** – a monthly publication serving local Latino families. They publish articles of interest, including local events. More information is available at [elkentubano.com](http://elkentubano.com)

**Louisville Free Public Library** – Librarian Sophie Maier develops and manages an extensive program to support immigrant families. She is outgoing, friendly, and supportive. More information is available at [lfpl.org/international/](http://lfpl.org/international/)

**University of Louisville** – the Brandeis School of Law compiled a detailed list of community resources (not just legal services), including resources for individuals with limited English

proficiency. It is available at [Louisville.edu/law/bhrap/our-publications/download-a-copy-of-the-community-resource-guide/](http://Louisville.edu/law/bhrap/our-publications/download-a-copy-of-the-community-resource-guide/)

**University of Louisville** – UofL Physicians created a document to help families connect to local resources, including emergency shelters and housing, medical services, mental health services, food assistance, identification and documentation, educational services, financial literacy, utility assistance, domestic violence, and sex and gender services. The document is available at [uoflphysicians.com/sites/default/files/pdf-files/population%20health%20resources%20guide%20rev%2012.16.pdf](http://uoflphysicians.com/sites/default/files/pdf-files/population%20health%20resources%20guide%20rev%2012.16.pdf)

## **CUSTODY ISSUES**

The ELC is committed to the families we serve. We are also very strong advocates for the rights of children. When a family goes through the trauma of divorce, our goal is to provide the stability and guidance that a child will need during this turmoil. We will do everything that we can to ensure that we are always on the side of the child and never take sides with one parent over the other.

We cannot make determinations about pick-up or visits based on the preferences of one parent over the other. We depend on the court system to tell us when a parent is no longer allowed to pick-up or visit with a child. Of course, if we witness any inappropriate behavior on the part of a parent, we are mandated by law to report the incident to the appropriate agency. If we feel that the inappropriate behavior endangers children's safety, as mandated, we will notify the police.

Listed below are policies and procedures that we must follow when dealing with child custody issues. In every policy we implement, the child's welfare is our first priority.

- If your family experiences any changes such as a pending separation or divorce, that affect your child, please let us know as these changes may prompt a need for additional support or result in unusual behavior.

- If you have court documents that address child custody, picking up or dropping off a child, visitation with the child at the ELC, or any other information concerning your child, it is your responsibility to provide us a copy of the court document. We cannot enforce ANY mandated constraints if we do not have a copy of the document in our possession. If someone who is not authorized to pick up a child insists on taking a child, we will notify the police and the custodial parent based on the legal documentation that we have on file. All legal documents must be notarized and signed by a judge.

- If you and your ex-spouse agree to any changes, we must have that in writing and given to us by each parent. If both parents agree to work in the best interest of the child, all we need is a letter stating that permission is granted from the custodial parent that the non-custodial parent may have unlimited access to the child.

- We can only enforce what is written in the legal court order in our files. The parent who has physical custody of the child may choose who is allowed to pick-up, drop off, or visit with the child during their time of possession unless a court order specifically states differently. This means that if your ex-spouse has a new "friend, partner, or spouse" and chooses to designate the new person to interact with the child, we can only prevent them from doing so by court order. That is a matter that you would have to address with your attorney.

- Please do not place the ELC in the middle of a dispute. We can play a significant positive role in your child's life during this turbulent time. If you choose to involve the center in your dispute, we may find it necessary to ask that you find alternate care for your child. We will make every



effort to work with any parent who experiences a divorce or separation, and we have resources that we can recommend.

### **DENTAL EMERGENCIES**

We are fortunate to have access to the School of Dentistry, which is located on the campus of the University of Louisville Health Sciences Center at 501 S. Preston Street Louisville, Kentucky. They care for children between birth and 12 years of age. You may call 502-852-5642 to schedule an appointment.

### **DEPARTURE/PICK UP TIME**

Your child may be in his/her classroom, on the playground, on a neighborhood buggy ride or walk, or on the third floor gross motor area. The facilitators post signs on the classroom door each time they leave the classroom to indicate current location. Parents must sign their child out and notify the facilitators that you are leaving with your child. You may want to spend some time at the end of your day speaking with your child's facilitator or with an administrative team member. Please allow sufficient time for this conversation to be completed before 6:00 PM as our staff members must leave on time to ensure compliance with federal requirements.

### **DIAPERS**

Diapers are to be furnished by the families. Parents are encouraged to ensure that diapers are marked on the classroom log when they are brought in. Staff will check children for signs that diapers or pull-ups are wet or contain feces **a minimum of every 2 hours** when children are awake. If a child is out of diapers and the ELC has the correct size in stock, an ELC diaper will be used at a charge of \$2.00 per diaper. Parents will be notified of the use at the end of the day. We will ensure that we use only commercially available disposable diapers or pull-ups unless the child has a diagnosed medical reason that does not permit their use. Medical documentation will be supplied. If the ELC does not have the correct size in stock, the parent will be contacted to supply diapers. We support an "eco-friendly" environment. Families may choose to supply cloth diapers rather than disposable, if they would like. We cannot wash cloth diapers at the center. They must be cleaned at home. Parents must supply the cloth diapers and a wet bag for storage and to transport soiled diapers.

### **Procedure for Low or No Diapers/Pull-ups**

Staff will notify families in advance when the supply is getting low by telling the parent verbally and by marking the daily sheet with a note telling them how many diapers/pull-ups are left in the classroom. They will keep running documentation of daily sheet notes, written notes, phone calls, or verbal reminders given to the families about the number of diapers their child has at the ELC. They will keep this documentation in the child's classroom file for reference.

We will only charge families if we can document that they have been given advance notice of the fact that they are running low on diapers. Here is a sample documentation log:

10-16-16 8:35 a.m. Verbally informed mother that child only has 8 diapers left and will need more in the next day or two.

10-16-16 2:20 p.m. - Wrote on daily form that child has \_\_\_ diapers left and needs more soon.

10-17-16 8:20 a.m. – Asked parent if he/she had seen the note about the need for more diapers on yesterday's daily sheet. Reminded parent that child only has \_\_\_ diapers left and will need more tomorrow to avoid being charged for the use of ELC diapers.

10-18-16 8:00 a.m. – At drop off, a parent said she would bring in diapers later this morning.

10-18-16 8:45 a.m. - Used diaper from the ELC supply to change child\_. Called parent to inform her/him that an ELC diaper had been used and asked him/her to bring diapers in right away to avoid any additional charges. Started filling out a diaper charge form.

A two-part carbon paper diaper charge form that details the number of ELC diapers used and the times when they were used will be completed. At the end of the day, parents will be asked to sign the form to acknowledge ELC diaper use and your understanding that you will be charged \$2.00 per diaper. Parents will keep the first copy. The second copy will be placed in the Unit Business Manager's mailbox behind the front desk.

### **DOCTOR, DENTIST, OR PROFESSIONAL APPOINTMENTS**

If your child has an upcoming doctor, dentist, court, or WIC appointment, please speak to your child's Lead Facilitator and someone at the front desk in advance. When you return from your appointment, please give any doctor, dentist, court, or WIC notes to the front desk to avoid the need to use a late pass. Please schedule appointments to avoid returning to the ELC during naptime, as this is extremely disruptive to the other children. If your child was out of the ELC during a mealtime, please make certain that your child eats before returning.

### **EMERGENCY PROCEDURES AND 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. We have both primary and secondary emergency routes, which are posted in each classroom.

In the event that the center management of the ELC 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. Please see the Building Emergency Action Plan in the appendices for full details.

### **ENROLLMENT AND WAITING LIST PROCEDURES**

All openings are full time only. Available openings will be filled through the waiting list (see Waiting List below for more information). After accepting a placement offer, families must complete and submit all enrollment forms prior to the child's first day. If a parent chooses to withdraw a 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'). The following enrollment forms are designed to satisfy Kentucky laws and to meet the individual needs of our children:

1. Current application form
2. Childcare Consent and Waiver
3. Current immunization form according to the American Academy of Pediatrics, the Centers for Disease Control of the United States Public Health Service and the Academy of Family Practice including health screening. **If a child in attendance has not been immunized for religious reasons and is exposed to a vaccine preventable disease, he/she will be excluded from the program for the length of time stated by the Health Department.**

**This form must be submitted within the first 6 weeks of the child starting in the program.**

4. ELC Emergency Contact –Release Form (contains list of authorized people who may pick up your child. Please list ALL possible contacts).
5. Allergic Reaction Emergency Plan
6. Emergency Treatment plan (for emergencies other than allergies)
7. Federal Food Program Form (required for all families)
8. Authorization form for ELC Emergency Communication App (Remind)
9. Photo Release Form
10. Liability statement
11. Income Verification Form
12. Acknowledgement of Receipt of Parent Handbook and Understanding Form
13. Document of Understanding of the selection process
14. 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.

Please fill out a **Notification of Information Change** at the front desk to notify the ELC of any changes to your account information. New forms are filled out each year to insure we have current information for the safety of your child and kept up to date daily as needed.

We keep health, attendance, and development records on each child. Confidentiality is of utmost importance; however, files are immediately available to parents/guardian, to administrators or teaching staff who have consent from parents/guardians and Licensing Authorities to document all health and safety regulations are upheld within the center. Files are kept in a locked cabinet in the main office.

**Sibling Discount**

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

**Deposit and Withdrawal Notification**

Upon enrollment, families are charged a tuition deposit equal to one week’s tuition. The tuition deposit is refundable via credit to the child’s last week of care if a written two weeks’ notice of the withdraw date is given to the Unit Business Manager. The deposit will be forfeited if the two weeks’ notice is not given. Families must make payments until completion of the two-week advance written notification of withdrawal period.

**FEES AND PAYMENTS**

**Fees**

Fees are based upon classroom assignment and do not change on individual birthdays. Weeks with holidays, inclement weather closings, and child absence due to illness will be billed at the full weekly rate. The ELC does not charge tuition during annual staff training week in August or Winter Break in December. Families are responsible for continuous payments until they withdraw their child or the child graduates from the ELC and moves to kindergarten.

Application Fee	\$100
Tuition Deposit for New Students	One week’s tuition for assigned classroom

Annual Re-enrollment Fee	\$50
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Classroom Weekly Rate	
Peas, Tadpoles, Turtles*	\$246.00
Turtles*, Explorers, Travelers, Dreamers	\$231.00
Caterpillars, Fish, Stars	\$211.00
Jungle, Iguanas	\$196.00

\*The Turtles classroom typically begins the year with eight older infants and transitions to a toddler classroom mid-way through the year. Turtles families will be charged infant fees (\$246/week) until the Director determines that the room is ready to transition to a toddler room (\$231/week) with a total of 12 children.

**Method of Payment**

Please place all checks or money orders in the deposit box located on the wall adjacent to the reception desk. You may also elect to use online Bill Pay through your banking institution. This option takes the hassle out of keeping a check book since you can set up auto-payments for your bank to mail the ELC a check directly. Simply use the ELC’s physical address in the vendor information section:

Early Learning Campus  
 409 Reg Smith Circle  
 Louisville, KY 40208

At this time, the ELC cannot accept cash or credit cards as method of payment. 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. Receipts will be issued by the Unit Business Manager via email within 3 business days of receiving payment.

**Timing of Payments and Family Accountability**

The ELC is a non-profit organization with a responsibility to pay our staff member’s salaries and bills such as utilities, food, and repairs. We rely upon our families’ timely payment of fees to operate and must, therefore, hold families accountable for paying fees on time. Payment is expected in advance of care (e.g., pay on Thursday or Friday for the coming week). We understand that life can be unpredictable and paying bills can be a strain at times but, in order to continuously provide high-quality care for our children, ELC tuition payments cannot be delayed or left unpaid.

Tuition 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 date of service. We find that falling behind on payments can happen very quickly and 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. Failure to pay fees in a timely manner may result in no care until payment for all days including absences is received or in

complete termination of care. Families will be held accountable for any debt, even if they leave the ELC.

### **Tuition Subsidy Programs**

Families may be eligible to participate in state and local child care tuition subsidy programs based on their income and other factors. Families who receive subsidies are fully responsible for ensuring that their contracts with the subsidy programs (e.g., 3Cs) are in good standing and do not lapse. It is important to know and follow the subsidy program's requirements, keep track of your contract expiration date, and take appropriate action in advance to avoid any gaps in subsidy payments to the ELC. If your contract lapses for any reason for any length of time, you are responsible for FULL payment of child care fees that were not paid. You are legally responsible for any debt that accrues to the ELC and will be held accountable for that debt, even if you choose to withdraw your child. It is essential that you are constantly aware of your subsidy contract details and that you avoid allowing your contract to lapse. Our Unit Business Manager is available to discuss your needs.

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 State's Child Care Assistance Program (CCAP), which is administered by the Cabinet for Health and Family Services (CHFS) or Louisville Metro Preschool Scholarship Program (Louisville Metro Office of Resilience and Community Services). The information below is provided for your convenience but may not be completely current. It is the parent's responsibility to contact CCAP and/or Louisville Metro Preschool Scholarship program to ensure that they have the current and correct information.

Child Care Assistance Program (CCAP) <https://chfs.ky.gov/agencies/dcbs/dcc/Pages/ccap.aspx>

Applications for this program can be taken at any local [Department for Community Based Services office](#), by phone at 1-855-306-8959 or online at <https://benefind.ky.gov/>.

Louisville Metro Preschool Scholarship Program  
<https://louisvilleky.gov/government/resilience-and-community-services/pre-school-scholarships>

Contact 574-5050 to determine eligibility.

### **FIRST DAY TIPS**

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.

### **HOLIDAYS/SCHEDULED CLOSINGS**

Please note that the year's fees are set to include holidays and closings due to weather. Weekly fees do not change during weeks with holidays or weather closings and will be equal to the regular weekly amount. The ELC is closed for one week each August for staff training. There will be no charge during the August training week or for the period Christmas through December 31<sup>st</sup>.

The ELC adheres to the University-wide holidays, and is therefore closed as listed below:

- One week in August for training (no charge for this period)
- Labor Day
- Day before Thanksgiving at the discretion of the University each year (may be closed or close early)
- Thanksgiving Day and the following Friday
- Christmas Eve at the discretion of the University each year (may be closed or close early)
- December 25<sup>th</sup> - through December 31<sup>st</sup> (no charge for this period)
- New Year's observed
- Martin Luther King Day
- Memorial Day
- Independence Day
- Election Day during Presidential Election years

**PLEASE NOTE:** University closures are at the discretion of the Provost or President. If the Provost chooses to close the University for a half day on the day before a holiday, (e.g., the days before Thanksgiving and Dec. 25<sup>th</sup>), 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.

### **HOURS OF OPERATION**

The ELC is open from 7:00 a.m.- 6:00 p.m. Monday through Friday. Please note that the ELC follows the same schedule as the rest of the Universities offices (not classes or student schedules). The ELC is closed for all University holidays (except fall and spring break), the week between Christmas and New Year's, and for one week each fall to facilitate training. There is no charge for the week between Christmas and New Year's or for the week of training closure.

### **ILLNESSES**

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, implementing measures to prevent the spread of blood borne pathogens (see Appendix D) and enforcing health

criteria for attendance. In spite of our many precautions, children in group settings are inevitably exposed to the illnesses of others. Parents play a large and important role in keeping all of the children healthy. Family cooperation in keeping sick children home until well is our best preventative. Please do not send your child to school with symptoms such as fever, heavy cough, unusually runny nose, vomiting, or diarrhea.

We cannot provide care for a child who has a diagnosed communicable disease or who is not well enough to participate in a normal school day, which includes outside play. We go outside daily, summer and winter, unless extreme weather (ELC's discretion) prevents doing so. An exception could include chronic, non-contagious conditions. Please see the Director. If you keep your child home due to illness, please call so that we can notify other parents of possible exposure and symptoms. Please note that there is no reduction in fees for absence due to illness.

If a child becomes sick while at the ELC, we will call you and make arrangements for an early pick-up. We ask that you pick up an ill child promptly so that he or she can receive needed care as quickly as possible. 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.

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. The family will be given an *Illness Return Form*, which states the earliest that a child may return to the center. A fever of 101 degrees (in the ear, on forehead, or 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. Children who have had diarrhea or vomiting three or more times will be sent home for care and must be symptom free for at least 24 hours without medication before returning to the ELC.

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

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.

## **IMMUNIZATIONS**

Children are required to have a current immunization record on file within 30 days of enrollment. Full immunization protects each child and the other children in the classroom and is an important step in reducing illnesses. Please make note of the expiration date of each immunization

certificate and mark your calendar to make a new doctor appointment to get the next immunization before the certificate expires.

The American Academy of Pediatrics defines under-immunized children as those who have not received the recommended number or types of vaccines for his or her age, according to the current national and local immunization schedules. Children who are under immunized are at risk of serious illness, and pose a risk to the health of other children in the program. Under-immunized children will be promptly excluded from care if a vaccine-preventable disease to which children are susceptible occurs. In the event that the county health department or state health department declares an outbreak of a vaccine-preventable disease for which proof of immunity for a child cannot be provided, he or she may not be allowed to attend childcare or school for up to three (3) weeks, or until the risk period ends. We understand that this exclusion may require a loss of income for the parent and tuition will still be required. Kentucky allows families to opt out of immunizations for religious reasons. Families who wish to opt out must complete the Commonwealth of Kentucky Parent or Guardian's Declination on Religious Grounds to Required Immunizations form and have it notarized. The form is available at the front desk.

### **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. We will complete an incident form for all injuries.

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.

### **KINDERGARTEN ENTRY**

When children are age-eligible to enter kindergarten, our Lead Teachers in the prekindergarten classrooms (i.e., Jungle and Iguanas) are ready to help you with the transition from ELC to a new setting. Please get to know your child's preschool teacher as early as you can so that you are comfortable sharing your knowledge of your child's strengths and needs and any concerns that you may have. It is extremely important that you attend fall and spring conferences so that you are fully aware of how the classroom curriculum is designed to teach kindergarten readiness skills and share any questions or concerns that you may have regarding our assessment approach or curriculum for your child. These classrooms are aware of the expected milestones for kindergarten entry and work to support growth in these areas. Collaboration with families is much more likely to prepare children fully for kindergarten success.

The Lead Teachers in Jungle and Iguanas share kindergarten preparation and selection information with our families. You will find information as it becomes available posted in the first-floor piazza and on the white board easel. Jefferson County Public Schools (JCPS) provides free kindergarten readiness resources on their website that may help you be more fully aware of expectations and how to help your child. This can be accessed by googling JCPS Kindergarten Readiness. In addition, our Jungle and Iguanas Lead Teachers are very knowledgeable regarding



different schools and the focus of each. They are skilled at considering children's strengths and personalities, families's wishes, and school environment and making recommendations to help you with your decision. Please request a time to meet in advance so that they can prepare and respond to best meet your child's needs.

### **LATE PICK UPS AND CHARGES**

Hours of operation are from 7:00 a.m. until 6:00 p.m. Parents should plan to arrive BEFORE 6:00 p.m. to allow time to get to the classroom, greet their child, exchange information with staff, pick up belongings and depart. Staff members are scheduled to leave promptly at 6:00 PM.

Late pick up can be very distressing for children, increases costs of operation, and may prevent our staff members from attending to the needs of their own families. Enrolled 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 5 business days of the occurrence.

Extended late pick-ups are a serious issue and parents are expected to take advance steps to avoid them. 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 repeatedly late in picking up their child or has a very late pick up, dismissal from the center may occur. A conference will be scheduled with the Director to address this concern.

### **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 a **Medicine Permission Form**. For safety reasons, all medicines at the ELC are kept in a locked cabinet or box in the classroom or in a locked container in the front office. Please give medicines directly to a staff member for safe storage.

**Prescriptions:** Medicine will be given according to prescription by a staff member trained in medicine administration who will check the child's name, dosage, time, expiration date, and delivery method. 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). Please note that we do have some children who have been prescribed epinephrine auto-injectors (EpiPen). EpiPens are stored in secure, accessible, readily available locations in the classrooms that are not accessible to children, for quick administration. We will notify the child's parents, custodians, or guardians when an epinephrine auto-injector is used on their child.

**Over-the Counter:** Please be sure to give all medications, including cough drops, sunscreen, and chapstick directly to your child's teacher rather than sending them into the classroom with your child. Children may choke on a cough drop or have a dangerous reaction to a medicine not intended for them. 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 must state 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.

### **MEALS**

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, which provides a subsidy to help us provide healthy and nutritious meals to the

children. Each meal includes a variety of foods so that children have choices and will be full. Our Dietary Manager works hard to ensure that our meals are reflective of the cultures of our families and meet strict nutritional standards. Weekly 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. Meals are included in the cost of care.

Meals and snacks are served family style to give children the time to interact with their friends and to give classroom staff the opportunity to develop relationships, build vocabularies, give attention, and talk about healthy food choices and balanced nutrition. Each enrolled family is required to comply with the regulations and procedures of the USDA Food Program. Please do not bring food into the center. Outside foods are prohibited by the USDA Food Program and may pose allergy issues or upset other children.

Breakfast is 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 the 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 and finishes eating before entering the building. 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. Afternoon snack is served at 2:00 p.m. on the first floor and at 2:30 p.m. on the second floor following nap.

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 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. Your family may need to provide a ready-to-serve lunch and/or breakfast and snack, if your child has food allergies or special dietary needs. If religious beliefs exclude a family from the program, a statement of explanation must be provided. Please speak to our Dietary Manager in the kitchen who will be happy to work with you and will share information regarding the required documents.

We provide one vegetarian meal per week (Tuesdays). If you 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). Please see the Appendix for the Food Program Civil Rights Grievance Report Procedures. Please see "Federal Food Program" guidelines listed on page 14.

## **NAP**

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 a personal mat or cot. Families are to provide a **crib-sized** sheet, labeled with their child's 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.

Naptime follows lunch. Four-year-olds have a minimum quiet time from 12:30 - 1:30 p.m. Afternoon Programming, including an afternoon snack, begins after nap/rest.

## **NUT FREE ZONE**

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 ZONE**

## **OPEN DOOR POLICY**

The ELC has an open door policy. Parents/legal guardians may visit the center any time of the day and just view their child through the one-way mirror windows or join your child for snack or lunch. We welcome and encourage parent participation in our center.

## **OUTDOOR PLAY**

We believe that young children should have time every day to play outdoors to encourage healthy physical development and general well being. Outdoor play allows for large body movement and an assortment of individual and group experiences. Children's imaginations and play take a different form when outdoors. During inclement weather, indoor play space is available in our large classrooms, the piazza areas, and 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.

Outdoor play is as important in the winter months as it is during any other time of year. We ask that you bring appropriate clothing for your child—coat, sweater, gloves, boots and hat (please label). We know that the common cold is caused by a virus and not cold weather, but we certainly want your child comfortable while we are outside. As always, we will closely supervise the children while they are on the playground. If the children show signs of being too cold, we will return to the classroom.

In order to have consistency regarding when the children play outside and when they do not, we follow the policy below. 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**

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 will determine length of time depending on their comfort and how appropriate the children's clothing is for the weather.

### **Threes and Fours**

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

We take **the Heat Index (combination of air temperature and relative humidity) and the Air Quality Index (a measure of the pollution levels in the air) into account when** determining whether the ELC children may go outside to play. Administrative staff members check both multiple times each day and communicate with classrooms. The ELC uses 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. The Air Quality Index guidelines we follow come from the Environmental Protection Agency ([www.epa.gov/airnow/aqi.cl.pdf](http://www.epa.gov/airnow/aqi.cl.pdf)), and when ozone levels are

in the "very unhealthy/hazardous" range (purple or maroon) we do not allow the children to go outside. When ozone levels are in the "unhealthy for sensitive groups/unhealthy" (orange or red) range, children are monitored closely while playing outside, and staff will limit the time spent outside if the children experience difficulty breathing.

### **PARENT ORGANIZATION**

The ELC Parent Group (ELC Family Organization, EFO) meets on the 2nd Wednesday of every month at 4:30 PM in the Art Studio. You are invited to join us. We have various volunteer opportunities, including reading to children or sharing a special skill, planning or setting up special family events, and completing minor repairs. If you attend an EFO meeting, please use street parking so that parents who are picking up their children have available parking.

### **PARKING**

Families arriving by car should park their car in the allowed spaces nearest the playground, directly across from the playground-adjacent parking spaces, or on the side streets. **Please be sure to park in spaces that face the playground or are directly opposite, facing the end of the Scholar House building. If your car is facing an apartment, you are in non-ELC territory. Please avoid this.** Handicap spaces are designated for those with handicap tags/stickers only. Others may be towed.

Upon enrollment and annually, we will issue ELC Parking Permit window clings for families to display on their vehicles.

Street parking in the first block of Bloom (near Fourth Street) is designated "permit only parking" for Old Louisville residents and may be ticketed. Cars parked in front of Family Scholar House (FSH) apartments are subject to towing at the owners expense if they do not have a Family Scholar House parking permit. It is VERY expensive and disrupts our collaborative relationship with this important community program. Please do not park in front of the FSH apartments.

Remember that **our parking lot 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 and have upset other families. Please do not risk injuring a child just to save a few minutes.

### **PETS 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 ELC abides by this and all Kentucky regulations.

### **PROGRAM EVALUATION**

The ELC engages in constant self-reflection and strives for continuous improvement of our program. Family views are always important to us and play a critical role in shaping our annual Program Improvement Plan. When you have an idea, need, question, or concern, please let us know by speaking to your child's Lead Teacher or meeting with the Director. We request that our families complete an annual survey to give us feedback as well. The information directly impacts our policies, practices, and professional development planning. Once the survey results are compiled each year, we share them with our families via email. We care deeply about our work with children and our relationships with families. We truly appreciate your input.

## **RATIOS**

The ELC provides more staff per child and smaller group sizes than is required by the State of Kentucky. Our ratios are based upon the recommendations of the National Association for the Education of Young Children (NAEYC).

### **NAEYC Ratio Expectations**

<b>Group</b>	<b>Staff-to-Child Ratio</b>	<b>Maximum Group Size</b>
Infants	1:4	8
Toddler/Twos	1:6	12
Preschoolers	1:10	20

## **REFERRALS FOR ADDITIONAL SERVICES**

Whenever it is necessary, staff will meet with families and make recommendations for further assessment and developmental screenings. Referrals are made to the appropriate agencies. Usually referrals are made to First Steps, a statewide early intervention system that provides services to children with developmental disabilities from birth to age 3 and their families. For older children, we refer to Seven Counties, the extension of First Steps or JCPS (Jefferson County Public Schools). Formal assessments are only used when seeking information on eligibility for special services and are combined with the informal methods used within our center.

## **RESOURCES**

The Program Coordinator or your child's facilitator will assist you in using these and other community resources to support your child and family.

- Supplemental Nutrition Program for Women, Infants, and Children (WIC) - <https://chfs.ky.gov/agencies/dph/dmch/nsb/Pages/wic.aspx> or 502-564-3827
- First Steps - Early intervention services for children with developmental disabilities from birth to age 3 - <https://chfs.ky.gov/agencies/dph/dmch/ecdb/Pages/first-steps.aspx> or 502-564-3756, option 3 (Toll Free – 1-877-417-8377)
- Centerstone - Behavioral health services for children and families – <https://centerstoneky.org/> or 502-589-8600 (Toll Free – 1-800-264-8799)
- Jefferson County Public Schools (JCPS) Early Childhood Special Services – 502-485-6033
- Community Coordinated Child Care (4C's) Educational opportunities for families 502-636-1358 or [www.4cforkids.org](http://www.4cforkids.org)
- National Association for Education of Young Children (NAEYC) 1-800-424-2460 or [www.naeyc.org](http://www.naeyc.org)
- UofL Physicians Bingham Clinic – pediatric mental and behavior health - <http://www.uoflphysicians.com/ingham-clinic> or 502-588-6000
- Bluegrass Center for Autism - <http://bluegrasscenterforautism.org/> or 502-473-7219
- Home of the Innocents – Residential and Emergency Shelter for abandoned, abused, and neglected children; Pediatric Convalescent Center for medically disadvantaged children; Open Arms Children's Health – medical, dental, hearing, vision, radiology, psychology, occupational, physical, and speech therapies with on-site pharmacy. <https://www.homeoftheinnocents.org/> or 502-596-1000.
- Louisville Metro Housing Authority – <http://www.lmha1.org/> or 502-569-3400 (Public Housing Office), 502-569-6060 (Section 8 Office)
- Passport Health Plan Insurance – <http://passporthealthplan.com/> or 502-632-3663

## **SAFE SLEEP POLICY**

Providing infants with a safe place to grow and learn is very important. For this reason the ELC has created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of Sudden Infant Death Syndrome (SIDS). SIDS to this day remains unexplained after many thorough investigations; however, “best practices” to reduce the possibility of this happening will be outlined below.

### **Sleep Position:**

Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant’s crib without identifying medical information. The full waiver will be kept in the infant’s file.

Infants will not be placed on their side for sleep.

Nothing will be placed over a child’s eyes for any reason, heads remain uncovered.

Should an infant fall asleep in any other place other than their crib (i.e. bouncy seat) they should be moved to their crib right away.

Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.

Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in their mouth should the pacifier fall out once they fall to sleep.

Parents are asked to provide replacement pacifiers on a regular basis.

While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep. A sign will be placed on the crib **“I can turn over by myself!”** once a child accomplishes this developmentally.

Blankets **may not** be used in the crib with infants younger than **8 months**.

There will be a sign on each crib stating the age of the child (in months).

If a blanket is used, the child is placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant’s chest.

No pillows, quilts, soft toys, etc. allowed in the cribs

### **Sleep Environment:**

Our program will use the Consumer Product Safety Commission guidelines on safety-approved cribs and firm mattresses.

Crib slats will be less than 2 3/8” apart

Infants will not be left in the bed with drop side down.

Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.

The crib will have a firm tight fitting mattress covered by a fitted sheet and will be free from loose bedding, toys, and other soft objects (i.e. pillows, quilts, comforters, sheepskins, stuffed toys, etc.)

To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.

Infants shall not be wrapped tightly or swaddled in blankets for sleeping.

Bibs and pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing during sleep.

Once the child is placed in a crib the facilitator will check to ensure that the sides of the cribs are up and locked into place

Smoking will not be allowed in or near the ELC.

### **Supervision:**

When infants-toddlers are in our care, they will be within sight and hearing of staff at all times.

A staff member will visibly check on the sleeping infants frequently and touch every 15 minutes to check breathing and body temperature.

Infants will spend limited time in car seats, swings, and bouncer/infant seats when they are awake.

The areas where infants sleep shall be lit in a manner which allows the facilitator to quickly, at a glance, verify the child's head is uncovered, the child is breathing, and otherwise visually verify the child's condition.

### **Communication of Sleep Policy:**

Parents will review this policy when they enroll their child in the ELC and a copy will be provided in the parent handbook. Parents are asked to follow this same policy when the infant is at home. These policies will be posted in prominent places. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in child care; as well as, other program health and safety practices will be shared if any changes are made.

### **SECURITY AND ACCESS CARDS**

Families will be issued an access card upon enrollment. Please scan the card on the reader to your right to open the outer doors. Once inside the lobby, log in on the keypad on the front lobby wall using your fingerprint. Logging in will open the interior door and allow entry into the building. The information collected by keying in will not only tell us who is in the building but tabulates dates and times of attendance. Front office personnel will assist with any questions you may have. Please do not allow children to use the log in pad. If you have consistent difficulty with the fingerprint reader, please see someone at the front desk, who will provide you with a PIN number instead.

If an adult does not use an access card to enter, they will need to sign in on a log sheet at the front desk. 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. Families will be charged \$10 for the initial card.

Please be courteous and use your access card daily. We have a lot of families, so forgetting your cards creates frequent disruptions disrupt our ability to attend to the needs of the children and staff. 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.

For the safety of the children, we ask that you teach your child not to push the red exit buttons that release the doors. Children may occasionally 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.

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. Please feel free to add as many people as possible to your authorized pick up list.

### **SMOKE FREE ENVIRONMENT AND NO-IDLE ZONE**

We serve as models of healthy practices for our children. Smoking is not allowed on the University of Louisville or the ELC except in designated smoking areas and, in the case of sidewalks along city streets, **at least 50 feet from entrances to university buildings**. We also strive to keep the air clean by asking all families, staff, and visitors to reduce emissions by turning off cars unless they need to idle in extreme heat or cold to maintain interior or engine temperatures. Your help with this would be greatly appreciated.

### **STAFF CLEARANCES**

All employees in the program and other support staff who come in contact with the children are first cleared by a University Criminal Background Check before being hired. In accordance with 922KAR 1:470 and the existing Center Registry Check (DPP 156) form, a state-approved Background Check and the Child Abuse/Neglect (CAN) checks must be submitted and returned within the first 90 days of a person's employment. Newer employees will have a colored employee ID card until all clearances and First Aid/CPR training are complete. Once the employee has been cleared they will be given a white employee identification card. No employee with a colored card is allowed to be alone with a child.

### **SUNSCREEN AND BUG SPRAY**

Permission to apply sunscreen/bug spray forms will be included in your enrollment packet. We will need a parent's permission to apply either of these creams. It is a good idea to test the sunscreen/bug spray at home with your child before bringing it to the center so that we are sure she or he will not have an allergic reaction.

To protect against heat, sun, and insect-borne disease, the center ensures that children will have the opportunity to play in the shade. During those months, we ask that parents apply sunscreen or sun block with UVB and UVA protection of SPF 15 or higher on skin that will be exposed to



the sun prior to bringing your child to school for early outdoor time. Busy mornings with greetings, etc. make this difficult to do in the classroom and keep on schedule for the day. With written parental permission only, staff will apply additional sunscreen (supplied by families) to your child prior to going outside in the afternoon. Research shows that sunscreen lasts approximately 4 hours and must be reapplied.

Insect repellent will be applied only once a day and only with written parental permission. Should the public health authorities recommend use of insect repellent due to a high risk of insect borne disease (lyme, etc.), only repellent containing DEET may be used, and will be applied only on children older than two months.

### **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 a 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.

### **TOURS**

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

### **TOYS FROM HOME**

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.

### **TRAINING**

All staff members will complete a minimum of 15 hours of state-approved early childhood training each year, many of which happen during our week of closure in August. Our staff complete first aid and CPR training in addition to the 15 hours of state-approved training. The ELC requires that a staff member who is trained in Pediatric 1st Aid/CPR be present in all rooms

at all times. Staff members are trained on first aid for unresponsive infants; as well as, what to do when they have a question or need assistance before they are allowed to care for infants.

Staff, substitute staff, and volunteers at the ELC are trained on safe sleep policies and safe sleep practices will be reviewed with all staff each year. Training specific to these policies will be given before any individual is allowed to care for infants. Documentation that staff, substitutes, and volunteers have read and understand these policies will be kept in each individual's file.

We are fortunate to be part of the UofL community, which gives us access to high-quality, professional instructors. Our staff members receive ongoing training on child assessment, behavior management, and family engagement. Other training topics include curriculum planning and implementation, medicine administration, and trauma-informed care.

### **TRANSPORTATION**

Transportation is not provided to and from our facility. We occasionally schedule special events outside of the center. When these events are not within walking distance, transportation must be provided by each child's family.

### **VACATION**

Year round programming is available at the ELC. 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). Unused vacation weeks do not roll over to the next year. 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. Vacation days may not be used to offset unplanned absences.

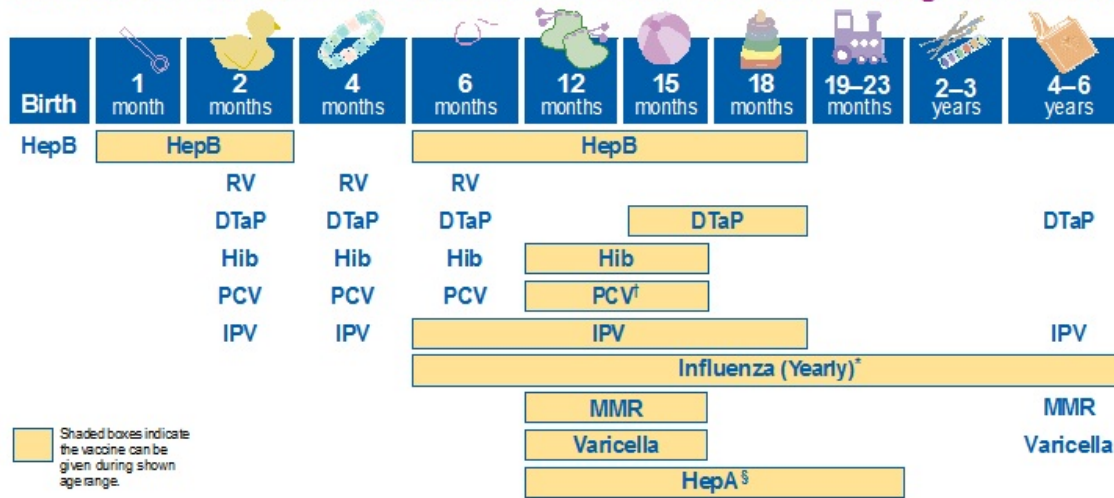
FSH will determine which of their families will fill the spaces and how much time an FSH family can take off and still have a space held for them.

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.

### **VACCINES**

Immunization records must be kept current at all times in order to continue receiving services. 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.

## 2012 Recommended Immunizations for Children from Birth Through 6 Years Old



**NOTE:** If your child misses a shot, you don't need to start over; just go back to your child's doctor for the next shot. The doctor will keep your child up-to-date on vaccinations. Talk with your doctor if you have questions.

**FOOTNOTES**

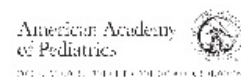
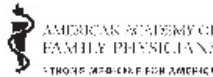
- † Children 2 years old and older with certain medical conditions may need a dose of pneumococcal vaccine (PPSV) and meningococcal vaccine (MCV4). See vaccine-specific recommendations at <http://www.cdc.gov/vaccines/pubs/ACIP-1st.htm>.
- Two doses given at least four weeks apart are recommended for children aged 6 months through 8 years of age who are getting a flu vaccine for the first time.
- ‡ Two doses of HepA vaccine are needed for lasting protection. The first dose of the HepA vaccine should be given between 12 months and 23 months of age. The second dose should be given 6 to 18 months later. HepA vaccination may be given to any child 12 months and older to protect against HepA. Children and adolescents who do not receive the HepA vaccine and are at high-risk, should be vaccinated against HepA.

See back page for more information on vaccine-preventable diseases and the vaccines that prevent them.

For more information, call toll free 1-800-CDC-INFO (1-800-232-4636) or visit <http://www.cdc.gov/vaccines>



U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention



### Vaccine-Preventable Diseases and the Vaccines that Prevent Them

Disease	Vaccine	Disease spread by	Disease symptoms	Disease complications
Chickenpox	Varicella vaccine protects against chickenpox.	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs)
Diphtheria	DTaP <sup>*</sup> vaccine protects against diphtheria.	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
Hib	Hib vaccine protects against <i>Haemophilus influenzae</i> type b.	Air, direct contact	May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), mental retardation, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems) and pneumonia (infection in the lungs), death
HepA	HepA vaccine protects against hepatitis A.	Personal contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure
HepB	HepB vaccine protects against hepatitis B.	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer
Flu	Flu vaccine protects against influenza.	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs)
Measles	MMR <sup>**</sup> vaccine protects against measles.	Air, direct contact	Rash, fever, cough, runny nose, pink eye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
Mumps	MMR <sup>**</sup> vaccine protects against mumps.	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of the testes or ovaries, deafness
Pertussis	DTaP <sup>*</sup> vaccine protects against pertussis (whooping cough).	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
Polio	IPV vaccine protects against polio.	Through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
Pneumococcal	PCV vaccine protects against pneumococcus.	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
Rotavirus	RV vaccine protects against rotavirus.	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration
Rubella	MMR <sup>**</sup> vaccine protects against rubella.	Air, direct contact	Children infected with rubella virus sometimes have a rash, fever, and swollen lymph nodes.	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, and birth defects
Tetanus	DTaP <sup>*</sup> vaccine protects against tetanus.	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death

<sup>\*</sup> DTaP is a combination vaccine that protects against diphtheria, tetanus, and pertussis.  
<sup>\*\*</sup> MMR is a combination vaccine that protects against measles, mumps, and rubella.

## **VISITING**

Parents/guardians 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 in the center. Thank you for your cooperation.

### **For the Infant rooms:**

Come visit us any time! We are strongly supporting of nursing children. Mothers who are nursing may use the private nursing room adjacent to the Tadpoles room for feeding and/or pumping breast milk. We handle formula, breast milk, and baby foods in accordance with food safety requirements, including storage, sanitary practices, and safe feeding. You can help us by ensuring that your child's bottles are clearly marked with your child's first and last name and the date every day. If your child has any special nutritional needs, we are happy to work with you and will document what he or she eats for you each day. Our Dietary Manager in the kitchen, which is next to the first-floor elevator, is very knowledgeable regarding nutrition and healthy eating habits and will be pleased to talk with you about your child's needs.

We ask that you either remove your shoes (please wear socks) or put the provided shoe covers on before entering infant rooms to keep the floor clean for our crawlers. 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.

## **WAITING LIST**

Families are encouraged to attend one of our regular tours on the 2<sup>nd</sup> or 4<sup>th</sup> Thursday of every month at 10:30 AM to determine if the ELC is a good fit for your family before applying to the waiting list. 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.

Families may apply for the ELC waiting list by visiting our website at [louisville.edu/education/elc](http://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 \$100 application fee. We will note the date and time when the check is received and appoint the child to the waiting list accordingly. After declining two placement offers, your child's name will be moved to the bottom of the waiting list for that age. You will remain on the waiting list until your child is placed in a classroom, you decline a third placement offer or you ask us to remove your child from the list.

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 an 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 using the address given on the waiting list application. You will have 48 hours to respond. If you choose to decline the offer, you will remain on 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 carefully consider any placement offer as it may take an extended time before we can make another offer. If you need to update your information, please contact our front desk at 852-3521.

### **WEATHER ISSUES**

We understand that bad weather makes driving difficult. Please leave home early to allow extra time for unusual traffic conditions. 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.

- If the University of Louisville classes AND offices are closed, the ELC is closed.
- If the University of Louisville classes AND offices are delayed, **the ELC opens one hour BEFORE the University offices open** (for example, the University opens at 10:00 a.m., then the ELC would open at 9:00 a.m.)
- If the University of Louisville classes AND offices close early, **the ELC closes one hour AFTER the University offices close** (for example, the University closes at 3:00 p.m., then the ELC would close at 4:00 p.m.)
- If the ELC opening time is delayed, **the cut-off time for dropping off your child will be two hours AFTER the ELC opens** (for example, the University opens at 10:00 a.m., the ELC opens at 9:00 a.m., and **the drop off deadline will then be 11:00 a.m.**). And of course, you may choose to use one of your late passes if you arrive after the cut-off time.

### **Stay Informed**

If the weather worsens after your drop off your child, please monitor sources listed below to stay abreast of closure information. PLEASE BE SURE TO PICK UP BEFORE THE ELC CLOSSES SO THAT OUR STAFF CAN GET HOME SAFELY, TOO.

In order to be quickly informed of any emergencies or campus conditions that might affect class and office schedules, you are strongly encouraged to apply for the ELC's emergency communication app, Remind. Please see the Unit Business Manager for more information. You may also register to receive UofL Alerts as text messages or emails. This may be done at: [www.louisville.edu/alerts](http://www.louisville.edu/alerts). You may also check on campus conditions by going to the University's main home page ([louisville.edu](http://louisville.edu)). When possible, the ELC will also send out an email alerting our families about any change in schedules in case you are not signed up for the Remind App or U of L Rave Alerts; however, if the emails are not up-to-date or we do not have access to email (e.g., power outage), you will not receive the ELC alert.

### **WHAT TO BRING**

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

- Diapers/pull-ups. 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.

### **Infants and toddlers**

- Wipes
- Diaper ointment, if needed (Medication form will need to be filled out prior to application)
- Several changes of clothing, including socks and spare shoes, clearly labeled
- Milk (formula or breast milk) for infants --- bottled with cap and labeled with full (first and last) name and date.
- 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).
- 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.

### **All children**

- Proper immunization certificate appropriate for age of 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). If your child is learning to use the potty multiple sets of clothing will be needed
- 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 daily for notes from the facilitators.

THANK YOU FOR CHOOSING THE ELC 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 ELC Staff*

**EARLY LEARNING CAMPUS**

**FAMILY HANDBOOK**

**STATEMENT OF UNDERSTANDING**

My signature(s) indicates that I have read the 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](http://Louisville.edu/education/elc).

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SIGNATURE OF PARENT/GUARDIAN #1

DATE

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SIGNATURE OF PARENT/GUARDIAN #2 (IF APPLICABLE) DATE

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

**KENTUCKY DEPARTMENT OF EDUCATION  
Division of Nutrition and Health Services**

**Food Program Civil Rights Grievance Report Procedures**

In accordance with FNS Instruction 113.6, the EARLY LEARNING CAMPUS 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 EARLY LEARNING CAMPUS.

**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 a 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 complainant 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.



**Federal Food Program Civil Rights Grievance Report Form**

Name

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Date

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Address

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Phone

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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.

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

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What results are you seeking from this communication?

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Signature of Complainant

Date

**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 have access to their children at all times 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 child care 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, effective July 14, 1992.

## BLOOD BORNE PATHOGENS AND UNIVERSAL PRECAUTIONS

Some children and adults may unknowingly be infected with Hepatitis B, HIV, or some other infectious agent. These agents may be present in blood or other body fluids. Therefore, all blood and body fluids of children and staff will be treated as potentially infectious. Publicity abounds about the spread of infectious diseases in child care settings. After a great deal of research, the Academy of Pediatrics has confirmed that young children are actually less susceptible to disease in group care than they are at home with siblings when Universal Precautions are used diligently.

### Practice and Procedure

All staff shall be educated regarding routine precautions to prevent transmission of blood borne pathogens before beginning work in the facility and at least yearly thereafter. This policy applies to all staff, substitute staff, parents/guardians, and volunteers in the child care setting.

Staff will follow the universal/standard precautions recommended by the Centers for Disease Control and Prevention (CDC) in handling any fluid that might contain blood or other body fluids. Universal/Standard Precautions require treating all blood and fluids that may contain blood or blood products as potentially infectious.

1. Surfaces that may come in contact with potentially infectious body fluids must be either disposable or material that can be sanitized (e.g. diapering pad)
2. Spills of body fluids, feces, nasal and eye discharges, saliva, urine, and vomit should be cleaned up immediately
  - a. Reduce contact with contaminated material by using gloves, hand brooms or other techniques to avoid touching the spill directly
  - b. Be careful not to splash contaminated material in to eyes, nose and/or mouth
  - c. Blood contaminated material and diapers shall be disposed of in a plastic bag with a secure tie and then placed in a secure container.
  - d. Clean any visible fluid from surface with soap and water and rinse
  - e. Wet (spray) entire surface with a bleach solution (1/2 cup chlorine bleach to 1 gallon of water, made fresh daily)
  - f. Let stand for 5 minutes. You may let air dry or you may wipe dry after 5 minutes
  - g. Remove gloves carefully (see link on gloving procedure in the reference section) and wash hands thoroughly.
3. Floors, rugs and carpeting that have been contaminated by body fluids shall be cleaned by blotting to remove the fluid as quickly as possible, then sanitized by spot cleaning with soap and/or disinfectant or steam cleaning/shampooing the surface. Staff are to call for administrative help in the event there is an accident on the carpet. When possible the carpet will be removed from the classroom. After spot cleaning, a note will be left for custodial services to run the carpet cleaner over the spot.
4. Mops or other equipment that is used to clean up spills should be cleaned with soap and water and rinsed with a disinfectant solution, wrung as dry as possible and allowed to air dry completely

### Communication

Staff and volunteers receive a copy of this policy as part of the Staff Handbook, which will be reviewed during orientation training with an administrative staff member. Staff will attend training prior to beginning work at the facility.

### References

American Public Health Association & American Academy of Pediatrics. (2011). *Caring for*

*our children-National health and safety performance: Guidelines for out-of-home child care programs.* 3<sup>rd</sup> Edition. Washington DC: APHA. <http://nrc.uchsc.edu>

American Academy of Pediatrics. (2016). *Managing Infectious Diseases in Child Care and Schools.* 4th Edition.

California Childcare Health Program. Publications and Resources. Gloving.  
[http://www.ucsfchildcarehealth.org/pdfs/posters/stop\\_disease/Gloving\\_EN.pdf](http://www.ucsfchildcarehealth.org/pdfs/posters/stop_disease/Gloving_EN.pdf)

## **Building Emergency Action Plan (BEAP)**

### **Early Learning Campus**

#### **Responsibilities**

Building Emergency Coordinator (BEC) – Terrie Robinson

Assistant Building Emergency Coordinator (ABEC) – Paige Shank

Floor Leader (FL), 1<sup>st</sup> Floor – Paige Shank

Assistant Floor Leader (AFL), 1<sup>st</sup> Floor – Mary Hay

Floor Leader (FL), 2<sup>nd</sup> Floor – Jill Jacobi-Vessels

Assistant Floor Leader (AFL) 2<sup>nd</sup> Floor – Renea Griffin

Dr. Jill Jacobi-Vessels, Director, is responsible to ensure that the department uses the model DEHS Emergency Action Plan and develops a department specific plan.

Terrie Robinson is the Building Emergency Coordinator (BEC). She has been assigned by the Director and is responsible for this plan and employee education regarding this plan. The BEC will also coordinate the testing of the plan annually. Testing will entail conducting an emergency exercise for one chosen section of the plan. During an emergency the BEC will implement the Building Emergency Action Plan and coordinate emergency actions to ensure the safety of the people in this building. The emergency duties include: ensure that the notification to emergency agencies takes place (DPS at 911), assist in building evacuation, report to the assembly area, account for evacuated personnel, collect essential information for emergency personnel (i.e. location of the incident, persons still in building, special hazards in the building, unique conditions), develop specific procedures to assist persons with physical disabilities who are assigned to the office, assist physically disabled employees, students or visitors.

Paige Shank is the Assistant Building Emergency Coordinator (ABEC) and will assist the BEC and will be responsible for the BEC's duties if he is not available.

Paige Shank is the 1<sup>st</sup> Floor Leader (**FL**) and is responsible for coordinating the BEAP for 1st floor. The emergency duties of the 1<sup>st</sup> **FL** include:

- Ensure all persons are evacuated.
- Designate volunteers to assist individuals with disabilities.
- Conduct a sweep of the floor and ensure that all doors are closed and critical operations stabilized.
- Assist physically disabled employees, students or visitors.
- \*as personal safety and time permits

Mary Hay is the Assistant 1<sup>st</sup> Floor Leader (**AFL**) and will assist the **FL** and will be responsible for the **FL**'s duties if she is unavailable.

Dr. Jill Jacobi-Vessels is the 2<sup>nd</sup> Floor Leader (**FL**) and is responsible for coordinating the BEAP for the 2<sup>nd</sup> floor. The emergency duties of the 2<sup>nd</sup> **FL** include:

- Ensure all persons are evacuated.
- Designate volunteers to assist individuals with disabilities.
- Conduct a sweep of the floor and ensure that all doors are closed and critical operations stabilized.
- Assist physically disabled employees, students or visitors.
- \*as personal safety and time permits

Renea Griffin is the Assistant 2<sup>nd</sup> Floor Leader (**AFL**) and will assist the **FL** and will be responsible for the **FL**'s duties if she is unavailable.

This plan is reviewed and revised in May/June of each calendar year. The revised plan is shared with ELC staff at the July/August staff meeting at the beginning of the ELC school year, as well as with all new hires during their ELC employee orientation. The plan is also updated in the Emergency Plan section of the Parent Handbook, which is emailed to all families when they enroll/register for the upcoming school year. The Parent Handbook is also emailed to all new families when enrolled during the school year.

Drill notes are taken by the BEC during each monthly and quarterly drill, and shared with staff at subsequent staff meetings as a review of emergency procedures and to answer any questions that arise.

Staff will review their class lists quarterly and share with the BEC any special needs assistance the children in their rooms will require, so that appropriate plans can be created.

## **Fire**

1. Any employee, student or visitor who becomes aware of a fire shall immediately activate the building fire alarm system. The fire alarm system will in turn notify all the building occupants that a fire emergency exists. This is accomplished through sounding an audible alarm and a visual flashing red light. All employees, students and visitors will regard any notification of the alarm system being tested.
2. The BEC will contact Public Safety at 911 and notify the dispatcher that a fire alarm in the building has been activated.
3. All occupants will immediately leave the building utilizing the escape routes outlined in Appendix A. All classroom teachers will perform a head count of their students prior to exiting the classroom. Occupants may collect their valuables (purse, coat, etc.) and should close, but not lock, their door upon leaving. Any occupant who comes into contact with a visitor or student should direct them to evacuate the building and assist individuals with disabilities.
4. Building occupants should make no attempt to extinguish the fire.
5. Once out of the building, all occupants should gather at the front of the EARLY LEARNING CAMPUS to be counted. All classroom teachers will perform another head count of their students. The BEC will conduct a roll call to determine if everyone has vacated the building. No employee should leave the assembly area until advised by the BEC.
6. The BEC will provide information to the DPS officer, the University Emergency Coordinator or the Fire Department Officer in charge.
7. The BEC, Office Director, UBM and DPS will coordinate the building's security once the Fire Department releases the building. This group will also contact building occupants and advise them on when to return to work.

## Severe Weather

1. Once occupants have been notified of a thunderstorm warning, they should take no other steps than to ensure that they are prepared if conditions deteriorate.
2. Once occupants have been notified of a tornado warning, they should gather their valuables and take cover.
3. Any occupant who comes in contact with a visitor or student who is physically disabled should assist that individual.
4. Office and classroom doors should be closed upon exiting.
5. First floor building occupants should take cover in the large bathrooms located in their rooms. Second floor occupants should go down the stairwells and take cover in the first floor stairwell area.
6. The BEC will conduct roll calls to ensure that all employees and children are in the shelter areas. If an employee or child is missing, the BEC will make a determination whether it is safe to search for the missing employee and children and assign someone to find them and have them move to the shelter area.
7. If injuries occur contact DPS by calling 911.
8. Once the all clear is given by the National Weather Service, the BEC will give the word for employees to return to their work stations or to go home.

## Earthquake

1. When a significant earthquake occurs, occupants should take cover immediately.
2. Suggested locations inside the building that provide cover include: standing in a doorway and bracing your hands and feet against each side, getting under a desk or heavy table, standing flat against an interior wall.
3. Once the shaking has stopped gather valuables and quickly gather in the First Floor Atrium if coming from the 2<sup>nd</sup> or 3<sup>rd</sup> floor.
4. All 1<sup>st</sup> floor children and staff may stay in their restrooms, under tables, or in cribs, until the BEC notifies of an evacuation or gives an all clear to stay in the building.
5. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions and help those who are physically disabled.
6. The BEC will determine whether employees should return to their work stations or go home after consultation with the University's Emergency Coordinator and Director.
7. The BEC will contact the University's Risk Coordinator regarding any property damage caused by the earthquake.

## Workplace Violence/Terrorism

1. The person who observes a life-threatening act should immediately call DPS at 911.
2. The BEC should attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building. This will be done by public address announcement of, **"Please shut down your computer for routine maintenance."** **"You may turn your computer back on."** and word of mouth.
3. If an **explosion** occurs, building occupants should leave the building using the same evacuation plan and procedures they would for a fire.
  - A. All occupants will immediately leave the building utilizing the escape routes outlined in Appendix A. Occupants may collect their valuables (purse, coat, etc.) and should close, but not lock, their door upon leaving. Any occupant who comes into contact

with a visitor or student should direct them to evacuate the building and assist individuals with disabilities.

- B. Once out of the building, all occupants should gather at the front of the Early Learning Campus to be counted. The BEC will conduct a roll call to determine if everyone has vacated the building. No employee should leave the assembly area until advised by the BEC.
4. If you become aware of **gunfire** occurring in the building, take refuge in a room that can be locked.
5. The room should also provide limited visibility to anyone that is outside of it. Secure the door and hide under the desk, in a closet or in the corner. All classroom restrooms are fitted with slide-locks. Children and staff should proceed immediately to these restrooms and lock themselves in with a cell phone, if possible.
6. If someone's actions pose a physical threat to you, evacuate the area.
7. Toxic or Irritant Gas – Immediately evacuate the building using the same evacuation plan and procedures as the Fire BEAP.
8. If you become aware of a **hostage situation**, immediately vacate the area, take no chances to endanger the life of the hostage. Contact DPS by dialing 911.
9. If you are taken hostage by a perpetrator take no offensive actions and cooperate. Use your best judgment if the situation deteriorates.

### **Bomb Threat**

1. If the threat is made by telephone, ascertain as much information as possible about the bomb and its location such as: exact location, when is the bomb going to explode, kind of bomb, why it was placed, who is speaking.
2. The person should notify his or her supervisor, the BEC and the Department Director as quickly as possible.
3. A decision will be made by the BEC, Department Director and DPS to determine if the building evacuation is warranted. If it is warranted, evacuation should take place as outline in the fire emergencies section.
4. Occupants should not touch any suspicious or unfamiliar objects. Occupants should wait for police personnel to arrive on the scene before conducting any type

### **Building Evacuation and Relocation**

If the Building Emergency Coordinator and /or the Director determine that the ELC cannot be used and the children relocated, two locations have been identified as relocation locations.

The Gheens Science Hall and Rauch Planetarium is the primary location for relocation. Gheens is located at 106 West Brandeis Avenue, Louisville, Ky.

The University of Louisville Swain Student Activity ELC Multipurpose Room serves as the back-up location for relocation. The SAC is located at 2100 South Floyd Street, Louisville, Ky.

Upon determining that the children and staff of the ELC must be relocated, the Building Emergency Coordinator or Director will contact DPS at 852-6111 and request a



university shuttle bus and officers to assist them in relocating the children to one of the relocation ELCs.

DPS will contact the Parking Division and instruct them to reroute a university shuttle bus to the ELC and dispatch officer(s) to the ELC.

Upon the arrival of the bus, children will be loaded onto the bus with their teachers and then be transported to the relocation site. The children will be unloaded and the bus will return to the ELC to pick up additional loads as required.

Staff will then begin contacting parents (using cell phones and information in the emergency binder) and notify them that they should pick up their children at the relocation site.

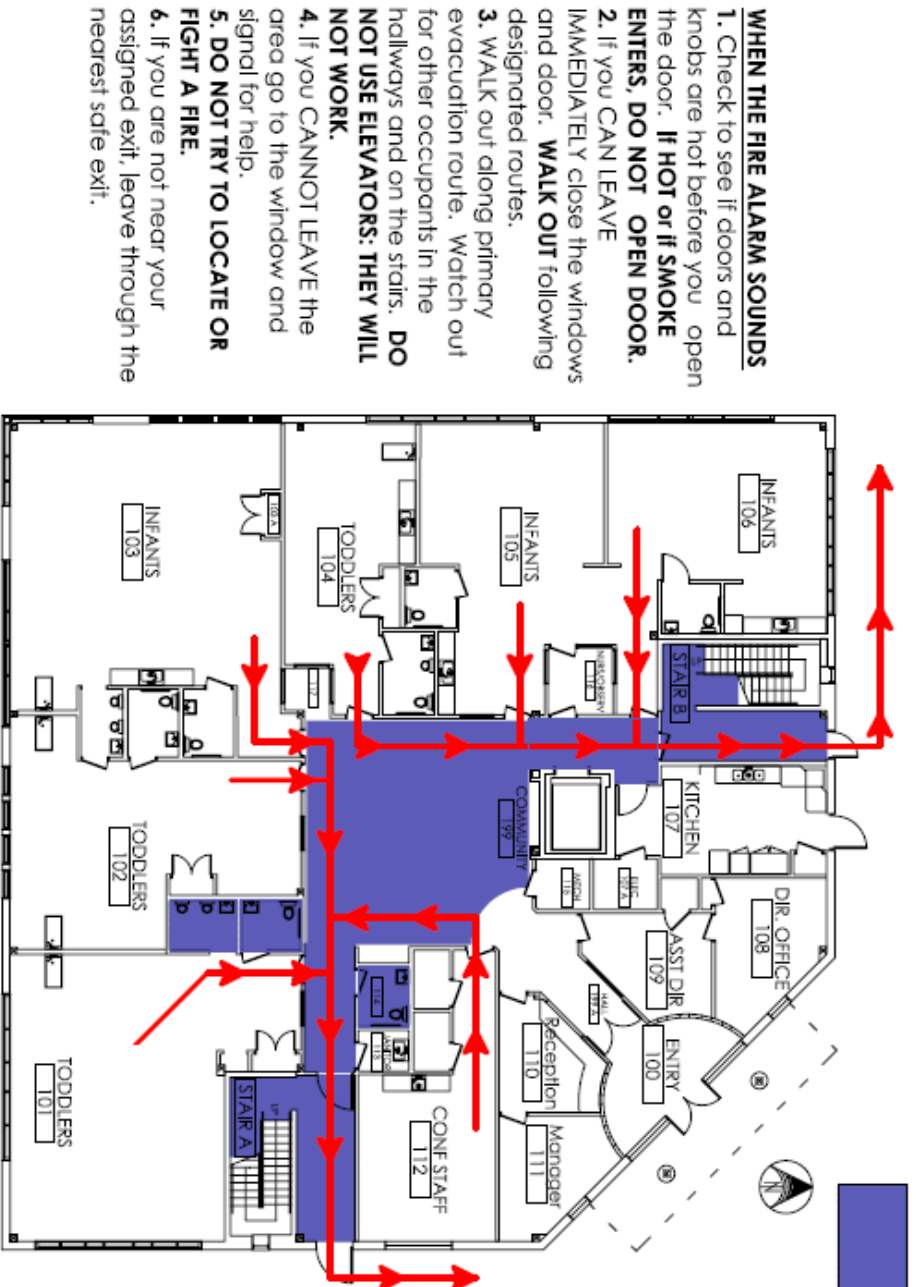
Police officers will move from the ELC to the relocation site after all of the children have been moved.

If the staff is unable to stay at the ELC, the last staff to leave will place a sign on the door informing any parents where their children have been relocated and provide a contact phone number.

A map identifying both relocation sites is attached.

# EMERGENCY EVACUATION PLAN

These procedures should be observed for your safety and protection in the event of a fire or tornado emergency. **To report an emergency, activate fire alarm station and call 911.**



**STORM SAFE AREA**

### TORNADO SAFETY RULES

When a TORNADO WATCH is announced, this means that tornados may occur. Keep your radio or TV tuned to a local station for further information.

### When a TORNADO WARNING is issued,

take shelter immediately. A tornado has actually been sighted.

1. Exit from your area IMMEDIATELY, close the door and walk along designated routes to Storm Safe Areas.
2. Stay away from glass doors and windows.

### WHEN THE FIRE ALARM SOUNDS

1. Check to see if doors and knobs are hot before you open the door. **IF HOT or IF SMOKE ENTERS, DO NOT OPEN DOOR.**
2. If you CAN LEAVE IMMEDIATELY close the windows and door. **WALK OUT** following designated routes.
3. WALK out along primary evacuation route. Watch out for other occupants in the hallways and on the stairs. **DO NOT USE ELEVATORS: THEY WILL NOT WORK.**
4. If you CANNOT LEAVE the area go to the window and signal for help.
5. **DO NOT TRY TO LOCATE OR FIGHT A FIRE.**
6. If you are not near your assigned exit, leave through the nearest safe exit.

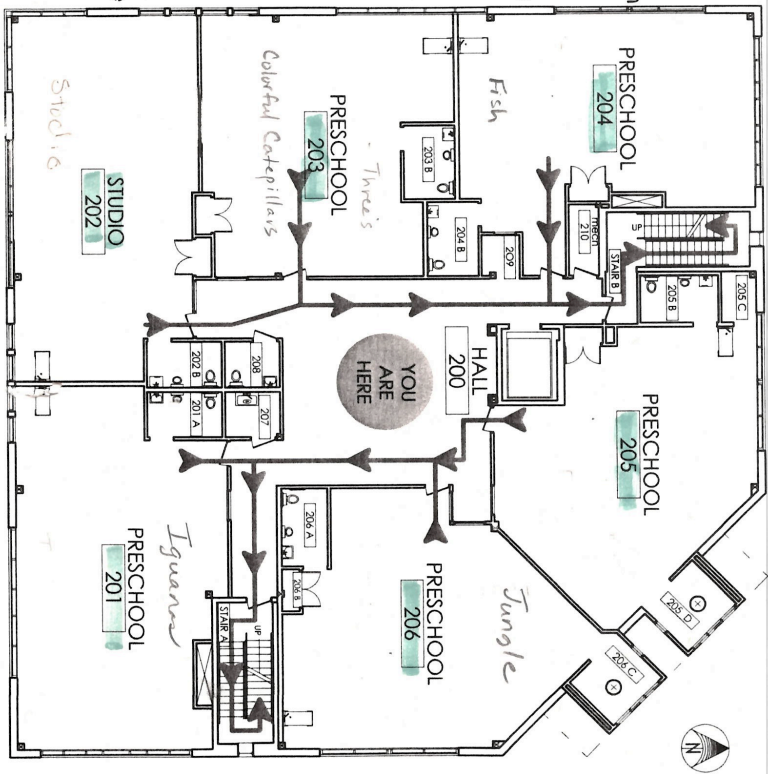
2nd Floor

# EMERGENCY EVACUATION PLAN

These procedures should be observed for your safety and protection in the event of a fire or tornado emergency  
**To report an emergency, activate fire alarm station and call 911.**

### WHEN THE FIRE ALARM SOUNDS

1. Check to see if doors and knobs are hot before you open the door. **IF HOT or if SMOKE ENTERS, DO NOT OPEN DOOR.**
2. If you CAN LEAVE IMMEDIATELY close the windows and door. **WALK OUT** following designated routes.
3. **WALK** out along primary evacuation route. Watch out for other occupants in the hallways and on the stairs. **DO NOT USE ELEVATORS: THEY WILL NOT WORK.**
4. If you CANNOT LEAVE the area go to the window and signal for help.
5. **DO NOT TRY TO LOCATE OR FIGHT A FIRE.**
6. If you are not near your assigned exit, leave through the nearest safe exit.



### TORNADO SAFETY

#### RULES

When a **TORNADO WATCH** is announced, this means that tornadoes may occur. Keep your radio or TV tuned to a local station for further information.

When a **TORNADO WARNING** is issued, take shelter immediately. A tornado has actually been sighted.

1. **Exit from your area IMMEDIATELY**, close the door and walk along designated routes to **STORM SAFE AREA** on a lower floor.
2. **Stay away from glass doors and windows.**

## **Relocation Sites**

The Early Learning ELC is building # 120 in the top left hand corner. The Gheens relocation site is building # 40 in the ELC of the map. The SAC relocation site is building # 16 on the right hand side of the map.