

**LaGrange Elementary
Leopard Spot
Youth Enrichment Program
500 W. Jefferson St.
LaGrange, Ky 40031**



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**Summer 2019
After-School 2019 - 2020
Parent/Student
HANDBOOK**

Parent/Student Handbook
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Children and Parents Rights
Pursuant To KRS 199.898

- (1) All children receiving child care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certifies 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, custodian, or guardians of these children specified in subsection (1) of this section shall have the following rights:**
 - a. The right to have access to their children at all time the child is in the care and access to their 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; 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; and**
 - d. 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 199.3896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.**

Effective 7/15/1998

**Division of Regulated Child Care, 275 E. Main Street, 6E-B, Frankfort, KY. 40601
502-564-7962**

LaGrange Elementary Leopard Spot Youth Enrichment Program

Philosophy

At the LaGrange Elementary Leopard Spot Youth Enrichment Program we believe all children can be successful leaders.

A wide variety of experiences are planned in order that each child has opportunities for success.

The program provides for the total child: His/Her particular needs within their social, emotional, physical, and mental development.

Social - To help the child:

1. Grow in ability to work and play with others.
Play is the work of children. Play allows children to learn. Learning is fun!
2. Respect personal property and rights of others.
3. Develop leadership skills and an attitude of kindness, cooperation, courtesy, empathy, and helpfulness toward others.
4. Become a responsible, caring, compassionate human being who respects diversity and who knows how to do the right thing when faced with difficult decisions.
5. Accept appropriate individual and social responsibility in their group.
6. Build problem-solving skills.

Emotional - To help the child:

1. Gradually mature in emotional responses and self-discipline.
2. Properly express emotional responses.
3. Become progressively independent.
4. Develop self-confidence.
5. Learn to read and react appropriately to social cues and facial expressions of others.

Mental - To help the child:

1. Develop a love for learning.
2. Develop critical thinking skills, draw conclusions, and experiment.
3. Broaden his/her range of interest.
4. Develop his/her language powers and self-expression.
5. Grow in an ability to concentrate.
6. Encourage creativity.
7. Improve his/her skills
8. Become a life-long learner

Physical - To help the child:

1. Participate in a variety of both fine and gross motor activities.
2. Participate in daily sustained physical activity.
3. Establish desirable health habits, including healthy eating habits.
4. Know and follow simple rules of safety.

LaGrange Elementary Leopard Spot is a pro-social program. Each day the schedule offers a wide variety of activities that include music, art, literature, physical education, and creative movement. Our curriculum also includes play. Through play, a child works his/her way into joy, and into a more mature capable person, ready for the next step in his/her growing development.

Center Policies

Hours of Operation: Leopard Spot Youth Enrichment Program is open from the time school is dismissed until 6:00 p.m., Monday through Friday on day's school is in session. The YEP is open, with prior registration, on days school is not in session from 7:00 a.m. until 6:00 p.m. Summer hours are also 7:00 a.m. - 6:00 p.m.

A charge of \$1.00 per child for every minute past 6:00 p.m. will be imposed and **due immediately**.

On snow days Leopard Spot opens at 8:00 a.m. and closes at 5:00 p.m.

A charge of \$1.00 per child for every minute past 5:00 p.m. will be imposed and **due immediately**.

*Continued tardiness in picking up children could result in dismissal from the program.

Eligibility: Children already enrolled as a student at LaGrange Elementary may enroll in Leopard Spot the summer before they start kindergarten through the summer after they complete the fifth grade. Every child must have proof of current insurance to participate in the Leopard Spot Youth Enrichment Program as an extracurricular activity of LaGrange Elementary.

Tuition Fees and Payment - Fees are subject to change with written notice.

***There is an annual non-refundable \$40.00 registration fee for each child enrolled in the program due at the beginning of each school year.

2019-2020 After-School Fees:

After-School Weekly \$65.00 per week 1st child

After-School Weekly \$45.00 per week each additional child in immediate family

For a daily contract there is a minimum of two days per week and the days must be specified.

After-School Daily Rate \$25.00 per day 1st child

After-School Daily Rate \$22.00 per day each additional child in immediate family

For days that school is not in session and Leopard Spot is open for children that are pre-registered. The full day rate is as follow;

Full Day Rate \$40.00 per day 1st child

Full Day Rate \$35.00 per day each additional child in immediate family

2019 Summer Fees:

Summer Enrichment Fee \$185.00 per child (non-refundable)

Summer Weekly Fee \$110.00 per week 1st child

Summer Weekly Fee \$90.00 per week each additional child in immediate family

Summer Daily Fee \$40.00 per day 1st child

Summer Daily Fee \$35.00 per day each additional child in immediate family

There is a charge of \$ 25.00 on all returned checks. After a second returned check we will only accept cash or automatic withdrawal from parent/guardians bank account.

Leopard Spot is now capable of accepting debit cards, Master Card or Visa credit cards or on-line payments through Tuition Express as well as cash, checks, or money orders.

Tuition is to be paid each Friday for the upcoming week on a continuous basis until the child is withdrawn from the program. Fees not paid by 6:00 p.m. on Tuesday of any week will result in the assessment of a \$5.00 late payment charge.

Note: If there is no payment by the end of the week, the child may not return to the program until the account is paid in full.

****There is no refund for daily absences.****

There is no reduction for holidays. Oldham County Board of Education will make decisions as to which holidays Leopard Spot will be closed and parents will be notified in advance.

Vacation Policy: During the summer two weeks of tuition free vacation are permitted annually with two weeks prior written notification. The days may not be spread out to equal the two weeks.

Withdrawal: Leopard Spot requires two weeks' notice of the child's permanent withdrawal from the program. If the child is withdrawn from the program and then re-enters the program, the registration fee must be paid again.

****The program reserves the right to remove a child from the program if the child or parent/guardian is unable to adjust and function within the program.**

Snacks: Leopard Spot serves a morning and afternoon snack that meet USDA federal food guidelines on full days. Children must bring a ready to eat lunch, a drink and eating utensils on any full days. The lunch must meet USDA federal food guidelines or Leopard Spot will supplement the lunch and charge the parent accordingly. Beginning Monday, June 10, 2019 through Friday, August 1, 2019, Oldham County Schools Food Service Program will begin serving breakfast at 8:30 a.m. and lunch at 12:00 p.m. at no charge to the parents or guardians. This is part of the federally funded Summer Feeding Program. **Parents/Guardians must send a ready-to-eat lunch, a drink and eating utensils the first and last week of the 2019 summer program.**

During operation of the after-school program Leopard Spot serves an afternoon snack that meets the USDA child meal pattern at no extra charge and in accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

To file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at US Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., SW, Washington, D.C.20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136 (Spanish).

Clothing: Due to safety concerns all children need **tennis shoes every day** for physical activity either in the gym or outside.

All children need weather appropriate clothing as we go outside every day unless it is too cold, too wet, too hot or the pollution index is considered dangerous. To avoid confusion, all clothing should be clearly labeled with the child's name. **Children must adhere to the school dress code.**

Transportation: Leopard Spot provides transportation using Oldham County school buses and drivers for scheduled field trips.

Quiet Time: Children are permitted to rest when they feel the need. On full days there is a regularly scheduled period of quiet time after lunch.

Play: Play is a vital part of a child's growth and learning experiences. Children will be taken outside each day except when it's too cold, too wet, too hot or the pollution index is considered dangerous. When your child's class goes outside, everyone goes outside. If for some reason you feel your child must not be outside, please discuss this with the Director.

Homework Policy: In the after-school program Leopard Spot has time set aside for students in each group to complete homework. Leopard Spot staff do not tutor one on one, do not reteach what was taught in class that day nor do we require homework completion. Students that decline to do their homework are asked to read quietly until everyone that is working finishes or the specified homework time is over. Students are not permitted to play during homework time, but ultimately, homework completion is the parent's responsibility and we do not allow it to cause discordance at Leopard Spot.

Field Trips: Field trips are occasionally scheduled on full days that school is not in session as well as periodically throughout the summer. You will be informed when you register for any full day if there is a scheduled field trip and the amount of the field trip fee. Summer field trip forms are distributed at the beginning of summer and those fees are included in the summer enrichment fee. During the summer every child must have their Leopard Spot Field Trip Shirt in order to attend Leopard Spot on any field trip day as no staff remain behind at school

Swimming: Weather permitting Leopard Spot swims every week during the summer. Your child needs a towel, a change of clothes, a swim suit, their Leopard Spot swim shirt and a bag to keep everything together. Children **MUST** have their Leopard Spot Swim Shirt in order to attend Leopard Spot on any swim day as no staff remain behind at school.

Parent Volunteers or Chaperones: If you are interested in chaperoning a field trip or volunteering in any capacity that puts you in direct contact with children please let the director know right away as we are now required to have a Criminal Record Check (CRC) on all parents that directly interact with the children. The fee of \$10.00 per person must be paid by the parent/guardian before we can submit the CRC request. Once you receive your background check it is good for five years in any Oldham County public school.

Immunization: Each child is required to have a current up-to-date immunization certificate in order to enroll in the program. Updated certificates should be provided to the program as a child receives further immunizations.

Toys: Children should be discouraged from bringing personal toys, books and electronic devices to the program, which may promote a conflict with other children. The program cannot be responsible for personal items, which may be damaged, lost, or stolen. It may be necessary for the teacher to remove items from the child's possession until the end of the day. Please be supportive of staff when such decisions are made.

Discipline: The goal of Leopard Spot is to teach children self-discipline. The guidance techniques used are on the developmental level of the child and include: positive reinforcement, redirection, time-out, and helping the children solve their own problems. Children are made aware of expectations through the consistent use of clearly defined limits. No physical or harsh verbal discipline will be used. Physical discipline such as spanking is not permitted by staff or parents on the school's property.

A child's behavior that causes a physical safety issue to themselves or others, as well as bullying and/or physical aggression against another student or staff person will not be tolerated.

1st Offense - 1 day Leopard Spot in school suspension from the group.

2nd Offense - 1 day Leopard Spot suspension. No reduction in fees - weekly fee stays the same.

3rd Offense - 2 day Leopard Spot suspension. No reduction in fees - weekly fee stays the same.

4th Offense - 1 week Leopard Spot suspension. No fee for the week. Re-entry meeting w/Principal & Director.

5th Offense - Expulsion from the Leopard Spot Youth Enrichment Program.

Communication: Leopard Spot considers it essential for the home and program to work as partners to encourage the maximum growth in all areas of your child's development. If there are concerns, we will be happy to schedule a conference with you as we would prefer to discuss issues in private and not in front of the children or other parents.

Arrival and Departure: On full days and during the summer children may arrive as early as 7:00 a.m. and stay as late as 6:00 p.m. We recommend arrival by 8:30 a.m. in the summer in order for your child to eat breakfast. Children arrive at Leopard Spot when school is dismissed at 2:20 p.m. and must be picked-up by 6:00 p.m. on days school is in session. Leopard Spot opens at 8:00 a.m. and closes at 5:00 p.m. on snow days. A late pick-up charge of \$1.00 per child for every minute past 6:00 p.m. will be imposed and due immediately. Continued tardiness in picking up children could result in dismissal from the program.

A responsible adult must always escort the children into and out of the building, sign them in when they arrive and out when they pick them up.

A parent or an authorized adult must pick up each child. No child should be removed from the building without teaching staff being made aware of the child's departure. The program must be notified in advance if someone other than the parent will be picking up the child. A person, who is not known at the program, will be required to show a drivers license or photo ID for identification and must be listed on the child's registration form as being an authorized alternative. No child will be released to an unauthorized adult.

Health and attendance policies: Your child's safety and well-being is important to everyone. In order to keep illness to a minimum, please take note of the following information.

Children should **remain at home if they exhibit any of the following symptoms:**

- ❖ **A fever (may return to care when child has been fever free for 24 hours)**
- ❖ **Acute cold, coughing, sneezing, and/or runny nose**
- ❖ **Sore throat**
- ❖ **Earache**
- ❖ **Skin eruptions or rashes**
- ❖ **Nausea and/or vomiting**
- ❖ **Headache**
- ❖ **Diarrhea**

Please notify the program if your child or family member contracts any communicable diseases.

Disease	Incubation Period	Return to Program
Chicken Pox	7-21 days	When all pox marks are scabbed over
German Measles	14-28 days	One day after rash completely disappears
Pink Eye		When eyes are free from discharge
Impetigo	2-5 days	When child is under doctor's care
Head Lice		When child has been checked in school office and is nit free

Accidents or emergencies: In case of a serious accident, your child will be given first aid and you will be notified. If it is a life-threatening incident, proper emergency procedures will be followed. Your child's registration form should be **UP TO DATE AT ALL TIMES** including the physician's name, phone number and hospital of preference. Please be sure you have completed the emergency medical treatment portion of your child's registration form. Up to date contact information for both parents as well as an alternate contact person is vital.

Illness: Children with any form of illness should remain at home. If a child arrives at the program with a fever, the parent will not be permitted to leave the child. A child may return to the program when they have been fever free for at least 24 hours. When a child becomes ill at the program, the parent will be requested to pick up their child within one hour of being notified. A parent will be asked to pick up their child with a temperature of 100* or higher, that is vomiting or that feels so unwell they are unable to participate in the regularly scheduled activities.

Medication: The program will NOT dispense over the counter medication without a Doctor's note. The program will dispense medication prescribed by a physician under the following conditions: Parent/guardian must fill out, sign and date a medication authorization form every day they want their child to receive medication.

Medication must be in the original container with explicit instructions about dispensing the medication. Medication will not be given to a child if the expiration date on the container has passed.

Custody Dispute Policy: Children will only be released to adults listed on the registration form. In case of a custody dispute, the program staff will not undertake the decision of legal and physical custody of a child, but will rely on the information provided by the enrolling parent. Copies of legal documents regarding custody will be maintained in the child's file.

Fire, tornado, and earthquake: Each month the program will participate in a fire drill to familiarize children and staff with proper exit procedures. Quarterly tornado and earthquake drills will be held as well. In the event of a Tornado Warning, it is safer for both parents and children to remain where they are at the time of the alert. The program has established safe places within the building for all children to go to in the event of such an emergency.

Emergency Evacuation Plan

In the event of complete evacuation of Leopard Spot and the surrounding area, the designated relocation site is Oldham County High School at 1150 N. Hwy 393, Buckner, KY 40010.

The procedure for notifying parents of the relocation is use of the "Infinite Campus" parent notification system using the telephone numbers and email addresses supplied by parents at registration.

Each staff person is responsible for a particular group of children and carries a clipboard with a current attendance sheet as well as emergency contact and medical information for each child in their group.

Each staff person practices monthly on a continuing basis with their group of children how to get out of the building regardless of where they are located in the building at the time. All staff have been trained in first aid and CPR.

Coordination with local management officials includes sending a copy of the evacuation plan to the Emergency Management Association at Oldham County Dispatch.

Staff will familiarize themselves with the written evacuation plan annually at the first staff meeting of the school year.

The evacuation plan will be updated by December 31 every year. A copy of the updated plan will be retained at Leopard Spot, a copy will be provided to appropriate local emergency management officials and parents/guardians of children enrolled in the program.

Right of Dismissal: Leopard Spot reserves the right to dismiss a child due to non-compliance of the policies by the child or parent. The child will be dismissed with two weeks notice. In extreme circumstances immediate dismissal will be implemented at the discretion of the principal. The program always reserves the right to dismiss a child if circumstances warrant.

Licensing: Leopard Spot is licensed by the Kentucky Cabinet of Health and Family Services and also participates in the KY ALL STARS quality enhancement initiative program. Leopard Spot is inspected annually by the Kentucky Cabinet for Health and Family Services as well as the Oldham County Health Department and the state Fire Marshall's office. We are currently licensed for 150 children.

Schedule: Daily schedules will be posted in each classroom.

Characteristics of an appropriate schedule may include:

- A schedule that is flexible and adaptable and is changed to meet the individual needs of the child
- A schedule that is unhurried, allowing the child to enjoy daily routine experiences
- A schedule allowing sufficient time for routines, play and transitions.
- A schedule that balances active and quiet times
- A schedule allowing children to play alone, with supervision
- A schedule that allows children the small group experience of 2-3 children
- A schedule allowing children in full day programs to go outside twice a day when weather permits.

Sample Full Day Schedule

This is a sample schedule. Actual schedules vary by age group and class.

Sessions include Math/Science; Reading/Writing; Social Studies/Multi-Cultural Studies; Arts & Humanities

7:00 - 8:30	Centers, (free choice)
8:30 - 9:00	Clean-up, wash hands, breakfast
9:00 - 9:30	Aerobics, yoga, or sustained physical activity
9:30 - 10:00	Morning meeting
10:00 - 11:00	Session 1
11:00 - 12:00	Session 2
12:00 - 12:30	Clean-up, wash hands, lunch
12:30 - 1:00	Quiet time
1:00 - 2:00	Session 3
2:00 - 3:00	Session 4
3:00 - 3:30	Clean-up, wash hands, afternoon snack
3:30 - 4:30	Outside (Red & Green groups) Centers (Yellow & Blue groups)
4:30 - 5:30	Outside (Yellow & Blue groups) Centers (Red & Green groups)
5:30 - 6:00	Large Group Activity

Parents/Guardians agree to the following:

1. The registration fee is due with the contract and is non-refundable.
2. The summer enrichment fee is due with the summer contract and is non-refundable.
3. All fees are the responsibility of the parent/guardian signing the contract.
4. Fees are due and payable even if the child misses due to illness, death in the family or other reasons. (*State license requirements demand that programs are staffed based on the number of children registered to attend*).
5. Weekly fees are due each Friday for the upcoming week of care. If tuition is not paid by 6:00 p.m. on Tuesday a \$5.00 late payment fee will be assessed. If payment is not received by Friday the child will no longer be permitted to attend the Leopard Spot program until the account is paid in full and provided a spot is still available.
6. There will be a \$25.00 charge on each returned check. More than two returned checks will require cash payments or automatic bank withdrawals only.
7. Regular full-time after-school contract fees will be adjusted to the part-time daily rate if school is closed (weather or emergency closing) for more than three days in one week and the child does not attend the YEP on those days.
8. Parents/guardians are responsible for payment of regular fees for all scheduled holidays and snow day school cancellations unless the Youth Enrichment Program is closed on three days during the same week, or school is closed for three days during the same week and the child does not attend the YEP, in which case the daily rates will apply. Oldham County Board of Education will make the decision as to which holidays Leopard Spot will be closed and parents will be notified in advance.
9. Parents/guardians whose children do not attend the YEP during any one or all of the following weeks of the year will not be responsible for payment for the week(s) that their children are not in attendance if the parent notifies the Director in writing, two-weeks in advance that the child will not be attending:
 - October Break
 - Christmas Break
 - Spring Break
 - Thanksgiving week

To be released from responsibility for payment for any one or more of the above breaks, the child may not attend any days in that break.
10. During the summer you must give written two-weeks' notice of family vacation plans in order to be relieved of responsibility for payment of the YEP fee for up to two weeks of vacation. You may not combine individual days off over the summer to equal two weeks.
11. Leopard Spot closes each day at 6:00 PM. A late charge of \$1.00 per child for every minute past 6:00 PM will be assessed except for snow days when the program closes at 5:00 PM and the fee will be assessed for that time.
12. Parents must provide two-week written notice to the Director before removing their child permanently from the program. If a parent does not provide a two-week notice, they will be charged the regular rate for the two weeks, whether the child attends the YEP or not.
 - ✓ I understand there are new policies and procedures in this Leopard Spot Parent Handbook.
 - ✓ I understand emergency evacuation procedures are listed inside this Leopard Spot Parent Handbook and I have read and understand them.
 - ✓ I have read the Leopard Spot Parent Handbook and agree to abide by all of the policies and procedures stated within.

Parent/Guardian Signature: (Extra copy provided to be signed and returned) Date: _____