



# Parent Handbook

[www.dormancenter.org](http://www.dormancenter.org)

**(502) 633-2760**

**Fax (502) 633-7205**

***Children And Parents Rights***  
**Pursuant To KRS 199.898**

- (1) All children receiving child care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certifies 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.**
- (2) Parents, custodian, or guardians of these children specified in subsection (1) of this section shall have the following rights:**
  - a. The right to have access to their children at all time the child is in the care and access to their 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; 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; and**
  - d. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.**
- (3) The child-care provider who is licensed pursuant to KRS 199.3896 or certified pursuant to KRS 199.8982 shall Post these rights in a prominent place and shall Provide a copy of these rights at the time of the child's enrollment in the program.**

**Effective 7/15/1998**

**Division of Regulated Child Care, 275 E. Main Street, 6E-B, Frankfort, KY. 40601  
502-564-7962**


# **CIVIL RIGHTS COMPLIANCE AND GRIEVANCE PROCEDURES**

The purpose of this policy memorandum is to provide guidance to sponsors regarding civil rights compliance in the Child and Adult Care Food Program (CACFP).

The goal of Civil Rights Assurance and Compliance is to ensure that Child Nutrition Program benefits are made available and provided to all eligible individuals without discrimination. All programs of the U.S. Department of Agriculture (USDA) are to be made available to everyone without regard to race, color, national origin, age, sex or disability.


## **Responsibilities of the Sponsor**

USDA regulations outline each sponsor's responsibility regarding civil rights compliance in the Child and Adult Care Food Program (CACFP). The following nondiscrimination statement is specifically for Special Nutrition Programs and other USDA programs, and is to be included, in full, on all materials regarding such recipients' programs that are produced by the recipients for public information or public distribution.



**“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.**

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.”**



USDA regulations outline each sponsor's responsibility regarding civil rights compliance in the child nutrition programs. The following procedures are required to assure that all participating sponsors comply with the civil rights regulations:

1. Include in all forms of communication and printed program information:
  - a. The statement that program benefits and services are available to all participants without regard to race, color, national origin, sex, age, or disability. (See the statement above.)
  - b. Where complaints may be filed, such as Secretary of Agriculture, Washington, DC 20250, or at the sponsor's office.
2. Inform parents or guardians of participants, as well as local minority and grassroots organizations, of the availability of program benefits and services, the nondiscrimination policy and all significant changes in existing requirements that pertain to program eligibility and benefits. (Note: this may be done through the news release and letter to parents, income scale and application form sent home to the parents or guardians of each participant enrolled.)
3. Display the nondiscrimination poster in a prominent place in each facility (e.g., at the main entrance).
4. Upon request, make available to the public and to participants and potential participants, information about program requirements and the procedures for filing a complaint, in English and/or in the appropriate translation to non-English speaking persons.
5. Any person alleging discrimination based on race, color, national origin, age, sex, or disability has a right to file a complaint. All complaints, written or verbal, shall be accepted by the sponsor and forwarded to the Division of Nutrition and Health Services within three working days of the reported complaint. The State Agency will then notify USDA.

6. Sponsors are required to maintain the actual number of participants applying for free and reduced price meals on file for three years plus the current year.

## ***Non-Discrimination Policy***

*As a sponsor participating in CACFP, the following should be included on any materials or brochures your center may print for distribution to the public:*

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

***Secretary of Agriculture  
Washington DC 20205***

**Federal regulations (226.6(f)(1) require all child care and family day care home sponsors to display the “And Justice for All” and “Building For The Future” posters in a prominent place.**

The State Agency requires all Child Care, Adult Day Care, Homeless, and At-Risk Sponsors to post the Civil Rights Grievance Procedures. The Grievance Procedures must be posted at the sponsor office, each site the sponsor operates, and included in the parent and/or client handbook

Adult Day Care Sponsors are required to post the “And Justice For All” Poster with the Civil Rights Grievance Procedure. The “Building For the Future” poster is not a requirement for Adult Day Care Sponsors.

### **USDA Nondiscrimination Statement**

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

## **Agency Mission**

The mission of the agency is to provide a service program of developmental early intervention, with mainstreamed learning opportunities in the least restrictive environment to allow the child who is at risk with delays mentally, physically emotionally/socially to develop to their fullest potential. We seek to provide families with a support system of service collaboration that will assist with the transition to other programs and avenues of positive growth.

## **Vision Statement**

Dorman Preschool Center envisions a future in which staff and teacher are full partners with parents and community; where children's development is a top priority.

## **Dorman Preschool Center Directory**

### **Dorman Center**

|                     |  |
|---------------------|--|
| Sarah Jeffries      | - Executive Director of Programs and Administration    |
| Laurie Cottrell     | - Executive Director of Operations and Family Advocacy |
| Ryan Whitman        | - Facility Maintenance                                 |
| Nannette Rodriguez  | - Developmental Interventionist                        |
| Jazmine Roldan      | - Wild Cats' Assistant                                 |
| Whitney Kilburn     | - Lead Teacher Outstanding Owls                        |
| Brittney Etherton   | -Teacher Assistant Preschool                           |
|                     | -Teacher Assistant Preschool                           |
| Leann Sutter        | - Lead Teacher Coyotes                                 |
| Mackenzie Spaulding | -Teacher Assistant Preschool                           |
| Jasmine Exum        | - Lead Toddler Teacher Sunflowers                      |
| Deborah White       | - Lead Toddler Teacher Fawns                           |
| Alexis Ward         | -Teacher Assistant Toddler Program                     |
|                     | -Team Support  |



This handbook is prepared for the parents of all children enrolled in Dorman Preschool Programs. It is designed to explain the programs, and show how you can help your child make initial and continuing adjustments to time away from home.

## **Philosophy**

The programs of **Dorman Preschool** will provide a learning environment in which a child is helped at his or her own level to learn how to plan his own life-actions: Where a child receives love, security, acceptance, values, self-control, independence, protection, and guidance and teachers earnestly try to involve a child in the excitement of learning.

**Dorman Preschool** has adopted the philosophy of the Reggio Emilia approach through our training and mentoring with the Early Childhood Excellence Academy. The Reggio Emilia philosophy is an approach to teaching, learning and advocacy for children. In its most basic form, it is a way of observing what children know, are curious about and what challenges them. Teachers record these observations to reflect on developmentally appropriate ways to help children expand their academic and social potentials. Long term projects connect core academic areas in and out of the classroom.

## **Objectives for Development & Learning**

### **Social - Emotional**

1. Regulates own emotions and behaviors
  - a) Manages feelings
  - b) Follows limits and expectations
  - c) Takes care of own needs appropriately
2. Establishes and sustains positive relationships
  - a) Forms relationships with adults
  - b) Responds to emotional cues
  - c) Interacts with peers
  - d) Makes friends
3. Participates cooperatively and constructively in group situations
  - a) Balances needs and rights of self and others
  - b) Solves social problems

## Physical

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills
7. Demonstrates fine-motor strength and coordination
  - a) Uses fingers and hands
  - b) Uses writing and drawing tools

## Language

8. Listens to and understands increasingly complex language
  - a) Comprehends language
  - b) Follows directions
9. Uses language to express thoughts and needs
  - a) Uses and expanding expressive vocabulary
  - b) Speaks clearly
  - c) Uses conventional grammar
  - d) Tells about another time or place
10. Uses appropriate conversational and other communication skills
  - a) Engages in conversations
  - b) Uses social rules of language

## Cognitive

11. Demonstrates positive approaches to learning
  - a) Attends and engages
  - b) Persists
  - c) Solves problems
  - d) Shows curiosity and motivation
  - e) Show flexibility and inventiveness in thinking
12. Remembers and connects experiences
  - a) Recognizes and recalls
  - b) Makes connections
13. Uses classification skills
14. Uses symbols and images to represent something not present
  - a) Thinks symbolically
  - b) Engages in sociodramatic play

## Literacy

15. Demonstrates phonological awareness
  - a) Notices and discriminates rhyme
  - b) Notices and discriminates alliteration
  - c) Notices and discriminates smaller and smaller units of sound
16. Demonstrates knowledge of the alphabet
  - a) Identifies and names letters
  - b) Uses letter-sound knowledge
17. Demonstrates knowledge of print and its uses
  - a) Uses and appreciates books
  - b) Uses print concepts
18. Comprehends and responds to books and other texts
  - a) Interacts during read-aloud and book conversations
  - b) Uses emergent reading skills



- c) Retells stories
- 19. Demonstrates emergent writing skills
  - a) Writes name
  - b) Writes to convey meaning

## **Mathematics**

- 20. Uses number concepts and operations
  - a) Counts
  - b) Quantifies
  - c) Connects numerals with their quantities
- 21. Explores and describes spatial relationships and shapes
  - a) Understands spatial relationships
  - b) Understands shapes
- 22. Compares and measures
- 23. Demonstrates knowledge of patterns

## **Science and Technology**

- 24. Uses scientific inquiry skills
- 25. Demonstrates knowledge of characteristics of living things
- 26. Demonstrates knowledge of the physical properties of objects and materials
- 27. Demonstrates knowledge of Earth's environment
- 28. Uses tools and other technology to perform tasks

## **Social Studies**

- 29. Demonstrates knowledge about self
- 30. Shows basic understanding of people and how they live
- 31. Explores change related to familiar people or places
- 32. Demonstrates simple geographic knowledge

## **The Arts**

- 33. Explores the visual arts
- 34. Explores musical concepts and expression
- 35. Explores dance and movement concepts
- 36. Explores drama through actions and language

## **English Language Acquisition**

- 37. Demonstrates progress in listening to and understanding English
- 38. Demonstrates progress in speaking English

## **Image of the Child**

Children are viewed as competent, curious, full of knowledge, potential, and interested in connecting to the world around them. Teachers are deeply aware of children's potentials and construct all of their work and environment of the children's experience to respond appropriately.

## **Emergent Curriculum**

Emergent Curriculum is a way of teaching and learning that requires teachers to observe and listen to the children. Teachers ask questions and listen for the children's ideas, hypotheses and theories. After observing children in action, the teachers compare, discuss, and interpret their observations. Teachers plan activities, studies and long term projects in the classroom based on their observations. Teacher's partner with children and the exchange of theories are referred to as the Cycle of Inquiry. Teachers use their interpretations, intentions and goals (social, emotional and academic) to make choices that they share with children. Learning is seen not as a linear process but as a spiraling progression.

### **The Role of the Teacher**

The image of the child shapes the role of the teacher and involves four major components. Teachers are:

- **Co-constructors:** partners, guides, nurtures, solves problems, learns, hypothesizes
- **Researchers:** learns, observes, revisits
- **Documenters:** listens, records, displays, revisits
- **Advocates for children:** involved in the community, politics relating to children, speaks for children and presents work to other educators and community members.

### **The Role of Parents**

Parents are an essential component of the school. They are an active part of their children's learning experiences and help to ensure the welfare of all the children in the school. All families are members of the Family Team

## **Program Descriptions**

Dorman Preschool program focuses on the growth and developmental of 21 months to five year old children. Children at risk or with developmental delays are given priority for entrance into our program. This program provides an environment in which children can participate in activities that will help develop their skills in the areas of gross motor, fine motor, cognitive, language and social/emotional. It is the goal of the Dorman Preschool to provide opportunities for children that will prepare them for their transition to the public school system at the same level of skills as their peers.

# Dorman Preschool Center

## Eligibility Priority Criteria

**Disability:** Potential or suspected disability diagnosed by a service provider, physician, teacher or professional in early Childhood development.

**At Risk:** Children from single parent, foster home, abuse/neglect, child health problems, or family crisis such as terminal illness, death, and professional judgment.

- ☐ Children will be enrolled on a first come basis.
- ☐ All registration forms must be completed and returned to the Dorman Center prior to the child's first day in the program.
- ☐ If a child qualifies and all slots are full; the child will be placed on a waiting list to be enrolled as slots become available.

## Dorman Preschool Policies

**Hours of Operation** - The Dorman Center Park is open from 7:00 a.m. until 5:30 p.m. Monday through Friday. All Children must be in classroom and signed in by 9:00 a.m. in order to stay for the day. Half day program hours are 8:00 a.m.-1:00 p.m. A charge of \$2:00 for every minute past 5:30 p.m. will be imposed and due immediately. Continued tardiness in picking up children could result in dismissal from the program.

**Eligibility** - Children may enroll between the ages of 21 months and 5 years old.

**Tuition Fees and Payment** - Fees are subject to change with written notice.

There is a charge of \$ 35.00 on all returned checks. After a second returned check we will accept cash only.

Tuition is to be paid each Monday morning on a continuous basis until the child is withdrawn from the center.

There is no refund for daily absences.

**Note:** If for any reason your child does not attend on Monday the payment is due the Friday before. There will be a \$5.00 per day late fee charge. If child care fees are not paid by close of business on Friday, your child will not be able to return to school until all fees are paid.

There is no reduction for the following holidays. New Year's Day, Memorial Day, Labor Day, Fourth of July, Thanksgiving Day and the day after and Christmas Day. The Center will also be closed for the week of Spring Break and one week of Winter Break at no charge. The Board will make decisions as to center closing should these days fall on the weekend or in the event of other closings. Parents will be notified in advance of such decisions. If the center will be closed any additional days, the parents will be notified in writing.

**Policies on Child Abuse and Neglect.** We have to report suspected abuse. Failure to report suspected abuse or neglect might be an offense punishable by fine or imprisonment. Any team member of Dorman Center suspecting abuse or neglect of any child must report to the authorities (Department of Families and Children 633-1892 or 1-800-752-6200). It is then Department of Families and Children responsibility to determine whether or not abuse has occurred.

**Withdrawal** - The center requires two weeks' notice of the child's permanent withdrawal from the center.

**The program reserves the right to remove a child from the program if the child, parent/guardian is unable to adjust and function within the program.**

**Meals:** All children will be provided meals and snacks that meet the USDA federal food guidelines. A doctor's statement is required for all children who have food allergies, so adjustments to the menu can be made. Any adjustment or alteration to a child's diet must be in writing.

**Clothing:** Your child will need one to two complete sets of extra clothing, including socks to be kept at the center. Diapers and wipes should be sent daily or weekly. To avoid confusion, all clothing should be labeled with the child's name.

Children being toilet trained need six to eight pairs of pull-ups. Clothing should have snaps in the legs or be styled to take up and down easily.

Children also need appropriate outer wear (coat, jacket, shoes, and socks) because we do go outside.

**Sandals without backs, flip flops and crocks are not permitted.**

**Transportation:** Dorman Preschool program offers transportation on a limited basis such as field trips & therapy appointments for the children.

**Rest Time:** Each child is expected to rest (sleep when possible) after lunch each day for a reasonable period, not to exceed two hours. Cots and sheets are provided for this period. You may bring a favorite blanket for rest time. Blankets should be labeled with the child's name.

**Play:** Play is a vital part of a child's growth. Children will be taken outside each day except when it's too cold, wet, or extremely hot or the pollution index is considered dangerous. When you child's class goes outside, everyone goes outside. If for some reason you feel your child must not be outside, please discuss this with the director or teacher.

**Field Trips:** The children will occasionally be taken on an excursion that will enhance their classroom experience. You will be notified in advance of a field trip with a note and permission slip requiring your signature. The signed permission slip must be returned for your child to participate. Along with field trips, we often arrange for special guest to come into the program to share with the children. If you maybe interested in chaperoning a field trip, please let the director know right away as we are now required to have a Child Abuse and Neglect Check (CAN) and a Criminal Record Check (CRC) on all parents going on field trips with us.

**Immunization:** Each child is required to have a current up-to-date immunization certificate on file in the office upon the day of enrollment. Updated certificates should be provided to the program as a child receives further immunizations. If your child's immunization certificate date expires, an updated one will be required for your child to continue to attend.

**Birthdays:** This is a special day in a child's life. Please make arrangements with your child's teacher for this special day. You may send a treat for this special occasion, however due to health regulations; they must be store bought rather than homemade. We encourage you to join us for the celebration if at all possible.

**Toys:** Children are not allowed to bring toys or personal items to the program.

**Discipline:** The goal of **Dorman Preschool** is to teach children self-discipline. The guidance techniques used are on the developmental level of the child and include: positive reinforcement, redirection, time-out, and helping the children solve their own problems. Children are made

aware of expectations through the consistent use of clearly defined limits. No physical or harsh verbal discipline will be used. Physical discipline such as spanking is not permitted by staff or parents on the center's property. Should continual behavior problems occur, a meeting between program staff and the parents will be held in order to determine an appropriate course of action that is agreeable to all.

Communication: [Dorman Preschool](#) considers it essential for the home and center to work as partners to encourage the maximum growth in all areas of your child's development. It is vital for parents to check in with teachers regularly to stay informed. Keeping our families involved with the Dorman Preschool Center has always been a priority of ours. We are very excited to tell you that we use a program called Tadpoles, [www.tadpoles.com](http://www.tadpoles.com) a communication tool that will be used in the classrooms.

The Tadpoles program will allow our teachers to capture special moments, take photos, and videos of the children in action as well as send you classroom information. Very rarely will paper will be sent home and instead you'll get daily reports and notes right in your email!

Each classroom is equipped with an iPad which will be specifically used for the Tadpoles program.

We consider all information captured using Tadpoles to be a private communication between Dorman Preschool and our families. No personal information is shared with any external parties and as a parent you will only receive information specifically about your child.

If there are concerns, we will be happy to schedule a conference with you. We would prefer not discussing behavioral problems in front of the children. In the event private conversations are needed, we will be glad to meet with you.

Parent meetings will be scheduled in the spring and fall to discuss your child's progress. You will be notified in advance of the time and place. A phone call can be arranged for a specific time.

The teachers cannot accept verbal messages from children. Please send a note or telephone the program office at [Dorman Preschool](#).

Monthly newsletters will be issued to inform you of your child's activities. Each class will have a monthly calendar to keep you informed of daily activities.

### Third Party Therapy Sessions

If you desire for your child to receive therapy sessions provided by an outside service agent (First Steps, Speech Therapy, etc.), we are happy to work with you in scheduling these session during your child's regular time within our program. You will need to sign a permission slip and service agents will be required to sign your child out of the classroom and then back into the classroom for each therapy session. A special attendance sheet will be made available by this program for this purpose. Service Agents must provide adequate supervision of your child during each session. Adequate supervision is defined as, devoting full-time attention to children and ensures the children are within scope of vision and range of voice. Scope of vision and range of voice is the range of one's awareness allowing for the sight and sound supervision without physical barrier or obstruction. The service agent must also provide a photo id.

**Arrival and Departure:** The children will need to arrive between the hours of 7:00 a.m. and 9:00 a.m. & stay as late as 5:30 p.m. Not to exceed 10 hours of care. A charge of \$2.00 for every minute past 5:30 p.m. will be imposed and due immediately. Continued tardiness in picking up children could result in dismissal from the program.

**A responsible adult should always escort the children into and out of the building. All children must be signed in and out on a daily basis.**

A parent or an authorized adult (at least 18 years old) must pick up each child. No child should be removed from the building without teaching staff being made aware of the child's departure. The program must be notified in advance if someone other than the parent will be picking up the child. A person, who is not known at the center, will be required to show a driver's license for identification and must be listed on the child's information sheet as being an authorized alternative. No child will be released to an unauthorized adult.

**Policy for Custody Dispute:** Children will only be released to adults listed on the registration form. In case of a custody dispute, the center will not undertake the decision of legal and physical custody of a child, but will rely on the information provided by the enrolling parent. Copies of legal documents regarding custody will be maintained in the child's file.

**Fire, tornado, earthquake and transportation drills:** Each month the program will have a fire drill to familiarize children and staff with proper exit procedures. Quarterly tornado and earthquake drills will be held as well. In the event of severe weather, it is safer for both parents and children to remain where they are at the time of the alert. The program has established safe places within the building for all children to go in the event of such an emergency.

**Right of Dismissal:** Dorman Preschool reserves the right to dismiss a child due to non-compliance of the policies by the parent. The child will be dismissed with two weeks' notice. In extreme circumstances immediate dismissal will be given at the discretion of the director. The program always reserves the right to dismiss a child if circumstances warrant.

**Licensing:** Dorman Preschool is licensed by the Cabinet for Health and Family Services.

**Security System:** Our security system is a "card entry security system". Each family will receive two cards. If someone other than a card holder comes to pick up your child, they must present a photo ID and then our staff will have to verify their authority to pick up your child. If the person is not on the pickup list they will not gain access to the building.

## Health and attendance policies:

Your child's safety and well-being is important to everyone. In order to keep illness to a minimum, please take note of the following information.

**Please do not send your child to school if he/she has any of the following symptoms:**

General: Any child with a fever, severe coughing, vomiting, diarrhea, and/or extreme irritability or unusual drowsiness, **(We cannot administer fever reducing medication.)**

Nose: A thick yellow/green mucus discharge and/or a fever

Eyes: Inflammation, discharge or red eyes (pink eye, conjunctivitis)

Skin: Any child who has a rash and does not have a statement from a physician stating the condition is not infectious or contagious cannot attend school.

Scalp: Nits, lice, areas of broken skin or any suggestion of ringworm

**When a child returns to school from being out due to an illness, a doctor's note is required to ensure restrictions from activities are followed by our staff.**



Please notify the center if your child or family member contracts any communicable diseases.

| Disease        | Incubation Period | Return to Program   |
|----------------|-------------------|---|
| Chicken Pox    | 7-21 days         | When all pox marks are scabbed over   |
| German Measles | 14-28 days        | One day after rash completely disappears                                      |
| Pink Eye       |                   | Medication has been applied for 24 hours & when eyes are free from discharge. |
| Impetigo       | 2-5 days          | When child is under doctor's care   |
| Head Lice      |                   | When child has a doctor's note stating He/she is nit free                     |

**Accidents or emergencies:** In case of an accident, your child will be given first aid and you will be notified. If it is a life-threatening incident, proper emergency procedures will be followed. Your child's registration form should be **UP TO DATE AT ALL TIMES** including the physician's name, phone number and hospital of preference. Please be sure you have completed the emergency medical treatment portion of your child's registration form. Up to date contact information for both parents as well as an alternate contact person are vital.

**Illness:** Children with any form of illness should remain at home. If a child arrives at the center with a temperature, the parent will be asked to return home with the child. A child may return to the center when they have been fever free for at least 24 hours. When a child becomes ill at the Center, the parent will be requested to take the child home **within an hour** of being notified. A parent will be asked to pick up a child with a temperature of 100\* or more. The center is not allowed to dispense over the counter medication without a doctor's note indicating dosage.

**Medication:** The program will dispense medication prescribed by a physician if the medicine is in the original container, is a current prescription, and has clear instructions. Medication is given only when the medication permission form has been completed and signed by the parent and physician. Parents must sign off daily for continuous medication use. Medication permission forms may be obtained from the teacher. The program is not allowed to dispense over the counter medication without a doctor's note indicating dosage.

# **Dorman Preschool**

## **Biting Policy**

Biting is unfortunately not unexpected behavior for Toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a preschool, we understand that biting, unfortunately, is a part of our setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten.

### **When Biting Does Occur:**

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

*For the child that was bitten:*

- 1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.*
- 2. Parents are notified.*
- 3. The "Incident" form is filled out documenting the incident.*

*For the child that bit:*

- 1. The teacher will firmly tell the child "No. Do Not Bite".*
- 2. The parents are notified.*
- 3. The "Incident" form is filled out documenting the incident.*

### **When Biting Continues:**

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, frustration, communication, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

### **When Biting Becomes Excessive:**

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken, bruised or leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified. During this conference strategies will be discussed as to how to determine the possible causes and solutions to move forward in our program.
2. If a child bites twice during a day, the child will be required to be picked up for the remainder of the day.

Checking all the boxes on this page signifies that I have read and understand all information in this handbook.

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- ◇Third Party Therapy Sessions
- ◇Arrival and Departure
- ◇Health and Attendance Policies
- ◇Accidents or Emergencies
- ◇Illness
- ◇Medication
- ◇Policy for Custody Dispute
- ◇Fire, tornado, earthquake and transportation drills
- ◇Right of Dismissal
- ◇Licensing
- ◇Curriculum
- ◇Pay Agreement
- ◇Grievance Procedure

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Parent/Guardian Signature

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Date

DORMAN PRESCHOOL  
P.O. Box 853  
Shelbyville, Kentucky 40066  
(502) 633-2760

Policy and Procedure  
Client Bill of Rights  
(To be added to Grievance Procedure)

It is the continued policies of the above agency, that the Board, and staff members, will at all times, extend the same equal courtesy, respect and consideration to all individuals who are requesting or receiving services from the agency.

All individuals requesting or receiving services will;

1. Be treated with respect and in a professional manner.
2. Be aware that all information concerning client files are kept in confidence, and released only with written permission or consent from client, (client must sign for each request received, except court ordered)
3. Be notified of all ISFP/IEP meetings and have opportunity for input in such meetings,
4. Be aware of the fact, that files are available for review with case manager present, (Files are not to leave the building)
5. Be made aware of procedure for filing a grievance.
6. Be aware of the mission of the agency and that all programs are directed with that goal in mind.

The above policy is directed to all persons requesting or receiving services from the above agency, regardless of race, sex, age, ethnic background or mental and/or physical delaying condition.

# Dorman Preschool Child Care Agreement

This is to confirm that \_\_\_\_\_ can attend the **Dorman Preschool's programs** on the days of Monday-Friday, for the times of **7:00 a.m. to 5:30 p.m.** **A child may not attend the program for a period over 10 hours each day.** All children must arrive and be signed in by 9:00 a.m. **\*\*At 9:01 a.m., your child will not be allowed to attend for the day.\*\*** This contract will begin on \_\_\_\_\_ and continue until another pay agreement is made. There will be a charge even if the child is absent. Another program will be paying \$\_\_\_\_\_ and I will pay \$\_\_\_\_\_ every **Monday** for my child to attend the **Dorman Preschool**. **If for any reason your child does not attend on Monday the payment is due the Friday before.** There will be a \$5.00 per day late fee charge. **If child care fees are not paid by close of business on Friday, your child will not be able to return to school.**

The child care rate will be **\$125.00** per week.

## Parents agree to the following:

1. Weekly fees are due each Monday morning for that week of care.
2. There will be a **\$35.00** charge on each returned check. More than two returned checks will result in "cash only" payment.
3. If my child is ill or does not attend the program for any reason, I understand that the **full amount** of the weekly fee remains due.
4. **Dorman Center** closes each day at **5:30 PM**. A late charge of **\$2.00 per** child for each minute past **5:30 PM** based on the center's clock.
5. **Dorman Preschools** are closed on the holidays listed in your handbook. When a holiday falls on a weekday and the program is closed, I understand that the full amount of the tuition fee remains due. Weekend holidays will be observed on the Friday before or the Monday after the holiday.
6. I agree to phone the program by **9:00 a.m.** if:  
❖ My child will not attend.
7. If I should find it necessary to withdraw my child from **Dorman Preschool Program**, I agree to give the program 2 weeks' notice in writing. If notice is not given, fees will be charged.
8. I have read the **Dorman Center's** parent handbook and agree to abide by the policies and procedures stated within.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_