



PARENT HANDBOOK

For School Age Programs-

Including Elementary Before/After School,
Middle School,
All-Day Programs,
Breaks Only Programs and
School Age Summer Programs

Bowling Green-Warren County
Community Education
1227 Westen Avenue
Bowling Green KY 42104
(270) 842-4281
Fax (270) 842-0554
www.commed.us

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MISSION STATEMENT

Bowling Green-Warren County Community Education, a not for profit organization, is dedicated to improving the quality of life in our diverse community by providing lifelong learning opportunities through collaborative initiatives.

The school-age care and middle school programs are based on the belief that all children have the right to be in the care of adults who meet their health, safety and developmental needs.

Goals:

1. To help children develop to their fullest potential by focusing on the following: self-awareness, interpersonal relationships, cognitive expansion, physical development and recreational pursuits
2. To provide a safe and enriching program at minimal cost to participants



KEEPING US INFORMED

It is the parent’s responsibility to keep enrollment records current regarding home address, home and work phone numbers, emergency contacts, valid immunization certificate and medical insurance. To inform us of any change, contact Community Education at (270) 842-4281 -AND- notify your site supervisor.

BEFORE/AFTER SCHOOL PROGRAMS

KEEPING YOU INFORMED

Please take time to read the Parent Handbook carefully. You are responsible for the information contained in it.

If you have any questions, please contact the Community Education office by calling (270) 842-4281. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

1. It is important that all clothing, book bags and lunch boxes be clearly labeled with your child's name. Community Education is not responsible for lost, stolen or damaged items. Toys and/or electronic devices may be allowed on special days. If they are, toys and electronic devices must be clearly labeled with your child's name. Community Education is not responsible for lost, stolen or damaged items.
2. Any school property damaged willfully by a child results in replacement or compensation to the school by the parent/guardian.
3. The staff will post important information regarding the program. Please take time to read special messages at the sign in/out table, parent board and parent mail boxes.
4. Receipts are given for cash payments only unless requested.
5. Tax information: A yearly receipt will be available in January of the following year and will be delivered to the after-school program. Parents of children no longer in the after-school program will receive forms in the mail, which will be sent to the last known address. Additional and replacement copies will cost \$5.00 each.
6. Financial assistance: You are ultimately responsible for the balance on your account. If for any reason subsidized programs do not pay the agreed amount on your account, you will be responsible for the remaining balance.

FEE PAYMENTS

The first fee payment for before/after school care is due on **August 1st**.

Mail to: Community Education, 1227 Westen Avenue, Bowling Green, KY 42104
*Pre-printed envelopes are available on site for your convenience.

Drop off: 8 a.m. – 4:30 p.m. weekdays, 1227 Westen Avenue

Full-time: Payments are due on the **first day of each month (even if school is not in session due to fall or spring break etc.)**. Payments postmarked or delivered in person after the 6th of the month are considered late and will be charged a \$20.00 late fee. Failure to pay fees will result in suspension of your child from the program until the account is paid up-to-date. A courtesy call and/or a written notice will be attempted in advance of suspension. **Bills are not sent for full-time participants.**

Full-time fees are based on the number of school days there are per school year rather than the number of days school is in session each month. The fee payments are divided into 10 equal monthly payments.

Part-time: (fewer than 10 days per month). Payments are due on or before the 25th of each month. A minimum of one day's fee is required per month, per child to maintain enrollment in the program. Payments received after the 25th of the month will result in a \$20.00 late fee added to your account.

Part-time fees are calculated at the end of the month by tallying the number of days your child attends and multiplying it by the cost per day. Billing statements are mailed to the address you listed on the enrollment form.

All accounts: Please indicate the child's full name on your check when paying fees.

A registration fee of \$30.00 per account, per session is for administration costs and is not refundable. An account is defined by the designated adult responsible for payment.

Non-sufficient funds checks are subject to a NSF fee of \$20.00. After two incidents, only cash, money orders or certified checks will be accepted.

There is a 33% discount for families having three or more children enrolled in our program. This discount is applied to the third and subsequent child(ren).

There is a 10% discount for families who pay a full semester or summer program in advance. This must be paid by the 6th of the month or the \$20 late fee will be added.

There is no pro-rating of fees due to illness, vacation, weather or intersession.

LATE PICK UP FEES & PROCEDURES

A \$2.00 per minute late fee is assessed after designated closing times. This fee will be added to your account.

Law enforcement authorities will be contacted and will assume custody of children left on site past closing time if the site supervisor has not received contact by the parents or guardians.

PROCEDURE FOR PAST DUE ACCOUNTS

1. The child cannot attend the program until fees are paid.
2. The child may return to the program ONLY when the account is paid in full.
3. If the child attends the program and fee payment arrangements have not been made, the child will be sent to the school office to be picked up by the parent.

WITHDRAWAL PROCEDURE

To withdraw a child from the program: Notify the Community Education office in writing -AND- notify your site supervisor.

All accounts will continue to be billed, pending notification of withdrawal. You are responsible for all charges incurred to date. If you drop out of the program, you are responsible for any current fees.

Once a child drops from the before/after school program and needs the program again (during the same school year), there is a \$15.00 reinstatement fee.

CHANGE OF STATUS PROCEDURE

To move a child from (or to) full time to (or from) part time (which must be done by the 6th of the month), notify the Community Education office in writing. A change of status fee of \$15.00 will be incurred for each change of status. All accounts will continue to be billed, pending notification of change of status. You are responsible for all charges incurred to date.

DAILY SCHEDULE COMPONENTS

Snack
Homework assistance
Center activities
Organized sports
Free time
Field trips
Educational period

Daily schedule may also include:
Enrichment classes
Arts & crafts
Special theme and structured activities
Guest speakers
Outdoor play

SIGN-IN/SIGN-OUT PROCEDURES

1. Each child, without exception, must be signed in at the before school program or signed out of the after school program on the designated sheet by an adult. A minor/sibling may sign out a program participant only if the parent/guardian has given written permission. Full signature is required by the state. Initials will not suffice.
2. Parents must note the time that they check their child out of the program.
3. Children are released only to those persons listed on the application form. Anyone arriving to pick up the child whose name is not on the application form will be required to wait while a staff member contacts the parent to receive verification. **Picture identification is required.**

FIELD TRIPS

Community Education may take field trips based on the availability of the school facilities, school transportation, theme related activities and/or as a reward to students. All parents or guardians will be required to sign a permission slip prior to the field trip date and pay cost if applicable. Field trips are always optional; care will be provided on site for children not attending field trip.

WEATHER RELATED CLOSINGS



If school is closed two hours early due to bad weather, Community Education will be unable to provide care for that day. Full afternoon care will be provided if school is closed less than two hours early due to bad weather. However, please pick up your child(ren) as soon as possible so that your family and our staff can get home safely.

HOLIDAYS



Community Education's programs and office will be closed on legal holidays and selected other days, such as the day after Thanksgiving. Contact the office for additional details.

WAITING LIST POLICY



Enrollment in our programs is on a first-come, first-served basis. All paperwork must be accurately completed prior to acceptance into the program. Paperwork includes the application form, a copy of the student's valid immunization certificate, medical or developmental assessment (if required), and medical/health insurance card. All school age care programs are licensed by the Cabinet for Children and Families and must adhere to the regulations outlined in the policy manual. Therefore, prior to participation in the program, every application form will be reviewed to determine if appropriate staffing, space, equipment and materials are available to meet the needs of the children. If the program falls short in any area, the child's name will be placed on a waiting list for that site. If an opening arises, the parent of the first child on the waiting list will be called to determine if participation is desired.

CUSTODIAL DOCUMENTS

The following legal documents must be filed with the Community Education office addressing custodial issues:

1. Temporary Custody Order
2. Termination of Parental Rights
3. Statement of Guardianship
4. Restraining Orders and Emergency Protective Orders

In the event custodial arrangements change, it is the responsibility of the parent to notify Community Education and provide current documentation.

RULES AGAINST BULLYING

Community Education programs engage in bullying prevention programming. Children are expected to follow these rules:

We will not bully others.

We will try to help students who are bullied.

We will make it a point to include students who are easily left out.

When we know somebody is being bullied, we will tell an adult at school and an adult at home.

c The Olweus Bullying Prevention Group, 2001

PROGRAM OPENING, CLOSING TIMES AND PHONE NUMBERS



Opening Times for Before School Programs

	6:30 a.m.	270-799-5026
Briarwood	6:30 a.m.	270-799-5029
Cumberland Trace	6:30 a.m.	270-799-5028
Natcher	6:30 a.m.	270-991-5670
RichPond	6:30 a.m.	270-799-5028
Rockfield	6:30 a.m.	270-799-5029
Plano		

Phone Numbers

Closing Times for After School Programs

Alvaton	6:00 p.m.	270-991-3426
Bowling Green Jr. High	5:30 p.m.	270-991-0799
Briarwood	6:00 p.m.	270-991-3463
Bristow	5:30 p.m.	270-991-3465
Cumberland Trace	6:00 p.m.	270-991-3529
Lost River	5:30 p.m.	270-991-3862
McNeill	5:30 p.m.	270-991-3979, 270-746-2263
Natcher	6:00 p.m.	270-991-4134
North Warren	6:00 p.m.	270-991-4172
Plano	6:00 p.m.	270-991-0533
Potter Gray	5:30 p.m.	270-991-4231
Rich Pond	6:00 p.m.	270-991-5670
Richardsville	6:00 p.m.	270-991-5633
Rockfield	6:00 p.m.	270-991-5679
T.C. Cherry	5:30 p.m.	270-991-5740, 270-746-2233
Warren Elementary	5:30 p.m.	270-991-5820

School Age Program Assistant Director	270-799-5026
School Age Program Assistant Director	270-799-5029
School Age Program Assistant Director	270-799-5028
Enrichment Coordinator	270-791-2162

QUESTIONS OR CONCERNS

For questions or concerns regarding programming or your account, please call Community Education at (270) 842-4281.

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 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.

Effective: July 15, 1998

Division of Regulated Child Care,
275 East Main St., 6E-B, Frankfort, KY 40621
Telephone #502-564-7962

ILLNESS & EMERGENCIES

1. Children will not be accepted into the program if absent from school.
2. Parents must sign a medical release form and a daily medication log each time medication is to be administered. Medication must be in original prescription bottle with correct label. If medication is not prescription, then a doctor's note regarding the administering of said medication must be provided.
3. In the event of a medical emergency, every effort will be made to contact individuals listed on the application form (parents will be notified first). If a staff member is unable to make contact, the injured child will be transported to an emergency room by ambulance. Parents will be responsible for all costs incurred for injuries that may occur at the program.
4. Students running a fever or vomiting must be picked up immediately.

24-hour Student Accident Insurance plans are available through both school districts.

Community Education provides Student Accident Insurance for students during our programming.



MEDICAL & DEVELOPMENTAL NEEDS

Each child is very special and unique. In order to provide the best possible care for your child, it is important we have full knowledge of your child's medical and developmental needs including allergies, disabilities, developmental delays, medications, and/or cognitive functioning. It is your responsibility to notify our staff of concerns we need to be aware of so we can make adjustments in staffing, program plans, transportation, etc.

We recognize that some children may have difficulty fully integrating into our programs due to serious and severe disabilities. However, every attempt will be made to achieve integration. To aid in this process, we request a written multidisciplinary evaluation of the child be conducted before the child begins the program. The school may provide this information to us with written permission from the parent, or arrangements for an evaluation shall consist, at a minimum, of results of medical and developmental examinations, and assessments of the child's cognitive functioning or current overall functioning. The program shall be provided these records as well as the child's immunization and health history, prescribed medications, and any special procedures or precautions that the child may require.

BEHAVIOR GUIDELINES

Social growth is crucial during the school-age years. Before and after school programs focus on helping children learn appropriate behavior. Behavioral guidelines are established with the goal of not only maintaining the physical and emotional well-being of each student, but also teaching self-discipline methods to enforce these guidelines. Methods of discipline include, but are not limited to: Encouragement, redirection, time out from activities, time out using minutes, contracting with child, parent involvement, suspension from program and expulsion from program.

Community Education staff does not administer corporal punishment as a means of discipline.

Parents and staff are viewed as partners in guiding each child's development. Community Education strongly encourages this partnership when it comes to consistency in discipline.

1. Parents are kept informed of problems as they arise and may be asked to follow through at home in special situations.
2. If a child becomes a persistent discipline problem, Community Education will request a parent conference to resolve the issue. This may include but is not limited to: parent/guardian, site supervisor, school age care director, other Community Education staff, principal, teacher and school counselor.
3. If the school age director determines that behavior is unsafe to others and/or to his or herself, the child will be dismissed from the program. This is used only as a last resort.



ALL DAY CARE

All day care is available on selected designated professional development days and school holidays at a city or county school site. All students must be registered for the specific day(s) and the additional fee paid by the posted deadline. Detailed program information will be posted on the parent board.

Children are not required to be enrolled in before or after school programs in order to participate in all-day programs, but they must be registered in advance of the all-day program deadline.

Typical activities for all day care programming may include the following:

Themes	Guest speakers	Sports
Science projects	Community services	Fine arts

Each child needs to bring a sack lunch and drink unless notified otherwise. Please do not send any items that need to be heated. A morning and afternoon snack will be provided daily.

*Refunds for children prepaid for an all-day program are available only if you call to cancel no later than the designated deadline prior to the all-day program.



SUMMER PROGRAMS

ELEMENTARY SCHOOL PROGRAMS

**Super Summer Club (SSC)
Eagle ROC**

Community Education’s goal is to provide a safe and enriching summer program at minimal costs to participants. Fun and enriching activities are planned for the following developmental areas: self and social awareness, creative expression, cognitive expansion, physical development and recreational pursuits. SSC serves children who have completed grades kindergarten through 2nd. Eagle ROC serves children who have completed grades 3rd through 5th.

MIDDLE SCHOOL PROGRAMS

Youth Activities Programs (YAP)

YAP is a summer day camp for students who have completed 6th, 7th and 8th grades. Each day offers excitement, challenges and learning. YAP will help end boredom and encourage responsibility while students have loads of fun.

Sample Activities*

Classes—Hands-on learning fun! Examples: art, nature, foreign language, science, recreation, practical living, etc.

Special Events—Family Prom, Stand For Children Day, service learning projects, and more.

Field Trips—Swimming, skating, zoo, bowling, out-of-town day trips.

Games—Active and inactive, large and small groups, cooperative as well as competitive.

*The activities listed above are examples and differ according to age group. Please see the summer information sheet for current offerings.

Registration begins in late spring and a new registration/enrollment form is required by state regulations. Persons registering after the posted deadline will pay a late registration fee. The before and after-school program participants are notified about registration before the public.

ABOUT COMMUNITY EDUCATION

Community Education's basic components:

- *K-12 support *Service learning*
- *Community, civic and volunteer involvement and responsibility*
- *Reducing duplication of services by promoting collaborative effort*
- *Lifelong learning for all community members in formal and informal settings*
- *Efficiently using the schools' and community's physical, financial and human resources to address community needs*

We believe that:

All people are created for a purpose.
All people have value.
Each person is unique.
Each person is accountable for his or her choices
High expectations yield high results.
All people can learn.
Learning is a life-long process.
All people can succeed.

Our Goals:

1. To provide personal enrichment, learning and professional development opportunities for the community
2. To be aware of and work towards meeting community needs
3. To participate with community agencies, businesses and governments in accomplishing our mission

The Bowling Green-Warren County Community Education is a cooperative program supported by the Warren County Fiscal Court, Bowling Green Independent Schools, Warren County Public Schools and the Kentucky Department of Education.

Services provided by Community Education include enrichment and recreational classes, out-of-school time programs for children and youth, school volunteer programs, volunteer training, community service projects, professional development, service learning, art shows, Spellabration (the adult spelling bee), summer activities fair, and more.

Our programs are developed with input from a citizen's advisory council consisting of individuals representing a cross section of the community. Please let us know how we can improve our programs and services.

BOARD AND ADVISORY COUNCIL MEMBERS

Our board of directors consists of representatives from Bowling Green and Warren County school boards and central offices, representatives from the Bowling Green and Warren County community, and representatives from Warren County Fiscal Court. Advisory Council members represent the community, youth and school districts.

IMPORTANT NOTICE



All information included in this publication is subject to change.