

Contact Information

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2016-2017
Parent Handbook



Nelson County
Early Learning Center
1200 Cardinal Dr.
Bardstown, KY 40004
502-350-3914

Welcome to Nelson County Early Learning Center, YOUR school!

We look forward to an exciting year. We want your child's first school experience to set a positive pattern for the rest of his/her school life. Your child can be successful and are confident this will happen when everyone works together.

We want you to be involved; you are their first teacher! There will be two home visits scheduled to review progress. Feel free to always talk to your child's teacher if you have any concerns and want to have additional conferences. Parent volunteers are encouraged and will be utilized to help teachers with planning or projects for the classroom. Please communicate with your child's teacher to determine volunteer times and days. We will definitely keep you busy and always appreciate your help!

As a staff,
We Welcome You!

Mission: We are a safe student-focused school for children to receive early learning interventions for kindergarten readiness and lifelong skills.

Vision: To achieve our mission we will be a student-focused, results oriented team that takes ownership of each child and shares knowledge and resources.

It is important to **check your child's folder daily** for information from the classroom and/or center. Tuesday is designated as "Take Home Tuesday" where any newsletters etc. will be sent home. However, it is important to check the folder daily to ensure you do not miss any reminders or special information. If you send notes, money, etc. to school with your child, please be sure to place it in his/her folder so teachers can easily find it. In order to spend quality time working with your child, staff will not be able to search backpacks for money or notes from home. Therefore, if it is not in the folder, it may not be seen.

Illness/Medication

We ask for your help in keeping all of our children safe and healthy. We understand your child may want to be at school but, we ask you NOT to send him/her to school with a fever, vomiting, diarrhea, etc. He/She MUST be free of fever, vomiting, and/or diarrhea for at least 24 hours (without medication) before returning to school. Should your child become sick while at school we will call you to pick him/her up.

If your child is required to take prescription or over the counter drugs while at school, the parent and physician must complete the "Authorization to Give Medication" form. The medication MUST be in the original bottle with the label stating child's name, dosage, etc. **Children must not transport medication on the bus.**

If you have any questions or concerns about your child's medical needs while at school, please feel free to call or stop by and talk to our school nurse.

Daily Schedule

Your child will be involved in multiple developmentally appropriate activities during his/her preschool day. Our center uses *Creative Curriculum*; a researched based curriculum which provides quality and positive teacher-child interactions which builds upon each child's individual developmental level. Our center also uses *Teaching Strategies GOLD* which is an authentic, observational assessment system. It is designed to help teachers see what children know and can do, as well as their strengths, needs, and interests. Teachers use the assessment data to plan learning activities.

Your child will be engaged daily in Large and Small Group activities, Story Time, Center Time, Music and Movement Activities, and Gross Motor Activities. Teachers will also be involving students in monthly cooking activities as well as other special projects.

We play outside on days the temperature is above 45 degrees and weather permits. Heat and Humidity will be taken into consideration each day as well as weather advisory alerts. Please send appropriate clothing (jackets, gloves, etc.) to ensure your child is comfortable as well as appropriate shoes (no sandals or flip flops). When weather/temperatures do not allow us to be outside your child will be provided gross motor activities in the Multi-Purpose Room.

****Be sure to ask your child's teachers about daily schedules and lesson plans to see what your child is up to at school!****



Qualifications and Enrollment

The Nelson County Early Learning Center enrolls 3 and 4 year old children. A 3 or 4 year old child may qualify if they have a disability or developmental delay in one or more of the following areas: Communication, Social, Cognitive, Self Help Adaptive, or Motor.

A child, four years old by August 1, may also qualify if their family income is less than 160% of the poverty level.

It is important to complete all enrollment forms so we can provide the appropriate services for your child's needs.

The Early Learning Center also enrolls children on a Tuition basis of \$1,800.00 year, as space allows, if they do not otherwise qualify. **Payments can be made weekly or monthly at the school board office. Tuition is not collected at the school.** A one-time annual payment may be made at the **beginning** of the school year for a discounted rate. Call Linda Welch at (502)-349-7000 for information.

*Tuition rates are subject to change from year to year.

Prior to the first day of school, all students must have on file:

Official Birth Certificate from Vital Statistics
Immunization Certificate
Physical Form
Eye Exam (by January 1st)

Regular attendance is encouraged and supports the development and progress of your child. If possible, please let your child's teacher know if you are planning absences for vacations, doctor's appointments, etc.

Dress Code: Dress for the weather. Kindly, leave flip flops at home, please.

AM Session:

8:20-11:20

Drop off begins at 7:45

AM students will be served Breakfast

Breakfast Prices: **Paid Price \$1.35 Reduced Price \$0.30**

Adult Breakfast \$1.50

Doors open at 7:45 am

Dismissal/Car Rider Pick up: 11:20

PM Session:

12:00-3:00

Drop off begins at 12:00

PM Students will be served Lunch

Lunch Prices: **Full Price \$2.25 Reduced Price \$0.40**

Adult Lunch \$3.00

Doors open at 11:50 pm

Dismissal/Car Rider Pick up: 3:00

* We encourage you to pre-pay for your child's meals through the MealPayPlus program offered through the Nelson County Board of Education. This online service is available by accessing the Nelson County Schools' Website at www.nelson.kyschools.us

In order to keep our students safe, Nelson County Early Learning Center will be an **allergy friendly environment**. Many students have various food allergies. We ask that you approve any special snacks you plan to send for the entire class with your child's teacher. If your child brings a food product for breakfast or lunch that another student is allergic to, your child will sit at our special table so that our students with allergies will be safe.

-No Fast Food is allowed in the Cafeteria-

Transportation/Emergency Information

You will receive a car number assigned to your child for parent pick-up. Please make the number visible when picking up your child in the car pool line to help us make dismissal time a safe and smooth experience for everyone.

Please do not let your child out of the car before a staff member is there to help him/her. **State law requires** a hand-to-hand delivery for preschool students and we want your child to be safe at all times. A staff member will help your child from the vehicle at drop off times and will bring your child to your vehicle at pick up times. **State law requires children under 40 inches tall be in a car seat. We are required to report violators to the appropriate authorities.**

Should you want to enter the building with your child, we ask that you **park in the parking lot** so not to block areas designated for bus and carpool.

Bus service is available for all Nelson County Early Learning Center students who live in the Nelson County School District. If your child is a car rider and needs to ride a bus please inform his/her teacher and/or the office as soon as possible and it will be scheduled.

Without prior notification from parents, students will not be released to anyone other than those listed on the Emergency Pick Up Form. **Please be prepared to show a picture ID upon request.** Make sure to notify your child's teacher and the office of any changes in phone numbers and/or emergency contact information.

**All Transportation Changes
MUST Be In Writing!**