CHRISTIAN COUNTY
PUBLIC SCHOOLS
A Community Committed to Phenomenal Schools

Districtwide Childcare Program

Parent/Guardian Handbook
2026-2027

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Children and Parent Rights (Pursuant to KRS 199.898)

All children receiving childcare services—whether in a licensed daycare, certified family child-care home, or a program receiving public funds—are entitled to the following rights:

- To be free from physical and mental abuse
- To be protected from abusive language or punishment
- To receive care from adults who meet their health, safety, and developmental needs

Parents, custodians, and guardians of these children have the right to:

- Access their child at any time while the child is in care, as well as access to the provider during normal operating hours
- Receive information about childcare regulations, including how to ask questions and file complaints
- File a complaint against a childcare provider without fear of retaliation toward themselves or their child
- Obtain information from the state cabinet regarding licensing actions (denial, suspension, or revocation) and any substantiated findings of abuse or neglect involving a provider or staff member (while maintaining confidentiality of children and families)
- Review inspection reports and correction plans for the provider from the past year
- Discuss any state reports or identified deficiencies with the provider

Licensed or certified childcare providers must display these rights prominently and provide a copy to parents or guardians at the time of enrollment.

Introduction, Philosophy, Growth, and Development

Introduction

The Christian County Board of Education offers before- and after-school childcare programs for children from kindergarten through age 12.

These programs provide a safe, enriching, and educational environment and are licensed by the Kentucky Division of Childcare within the Cabinet for Families and Children. Each site is staffed with a director, co-director or and an assistant director, who oversees operations in the director's absence.

Philosophy

The Christian County Public Schools (CCPS) Childcare Program is designed to support each child's growth by encouraging exploration, curiosity, and discovery. CCPS believes children learn best through active engagement, and strives to create experiences stimulating creativity and learning.

CCPS focuses on the whole child—supporting cognitive, social-emotional, physical, and creative development through a variety of activities. Understanding and meeting each child's individual needs is central to our organization's approach.

Building a positive self-image is a top priority, and all aspects of the program are planned with this goal in mind.

CCPS also supports students with Individualized Education Programs (IEPs). Parents/guardians are encouraged to provide a copy of the IEP to the center, and staff will work collaboratively with school personnel to help meet each child's goals.

Growth and Development

Every child enrolled in the program is a valued member. Our goal is to create a nurturing environment that supports each child's unique development.

Cognitive Development

- Learning to solve problems and form concepts
- Developing language and communication skills
- Exploring and understanding the environment

Social-Emotional Development

- Building self-esteem and personal adjustment skills
- Developing confidence in relationships
- Learning responsibility and persistence in completing tasks

Physical Development

- Improving coordination and motor skills
- Learning physical abilities
- Developing healthy habits

Creative Development

- Expressing ideas through creative activities
- Exploring different forms of self-expression
- Developing the ability to think in original and imaginative ways

Mission Statement, Goals, and Objectives

Mission Statement

The mission of the Christian County Public Schools (CCPS) Childcare Program is to provide a safe, supportive, and positive environment fostering each child's social, emotional, and educational development.

Program Goals

The CCPS Childcare program is designed to ensure the following:

1. Ensure consistent and appropriate adult supervision during all childcare hours
2. Create a positive and supportive environment, including opportunities for homework assistance
3. Offer a variety of activities—such as field trips, games, and free play—that promote cognitive, social-emotional, physical, and creative development

Program Objectives

To achieve these goals, the program will:

1. **Provide Supervision**
    - After school: 2:10 p.m.- 6:00p.m., Monday through Friday
    - Full-day care (on selected non-school days): 6:00 a.m.-6:00 p.m.
2. **Support Homework Completion**
   Children will have the opportunity to complete homework with staff assistance available as needed. Homework completion is optional; children may choose alternative activities during designated homework time.
3. **Promote Positive Development**
   Children will participate in programs, activities, and field trips that encourage:
    - Self-esteem and confidence
    - Good manners and personal hygiene
    - Awareness of important safety topics, including drug prevention and abuse awareness
4. **Provide Nutrition**
   Children enrolled in the after-school program will be provided with a snack or meal.

Enrollment Policy

Enrollment in the Christian County Public Schools (CCPS) Childcare Program is open to all children enrolled in kindergarten through age 12, regardless of race, color, creed, sex, or religious belief, provided the program can meet the individual needs of the child.

Enrollment is accepted on a **first-come, first-served basis** until maximum capacity is reached. When maximum capacity is reached students will be placed on a waiting list.

Enrollment Requirements

Before a child may begin attending the program, the following documentation must be completed and submitted:

- Completed registration form
- Current immunization certificate (signed and dated)
- Emergency and Authorization Release Form
- Medical Information Form

Available Childcare Programs and Services

Available Programs

Christian County Public Schools Childcare Program offers a variety of full-time and part-time care options designed to be convenient, affordable, and focused on quality. Our goal is to ensure that every child is safe, engaged, and participating in meaningful, extended learning experiences.

After School Childcare Program

The After School Program begins at the end of the school day and operates until 6:00 p.m.

Students participate in a structured yet flexible schedule that includes:

- Homework time (with assistance available)
- Snacks or meals
- Physical activity
- Enrichment activities, games, and special projects

All activities are designed to support continued learning beyond the school day.

School Break Childcare Programs

Full-day childcare is available during:

- Holidays (to be determined)
- Fall Break
- Spring Break
- Winter Break
- Summer Break

Childcare is provided at the Blend FRC Childcare location:

- **Freedom Elementary School**
  831 North Drive
  Hopkinsville, KY 42240
- Hours: 6:00 a.m. – 6:00 p.m.

Daily activities include arts and crafts, group games, and enrichment opportunities to keep children active, engaged, and having fun throughout the day.

Available Services

Our program offers a wide range of services to support children's development and well-being, including:

- Breakfast (during full-day break programs)
- Lunch (during full-day break programs)
- Nutritious snacks
- Homework assistance
- Recreational time and physical activity
- Educational programming
- Arts and crafts
- Wellness activities
- Trained, qualified, and caring staff

Arrival, Dismissal, Late Fees, and Security Procedures

Arrival Procedures

A centralized drop-off location is designated for all students.

- Children must be supervised to this location by an authorized adult

No exceptions will be made to this policy.

Dismissal Procedures

For the safety of all children:

- A parent/guardian or authorized adult must **sign the child out daily** via the Procare Check-out system.
- Only individuals listed on the child's authorization form will be permitted to pick-up the child/ren

No exceptions will be made to this policy.

Late Pick-Up Policy

Children must be picked up no later than **6:00 p.m.**

- A late fee of **$1.00 per minute** will be charged beginning at **6:01 p.m.**, based on the childcare center's official clock
- Payment is due at the time of pick-up

Repeated late pick-ups may result in dismissal from the program.

Security and Sign-Out Procedures

Parents/guardians must list all authorized individuals permitted to pick up their child on the Security Form.

All authorized individuals:

- Must sign the child out daily
- May be required to present valid photo identification

If an unauthorized individual attempts to pick up a child:

- The parent/guardian will be contacted to provide written permission (text, email, or note)
- The individual must present a valid photo ID

The childcare center reserves the right to:

- Refuse release of a child if safety is a concern
- Contact law enforcement if necessary to ensure the child's safety

Parent/Guardian and Staff Communication

Open and consistent communication between families and staff is essential to a successful program.

Program Communication

Parents/guardians will receive regular updates through:

- Newsletters
- Flyers
- Informational boards
- Parent Square

An annual survey will be provided to gather feedback, suggestions, and ideas for program improvement.

Parent/Guardian Communication Guidelines

Parents/guardians are encouraged to communicate directly with staff by:

- Speaking with staff in person
- Sending written notes
- Calling the childcare office to leave messages
- Parent Square

Messages relayed through children will not be accepted.

Grievance Procedure

If a concern arises, the following steps should be followed:

1. Speak directly with the staff member involved in a calm and respectful manner, away from children
2. If unresolved, contact the Assistant Director on duty
3. If still unresolved, contact the Director
4. If necessary, the issue will be reviewed by the Principal, Assistant Principal, or Districtwide Coordinator, and a conference may be scheduled

Professional Conduct

Parents/guardians are expected to maintain respectful and appropriate behavior at all times when interacting with:

- Their child
- Other children
- Staff members
- Other families

Failure to maintain appropriate conduct may result in removal of the child from the program, and/or parent/guardian access to Christian County Public Schools properties.

Please review the Christian County Public Schools Civility Policy 10.21 on pages 11-12.

Civility

BOARD INTENT

The Board invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances where that is not the case. While it is not the Board's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the District's programs.

PREPARATION OF EMPLOYEES

The Superintendent/designee shall implement intervention and response training to notify employees of this policy and their corresponding responsibilities and to prepare them to deal with incidents of incivility.

BEHAVIOR STANDARDS

Persons coming onto District property shall be under the jurisdiction of the site administrator or designee.

District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,

2. Disrupting or threatening to disrupt school or office operations,

3. Acting in an unsafe manner that could threaten the health or safety of others,

4. Verbal or written statements or gestures indicating intent to harm an individual or property, and

5. Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

EMPLOYEE OPTIONS

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others. In absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not be limited to, the following options:

Civility

EMPLOYEE OPTIONS (CONTINUED)

1. Hang up on a caller;

2. End a meeting;

3. Ask the individual to leave the school;

4. Call the site administrator or designee for assistance; and/or

5. Call the police.

Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences. The Superintendent/designee, on advice from the Board Attorney, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the District. Individual employees are free to pursue other legal courses of action.

REFERENCES:

KRS 161.190, **KRS 503.110, KRS 518.090**

RELATED POLICIES: 03.1325, 03.2325, 09.425, 10.2, 10.5

Adopted/Amended: 9/9/1999
Order #: 34-B

Behavior and Discipline Plan

The Christian County Board of Education Districtwide Childcare Program uses a **positive, instructional approach to discipline** aligned with the Districtwide Code of Acceptable Behavior and **Positive Behavioral Interventions and Supports (PBIS)**.

Students are expected to demonstrate appropriate behavior while attending the program, including:

- Showing respect for others
- Using good manners
- Being kind and cooperative
- Following directions
- Staying attentive and engaged
- Sharing materials and taking turns
- Taking responsibility for homework and personal belongings

This list is not all-inclusive, but reflects the general expectations for student behavior.

Behavior Interventions

When inappropriate behavior occurs, staff will use developmentally appropriate interventions, which may include:

- Verbal warning
- Redirection
- Support from the Assistant Director or Director
- Conference with the student
- Temporary reassignment to a different area or group
- Restitution for any damages, unpaid restitution will be added to school fees
- Conference with parent/guardian

If a student exhibits a second occurrence of inappropriate behavior within the same day, a **Behavior Referral** will be issued and reviewed by the Site Director and/or Assistant Director. The referral will be discussed with the parent/guardian.

Behavior Conferences

A formal behavior conference may be required in the following situations:

- Multiple behavior referrals
- Severe or concerning behavior

The Site Director will contact the parent/guardian to schedule the conference. Participants may include:

- Parent(s)/Guardian(s)
- Site Director
- Assistant Principal or Principal
- Districtwide Coordinator
- The child (when appropriate)

Suspension and Termination Policy

Certain behaviors may result in **immediate suspension or termination** from the program. These decisions will be made by the Site Director in collaboration with school administration.

Behaviors that may result in suspension or termination include:

- Verbal abuse (e.g., threatening or persistent teasing) toward students or staff
- Physical aggression (e.g., hitting, pushing, fighting)
- Stealing
- Possession of prohibited or illegal items (e.g., weapons or drugs)
- Any actions that compromise the safety of the child or others

Refund Policy

- If a child is **suspended**, no refund will be issued for missed days
- If a child is **terminated**, a refund will be issued for any prepaid days not attended

Refunds will be processed and mailed by check within **30 days of the termination date**.

Christian County Board of Education

Districtwide Childcare Services

Behavior Referral Form

Student Information

- **Student Name:** _____
- **Age:** _____
- **School/Site:** _____
- **Date:** _____
- **Time of Incident:** _____

Staff Reporting

- **Staff Name:** _____
- **Position:** _____

Type of Behavior *(Check all that apply)*

☐ Disrespect toward staff
☐ Disrespect toward peers
☐ Disruptive behavior
☐ Failure to follow directions
☐ Physical aggression (hitting, pushing, etc.)
☐ Verbal aggression (threats, teasing, etc.)
☐ Inappropriate language
☐ Damage to property
☐ Theft
☐ Other: _____

Description of Incident

(Please provide a detailed explanation of the behavior and events leading up to the incident.)

Interventions Used *(Check all that apply)*

☐ Verbal warning
☐ Redirection
☐ Student conference
☐ Time away from group/activity
☐ Assistance from Assistant Director/Director
☐ Other: _____

Outcome/Action Taken

☐ Returned to activity
☐ Parent/Guardian notified
☐ Behavior conference recommended
☐ Referred to Director
☐ Suspension recommended
☐ Other: _____

Parent/Guardian Notification

- **Date Contacted:** _____
- **Method of Contact:** ☐ Phone ☐ Email ☐ In Person ☐ Other: _____
- **Staff Initials:** _____

Signatures

Staff Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Director/Administrator Signature (if applicable): _____ Date: _____

Follow-Up Notes (if needed)

Christian County Board of Education

Districtwide Childcare Services

Behavior Conference Form

Date: _____

Student Name: _____

Grade: _____ Age: _____

Reporting School/Site: _____

Persons Present at Conference:

Action Taken *(Check all that apply)*

☐ Warning
☐ Suspension – 1 day
☐ Suspension – 2 days
☐ Suspension – 3 days
☐ Termination from Program
☐ Other Action: _____

Director's Signature: _____Date: _____

Parent/Guardian's Signature: _____ Date: _____

Illness and Injury Procedures

Illness Procedure

Children **will not be admitted** to the childcare center if they exhibit any of the following symptoms:

- Fever of **100°F or above**
- Vomiting
- Diarrhea
- Symptoms of a **communicable disease**

If a child develops any of these symptoms while at the center:

- The child will be **isolated** from other children for safety
- The **parent/guardian will be notified** and expected to pick up the child **within one hour**
- If the parent/guardian cannot be reached, the staff will contact an **authorized individual** listed on the Security Form

Important: Under Kentucky law, parents/guardians must notify the school if a child has a **contagious medical condition**. Parents/guardians should also inform the center to allow notification of health authorities to prevent the spread of illness.

Medications:

- Prescription or over-the-counter medications may only be administered if a **Medication Administration Form** is completed by the parent/guardian
- Medications must be given **according to the instructions** on the prescription label or product directions
- A parent/guardian must **sign the Medication Administration Form daily** for each day medication is to be administered

Injury Procedure

If a child sustains a minor injury while at the center:

- **Trained staff** will provide appropriate first aid treatment
- An **Incident/Accident Report** will be completed, placed on file, and a copy provided to the parent/guardian at pick-up

For **non-emergency injuries requiring medical attention**:

- The parent/guardian will be contacted to determine their preferred course of action

For **serious or traumatic injuries**:

- Professional medical attention will be sought **immediately**
- The parent/guardian will be notified as soon as possible
- If transportation to a hospital is necessary, a staff member will **accompany the child** until the parent/guardian arrives
- Staff will have the child's **Medical Form** on hand during transport

Student Incident/Accident Report

CHRISTIAN COUNTY PUBLIC SCHOOLS

School _____

INCIDENT/ACCIDENT DATA
(Please Print)

Name of Student: _____

Date of Incident: ____/___/___ Time of Incident _____ am/pm (circle) Location: _____

What medical attention was required? (i.e. nurse visit, EMS, etc.) _____

Describe in detail the sequence of events and include objects, equipment or people that directly caused the incident. (Please refrain from using specific student names. Use student A-B): _____

_____

_____

Give names(s) of witness(es) to student's injury/illness: _____

What precautions could have prevented this incident/accident from occurring? (Check all that apply)

☐ Inadequate safeguards ☐ Bodily conditions

☐ Improper or defective equipment ☐ Lack of skill or knowledge

☐ Location hazards ☐ Adequate skill or knowledge but failure in execution

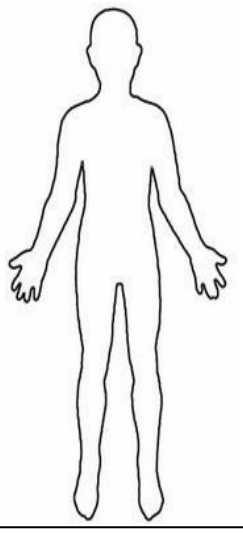
☐ Poor ergonomics ☐ Improper apparel

☐ Poor housekeeping

☐ Not otherwise classified

Additional comments:

What part(s) of the student's body were hurt?
(Mark the appropriate blank or write R for Right, L for Left when applicable)
Head: __Face __Skull __Neck __Mouth __Nose __Eye __Ear
Trunk: __Chest __Shoulder __Upper Back __Lower Back __Abdomen __Hip
Arm: __Upper __Elbow __Wrist __Hand __Palm __Finger __Forearm
Leg: __Foot __Knee __Thigh __Ankle __Calf __Toe
Other: _____
What type of injury/illness? (Circle all that apply)
Abrasion Strain/Sprain Bruise Poisoning (Ivy, Oak, Other)
Fracture Cut/Puncture Crush Burn
Respiratory Amputation Swelling Dislocation
Other: _____ Please circle the injured or affected area on the right.



Snacks and Meals

- Children enrolled in the **Childcare Program** will receive a **snack or meal within the first hour** of the program
- Children enrolled in **Holiday, Fall, Spring, Winter, Summer Break. Childcare** will provide **breakfast, lunch, and a snack** on full-day childcare days

Clothing

- Parents/guardians should provide **comfortable, school-appropriate clothing** for their child
- The **school dress code** will be followed
- Outerwear or removable clothing (coats, sweaters, etc.) should be **clearly labeled** with the child's name
- A **complete change of clothes** should be provided in the child's book bag or left at the school for emergencies
- Christian County Public Schools Childcare Program is **not responsible for lost or damaged items**, though lost items should be reported promptly

Toys, Electronics, and Equipment

- The program provides a **variety of safe games, toys, and equipment** for children
- Children **may not bring toys, electronic games, trading cards, or similar items** from home, in accordance with district policy
- On special occasions, the **Director may allow children to bring games or materials** from home

Transportation

- **Transportation to and from childcare sites is the responsibility of parents/guardians**
- Periodic **field trips** may be scheduled during summer, fall, winter, and spring breaks as part of the planned curriculum
- **Written permission** from a parent/guardian is required for each child for each field trip

Field Trip Procedures

- Copies of each child's **Security Information and Medical Forms** will be taken on every field trip
- Staff will **take attendance** on and off the bus for safety:
    1. Each caregiver counts students in their group before loading the bus and reports to the Site Director/Assistant Director
    2. The Site Director/Assistant Director performs a **headcount once all students are loaded**
    3. Each caregiver performs a **headcount after exiting the bus** at the destination and reports to the Director/Assistant Director
    4. Steps 1–3 are repeated when departing the destination to return to the school
- **All bus rules** established by the Christian County Board of Education apply to childcare students

2026–2027 CCPS Calendar of School Closings

Scheduled Childcare Closings (Holidays)

All Districtwide Childcare Services will be **closed** on the following days:

- Labor Day
- Election Days
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Fourth of July

Planned School Closings with Full-Day Childcare Offered

Childcare Services will be **open for Full-Day Childcare** on the following days:

- **Professional Development Days**
  - November 25, 2026
  - February 15, 2027
  - March 26, 2027
  - April 2, 2027
- **Fall Break:** October 5–9, 2026
- **Thanksgiving Break:** November 26–27, 2026
- **Winter Break:** December 21, 2026 – January 1, 2027
- **Spring Break:** April 5–9, 2027
- **Election Day:** May 18, 2027

Full-Day Childcare Location:

- **Blend FRC Childcare** – Freedom Elementary School, 831 North Drive, Hopkinsville, KY 42240

Important Notes:

- **Registration and tuition payment are required in advance** for each full-day childcare session (tuition may be paid weekly for Summer Break care)
- **Space is limited**, and registration is required for each session by the deadline
- **Payment is required regardless of attendance**; there will be **no refunds** for registered sessions

Hazardous Weather Conditions/Snow Days

In the event that the **Christian County School System** cancels, delays, or dismisses school early due to weather or hazardous conditions, the following procedures apply for Districtwide Childcare Services:

- **Early Dismissal:**
  - Childcare services will **close** if school is dismissed **before 2:10 p.m.** due to weather or hazardous conditions, or if **afterschool activities are canceled**.
- **Full-Day School Closures (Snow Days/Emergencies):**
  - Childcare services will **not operate** if the school system closes for the day due to snow, ice, or other emergencies.
  - Parents/guardians should monitor local media for announcements, including:
    - WHOP Radio
    - WKDZ Radio
    - Parent Square
- **Emergency Closures (Building Unusable):**
  - Childcare services will **close** if the school building is unusable due to emergencies such as flooding, water main breaks, or loss of electricity.

2026–2027 Registration Information

Required Forms

The **Christian County Board of Education Districtwide Childcare Program** offers **After School Childcare Services** as part of Districtwide Childcare Services for the 2026–2027 school year.

- **First Day of Operation:** Monday, August 19, 2026 (first day of school)
- **Hours of Operation:** 2:10 p.m. – 6:00 p.m.

Transportation:

- Transportation **is not provided** to or from school.
- Parents/guardians are responsible for arranging **appropriate and safe transportation**.

Registration Information

- Registration is accepted **on a first-come, first-served basis** due to limited space.
- A **ONE-TIME registration fee** of $25.00 per child is required at registration.
- If the registration fee has already been paid for the school-year program, you **do not need to pay again** unless enrolling a new child.

Childcare Fees

- **After School Childcare:** $55.00 per week
  - Fees are **adjusted for holidays** when school is closed
- **Full-Day Blend FRC Childcare (holiday/school breaks):** $20.00 per day or $100.00 per week
- **Weekly fees are due at the discretion of the Director.**

Drop-In Childcare Service

- Registration forms and **current immunization records** are required before using drop-in services
- Drop-in rates:
  - **After School:** $11.00 per child per afternoon
- After school childcare may be used as a **drop-in service** (5) times **before the registration fee applies**, after the 5th drop-in you will be charged a full week tuition rate

Child Care Assistance Program (CCAP)

- The program accepts **CCAP payments**, a state program that helps families with childcare costs
- Families working **20+ hours per week** or attending college while receiving **K-TAP** may qualify
- The program also accepts **TWIST & ECCAP** payments.
- For more information, contact the **Childcare Director** at your child's school

Before attending any Christian County Districtwide Childcare Program, the following must be submitted:

- Completed **registration form**
- Completed **security/medical form**
- **Current immunization record** (valid copy)

2026–2027 Fees and Payment Schedule

Registration Fee

- A **one-time registration fee** of $25.00 per child is required for all **new enrollees** in the Districtwide Childcare Program.
- If your child is already enrolled in the regular school-year program, you **do not need to pay the registration fee again** unless enrolling a new child.

Weekly Childcare Fees

Program	Weekly Fee	Notes / Discounts
After School Childcare	$55.00	Per child; no sibling discount
Full-Day Childcare (Holiday / Breaks **(Blend FRC)**	$100.00	$20 per day; no sibling discount

- **Part-time care** (less than 5 days/week) may be arranged in advance with the site Director.
    - After school: $11.00 per day **(Schedule must be prearranged with site the director)**
    - Fees must be paid **weekly** for the predetermined number of days, regardless of attendance.
- **Drop-in care** fees:
    - After school: $11.00 per day
    - Registration/security/medical forms and immunization records must be submitted before using drop-in care.

Payment Policies

- Weekly fees are **due by Friday each week** or at the Director's discretion.
- A **$5.00 late fee** will be assessed for payments received after Friday.
- If payments are not made for **two consecutive weeks**, your child will **not be allowed to attend** until the balance is paid in full.
- To return to care after nonpayment, **one full week's fees must be paid in advance**.
- Outstanding balances at one site **must be paid in full** before registering at another site.
- Fees apply **regardless of attendance** to maintain your child's slot.
- Any unpaid childcare obligations will be added to your student's school fees.

Exceptions:

1. At the site Director's discretion, fees may be waived for a student **absent 3 or more days due to illness**.
2. Students attending weekly may have **one week of care per semester** waived (must be approved at least one week in advance).

Late Pick-Up Fees

- Children picked up **after 6:00 p.m.** from After School Childcare or Full-Day Childcare will be charged **$1.00 per minute**.
- Fees are due **at the time of pick-up**.
- Consistent late (more than 3) pick-ups may result in dismissal from the program.

Payment Methods

- All checks or money orders should be made payable to the **elementary school childcare site** your child attends.
- Returned checks will be handled by the Christian County Public School Central Office.
- Families with **returned checks** may no longer pay by check; cash or money order will be required.

Withdrawal

- Written notification must be given to the **site Director** at least **one week in advance** of withdrawal.

Christian County Board of Education Districtwide Childcare Services

Registration/Security Information Form

Child Information

- **Child's Name:** _____
- **School:** _____
- **Enrollment Date:** _____
- **Date of Birth:** ____ / ____ / _____
- **Gender:** M/F
- **Age:** _____
- **Grade:** _____
- **Address:** _____
- **City/State/ZIP:** _____
- **Primary Phone #:** _____
- **This student lives with:** _____

Note: Do not list a non-custodial parent if court documents deny visitation. Documentation must be on file to prevent release of a student to a parent.

Parent/Guardian #1

- **Name & Relationship:** _____
- **Address:** _____
- **Military:** Yes/No
- **Primary Phone #:** _____
- **Work #:** _____
- **Cell #:** _____

Parent/Guardian #2

- **Name & Relationship:** _____
- **Address:** _____
- **Military:** Yes/No
- **Primary Phone #:** _____
- **Work #:** _____
- **Cell #:** _____

Authorized Adults for Pickup (must be 18 years of age or older)

I give permission for the childcare center to release my child to the individuals listed below. I

understand this is for the safety and protection of my child. All listed individuals **must provide a valid driver's license or photo ID** before the child will be released.

Name Relationship	Primary Phone	Work Phone	Cell Phone

_____
_____
_____
_____

Parent/Guardian Signature: _____
Date: ____ / ____ / _____

Full time_____ Part time (must be consistent) _____ Drop in (up to five days) _____

For Childcare Center Use Only

By court order, this child is NOT to be released to:

A copy of the court order is on file in the permanent record folder.

Site Director's Initials: _____ Date: ____ / ____ / _____

Visitors to the Schools Policy

Review the Visitors to the Schools Policy on pages 32-35. This will provide the expectations when visiting Christian County Public Schools. The policy outlined requirements related to campus access, visitor conduct, safety protocols, and compliance with school rules and administrative procedures while on school property.

Visitors to the Schools

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school program to visit the schools. To ensure that school personnel are aware of visitors' presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the Principal's office upon entering the school and identify themselves as well as declare their purposes for visiting.

Unauthorized persons shall not be permitted in school buildings or on school grounds during the school day.

REGISTRANTS

No registrant, as defined in KRS 17.500, nor any person residing outside of Kentucky who would be required to register under KRS 17.510 if the person resided in Kentucky, shall be on, loiter within one thousand (1,000) feet of, or work in or operate any mobile business within one thousand (1,000) feet of the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under KRS 17.510 as a registrant or sex offender from another state and all registrant information as required in KRS 17.500.

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in KRS 600.020, who has committed:

a. A sex crime; or

b. A criminal offense against a victim who is a minor; or

2. Any person required to register under KRS 17.510; or

3. Any sexually violent predator; or

4. Any person whose sexual offense has been diverted pursuant to KRS 533.250, until the diversionary period is successfully completed.

Per KRS 17.545, "loiter" is defined as remaining in or about the clearly defined grounds of a District school, while not having any reason or relationship involving custody of or responsibility for a minor or any other specific legitimate reason for being there.

Per KRS 17.545, "mobile business" is defined as any business that operates from a motor vehicle or wheeled cart that can be operated, pushed, or pulled on a sidewalk, street, or highway where food, goods, or services are prepared, processed, or sold or dispensed to the public.

A registrant, who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up or drop off their child each day.

2. To pick up the child who is injured or ill.

Visitors to the Schools

REGISTRANTS (CONTINUED)

3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.

4. To attend a school activity, including athletic practices and competition, in which the student is a participant.

5. To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal's response options may include, but are not be limited to the following:

Requiring the registrant to provide additional information needed;

Specifying check-in and check-out requirements;

Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;

Restricting the registrant to a designated location on school grounds;

Limiting the time the registrant will be permitted to be on school grounds; and

Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

CONDUCT/PROHIBITION ON RECORDING

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

Visitors to the Schools

USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED (CONTINUED)

The use of any tobacco product, alternative nicotine product, or vapor product, as defined in KRS 438.305, is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and in the presence of a student or students.1

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Persons in violation of this policy, in addition to fines which may be imposed by law, are subject to verbal warnings to refrain from use of the subject product. Refusal to refrain from such use or repeated instances of prohibited use after prior warnings may subject the individual to a ban from school property as permitted by law and corresponding civil and criminal penalties.3

ACCOMMODATION

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

Effective communication

Use of power driven mobility devices

Event ticket sales accommodation

Use of service animals

Companion seating at events

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

WEBSITE ACCESSIBILITY

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

Visitors to the Schools

REFERENCES:

1KRS 158.149

2KRS 438.050

3KRS 511.070; KRS 511.080; OAG 90-11

KRS 17.545; KRS 17.500; KRS 17.510

KRS 160.380; KRS 211.394, KRS 211.395;

KRS 438.050; KRS 438.305; KRS 258.500; KRS 158.149

KRS 600.020; KRS 620.146

OAG 91-137

P. L. 114-95, (Every Student Succeeds Act of 2015)

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

42 U.S.C. 12101 et seq., Americans with Disabilities Act

RELATED POLICIES:

01.1

03.113; 03.1327; 03.162; 03.212; 03.2327; 03.262; 05.3; 05.31

06.221; 09.1231; 09.227; 09.3211; 09.426; 09.4232; 09.42811

10.2

Adopted/Amended: 7/18/2024

Order #: 12

Medical Information Form

In case of an accident or serious illness, I request that the childcare center contact me immediately. If I cannot be reached, I authorize the childcare center to contact the physician listed below and follow his/her instructions. If the physician cannot be reached, the childcare center may make whatever arrangements are necessary for my child's safety and well-being.

Emergency and Health Information

Please check all that apply:

- ☐ Emergency treatment may be given if I cannot be reached
- ☐ Allergies (please list): _____
- ☐ Health problems: _____
- ☐ My child uses an inhaler
- ☐ My child can administer his/her own inhaler

Physician Information

- **Physician's Name:** _____
- **Address:** _____
- **Phone #:** _____

Dentist Information

- **Dentist's Name:** _____
- **Address:** _____
- **Phone #:** _____

Preferred Hospital

- **Hospital Name:** _____
- **Address:** _____
- **Phone #:** _____

I certify that all information provided on this form is accurate and current. I will notify the childcare center of any changes in my child's medical status.

Date: ____ / ____ / _____
Parent/Guardian Signature: _____

CHRISTIAN COUNTY PUBLIC SCHOOLS
A Community Committed to Phenomenal Schools

200 Glass Ave.
Hopkinsville, Kentucky 42240
PO BOX 609
(270) 887-7000
www.christian.kyschools.us

Christian County Public Schools
District-Wide Childcare Services
Parent/Guardian Receipt and Acknowledgement Form

I, _____ (Parent/Guardian Name), hereby acknowledge receipt of the **Christian County Public Schools District-Wide Childcare Services Handbook**. I understand that the handbook contains important information regarding program policies, procedures, expectations, and requirements. By signing this form, I affirm that I have read, understand, and agree to adhere to the guidelines and provisions outlined in the handbook.
I further acknowledge that it is my responsibility to review the handbook in its entirety and to seek clarification from program staff regarding any questions or concerns. I understand that compliance with all stated policies is required and that failure to do so may result in appropriate action in accordance with program guidelines.
I acknowledge that I may contact program staff if I have questions or need clarification regarding any part of the handbook.

Child's Name: _____
Parent/Guardian Name (Printed): _____
Parent/Guardian Signature: _____
Date: _____

For Office Use Only
Date Received: _____
Received By (Staff Name/Initials): _____