

Dear Parent:

Bear Care is a licensed childcare program that provides developmentally appropriate education programs, based on the same instructional components students study in school. We offer a variety of fun and educational activities each week. Our main focus for school age children is to offer homework assistance daily during the school year. We know your lives are busy, so with Bear Care helping your child with their homework before you pick them up, this gives you more time to spend as a family. Bear Care also prepares daily lesson plans and weekly themes that extend your child's learning when out of school.

Our Preschool Bear Care Program helps build a foundation of learning by teaching the children their colors, shapes, letters, etc. They also have daily lesson plans and weekly themes. Many of the activities that we do are hands on, which helps children gain better knowledge of what is being taught. We have skilled staff and low student/teacher ratios.

We are open year-round, providing childcare for students of SCES, TES and Preschool. We operate before and after school for the K-5 program and we are open on all breaks, school closings and snow days from 6:00 a.m. to 6:00 p.m., excluding holidays. We operate 6:00 a.m. -6:00 p.m. Monday-Friday at the preschool program, excluding holidays.

We feel confident that the Spencer County Bear Care enrichment programs will provide you and your child the services that you need and are consistent with your child's learning process. Feel free to discuss any concerns or ideas with the director or on-site team leader so we may continue to provide the best service for your child(ren). We value your opinions and are always open to suggestions. The Director and/or On-Site Team Leader will be glad to schedule a conference upon request.

The Bear Care Enrichment Program is designed to be a safe and engaging place for your child(ren) to learn and have fun. We are glad you have chosen us for your childcare needs.

Sincerely,

Allyson Berry, Director
and
The Bear Care Staff

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Spencer County Public Schools BEAR CARE PROGRAM PARENT HANDBOOK

**PRESCHOOL LOCATION – Located at Taylorsville Elementary School –
420 Highview Drive, Taylorsville, KY 40071 – License #357956**

**SCHOOL AGE LOCATION – Spencer County Elementary School –
1265 Mount Washington Road, Taylorsville, KY 40071
(Under 8 and Over 8 Classes located within SCES Classrooms) – License #L383674**

We welcome you and your child(ren) to Spencer County Bear Care!
We have a basic code we will be following in our program.

- DO WHAT'S RIGHT!
- DO YOUR PERSONAL BEST!
- TREAT OTHERS THE WAY YOU WANT TO BE TREATED!

With this code we hope to promote positive relationships between the students, parents, school staff, and community at large. We recognize the importance of providing children with the best possible opportunities to grow into healthy, well-adjusted adults. We believe that nurturing and education during the hours in a childcare setting, away from family, should be similar to that of the home environment. The Bear Care staff will strive to provide a safe, relaxed atmosphere that is conducive to positive growth and meets the needs of the whole child.

PROGRAM GOALS

1. To provide a quality, developmentally appropriate childcare program at a reasonable cost and in a convenient location.
2. To provide a safe, relaxed atmosphere for learning, recreation, creativity and socialization for each child regardless of race, income, creed or ethnic origin.
3. To provide learning opportunities through enrichment activities to promote artistic endeavors.
4. To provide additional opportunities for students who need extra help in subject areas.

ELIGIBILITY FOR BEAR CARE PROGRAM

Bear Care is a state licensed childcare facility that participates in the “STARS for Kids Now” Program. Bear Care is open to all students of Spencer County Elementary and Taylorsville Elementary in grades Kindergarten through Fifth, regardless of race, creed, ethnic background, or income. We are also licensed for ages 3-5, (pre-K children). We have a 1:14-staff: student ratio for Under 8 school age students; this means that your child(ren) will be in a setting under the supervision of one (1) childcare worker and 13 other students. The Over 8 program has a 1:20 staff: student ratio and Pre-school is staffed 1:12 for 3-4 year olds and 1:14 for 4-5 year olds. **We are not a drop in child care facility, staff to student ratios are strictly maintained. Your child(ren) must be completely potty-trained before we can accept them into our program. Completely potty-trained means no more than one accident per week.** Your child must be able to function in a group according to ratio.

REGISTERING FOR BEAR CARE

Registration is taken on availability of openings. Our program maintains a perpetual waiting list. Openings are filled based first on type of services requested and second in the order the request for services is received. To register, review this handbook, and complete the Registration Check List (page 22), detailing all forms, fees and items needed to complete the registration process.

The registration fee is a one-time fee per child upon enrollment into the program, as long as your child(ren) remain in the program. If you remove your child(ren) from our program and later request reenrollment, a \$20 registration fee will be applicable for each child being reenrolled.

If you remove your child from the program during the school year (excluding the summer break period) there will be a twenty-one (21) day waiting period before you can reregister your child(ren) in the program. Parents on Bear Care’s waiting list will have the opportunity to the vacated spot during the waiting period.

SUMMER ENRICHMENT PROGRAM

The Summer Enrichment Program will begin on the first day of summer break.

The Summer Enrichment Program includes, field trips, guest speakers, weekly themes, singing and dance; arts and crafts time; gym or playground; Reading, Math, Science and other academics. We ask that all children arrive on time, so that they may benefit from the educational fun of each activity. All field trips will require a signed permission slip before leaving. On field trip days we will be leaving at the designated time on the permission slip. Please have your child on-site by 8:15 on field trip days. Due to time restraints, we will not be able to wait for students arriving late, the bus will leave at the stated time, no exceptions.

PROGRAM FEES/TERMS OF PAYMENT/ABSENCES

The following is a list of services and fees for the Bear Care Program:

FEES ARE SET ANNUALLY BY THE BOARD OF EDUCATION UPON PROGRAM REVIEW.
THE FEES ARE EFFECTIVE FOR THE PERIOD OF JULY 1ST THROUGH JUNE 30TH.

Notes:

1. The enclosed Fee Schedules (pages 6 and 7) details the cost to attend Bear Care. In the first column, find the Program that describes the type of childcare services for which you are enrolling your child(ren). The second column states the price for that type of childcare service. Siblings receive a \$10 weekly discount for AM **and** PM care, a \$5 weekly discount for AM **or** PM care, which is noted in the Fee Schedule.
2. Every child **MUST** be pre-registered to use Bear Care services and all registrations must be approved by the Director. A one-time (non-refundable) Registration Fee of \$20 is due upon registration. If your child is withdrawn from the program, another registration fee will be required to reenroll. Please see page 3, Registering for Bear Care, for details about reenrollment.
3. Additional fees apply when your child(ren) attend Bear Care beyond their regular scheduled childcare agreement, (for example - School Break Weeks, Snow Days or anytime you request additional childcare services beyond your regular AM and/or PM schedule). Please refer to the enclosed Fee Schedules (pages 6 and 7) which details the additional fees. The additional fees will be added to your normal weekly rate charged, but will not exceed the maximum weekly amount of \$105 for first child and \$95 for sibling(s). These fees are due the week additional childcare is provided. **Please note: additional fees will not be charged for Professional Development Days and Records Days.** Additional care requested beyond your child(ren)'s regular schedule must be approved by the Director for staffing purposes and student ratio compliance.
4. **ALL fees are due** on Monday of the week of childcare. A **\$5.00 late fee** will be assessed per week on past due payments.
5. If you miss two consecutive child care payments, you will be notified and given the opportunity to make prompt payment. If prompt payment is not received your childcare agreement will be revoked. If payment is not received for three consecutive Mondays, your childcare agreement will be automatically revoked. Please note: accounts that run habitually past due requiring us to notify you at least three times within a six month period to request payment, will result in your childcare agreement being automatically revoked. Any outstanding account balance upon termination from the program or revocation of agreement, remain due. Unpaid balances will be subject to collections.
6. **LATE CHARGES WILL BE ASSESSED IF A CHILD IS NOT PICKED UP BY CLOSING TIME (6:00 P.M.) THE CHARGE IS \$3.00 FOR EACH FIVE (5) MINUTES BEGINNING AT 6:05 P.M. LATE CHARGES ARE DUE AT TIME OF PICK-UP!** Repeated late pick-up will result in termination of childcare services. The proper authorities will be notified if a child is considered left (see page 12).

7. THERE WILL BE NO CREDITS ISSUED FOR ABSENCES. You will be charged your regular weekly fee even when your child(ren) do not attend a full week of Bear Care. Bear Care does offer three (3) exempt weeks per school year, and one (1) exempt week during the summer session for full week absences, (see line item 8 below).
8. Your child will be granted three (3) exempt weeks during the school year, beginning opening week through closing week of the school term. An additional one (1) week exemption is granted during the summer session, beginning the week after closing week of the current school year and ending with the week prior to opening week of the following school year. Exempt weeks may be taken when your child is not in attendance, (i.e. break weeks, vacations, illness, etc...). **The exempt weeks must be taken in full week increments (Monday through Friday).** You will not be charged your regular weekly fee for these exempt weeks. You must notify the Bear Care Director or your child's Bear Care teacher when you are claiming an exempt week. A two week advance written notice is required (for staffing purposes) to utilize an exempt week, illnesses and emergencies excluded.
9. All cash payments require a receipt be issued. Please give your cash payments to a Bear Care staff member so a receipt can be issued. Receipts for payments by check are available upon request.
10. Checks should be made payable to Bear Care. Checks are to be placed in the cash box located outside of the classrooms. Please note your child's name and school site in the memo area.
11. A mandatory two-week written notice is required before removing your child from the program permanently. Fees continue to be assessed when proper notice is not received.
12. Please communicate with the Director or your child's teacher in advance, if your child will be absent for two consecutive weeks. If your child is absent for two consecutive weeks without communication to staff, we will consider the absence as termination of services without notice. Please note: you will be charged your regular rate for the two weeks, (see item 7 and 11 above).

STAFF

Spencer County Bear Care staff is certified in CPR and First Aid, and are trained in state approved school-age childcare classes and have gone through background checks with the Kentucky State Police.

Bear Care operates with an open-door policy. The program Director and staff are ALWAYS available to answer your questions and hear your concerns.

Allyson Berry, Director of Childcare Services, holds an Associate's Degree in Interdisciplinary Early Childhood Education and a Nanny certificate.

- Laura Wheatley; the On Site Team Leader holds a CDA certificate
- Kellee Masters, childcare worker, Pre-School
- Desiree Canon, childcare worker, Pre-School
- Paula Katzman, childcare worker, School Age Children (Under 8)
- Chastity Claywell, childcare worker, School Age Children (Over 8)

TO CONTACT BEAR CARE:

Director's office: 477-3273

Pre-School Bear Care 477-3339 ext. 440104

SCES Bear Care 477-6950 ext. 2801 (Under 8)

SCES Bear Care 477-6950 ext. 2804 (Over 8).

If you are unable to reach a Bear Care employee at these numbers, an answering machine is available at the Director's office, voicemail is available at Preschool Bear Care and SCES Bear Care.

You may also leave a message with the school or you may e-mail the director at:

allyson.berry@spencer.kyschools.us

QUESTIONS ABOUT YOUR ACCOUNT SHOULD BE DIRECTED TO:

Dawn Cox, Clerk: 477-3250 x 2127 or by email at dawn.cox@spencer.kyschools.us

Dawn can be reached Monday 8:00 – 4:30, Tuesdays–Wednesday-Thursday 8:00 – 12:00

STUDENT RESPONSIBILITIES

Each child will be expected to help keep the rooms clean by performing simple cleaning tasks each day. Your child will not be cleaning with any cleaning products, they will be picking up toys or messes that they have made with paper, paint, etc.

Student Discipline:

Disciplinary action will be taken if a child is disruptive to the activities of the center or is a threat to the safety of another child or themselves.

For School Age Students, we use the 1, 2, and 3 Method.

If a child receives a number 1, it is basically a warning. The child will have to write his name beside the number 1 on the board and then write in their journal what they did to receive the number 1. If a child receives a number 2, the child's name gets removed from the number 1 list and moved to the number 2 list. This results in losing some time in an activity, plus writing in the journal what they did to receive the number 2. If a child receives a number 3, then the child moves his name to the 3 list, writes in their journal what they have done. When their parent arrives they have to inform them that they received a number 3 and for what reasons. The parent then has to sign off on the journal sheet stating that they are aware of what has happened. We have them write the offense in their journals because every child and staff may not remember what the child did to get to a number 3. This way it is documented and in the case that a child continues to have behavioral problems that result in suspension and/or being removed from the program, the documentation is all in the journal that the parents have signed off on.

For Preschool we use time out system:

A "time out" will be used for discipline purposes in most cases, depending on the severity of the case. The child will remain in the room with the rest of the children, but will be separated from activities for a short time (1 minute per age).

If "time out" fails to produce acceptable behavior, a child may lose privileges and a note is written to parents.

In the event the unacceptable behavior continues, parental intervention will be requested.

If behavior warrants, parents will be contacted to remove their child from the program for the day.

Continuous behavior problems may result in one, two, or three-day suspension from the program and/or removal from the program all together.

Defiant, disrespectful or dangerous behavior may result in immediate removal from this program. Parents will be contacted to meet with the director. Bullying or taunting of any type will not be tolerated.

Children in the Spencer County Bear Care program must follow the same rules, policies, and regulations that are normally required to follow during school and as outlined in the student code of conduct handbook received at the beginning of the school year, in addition to the Bear Care policies.

**CORPORAL PUNISHMENT IS NOT A PART OF
THE BEAR CARE PHILOSOPHY.**

DAILY ACTIVITIES

The Bear Care Program will include, but not be limited to, the following daily plan of activities. These represent minimum requirements for daycare regulations.

ENRICHMENT ACTIVITIES: Our program will be geared for all learning styles including kinesthetic, auditory, visual, and tactile learners, providing differentiated instruction and enrichment activities for the needs of the individual student. The program will include but not be limited to group tutoring by qualified staff, homework, reading, writing, dance, art, music, drama, technology, and organized games. Homework activities will be scheduled daily. We will encourage and assist your child to complete their homework assignments. Completion of homework is dependent however, on volume of assignments, time allotted and your child's participation.

FREE TIME: Children will have plenty of opportunities to engage in free play and socialization. A variety of books, games, toys, puzzles, and craft supplies are available. The staff will encourage all children to participate in group activities on a regular basis.

BREAKFAST/SNACK/ LUNCH TIME: Morning breakfast and lunch (if in Preschool) will be served in the school cafeteria, paid through your child's account with the lunchroom (see price list below) a morning and afternoon snack will be provided. Bear Care provides breakfast at no cost, when school is not in session. Parents are responsible for providing a sack lunch with a drink on days in which school is closed but the program is open (see holiday schedule). We also participate in a summer food program to provide meals during the summer, the dates for this year's summer food program will be posted in your student's classroom. At least 15 minutes will be allocated to snack time and 30 minutes for breakfast and lunch. Milk or juice will be provided along with a nutritious snack. The Cabinet for Families and Children recommend when packing lunches for children for full days, they have food from all the major food groups. This includes vegetables, fruit, protein, milk, and bread. (Please see attachment – Child and Adult Care Food Program – Meal Patterns for Children – page 17.) Children are encouraged to bring a water bottle. Bear Care does not allow children to bring canned soft drinks or junk food for their lunch. If a child brings a soda for lunch they will be given water or milk and the soda will be returned home.

OUTDOOR ACTIVITIES

As weather permits, outdoor activities will be scheduled. Activities will be supervised, organized and sequential in nature. They will include team games, exercises, or playground time. Please have children dress accordingly or bring appropriate clothes. **Sunscreen is encouraged and must be provided by the student.** Bear Care does not take children outside when the temperature is **over 90 degrees or is less than 40 degrees.**

STUDENT ARRIVAL AND DEPARTURE

Student drop-off and pick-up:

A.M. Drop-off:

Students can begin to arrive at the Bear Care Programs at 6:00 a.m., and **must be accompanied by their parent/guardian to sign the student in.** This is mandatory under state daycare law. Parents are to park in the parking lot, walk the student into the building, and sign the attendance book each day. While dropping your child off, make sure your car/truck engine is **turned off** for the safety of other parents and students. Please do not block the school drive or bus drive. If you do not walk your child in and sign them in we will not be responsible for taking them. No child can be allowed to enter into Bear Care before 6:00 AM. No exceptions!!

P.M. Pick-up:

Parents are allowed to pick-up their child from the program at any time **before** 6:00 p.m. Make sure your car/truck engine is turned off for the safety of other students. Only authorized persons who are designated to pick-up will be allowed to sign out your child. Please remember to update your child's record with the director, in writing, if any of your child's pick-up information changes.

Absolutely no changes made by phone will be accepted if the person picking up your child is not already designated on your child's enrollment form.

Proper picture ID must be shown to Bear Care staff when picking up your child. In the event where a person does not have proper identification or is not listed on the release form of a child, the child will be kept at our program until the parents or legal guardian are notified. All children **MUST** be picked up by 6:00PM. If a child remains at Bear Care after 6:00PM we will call all phone numbers for parents and people who are authorized to pick up your child. If we are unable to reach anyone by 6:15PM, by law, we are to call the police and child protective services to take custody of your child. It is considered abandonment when Bear Care staff do not hear from a parent on being late. ****See program fees for charges assessed for late pick-up after 6:00 p.m.**

PERSONAL BELONGINGS

Children will be given a cubby space or a tub in which to store their personal belongings.

LABEL YOUR CHILD'S BELONGINGS (JACKET, LUNCH BOXES, WATER BOTTLE, BACKPACKS, ETC.) CLEARLY WITH YOUR CHILD'S first and last name.

For Preschool all supplies **MUST** fit into the Rubbermaid tubs. Make sure that they have a small backpack and a small pillow and blanket. Children should **NOT** bring in sharp objects, candy, make-up or money to Bear Care. We ask that no toys or electronic devices of any kind be brought into Bear Care at anytime. It could result in the item getting lost, stolen, or broken. Bear Care is not responsible if this happens

SECURITY ISSUES

Parents, please inform the Bear Care Staff of any custody situations in which a parent is NOT allowed to remove their child from the program. A court document, signed by a judge, must be on file with the school your child attends *and* the Bear Care Director. We cannot keep any parent from picking their child up without the court-designated documents. . Bear Care has no choice but to release a child to a biological parent when a court order is not in place and on file.

If you are a foster parent and have guardianship of a foster child, we will need legal documents that state that you are the person that has custody of the child and the documents must state if the parents are to have contact with the child. If a child is in foster care we will need a list of any social worker that may be coming in contact with the child while they are in the care of Bear Care.

Parents should keep contact numbers and address current and up to date at all times. Please make sure you let us know if something on the original registration form needs to be changed.

MEDICATIONS

*The staff, under the following conditions, will administer only doctor prescribed medication:

1. Medicine must be brought in the original container by the parent; medication brought in by a child **WILL NOT be administered. It must be taken home daily by the parent. Medication must be in an up-to-date bottle. Bear Care will not administer medication if the bottle is expired. NO EXCEPTIONS.**
2. A parent must sign Authorization for Medication form (09.2241 AP.21), see page 25 for form. The child's name must be on the container with the exact time and dosage. The Dr. must also complete a required form before any medication is given.
3. No other medication will be administered unless written instructions are provided from a **doctor**. This includes cough drops, eye drops, anti-itch cream, etc.
4. A **DAILY** authorization form must be filled out in order for the staff to administer any medication.
5. Staff must log medication, name, time, and date administered.
6. Only staff that has received medication training shall administer medications.

HEALTH RULES

****If your child has been exposed to ANY CONTAGIOUS DISEASE or has contracted the more serious childhood illnesses such as measles, mumps, rubella, scarlet fever, pink eye, strep infections, hepatitis, chicken pox, head lice, scabies, impetigo, flu, etc. please notify us immediately. We reserve the right to restrict attendance.** We will notify parents if their child has been exposed to any serious childhood disease/illness, while attending Bear Care, either by a letter being sent home or by one of the staff or the director informing you in person or on the phone.

*For your child to be able to come back to Bear Care they must have a doctor's note stating they are well enough to come back. No child will be allowed to return with out a doctor's statement. No exceptions!

* Make sure that when your child is in attendance he/she is well enough to participate in all indoor and outdoor activities.

* Staff will look over your child when you bring them into Bear Care to make sure that they look well and not sick.

*Should a child become sick or injured while in attendance, parents will be notified immediately to come pick their child up. The child will not be allowed back until we have documentation stating that they are well to come back. **A child who is sent home with diarrhea, vomiting, or a fever is not allowed to return for 24 hours unless directed by a doctor which then will require a doctor's statement.**

*All students shall have on file the name and phone number of their physician and emergency contact numbers. Parents/guardians shall complete the Emergency Information Form upon enrollment.

*All students must have on file a current physical exam and up-to-date immunization record. Daycare physicals must be updated every two years.

Note: Any child who has a temperature of 100, is vomiting, or has diarrhea will be sent home. If we suspect any contagious illness, we will contact parent (s) to pick up their child. A child MUST be fever free, no vomiting or diarrhea for 24 hours before returning to Bear Care and/or have a Dr.'s note.

- **Hand washing after restroom breaks and before eating is required.**

Absences: Please call the Bear Care Program if your child is going to be absent – 477-3339 ext. 440104 for Preschool Bear Care, and 477-6950 ext. 2804 (over 8 classroom) or 477-6950 ext. 2801 (under 8 classroom) at SCES Bear Care. Or you may call the Bear Care office at 477-3273. Your child will be charged as normal for absences. You may use an exempt week for sickness, (see page 16 for details on claiming an exempt week).

GRIEVANCES

Direct communication with either the Program Director or team leader should be the first course of action to resolve any concerns parents may have. If your concerns require a conference with the Director or team leader, written documentation of the meeting and plan of action will be placed in your child's file and a copy given to you. You may contact the Director at any time on the Bear Care office phone (502) 477-3273 or by email allyson.berry@spencer.kyschools.us. There is an answering machine for your convenience, should no one be in the office. The Director will get back in touch with you within 24 hours of the message being left. Please note, there may be times the Director is scheduled out of the office, i.e. vacation, conferences, etc, and unable to return your call within the 24 hours stated.

If you feel your grievance has not been resolved appropriately through the Program Director, you may direct your concerns to Todd Russell, Director of Special Education and Exceptional Child Services at (502)477-6787.

Many parent concerns are outlined in the Spencer County Board of Education Policies and Procedures Manual. If you feel that you need a copy of the Policy and Procedure Manual you may request one from the Spencer County Board of Education at (502)477-3250.

INCLEMENT WEATHER POLICY

When school is closed, due to inclement weather, Bear Care will still be open to meet your childcare needs. We will open at 6:00 a.m. and close at 6:00 p.m. When school is closed and Bear Care is open, school age Bear Care will be at **SCES**. PS will be at **TES** unless otherwise noted. **If no children arrive by 8:00 am at any one site, then that Bear Care will be closed for the rest of the day.** When weather conditions are so severe that staff is unable to travel safely, **WE WILL NOT BE OPEN.**

In the event that Bear Care is closed, the Bear Care Program will notify **WHAS – 11 TV news and WHAS 840 AM Radio** or on the Spencer County School Districts website.

SUBSIDY CHILDCARE ASSISTANCE

Bear Care participates in the Commonwealth of Kentucky's Subsidy Childcare Assistance Program. If you feel you may qualify for childcare payment assistance, contact the Cabinet for Health Services, Department for Community Based Services (DCBS), Division of Child Care office at 1-859-259-3725. Bear Care has no impact on your qualification for childcare assistance. We are a participating provider only. Co-pays may be assigned by DCBS and are your responsibility to pay. Co-pays are due to Bear Care on Mondays of the week of attendance.

If your child is approved for **3C** subsidy, and your child attends Bear Care beyond the approved **3C** subsidy (i.e. half day, specific days of the week) you will be billed for the additional time in attendance. It is your responsibility to make payment for this additional time and these fees are due on Monday of the week of attendance.

Please Note: Verification of approval for subsidy payment must be received in our office prior to your child's first day of attendance.

HOLIDAY CLOSINGS

The Spencer County Bear Care program will be closed the following holidays:

- Independence Day
- Labor Day
- Thanksgiving and the Friday following
- Christmas Eve, Christmas Day and the day following Christmas unless a weekend day.
- New Year's Eve and New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day

(If the holidays fall on a Saturday, Bear Care will be closed the Friday before, if the holiday falls on a Sunday, Bear Care will be closed the following Monday.)

EXEMPTION WEEKS

You may request up to three (3) exempt weeks during the school year, beginning with opening week through closing week of the school term. An additional one (1) week exemption is granted during the summer session, beginning the week after closing week of the current school year through the week prior to opening week the following school year. These weeks may be taken when your child is not in attendance. The exemption weeks must be taken in full week increments (Monday through Friday). No half weeks or random days will be considered. You will not be charged your regular weekly fee for an exempt week. A mandatory two-week advance written notice is required however to receive an exempt week, excluding illnesses and emergencies.

Please note: There is a limit of three (3) exempt weeks per school year and one (1) for the summer session. Unused exempt weeks do not carry over into a subsequent session/year.

TERMINATION FROM THE PROGRAM

Parents/Guardians must provide a two-week advance notice to the Director before removing their child permanently from the program. If a parent/guardian does not provide a two-week advance notice, they will be charged their regular rate for the two weeks, whether their child(ren) are in attendance or not.

Bear Care Parent Handbook Agreement

Please sign and return to the director within one week.

I/We _____ have read and agree to the policies and information provided in Spencer County Public School Bear Care Program. I/We understand that any changes to this handbook will be posted in the classroom.

Parent signature (s)

Date

Child/Children's Name _____

Date(s) of Birth _____

SPENCER COUNTY BOARD OF EDUCATION
 Summer/Fall Registration Packet
 BEAR CARE PROGRAM

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REGISTRATION AND AGREEMENT FOR THE BEAR CARE PROGRAM

General Information

NAME OF STUDENT _____ GRADE _____ DOB _____

NAME OF PARENTS/GUARDIANS _____

ADDRESS WHERE CHILD RESIDES _____

PHONE NUMBER (S) WHERE PARENTS CAN BE REACHED IN THE EVENT OF AN EMERGENCY: _____

Email address: _____

Name, relationship & phone number(s) of three (3) person(s) other than parents to whom the child may be released:

Name	Relationship to Student	Phone Number

My child will be attending The Bear Care Program: Initial beside the fees associated with your choice.

Registration Fee (for all Programs) \$20.00 (Initial) _____	
SCHOOL AGE AM OR PM K-5	\$50 (Initial) _____ Sibling \$45 (Initial) _____
Breaks \$105 (Initial) _____ Breaks – Sibling \$95 (Initial) _____	
SCHOOL AGE AM AND PM K-5	\$90 (Initial) _____ Breaks \$105 (Initial) _____
Breaks \$105 (Initial) _____ Breaks – Sibling \$95 (Initial) _____	
PRECHOOL	FD Non-Tuition Students (AM and PM Bear Care) \$65.00 (Initial) _____
	PD Non-Tuition Students (AM or PM Bear Care) \$80.00 (Initial) _____
	FD Tuition Students (AM and PM Bear Care) \$50.00 (Initial) _____
	PD Tuition Students (AM or PM Bear Care) \$70.00 (Initial) _____
Full Time Bear Care \$105 (Initial) _____ Sibling \$95 (Initial) _____	
Breaks \$105 (Initial) _____ Breaks – Sibling \$95 (Initial) _____	
SUMMER BREAK Breaks \$105 (Initial) _____ Breaks – Sibling \$95 (Initial) _____	
FEES ARE DUE MONDAY, THE WEEK OF ATTENDANCE (Initial) _____	

CHILD CARE / STUDENTS RATIO

The Bear Care Program is designed for grades Preschool to grade-5. Preschool (ages 3-4) has a 1:12 ratio; (ages 4 -5) a 1:14 ratio. School Age (Under 8) has a 1:14 ratio, School Age (Over 8) has a 1:20 ratio.

We do not accept children who are not potty-trained.

_____ Initial

CANCELLATION DUE TO INCLEMENT WEATHER

Parents/guardians are responsible for payment of regular fees

_____ **Initial**

SCHOOL ASSIGNMENT

Which school is your child/children assigned to for the upcoming/present school year? Please check the appropriate selection.

Taylorsville Elementary _____ Spencer Co. Elementary _____ Spencer Co. Preschool _____

HOLIDAY CLOSINGS

Independence Day Labor Day Thanksgiving and the following Friday
Christmas Eve, Christmas Day and the day following Christmas (unless that day falls on weekend)
New Year's Eve and New Year's Day Martin Luther King Day President's Day
Memorial Day

If the holiday falls on a Saturday, Bear Care will be closed on Friday before. If the holiday falls on a Sunday, Bear Care will be closed the following Monday. Holidays are included in the weekly fee. _____ **Initial**

EXEMPT WEEKS

A parent /guardian may request up to three (3) exempt weeks of childcare services / fees each school year, beginning with the opening week through the closing week of the school term. An additional one (1) week may be requested during the summer session, beginning with the week after closing week of the current school year and ending with the week prior to opening week of the following school year., with a written notice given two weeks in advance. Advance notice requirement excludes illnesses and emergencies. Exempt weeks must be taken in weekly increments and when the child is not in attendance. . An exempt week request may be denied by the Director if the request is not received two weeks in advance. _____ **Initial**

TERMINATION of SERVICES

Parents must provide a written two- week notice to the Director before removing the child permanently from the program. If a parent does not provide a two-week notice, they will be charged their regular rate for the two weeks, whether the child(ren) is/are in attendance or not.

_____ **Initial**

FEES

I UNDERSTAND AND AGREE TO PAY THE FEES APPLICABLE TO MY CHILD'S PARTICIPATION IN THE BEAR CARE PROGRAM. I FURTHER UNDERSTAND THAT FAILURE TO PAY FEES ON TIME MAY RESULT IN IMMEDIATE TERMINATION OF THIS AGREEMENT BY THE EXTENDED SCHOOL PROGRAM. **THE FEES ARE DUE AND PAYABLE, EVEN IF MY CHILD IS ABSENT. NO CREDITS WILL BE ISSUED FOR ABSENTEEISM.**

_____ **Initial**

REGISTRATION FEE

\$20.00 per child, payable when the child starts the program and effective as long as your child remains current, i.e. participates each school year or each summer. **This fee is non-refundable**

_____ **Initial**

LATE FEES

I understand that I will be assessed \$3.00 for every five (5) minutes I am late picking up my child from the Bear Care Program. This agreement is subject to termination by the Director, and the child will not be permitted to attend the Bear Care Program if the parent is repeatedly late picking up the child. I understand that if my fee for care is not paid on Monday, the week of attendance, I will be assessed a \$5.00 late fee for that week's payment.

_____ **Initial**

FAILURE TO PAY

Failure to pay fees timely may result in immediate termination of the agreement. Two consecutive weeks of non-payment will result in termination of childcare services.

_____ **Initial**

I understand that I am responsible for any outstanding balance on my account upon termination of this agreement. I further agree to pay any and all costs incurred by the school district to collect any unpaid balance on my account.

_____ **Initial**

CHECK IN TIMES

Due to mandated staffing requirements, all students must be checked in to Bear Care, no later than 9 a.m. We will not accept any student after that time, unless pre-approved by the Director. (NO EXCEPTIONS)

_____ **Initial**

RULES/POLICIES/REGULATIONS

I understand that my child and I must follow all the same rules, policies and regulations that we are normally required to follow during school. Bear Care officials may supply additional rules pertaining to specifics within the Bear Care Program. Please note: Inappropriate behavior is not acceptable and will not be tolerated. If you, the parent or guardian, display inappropriate behavior, be it the language used or a threatening manner, your childcare agreement will be subject to termination and re-enrollment disallowed.

Please give a brief description of your child, your child's behavior, interests and his characteristics.

VERIFICATION AND RELEASE

I verify that I have reviewed and understand the terms of this agreement according to the above referenced information. I agree to abide by the terms of this agreement in full. As a parent/guardian of the child listed above, I verify that the information on this entire contract is current and that I will immediately inform the school and Bear Care Program of any changes in this information. I authorize any school personnel to take reasonable emergency measures on behalf of my child and agree to hold them harmless for any treatment rendered

Parent/Guardian _____ **DATE** _____

BEAR CARE PROGRAM REGISTRATION CHECK LIST



Thank you for choosing the Bear Care program as your child's childcare center. Here is a checklist of items that the Bear Care program needs to begin serving your child.

Child's Name _____

_____ \$20 Registration fee* (Non-refundable)

_____ First Week's Fee

_____ Picture of your child (small wallet size)

_____ Current, up-to-date immunization record

_____ Copy of Birth Certificate

_____ Current Physical from your child's physician

_____ Application with emergency record completed

_____ Signed parent handbook agreement

_____ Signed consent form

_____ **Crib Sheet, small pillow, and small blanket** (Labeled w/child's first and last name)

SPENCER COUNTY BEAR CARE

Emergency Information Form

(Page 1 of 2)

Student's name: _____
Last Name First Name Middle

Students Address: _____
Street Address/APT# City State Zip

Student's Age _____ **Date of Birth** _____ **Student's Phone #** _____

Grade _____ **Teacher** _____ **Bus#** _____

To be completed by Parent/Guardian. To serve your child in case of an accident or Sudden Illness, It is necessary that you furnish the following information. If any changes during the year please make us aware to help us in case of an emergency.

Mother's Name: _____
Last Name First Name Middle

Mother's Employer _____ **Phone #** _____

Father's Name: _____
Last Name First Name Middle

Father's Employer: _____ **Phone #** _____

Guardian's Name: _____

Guardian's Employer: _____ **Phone #** _____

In case of emergency, accident, or serious illness of the above named child, I request the school to contact me. If school personnel are unable to contact me, I hereby authorize them to call the following people who are authorized to pick up my child from school or a school sponsored activity.

Name	Phone #	Relationship
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Name	Phone #	Relationship
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Doctor's Name: _____ **Phone #** _____

Address: _____

In the case of an emergency and EMS is required, which hospital would you like your child to be transferred to? _____

If it is impossible to contact the physician named above, I hereby authorize the school to take action necessary to maintain the student's health.

Signature of Parent/ Guardian **Date**

Is your child on any routine medication? Yes _____ No _____ If yes, please list below:

MEDICATION	DOSAGE

Emergency Information Form

(Page 2 of 2)

Is your child allergic to medication? _____ Yes _____ No If yes please specify

Is your child allergic to any foods? * _____ NO _____ Yes If so please specify what they are allergic to: _____

If allergic to a food what will happen if your child accidentally eats this food?

Does your child have an Epi Pen or medication that they would need to take? _____ Yes _____ No
If so then we will need it here at Bear Care in case of an emergency.

*If your child is allergic to any foods, we **MUST** have a current doctor's note stating what they are allergic to in order to make sure that your child is not served these foods. A letter from the parent will not work.

Is your child allergic to insect bites? _____ YES _____ No if so what will happen?

Does your child have allergies? _____ YES _____ NO

Does your child have a history of: Heart Disease _____, diabetes _____, T.B. _____, nervous disorder _____, epilepsy _____, ear infection _____, seizure _____, asthma _____, other _____?

If so please check and describe any special emergency treatment that may be required: _____

Please list any other conditions that might require emergency medical treatment: _____

Parent Signature

Date

Permission Form for Prescribed or Over-the-Counter Medication

Student's Name: _____ Grade: _____ Homeroom: _____ School: _____
 Student's Age: _____ Date of Birth: _____ Allergies: _____

TO BE COMPLETED BY THE PHYSICIAN AND PARENT (PRESCRIBED) OR PARENT/GUARDIAN (OVER-THE-COUNTER)

Procedure 09.2241 AP.1 (**Prescribed Medication**) Physician and Parent/Guardian shall complete the required form. All prescription medication, original or refill, shall be sent to school in a pharmacy labeled container which includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration, prescriber's name, address, and phone number. (**Over-the-Counter**) Parent/Guardian shall complete the required form. Medication shall be in original container, dated upon receipt and **given no more than three (3) consecutive days without signature from the physician.**

Name of medication: _____ Dose: _____ Administration Time: _____

Reason for medication/Special Instructions: _____

Form of medication/treatment: Tablet/capsule Liquid Inhaler Injection Nebulizer Other _____

Restrictions/side effects: No restrictions Yes, describe: _____

Starting Date: date form received Other, as specified: _____

Stopping Date: for episodic/emergency events only end of school year Other date/duration: _____

Special storage requirements: None Refrigerate Locked Cabinet Other _____

Student is capable of/responsible for self-administering this medication: No Yes Supervised

Unsupervised

Student has been instructed in self-administering the medication: No Yes

Student must carry this medication on his/her person: No Yes Backpack (Lifesaving Meds Only)

Physician Signature/Information

Physician/Health Care Provider Signature _____
Date
 Printed Name of Physician/Health Care Provider: _____

Address: _____

Phone #: _____ Fax #: _____

PARENT/GUARDIAN CONSENT FOR ALL MEDICATIONS

I give permission for _____ to receive the above medication(s) at school according

Student's Name

to standard school policy and expressly hold harmless, and waive any liability on behalf of, the school or its employees and agents concerning any injuries or reactions resulting from administration of the above medication unless such is the result of negligence or misconduct on behalf of the school or its employees. For on-going medications, I understand that I have the ultimate responsibility for providing the school with an adequate supply of medication to enable orders from a physician or health care provider to be followed.

Parent/Guardian Signature: _____ Date: _____ Relationship: _____

Home Phone: _____ Work Phone _____ Emergency Phone _____

By signing above, Parent/Guardian hereby gives consent to a North Central District Health Department School Nurse, the Spencer County Board of Education and its employees, and to the child's physician/healthcare provider to discuss his or her medical condition or medication administration referenced above.

To Be Completed by School Personnel

I/we acknowledge receipt of the foregoing statement and authorization.

Administrator/designee _____ Date _____

Review/Revised:8/27/12

BEAR CARE PARENTAL CONSENT FORM

Please read carefully and check the appropriate response. Cross out and initial any part of a sentence to which you cannot give consent.

Yes ____ No ____ Permission is given to Spencer County Bear Care to use photographs (individual or group) of my child as part of the daily curriculum. Including newspapers, school districts website, news bulletins, television, displays and in training.

Yes ____ No ____ Permission is given to take my child on walks in the area surrounding the center, weather permitting. I understand that the faculty of Spencer County Bear Care will supervise my child during walks, and that separate Field Trip permission slip describing the field trip will be sent home if my child will be leaving Bear Care for an extended period of time.

Yes ____ No ____ Permission is given for staff at Bear Care to apply sunscreen to my child, when participating in outdoor activities. I understand that I will need to provide the sunscreen for my child and label the container with my child's name and give to the staff upon arrival.

By signing this form, Bear Care staff will allow your child to participate in those items you have checked yes. You will need to sign a new consent form, if changes are to be made.

Parent

Parent

Date

Child's Name

