



**PUTNAM COUNTY**  
**School System**  
ENGAGE **INSPIRE** ACHIEVE

2024-2025

# PARENT HANDBOOK

Employee Child Care Program

**Our Mission:** To provide quality child care in an environment that is safe and enriching for each child enrolled.

## **ABOUT ECC**

The Employee Childcare is a parent-tuition funded program designed to provide quality childcare at competitive prices for the dependents of Putnam County Schools' employees. We also offer some positions to the community after the needs of the Putnam County employees have been met. The childcare program serves children six weeks to Pre-Kindergarten.

The Employee Childcare provides opportunities to experience a variety of activities during the day, including both center-based and free choice play. The program includes developmentally appropriate curricula, social and emotional enrichment, and frequent parent communications. Daily activities include opportunities to read stories, sing, and discuss theme topics. If the weather permits, the children will participate in outdoor play twice a day.

## **ENROLLMENT**

Priority for enrollment is given to the children of Putnam County Schools Employees and siblings of children that are currently enrolled in the Employee Child Care program. Full time and part time enrollment are available, with top priority given to families seeking full time enrollment.

All registration paperwork, including family information, authorization to pick up, medical authorization, and current physical and immunization records, must be submitted before the child may attend.

## **HOURS OF OPERATION**

- Monday- Friday 7:00 AM-4:30PM
- The Employee Childcare will be open when school is open and on all mandatory in-service days and teacher work days.
- The Employee Childcare will offer extended hours (7:00-5:30) on the following dates for required School Level and District Level PLCs:
  - August 14, 2024
  - September 18, 2024
  - October 23, 2024
  - November 13, 2024
  - December 11, 2024
  - January 15, 2025
  - February 19, 2025
  - March 12, 2025
  - April 16, 2025
  - May 14, 2025

- If school begins late or closes early due to inclement weather, the childcare center will operate with regular hours, as conditions allow.
- The Childcare center will operate on the Putnam County School schedule and will be closed for snow days, holidays, etc. Tuition charges for weeks when there is a closure will be calculated based on the daily rate for the days we are open. The price difference between that rate and the regular tuition rate will be credited back as a Misc. Credit. Any necessary adjustments in payroll deductions will be reflected in the next payroll deduction. (Example: closing for two snow days in one week—tuition for a non-potty trained child would be calculated for three days at 45.00 per day for a total of 135.00.  $180.00 - 135.00 = 45.00$  Misc. Credit.)

## TUITION

The Employee Child Care Program operates on a Monday to Friday billing schedule. Children may attend only for the time period enrolled. Drop-in care is not available.

Full time and part time enrollment are available, with top priority given to families seeking full time enrollment.

### Tuition Rates

	Infant/Toddler (not potty trained)	Preschool (potty trained)
Part Time (per day)	45.00	40.00
Full Time (per week)	180.00	150.00
Extended Day	12.00	12.00

### Sibling Discount

Immediate families with more than one child attending the Employee Childcare shall receive a multi-child discount on tuition with the youngest child paying full price, the oldest receiving a 10% discount and any children between receiving a 5% discount. The sibling discount is not applied to Extended Day rates.

### Payments

- A non-refundable registration fee of \$25.00 per child is required each year and due upon registration. Checks or money orders only, please. No cash will be accepted.

- Payments will be made by payroll deduction, beginning with the August check. A list of payroll dates and the weeks to be deducted from each check will be provided upon registration. Certified personnel payroll is disbursed on the 20<sup>th</sup> of each month. Customer statements will be given to parents by the 10<sup>th</sup> of each month. The full amount of tuition due upon the 10<sup>th</sup> will be the amount deducted for childcare.
- Families that are not eligible for monthly Payroll Deduction will make weekly payments by credit/debit card through MyProcure.com. Payments may also be made by check or money order paid directly to the ECC Site Director.
- There will be a \$20.00 service charge on all returned checks. Upon receipt of two returned checks, families will be required to pay by money order or credit/debit card.
- No fees are charged when the center is closed.
- Tuition will not be prorated if a child attends the program during the day--no half-day rates.
- There is no reduction in fees for absences.

### **Withdrawal**

A two-week written notice must be given to the director when your child is withdrawn from the Employee Childcare program. If a two-week notice is not given, fees for the two weeks will be assessed. This is necessary so that sufficient time is allowed to enroll another child in the program.

### **PROGRAM PROCEDURES**

The following procedures have been developed to ensure effective operation at each of our sites, with your child's safety as our main concern.

#### **Drop Off - Pick up**

- All children must be "signed in" and "signed out" of the program by legal parent/guardian or designated person listed on the child's registration card. Child (ren) will be released only to those individuals listed on the registration card—**no exceptions**.
- Persons checking out children must be sixteen years old or older.
- Please be prepared to show photo identification.
- **A full signature, along with the printed name and time is required when signing a child in and/or out of the program.** In cases where a family has multiple children, each child must be signed in and out of the program. This is required by the TN Department of Education state licensing requirements

- In situations involving custody issues, legal documentation will be requested and kept on file at the site. The Employee Child Care can not restrict a child from his/her parents without legal documentation.

### **Late Pick Up**

- If a child is not picked up by 4:30 p.m., an additional late fee of \$5.00/child for each 5 minutes, or portion thereof, will be charged to the account. (Example: 10 minutes late—one child =\$10.00 fee, two children =\$20.00 fee.)
- Failure to comply with the 4:30 p.m. closing time on 3 occasions *will result in dismissal from the program.*
- In the event a child has not been picked up and all emergency phone contacts have been tried, the local authorities and/or Department of Children Services will be called for assistance.

### **Meals**

- Meals are not included in childcare fees.
- Meals can be purchased through the school cafeteria by check, money order, or online. Breakfast will be served at approximately 8:00 a.m. and lunch at approximately 10:45 a.m. An afternoon snack will be provided by the center after nap time.
- Lunch count is called in to the cafeteria at 9:00 a.m. If your child is not in attendance at that time, we will not order a lunch for him/her unless you call to let us know he/she will be arriving before lunch is served.

### **Clothing**

- Children are expected to wear comfortable clothing and sneakers for both indoor and outdoor activities. Tennis Shoes provide comfort and safety for your child.
- All clothing items should be in good condition, of appropriate size and fit, and free of suggestive language or symbolism. Clothing with pictures or slogans pertaining to violence, sex, drugs, or disrespect for others is not permitted.
- Children should come dressed according to the current day's weather conditions. We recommend dressing in layers so that if a child gets too hot, they can remove some layers of clothing to make themselves more comfortable. Examples of appropriate dress for colder weather include: long pants, tights, long sleeve shirts, sweaters, coats, etc. In warmer weather conditions, the following items are appropriate: shorts, t-shirts, skirts, sun dresses, etc.

- Hats can be worn outside in cold weather conditions to help keep in the child's body heat and in warm weather conditions to help protect the child from the sun.
- Parents/Guardians need to furnish (1) change of clothes to leave at the center in the event of accidents and or spills. PLEASE don't send your children in clothes that cannot be dirty, soiled, or ripped. Our activities are made to be hands-on and engaging. Clothing should not be a barrier for participation.

### **Nap and Rest Periods**

Nap/rest periods are included in the daily schedule for all children. Infants have cribs, which are assigned individually so that they are only used by one child. Toddlers and preschoolers are assigned cots labeled for individual use. A fitted crib sheet will be needed for each child. All nap materials are sent home for laundering on Fridays and must be returned each Monday. We do not expect all children to nap daily. However, it is expected that children who do not nap will spend the time quietly looking at books, or playing at their cot and not disturbing other children. You can assist us by encouraging this quiet time for your child.

### **Outdoor Play**

We feel strongly that children need fresh air and sunshine every day when possible. Outdoor experiences provide children with the opportunity to be noisy, exercise large muscles, and experience exploration of the world around them.

- Please provide your child with the appropriate clothing for changeable weather. We use sunscreen, hats, jackets, and mittens all as necessary for the weather conditions.
- We will go outside if the temperature is above freezing considering the wind chill. (We stay out only a short time if temperatures are low.)
- Your child should not come to school if he/she is not well enough to go outside. Exceptions are doctor's notes for chronic conditions (such as asthma) for which we will plan staffing adjustments. Otherwise, staff-child ratios will require the entire class to stay inside. Please discuss any concerns with your child's teacher or the director.

We discourage children from bringing toys, etc. from home. The only exception for this is on show and tell days, but items will remain in cubbies except during show and tell. The program is not responsible for any items brought to the center. Stuffed animals are allowed for naptime, but they

should be small enough to fit into the child's cubby or backpack. All items brought from home should be labeled with your child's name.

## **ILLNESS POLICY**

We share a common goal of wanting happy and healthy children both as parents and childcare providers. However, children do, and will, get sick. It is our program's responsibility to maintain a healthy environment and prevent the spread of contagious diseases among our children. It is the parent's responsibility to plan for alternate arrangements in the event of an illness. **A child must be picked up immediately when a parent is called.** Please remember that our aim is to keep all children, families, and staff as healthy as possible. We appreciate your cooperation in enforcing our policies.

### **FEVER of 100+:**

We will require that any child with a fever of 100 or above be picked up immediately. The child may not return to the center until he or she has been fever free for 24 hours **without fever suppressants.**

### **VOMITING:**

We will call parents for pick up after one episode of vomiting. Child may not return to the center until **24 hours** after last episode.

### **DIARRHEA:**

We will call for parent pick up after **two** episodes of diarrhea. The child may not return until 24 hours after the last episode. If the diarrhea is a result of medication, teething or allergies, a doctor must specify this in writing or by a phone call before the child can return to care.

### **COLD:**

If a child exhibits two or more of the following symptoms, we will call for parent pick-up: consistently runny nose, green mucus from nose, persistent cough.

### **RASH:**

If the child develops a rash of unknown cause, we will ask that a doctor check the rash and verify in writing or by phone that it is not contagious.

## **Medication**

According to Putnam County School Board Policy (section 6.405), "All prescription medicine brought to school must be in the original labeled container from the pharmacy and must include the name of the student, name of medication, dosage, administration route and/or other directions, the date filled, the date of expiration, pharmacy name, address and phone number. All non-prescription medication brought to school must be in the original manufacturer's labeled container with the child's name affixed to the container.

A Medication Form shall be filled out, signed by the parent/legal guardian, and brought to the school with the medication. The school nurse, principal, or the principal's designee will assist in administration of medication.

## **DISCIPLINE**

The purpose of discipline is to guide children in the development of self-control and self-management skills. We respect each child as an individual, even when behavior is inappropriate. We use the following strategies to minimize conflicts and guide behavior:

- Create a nurturing, supportive, and secure environment.
- Set reasonable limits for the child's developmental stage.
- Use positive communication.
- Temporarily remove children from a situation in which they are unable to gain control.
- Work closely with other staff and parents to reinforce acceptable behavior and develop a guidance plan if necessary.

Should these strategies fail to correct inappropriate behaviors, including lack of cooperation and/or behavior that is dangerous to others, the child may be removed from the program.

Childcare will not be terminated due to parent complaints regarding alleged violations, reports of abuse or neglect against the program, or questions regarding the program's adherence to the department of education's rules and regulations.

## **Biting Policy**

As childcare providers, we understand that biting is not unexpected behavior for young children. Many toddlers use biting as a means of



communicating their feelings. Our goal is to identify the cause of biting incidents and to resolve these issues, while also protecting those who are being bitten. The ECC Biting policy serves as our guideline to resolve and prevent biting occurrences in the Employee Child Care Program. Each family will receive a copy of the biting policy and will be requested to sign off as having received and read it.

### **When Biting Does Occur:**

We disapprove of biting. Our job is to keep children safe and help children who bite learn more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water, and covered with a bandage as needed. An ice pack may also be offered to the child.
2. Parents are notified.
3. A "Hurts and Hugs" report is completed, documenting the incident.

For the child that bit:

1. The caregiver will firmly tell the child "No Biting. Biting Hurts."
2. The child will be placed in time out as appropriate (maximum one minute per year of age.)
3. Parents are notified.
4. A Biting Incident form is completed, documenting the incident.

## **PARENT INVOLVEMENT**

Parents and families are very important to the success of our child care program. A successful program is the result of a trusting partnership between the home and the school. You are welcome to come by any time during the day to visit, share a snack or lunch, or just observe your child.

Parents are responsible for keeping the Site Director informed of any changes in your child's emergency information or other factors concerning the welfare of your child. Also, you are requested to follow security procedures at each of the school locations to insure the safety and protection of your child and all children.

## **Parent Communication**

We sincerely hope that you will feel secure and confident enough with us to communicate openly and as frequently as possible. Daily communication with your child's teacher is usually brief and in the midst of drop-off in the morning or pick-up in the afternoon. Please remember that teachers are responsible for all the children in the classroom and may be unavailable for extended conversation at that time. Please help us by putting information in writing and teachers can arrange to contact you by phone later in the day or schedule a conference time with you.

By working together, we are able to provide your child with quality care in a quality child care program.

### **PARENT RESPONSIBILITIES**

- Share child concerns with the Site Director
- Listen to concerns voiced by the Site Director
- Notify staff of changes in schedules or procedures
- Sign children in & out of the center
- Pick up child(ren) on time
- Keep contact information and phone numbers current
- Keep account current
- Pay for any damages to equipment/materials/building
- Treat children and staff with respect

### **ECC RESPONSIBILITIES**

- Share child concerns with parents
- Listen to concerns voiced by parents
- Work through problems toward agreeable solutions
- Notify parents of changes in schedules or procedures
- Keep registration & account information up-to-date
- Treat children and parents with respect
- Provide a quality childcare program

Baxter Primary ECC 931-858-7670

Prescott South ECC 931-525-4818

ECC Administrative Office 931-528-1847