

CARE BEAR DAY CARE CENTER, INC.
400 VINE STREET
DAYTON, KY 41074
859-291-1091
PATTY MUENCH, OWNER/DIRECTOR
SINCE 1986

INTRODUCTION

Care Bear Day Care Center is fully licensed to operate as a day care facility by the state of Kentucky for children six weeks through 12 years of age.

All Nutrition and Health Services programs and activities are operated in accordance with U.S. Department of Agriculture policy which does not permit discrimination because of race, color, sex, age, disability or national origin. Any person who believes that he or she has been discriminated against in any USDA-related activity should write immediately to:

Director, Office of Civil Rights
Room 326-W, Whitten Building
1400 Independence Avenue, SW
Washington, DC 20250-9410

Application for admission is made with the administrator of the center. Enrollment is on a first come, first serve basis. If there are no openings, your child will be placed on a waiting list and upon reaching the top of the list, you will be notified of the opening. Anyone not enrolling at that time will be removed from the list unless otherwise advised.

Center uses the ASQ-3 Screening Tool which will be done within 90 days of new enrollment. Any screening returned to center indicating need for referral will be done within 30 days of screening.

SHOES AND SHIRTS ARE REQUIRED TO ENTER THE CENTER!!

DO NOT APPROACH CENTER SMOKING A CIGARETTE!!

HOURS OF OPERATION – 400 Vine Street 7:00a.m. to 5:30 p.m / **215 4th Street Nursery 7:00am** – 5:30pm Monday – Friday. Except for the following holidays: New Year's Day (possibly day before/after), President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), Christmas and possibly Christmas Eve. **If any of the holidays occur during the business week, a full week's payment is due. This center will also close on Professional Development Days (TBA – typically the first Friday in October) to allow staff to obtain state required training hours. This center must have a minimum number of children attending in one day for operation.** You will be notified by management should this happen around one of the holidays mentioned above.

ARRIVAL - Child must arrive at the center **before 9:00 a.m.** to ensure that he/she is able to participate fully in our program. This will allow us to obtain an accurate count for meals, and allow us to staff accordingly for the day. You **may not** bring your child after 9:00 a.m. unless you call and talk to Director or Management. Late arrivals will be up to their discretion. Excuses such as a doctor's wellness checkup is acceptable, but children

can not arrive after 11:00a.m. for any reason. This policy is in place to afford a daily routine in a group setting required to maintain a stable environment in the best interest of the children.

SIGN-IN SHEETS – CHILDREN MUST BE SIGNED IN AND OUT WITH INITIALS AND A SIGNATURE AT THE END OF WEEK.

BREAKFAST - Served at 8:30 a.m. The child **must arrive before 8:30 a.m.** to eat breakfast at the center. Otherwise you need to have already fed the child breakfast before bringing him/her to day care. **Parents are not permitted to bring any kind of food into the center in accordance with the board of health standards.** We have a planned menu for your observation. If you wish your child to have something other than what is being served, you must feed the child at home before bringing child to day care.

CENTER DOES NOT ALLOW ANY FOOD TO BE BROUGHT IN.

NAPS - Mandatory rest time is required by the State of Kentucky. Restrictive clothing and shoes will be removed. Child will need a sheet or blanket to cover up with during this time. No pillows or stuffed animals allowed. Children are required to lay on cot/mat to rest during this period of quiet time.

REGISTRATION/SUPPLY FEE - Fee of \$50.00 per child is due at time of enrollment before the first day the child attends. This is a non-refundable fee.

ENROLLMENT FEES - Weekly enrollment fees are due on Monday or the first day your child attends. Forms of payment accepted are cash, check, or money order. These rates are not based on days present at the center, but are to be considered as the necessary cost for a child to occupy an opening and to be enrolled in the program. If enrolled on a part-time basis and child does not attend on a scheduled day, **full payment is still due.**

AGE	FULL-TIME WEEKLY	DAILY PART-TIME RATE 3 DAYS	
6 Weeks – 3 Years	\$235	\$57/DAY	
Pre-School & Potty Trained	\$205	\$50/DAY	
Kindergarten After-School	\$185 \$160	\$45/DAY	
	*Subject to Change		

LATE PAYMENTS - The fee for late payment will be \$5.00 each day. Payment is due each Monday upon arrival for the week. Should payment not be made on time, continued enrollment will be jeopardized.

RETURNED CHECKS - It is necessary to require any payments that are \$25.00 or less to be made in cash or with a money order. Checks returned for insufficient funds will be

accompanied by a \$30.00 returned check fee. The returned check and the additional fee must be paid in cash or with a money order before your child can return to day care. After one returned check you will be required to pay in cash or with a money order only.

LATE PICK UP - A fee of **\$20.00** per every **10 minutes** will be charged for each child picked up after 5:30 p.m. and is due at the time of pick up. It is important to know that you must allow enough time to pick up child and sign out before 5:30pm. Doors are locked at 5:30pm.

ABSENCE - Parents must call and notify the day care staff if a child is absent.

VACATION - Parents paying the full week's rate will be entitled to a maximum of two (2) weeks vacation upon one year of full-time enrollment. Notification must be given to the center in writing at least two (2) weeks before the vacation. Payment of the full weekly fee will be required the rest of the year in order to keep the child enrolled.

Under the Child Care Assistance Program, a child is allowed to be absent 5 days per month. Should a child be absent more than five (5) days, the parent is responsible for full payment of those days, unless a doctor's note is supplied. Co-pays are still due on days that child does not attend. With a two-week notice of vacation, the co-pay is not required to be paid.

TERMINATION NOTICE - A two (2) week notice in writing is required if you plan to take a child out of the center permanently. If a child is absent for two (2) weeks and no notification of temporary absence is made, we will assume that the child has been removed permanently and his/her enrollment will be discontinued. Full payment is due on Monday of last week that child is to attend. Should there be a balance due on last day a child attends and this facility did not receive a written two-week notice, the cost for the additional two weeks will be added to the balance due.

ILLNESS - Children who are obviously ill (having a fever, rash, etc.) should **NOT** be brought to the day care center. A daily health examination will be made by the staff upon arrival. If a child develops signs of illness during the day, you will be notified and will need to make arrangements to **pick your child up within 30 minutes**. If you do not pick your child up within one-half hour's time continued enrollment will be jeopardized. If child is not picked up within the 30 minutes period, there will be **a late pick up fee of \$20.00 for every 10 minutes**. We will call you for reasons listed but not limited to the following: If your child vomits, has a fever, has a rash anywhere, has diarrhea, has unusual behavior, is not eating or drinking normal amounts, shows signs of a severe cough – cold - or congestion, developed hives or swelling, etc. In some cases you will be required to have a doctor's note from office (**will not accept faxed note**) before your child can return to the center. This is the decision of management and is done in the best interest of your child, as well as all other children attending the center. Diarrhea can be the sign of a virus. If your child has this he/she will need to stay home for 24 hours after the last normal B.M. to ensure the virus is no longer contagious condition. These include but are not limited to the following: a virus, chicken pox, conjunctivitis (pink eye), head lice, fleas, ring worm, trench mouth, strep throat, the flu, bronchitis, phenomena, a fever, etc.

BUG BITES

Should bites appear anywhere on a child's body and the source can not be identified, a doctor's statement will be required to determine. Should there be evidence of bed bugs

indicating there may be a problem in the home, a Certification Statement from a licensed exterminator stating home has been treated and no live activity found will be required.

HEAD LICE

Staff are required to do routine head checks to insure a child does not have Head Lice to remain in program. The policy for exclusion is if three (3) nits are found or a live bug the child cannot stay at center. After treating and removing all nits, they will need to be checked by **management** to be allowed to stay.

MEDICINE - The State of Kentucky requires that medication/treatments be in the original container (prescription bottle) and must be labeled with the child's name. We will administer medicine/treatments with signed permission each day. The **morning dose** is to be given before you bring your child to day care. We will give medicine at or near lunch time only. The third dosage should be given by the parents at home. Remember to ask staff member in front to get your medicine bottle(s) if you need to take them home each night.

PERSONAL ITEMS - Children are not permitted to bring personal items from home. This center has a planned, daily schedule of activities and will provide necessary materials. The center also has sufficient toys, games, blocks, etc. for children to play with. Please adhere to this policy or these items will need to be taken away from your child.

SHOES - Children who are old enough to play outside **MUST** wear gym shoes for their safety. This is policy and has been put in place with Kentucky licensing. If child is not wearing gym shoes, you will be contacted to bring gym shoes to center before outside play or picked up from program.

CHANGE OF CLOTHES - When a child enters this facility he/she will need a change of clothes to be kept at the day care center. Each item must be clearly marked with your child's name.

DISCIPLINE - There will be no harsh form of punishment. Our program emphasizes RE-DIRECTION to hopefully bring about desired, positive behavior. If disciplinary action is necessary, it will be restricted to "Time Out". This involves removing the child from the immediate activity. The child will be removed for one minute for each year of age. For example, a three (3) year old child will spend three (3) minutes in "Time Out".

BEHAVIOR - It has always been the policy of this day care center to deal with unacceptable behavior by first talking to the child, explaining the situation, trying to appeal to the child's sense of wanting to "do good", and then finally removing the child to a "Time Out" spot. Unfortunately, there are times when these methods are ineffective. In this case it may become necessary for the parent/guardian to be call and request the parent to remove their child from the center for the remainder of the day, or for a number of days. If this behavior continues, it may become necessary for the parent to make other arrangements for their child's care. Parent/staff communication is very important. Feel free to share your home methods with the staff. We have the responsibility of caring for and providing a safe environment for all of the children that attend this day care center. Remember, your child must have acceptable behavior to remain enrolled at this center.

Please read the attached Behavior Policy to be familiar with the procedure in place at this center to handle such situations.



Currently, we need to ask that your child is fed and freshly diapered before bringing to the center due to staffing limitations in AM. Please bring us a happy baby and we will keep him/her happy for the rest of the day!!!!

BOTTLES, INFANT CEREAL, OR BABY FOOD JARS - Currently, Kroger Comforts for Baby IF Formula, Cereals, and Baby Food are supplied for full-time enrolled infants. ***Infants requiring a bottle or spoon feeding must be fed breakfast before arriving at day care. First morning feedings will not be done. This is the responsibility of the parents/guardian.*** Bottles brought to center must already be prepared and filled with formula and the child's name marked on every bottle. Bottles must have caps covering nipples. Regulations will not permit the center to accept formula to be mixed and poured into the bottle, nor can we accept milk/formula in a container to be used as needed.

DIAPER BABIES - ***Diaper Bags are not permitted in center.*** It is the parents responsibility to furnish enough disposable diapers to the center for their child. This center will not accept a child in cloth diapers. Diaper babies should be dressed in clothing with snaps for ease in diapering.

CAR SEATS/STROLLERS - Per Health Department Advisory and our space limitations, these are not permitted to be in the center; therefore, please plan accordingly for bringing and picking up your child using car seats and/or strollers. (Strollers may be left on porch of Nursery, but center is not responsible)

POTTY TRAINING - We are more than happy to assist your child in this learning experience typically around the age of 2 ½ years old. When potty training begins the child must wear pull ups with tabs for ease of changing. Extra changes of clothes must be sent and left at the center. A child **MUST** wear a pull up in a group setting till they can tell the teacher they need to go and stays dry for a week...no accidents... to wear underwear to daycare. Management will give approval for child to wear underwear to center.

SIGN IN/OUT - You must come in and sign your child in and out each day. You must put your initials next to the time of arrival or departure. This is not only our policy but also a state requirement. Any other marks on Sign In Sheet not allowed by State of Kentucky.

PHONE CALLS - Should you wish to call the center to check on your child or have questions, please call between 1:00 p.m. and 3:00 p.m. This is nap time and the staff will be more available to have time to talk.

PARENT PRESENT IN CENTER - Parents will have access to their child's program at all times; but, the State of Kentucky requires a parent, guardian, or authorized person to have background checks to go into the program where contact can be made with other children in the program. Should a parent or other individual want to be able to have contact with

the other children, they must submit to the background checks. Otherwise, a parent can view the room only.

Any individual coming into center to drop off or pick up child must be **fully clothed and wearing shoes.**

No animals of any kind can be brought into center when bringing or picking up children.

CURRENT RECORDS - It is of the most extreme importance that we have **current** and **correct** information in our files about you and your children. The information forms we use are quite thorough. It is **your** responsibility to make sure we have updated information on you, your phone numbers at home or work, your neighbors, etc. If there were to be a need, we **must** be able to get in touch with you **by telephone**. This is our policy and one that we cannot afford to be lax on. After all, the health, safety and well being of your child **depends on you being accessible to us at all time!** If you have moved, had your phone number changed, gotten a pager, had neighbors move, etc. you need to let management know immediately!

SMOKING - This building is a smoke-free facility. There is to be no smoking in this day care center at any time. It is against our policies, against the fire code, and against the health inspector's code. We bring this to your attention for your piece of mind. Per State of Kentucky regulations, no body can approach the building with a cigarette. **DISPOSING OF A CIGARETTE IN STREET, SIDEWALK, OR AROUND BUILDING IS NOT PERMITTED.**

CHILD ABUSE - We are required by state law to notify all parents that we will advise the department of social services and other proper authorities if we observe any signs of child abuse or neglect.

If circumstances beyond our control arise and cause the center to be closed, it is your responsibility to already have arrangements made for back up child care. Always be prepared!

Should center be on a delay and open late, children need to arrive at time center opens and within 15 minutes of opening to attend.

Should your child/children stop attending for any reason, requested copy of shot record, etc. will be mailed to the residence or emailed. Please supply mailing address or email address. These records can not be copied at the time of departure.

CARE BEAR DAY CARE CENTER, INC.

POLICIES & PROCEDURES MANUAL

EARLY CHILDHOOD & SCHOOL-AGE
400 VINE STREET
DAYTON, KY 41074
(859) 291-1091

INFANT & TODDLER
215 4TH STREET
DAYTON, KY 41074
(859) 291-6091

PATTY MUENCH, OWNER/DIRECTOR

mrscarebear@carebeardaycare.com

AMANDA MUENCH, CO-DIRECTOR

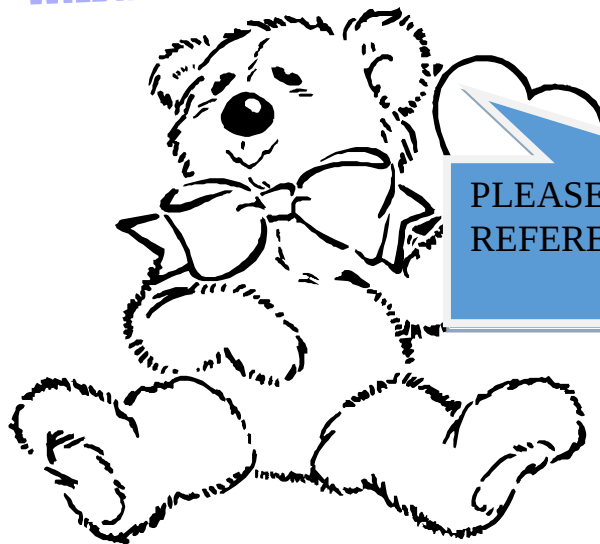
amandamuench.cbdc@gmail.com

KENNA MUENCH, ADMINISTRATIVE ASST./SUB

SCHOOL-AGE SUMMER LEAD TEACHER

Kmuench@carebeardaycare.com

WILL NEED CURRENT SHOT RECORD



PLEASE KEEP FOR YOUR
REFERENCE

PROVIDING QUALITY CARE FOR 39 YEARS!

Precious Possessions Deserve The Finest In Care!!!

Ms. Patty



***Patty Muench
Owner/Director***

Started center in May 1986 for the purpose of knowing that her two children would be cared for and kept safe due to the necessity of having to work. Continued to work 15 years – coming into the child care business full-time in January, 2000.