

# Parent Handbook

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**708 Elm Street  
Lawrence, KS 66044  
785. 842. 0729**

Welcome to the Ballard Center Early Childhood Education Program!

We work hard to build long-term relationships with the families we serve. We take pride in providing a safe, educational environment, where families and teachers work together to provide our children the opportunity for happy and healthy growth and development.

Please take enough time to thoroughly read through this parent handbook. In order to keep all children, parents, and staff safe and happy, we have developed a set of policies, procedures, and accountability standards, and have outlined those in this handbook.

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## **Enrollment**

**Child Care** at our Early Childhood Education Center is open to children from ages 2 (24 months) to 5 years of age. We only offer full-time care. Part-time care is not available. Our center has 4 classrooms:

- Cubs—2 years old to 3 years old
- Lions—3 years old to 4 years old
- Bears—4 years old to 5 years old
- Tigers—4 years old to 5 years old

*\*Students will be placed in classrooms according to age, developmental level, and space available.*

Parents can apply for enrollment by completing the Enrollment Packet, taking a tour of our facility, and participating in a required home visit.

Continued enrollment at the Ballard Center is contingent upon, but not limited to, parent/guardian and the child's adherence to the policies and procedures of the Ballard Center as outlined in this handbook.

Ballard reserves the right to dismiss and/or dis-enroll any child at any time, with or without cause.

**Admission Policy** Ballard Center serves all families. Children of any race, religion, or country of origin are freely admitted to Ballard Center.

**Confidentiality** Information concerning the child will not be made available to anyone, by any means, without the express written consent of the parent or legal guardian, unless required by a court of law. Additionally, recording videos or taking photos of anyone on campus without their express consent is prohibited.

**Brightwheel** Our way of communicating with families is a free app called Brightwheel. All families are expected to use this app which allows staff and teachers to communicate with Ballard families and to keep them up to date. Families will be able to check their child in and out with their own code. When you arrive with your child daily, you will check them in and out of the building with your Brightwheel code on our iPad at the front door.

**Family Wrap-Around Services** Ballard Center provides wrap-around services for families as needed. You will receive regular reports regarding assessment of your child's developmental progress and assistance connecting with Lawrence early intervention services, if needed. We strive to foster healthy, school-family partnerships to support your child as they grow and learn. The Family Stabilization Program Help Team can refer and assist you in accessing needed resources. Ballard's goal is for families to thrive in our community.

# Tuition

## Rates

2 years of age (24 months- 36 months) --- \$700 monthly

3 years of age and up (36 months +) --- \$600 monthly

## Payment Information

1. Tuition is due on the 5<sup>th</sup> of each month—*alternate fee schedules may be arranged for special cases.*
2. All families are required to sign a Tuition Agreement outlining the fees and expectations for payment for their child's tuition while enrolled at Ballard.
3. Parents are emailed monthly statements through the Brightwheel app. Payment may be made through the app. Ballard also accepts checks, money orders and cash payments.
4. There will be no refund or credit of tuition for holiday closings.
5. Ballard has a contract with the Kansas State Department of Children and Families (DCF). Parents who meet DCF eligibility guidelines may have all or a part of their tuition paid by DCF. The families who are enrolled as part of a DCF plan will be responsible for the payment of the difference in fees that DCF does not cover.
6. We partner with other agencies to provide tuition scholarships, assistance and support. Please ask Ballard staff for additional information regarding these services!

## Center Operations

**Hours of Operation** are Monday – Friday, 7:00 AM to 5:30 PM

**Drop-Off** Children are encouraged to be dropped-off no later than 9:30. If students will be late or absent, please send a message on Brightwheel.

**Pick-Up** All children must be picked-up by 5:30pm. A late pick-up fee of \$1/minute will instantly go into effect for every minute past 5:30. All late fees are required to be paid, in cash- to the teacher, upon arrival or before drop-off the following day.

**Drop Off/Pick Up Safety** The Ballard Center’s paramount concern is for the safety and well-being of all children on Ballard property. To help maintain a safe environment, all parents, guardians and other adults responsible for the drop-off or pick-up of children at Ballard must follow these safety rules:

- (1) The adult responsible for pick-up and drop off must park in the Ballard parking lot or in the circular drive by the building’s front door. Street parking for drop-off and pick-up is prohibited.
- (2) Vehicles may not idle in Ballard’s parking areas at any time, including during drop-off and pick-up.
- (3) At drop-off, the responsible adult must accompany the child into the building and must remain with the child until the child is accepted by the child’s teacher or another Ballard staff member.
- (4) Unaccompanied children may not be present in vehicles parked on Ballard property. If other children are in the care of the adult responsible for drop-off or pick-up, the adult must bring those children into Ballard during the drop-off/pick-up process.

**\*\*\*“Caring For Our Children” Guidelines from the National Resource Center for Health and Safety in Child and Early Education: <https://nrckids.org/CFOC>**

**Calendar** Our center will be closed for the following holidays and special dates:

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|----------------------------------|---|
| <b>New Year’s Day (Jan 1)</b>    | <b>Memorial Day (last Monday in May)</b>          |
| <b>Independence Day (July 4)</b> | <b>Labor Day (first Monday in Sept)</b>           |
| <b>Thanksgiving (Thurs-Fri)</b>  | <b>Winter Break (week of Christmas)</b>           |
|                                  | <b>*Up to 4 days (TBD) for Teacher In-Service</b> |

## Health and Safety

**Emergency and Inclement Weather** Our inclement weather policy is as follows: Ballard Center will be closed if it is deemed unsafe for staff to travel to the Center. For updates about Ballard school closings, refer to our social media (Facebook) and or check Brightwheel. In the event there is an emergency affecting Ballard Center (no heat, water, etc.) families will be contacted by Brightwheel.

**Immunizations** Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunizations record on file at our center.

**Illness Policy** The Ballard Center's illness policy states that any child with a temperature of 101° or above, has vomited, or had 2 or more episodes of diarrhea will not be allowed back into our care until 24 hours **after** the last symptom (as stated previously) has occurred.

***\*\*\*The Kansas Department for Health and Environment issues an exclusion policy and it is included below:*** Children with fever are managed differently in child care. The presence of fever alone has little relevance to the spread of disease and may not preclude a child's participation in child care. A small proportion of childhood illness with fever is caused by life-threatening diseases, such as meningitis. It is unreasonable and inappropriate for child care staff to attempt to determine which illnesses with fevers may be serious. The child's parents or legal guardians, with the help of their child's health care provider, are responsible for these decisions. Parents will be notified anytime a child has a fever.

A facility should not deny admission to or send home a child because of illness unless one or more of the following conditions exists. The parent, legal guardian, or other person authorized by the parent should be notified immediately when a child has a sign or symptom requiring exclusion from the facility, as described below:

1. The illness prevents the child from participating comfortably in facility activities;
2. The illness results in a greater care need than the child care staff can provide without compromising the health and safety of the other children; or
3. The child has any of the following conditions and poses a risk of spread of harmful diseases to others:
  - a. An acute change in behavior including lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, uncontrolled coughing, noticeable (spreading) rash, or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility.
  - b. Fever (temperature above 101 degrees Fahrenheit orally, above 102 degrees Fahrenheit rectally, or 100 degrees or higher taken auxiliary (armpit)) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea).
  - c. Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops; blood or mucus in the stools not explained by dietary change, medication, or hard stools.
  - d. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.

- e. Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.
- f. Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.
- g. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
- h. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.
- i. Untreated scabies, head lice, or other infestation.
- j. Untreated Tuberculosis, until a health care provider or health official states that the child can attend child care.
- k. Known contagious diseases while still in the communicable stage (chicken pox, streptococcal pharyngitis, rubella, pertussis, mumps, measles, hepatitis A).

**Nutrition and Meals** Ballard Center participates in the Child and Adult Care Food Program (CACFP) administered by the Kansas Department of Education. Each Ballard Center meal meets or exceeds the daily requirements set forth by the Department of Education and constitutes more than ½ of each child’s daily nutritional needs. Meals are served at the following times:

**Breakfast—8:30am**

**Lunch—11:30am**

**Snack—3:30pm**

**Food Allergies** With a doctor’s note, allergies will be accommodated; however, our menu is designed to meet CACFP standards so we cannot allow exceptions due to child preferences.

**Emergencies** If a child becomes seriously injured or ill while attending Ballard Center, these procedures will be followed:

1. Efforts will be taken to comfort the child and stabilize the child’s condition and using appropriate First Aid techniques.
2. Office staff will contact the child’s parent/caregiver. When the primary caretaker is not available, other emergency contact will be called.
3. The child may be transported by the primary caretaker or by ambulance to the nearest emergency facility (Lawrence Memorial Hospital) or the child’s doctor, whichever is appropriate, upon the advice of a doctor or hospital.
4. Any serious injury requiring hospitalization will be reported by the next working day to the County Health Department.

**Child Abuse Policy** All observations or signs of child abuse or neglect will immediately be reported to DCF, no matter where the abuse might have occurred. Please keep your child’s teacher informed about circumstances surrounding any injuries. If child abuse is suspected, Ballard is required to report the circumstances to the DCF for investigation. Child Protective Services will determine how primary caretakers will be notified.

## Classroom Information

**Curriculum** Our goal at Ballard is to help children grow and thrive. We believe that children will flourish in a loving and structured environment. Our classrooms offer both free play and academics. We currently use the Learning Without Tears curriculum for both literacy and numeracy; and the Second-Step curriculum for social-emotional growth.

**Nap Time** All children are encouraged to nap between 1:00 and 3:30 daily. If a child does not need a nap, he/she will be asked to quietly do an independent activity, such as read a book or work on other academic related activities.

**Parent-Teacher Conferences** are scheduled once in the fall and once in the spring. Parents/Guardians are required to attend both conferences to ensure your child has the best education and experiences provided to them at Ballard. Parents are encouraged to schedule a time to meet with their child's teacher outside of the scheduled parent-teacher conferences whenever there are questions, concerns, etc.

**ASQ Assessments** are a state-wide assessment tool that is given every 6 months to each child. To ensure that your child is on track developmentally and socially. We will provide the appropriate ASQ-3 and ASQ-SE assessments to you.

**Discipline Policy** Our goals for social and emotional learning are supported in our daily language, our mission, and our classroom structure. We will focus on such life skills as listening, taking turns, and emotional self-regulation. We use positive and encouraging statements, telling the child what we **do** want: "Please keep your feet on the floor" vs. "No jumping". We offer redirects and solutions, and model respectful language and peace-making skills.

If there are behavior concerns involving your child, you will be the first to know. We consider you the expert on your child and will seek to keep communication open. Any incidents will be documented in our records and communicated with you. Ongoing issues will result in a mandatory meeting with Ballard staff and the child's caregivers to determine the next steps for your child.

**No items from Home** This includes no extra food (unless for celebrating a birthday) or toys from home brought into the classroom.



**Supply List** The following items are required prior to child's start date:

1. THREE complete changes of clothing (more is preferred if we are potty training)
  - Shirts
  - Pants
  - Socks
  - Underwear
2. 1 pair of shoes
3. 1 light weight jacket, sweater, or sweatshirt
4. 1 winter coat, hat, and pair of mittens
5. 1 sheet (crib size works best)
6. 1-2 blankets
7. 1 pillow
8. 1 bottle of sunscreen
9. 1 bottle of bug spray

***\*\*\*Additional items for children not yet potty trained***

1. 2 full packages: Diapers and/or pull-ups
2. 2 full containers: Wipes
3. If it is a struggle or hardship to obtain any or all of these items, please let a Ballard teacher or staff member know so we can aid in the collection of needed items.

We value our relationships with families at Ballard and want to be accessible and communicative. Ballard staff is available in person and by phone any time during business hours. You can also visit our website or the Ballard Facebook page for up to date information. Contact us through any of these avenues:

[admin@ballardcenter.org](mailto:admin@ballardcenter.org)  
[www.ballardcenter.org](http://www.ballardcenter.org)

(785) 842-0729 ext:110  
[facebook.com/ballardcommunityservices](https://facebook.com/ballardcommunityservices)

**Welcome to our Ballard family!**

