

Children are this Community's Most Important Resources

PUTNAM COUNTY BOARD OF EDUCATION

Employee Childcare

PARENT HANDBOOK

The Putnam County Employee Childcare is a parent-tuition funded childcare 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 is currently located at the Prescott South Elementary School and will care for 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.

Parent input is vital to the success of the program. Any questions that you might have may be addressed to the ECC Program Coordinator at 931-528-1847.

POLICIES AND PROCEDURES

Fees/tuition

The Employee Childcare 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 are available with top priority given to full-time enrollment.

Infant/Toddler (not potty trained)	120.00	Full time
Preschool (potty trained)	110.00	Full time
Infant/Toddler Part-time (not potty trained)	30.00	per day
Preschool (potty trained)	25.00	per day

Multi-Child 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 other children between receiving a 5% discount.

Payments

- A non-refundable registration fee of \$25.00 per child is required each year and due upon registration. Checks or money orders only. No cash will be accepted.
- Payments will be made by payroll deduction. Certified personnel payroll is disbursed on the 20th of each month. Customer statements will be given to parents on the 10th of each month. The full amount of tuition due upon the 10th will be the amount deducted for childcare.
- There will be a \$20.00 service charge on all returned checks, at which time only money order payments will be accepted for future services.
- No fees are charged when the center is closed.
- 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-4:30PM
- 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 due to weather or closes early, the childcare center will operate with regular hours, weather permitting.
- 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.
- Childcare will not be prorated if a child attends the program during the day. (no half-day rates)

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.**

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. 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 Policy

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, 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.

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 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.

Contact Information

- Becky Vinson, ECC Site Director 525-4810
- Krista Hamilton, ECC Program Coordinator 528-1847

