



6317 Highway 329

Crestwood, KY 40014

**PHONE** 502.384.0910

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## The Chatter Box Preschool Program

The Chatter Box is a therapy center that opened in August of 2007 in a renovated home in Crestwood, KY. An extensive renovation and expansion of the facility took place in 2012 and now The Chatter Box is able to serve more children than ever, offering speech/language, occupational and physical therapy services, as well as developmental intervention programs for 2 year olds and preschool for 3-5 year old children with and without developmental disabilities. The Chatter Box is a state-licensed preschool program for children 2-5 years of age. Please schedule a visit to tour, and observe our great programs.

### Curriculum/Program Design

The intent of The Chatter Box preschool program is to provide an innovative early learning environment for children who may perform best in a small classroom with a variety of supports. The class size is 8-10 children in the 3 year old room, depending on the needs in the classroom, and a maximum of 10 children in the 4-5 year old classroom. Each classroom will have a certified teacher and a classroom assistant. Bi-monthly visits from an occupational therapist and/or speech language pathologist have been incorporated to offer direct or consultative support to the classroom. These therapists will enhance the sensory and fine motor experiences offered to the children and assist in increasing the demands on their receptive and expressive language and articulation development.

The Chatter Box educational program will include several components. The High Scope curriculum is a respected early childhood curriculum that offers intense language enrichment and ongoing assessment of specific skills. Letterland is a systematic and explicit phonic literacy resource which has been helping children learn to read and write for over 40 years. Letterland includes friendly letter

characters to provide strong visual memory cues so children learn and retain phoneme/grapheme correspondences quickly. The classroom will also include strong visual supports with frequent use of photography to help children anticipate events as well as recall recent experiences.

The Chatter Box has provided quality early intervention programming for 10 years. This comprehensive preschool program is a fabulous addition to meet the educational and emotional needs of young children.

### Days/Hours of Operation

Preschool begins at 9:00 am for all morning students, and concludes at 12:00 pm for 3's and 1:00 pm for 4's and 5's. The classes for 4's/5's is Monday, Wednesday and Friday. The class for 3's is Tuesday and Thursday. The afternoon class for the 4's/5's begins at 1:30 pm and concludes at 4:30 pm. Our preschool program follows the Oldham County Public School calendar, aside from the start and end date. Preschool will begin the first full week Oldham County Schools are in session. The Oldham County School calendar becomes available on their website at [Oldham.kyschools.us](http://Oldham.kyschools.us), typically in the Spring before the new school year. Please also reference it for dates of Fall, Winter and Spring break, as well as other non-school days. The Chatter Box facility is open each day from 9:00 a.m. to 5:00 p.m. A security camera system is in place, so please ring the bell for entrance during operating hours.

### Enrollment

Children are accepted into our programs regardless of race, religion or nationality as long as space is available. Please note that a child is enrolled for the entire school year calendar unless withdrawn by his/her parent/guardian. Please notify staff in writing 30 days in advance if a program withdrawal is necessary. All registration fees and monthly tuition is non-refundable.

### Fees and Fee Schedule

An initial registration fee of \$100.00 is required to guarantee placement into the Chatter Box preschool program. The tuition fee is \$ 2500/year for the 2 day

program, \$4750/year for the morning 3 day program, and \$3526/year for the afternoon 3 day program. Tuition is payable in 10 installments due on the first of each month from August until May. Payments can be made by check or by credit card, which can be kept securely on file and charged monthly. A late fee of \$5.00/day will be charged for each calendar day that tuition is not paid after the first of each month. If tuition is not received by the 15<sup>th</sup> of the month, the child will be automatically withdrawn from the program.

### Immunizations/Health

A current immunization certificate signed by the doctor and dated must be submitted before your child may attend The Chatter Box unless a child is exempt for religious purposes in which case appropriate paperwork must be placed in the child's file at The Chatter Box. Updated immunization certificates must be on file one month prior to expiration.

Please do not send a child that is visibly ill to the preschool program. If a child becomes ill while attending The Chatter Box, we will contact the parent(s) or guardian or emergency contact person(s) on your child's registration form so that your child can be picked up. Your immediate response to our call is expected. Please make sure your child is 24-hour fever free and symptom free before returning to preschool.

Please make sure all telephone numbers in our records are kept up to date throughout the year. Also, please be sure to be accessible by phone while your child is attending The Chatter Box.

We will not be dispensing any medications (prescriptions or over the counter) aside from life sustaining medications/behavioral treatments during the time your child is at The Chatter Box. Please give all medicines before arriving. Permission slips are available for parents/caregivers to sign if diaper rash ointments/creme is necessary. They must be signed and dated with each request. An additional permission slip is available for Chatter Box staff to apply sunscreen and/or bug spray to the children as needed.

Please reference the COVID-19 addendum for additional health related protocols.

### Drop Off and Pick Up

Drop-Off begins at 8:55 am. Preschool staff will be awaiting arrival at the main entrance. Caregivers will be asked walk their child to the entrance to sign in. Staff will walk the child hand-in-hand into the building. Drop-off ends at 9:05. If you arrive after 9:05 ring the doorbell for assistance checking in your child.

Pick-up begins at 11:55 a.m. Caregiver can come to the covered main entrance to alert preschool staff they have arrived for pick-up. Children will only be released to people designated on the child's approved pick-up list (completed at registration) . Caregivers should send in a written note if a different adult is to pick up from preschool. Identification will be confirmed of person upon pick-up. Pick-up ends at 12:05 p.m. If you arrive after 12:05 p.m., please come to the main door and ring the bell for assistance. Please note that a late fee will apply for picking your child up after 12:05 p.m.

### Late fee

Our preschool teachers and assistants have additional responsibilities and client appointments after preschool hours. It is important that children be picked up promptly by 12:00 p.m. Families may be charged a late fee of \$1.00/minute for each minute after 12:05 p.m. they are late in picking up their child. Please call the office at 384-0910 if you know you will be late so that we can make the teaching staff and child aware.

### Drills

The staff and children will participate in fire drills on a monthly basis as well as earthquake and tornado drills on a quarterly basis. Data related to those drills is posted at the preschool entrance.

### Emergency Evacuation

Each child in the center must have on file a permission slip giving The Chatter Box permission to remove the child from the premises by car in case of disaster. Our off-site evacuation location is the Community Center. Directions to the Community Center from The Chatter Box: turn left on Hwy 329, turn left on Hwy 146 and proceed to Buckner. Turn left onto Hwy 393 by Oldham County High School and proceed approximately 1 mile. The Community Center will be on the right.

### Inclement Weather

During inclement weather The Chatter Box will follow the Oldham County Public School schedule. If Oldham County is closed, The Chatter Box preschool program will be cancelled. If Oldham County Schools are on a delayed schedule, the Chatter Box preschool will be conducted at the originally scheduled time. The Chatter Box will not be affected by any early dismissals.

The first snow day missed for each class will not be made up. All subsequent missed days due to snow/emergency will be made up, up to a maximum of 5 days/classes, on a date(s) to be determined by Chatter Box staff.

### Outdoor Play

Preschool will attempt to play outdoors each day it is above 40 degrees, if even for a short time. Please pack appropriate outdoor wear including a coat, hat and gloves so that they may participate on colder days. Children without appropriate clothing will have to stay indoors during play time to ensure comfort and safety.

### Snacks/Parties

A snack will be provided for children at a set time each day.

Party food donations must be purchased from a commercial vendor. Please be certain to notify staff of ANY food allergies. Families of children with food

allergies or specific diet requirements may send in a snack for their child if the snacks provided are not appropriate.

### Lunch

If your child participates in the extended day program, please pack a lunch that abides with state child care requirements, as follows:

#### Licensing Regulations set by the Cabinet For Health and Family Services

(19) Lunch must include all of the following:

- (a) milk;
- (b) protein;
- (c) whole grain or enriched bread;
- and
- (d)
  1. two (2) vegetables,
  2. two (2) fruits, or
  3. one (1) fruit and one (1) vegetable

If a child's packed lunch does not meet the above requirements, The Chatter Box will supplement with an appropriate item.

The Chatter Box will provide a pre-packaged snack that abides with licensing requirements (i.e. 100% juice and whole grain crackers).

### Possessions

Please label all possessions with your child's name. Dress your child in clothing that is durable and comfortable. Tennis shoes are recommended. The Chatter Box is not responsible for lost items or damaged clothing.

An extra, complete set, of season appropriate clothing should come with your child to school each day in case of an accident. A backpack large enough to hold a change of clothes, take-home crafts, journal, and possibly show-n-tell items or a lunch box, is suggested.

## Custody

The Chatter Box will not involve itself in custody issues. Both parents have full parental rights (and access to our center) in the event of divorce, unless a copy of a court ordered mandate is filed with The Chatter Box management staff.

## Discipline

At no time at our center is physical discipline used regardless of the situation. When a child misbehaves, he/she is redirected by the caregiver and choices for appropriate behaviors are given. If the behavior reoccurs, the child is removed from the situation for brief time-out period with adult supervision. The time spent away from the activity is determined by the child's age. At our center we use one minute for each year of age. Before returning to the activity, the teacher will talk briefly with the child to determine what the child should do to be successful. If any additional behavioral techniques are necessary, the child's parents/guardians will be contacted for a conference to discuss in detail, and a written behavior intervention plan will be developed.

## Child Abuse Procedures

There are three types of child abuse: physical, sexual and neglect. If at any time a teacher or support staff in the center suspects that a child may have been, or is being abused, they are required by law to report the suspected abuse to Child Protective Services. Teachers and support staff at the Chatter Box receive training related to child abuse, as well as other early childhood appropriate topics, annually.

## Conferences

The school calendar will include one conference day per year for the teacher and parents/guardians to discuss the child's performance in the classroom. A progress report that includes assessment data will be provided at that time. The Get Set for School from Learning Without Tears is administered at the beginning

of each preschool year and then updated mid-year and just prior to the end of the school year. It includes information in Readiness and Writing, Language and Literacy, and Numbers and Math. The mid-year assessment information will be reviewed on the conference day. Parents may request a teacher conference anytime during the school year if any questions or concerns arise.

### Potty Training

Children are not required to be potty trained to attend The Chatter Box preschool program. Our staff will assist in developing these skills with guidance from the parents. The classroom has a private bathroom attached.

Please complete the attached registration forms in their entirety and submit to The Chatter Box office with payment to ensure your child's spot in our preschool.





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### Registration Form

Child's Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_

Parent 1 Full Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Address (if different): \_\_\_\_\_ Work Number: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_ Email address: \_\_\_\_\_

Parent 2 Full Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Address (if different): \_\_\_\_\_ Work Number: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_ Email address: \_\_\_\_\_

Marital Status: (Circle all that apply)

Married, Single, Separated, Live together, Divorced, Widowed

Step-parent names (if applicable): \_\_\_\_\_

Other Children:

Name	Gender	Age
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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Does your child have any developmental concerns? If so, please include diagnosis (if applicable), any recent evaluations or Individualized Education Programs (IEPS), therapeutic history, etc.

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Emergency Contact Information

Name/Relation: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name/Relation: \_\_\_\_\_ Phone Number: \_\_\_\_\_

The people listed above will serve as Emergency Contacts for my child in the event that I (the parents) cannot be reached. I understand that The Chatter Box will call them for pick-up when my child is ill. Also, if my child has not been picked up from The Chatter Box by 12:15 p.m. they will be contacted for pick-up.

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Drop Off and Pick Up Information

Daily Arrival Time: 9:00 (morning class)      1:30 (afternoon class) Daily  
Departure Time: 12:00 (3s)/1:00 (4/5s)

If someone other than the parents or those listed on the "Pick Up List" will be picking up your child, please send in a dated, signed note stating who will be picking up your child and their relationship to the child.

We will not release your child to anyone unless we receive permission from the parent or guardian. A driver's license will be required for proper identification. (Note: We will not release a child to anyone under 16 years of age.)

Pick Up List

Emergency Contact #1: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact #2: \_\_\_\_\_ Phone: \_\_\_\_\_

Name/Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name/Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name/Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name/Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Those listed above have my permission to pick up my child from The Chatter Box.

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If there is some who is NEVER TO PICK UP YOUR CHILD, please state:

Name/Relation:

\_\_\_\_\_

A court order must accompany this request. (Please discuss specifics with the Educational Director)

Medical Information

Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Medications: \_\_\_\_\_

Any food allergies: \_\_\_\_\_

Any environmental allergies: \_\_\_\_\_

Any medical conditions or concerns: \_\_\_\_\_

\_\_\_\_\_

Medical Release Form

Child's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Emergency Hospital Preference \_\_\_\_\_

I, \_\_\_\_\_ give my permission for \_\_\_\_\_

1. To receive authorized medications, first-aid care, CPR and emergency medical treatment arranged by the staff or The Chatter Box if I cannot be notified and the emergency reasonably appears to be a life threatening injury or illness, and
2. In an emergency situation, if a parent or guardian can NOT be reached, the child will be transported by ambulance. This decision will be made by The Chatter Box's director or his/her designee. The ambulance service will bill the party (parent or legal guardian) responsible for the child for this service.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Evacuation Plan

In the event of a disaster, I give permission to The Chatter Box to remove my child from the center premises by automobile. I understand that the children will be taken to the Oldham County Community Center at 1551 North Highway 393 in Buckner, Kentucky. Also, that all precautions for his/her safety will be taken. Also, by signing below, I acknowledge that I have read and agree with the full emergency evacuation plan posted at the preschool entrance.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Handbook acknowledgement

I (we) \_\_\_\_\_ and \_\_\_\_\_, parent(s)  
(father's full name) (mother's full name)  
of \_\_\_\_\_ acknowledge that I(we) have thoroughly

read and agree to the contents of this parent information handbook.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Photo/Video Release

I, \_\_\_\_\_, parent of \_\_\_\_\_,  
give/do not give (circle one) The Chatter Box permission to take pictures and  
videos of \_\_\_\_\_ to be used to communicate and  
educate others about the programs and activities that take place within the  
center.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**COVID-19 Additional, Temporary Policies/Procedures**

The Chatter Box is working diligently to provide a safe environment (with guidelines provided by state government) for children and families to continue to receive effective services. We have a cleaning/sanitizing schedule posted in our facility for review and can make this available to families upon request. Our staff will be wearing cloth masks in addition to face shields, and/or separated by a plexiglass barrier whenever feasible. Staff will be temperature checked upon arrival and will participate in frequent hand washing, along with other Healthy at Work requirements recommended by state government.

Please acknowledge agreement to the following temporary guidelines:

I agree to meet my child's teacher/therapist at a centralized location for drop off and pick up (unless caregiver access to the building is deemed necessary based on age/needs of child, for effective intervention)

I agree to allow a Chatter Box staff member to take my child's temperature upon arrival for service intervention.

I agree to have an authorized person to pick up my child as soon as possible (and no longer than one hour) if a fever is identified during their service.

I agree to not bring my child to services until 3 days (72 hours) fever and symptom free. I understand that this is longer than the original 24 hour requirement.

I agree to not hold the Chatter Box accountable if my child contracts the COVID-19 virus.

I agree to cancel/reschedule my child's services if a known COVID-19 exposure occurs and will not return for a minimum of 10 days unless the child receives a negative (non-rapid) COVID test result. I agree to consult the health department for guidance on exact timelines.

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Parent/Guardian Signature

Date