



Parent Handbook

Hours of Operation: 7:30 am-5:30 pm

Phone: (606) 280-4033

Address: 404 W 17th Street, Corbin, KY 40701

Director: Jamie Hubbs

Website: kidzconnection@freedompointcog.com

"Connecting young children to a love for Jesus AND a love for learning."

Rates

1 Year Olds - \$130/week

2 Year Olds - \$125/week

3-5 Year Olds - \$120/week

School Age – Full Day, \$120/week

After School, \$75/week

Sibling Discount:

10% off oldest child

*If 3-year-old or 4-year-old children are not potty-trained, you will be charged the 2 Year Old rate.

Vision

FP Kidz Connection is under the mission and outreach of Freedom Point Church. FP Kidz Connection is focused on caring for and developing a love of learning in a Christian atmosphere and a readiness for kindergarten that emphasizes social skills, academic preparedness, emotional and spiritual development of the child.

Philosophy

- Children's play is important to their development.
- Children are provided with the opportunity to play, share and learn with other children in a safe, loving Christian environment with an atmosphere of acceptance and warmth.
- Parents are supported in the difficult but rewarding task of child rearing through the teaching staff, the church and parent events throughout the school year.
- FP Kidz Connection responds to the needs of the community for quality care and education of children.

Goals

- To provide a healthy, nurturing, and safe environment
- To accept, respect, and appreciate each child and family
- To provide age appropriate materials and equipment that supports children's learning in a fun and interesting way
- To encourage the physical development of large motor skills through outdoor and indoor play as well as fine motor development through manipulative toys, blocks, and puzzles
- To encourage creativity by offering experiences in music, art, and literature
- To encourage interest in language through games, stories, and conversation
- To partner with parents in the care and teaching of their children

Curriculum

The daily curriculum is structured so that children learn the skills they need to enter kindergarten in a Christian environment. The curriculum is based on child development and appropriate practice and provides for the various ages, ability levels and developmental stages of the children. Children learn from a Bible curriculum as well each week. Prayer takes place before mealtimes and at the beginning of each day.

Operational Policies

Advisory Board

- FP Kidz Connection has an Advisory Council made up of members of Freedom Point Church.
- The Council meets once per month to discuss the licensee's report, the financial report, enrollment information, and other information as deemed necessary by the director and/or licensee.
- The Advisory Council assists the director/licensee in areas of policy, budget preparation and management, staffing decisions, and other facility operations.

Hours of Operation

FP Kidz Connection is open from 7:30 am to 5:30 pm, Monday through Friday.
Cut off for drop off time is at 9:00 am unless previously authorized by the director.

Special Holidays

FP Kidz Connection will close for the following special holidays: New Year's Eve and Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day after, and Christmas Eve and Day. If a holiday falls on the weekend, the holiday will be observed either the previous Friday or following Monday.

School Breaks

The childcare will remain open for all school breaks (based on Corbin City Schools calendar). School-age care may be offered during scheduled school breaks pending staff availability.

Admission/Enrollment/Termination Policies

Eligibility for Enrollment

- Children, ages 1 to 12 years old, are eligible to be enrolled at FP Kidz Connection, provided enrollment space exists.
- The parent is responsible for submitting all enrollment forms for the child's attendance.
- We cannot provide service to any child whose needs cannot be met or whose behavior endangers staff, other children or property.

- FP Kidz Connection is committed to supporting all children and families but realizes there are children who may be better served through the support of other local agencies. Parents will be notified if concerns arise.

Caring for Children with Special Needs

Childcare programs must comply with the Americans with Disabilities Act. FP Kidz Connection is committed to meeting the needs of all children, regardless of special health care needs or disabilities.

- Children with special needs will be accepted into our daycare under the guidelines of the Americans with Disabilities Act (ADA).
- All families will be treated with dignity and respect for their individual needs and/or differences.
- FP Kidz Connection will be responsible for ensuring that confidentiality about special needs is maintained for all families in the program.
- FP Kidz Connection will ensure all health forms and other important information regarding the individualized needs of the child will be completed by the health care provider and/or other providers for the child.
- FP Kidz Connection may work in coordination with other agencies and/or health care providers as needed. No contact with outside organizations will be made without written parental consent.
- If your child has an Individualized Family Service Plan (IFSP) or an Individualized Education Program (IEP), you must provide FP Kidz Connection with a copy of the plan(s) and we will add activities to our lesson plans to support your child's needs.
- It is important that parents keep FP Kidz Connection apprised of any changes or needs that their child may have regarding their special need.

Enrollment Forms

Forms to be completed and submitted to the FP Kidz Connection prior to admission include:

1. Enrollment Contract
2. Child Information Form
3. Medical Statement for Special Dietary Needs (if applicable)
4. Dietary Statement (if applicable)
5. Allergy Care Plan (if applicable)
6. First Aid/Emergency Medical Treatment Authorization
7. Photo Consent Form

8. Release to Participate Form
9. Emergency/Disaster Reunification Form
10. Food Program Enrollment Application
11. Medication Consent (if applicable)
12. CCAP Service Agreement & Certificate / Enrollment Approval (if applicable)

Proof of a current immunization record must be provided within 30 days of enrollment.

Waiting List

In cases when enrollment space is unavailable, children will be placed on a waiting list. Enrollment will then take place as space becomes available. Priority will be given to families with currently enrolled children.

Termination of Care

FP Kidz Connection reserves the right to terminate childcare for the following reasons (but not limited to):

- Failure to pay invoices as they are due
- Failure to complete required forms, as required
- Lack of parental cooperation
- Physical or verbal abuse of any person or property by a child and/or parent that is not corrected by an improvement plan set by the director and the parents
- Lack of compliance with handbook policies
- False information given by parent either verbally or in writing
- Disciplinary reasons as outlined in policy

FP Kidz Connection also understands that life circumstances may arise that would require families to remove a child from our care. In that instance, we request the following:

- Two week advance written notice stating when care will be ending
- Account must be paid in full
- If the child is withdrawn without a two week notice, payment is to be made immediately.

Parent/Guardian Communication

- Parents of children in the program will have daily opportunities at morning drop off and pick up to discuss the events of his/her child's day.

- Parents may also receive and/or send communication to the director and staff through the communication application Brightwheel, which is a free download to a computer and/or smart phone.
- Special conferences may be requested by the director or child's parents as needed.
- To further foster whole family relationships, parents or guardians of children enrolled at FP Kidz Connection are welcome to visit at any time, by scheduling a time that works best for both the teachers and them.

Child Attendance, Arrival, and Departure

Arrivals and Departures

- Drop off begins at 7:30 am. We ask that children arrive no later than 9:00 am. Medical appointments (i.e. doctor, dentist, etc.) are the exception to this. Again, please contact an administrative staff person so that we are aware of an approximate arrival time.
- Parents/guardians are required to sign children in and out each day they are in attendance.
- For your child's protection, only persons authorized by the parent/guardian are permitted to take the child from the facility.
- Parents/guardians must list the names of anyone allowed to pick up the child as well as the names of anyone denied permission.
- Individuals listed in the child's file may be asked for photo identification to confirm their identity.
- In the case of court-ordered custody decisions that would affect drop off or pickup, documentation must be on file.
- Under no circumstances will the center allow a child to leave without these provisions.
- Please notify an administrative staff person, if, due to some emergency, you are unable to pick up your child on time.
- Overtime charges of \$1 per minute will apply after 5:30 pm.
- If a child has not been picked up by 6:00 pm, and there has been no contact by the parent/guardian, or another authorized person, the local Department of Child Services will be called with a report of child neglect.

Reporting Children's Absences

FP Kidz Connection staff plan the day based upon the number of children expected. We ask that parents notify an administrative staff person as early as possible if their child is going to be absent, late, or if they plan to pick up their child unusually early.

Meals and Snacks

- FP Kidz Connection provides breakfast, lunch, and an afternoon snack.
- Breakfast is served at 9:00 am.
- Lunch is served at 12:00 pm.
- Snack is served at 2:30 pm.
- Each meal will meet both licensing and Food Program requirements.

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA.

- Menus are posted weekly.
- Please do not bring food or drinks for your child into the center.
- FP Kidz Connection will not store food or drink items for individual children unless the child has a special dietary need that the parent provides for.
- If your child has a food intolerance or allergy, you must provide a doctor's statement regarding the intolerance/allergy and a list of acceptable food or drink substitutes. You must also complete an Allergy Care Plan, which includes consent to post your child's allergies in the classroom.
- Parents are welcome to bring a special snack for their child's birthday, other special events, or just for fun, BUT the state licensing agency requires that all foods be commercially prepackaged. No homemade foods are allowed. Items may be purchased at a bakery with the logo and address on the box.
- Water will always be available as well throughout the day.

Parental Responsibilities

Naps/Rest Period

- Children will participate in a 2-hour rest period after lunch each day.
- Children are not required to nap but will be asked to stay quietly on a cot to help their bodies rest. Quiet activities will be provided for them.
- Please provide a crib sheet and blanket. You may also provide a pillow and/or a security item (stuffed animal), if needed.
- FP Kidz Connection staff will wash the child's nap items each week or when they become wet or soiled.

Files

- The information contained within your child's file is considered private and will be maintained in a confidential manner. No information will be shared with an unauthorized person without your written consent.
- FP Kidz Connection is required to keep all records for 5 years.
- Please keep all information (addresses, phone numbers, work phone numbers, immunizations, emergency phone numbers, etc.) current.
- If information is requested for the child's file, and is not received, care may be discontinued.

Clothing

- Dress your child in clothing that is comfortable for a variety of active, and sometimes messy, activities as well as outdoor play. We do go outdoors as often as possible.
- Accidents happen. In case of a toileting accident, crafting accident or food/beverage spill, please provide a complete set of clothing that is appropriate for the season (i.e. no shorts for winter weather).
- Mark your child's name clearly on all articles of clothing.
- If your child is sent home in a change of clothes that belongs to FP Kidz Connection, please wash and return it as soon as possible.
- Flip-flops or shoes without a heel strap may not be worn. Also, dress shoes with heels have been known to cause accidents and are often painful by the end of the day so we ask they not be worn.
- Tennis shoes or some other comfortable shoes are preferred for daily activities and playing, both in and out of doors.
- Please have your female child wear leggings/shorts under her dresses.
- As the weather changes, be sure to send sweaters, jackets, coats, gloves, hats, boots, etc. as warranted.
- Children will be expected to go outside to play even if just for a short period of time when the weather permits, at the director's discretion, and according to the Weather Watch chart —36 degrees with wind chill in colder weather to 89 degrees with the heat index in warmer weather. Children will not be taken outside if a weather advisory has been issued.
- Children without proper clothing for outdoor play (i.e. winter coat, jackets), will not be allowed to participate.
- You will be asked to provide sunscreen during warm weather. You must provide written permission for staff to apply sunscreen and the bottle must be clearly labeled with your child's name.

Toys & Electronic Devices

- FP Kidz Connection is well stocked with a variety of toys and materials for the children to play with.
- Personal toys are often the cause of arguments among children.
- No toys shall be brought to the center from home except when permission is given from their teacher (i.e. show and tell) or as a security item for napping.
- If your child brings a toy, they will be asked to put it in their backpack until time for show and tell or the end of the day.
- Electronic devices (phones, gaming systems, tablets, laptops) are not allowed.

Lost and Found

- Items often get misplaced or put in the wrong backpack. Please put your child's name on items that the child may remove (coats, sweatshirts, gloves, hats, etc.).
- Check with your child's teacher if an item comes up missing.
- FP Kidz Connection is not responsible for items that the child has misplaced.

Payment and Fee Schedule

All tuition payments are due weekly, regardless of your child's attendance. FP Kidz Connection reserves the right to change these fees with a two weeks' notice.

Childcare Fees

Tuition fees are due weekly, whether the child is in attendance the full time or a portion of the time.

Enrollment Fees

Effective August 1, 2025, a one-time enrollment fee of \$50 will be charged for each child enrolled up to a maximum of \$125 for four or more children enrolled per family. Enrollment fees for FP Kidz Connection employees will be waived.

Annual Supply Fees

Effective September 1, 2025, an annual supply fee of \$25 will be charged for each child enrolled. The annual supply fee for FP Kidz Connection employees will be reduced to \$15 per child.

Fees for Families on Subsidy

Families may be responsible for the portion of child care fees not covered by the subsidy. If your child misses more than 5 days per month, please notify an administrative staff person per subsidy requirements.

Billing & Other Fees

- Invoices will be delivered electronically via the Brightwheel app on Sunday each week and will include the fees due for the following five (5) days. Payments are due each Monday.
- If the bill is unpaid by the following Monday (1 week) after an invoice is due, a late fee of \$25 will be assessed, with a maximum of \$100 per month.
- Any late fees will be included on the next invoice, if not paid prior to when it is issued.
- The fee for a returned check is \$35 (subject to change, based on the bank charges).
- If your child has not been picked up by the center's closing at 5:30 pm, you will be charged a fee of \$1 per minute.

Discipline Policy

Children are small, tough, exasperating, interesting, and loveable. To be “good” with children, we watch each face and listen to each voice. We observe what each child is like, how each is feeling, how each child plays and moves around. We get to know the weaknesses and strengths of each child and of the group. This is how good discipline begins.

The word “discipline” is derived from the word “disciple,” someone who follows the teachings of another. Discipline means learning. It does not mean punishment, tears, or humiliation. It means a chance to learn how to live in a social world. Discipline is not something adults do to children. It is something they do with children.

The goals of discipline are self-control, responsibility, and self-discipline. Children need help in controlling their behavior. Most important, they need to become responsible for their own behavior and develop self-control.

Teachers are most likely to achieve the goals of discipline when they respond to the cause of behaviors as well as to the behaviors themselves. We ask, “why?” silently before reacting/responding.

Teachers may utilize a variety of discipline techniques to meet the needs of different situations:

- Let children make some decisions and choices – one good way to teach responsibility is to give the child as much responsibility as possible.

- Give reasons for rules – understanding the reasons for rules make it easier to remember and follow them.
- Be consistent in our language and behavioral response to children – consistent behavior by adults facilitates development of inner control through modeling.
- Remove children from situations they can't handle – if a child is too young to understand, or there is no way to change the cause, it may be possible to change the situation.
- Redirect children's behavior – often there is a way to let children do something in a better place or safer way.
- Let children learn the consequences of their actions – experience is the best teacher.

Teachers WILL NOT humiliate or demean a child in any form, verbally or physically. Such actions will be cause for immediate dismissal. No punitive action toward children will be tolerated including slapping, hitting, and/or spanking. The return of negative behavior, such as biting back, is also not acceptable. Children do not like those moments when they are out of control. They need adults, at those times, to firmly, with gentleness, exert control. Returning negative behavior deepens frustration. Firmly holding and gently verbalizing, calms, and fosters control.

FP Kidz Connection has a separate written policy regarding biting.

Medical Policies

Immunizations

- Every child must be current on immunizations and verification must be on file within 30 days of enrollment.
- If your child receives new immunizations, please update the record on file in the FP Kidz Connection office.
- Immunizations exemptions for medical or religious reasons must have proper documentation on file.

Medication

- Prescription and nonprescription medication will be administered while in attendance only with the written daily request of the parent/guardian.
- A medication form must be completed by the parent and will include the following information: the name of the child, the name of the medication, the amount of dosage (including the appropriate measuring device), and the time to be given along with the parent's/guardian's signature.
- The only exceptions to a written daily request of prescription medications are rescue/emergency medications, such as EpiPens, inhalers, diabetic medication, etc. If

these types of medications are needed, you must provide a doctor's statement indicating the reason for the medication and the treatment to be administered. If a medication is needed for an allergy, you must also complete an Allergy Care Plan, which includes consent to post your child's allergies in the classroom (if your child has both food and non-food allergies, all allergies will be a part of the Allergy Care Plan). The posting of your child's allergies will be maintained in a confidential manner.

- The only exceptions to a written daily request of nonprescription medications are diaper cream and sunscreen.
- Notify staff members of all medication, so that it may be locked in a medicine box or refrigerated as needed.

Communicable Diseases

- Staff members are trained in the signs and symptoms of illnesses and in proper hand washing procedures to prevent the spread of communicable disease.
- Every means will be taken to prevent the spread of communicable diseases.
- Please do not send your child if he/she is ill or has been ill in the last 24 hours. If your child is too ill to go outside or participate in activities with their class, they are too ill to attend.
- You will be called to remove your child if any of the following symptoms exist:
 1. vomiting
 2. severe coughing
 3. temperature of 100.4 or higher
 4. diarrhea
 5. suspicious rash
 6. difficult or rapid breathing
 7. lice (may only return when deemed "nit free")
 8. red, encrusted, or runny eyes
 9. lethargic behavior
- Parents are expected to have the child picked up within 1 hour of being notified that the child is ill to minimize the spread of illness.
- Every effort will be made to separate a sick child from the rest of the class while they are waiting to be picked up.
- Children should be free of all symptoms for 24 hours, without medication, or have a note from the doctor stating that return is permissible before returning to FP Kidz Connection.
- Please do not give your child medication and send them to the center if they have been ill through the night.

- Parents should have a backup plan of care established if a child is sent home from FP Kidz Connection with an illness.
- If a staff member has a communicable illness, parents will be notified. A substitute caregiver will be assigned in his/her place as needed.

Reoccurring Medical Issues/Allergies

- If a child has a medical issue that is reoccurring, such as a rash, runny eyes, or an allergy, FP Kidz Connection must have documentation from a physician stating that the issue is not contagious and that the child may attend when symptoms are present.
- If documentation of the medical issue does not exist, the condition will be treated as a potential communicable disease and the child will be excluded until documentation is presented.

Accidents

- Parents/guardians will be notified of accidents as soon as possible.
- The staff member who has observed the accident will fill out the accident report. A copy will be kept for the files and a copy given to the parents/guardians.
- In non-life-threatening instances, the staff will provide on-site first aid.
- If the child requires medical attention, the parent will be called, informed of the injury, and asked to pick up the child.
- Any injury that has been treated at a medical facility must be reported to the state licensing agency. Therefore, parents are asked to report any instances of the child being treated by a physician, clinic or hospital.
- If the injury requires immediate medical attention, 911 will be called.

Safety Policies

Tobacco, Alcohol, Firearms and Drugs

FP Kidz Connection prohibits the use of tobacco, alcohol, firearms, and drugs on the premises while children are in our care.

The following steps will be taken to ensure that children are safe while at FP Kidz Connection:

- Children will be adequately supervised with the required number of qualified adults (adults who have completed a comprehensive criminal history check, negative TB test and have completed all required trainings) at all times. When the children are moving from one location to another, staff members will account for each child in their group by

visually identifying each child using name-to-face recognition.

- FP Kidz Connection will assure that the supervision of children and ratio and group size requirements are always maintained, including, at the beginning of the day, during staff breaks, and when children are moving from the classrooms to other locations, i.e., to another classroom, the playground, etc.
- FP Kidz Connection will not care for children in areas that are being remodeled, repaired, or painted.
- All indoor and outdoor areas of the child care center as well as equipment, toys, and furnishings will be maintained in a safe condition.

FP Kidz Connection will take the following steps to maintain the facility:

- Clean the facility daily.
- Keep the facility in a sanitary condition.
- Sanitize toys, furniture, and other equipment used by children, daily, weekly and when they become soiled or contaminated.

Child Abuse Protection

Every child care employee who has reasonable cause is mandated by Kentucky law to report suspected child abuse and/or neglect and every staff member is required to take training on recognizing and reporting child abuse and neglect. FP Kidz Connection staff will take all necessary steps to maintain confidentiality of any reported case of suspected abuse or neglect.

Emergency Policies

Safety & Emergency Plans of Action

- Children will never be left alone or unsupervised.
- There will be a minimum of three (3) staff members present during the hours of operation.
- FP Kidz Connection will ensure that at least 50% of employees are certified in CPR and First Aid.
- Fire evacuation and severe weather plans will be posted in each area that is used by the children.
- Fire drills are held monthly.
- Tornado, earthquake, shelter in place, and lock-down drills are held quarterly.
- A record of all drills is kept in the office.

Relocation of Children in the Event of Building Emergency

- In the event of a major emergency, such as a fire or other event that would make the building unsafe, the children will be relocated to Seventeenth Street Christian Church.
- Parents will be notified that they must pick their children up immediately from the relocation site.
- If medical attention is necessary, children will be transported to Baptist Health Corbin.

Bad Weather

FP Kidz Connection will make every effort to be open in bad weather. A decision to close is a difficult one to make but we will follow Corbin Preschools' delays and closings due to inclement weather. Parents will be notified through our Facebook page and Brightwheel app.

Freedom Point Church Involvement

On occasion, you will receive information about activities or programs hosted by Freedom Point Church. Please accept our warm welcome to attend any service, activity, or program. Freedom Point has a pastoral staff to serve you. If you are not part of a church family, please consider making yourself a part of the family here at Freedom Point. Everyone is welcome.

Service times:

Sunday

9 am and 11 am

Wednesday

Midweek Connect with classes for all ages at 6:30 pm

Adopted: September 30, 2019

Amended: April 1, 2022; August 20, 2023; January 3, 2025; March 25, 2025; August 1, 2025;
December 9, 2025