

The Tot Spot, LLC
PARENT HANDBOOK



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Crestwood Location

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This handbook is intended to familiarize families with current policy, practices and standards of The Tot Spot at Crestwood, LLC. Electronic copies (PDF) of the handbook are available on our website at www.thetotspotky.com. Print copies are available upon request. The Tot Spot reserves the right to revise its policies, practices and standards at any time. Families will be notified of updates to the handbook.

HISTORY

The Tot Spot at Crestwood, LLC, Child Care and Learning Center (The Tot Spot)¹ is a family run program established in 2021. The Tot Spot tentatively plans to initially open the doors to its custom-designed modern learning center in March 2022, with six classrooms filled with children from ages six weeks to five years of age. The Tot Spot plans to launch a part-time preschool/Pre-K program in the Fall of 2022.

MISSION STATEMENT

At The Tot Spot, we believe in the value and uniqueness of each child we serve. Our program is designed to promote each child's own individual social, emotional, physical, and cognitive development.

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner. We succeed only when we meet and exceed the expectations of our parents and children.

PHILOSOPHY

Our program is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is safe, stimulating and encouraging. We believe in the value of human diversity and the fair treatment of all people. We envision learning as a continuum that embraces individual needs, beginning at birth and continuing throughout life. The following principles are excerpted from the *Kentucky Early Childhood Standards* and serve as the foundation for our curriculum.

- **Social-Emotional Experiences and Relationships.** Social-emotional experiences and relationships are the foundation for child development.
- **Early Care, Intervention, and Education Programs.** Early care, intervention, and education program experiences that match the child's knowledge and skill level, yet are somewhat challenging, help a child develop positive attitudes and at the same time promote the acquisition of new learning.
- **Developmental Domains.** Learning in each development area is interconnected. Development in one domain (motor, social-emotional, cognitive, communication) can limit or facilitate development in others.
- **Individual Development Needs.** Each child is a unique person with an individual personality, learning style and experiential background.
- **Cultural Needs.** The family, care and educational settings, and society all have an equal impact on a child's development. A child's culture impacts and shapes individual development.
- **Quality of Early Care and Education Programs.** High quality early care, intervention, and education programs are the foundation for an expectation of high level outcomes for young children.

We believe all children have the right to feel good about themselves and it is the responsibility of all teachers to nurture the child's self esteem. Loving, trusting, and respecting each child enables

that child to love, trust, and respect others. It is important to meet each child's needs for physical, social, emotional and intellectual growth by providing diverse experiences in a supportive environment. Children deserve to have teachers who are capable, caring, and whose values enable them to be excellent role models. Our educational and guidance decisions must be based on our knowledge of child development.

GENERAL CENTER INFORMATION

Administration

| | |
|---|--|
| <p>Owner: Heather E. Rochet, JD, LL.M. HeatherRochet@thetotspotky.com Office: (502) 742-9149 Cell: (502) 640-0974</p> | <p>Director: Andrew D. Rochet drewrochet@thetotspotky.com Office: (502) 742-9149 Cell: (502) 377-6955</p> |
|---|--|

Hours of Operation

The Tot Spot is open Monday through Friday from 7am to 5:30pm. The center is closed for the following holidays:

| | |
|--|---|
| <p><i>New Year's Day</i> <i>Presidents' Day (In-Service Training)</i> <i>Memorial Day</i> <i>Independence Day</i></p> | <p><i>Labor Day</i> <i>Veterans' Day (In-Service Training)</i> <i>Thanksgiving/Black Friday (2 days)</i> <i>Christmas Eve/Christmas (2 days)</i></p> |
|--|---|

Programs

Full-time Programs

The following 6 full-time childcare programs are offered at The Tot Spot:

- | | | |
|-------------------|----------------------------|-------------|
| ● Infants | 6 weeks to crawling | 10 children |
| ● Crawlers | Crawling to approx. 18 mos | 10 children |
| ● Toddlers | 18mos to approximately 2 | 12 children |
| ● Transition (2s) | 2 to potty trained | 20 children |
| ● Preschool (3) | 3 years old | 12 children |
| ● Pre-K (4) | 4 years old | 12 children |

Part-Time Programs

The Tot Spot plans to launch a part-time Preschool program and a part-time Pre-K program in Fall 2022. The tentative part-time program is as follows and will follow the Oldham County School calendar:

| <u>Part-time Program</u> | <u>Age</u> | <u>Days</u> | <u>Times</u> | <u>Spots</u> |
|---------------------------------|-------------------|--------------------|---------------------|---------------------|
| ● PreSchool Morning | Age 3 by August 1 | T/TH | 9a-12p | 12 |
| ● Preschool Afternoon | Age 3 by August 1 | T/TH | 1p-4p | 12 |

- Pre-Kindergarten Morning Age 4 by August 1 M/W/F 9a-12p 14
- Pre-Kindergarten Afternoon Age 4 by August 1 M/W/F 1p-4p 14

Tuition Rates*

Tuition Rates** - As of 2/1/2022

| FULL-TIME PROGRAM | | |
|--|------------------|---------------------|
| Program | Rate (per week) | Sibling Discount*** |
| Infants/Toddlers | \$259 | 10% (\$233) |
| Transition (2s) | \$252 | 10% (\$227) |
| Preschool/Pre-K | \$242 | 10% (\$218) |
| PART-TIME PRESCHOOL PROGRAM | | |
| Part-Time Program | Rate (per month) | Sibling Discount** |
| Preschool (Age 3) TTH 9a-12p or 1p-4p | \$207 | 5% (\$197) |
| Pre-K (Age 4) MWF 9a-12p or 1p-4p | \$287 | 5% (\$ 273) |

*Additional information listed in Fees & Billing Policy section below

**Tuition is due by Friday at 5p for the upcoming week

***Sibling discount applied to youngest child's tuition

Ratios

At The Tot Spot, we maintain the following staff-to-child ratios at all times in our classrooms:

| <u>Age of Child</u> | <u>Minimum Ratio of Staff to Children</u> |
|---------------------|---|
| 6 weeks to 1 | 1 teacher for every 5 children |
| 1-2 years | 1 teacher for every 6 children |
| 2 years | 1 teacher for every 10 children |
| 3 years | 1 teacher for every 12 children |
| 4 years | 1 teacher for every 14 children |

Licensure

The Tot Spot is a private program seeking licensure to serve approximately 90 children by the
[The Tot Spot Parent Handbook Rev. 2.17.22](#)

Kentucky Division of Regulated Child Care. A copy of the Kentucky licensing rules is available on the web at <https://apps.legislature.ky.gov/law/kar/TITLE922.HTM>.

KY ALL STARS

The Tot Spot will be a participant in the Kentucky ALL STARS quality rating and improvement system.

Weather-Related Conditions

The Tot Spot will remain open during inclement weather. The Director, Owner, and/or Staff-in-charge will monitor the weather and local news stations to determine when it is appropriate to close the center early or cancel care for the following day.

In the event that The Tot Spot closes early or cancels care for the following day, parents will be notified via Brightwheel, email, and the center Facebook page. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home. Families will still be charged during weather closings.

Registration & Enrollment

Registration Fees

Initial Registration Fee. A non-refundable registration fee of \$125 per child is required to initially register and reserve your child’s spot at The Tot Spot. If a spot is not available, your child will be placed on the center’s waitlist.

Annual Registration Fee. A non-refundable annual registration fee of \$125 is due every year on August 1st.

Waitlist

Enrollment is based on the center’s availability. A waiting list is maintained from which classroom vacancies are filled. Priority will be given to siblings of children currently enrolled in our program.

Enrollment Procedures.

The following documents must be completed and returned before care begins:

| Item Checklist Needed Before Care Begins |
|---|
| Signed Contract |
| Signed Parent Handbook Agreement |
| Child Profile |

| |
|---|
| Health Appraisal |
| Immunization Record |
| Food Policy Agreement |
| Copy of Driver's License |
| Enrollment (Initial Registration) Fee |
| Non-Refundable Deposit (one week of care) |

Enrollment Record Audit

The Tot Spot completes an audit of enrollment records annually in the Fall. At the conclusion of this audit, families will be notified if anything needs to be updated. Some forms must be updated every year, including the Emergency Contact and Medical Consent form. Most forms may be completed electronically; if you wish to receive a PDF version of the enrollment forms, please provide your email address to the Director, Owner, and/or Staff-in-charge.

Other records must be updated throughout the year, such as physicals and immunization records. When visiting your child's physician for a yearly "well-child" appointment, please request a copy of your child's physical and most recent immunization record. You may bring these items in yourself, or have your physician email them directly to the center.

In addition, any time a family's information changes such as address, place of employment or health insurance provider, a new Emergency Contact and Medical Consent form must be completed.

PRIVACY & SECURITY

Confidentiality

Confidentiality is a top priority for The Tot Spot. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families.

Video Surveillance

To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our facility, The Tot Spot is equipped with a 24-hour video surveillance system. The cameras allow our Owner/Director to better monitor the entire facility and supervise/observe staffs' interactions with children and with other staff members effectively. Security cameras have been installed in our classrooms, hallways, outdoor play areas and lobby. We may conduct video surveillance of any portion of our premises at any time, the only exceptions being private areas of restrooms.

Because we respect the privacy of all children, parents, and staff in our center, our 24-hour surveillance system/security cameras are **for internal purposes only.**

CURRICULUM

The curriculum at The Tot Spot includes child-initiated and teacher-directed activities and experiences that support and enrich the child's development physically, emotionally, socially, and cognitively. The Tot Spot uses the Creative Curriculum® for Infants, Toddlers and Twos and the Creative Curriculum® for Preschool as guides for planning the curriculum in each of its program rooms. Each classroom has weekly lesson plans posted in the classroom. These plans contain a number of activities, designed to foster each child's development, and the development of the group as a whole. Lesson plans may be changed in order to accommodate the children's changing interests.

Each classroom is set-up in centers, which include art, music, blocks (math or numbers), dramatic play, reading, science, tactile or sensory activities, and multi-cultural exposure. Outdoor play is important to a child's physical development and is included in the daily schedule. Self-selection or "free-play" is a daily part of the curriculum and means a child has the opportunity to choose the center or activity in which he/she participates. This promotes creative expression and development of important social skills.

Assessments

The Teaching Strategies GOLD™ is the assessment tool used to evaluate and track each child's individual development during their time at The Tot Spot. It is an on-going assessment system, meaning that teachers are continually watching, observing, and documenting each child's development. The same tool is used from birth through kindergarten, to allow a more complete picture of your child's development. By tracking a child's development, our teachers are able to plan activities that are appropriate for each child's developmental abilities.

Parent-Teacher Conferences

Parent-teacher conferences will be held at least once per year or each time your child transitions classrooms. The goal of the parent-teacher conference is to gain insight into your child's development both in the center setting as well as the home setting. During conferences, your child's development and any goals you may have for your child will be discussed. Parents are encouraged to request conferences whenever they feel it necessary.

Assessment Portfolios

A permanent assessment portfolio will be kept for each child, and passed to the next teacher when a child transitions. Assessment portfolios will contain a variety of items, including photographs,

examples of artwork, assessment profiles, and parent-teacher conference forms. Portfolios may be periodically taken home by families but should be returned promptly. When a child leaves The Tot Spot, the assessment portfolio will be given to the family.

DAILY SCHEDULES & ACTIVITIES

The classroom teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children **thrive** on consistency! Routines will be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

Play

Free Play

“Free-play” (also called child-initiated activities, free choice, self-selection) activities are incorporated into the morning and afternoon schedule. During free-play, teachers actively participate with the children by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free-play is another opportunity for a child to grow socially and cognitively through the development of relationships.

Outdoor Play

Outdoor play is incorporated into the daily schedule. There is less structure in an outdoor learning environment; however, staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children are able to choose their friends and who to interact with.

Children will go outside year-round, including during winter. Outdoor activity will be restricted based upon temperature, weather conditions, or weather alerts, advisories, and warnings issued by the National Weather Service. Our teachers refer to the *Child Care Weather Watch* Resource provided by ChildCare Aware of Kentucky to determine if it is too hot or cold to play outdoors.

It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions (e.g., coat, hat, boots, gloves, etc.). **Please clearly label all articles of clothing with your child's name.** The Tot Spot has a few extra hats and mittens, but not enough for every child. If a child is not dressed appropriately for the weather, he or she may have to remain inside. Please ask your child's teacher if you have any questions about weather-appropriate clothing.

Weapons/Violent Play

There is a strict policy of allowing no weapon play at The Tot Spot. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection will be used when a child is engaging in weapon or violent play. If a child brings a weapon to The Tot Spot, the weapon will be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

Nap/Rest Time

The Kentucky Division of Regulated Child Care requires that all non school-age children in care for more than four hours be provided with rest time. Children will not be forced to sleep but will be encouraged to lie quietly for a period of time. For children who do not fall asleep, quiet activities will be provided. Rest time shall not exceed two hours for a preschool age child. Children will be provided alternative quiet activities if unable to rest.

Children are encouraged to bring a familiar item from home to use during nap/rest time, such as a small blanket or stuffed animal. These items will be stored in your child's cubby or on his/her cot or mat. There is limited space for storage of such items. Please take this into consideration when deciding which item to bring. All items should be clearly labeled with your child's name, as all class laundry is washed weekly.

Infants in Cribs. Loose bedding (such as blankets), toys and other items are not permitted in a crib. An infant may have a pacifier while in a crib.

Meals & Snacks

At The Tot Spot, children are provided with nutritious morning and afternoon snacks. Snacks meet the national standards established by the Child Care Food Program of the USDA. Mid-morning snacks start at approximately 9:30 am. Mid-afternoon snacks are served following naptime at 3pm.

Lunch must be provided by the parent/guardian at this time. Formula must be provided by the parent/guardian. Meals must be prepared in advance and ready to eat. Grapes should be cut,

oranges peeled or cut, etc. Any outside food brought into the center from home must be labeled with the child's name and dated daily.

Food Allergies

Based on the needs of the children in each classroom, the center may be peanut/egg free. Please contact the center for further information. In the case the center is peanut/egg free, no foods containing, or processed in a facility with peanuts/eggs, are allowed in the center. Children are welcome to bring in special treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging. A list of healthy snack options approved by the USDA is available from the Director and/or Assistant Director.

Food Allergy Action Plan

If your child has a food allergy, please complete a Food Allergy Action Plan form, available on the website or in the office. This form will be posted in your child's room, as well as in food preparation areas. If medication for an allergic reaction is provided, please have your physician sign the Food Allergy Action Plan as well.

Multimedia (Electronic Viewing/Listening Devices)

The use of electronic viewing and listening devices in our program is an educational tool and extension of the teaching and learning that takes place in our classrooms. Teachers may select movie, television, and computer/tablet game titles based upon weekly themes. The viewing or listening activity will be designated on the daily lesson plan. All multimedia must have a rating of "PG" or "E" and must possess an educational theme. Viewing or listening is limited to two (2) hours per day. Background music during nap is not considered in the two (2) hour individualized listening or viewing time.

INFANT/TODDLER/TWO YEAR OLD PROGRAM INFORMATION

Required Personal Supplies

The following information is specific to the infant, toddler, and two year old program rooms:

- Parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, blankets, and stuffed toys for rest time. Please label all items with the child's name. Blankets, toys, and other items are not permitted in cribs.
- Infants may use pacifiers during rest time. To reduce the likelihood of spreading illness, pacifiers must be kept in a child's cubby or diaper bag during all other times of the day.
- If you are breastfeeding, please discuss with your child's teacher when your child should be

fed breast milk.

- Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time.
- We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before. Please inform your child's teachers of any new foods your child has tried.

Infant Sleeping

SIDS. Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS, however several sleeping practices have been linked to an increased risk for SIDS. Therefore, The Tot Spot has a strict policy for infant sleep placement.

All infants less than one year will be placed on their back to sleep.

Infants will not be allowed to sleep in a car seat or swing for a period of longer than 15 minutes.

Once a child has been placed in his or her crib for a nap, if the infant rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. NO blankets, stuffed toys or pillows will be placed in a crib. If an alternate sleeping position is required, a request must be accompanied by a waiver signed and dated by a healthcare professional indicating the recommended position and additional instructions.

CLOTHING & ITEMS FROM HOME

Play Clothes

Please send your child to The Tot Spot in comfortable play clothes and shoes. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum. We expect all children to be dressed appropriately for both indoor and outdoor activities.

All children occasionally get their clothes wet and have toileting accidents. Whenever this occurs, the child will be changed into an extra set of clothing provided by the family. A complete change of clothing, including underwear, shall be kept at school and replenished as needed. Due to health reasons, if a child soils their underwear, it may be thrown away. Please be sure to clearly label all items of clothing. Let the teacher know whenever your child's clothing or other items cannot be located.

Items from Home

Toys, stuffed animals, or other items from home may help your child feel more comfortable at school from time to time. However, it is often difficult for young children to share their special “treasures” with classmates. We ask that all items brought to The Tot Spot from home be placed in your child’s cubby upon arrival. Please clearly label all belongings brought from home. It is recommended that items of value, such as tablets or handheld gaming systems be left at home, due to the risk of damage or theft. The Tot Spot is not responsible for lost, stolen or damaged items.

ARRIVAL & DEPARTURE

Arrival

Check In. Parents are required to accompany their child into the center and into their child’s classroom. Parents will check in their child digitally via the Brightwheel kiosk in the lobby of the center before taking their child to the classroom. Parents should also speak with the teacher in the classroom, if only briefly. We encourage parents to communicate with their child’s teacher about their child’s temperament that particular day, how he/she slept the night before, whether he/she has eaten that morning, etc.

Most children go through periods of difficulty with separating from their parent(s). This is common and developmentally appropriate. Try these tips for a successful drop-off:

- **Establish a regular, predictable routine.** Whether you have a kiss and a hug and go, or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for children is the uncertainty. If your child can predict what will happen, the separation won’t be as difficult.
- **Separate once.** If you come back into the classroom again and again, it will increase your child’s stress. Remember the moment of separation is the worst part for your child, so doing it more than once makes it more stressful for your child.
- **Be reliable.** Return when promised. Children who are picked up later than expected may have more difficulties separating. Phrase time in terms your child will understand. For example, you will be back after snack time or before nap time.

Departure

The Tot Spot closes at 5:30 pm Monday through Friday. If you will be late picking up your child, please provide us with as much notice as possible. Please note that there is a late fee for arriving after 5:30pm. If someone we are not familiar with is to pick up your child, it is essential that you inform your child’s teacher in advance of the pick-up. This person must be listed as an authorized person on the Emergency Contact and Parent Consent form. Remind the authorized person that they may be asked for identification such as a driver’s license to ensure your child’s safety. Even if the individual has picked up before, he or she may still need identification if the teacher in charge has never met him or her.

Check Out. Parents will check out their child digitally via the Brightwheel kiosk in the child’s classroom. Be sure to say good-bye to your child’s teachers so they know you are leaving. Once you have reunited with your child and are departing, The Tot Spot is no longer responsible for your child.

For safety reasons, please do not let your child run ahead of you inside or outside of the building.

If parents do not arrive to pick up their child from the program, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact and Medical Consent form. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, the Director, Owner, and/or Staff-in-charge will be notified and they will then notify the Kentucky Department of Community Based Services and/or the Oldham County Police Department.

Attendance

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom as a whole. If your child will be absent, please **call the center by 9:00am** so your child's teacher may make accommodations to the lesson plan.

If your child will be absent for an extended period of time (more than 2-3 days), the center must be notified in writing of the date the absence begins and the expected date your child will return. Enrollment will be terminated if a child is absent for a period of 2 weeks or more, and no notice has been received or contact made by the family.

HEALTH & SAFETY POLICIES

Illness

Our first priority at The Tot Spot is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- **Fever** of 100.4 or greater, until 24 hours symptom free without fever reducing medication
- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- **Diarrhea** (not associated with diet changes or medications; multiple loose or watery instances within an hour; or accompanied with fever and or vomiting) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed healthcare professional.
- Blood in stools not explainable by dietary change, medication, or hard stools
- **Vomiting** (One instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/ symptoms of illness
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious
- Rash until a physician determines that these symptoms do not indicate a communicable disease
- **Pink eye** (conjunctivitis) until after treatment has been initiated for 24 hours

- **Scabies**, until after treatment has been completed
- **Tuberculosis**, until a health care provider states that the child is on appropriate therapy and can attend child care
- **Impetigo**, until 24 hours after treatment has been initiated
- **Strep throat**, until 24 hours after initial antibiotic treatment and cessation of fever
- **Chicken pox**, until all sores have dried and crusted (usually 6 days)
- **Hand Foot and Mouth** sores have dried and crusted and no fever
- **Pertussis**, until 5 days of appropriate antibiotic treatment has been completed
- **Mumps**, until 9 days after onset of symptoms
- **Hepatitis A virus**, until 1 week after onset of illness
- **Measles**, until 4 days after onset of rash
- **Rubella**, until 6 days after onset of rash
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion
- **Herpes simplex**, with uncontrollable drooling

A child who becomes ill while at The Tot Spot must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible.

The Tot Spot reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed healthcare professional stating that the child is not contagious.

Please contact The Tot Spot by 9:00AM whenever your child is ill.

Notice of Exposure & Reporting Disease

If your child is exposed to a communicable disease, a notice will be sent via Brightwheel. Additionally, families who have provided an email address will receive email notification of the illness. If your child or anyone in your household becomes ill with a communicable disease, please notify the Director, Owner, or Staff-in-charge immediately.

In the event a child is reported to have a communicable disease, the Director, Owner, or Staff-in-charge will notify the health department.

Hand Washing

Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcares such as the flu, diarrhea, and pink eye. Parents are encouraged to assist their child in the hand washing process upon arrival. Other times your child (and staff members) will be expected to wash their hands:

- Upon arrival at the center or when changing classrooms
- After **each** diaper change or using the toilet
- Before and after meal times

- Before and after administering medication
- After handling bodily fluids (mucus, blood vomit)
- After outdoor or indoor play time
- After handling pets and other animals
- After cleaning or handling garbage

Warm, running water and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry. A disposable paper towel should be used to dry hands and turn off the faucet. Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well.

Medications

Prescription and over-the-counter medications, including diaper cream, must be given to a staff member in the original container, clearly labeled with the child's full name and birth date. The Tot Spot staff will not administer any medication without a signed Medication Authorization Form. Forms can be obtained from your child's teacher or from the Director, Owner, and/or Staff-in-charge.

All medications will be stored securely and only administered by the Director or Staff-in-charge.

Prescription medications will only be given if a doctor's note is provided with a beginning and end date. A medical authorization form must also be filled out and signed by a parent or guardian. Prescription medication will only be given at the center if they are not able to be given at home. (ex. Twice daily can be administered at home. Three times per day requires a middle of the day dose and can be given at the center.)

Over the counter medications will only be given for special circumstances, with a doctor's note that has a beginning and end date.

Physicals & Immunization Records

Each child must have a current physical and immunization record on file at The Tot Spot. The physical on file must be updated at least annually; immunization records must be updated whenever a new immunization is received. Updated immunization records and physicals may be emailed to The Tot Spot directly from your healthcare provider.

Documentation of Accidents/Incidents

Staff members will document accidents and incidents that occur at The Tot Spot using an Accident/Incident Report. Biting will be documented as an/accident/incident. If the injury is serious, a parent needs to be contacted before pick-up. The parent shall sign the report the same day as the incident. A copy may be given to the parent. All Accident/Incident Reports must be given to the Director, Owner, and/or Staff-in-charge to be placed in the child's permanent file.

Documentation of Health Incidents

Each time a parent is contacted regarding an ill child or symptoms of illness, a Health Incident Form will be completed. A copy of the form will be given to the parent and the original to the Director, Owner, and/or Staff-in-charge to be placed in the child's permanent file. All parents will be notified of any communicable illnesses present in the center. In addition, parents with children in the classroom of the infected child will receive notice regarding the illness.

Documentation of Allergies

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food-related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of a child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

Special Health Care Needs - Emergency Care Plan

An Emergency Care Plan will be on file for any child with special health care needs (seizures, etc). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's specific health care needs.

Emergency Medical/Dental Procedure

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows The Tot Spot staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.**

If the child becomes ill or injured at the center:

- If a child becomes ill or injured after arriving at the center, the Director, Owner or Staff-in-charge will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts (authorized pick up persons on the Emergency Contact & Parental Consent form) will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director, Owner and/or Staff-in-charge until a parent arrives.

If the child requires immediate medical attention:

- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, the staff will first ensure the child is stable and will call 911.

- A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.
- The Director, Owner or Staff-in-charge will contact the parent(s).

Sunscreen & Insect Repellent

Between the months of March and October, all families will be required to supply sunscreen for their child/ren for outdoor activities. A permission slip must be on file before sunscreen will be applied to a child. Sunscreen must be SPF 15 or above, and will be applied by classroom teachers regularly throughout the day. Parents are encouraged to apply insect repellent to their child before arriving at The Tot Spot for the day, as The Tot Spot staff are not permitted to apply insect repellent.

Cloth Diapers

Only commercially available disposable diapers or pull-ups may be used at The Tot Spot, unless the child has a documented medical reason that does not permit their use. Documentation from the child's physician must be provided to the Director, Owner, and/or Staff-in-charge before cloth diapers will be used while the child is at the center. Families must provide a container for storage of soiled cloth diapers while at the center.

Mandatory Child Abuse Reporters

As childcare professionals who interact with children on a daily basis, each staff member of The Tot Spot is a mandatory child abuse and neglect reporter and must contact the Kentucky Department of Community Based Services whenever abuse or neglect is suspected.

Tobacco Use

Cigarettes and smokeless tobacco products are prohibited on The Tot Spot premises, including parking lots and outdoor play areas.

Access Policy

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. **Unrestricted access** means that a person has contact with a child alone or is directly responsible for child care.

Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Lead Teacher unless he/she delegates it to the Assistant Teacher due to a conflict of interest with the person.

Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, the staff member will contact the Director, Owner, or Staff-in-charge to get approval for the person to be on site. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Kentucky sex offender registry:

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- Shall not be on the property of the child care center.

Affidavit Policy

At times families may be dealing with difficult situations at home. When legal matters are present in the home, families may need to collect written statements or affidavits for their legal team. Our program's priority is providing the best possible care when children are away from home and our focus will remain on the child, making sure all their needs are met during what could be a difficult time at home. The Tot Spot staff members will not provide written statements or affidavits of a professional nature to families.

DISCIPLINE

Preventing Misbehavior

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, positive steps can help prevent misbeh The Tot Spot staff will take the following positive steps to help prevent misbehavior:

- Set clear, consistent rules. (*e.g., walking feet; gentle touches*)
- Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (*e.g., participating in activities with the children so they stay interested for longer periods*)
- Encourage self-control and independence by providing meaningful choices. (*e.g., "You may pick up the blocks or art center."*)
- Focus on the desired behavior, rather than the one to be avoided. (*e.g., "Ashley, please use gentle touches with your friends."*)
- Build children's images of themselves as trustworthy, responsible and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible.

- Notice and pay attention to children when they do things right. (e.g., “Joey is playing so nicely. I like it when you keep the blocks on the table.”)
- Encourage children often and generously.
- Set a good example. (e.g., using a quiet voice when children should be quiet)
- Help children see how their actions affect others.

Responding to Misbehavior

Below are strategies The Tot Spot staff will use to respond to child misbehavior.

- **Redirection**
This strategy will be used most frequently when working with young children. If a child is not following the rules or being uncooperative, the teacher will quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."
- **Logical consequences**
These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.
- **Participate in the solution**
If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please apologize and help me make him feel better."
- **Natural consequences**
Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.
- **“Take a break” or “Calm down chair”**
In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to “take a break” or sit in the “calm down chair.” This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director, Owner and/or Staff-in-charge.
2. The Director, Owner, and/or Staff-in-charge will observe the child and meet with the Teacher to develop a behavior management plan.
3. The behavior management plan will be discussed with the parent and then put into practice.

4. The Director, Owner, and/or Staff-in-charge, Lead Teacher, Teacher, and Assistant Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

*** If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time or permanently.*

Biting Policy

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. There are a variety of strategies we implement at The Tot Spot to prevent and stop biting. This is the process followed when a child bites:

- The biting child is stopped and told, "Stop biting. Biting hurts" in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

Confidentiality and Documentation. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

HOME & CENTER PARTNERSHIP

New Family Orientation

Each family is strongly encouraged to schedule a time with the Director to complete a "New Family Orientation." This orientation is a great time for parents to drop-off routine care items (diapers, clothes, etc.) as well as an opportunity to tour the center and classrooms familiarizing themselves with their child's routines at The Tot Spot. Important policies and procedures are also reviewed with the Director at this time, as well as the paperwork required for enrollment completed. Typically, "New Family Orientation" is scheduled one week prior to the start date.

Daily Updates

A real-time feed of activities throughout the day will be communicated to you via Brightwheel. This communication contains information about toileting, meals, naps, and activities, etc.

Room Transitions

Your child will transition to a new classroom when he/she has reached the developmental milestones for a particular classroom. As the time for a transition to a new room approaches, you will receive a message containing information about your child's transition into his/her new classroom. Both your child's current and future teacher are available to address any questions or concerns you have during the transition process. Before the transition into a new classroom has been completed, parents are encouraged to schedule a meeting with the new teacher in order to familiarize themselves with the new classroom, children, and curriculum.

Parent Participation

Parent participation is strongly encouraged in our program. Some possible opportunities to participate and contribute to your child's Tot Spot experience:

- Construction or collection of raw materials for art projects, dramatic play props, etc.
- Volunteering in your child's classroom

Parent-Teacher Conferences

Parent-teacher conferences will typically be held each time your child transitions classrooms and two times per year for our preschool and Pre-K programs. The goal of the parent-teacher conference is to gain insight into your child's development both in the center setting as well as the home setting. During conferences, your child's development and any goals you may have for your child will be discussed. Parents are encouraged to request conferences whenever they feel it necessary.

Program Evaluations

The Tot Spot asks parents to complete a program evaluation annually. The information gathered from these anonymous surveys is used by the staff to develop goals for our center and to improve the overall quality of care at our center. A parent's point-of-view is different from a teacher's point-of-view. Therefore, parent feedback on the program evaluations is very important to the success of our program and satisfaction of our families.

Questions/Concerns

If you have a question or concern, do not hesitate to bring it to the attention of the teacher most directly involved. If the concern is not resolved, the Director, Drew Rochet, can be reached at (502) 377-6955 or by e-mail at drewrochet@thetotspotky.com. The Director is available to assist parents and staff in resolving concerns.

FEES & BILLING POLICIES

The Tot Spot fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved spot, fees must be paid during the absence of a child due to illness, holidays, vacation, or any other reason.

Financial Agreement & Tuition Increase

Upon enrollment and upon any changes to tuition, families are provided a Fee Policy & Financial Agreement. This agreement should be carefully reviewed, checked for errors. A rate increase of 3% will be applied each year on all tuition rates. New rates will take effect at the beginning of the year.

Tuition Payments

Child care payments must be made via Brightwheel's billing platform. Payments can be made online using a bank transfer or via credit/debit card. In addition, a parent can choose to set up automated payments in their Brightwheel account. Special arrangements must be discussed and arranged with the Director if unable to make electronic payments. Paper checks and cash are strongly discouraged.

Tuition is due by Friday at 5p for the upcoming week of care.

Part-Time Enrollment

The Tot Spot does not offer a part-time enrollment rate.

The Tot Spot is tentatively planning to launch a part-time Preschool and Pre-Kindergarten program in the Fall of 2022.

Multiple Child Discount

Families with two or more children enrolled full-time at The Tot Spot are eligible for a 10% discount to be applied to the youngest child's weekly tuition fee.

Families with two or more children enrolled in the part-time preschool or Pre-K program are eligible for a 5% discount to the youngest child's weekly tuition fee.

Late Pick-up Fee

The Tot Spot closes at 5:30pm, Monday through Friday. Parents will be charged a \$10 **late fee for pick up after 5:30 and a \$1.00 fee per minute for every minute** a child is present after 5:30pm. Teachers will record late fees for processing. Late pick-up fees will be charged via the Brightwheel billing platform and are due upon receipt prior to your child returning.

Returned Checks/Insufficient Funds

All returned checks or direct debit payments rejected due to insufficient funds will be charged a **\$25.00 penalty**. Missed payments and late fees must be paid prior to a child returning to care. Repeated incidents of returned checks or insufficient funds notices could result in termination of child care services. A payment plan should be discussed with the Director if a family is having trouble making tuition payments.

Late Tuition Fees

Tuition is due and payable by Friday at 5pm for the upcoming week of care. A late payment fee of \$25 will be assessed for payments received after 5pm on Friday. Additionally, a late payment fee of \$25 per business day will be charged and payable until paid in full. Past-due tuition and all late payment fees must be received prior to a child returning to care. Families that are more than two weeks behind in payments may have their child care services terminated. For information about assistance programs that will help cover the cost of child care tuition, please speak with the Director. A payment plan must be agreed upon between the family and the center before a child may return to care and before an account will be considered “in good standing” and no longer eligible for termination.

HOLIDAYS & VACATION

Paid Holidays

The Tot Spot will be closed in observance of the following holidays:

| | | | |
|-----------------------|---------------------------------|-----------------------------|-------------------------|
| <i>New Year's Day</i> | <i>Presidents Day/Inservice</i> | <i>Memorial Day</i> | <i>Independence Day</i> |
| <i>Labor Day</i> | <i>Veterans Day/Inservice</i> | <i>Thanksgiving (2days)</i> | <i>Christmas 2 days</i> |

If the holiday falls on a weekend day, The Tot Spot will close during the week. For example, if New Year's Day falls on a Saturday, The Tot Spot may close on Friday or Monday. Families will be given one month's notice in the event of additional closings.

Extended Absences

In the event that a child needs to take an extended absence, and wishes to return to the program after a period of time, a fee of 50% of the weekly tuition must be paid each week the child is not present. More than two consecutive weeks of non-payment and no contact with the Director could result in termination of enrollment. Extended absences must be approved by the Executive Director/Director and need to be made at least 30 days before an extended absence.

EMERGENCY PROCEDURES

Fire, Tornado, Bomb or Other Emergencies

Fire, tornado, and hurricane warning procedures are posted near the exits in each classroom. Fire drills are conducted each month. Tornado, hurricane and lockdown drills are conducted quarterly. All classrooms are required to participate.

In the event of a fire, bomb threat, or other evacuation emergencies, the children and teachers will immediately leave the building and meet in the adjacent parking lot on the side of the building in the area in front of the dumpsters in front of 2Eyes Vision Center. In case of a tornado, each classroom has a designated area to seek shelter until the emergency is over. Parents will be contacted as soon as safely possible following an emergency situation.

For the safety of children, parents, and staff, we ask that parents do not attempt to pick up their child during an emergency situation.

Severe Winter Weather

The Director, Owner and/or Staff-in-charge will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. Parents will be contacted via Brightwheel to notify them of the situation. Routine classroom activities will continue until parents arrive.

Power Failure

Staff members and children will remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes. If power cannot be restored within a reasonable amount of time, the center will close and parents will be contacted.

- Parents will be contacted via Brightwheel to notify them of the closing and of the need to immediately pick up their child.
- Activities will resume as is possible until parents arrive.

MISCELLANEOUS

Pets & Visiting Animals

Staff may introduce an approved class pet to the classroom after receiving Director permission and parental consent. Approved classroom pets include fish, hamsters, gerbils, guinea pigs, hermit crabs, turtles, birds, non-poisonous amphibians, bearded dragons, rabbits, chinchillas, caterpillars and butterflies.

Transportation

The Tot Spot will not transport center children.