

# KENTUCKY ADDENDUM

## CADENCE EDUCATION FAMILY HANDBOOK

### KENTUCKY'S EARLY CHILDHOOD STANDARDS

The vision for Kentucky's young children and their families is that "all children are healthy and safe, possess the foundation that will enable school and personal success, and live in strong families that are supported and strengthened within their communities" (Governor's Early Childhood Task Force, 1999). These standards are designed as a framework to assist parents, early care and education professionals, administrators, and others in understanding what children can know and do from birth through four years of age. This "content for learning" will enable early care and education professionals and others to be more knowledgeable in providing the experiences that will help children reach their potential. Kentucky has realized the importance of developing a shared set of expectations ACEC PARENT FACT POLICY Page 2 for young children, drawn from research, in order to provide the foundation for the competencies that are critical to ensuring later academic success. Kentucky state standards are implemented daily throughout our curriculum. This is documented on weekly lesson plans. Copies of the Kentucky State Standards are in the office. At any time, please feel free to stop by the office to review the state standards and information. (Accreditation + STARS)

### EVALUATION AND ASSESSMENT

Our schools utilize AEPS (Assessment, Evaluation, and Programming System for Infants and Children) for evaluation and assessment purposes. The AEPS is an assessment/evaluation system with associated curricula. The AEPS is more than an assessment measure; it is a comprehensive and linked system that includes assessment/evaluation, curriculum, and family participation components. AEPS is divided into six developmental areas: Fine Motor, Gross Motor, Adaptive, Cognitive, Social-Communication, and Social. In contrast to standardized norm-based tests, the AEPS is a comprehensive system that ties together assessment, goal development, intervention, and ongoing monitoring and evaluation. Children are observed and assessed daily using anecdotal records. Daily recordings are maintained and along with daily observations, children's progress is updated BI-annually utilizing the AEPS form. These evaluations are made available BI-annually during Parent/Teacher conferences. However, please feel free at any time to schedule a meeting with your child's teacher. Conferences are held in Bi-Annually each year. Additionally, all children will be assessed after their first 90 days of enrollment. We utilize Ages & Stages Questionnaires®, Third Edition (ASQ®-3). It is a developmental screening tool designed for use by early educators and health care professionals. It relies on parents as experts, is easy-to-use, family-friendly and creates the snapshot needed to catch delays and celebrate milestones.(Accreditation + STARS)

### HEALTH/SICK POLICY

Your child's health is a matter of major importance to all of us. Upon enrollment, you must file with us a Kentucky Immunization certificate signed by a physician. If you live out of state, a Kentucky form will need to be completed by your child's physician. The Health Department requires that each child have certain standard immunizations and tuberculin clearance. The Health Department mandates all Health Records. If a child fails to have updated immunizations, care will be suspended until such documents are provided per the Health Department. Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be immediately isolated from the others, and you will be contacted. If you are notified that your child is ill, arrangements must be made within an hour for them to be picked up. These symptoms could include but are not limited to:

- Has a fever of 100.4 degrees or has had during the previous 24-hour period (Children must be fever free for 24 hours before returning to school)
- Has a heavy nasal discharge
- Have 2 loose bowel movements (Children must be symptom free for 24 hours before returning to school)
- Has vomited 2 times
- Has a constant cough or struggling to breath
- Is fussy, cranky and generally out of sorts

- Has symptoms of a possible communicable disease (These are sniffles, reddened eyes, sore throat, headache, and abdominal pain, drainage, plus a fever)

Additionally, exclusion periods for illnesses are mandated by the Health Department. Our programs follow any and all recommendations made by the Health Department. Please notify the school at once if the child does have a communicable disease. A letter will be posted on the child's classroom bulletin board, informing other parents of the communicable disease; your child's name will not be used. In the case of any communicable disease, your child may not return to the center until they have been on antibiotic medication for at least 24 hours, or with an appropriate doctor's note. Also, in the case of head lice, your child may not return to the center until they are found "nit free". If even one nit is found, we reserve the right to ask that your child be taken home for additional treatment.

### ADMINISTRATION OF MEDICATION

Medicine protocol is outlined below:

- Medication (prescription and OTC) will only be administered at 11:30 a.m. and 3:30 p.m.
- Medicines must be given directly to the office to be stored in a locked container
- Medication permission forms must be completed, daily, in their entirety to include 1. Name of medication 2. Dosage amount 3. Time of dosage (either 11:30 or 3:30); we will not recognize times labeled "as needed"
- Prescription medication will only be administered if the prescription states that the medicine be given more than twice daily; antibiotics prescribed twice daily must be administered at home
- For the safety of all children in the classroom, you may not keep medicine in your child's diaper bag or backpack.
- If it is an over-the-counter medicine, the parent must supply it and the medicine must be labeled specific to the child in need. Over-the-counter medicines must arrive at the center in the original bottle.
- Medicines should not be mixed into bottles or brought in a medicine dispenser. The school does not provide over-the-counter medications, but you may keep general medications at the center (i.e., Tylenol). Prescription medications must arrive at the center in the original bottle, with a pharmacy prescription label on it, specific to the child (medicines will not be administered to siblings). If your child does not have a medicine form on file, medication will not be administered. If a need arises through the day and a form is not on file, you may fax or email permission to give medicine if it dictates the type, dose and time. Finally, under no circumstance will permission be taken over the phone.
- The first dose of any medication must be administered by the parent/guardian at home. Children should be monitored for an allergic reaction.
- All warnings and instructions on over-the-counter medications will be followed. For example, any medication that states "not intended for children under the age of 2" will not be administered to an infant or toddler, regardless of parent permission.

### BOTTLES

State licensing requires that all bottles must be premade prior to arriving at school. We are not permitted to prepare bottles.

### CLASSROOM PETS

The State of Kentucky requires that permission slips be obtained from parents/guardians concerning any classroom pets.

### REST POLICY

A two-hour rest period is required by the State of Kentucky.

### RELEASE OF CHILDREN

Children may not be released to anyone under the age of eighteen (18) in the State of Kentucky.

**ABUSE AND NEGLECT PREVENTION POLICY**

The State of Kentucky requires that teachers, not directors, report any abuse and/or neglect directly to their licensing authority.