

The Growing Place

A Ministry of First United Methodist Church
Founded 1991

Parent Handbook



TABLE OF CONTENTS	
Introduction	Page 4
Calendar	Page 5
Mission Statement	Page 6
Goals for Children	Page 6
Goal for Parents	Page 6
Church and School	Page 6
Child to Staff Ratio	Page 7
Admissions/ Hiring Policy	Page 7
Grievance Procedures	Page 7
Chain of Command	Page 7
Chapter 1: General Information	
Licensing Information	Page 8
Membership	Page 8
Insurance	Page 8
Security	Page 8
First Aid	Page 9
Weather Emergencies/ Snow Days	Page 9
Lock Down Procedures	Page 9
Child Abuse & Neglect	Page 9
Fire Safety	Page 10
Chemical Spill/ Bluegrass Army Depot Shelter-In Place	Page 10
Discipline/ Guidance Policy	Page 10
Behavior Management	Page 11
Biting/ Scratching Policy	Page 11, 12
Immunizations	Page 12
Illnesses	Page 12
Medications	Page 13
Sunscreen	Page 13
Children/ Parent Rights Pursuant to KRS 199.898	Page 14
Chapter 2: TGP Administration	
The Growing Place Administration	Page 15
Church Connection	Page 15
Chapter 3: Day to Day Operations	
Hours of Operation	Page 16
Sample Schedule	Page 16
Daily Arrival/ Departure	Page 16
Transportation	Page 17
Appropriate Dress	Page 17
Handwashing	Page 17

Bedding	Page 17
Diapering Needs	Page 18
Extra Clothing	Page 18
Items Not to Bring	Page 18
Labeling	Page 18
Sharing Items from Home	Page 18
Use of Pictures	Page 18
Parent/ Staff Communication	Page 19
Field Trips	Page 19
Breakfast	Page 19
Snacks	Page 20
Lunch	Page 20
Infants	Page 21
Toilet Training	Page 21
Naptime	Page 21
Volunteer Opportunities	Page 21
Chapter 4: Curriculum	
Our Curriculum	Page 22
Curriculum Guidelines for Infants, Toddlers, Two's	Page 22
Curriculum Guidelines for Preschool Classrooms	Page 22
IEP Supports	Page 23
Learning Centers	Page 23, 24
Chapter 5: Tuition & Fees	
Enrollment Requirements & Other Required Items	Page 25
Tuition	Page 25
Fees: Yearly (Non-Refundable)	Page 25
Collection Fees	Page 26
Voluntary Withdrawal from Program	Page 26
Holidays & Vacations	Page 26
Referral Program	Page 26

Dear Parents,

Welcome to The Growing Place!

We are happy you have made the decision to join The Growing Place for your child's care and education. Our program serves as an outreach ministry for the Richmond First United Methodist Church. The concept of "The Growing Place" began in March 1990 as a vision of Richmond FUMC. The church wanted to do more than simply duplicate services already in place in the community – it was their vision to extend their Christian ministry to the children and families of Madison County. Since opening in November 1991, the original concept and plan of a 5-hour parent's day out program has expanded its hours and days to provide quality full-time care for children ages 6 weeks of age through preschool, as well as after-school and summer programs.

In our program you will see frequent, positive, warm interactions among teachers and children. You will also find trained teachers and administrators who participate in ongoing professional development. Your child will engage in planned learning activities appropriate to his/her age and development, such as reading stories, block building, painting, playing dress-up and active outdoor play.

We hope that you find this to be a positive experience. Your child is a very precious gift from God, and our goal is to serve you and your child as He would want us to.

In Christian love and thanks,
The Growing Place Director

"Helping children grow in wisdom and stature and in favor with God and man."
Luke 2:52

2026 SCHOOL CALENDAR (rev 4/2026)

January 2026	5th- First Day Back from Break
February 2026	9th- Professional Development Day for Staff- TGP Closed
March 2026	9th- Professional Development Day for Staff -TGP Closed
April 2026	3rd- Good Friday – TGP Closed
May 2026	25th- Memorial Day – TGP Closed
June 2026	19th- Juneteenth - TGP Closed
July 2026	3rd- Independence Day Weekend-TGP Closed 23rd- Staff Meeting- CLOSE at 5:00PM
August 2026	
September 2026	7th- Labor Day-TGP Closed 18th-Professional Development Day for Staff- TGP Closed
October 2026	22nd- Staff Meeting- CLOSE at 5:00PM
November 2026	25th, 26th & 27th Thanksgiving-TGP Closed
December 2026	23rd-25th- Christmas Break-TGP Closed 31st- New Year's Eve- TGP Closed

January 2027	1st- New Year- TGP Closed
---------------------	---------------------------

Mission Statement

The mission of The Growing Place, a Christian-based, educational outreach ministry of the Richmond First United Methodist Church, is to serve our children and families by showing them God's love and giving them a safe, nurturing environment in which to grow and develop spiritually, emotionally, cognitively, physically, and socially.

GOALS FOR CHILDREN

The Growing Place, along with the help of the parents, community, and church, strives to encourage the development of a positive self-image, self-confidence and expanded knowledge base for the children in its programs through the encouragement of:

1. Trusting relationships
2. Skills involved in concrete thinking
3. Skills involved in abstract thinking
4. Skills involved in physical development and coordination
5. Natural curiosity and creativity
6. Intellectual growth through developmentally appropriate tools
7. Welcoming diversity
8. Individuality and self-expression
9. Competence in handling emotional feelings and situations

GOALS FOR PARENTS

The Growing Place, along with the help of the community and church, strives to work with parents to:

1. Foster good relationships with their children through shared learning experiences
2. Foster opportunities for meeting and forming relationships with fellow parents and caregivers
3. Provide competent, loving care for their children while the parents are not present
4. Provide educational resources and opportunities for the parents to be involved in their child's learning

CHURCH AND SCHOOL

The Growing Place is a Christian-based, educational outreach ministry of the Richmond First United Methodist Church under the oversight of Children's Ministries, the Pastor, and an advisory board composed of parents and church members. The relationship between the church and the school is a complimentary one, with each

looking out for the best interests of the other. Our school began as a Parent's Day Out outreach for the church members and community and has evolved and developed into what we know today. Richmond FUMC and The Growing Place share a goal of approaching life with good faith and a positive outlook as taught by Jesus Christ.

CHILD TO STAFF RATIO

The Growing Place strives to maintain the following ratios as recommended by the National Association for the Education of Young Children (NAEYC):

Age	State	The Growing Place
Birth-1 yr	1:5	1:4
1yr-2yr	1:6	1:5
2yr-3yr	1:10	1:8
3yr-4yr	1:12	1:10
4yr-5yr	1:14	1:11
5yr-6yr	1:15	1:12

ADMISSIONS/ HIRING POLICY

The Growing Place does not discriminate on the basis of race, color, religion, limited abilities or national or ethnic origin in the administration of its admissions or hiring policies.

GRIEVANCE PROCEDURE

If you have any grievances that you need addressed, the following chain of command should be followed.

Chain of Command

The Growing Place

First United Methodist Pastor
Eric Espada: 859-623-3580

Assistant/ Lead Teacher	Assistant Director Sylvia Altamirano	TGP Director Kristen McDowell	FUMC Children's Ministry Coordinator Amanda Bonner	FUMC Pastor Eric Espada
	859-626-8299	859-626-8299	859-623-3580	859-623-3580

CHAPTER 1: General Information

LICENSING INFORMATION

The Growing Place is licensed as a Type I facility by the Commonwealth of Kentucky Cabinet for Health Services as part of the title 905 Chapter 2 of the Kentucky Administrative Regulations. Our license number is 359171. We are inspected yearly and reissued this license based upon the findings of that inspection. State licensure plan of correction paperwork is available on the parent bulletin board.

MEMBERSHIPS

The Growing Place participates in the All Stars program. We are also members of the Child Care Council of Kentucky and the Madison County Early Childhood Alliance.

INSURANCE

Your child's primary insurance remains that of the parents. Any costs or expenses resulting from the medical care, hospitalization and services performed by physicians will be the responsibility of the parent/guardian who is the primary insurance carrier for the dependent child.

SECURITY

1. Staff members are trained to watch children at all times.
2. The Growing Place has security doors that are coded to protect our childcare areas.
3. The staff members have phones in each room to communicate any security concerns to the office personnel. The front door is also a security door.
4. Motion activated security cameras are on at all times in the classrooms to monitor comings and goings.
5. Parents/caregivers must sign their child in and out daily.
6. No one may remove a child from The Growing Place unless they are specifically listed on the release form. Anyone other than the custodial

parent picking up a child for the first time will be required to show a valid picture ID.

- o In cases of custody disputes, The Growing Place requires that a copy of the custodial or guardianship agreement be on file. Without this, we must allow the child to be released to either parent. We must be notified if a child is to be released to anyone other than those listed on the release form. The authorization for release must come through the Director or Assistant Director (or their representative in their absence)

EMERGENCY PLANS

FIRST AID

Plans for dealing with child specific medical emergencies are posted in each classroom. Staff are trained in CPR/First Aid. In the event of a serious injury requiring immediate medical attention beyond the scope of The Growing Place staff, you will be notified immediately, and your child will be transported via ambulance to the closest medical facility deemed appropriate by EMS.

Up-to-date first aid kits are available in each room and are transported to the playground and on any walking field trips. Each child's emergency information is kept with the first aid kit, as well as in the classroom and in the office. In case of a minor accident or incident involving your child, you will receive an accident/incident report. Please sign and return to us for filing.

WEATHER EMERGENCIES/SNOW DAYS

Tornado and earthquake drills are conducted on a regular basis (every 3 months). A weather radio in the main office and church office is kept on at all times for emergency announcements.

In case of snow, The Growing Place operates independently. Decisions are made by The Growing Place, not Madison County Schools' closing system. Please watch Channels 18, 27, or 36. You can also log onto their Facebook pages/websites for closings and delays due to inclement weather. We will make every effort to accommodate our parents and their need to work while ensuring the safety of the children and our staff. We will choose to either close for the day or operate on a delay (opening at 9am). Decisions will be made between 6:30-6:45am or earlier. If we make the decision to close earlier than TGP normal closing time, 5:30pm, we will call each family, send a message via the Brightwheel app, and we will try to give a 2 hour window to pick up.

No deductions or allowances can be made for those days upon which The Growing Place is closed due to inclement weather

LOCK DOWN PROCEDURES

1. All doors to the outside will be locked and remain locked until the all clear is given.
2. Parents are not allowed to pick up children, nor will they be allowed in the building. NO EXCEPTIONS.
3. Each classroom will lock all doors and windows. Children will stay behind the locked security doors until **THE ALL CLEAR** is given.
4. The blinds and/or window coverings will be closed at all times.
5. The teachers are to try to keep the children as quiet as possible.
6. Administration will monitor the front hallways and be available at all times.

CHILD ABUSE AND NEGLECT

The Growing Place is required by the laws of the Commonwealth of Kentucky to report any and all suspected cases of child abuse and neglect.

FIRE SAFETY

We have yearly inspections by the State Fire Marshal's office and have monthly fire drills to assure that children and staff know how to leave the building and where to go in case of fire. The Growing Place is equipped with smoke detectors and sprinkler systems.

In addition to these fire safety measures, there is an Emergency Procedures Manual located in every classroom containing information on what to do in the event of accident/illness, child abuse, fire, tornado, earthquake, unauthorized removal of a child, intruder, armed person, bomb threat, and chemical or hazardous material release.

CHEMICAL SPILL/BLUEGRASS ARMY DEPOT(BGAD)/SHELTER-IN-PLACE

In the event of a chemical spill emergency, there is a 3-ring notebook in the Director's office with very specific instructions for evacuation. The Growing Place is a Shelter-In-Place. This means that our building is set up with a system to shut down ventilation and seal off rooms. This system is managed monthly by the Madison County Emergency Management Agency.

In the event that The Growing Place needs to evacuate the area, we will relocate to the Bryan Station High School off I-75 Exit 113.

DISCIPLINE/GUIDANCE POLICY

It is very important at The Growing Place that a child's development is nurtured through caring, patience and understanding. While caring for your child(ren), the teacher or Director/Assistant Director must respond to children's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors The Growing Place **will not** use:

- Threats (calling police for being bad, threatening with punishment)
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliate your child (name calling, berating)
- Isolate your child (made to consistently play by themselves; no chance to work on the issue)

In response to misbehaving, **we will**:

- Respect your child
- Establish rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to the child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out chair where they will sit, *no longer than one minute per the age of your child*, if necessary.

BEHAVIOR MANAGEMENT

A child having difficulty controlling behavior will be:

1. Redirected to an appropriate activity
2. Encouraged to use their language skills to verbalize needs or frustrations
3. Distracted and shown/illustrated a positive model
4. Reminded of the rules
5. Given a "time away" period of 1 minute per year of age (only 2 yrs and up)
6. If the behavior persists, the Director will intervene and have open communication with the parents about how to address the behavior.

At any time during the process of implementing the behavior policy it may be suggested to either party that other child care arrangements be made. The Growing Place will only dismiss children from the program after all appropriate steps have been implemented without significant change in the unacceptable behavior.

BITING/SCRATCHING POLICY

Biting and scratching can be an age appropriate action for children under 2 years of age. Although age appropriate, the safety and well-being of all children is our main concern. The Growing Place does not ignore this behavior, no matter the age of the child. As a parent of a child who has bitten or has been bitten, you can expect from the staff, a written report, outlining the circumstances of the incident, what measures were taken to provide first-aid to the child, and if severe, a phone call from the office staff letting the parent know about the incident. The teachers take every measure to ensure that biting does not happen, but there are times when biting will still occur..

Regarding scratching, parents are required to keep children's nails at a length that does not pose a problem for other children they may come in contact with. If your child scratches, we will take the same measures as outlined in our biting policy. We ask that you monitor your child's nails and keep them short enough to not pose a problem for the other children in the classroom.

If a child bites two times in one day, regardless of age, the parents will be notified and the child will be sent home for the day.

If a child bites one time, breaking the skin, in one day, regardless of age, the parents will be notified and the child will be sent home for the day.

After a child has been sent home 5 times, a 1 day suspension will follow.

Following the 1 day suspension, after a child has been sent home 3 additional days, a 1 week suspension will follow.

Following the 1 week suspension, after a child has been sent home 2 additional days, the child will be asked to find other child care arrangements.

HEALTH REQUIREMENTS

IMMUNIZATIONS

Children attending The Growing Place must have on file, within the first ten days of admission a valid, current immunization certificate or a doctor's note stating the child is exempt. A faxed immunization certificate from your child's

pediatrician is acceptable to (859) 626-8591. Any child without a valid immunization certificate at the end of the first ten days of school will be excluded from further attendance until the certificate is presented to The Growing Place office.

ILLNESSES

Children who become sick with the following symptoms during school hours will be isolated from other children, and a parent will be called to remove them from school. At that time a Communicable Illness form will be completed and a copy sent home.

- Fever of a 100.4 or higher
- Vomiting
- Diarrhea

Children must be symptom-free without medication 24 hours before returning to school. Children on antibiotics should have completed a 24-hour schedule of the prescribed medication before returning to school.

No deductions or allowances on tuition are made for absences due to illness.

MEDICATIONS

When a child requires medicine (over the counter and prescription) during school hours, we will use the following procedure:

1. All medicine requires an authorization.
2. All medicine will be stored out of the reach of children or in a locked box.
3. Your child's teacher will dispense medicine at the time designated by The Growing Place Medication Form.
4. Medicine must be brought to school in its original container.
5. Prescription medicine must contain the prescription label on the container.
6. Medicine will be returned to parents when medicine is no longer needed.
7. If medication is over the counter, we will only dispense what is recommended on the label. If the label says, "consult a physician under 2 yrs" we require a doctor's note to give an alternate dosage.
8. Upon a doctor's diagnosis, we can give fever-reducing medicine to manage symptoms. However, we cannot give fever-reducing medicines before diagnosis.

Each TGP Medication Form MUST specify the following:

- Child's full name
- Today's date
- Name of medicine
- Amount to be dispensed
- Time to be dispensed

- Parent's signature
- Epi Pen must be in the original container along with the prescription label. The epi pen must remain in the center at all times that the child is present. If for any reason the epi pen is forgotten, the child will not be allowed to remain in the center until the epi pen is present.
- Medication forms must be filled out for all prescription medicines. Over the counter medicine, such as diaper cream must be filled out for new containers.

SUNSCREEN

The Growing Place will apply sunscreen as needed with the appropriate sunscreen and sunscreen form. The Growing Place suggests the parents apply sunscreen to the child before arriving at school

CHILDREN AND PARENT RIGHTS PURSUANT TO KRS 199.898

All children receiving childcare services in a daycare center licensed pursuant to KRS 199.896, a family childcare home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- a. The right to be free from physical or mental abuse;
- b. The right not to be subjected to abusive language or abusive punishment; and
- c. The right to be in the care of adults who shall meet their health, safety and developmental needs.

Parents, custodians or guardians of children specified in subsection (1) of this section shall have the following rights:

- a. The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- b. The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
- c. The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian or child;
- d. The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential;

- e. The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child care home, or the provider or program receiving public funds within the past year; and
- f. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian or guardian of the child at the time of the child's enrollment in the program.

**Division of Regulated Child Care,
275 East Main Street, 6E-B,
Frankfort, KY 40621
Telephone # 502-564-7962**

CHAPTER 2: The Growing Place Administration

THE GROWING PLACE ADMINISTRATION

Kristen McDowell, Director

Ms. Kristen has deep connections with The Growing Place. She worked as a teacher assistant while in college and her own children have been enrolled for

several years. Kristen comes from a background in education and enjoys using the skills she learned from that profession to help in TGP classrooms. She is the mother of five children, has a heart for fostering and animals.

Sylvia H. Altamirano, Assistant Director

Mrs. Sylvia has worked for The Growing Place since September 2006. She was the lead teacher in the Toddler Room and in the Infant Room. She has over 20 years of child care experience. She is married and the mother of five sons, two of whom are in the National Guard. She also has two grandchildren.

CHURCH CONNECTION

Eric Espada, Pastor

Pastor Eric plays an active role in the life of The Growing Place. He participates in decision-making, and exhibits his concern, care, and support on a daily basis.

Amanda Bonner, Children's Ministry Coordinator

Amanda joined the FUMC Family in 2021. She is part of The Growing Place and teaches chapel classes weekly for ages 2 years and up.

CHAPTER 3: Day to Day Operations

THE GROWING PLACE HOURS OF OPERATION Monday- Friday 7:00am- 5:30pm

SAMPLE GROWING PLACE SCHEDULE

Each class will make its daily schedule around the needs of the class. A sample of how one class might work is below:

7:00 - 7:30 Arrival Downstairs	11:20-11:30 Take to Potty/ check diapers
<i>7:30 – 8:00 Potty/ Diapers</i>	11:30 – 12:00 PLAYGROUND
8:00 – 8:20 Go up to classroom	12:00 – 12:30 LUNCH/ <i>Potty / Diapers</i>
8:20 – 8:30 Take to Potty	12:30 – 2:30 Nap
8:30 – 9:00 Free play	<i>2:30 – 3:00 Diapers/Potty</i>
9:00 – 9:30 AM Snack	3:00 – 3:30 PM Snack
<i>9:30 – 10:00 Potty/Diapers</i>	3:30 – 4:00 Finish Crafts/ Activities
10:00 – 10:20 Circle	<i>4:00 – 4:30 Diapers/Potty</i>
10:20 - 10:50 Activity/Crafts	4:30 – 4:50 FELLOWSHIP
10:50 – 11:00 <i>Check Diapers/ Potty</i>	4:50 – 5:00 Take to Potty
11:00 – 11:20 FELLOWSHIP	5:00 – 5:30 PLAYGROUND & Departure

DAILY ARRIVAL AND DEPARTURE

The Growing Place opens its doors at 7:00 am. Parents may bring children to their designated drop off area between **7:00am-9:00am**. This will ensure each child's participation in daily activities. If your child will be arriving late at school, please send a message to your child's teacher on the Brightwheel app.

The Growing Place closes at 5:30pm. Parents may pick up children anytime throughout the day. Please be respectful of our staff's personal time by picking up your child by 5:30pm. We understand that this may not always be possible, so please phone the office or send a message to your child's teacher on the Brightwheel app if you are going to be late picking up your child.

REMINDER: **Please sign your child(ren) in and out every day.** This is a record of attendance and is kept on file in the office. Also, remember no one may remove a child from The Growing Place unless they are specifically listed on that child's release form or unless we have written permission from a parent/guardian.

Anyone other than the custodial parent picking up a child for the first time will be required to show a valid picture ID.

LATE CHARGES

We understand that you may not always be able to pick your child up on time. Please keep in mind that once a staff member has finished their job at The Growing Place, they may be going to school or another job. **Any parent arriving for their child after the closing time of 5:30 will be charged a late fee of \$1 a minute per child.**

TRANSPORTATION

When arriving and departing The Growing Place, children need to be under the supervision of an adult at all times. It is really important that drivers drive slowly and that walkers and drivers both be on the lookout for each other. Please be firm with your children about the necessity of holding on to your hand when outside the building. Never leave a child unattended in the car-not even for a moment!

APPROPRIATE DRESS CODE

The Growing Place's active "hands-on" learning style dictates that your child dress for fun and exploration. Easy-to-manipulate play clothes that allow free movement are desirable. The Growing Place is not responsible for stained or soiled clothing. We encourage active gross motor time, therefore, **we require that your child wear tennis shoes or closed toe shoes.** Children may not wear sneakers with wheels on them.

HANDWASHING

All CHILDREN are required to wash hands:

- Upon arrival
- Before and after eating or handling food
- After toileting or a diaper change
- After handling animals
- Wiping or blowing nose
- Touching items soiled with bodily waste
- After indoor/outdoor playtime (gross motor)

BEDDING

All children 1 year and older will need to bring in their own bedding for naptime.

1. Fitted Crib Sheet
2. Small Blanket
3. Travel Pillow not to exceed 12x15 (optional)

Bedding will be sent home every Friday or as needed to be laundered and must be returned on Monday.

We provide crib sheets for infants ages 6 weeks to 1 year, so no bedding needs to be brought from home.

DIAPERING NEEDS

1. Wipes
2. Diapers
3. Cream (If needed, diaper cream form must be filled out)
4. Extra clothes

Teachers will notify you via the Brightwheel App when your child is running low on the above items.

EXTRA CLOTHING

1. Socks
2. Shoes
3. Pants
4. Shirt
5. Underwear

Please send extra clothes in a large Ziploc bag labeled with your child's first and last name.

ITEMS NOT TO BRING

- Medicine or any item with drug facts listed on the container
- Hand sanitizer or lotion
- Toys
- Sharp items

LABELING

Please label your child's diapers, underwear, wipes, backpacks, lunch boxes, water bottles, bedding and other belongings. Each item must be labeled with the child's first and last name.

This goes for food as well: AM snack, PM snack, and lunch items. This is to make sure that your child is getting the correct items at the right time.

SHARING ITEMS FROM HOME

The Growing Place does not allow guns or any other weapon at any time, real or pretend. Any personal items brought from home such as a stuffed animal or special toy must be limited to "show and tell" days and must stay in a child's backpack or cubby on those specified days.

USE OF PICTURES

Throughout the year there may be incidents when your child may be photographed or videotaped by the classroom teacher, practicum students, newspaper, or television station. These photos may be used in your child's file, brochures or for church related purposes. **Written permission is required from parents/guardians in order for children to be photographed or videotaped and will be obtained upon admission.**

PARENT-STAFF COMMUNICATIONS:

1. Open communication with your child's teacher may not require a conference, but a conference can be scheduled if you feel it is needed.

2. Teachers send out monthly newsletters concerning upcoming events and news of classroom happenings.
3. Please feel free to phone, email, message on the Brightwheel app or stop by The Growing Place office if you need to communicate with administration.
4. Please be sure to check your child's backpack daily for any notes or handouts.
5. Please refer to the Parent Bulletin Board in the first hallway or by your child's class room for important information and updates.
6. You are always encouraged to message teachers directly through the Brightwheel app if you have any questions or concerns.

FIELD TRIPS

From time to time, children at The Growing Place take walking field trips. Caregivers will provide permission slips for each field trip outside of FUMC property.

Teachers are required to take a backpack containing the following items:

- First-Aid kit
- Authorization for emergency care forms (for each child)
- Water bottle
- Cell phone

Your child will not be allowed to go with his/her class unless we have received your permission

Breakfast

It is acceptable for parents to bring breakfast foods to school for their child. However, due to state licensing requirements, breakfast guidelines must meet the same requirements as lunch.

Per state licensure requirements, each breakfast needs to contain two of the following components:

- Dairy product
- Protein
- Bread
- Fruit or Fruit Juice

Some samples of a morning breakfast are:

Sample 1:	Sample 2:
Pancakes and milk	Waffle and juice
Sample 3:	Sample 4:
Bagel with jelly and juice	Muffin and milk
Sample 5:	Sample 6:

Donut and banana, water	Cereal and milk
Sample 7: toast, cheese and juice	Sample 8: egg, toast, water

SNACKS

It is the responsibility of each parent to provide a morning and afternoon snack for their child every day. Snacks can be brought in weekly, as long as the snack is labeled with the child's name. According to your child's schedule, they will receive a morning and an afternoon snack. The snack schedule is posted on the parent information board. Per state licensure requirements, two food groups are represented for each snack planned. Any child that is on a restricted diet due to allergies or personal preference will need to provide their own snacks.

Parents wishing to bring in "goodies" for special days may do so as long as it has been purchased and not homemade.

LUNCH

Per state licensure requirements, each lunch needs to contain a food from each of these categories:

- Milk (The Growing Place provides)
- Protein
- Bread
- Two vegetables OR One fruit and One vegetable

*****When packing your child's lunch, please keep in mind that the food should come to school, ready to eat.** The staff does not have access to the tools needed to make your child's meal safe to eat. All uncooked foods should be reserved for children that would not cause a choking hazard.

Examples of some acceptable choices are below:

FRUIT	VEG	PROTEIN	BREAD	DAIRY
Apples	Carrots	Hard Boiled Eggs	Pretzels	String Cheese
Bananas	Celery	Peanut Butter	Animal Crackers	Yogurt
Pears, Plums, Peaches	Green Peppers	Sandwich Meat	Bagels	Cheese Slices
Melons	Pea Pods	Meatballs	Muffins	
Kiwi	Broccoli	Chicken Fingers		
100% Fruit Juice	Cauliflower			

** Note: The Lunchables usually have meat, cheese and crackers, which covers the dairy, protein and the bread categories. Additional food will need to be sent to cover the fruit/vegetable portion of the child's lunch.

Milk is provided by TGP, unless there is a dairy restriction, in which case the parent is required to provide milk daily.

We ask that you send your child with a reusable water bottle.

INFANTS

Parents are responsible for supplying The Growing Place with any bottles, sippy cups, diapers, wipes, etc. necessary for the child. At The Growing Place **bottles must be prepared by parents prior to arrival.** The bottles will be warmed and used within one hour of warming. Any unused, warmed formula/breast milk will be discarded. Please label all bottles and sippy cups with the child's first and last name. **All bottles must have a cap/lid.**

TOILET TRAINING

The Growing Place will actively work with parents and children during the toilet training process. Children should come to The Growing Place clothed in items that are easily removed for the potty training process. In addition to the change of clothes required in your child's backpack or bin, additional clothing, including socks and shoes, are to be given to your child's teacher during this time. All children entering a preschool room should be potty trained. If your child is not toilet trained upon entering, the staff will continue to work with your child as you are working on potty training at home. If your child is not able to progress to the next age appropriate classroom due to toilet issues you will need to make other arrangements for care. We do understand that children will have an accident occasionally, and teachers are prepared to handle these situations.

NAP TIME

According to state licensure (922 KAR 2: 120, Section 2 – Health and Safety), children shall be offered a resting time to be no less than 30 minutes and no more than 2 hours. In the infant and toddler classrooms, the children will be able to rest when they show signs of fatigue. Children are not required to sleep during this resting time. However, we do ask that they lay down and participate in a quiet, solitary activity (puzzles, reading, etc.)

VOLUNTEER OPPORTUNITIES

We enjoy having our parents join our classes and participate in their child's daily activities. If you wish to volunteer, please speak with the Director or Assistant Director in the office. Licensing requires that anyone who wants to volunteer must submit to a background check and fingerprinting. Potential volunteers are responsible for the minimal related charges.

Licensing regulations 922KAR2:12

CHAPTER 4: Curriculum

OUR CURRICULUM

To ensure that every child enrolled at The Growing Place receives the best opportunity for a quality education, our curriculum aligns with the Kentucky Early Learning Standards which allows children the opportunity to explore, observe, and experience in a structured yet choice-based environment. This type of learning environment encourages children to ask questions, make conclusions, and develop independence. Large and small group activities, as well as center based activities, will stimulate a child's cognitive, social-emotional and physical growth. TGP is currently using *Experience Curriculum*. Age-appropriate guidelines for this exciting curriculum are described below.

CURRICULUM GUIDELINES FOR INFANTS/WEEBLERS & Young ONES

Your baby will participate in a research-based and nationally recognized education program that is designed uniquely for infants from birth to 18 months. Experience Baby Curriculum is an infant curriculum that supports relationship-based play and discovery. As your child participates in this program, they will:

- Build emotional connections that are key for developmental growth.
- Have access to specialized sensory tools and toys that invite them to explore and make sense of their environment.
- Engage in playful activities that stimulate their brain and support their development of 36 skills.

CURRICULUM GUIDELINES FOR OLDER ONES & TWO'S

Your child will participate in a nationally recognized educational program that is designed uniquely for toddlers. Experience Toddler is a research-based curriculum that supports your child's rapidly growing curiosity. As your child participates in this program, they will:

- Build relationship skills and learn to express their feelings.
- Have access to specialized books, tools, art materials and toys

- that invite them to investigate new concepts and build vocabulary.
- Engage in playful activities that stimulate their brain and support their development of 36 foundational skills.

CURRICULUM GUIDELINES FOR PRESCHOOL CLASSROOMS

Experience Preschool is a research-based curriculum that supports your child's rapidly growing curiosity. As your child participates in this nationally recognized program, they will:

- Build friendship skills and learn how to express their feelings.
- Have access to specialized books, science tools, art materials, games and math manipulatives to encourage problem-solving and creative thinking.
- Engage in daily routines and activities that support brain development while also building the self-regulation and attention span needed for long-term school success.

IEP SUPPORTS

If your child has an IFSP or IEP, please share this with us so that we may incorporate their developmental goals into the daily curriculum.

LEARNING CENTERS

Included in our planning for each child, centers of interest in each classroom are used to facilitate the introduction and continuation of activities to enhance learning. APPROPRIATELY DESIGNED ENVIRONMENT FOR PRESCHOOL CHILDREN WILL INCLUDE THE FOLLOWING AREAS OF LEARNING:

DRAMATIC PLAY

The Dramatic Play Center reflects the interest of the child and allows extensions into imaginative play. This center allows children to expand their imagination and creativity.

BLOCKS

The Block Center encourages understanding of numerous scientific concepts: size, width, height, weight, principles of classification and balance, principles of position, as well as develops eye-hand coordination and fine motor skills. Children playing in blocks learn about the importance of working together to accomplish a plan.

SENSORY TABLE

Tactile experiences with materials like sand, rice, cornmeal, water, oats give children the opportunity to notice differences in physical properties. Pouring, pumping, scooping, sinking, floating, combining, and stirring are concepts experienced hands-on in this center.

ART

Art for young children at The Growing Place represents the process of art, rather than a specific, predefined product. A wide variety of art instruments are available for children to utilize and explore. Art centers reflect the theme of the week. The operative question of a child's art work is not, "What is it?" but rather "Tell me about it!"

FINE MOTOR

This center has toys for defining the use of hand, finger and eye-hand coordination skills.

SCIENCE

Exploratory projects and manipulatives designed to increase a child's information about how things work and go together are included in this center.

CIRCLE TIME

Circle time is a time in the day where children in each room come together to share the following: words, thoughts, thematic ideas, weather, calendar, objects, events, stories, songs, games, dances, exercise, etc. Young children spend a short amount of time in large group activities. Older children spend a larger amount of time in large group activities.

GROSS MOTOR

Time is set aside every day for outside play, except during inclement weather (rain, snow, temperature below 32 degrees Fahrenheit, or extreme heat.). This unstructured time is a time for children to put together many of the concepts they have been working on inside: sharing, taking turns, rules of games. In case of inclement weather, our students go to Fellowship Hall for gross motor time. In this area, they can use tricycles, balls, parachutes, mats and various other resources to enhance their gross motor skills.

CHAPEL

The Growing Place operates in a Christian-based atmosphere and incorporates Christian teachings in our curriculum. Religious education is encompassed in our weekly chapel time led by our Children's Ministry Coordinator of the First United Methodist Church. Chapel includes a Bible story, scripture verse, prayer, music and movement.

SCREEN TIME

Full-time classrooms (two and up) are permitted to watch 30 minutes of screen time, relating to the curriculum. The program content shall be related to the curriculum theme for the week and the movie must be rated G. If the teachers wish to view additional screen time, special approval must be given by the Director or Assistant Director.

CHAPTER 5: Tuition and Fees

ENROLLMENT REQUIREMENTS

The Growing Place does not discriminate on the basis of race, color, religion, or national or ethnic origin in the administration of its admissions or hiring policies.

Any child admitted to The Growing Place must be at least 6 weeks old. They must be of age to enter the room by August 1 of the year of enrollment (i.e. 3 years old before entering the 3 year old preschool room).

We require children to be dropped off by 9:00am unless your child has a medical appointment. (ie: doctor, dentist, therapy, etc).

Other requirements are:

1. A valid, current immunization certificate within 10 days of the start of school.
2. Registration fee must be paid and there may be no outstanding balance from the previous year. .

3. All enrollment paperwork must be filled out and returned to the office prior to the first day of attendance for the child.

TUITION

Tuition Rates are as follows: (Subject to change, as noted below. For up to date rates and fees please visit our website @ tgprichmond.com)

Full-time Infant/ones/twos (not potty trained)	\$210.00/week
Preschool: potty trained	\$190.00/week
PLEASE NOTE: Full payment is required regardless of the child's attendance, snow days, etc. You are paying to reserve your child's placement in the class.	
<ul style="list-style-type: none"> • Family discount – 1st child full price, 1st additional child 10% off, each additional child 5 % off weekly/monthly tuition. • Fees are subject to change upon four (4) weeks written notice from The Growing Place. 	

FEES: YEARLY (NON-REFUNDABLE)

Initial Registration Fee	All Classrooms	\$150 for first child \$135 for each additional child
Yearly Supply Fee	All Classrooms	\$50
<i>*Supply Fees are added yearly on your registration date.</i>		

COLLECTION OF FEES

Tuition fees are due Monday of the present week of service. **If tuition is not paid on time, a \$20 late fee will be applied.**

The Growing Place accepts CCAP (Child Care Assistance Program) through the Madison County Child Care Council. Any family using CCAP is responsible for keeping all required paperwork up to date, as well as registration fees, supply fees and any tuition or fees that are not covered by CCAP.

VOLUNTARY WITHDRAWAL FROM PROGRAM

Two weeks written advance notice is required for families wishing to withdraw their child from the program. If no notice is given, the family will be required to pay two weeks of tuition from the date of notification.

HOLIDAYS & VACATIONS

Please refer to our school calendar for holidays that we observe. All other days we will be in session Monday-Friday.

No deductions or allowances can be made for those days upon which The Growing Place is closed due to inclement weather, holidays or sickness. Full-time enrollees will be charged for the week of Christmas break.

Full-time enrollees may choose a week of five consecutive days to designate as vacation without payment without loss of enrollment status. A two week written notice is required before taking the vacation. The “school year” runs from September through the end of August.

REFERRAL PROGRAM

If a family refers someone to The Growing Place and the child enrolls, the referring family will receive a \$50 credit towards their tuition after the new child has been enrolled for 90 days.