



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

2023-2024

# **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.

The Putnam County Employee Childcare is a parent-tuition funded program designed to provide quality childcare 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. Circle time includes opportunities to read stories, sing, and discuss theme topics. If the weather permits, the children will participate in outdoor play twice a day.

The purpose of the Employee Childcare is to provide quality childcare at competitive prices to employees of the Putnam County Board of Education. The program will include developmentally appropriate curricula, social and emotional enrichment, and frequent parent communications.

## **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 is available, with top priority given to families seeking full time enrollment.

### **Tuition Rates**

Infant/Toddler (not potty trained)			
Part Time	40.00	Day	
Full Time	160.00	Week	
Preschool (potty trained)			
Part Time	35.00	Day	
Full Time	140.00	Week	

### **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.

## **Payments**

- A non-refundable registration fee of \$25.00 per child is required each year and is due upon registration. Checks or money orders only, please. No cash will be accepted.
- Payments will be made by payroll deduction. 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 automatic draft or credit/debit card through MyProcare.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 for 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.

## **HOURS OF OPERATION**

- Monday- Friday 7:00 AM-4:30 PM
- The Employee Childcare will be open when school is open and on all mandatory in-service days and teacher work days.
- 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. Credits or adjustments in payroll deductions will be reflected in the next payroll deduction.

## **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 a 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**.

### **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.
- Failure to comply with the 4:30 p.m. closing time on 3 occasions *will result in dismissal from the program*.

### **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 8:00 a.m. and lunch at 10:45 a.m. An afternoon snack will be provided by the center at 2:45 p.m.
- 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.

## **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. The child may not return to the center until **24 hours** after the 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 the nose, and 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 the medication, dosage, administration route and/or other directions, the date, 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 the 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 center. You are welcome to come by any time during the day to visit, share a snack or lunch, or just observe your child.

### **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.

Prescott South ECC 931-525-4818

Baxter Primary ECC 931-858-7670