

## Watkins Preschool & Early Learning Center



*Learning to Play...Playing to Learn*

# Parent Handbook

## 2022-2023

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*Licensed facility Kentucky Cabinet for Health and Family Services*

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...a fun place to  
play and learn!

## Welcome!

I am so thankful that you chose Watkins Preschool as your child's introduction to a lifetime of learning!

Our most important job is to provide your child with a safe and loving environment where they can grow spiritually, cognitively, emotionally and physically. We have an amazing staff prepared to open a world of learning adventure to each child in their care.

Communication between family and our staff is of utmost importance as we work as partners for the benefit of your child. We hope you will be active in your child's preschool experience by asking questions and sharing information.

Thank you for sharing your child with Watkins Preschool and we look forward to a great year!

*Natalina Grismer*

Director

## History

Watkins Preschool (formerly known as Watkins Preschool and Mother's Day Out) started in 1961 as a dream. The Watkins United Methodist Church building was non-existent. Church services were held at Westport Road High School (currently Westport Road Middle School). A church member began the preschool in their basement until the building was completed. The preschool was an important part of the UMC ministry to young families in the community. Over the years the program expanded to extend the preschool experience to working families. In 2003 the addition of extended day options became available to our Three and Four Year old programs thus allowing our families to further their education and/or employment while their children received preschool and superior care in a nurturing environment. Watkins first became a licensed facility in 2001 through the Kentucky Cabinet for Health and Family Services. With an ever growing focus on the importance of early childhood education, Watkins Preschool continues to maintain an outstanding reputation for equipping children with the skills needed for a successful transition for a positive elementary school experience. Watkins Preschool is blessed to currently have families enrolled in which the parents attended preschool at Watkins. Thanks for being part of another 50+ years.



## **Credentials**

Watkins Preschool is licensed by the ***Kentucky Cabinet for Health and Family Services in the Commonwealth of Kentucky***. This cabinet conducts annual inspections. Watkins ELC is a member of Community Coordinated Child Care (4 Cs). Watkins Preschool is inspected annually by the state fire marshal. Monthly fire drills and quarterly earthquake, tornado and lockdown drills are conducted. Watkins Preschool exceeds all requirements and regulations set forth by these agencies. Your child's safety is of the greatest importance to us.

## **Children's Ministries Governing Board**

Watkins Preschool is governed by the Weekday Children's Ministries Governing Board. This board consists of the Watkins Early Learning Center director, a teacher representative, church staff members and a parent representative as well as members of WUMC. The Chairperson of the Children's Governing Board is appointed by Watkins United Methodist Church and serves for three years.

## **Purpose**

Watkins Preschool Programs are dedicated to maintaining a Christian atmosphere where children can learn, be nurtured and loved. Teachers and staff will strive to exemplify Christian principles in their relationships with the children and their parents.

*Train a child in the way he should go, and when he is old he will not turn from it.  
Proverbs 22:6*

## **Mission**

Watkins Preschool strives to create a Christ-centered environment to promote the cognitive, social, emotional, physical and spiritual growth of children by building a strong foundation of learning and character development for school readiness.

*Jesus said...Let the children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Mark 10:14*

## Goals

- Model God's love to families and community
- Instill love for and provide a better understanding of God's love for all people
- Provide a faith-based, children centered environment
- Instill a love of school and learning through developmentally appropriate readiness activities to promote literacy, problem solving skills, language and listening skills
- Build strong positive communication skills and friendships by interacting with classmates, teachers and family members.
- Provide hands-on, age appropriate learning activities to enhance eye-hand coordination and to strengthen fine motor skills.
- Help children build awareness of self, a positive self-image to become accepting of others difference by sharing and interacting socially with peers and adults.
- Help children develop a sense of responsibility, practice self-control and become an independent learner.
- Provide the foundation needed for young learners to transition smoothly into a successful Kindergarten year.
- Strive to create an environment to nurture God's children

## Class Size

The Kentucky Cabinet for Health and Family Services determines the staff-child ratio as:

2/3 year olds	1 staff / 10 children
3/4 year olds	1 staff / 12 children
4/5 year olds	1 staff / 14 children

## Watkins Preschool & Early Learning Center Staff Qualifications

The staff members of Watkins Preschool have experience in Early Childhood Education or child care. Teachers have either experience in education or a related field, an Associate, Bachelor or Master's Degree in Education. All staff members are required to complete 15 hours of continuing education training annually in the field of early childhood education. Most staff members are certified in CPR and First Aid. All staff members have had TB screenings, criminal background checks, central registry checks and training in the identification of Pediatric Abusive Head Trauma.

## **Introduction to Preschool Programs**

### ***Twos Program***

Children participate in developmentally appropriate activities according to a weekly theme. Activities include supervised free play, story time, art, music, Bible time and outdoor and/or big room play. Parents provide a snack ***clearly labeled*** with their child's name. Children must be at least 18 months of age to enroll in the **Tiny Two's** class and 24 months for the **Older Two's** classroom. WELC exceeds state licensing requirements by offering a ratio of 1 staff member to 6 children. Parents furnish disposable diapers, wipes, extra clothes for their child.

## **Preschool Programs**

### ***Preschool Three-year-old Class***

This program starts the building for a strong foundation to higher learning. Learning is promoted through play which fosters independent thinking and problem solving. Our instruction and assessments are in alignment with Kentucky's Early Childhood Standards to equip our preschoolers for pre-k which will further their readiness for kindergarten. Daily activities include self-directed centers, small group/independent work with the teacher, story time, art, music, Bible time, Spanish and movement. Parents provide snacks. Children must reach the appropriate age for the class placement before August 1<sup>st</sup>.

Children **must** be toilet trained by the time school starts. (Pull ups are considered diapers and are not acceptable). If a parent chooses to register a child and the toilet training is not accomplished by the beginning of school parents may choose to pay the monthly tuition to hold the placement until the child is toilet trained. Registration fee is non-fundable.

### ***Pre-K Four-year-old***

This program continues to build a strong foundation for higher learning through activities that involve reading, creating, discussing, observing, singing, and moving. Daily activities include self-directed centers, small group/independent work with the teacher, story time, art, music, Bible time, Spanish and movement. Learning is promoted through play which fosters independent thinking and problem solving. Our instruction and assessments are in alignment with Kentucky's Early Childhood Standards to give them the foundation needed to transition smoothly into a successful Kindergarten year! Parents provide snacks. Children must reach the appropriate age for the class placement before August 1<sup>st</sup>.

### ***Jr. Kindergarten Four-year-old***

This program is for children who have a late summer and/or fall birthdays who miss the cutoff for Kindergarten and those who have excelled in the Three-Year-Old program. There is more teacher instruction in this class to prepare children for Kindergarten. This program is offered from 9:00-2:00 Monday through Friday to prepare children for their longer Kindergarten day. They will have lunch in their classroom and they will follow a more formal curriculum which includes Memoria Press' Jr. Kindergarten curriculum. There is still an emphasis on play as well as some workbook instruction.

### ***Early Bird 8:00 – 8:45 and Extended Day***

The pre and post care programs offer organized activities and play similar to regular daily routines. Children staying past 2:00 p.m. will need to bring a pillow, crib sheet, and a blanket for a rest time from 1:30- 3:30 or 2:00 – 3:30. In addition, please pack an afternoon snack.

Our Extended Day rooms offer a quiet resting time as required by the State of Kentucky. This time is spent on a cot and a child may sleep during that time. We require that your child has a quiet time to rest each day that they stay past 2:00 p.m.

### **Curriculum**

Watkins Early Learning Center goals are to promote Social/Emotional, Physical, Cognitive, and Language development through teacher-directed and child-centered activities. This approach helps children grow and learn at their own pace through a nurturing indoor/outdoor environment. Each room will have activity centers such as Art, Blocks, Science, Dramatic Play and Library. Creative Curriculum is the curriculum we use across all age groups. It fits our philosophy and has an emphasis on play as the primary way children learn best.

Our Four-year-old classes use Handwriting Without Tears to teach basic handwriting skills. This curriculum was developed to make the task of learning to write achievable to every child by using a system of big and small lines and curves. Our Math curriculum has been developed by The University of Chicago. Everyday Mathematics is fun, practical way to introduce complex math concepts at a preschool level. It is our hope that a love for all things math will develop as we explore the world of math using everyday items that all the children are able to relate to.

### **Enrollment/Admissions Policies**

- Children between the ages of 18 months and 5 years of age are eligible for enrollment. There is no admission testing. Children must have the developmental maturity to manage anxiety of separating from their parents.
- We respectfully request that you inform the Director of any special needs and/or circumstances pertaining to your child prior to registering.

- Watkins Early Learning Center accepts children without regard to race, creed, religion, marital status of parent(s), sex, ethnic, or national origin. A diverse environment enriches the learning experience for children by providing exposure to different cultures and background
- Enrollment is considered on a first come first serve basis as space permits.

## Registration

- Begins in late January.
- Current student's parents are required to submit updated enrollment form when registering for the next school year. Children are not considered officially enrolled until a new form has been submitted.
- An annual non-refundable enrollment/activity fee must be paid at the time of enrollment or they will lose their spot.
- Enrollment information must be fully completed and on file prior to your child's first day of school.
- The following information is required on the registration form of all children attending the program: name, sex, date of birth, parents' names, home addresses, home phone number, work phone numbers and place of employment of each parent who has custody, name and phone number of child's physician, name, address and phone number of two local designated people to call in an emergency, name of persons authorized to pick up child, allergies and intolerance to food, medication, chronic physical problems and pertinent developmental information and any special accommodations needed along with insurance information.
- Any blanket permission slips and opt out requests, name of additional programs and previous preschools that the child attended.
- Current immunization certificate from the pediatrician complete with pediatrician's signature and date.
- Child's Physician and preferred hospital must be completed on each enrollment form according to state regulations.

♥ Welcome to  
Preschool!

## Financial Policy

1. An annual non-refundable enrollment fee is due for each child by August 1st of the enrolling year.
2. Tuition is determined according to specific program your child attends. The yearly tuition is divided into 10 monthly installments (Aug - May)
3. Tuition can be paid through our BrightWheel App, by cash, by check, or by Venmo @Watkins-UnitedMethodistChurch monthly or weekly. Forms are to be completed at our website [www.watkinselc.com](http://www.watkinselc.com) and submitted online. We urge paperless transactions.
4. Watkins United Methodist Church Members receive a 10% discount in tuition fees, registration is waived, but activity fee applies per child.
5. Watkins Preschool and WUMC Church Staff receive a 50% discount in tuition fees, registration is waived, but activity fee applies per child.
6. A Military discount of 10% is offered to families who currently have a parent who is actively serving in a branch of the military on tuition and registration fees. Activity fees apply.
7. Siblings receive a 10% discount for the second child. (The 10% is reduced from the child's tuition that is lower)
8. Monthly Tuition: Payments will be deducted the first Monday of each month.
  - Parents receive a 3% discount if tuition for the year is paid in full by August 15th.
  - No allowance is made for illness, vacation or holidays.
  - A \$5.00 per day late fee will be applied to Brightwheel accounts if payments are not received within 10 days of due date.
  - **If your child's account goes beyond 45 days, they will be removed from the program and will not be accepted back into the program until your account is paid in full.**
9. If tuition is not paid in a timely manner, as decided by the Watkins Preschool Director and the church governing board your child's enrollment can be terminated and collections will be pursued.
10. Watkins Preschool understands that there may be circumstances in your life that make it difficult to make your monthly tuition payment. You MUST communicate your need in writing to the Director for the need to delay payment. It must be approved by the Finance Committee of Watkins United Methodist Church to avoid paying a late fee BEFORE your tuition due date.
11. Changes to your child's regular schedule must be requested in writing, discussed and approved by the Watkins Preschool Director before they occur.
12. Return Check Fee: \$25 charge for fees returned from the bank because of insufficient funds.
13. A two week written notice must be given to the Watkins Preschool Director before withdrawing your child from any Watkins Preschool program to avoid being responsible for paying the unpaid balance of the yearly tuition that is due.
  - If tuition is paid in full, Watkins ELC will obtain 10% of the paid tuition.
14. If any and all fees are not paid in a timely manner, Watkins ELC reserves the right to retain an attorney to collect all unpaid fees including late fees. Any and all attorney fees and court costs will be the responsibility of parents/guardian.
15. Late Pick-Up Fee: Children must be picked up from Watkins Preschool promptly at your child(s) scheduled dismissal time. Out of respect for our staff members who have families, school, and

other commitments following their workday at Watkins, this policy will be enforced! **A \$25 late fee is charged for each fraction of/additional 15 minutes per child that is picked up after dismissal time. Any and all late fees accrued are due the day of the late pick up and are payable with cash or check. Carpool times are at 11:55am and 1:55pm. You are considered late at 12:10pm and 2:10pm.**

16. Covid-19 Closure: In the event of a shutdown, tuition paid in advance will be reimbursed fully. Registration fees will not be reimbursed.
17. Tuition will not be reimbursed if your child is quarantining from an exposure within the school or outside of school.

## Arrival and Dismissal Procedures

The following information describes the process for arrival and dismissal from Watkins Early Learning Center. **The safety of your child and our staff is priority.** We ask that you read and agree to abide by them. It has been our experience that it is best for children to enter school each day by participating in carpool. For children, the carpool arrival process fosters their sense of independence and the sense of community by providing a common start to the day and shared transition into the morning routine.

### Morning Arrival

- Carpool begins at 8:45 am.
- School begins at 9:00 am. It is expected that all students will be in their classrooms at this time.
- Preschool with extended classes may drop off as early as 8:00 am. Children will be brought into the building and signed in by their parents in the Early Bird Room - Gym.

### Arrival Procedures

- Carpool line forms in the upper parking lot.
- Drive slowly and cautiously.
- As you pull up to the drop-off point marked by one of two bright green VISUAL WARNING BUDDIES, come to a complete stop and allow your child to exit your vehicle. **All children should exit from the driver's side.**
- **At no time should the driver exit their vehicle.** A preschool staff member will assist your child getting out of the vehicle. If you are having difficulty with your child getting out of the car, please pull up as far as possible so the line can continue while we have someone assist you.
- **At no time should a car pass another while in the carpool line.**
- **Children must ALWAYS be escorted to the Preschool Entrance by either a parent or a member of the Watkins Preschool staff.**
- Please be attentive to the movement of the children and possible traffic in the area.
- Once carpool has ended, all parents arriving late must pull into a parking place and walk their child into the building.

- If you desire to walk your child to the door, for the safety of everyone, *you can only do so after carpool has finished*. You must park in a parking space and wait inside your car until the last carpool car has left.
- If someone else is dropping off your child, they must follow this procedure; make sure they are informed.
- Please arrive promptly; your child misses out on valuable class time (free play, circle time, specials, jobs, etc.) and this becomes frustrating to your child when continually late. When dropping off your child, please don't linger. It can make the separation process more difficult, and your child may/can sense your own insecurity. If there are tears, they are usually gone before you reach the car!

## Dismissal

- Dismissal begins at 11:55am
- Lunch Bunch and Enrichment dismissal begins at 1:55pm
- Extended day programs - all children must be picked up by 5:00 - parents come in to the building and sign out their child.
- Children will be released only to parents/guardians/persons listed on release list unless written notice is received that another adult has permission to pick up child.
- If person dismissing has not met person picking up child; he/she will be required to show ID before child will be permitted to leave. Please notify any/all persons on your release list that this is policy.
- If a parent is not permitted to pick up the child by court order, Watkins Preschool is required to have a copy of that court order on file. Please bring a copy for your child's file.
- Adults are responsible for children upon release to them.

## Dismissal Procedures

- For the safety of our children and so as not to impede the flow of the carpool line, *any parent picking up and not utilizing the carpool line must wait until the carpool line is complete before coming to the door to pick up their child*.
- Your child will be assigned a carpool number and it will be given to you at Orientation. Please display your carpool number where it can be easily seen from a distance (not flat on your dash or held to the driver's side window- we can't see it). Children are matched to the carpool line number in the vehicle. If your child is picked up by someone other than you in the carpool line, you must send a note with your child authorizing them to pick up your child. That person will be asked to provide identification to the staff.
- A teacher will assist in putting your child in the vehicle on the driver's side. We will not buckle your child. You must **pull up to buckle up**. Once your door is shut, please pull forward to buckle in your child. This will keep the carpool line moving efficiently.
- Do not get out of your vehicle until you have pulled up to buckle up.
- We require that every child be placed in a government approved car seat upon dismissal through carpool.



**Absences** Please inform (call, email) if your child will be absent from school on any scheduled day they are to attend Watkins Preschool.

Any change at home (relatives visiting, vacation, late bed time, doctor visit, a new baby, death in family, etc.) may affect a young child's behavior and security away from home. Please help us by sharing any information that will make us more sensitive to your child's needs through the year.

### **Delaying / Closings / Severe Weather**

Watkins Preschool will follow the Jefferson County Public School procedures on most occasions. In the event there is a **NEED** to delay the opening OR closing of Watkins Preschool please follow the guidelines in this handbook.

Notification will be available:

- On our BrightWheel App.
- If JCPS is closed, we are CLOSED.



## Communication

- Effective communication between staff and parents is of utmost importance for the well-being of your child.
- Communication through our Brightwheel App will be key. Please follow us on Facebook – Watkins Preschool & Early Learning Center,
- Watkins Preschool utilizes BrightWheel as our preferred method of communication. **Please message us throughout the day to keep us up to date on any changes.** The Director's email will be checked periodically during the day. Watkins Preschool will respond in a timely manner, but please remember: **Your children come first when they are here! If an emergency arises, please call.**

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## Positive Discipline

Early Childhood is an important time for children to learn appropriate behavior in a social or group setting. Basic principles such as sharing, personal space, following directions, and respect for others are gained in these formative years and are invaluable preparation for entering the elementary school years.

At Watkins Preschool we respect each child and his or her level of development, individual personality, family and cultural influences. We employ methods that encourage self-discipline, self-direction, self-esteem and cooperation. We strive to create a positive environment (plenty of activities, space, and appropriate room arrangement) to positively influence behavior.

Our programs have a set daily routine but allow for flexibility. Clear guidelines are provided so that children know what is expected of them. Limits that relate to safety and protection of self, others, and the environment are clear and are enforced consistently in a positive way.

Watkins Preschool staff are trained in appropriate discipline techniques for the classroom, and monitored to ensure that these techniques are being consistently applied. Teachers may use a variety of strategies depending on the child and the situation. These strategies include: gaining a child's attention, staying in close proximity to the child, reminding, acknowledging feelings before setting limits, redirecting or diverting, age appropriate choices and natural consequences. Some classrooms have a peace area, which is a designated area in the classroom, where any child may choose to have one or more turns daily. Some children choose to go there simply for a break from the classroom action, or to stretch out with a book. Children take turns in the peace area, as it is designated for one person at a time to enjoy. Ultimately, the peace area is a tool for the children to use as they develop self-control.

- Positive behavior approach is used which includes positive reinforcement and redirection to guide behavior.
- Staff communicates with the children using positive statements, encouraging children with adult support, to use their own words and solutions to resolve conflicts, and communicate with children at eye level, talking to them about what behavior is expected from them.
- If redirecting does not produce appropriate behavior, removing child from situation may be used with a discussion about behavior following.
- On-going behavior concerns will be discussed with parents/guardian.

- If a child is disruptive or physically/verbally abusive to another child or staff, parents will receive a warning and enrollment may be terminated after three consecutive incidents.



## School Attire / Dress Code

- Please send your child in comfortable, practical clothing! Sturdy rubber soled play shoes are recommended for your child's safety. If these are not being worn, please place appropriate shoes in your student's backpack. Flip flops, clogs, slip on shoes and sandals can cause accidents during playtime and restrict mobility and often cause children to trip and fall. The playground mulch gets in their shoes making it uncomfortable for your child.
- One-piece outfits on children who are toilet trained make it much more difficult at bathroom time. Pants with elastic waistbands are great!
- When dressing your child in a skirt/dress, please put a pair of shorts underneath!

## Clothing and Personal Items

- Mark your **child's name** clearly on all personal belongings. Similar looking items are often picked up by mistake.
- Each child needs a change of clothing (socks, underwear, shirt and pants/shorts) to keep at school or in your child's backpack in case of a spill or accident. Please put the clothing in a **Ziploc bag and write your child's name on the bag.**

## Outdoor Activities

- Outdoor activities are an important part of our curriculum. Play clothes and proper shoes are suggested.
- For colder weather, send a warm jacket, hat and mittens. Extreme cold, the big room (gym) will be used.
- For warmer weather, use sunscreen before coming to school and hat if needed. Extreme heat, the big room (gym) will be used.

**Backpack/Bag:** Please send your child's backpack/bag to school **every day**. Please check his/her backpack after school **daily** for information from Watkins Preschool. This is one way we communicate with you!



## Health and Safety Policies

- **Sight & Sound:** The care, protection and guidance of our children is taken very seriously at Watkins. Staffing has been arranged such that all children are kept within sight and sound at all times.
- **Safety:** Please check pockets and backpacks; for the safety of all children are not permitted to bring gum, candy, money, medications (includes cough drops), cosmetics, hand sanitizer, and anything questionable to school on them or in their backpacks. Please check often.
- **Drills:** Monthly fire drills and quarterly earthquake, tornado and lockdown drills are conducted. Watkins Preschool is equipped with smoke detectors and weather radios. We have been informed by the authorities to the safest place in our building for severe weather. This area is equipped with emergency supplies. Watkins Preschool exceeds all requirements and regulations set forth by these agencies. Your child's safety is of the greatest importance to us.
- **Incidents and accidents** will be noted on the appropriate form, signed by the staff member, a parent or guardian and a copy sent home. In case of accidental injury requiring more than simple first aid, we make an immediate attempt to contact a parent. If we cannot reach either parent, we will contact the child's physician. In the event of an emergency, 911 would be dialed first and then parents would be contacted. Ambulances will be sent to Norton Children's Hospital unless the parent specifies otherwise.
- **Allergies:** All staff members who work with a child who has a food allergy will be trained in avoidance strategies and in the management of an allergic reaction. A physician must document medical concerns and allergies. Parents must complete an allergy action plan form and supply Watkins with the medications following the requirements previously described.

- **Hand Washing:** The Cabinet requires all children and staff to wash hands at specific times during the day in addition to the normal times we wash. All children and staff must wash hands upon entering the building.
  - Staff will assist the children as they enter the building from carpool.
  - Any parent that takes their child to the classroom must stop at the bathroom to wash hands.
  - Everyone washes hands before and after snack.
  - After playground time
  - After coughing, sneezing, bathroom visit, assisting a child with toileting, etc.
- **Hand Sanitizer:** Although hand washing is the single most effective way to stop the spread of disease, there may be times during the day when it is necessary for staff and students to use hand sanitizer. This will not serve as a substitution for hand washing, but a supplement to hand washing when circumstances make it difficult to access a sink. The Cabinet requires the school to obtain your permission to use hand sanitizer. The hand sanitizer will be inaccessible to children when not in immediate use. A staff person will be physically present with and supervising a child who is using a hand sanitizer and will remain with the child until the hand sanitizer has dried. *Children may not bring hand sanitizer to school.*
- **Medication:** Medications will be given to the children in the extended day classes only; emergency medications are the only exception. A written request form must be completed **daily**. Any child requiring emergency medications must have the medication checked in by the director or assistant director. All medication, over the counter and or prescription, must be in its original container, properly labeled and permission form completed. We will only administer medication according to the directions on the bottle unless stated otherwise by the child's physician.
- **Illness:** Every effort is made to keep the children healthy. The staff has been trained to follow proper sanitation habits and trained in the observation of children's communicable diseases. Please do not bring your child to the program if he/she has any of the following symptoms: intestinal disturbance accompanied by diarrhea or vomiting, green or yellow runny nose, persistent or excessive cough, any undiagnosed rash, sore or discharging eyes, ears, or throat, any contagious childhood ailments such as pink eye, ringworm, impetigo, etc., a temperature above normal, 98.6, in the last 24 hours. To return, he or she must be fever-free and symptom free for 24 hours without the benefit of medication. Also refrain from sending your child to school if your child is unable to participate in normal activities or needs more care than can be provided by Watkins Preschool.
  - A doctor's note may be required before your child can return to the program. Please call the preschool and report your child's illness along with any symptoms.
  - If your child develops any of these symptoms during the day, we will notify the parents and require that the child be picked up **within the hour**. The ill child will be placed in a supervised area isolated from the rest of the children until a parent or designated person arrives. A child who is sent home with a fever should not return until he/she has been fever-free for 24 hours, without the benefit of medication.

- **Covid-19:** Parents should communicate exposure or positive result as soon as possible. Quarantine procedures and contact tracing will be conducted and directed through the Kentucky Department of Health once they have been notified.
- **Communicable Diseases:** When children at Watkins Preschool have been exposed to a communicable disease as defined by the health department, the parents will be notified within 24 hours or the next school day unless forbidden by law, except for life threatening diseases, which must be reported to parents immediately. We are required to notify the health department of any outbreaks of disease.
  - We ask that you notify Watkins Preschool if your child has been exposed to or exhibits symptoms of a communicable disease/illness and requires that he/she not attend for the length of time prescribed by your doctor.
- **Smoking:** Smoking is not permitted inside the church building, school facility, the playground or anywhere on the church grounds



## Covid-19 Practices

- All teachers must be vaccinated at our center.
- Designated staff will sanitize high touch areas throughout the day.
- Health assessments will be required for children at check-in times.
- Visitors are limited.

## Food Policies

Breakfast is not served at Watkins Preschool. Parents are responsible for feeding their children breakfast before dropping their children off at the preschool.

## Snack:

Parents provide morning and afternoon snacks for their individual child. As required by the Cabinet, you must provide two from the following for snack: milk, protein, fruit or vegetable (often 100% juice) or grain. On birthdays and special party days, parents may bring in a special snack. Bakery items are acceptable, however, they often contain food allergens due to cross contamination. The teacher will check with the parent of a child with a food allergy to make sure the special snack is appropriate/safe to serve to their child. Home baked/made items are **not** to be served to children at Watkins Preschool. Sometimes classes may prepare special snacks. These are licensing requirements mandated by the Cabinet. All parents are given the opportunity to complete a snack exemption form at the beginning of the year. This form outlines what the cabinet requires to be sent for lunch.

## **Lunch:**

Watkins Preschool does not provide lunch. Parents are required to provide lunch for children who participate in an extended day. **According to the Cabinet, lunches must be labeled with your child's name and should include milk, protein, one fruit and one vegetable or two vegetables, and a whole or enriched grain. Milk for children from ages 25 months – 12 years should be pasteurized whole milk, 1% or non-fat skim milk. Please keep in mind that lunches are to be nutritious with very little sugar; do not include soda or candy in your child's lunch. Refer to the Required Meal Component Guide.**

## **Lunch Bunch:**

Lunch bunch is offered to morning preschool students whose parents wish to have their child's day extended until 2:00 pm. We currently offer lunch bunch Tuesday, Wednesday and Thursday when there are 6 or more children interested. Activities for the combined age groups will include play centers, big room or playground, lunch, story time and/or teacher directed games. Parents must provide a lunch (see Cabinet requirements above) and pay the daily fee of \$1.00 payable by BrightWheel, check, cash, or Venmo. Cash needs to be in a sealed envelope with child's name and date(s) the payment is for. Lunch Bunch will be billed at the end of each month for your convenience and checks and cash are also accepted on the day your child stays. There is no additional fee for parents paying for Lunch Bunch by check or cash. Parents must provide a lunch clearly labeled with their child's name.

## **Privacy & Confidentially Policy**

- Confidentiality is expected for families, children and staff at Watkins Preschool who may have access to private information. Without parent permission, a child's information is not accessible to anyone with the exception of staff working directly with the child.
- The Kentucky Cabinet for Health and Family Services requires strict confidentiality policies. All children's files are kept in the Director's office. A copy of your child's file is provided to the classroom teacher. Those files are stored in the locked cabinet in the teacher's room. Any assessments and screening results are kept in these files and are only available to the parents, immediate teacher and administrative staff. Children's assessments and screening results will be used to identify the best components of a curriculum to meet the educational, social and physical needs of the child. Results may be shown to resource personnel upon signed permission of the parents.

**Special Services:** If a child is receiving special services (e.g. speech therapy, physical therapy, etc.) with a written individualized family and/or educational plan for the child, a copy of that plan is required for the child's file upon enrollment. A consultation with parents/guardian may be requested.

**Activities:** You are welcome to visit our classrooms. Feel free to come in and see the exciting things we are doing. We request that when you do come to visit, please do not disrupt the classroom routine. Please allow a few weeks for us to get settled into our routine at the beginning of the year. Classroom

visits are not appropriate times for a conference as teachers are working with all the children in the classroom.

**Special Resources:** Watkins Preschool offers Movement, Music, Bible, Art, and Spanish classes. The number of days depends on number of days your child is enrolled. Additionally, children attend chapel in the Sanctuary each month.

**Birthday Celebrations:** We will celebrate birthdays! On your child's birthday (or close to it) you may send in a special treat. If your child has a summer birthday, we will celebrate their half-birthday. Please let the teacher know in advance what day your child will be celebrating. Keep the celebration simple! The children enjoy a party napkin and a small treat bag. Please do not include anything in the treat bag that may pose a choking hazard to children (balloons) or anything in which someone in the class may be allergic. Keep the treat bags open so that the classroom teacher may check it for you. We do not distribute birthday party invitations at school unless everyone in the class is invited. We have found that children do not eat large cupcakes, cookie cakes and brownies covered in excessive icing; if bringing be sure to ask for little icing. Cookies, muffins or brownie bites work best.

**Community Visitors:** Resource people from our community visit our programs during the year. These visitors may include firefighters, doctors, dentists, builders, etc. We are grateful to these people for the enrichment they add to our classes. If you or someone you know has a special skill or talent they would like to share, please let us know.

**School Pictures:** Pictures are taken twice a year. All children in our preschool are photographed unless you indicate otherwise. Purchasing pictures is optional.

**Scholastic Book Orders:** On several occasions through the year, your child will have the opportunity to order books from Scholastic. A book order form will be sent home with your child; participation is optional. If you choose to order books, please order online at [www.scholastic.com/bookclubs](http://www.scholastic.com/bookclubs). Enter Class Activation Code **THWQ3** and create your own user name and password. When ordering in the future, you will only need your user name and password. Our center receives FREE books for these orders!

### **Watkins Preschool T-shirts:**

Watkins will celebrate t-shirt days on "Chapel Days" throughout the school year. T-shirts will be ordered at the beginning of the year. The fee for the shirts are \$10.00 per shirt.

### **Animals**

The Kentucky Cabinet for Health and Family Services requires licensed childcare facilities to obtain parental consent if animals will be in the presence of children in our care. Our classrooms may have fish, frogs, hamsters, gerbils, guinea pigs, turtles or other small animals. The animal will always be under the supervision and control of an adult. It will be certified as vaccinated against rabies. You will be asked to sign a consent form.

## Parent – Teacher Conferences

We offer parent – teacher conferences for the 3s and 4s classrooms. School will **not** be in session during conference days. The teacher may request additional conferences as needed. Likewise, if you would like a conference, please call and schedule one with your child’s teacher.



## CHILDREN AND PARENT RIGHTS PURSUANT TO KRS 199.898

**All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:**

- (a) The right to be free from physical or mental abuse;
- (b) The right not to be subjected to abusive language or abusive punishment; and
- (c) The right to be in the care of adults who shall meet their health, safety and developmental needs.

**Parents, custodians or guardians of children specified in subsection (1) of this section shall have the following rights:**

- (a) The right to have access to their children at all times the child is in our care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- (b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
- (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian or child;
- (d) The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential;
- (e) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child care home, or the provider or program receiving public funds within the past year; and
- (f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports;

**The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian or guardian of the child at the time of the child’s enrollment in the program.**



## **Termination of Enrollment**

1. If a child's unresolved behavior issue has not been resolved after attempting a cooperative solution in communication with the parents, the Director reserves the right to terminate a child's enrollment.
2. If a child or parent is found to be in possession of weapons on Watkins United Methodist Church property (with or without the intent to use) or exhibits behavior that could be threatening or harassing to a staff member, immediate termination from the school will occur.
3. Some children will experience separation anxiety. With some children separation anxiety is mild and usually a short adjustment period is needed. With others, however, the anxiety is severe and adjustment to new situations does not readily occur. The staff will work with the parents and the child to relieve this anxiety. Most of the time, the child will mature and over time the anxiety will decrease. If after a period of time, the anxiety level is still high and the child is experiencing severe stress, we will recommend removing the child from the program with a full refund of the current month's tuition.
4. An account in arrears is subject to termination of enrollment. If there is a financial hardship, please contact the Director immediately.
5. If at any time a child exhibits behavior that puts other children at risk, the Director reserves the right to automatically terminate a child's enrollment in the program without advance notice.

## **Grievance Procedure**

- If you have a concern, first communicate your concern with the teacher / staff.
- If you still have concerns, please discuss it with the Director.
- If the situation is not resolved, please communicate your concern in writing, signed, dated and submitted to the Director who will meet with you and a representative of the Watkins Preschool Governing Board to discuss the issue.

## **Withdrawal Procedures**

A two weeks written notice is required prior to withdrawing your child from any Watkins Preschool program. This written notice must include the reason for withdrawal and final day of attendance. This information will allow us to help your child make a smooth transition. Your account will be charged for the two weeks from the day we receive written notice, whether your child attends or not. If your child is withdrawn the last month of the school year for reasons other than illness or moving from the area, previously paid May tuition will not be refunded. Additionally, if you choose to withdraw from the program after you have submitted September's tuition, the tuition will not be refunded. If this procedure is not followed you will be responsible for paying all the unpaid balance yearly tuition that is due.

## **Conduct Code**

The student's interest in receiving a quality based education can only be accomplished if students, parents and Watkins Preschool staff work together. Most often any differences among these people can be resolved by taking the following steps.

- Parents/Guardians are expected to work courteously and cooperatively with Watkins Preschool staff to assist their student in meeting their cognitive, social, physical, behavioral and spiritual goals.
- Students and parents/guardians may respectfully express their concerns about Watkins Preschool. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening or hostile.
- If you have a concern, first communicate your concern with the teacher / staff.
- If you still have concerns, please discuss it with the Director.
- If the situation is not resolved, please communicate your concern in writing, signed, dated and submitted to the Director who will meet with you and a representative of the Preschool Children's Governing Board to discuss the issue.

Parents/Guardians are expected to work courteously and cooperatively with Watkins ELC staff to assist their student in meeting their cognitive, social, physical, behavioral and spiritual goals. Watkins ELC reserves the right to terminate a student's enrollment.

## **Reporting Suspected Child Abuse or Neglect**

All persons in child-related programs are required by law to report suspected child abuse or neglect to the Child Protection Hotline 1-877-KYSAFE1 or 1-877-597-2331. Watkins Preschool staff members have received training to help identify signs of possible abuse or neglect. When we see signs, we are required to file a report.

Some of the guidelines that we are given are as follows:

- Staff members are required to make a report if child abuse is suspected
- Staff members are not permitted to conduct an investigation; trained personnel with the hotline will institute an inquiry if they deem it necessary
- Staff members are not allowed to contact parents about suspected abuse or neglect. When a report is filed, many parents comeback to the staff and say, "Why didn't you talk to me first?" The answer is that we are not permitted to do so. If there is a chance that child abuse is occurring, then notifying parents before notifying the hotline may put the child at greater risk.

We cooperate with Child Protection not only because it's required, but also because we understand that caring for children is a shared responsibility. Watkins Preschool is committed to the safety and well-being of each child. We solicit the cooperation of all parents to this end.

## **Insurance and Agriculture Regulations**

As required by the Cabinet, Watkins Preschool carries school accident insurance on all children enrolled in the school.

### **Regulations from the Department of Agriculture concerning pesticides used in licensed child care centers:**

Watkins Preschool has documentation of our technician's certification and a copy of our company's license holder's certification. Our contract is with Terminex. We are required to provide parents with the following information:

- Date of this notice serves for
- Date of Pesticide Applications: 2<sup>nd</sup> Friday after the last child is out of building
- Special Circumstance Pesticide Application Notice will be sent if it occurs.
- Location of Possible Pesticide Application: restrooms, kitchen, mop closets, sink areas, exterior doorways, basement/crawls (if applicable) and floor drains.
- Target Pests: sow bugs, ground beetles, crickets, spiders, ants, roaches, centipedes and rodents.
- Method of Application: baiting and glue boards.

## **Emergency Preparedness Plans**

The Cabinet requires licensed preschools to have an emergency plan that addresses staff responsibility, facility readiness with respect to emergency evacuation and shelter-in-place and a reunification plan. The Director is the primary decision maker in the event of a crisis. Staff members have been trained in the emergency procedures of evacuation, tornado, lockdown and fire. Our entire emergency plan is available for review in the Director's office. Additionally, the plan has been submitted to the Emergency Director for Jefferson County and the Worthington Fire Department.

**Drills**

Fire, earthquake, tornado and lockdown drills are held regularly as required by the Cabinet. Each room has a posted emergency and evacuation plan. All children, staff and any parents at the time of a drill MUST participate in the drill. Drills data is recorded in a log as required by the Cabinet.



**Reunification Plan**

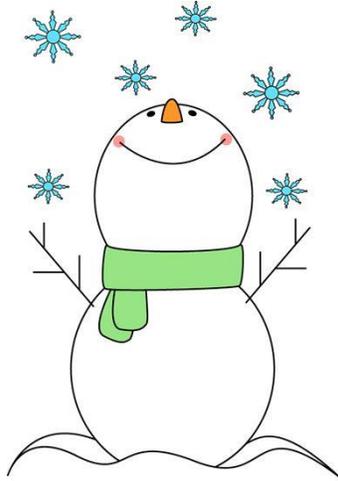
It outlines our plan for reunification with families in the event of evacuation off Watkins property. It is recommended that you keep this information sheet readily available. It is a good idea to store it on your smart phone.

**PARENT INFORMATION FORM FOR REUNIFICATION**

Name of Provider/Program	Watkins Early Learning Center 9800 Westport Road Louisville, KY 40241
Emergency Contact Number at the Program	(502) 425-8042 (502) 425-2200 (alternate)
Emergency Contact at the Program	Natalina Grismer (516) 633-1558
In the event the facility must be evacuated due to an emergency/disaster, the staff and children will leave the building and gather in the immediate area at...	The field past the playground
In the event the facility must be evacuated because of an emergency/disaster in the immediate area the children and staff will walk to...	Hwang's Martial Arts (located behind Watkins close to Walgreens)

Address, phone number and contact person at the relocation site is...	2813 N. Hurstbourne Pkwy Louisville, KY 40223 (502) 412-7755 Contact: Jung Hwang
Route children and staff will travel to get to evacuation site...	Walk to carwash, through Walgreens parking lot and cross street (staff will use stop signs located in grab and go bin to direct traffic)
If necessary, children will be transported to this health care facility	Kosair Children's Hospital
Address and phone number at this health care facility	4910 Chamberlain Louisville, KY 40241 (502) 446-5000
<p><i>** Please note in an emergency situation, all children must be signed out through the Director or second in command. Photo identification may be necessary for release of children to your designated emergency contact. **</i></p>	

## Winter Weather Policy



**If JCPS closes - we will close on most occasions**  
 Please tune to your favorite local channel to see if JCPS is closed. Watkins Preschool will **NOT** be listed separately.

**If JCPS is on a delay we will delay as well.**  
**A Delay = NO EARLY BIRDS**  
**Extended Day = Children may arrive at 9:30**  
**Non-extended Day = Children may arrive at 10:00**

*If JCPS closes school early, we will also close early.*  
**If JCPS dismisses early due to changing weather, we will call you to inform you that you need to make arrangements to pick up your child.**

We are implementing this delay schedule for the safety of our school families and staff. We cannot open our facility until we are staffed according to State Licensing regulations. Some of our staff have school age children who will be affected by the JCPS delay. We WILL NOT make up snow days unless we miss more than 5 days. No refunds will be issued for those days missed.  
 If we have a late start, you are always welcome to have your child stay for Lunch Bunch. We will discount the Lunch Bunch fee on snow delay days.

*The Lunch Bunch fee on snow delay days is \$6.00*