



& Learning Center

7018 Hughes Avenue  
Crestwood, KY 40014

*Quality Childcare in a Country Setting*  
*Serving the Community since 1989*

(502) 241-5071

### **About Us**

Welcome to Crestwood Childcare and Learning Center! The Center has been family-owned and operated since 1988, and was one of the first childcare facilities in Oldham County. The Center is licensed by the Cabinet for Human Resources and has an A+ rating from the Better Business Bureau. The Center provides programs and a comprehensive curriculum designed to prepare your child for success in Kindergarten and beyond. We offer a complete preschool program, including two nurseries, a toddler room, and five preschool levels.

### **Philosophy**

At the Center, we believe:

- that our program is not baby-sitting, though we provide child care. We incorporate a carefully planned and stimulating educational program in addition to providing quality, loving child care for your child.
- A child's play is their work, and teach many learning experiences through play. After all, if children enjoy what they learn, they will be more likely to learn and retain that learning.
- It is important to nurture the whole child: social, emotional, physical, and intellectual development. We do not single out one as more important than another, though we may note strengths in certain areas. We believe children need lots of social experiences and contacts with the world in which they live .
- That children should be allowed to be children, for this period of their life is all too short.
- That each child is an individual and should be treated individually
- That children who have positive preschool experiences and learn to appreciate the value and joy of learning, carry this over to their future school years and to all of their life
- That children learn best when they feel secure, loved, and cared for
- That children need a certain amount of structure, order, and routine to their day. They need rules, limits and boundaries.

### **Objectives**

- To learn to live and work cooperatively with other children
- To make a smooth adjustment and transition from home to the preschool environment
- To learn and know the value of one's own rights and the rights of others
- To develop and maintain a good self-image
- To identify and understand one's feelings and find a manageable way to handle one's emotions

- To learn the self-help skills in order to aid the child in the move from dependency to independence
- To develop language and listening skills
- To develop the ability to work at a task until it is completed
- To stimulate intellectual development through learning experiences
- To expose children to the world around them
- To nurture the development of creative abilities in children through the various fine arts
- To help each child experience the joy of learning
- To help each child to gain a sense of accomplishment by engaging in activities and lessons geared to their needs and abilities

### **Staff**

The Center is very proud of our caring teachers, some of whom have been with us since our doors first opened. Our staff is well-trained, dependable, and carefully selected. Criteria for selecting the staff includes:

- A loving and caring attitude toward children
- A demonstrated ability to coordinate a positive classroom program
- A thorough knowledge of child development
- An ability to motivate children to learn
- Certification of First Aid and Pediatric CPR
- All staff members receive mandatory 15 hours of in-service training yearly
- A thorough background check through several databases
- Verification of all references

### **Daily Schedule**

6:00 A.M. Open

6:00 A.M. - 8:00 A.M. Breakfast set-up available. Individual rooms will have free play or outdoor play, weather permitting.

9:00 A.M. Morning snack

10:00 A.M. Lesson time

11:00 A.M. Lunch

12:00 P.M.-2:00 P.M. Nap time

2:00 P.M. Afternoon Snack

2:00 P.M. - 6:00 P.M. Free play, activities as determined by teachers in individual rooms, outdoor play weather permitting.

6:00 P.M. Close

### **Curriculum**

It's important to know what what your child does while away from you and what activities we include in our daily curriculum planning. The Center began with a teaching program for eighteen month old children in 1990 which was far in advance of state benchmarks. The babies in our nursery are read to, sung to, and exposed to rhymes, music, and educational toys every day. Our

preschool curriculums were developed by our Pre-Kindergarten teacher, Andrea Tate. Ms. Andrea has a Master's Degree in Teaching Arts with an emphasis in early childhood education. All of our staff attends fifteen hours of yearly continuing education courses specific to early childhood education providers. Curriculum areas we emphasize are:

- Creative Arts
- Language Arts
- Literature Appreciation
- Music
- Physical Education
- Science
- Math
- Social Studies
- Critical Thinking

Some days, your child may have several lesson activities to bring home to show you. On others, the activities may not be on paper. It's important to expose children to different methods of learning, and we try to stimulate and encourage development of all different types of learning. Individual teachers will keep you informed of the unit topics. Each age group has it's own goals we hope for each child to meet prior to promotion to the next room:

Our students are well prepared for Kindergarten, not only bringing with them the formal learning skills they have mastered, but also the social skills needs to participation school programs and interactions with other children in their new environment. Teachers from both Jefferson and Oldham County school systems bring their childcare to the Center for pre-school preparedness. The Center staff knows and understands the needs of young children and does its best to accommodate all levels of need. Please feel free to inquire about any additional information you might require regarding our programs, materials used, and preparation in your child's development.

### **Food**

The Center provides a morning snack, lunch, and an afternoon snack included as part of your tuition. All meals and snacks are compliant with the nutritional requirements of the Cabinet for Health and Family Services pursuant to 922 KAR 2:120. Section 9. Weekly menus are posted in each room, and are also available online on our website, [www.cclcky.com](http://www.cclcky.com).

A breakfast "set-up" is available for children arriving prior to 8:00 a.m. This includes a cup, bowl, flatware, a napkin and milk/juice. Parents who would like for their child to eat breakfast at the Center are encouraged to bring food such as cereal, poptarts, or similar, which we will gladly store in our kitchen for your child. We do have cereal available, but ask that it only be used in the even the parent-provided breakfast has run out or was forgotten.

Please inform the staff of any food allergies your child has.

### **Enrichment activities**

Additional “extracurricular” activities provided by outside vendors, such as the Superbus and Soccer Shots, are available throughout the year at an additional fee. The Center also provides additional, special educational programs throughout the year included in tuition. Our older preschool rooms have the opportunity to attend field trips with parental permission.

### **Turtle, Nature Walk, Photo Use, and Outdoor Playtime Releases**

In addition to our application, you’ll be asked to sign and return several releases.

The Center is home to three Red-Eared Slider water turtles, a species native to Kentucky! Larry, Curly, and Moe have been with us for almost 20(!) years! It’s become a tradition that arriving students go visit and drop some food in for the turtles to start their day, and often helps to distract and ease the separation when their parent leaves. During derby week, the turtles are temporarily out of their tanks for the morning and we participate in our annual Turtle Derby! Please note, the children never handle or touch the turtles in anyway, however, we ask that you sign a release allowing your children to participate in activities that involve the turtles.

During more temperate weather, our older preschool classes go on “nature walks” around our property, outside of our two playgrounds. These walks are always supervised by the classroom teachers, and a usually near the perimeters of our parking lot, or the front and side yard of our building.

We frequently update our website, Instagram account, and facebook page to feature all the fun and exciting things our students do each week. Included in your enrollment package is a waiver which gives us permission to feature your child on our social media accounts and website. If you are not comfortable with the use of your child’s image, please provide the Center written notice for us to keep on file.

The Center has two large outdoor playgrounds, and a smaller outdoor playback for our toddlers. Children play outside every day, if the weather is appropriate. In the summer months, we have onsite “pool days,” in which small inflatable pools are used. As with the nature walks, children are always supervised during these times. The Center also requires parental permission to apply sunscreen to your child when seasonally appropriate.

Please review, sign, and return the releases included in this packet.

### **Brightwheel**

The Center uses brightwheel, an industry leading management, bill pay, and parent engagement application. From an easy to use application on your phone, you can see what your child is learning that day, receive picture updates, messages from your child’s teacher, and reminders throughout the day. You can also pay your tuition bill and track your child’s attendance instantly from the app. More information about Brightwheel is included in this packet.

## **Security**

All exterior doors to the Center remain locked during hours of operation. The only entrance accessible to parents and visitors during the day is the main front entrance, which is secure with a code-based lock using the REACH system. Each family shall set a four digit security number with REACH, which can be used by parents and adults approved to pick-up children to access the building. Please let the administration know what you would like your code to be.

Any adult seeking to pick-up a child that is not familiar to our staff, even if they are on the approved pick-up list, must present a photo identification. The child/children's parent or guardian must inform the Center in advance that a non-parent or guardian will be picking the child up.

The child must also be signed in and out on the tablet in the front lobby on the brightwheel application using the separate code, set by the parent or guardian, in the brightwheel parent application.

## **Behavioral Expectations**

We pride ourselves on assisting in the transition to a school setting, with the understanding that it takes some children longer than others to acclimate to a routine and to the expectations of a group, educational setting. We expect our students to be respectful of their teachers and of each other, to listen and participate in lesson time, to and follow the directions of the teachers. We have a two hour nap time period every day after lunch between the hours of 12:00 p.m. and 2:00 p.m. Our students are expected to sleep or have a quiet time period so as not to disrupt their classmates. We ask that you refrain from picking up or dropping off your child during this time to ensure an undisturbed and restful atmosphere.

If your child is having a difficult time acclimating, we reserve the right to dismiss the child from the Center for their own well-being and/or for the well-being of their classmates.

## **ENROLLMENT AGREEMENT AND POLICIES**

**Crestwood Childcare and Learning Center** agrees to enroll your child/children in accordance with the following provision and the Current schedules of fees that you have been given. You, in turn, agree to abide by these provisions and pay the appropriate fees if you enroll your child/children. The Center welcomes registration at any time during the year. Please note at the end of this packet there are several items that must be provided and/or filled out, signed, and returned to the Center prior to enrollment.

### **Ages of Children Eligible for Enrollment**

Children between the ages of 6 weeks and 5 years are eligible for enrollment. Please note that the Center provides a comprehensive Pre-Kindergarten program, and does not accept children already enrolled in Kindergarten.

### **Hours of Operation**

The Center is open each weekday (excluding the holidays listed below and determinations made to close as a result of inclement weather) from 6:00 A.M. to 6:00 P.M. Late pick-up will result in charges as described on the fee schedule provided.

### **Holidays and Inclement Weather**

The Center is closed on the following holidays:

Memorial Day

Fourth of July (if Fourth of July is on a Saturday, the Center will be closed Friday. If it is on a Sunday, the Center will be closed Monday)

Labor Day

Thanksgiving Day and the following Friday

Christmas Day

New Year's Day

The Center reserves the right to operate on a shortened schedule on Christmas Eve and New Year's Eve.

The Center strives to remain open in the event of inclement weather, taking into consideration the safety of all of our staff and students. The Center does not follow Oldham County Public School closings. The Administration will make a decision regarding a closing or delayed opening as soon as is reasonably possible. Parents will be notified via the Brightwheel application. We do not offer refunds for days the Center is closed for inclement weather, however, if the Center is forced to close for an extended period of time, we will review and communicate any decision regarding possible account credits.

### **Tuition and Fees**

Weekly tuition is due by 6:00 P.M. on the Friday of the preceding week. You are required to select a weekly or daily tuition plan in advance. Please see the attached Tuition and Fee Schedule

for additional details and information. Non-payment of tuition may result in your child not being accepted for care. There is a one- time registration fee of \$60.00 due when this agreement is signed and returned.

### **Attendance and Absences**

There is no discount allowed for absence or the holidays enumerated herein above. This means if your child is absent for any reason and you choose to keep your child enrolled, you will still be responsible for any applicable tuition and/or fees. If your child is absent for more than one week without explanation and payment of tuition, they will be considered withdrawn.

Attendance will be tracked as students arrive at the Center and again when they arrive in their room on the Brightwheel application. Parents and/or others authorized to pick-up and drop off students will be required to check the student in and out on the tablet in the front lobby. You child's room teacher will check the child in on the in-room tablet once the child arrives in their classroom. Parents will be able to see what time their child has arrived and departed from the Center on the parent Brightwheel application.

### **Vacation**

Each full-time student is entitled to eleven (11) days of vacation credits after attending the Center for 30 days. Students who attend three days per week are eligible for six (6) days and students who attend two days per week are eligible for four (4) days of vacation credits annually. Please submit vacation requests at least one week in advance and include the dates your child/children will be absent, to ensure that the credit is accurately reflected on your weekly tuition statement.

### **Illness**

Sick children cannot be accepted for care at the Center, both for their own safety and well-being and the safety and well-being of the staff and other students. Staff will look for any sign of symptoms of illness upon a child's arrival at the Center and shall refuse admittance if such symptoms are present (please review the "Illness Policy for Exclusion" attached hereto). If your child becomes ill at the Center, the parents will be informed and required to pick up the sick child as soon as possible. *Per state policy, Children arriving with or sent home with a fever must be fever free for 24 hours before returning to the Center.* Please notify the Center when a child has been exposed to a communicable disease. It will be left to the Administration's discretion as to when a child may return to the Center after a disease of this type has been contracted.

Staff at the Center may not administer any medication to your child without a signed permission and instruction sheet regarding the medication's use. All over- the- counter medication can be administered ONLY with the permission of your child's physician. The correct dosage must be approved by your physician.

The Commonwealth of Kentucky requires the Center to have a current immunization record at the time of enrollment, and for the immunization record to be updated and provided as your child

receives each round of immunizations. The records can be provided via hard copy or uploaded through the Brightwheel application.

**Emergency Medical Treatment**

You are required to sign an authorization for the Center to obtain emergency medical treatment if there are times you cannot be reached at the contact telephone number(s) you give us. The Center staff or administration will contact 911 on your child’s behalf in the event of an immediate emergency. Per EMS policy, in the event 911 is called on your child’s behalf, they will be taken to the nearest hospital. Parents will be contacted immediately after Emergency Services and advised of their child’s condition. Parents may relay instructions to EMS at that time. Parents are required to list an emergency contact in the event a parent cannot be reached.

**Discipline**

No harsh/corporal discipline is permitted at the Center. We reserve the right to remove a child from group activities, lessons, or play for limited periods, if necessary, to prevent disruption and to ensure the safety of staff and students. If problematic behavior is persistent, the parent will be asked to remove the child from the Center.

**Dress Code**

Children should wear washable, seasonably appropriate play clothes and shoes which are suitable for indoor and outdoor play. All clothing should be clearly marked to prevent loss and confusion. You should provide a sweater or similar outerwear in case of temperature change and a completely change of clothes to keep in your child’s cubby in the event of a toilet accident, food spillage, etc. Please see that children wear proper shoes.

**Please sign below and return to the front office. A copy of these policies and agreements will remain in you child/children’s file, and an additional copy will be provided at your request.**

I have read, and understand and agree to the policies and conditions contained herein. I understand that failure to comply with these policies and the terms of this agreement may result in my child/children’s removal from the center, and will terminate all rights an obligations created under this agreement.

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Child/Children: \_\_\_\_\_