

# ScholarHouse

## Guidebook

Administered by



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## **Scholar House Guiding Principles**

Following are guiding principles for the Scholar House projects assisted by Kentucky Housing Corporation (KHC). Each Scholar House project should design their program applications in accordance with these guidelines. These principles are for application development only. If the project is awarded funding, it must incorporate the Scholar House Guidelines as its model for program operation.

### **Defining Scholar House**

Scholar House is a program in which education is the primary requirement to enable the head of household to reach self-sufficiency, defined as free of public assistance, including housing assistance. The participant must apply for, and be accepted into, the educational component of the Scholar House Program to qualify for the secondary part of the program, housing. The housing and education programs are to be administered as one program, not two separate programs. The housing depends on the participant's successful participation and continuation in the education component.

Sample copies of the resident and childcare guidelines from One Parent Scholar House (OPSH) in Lexington, Kentucky, are available in the back of this guide. Any Scholar House project that would like a recent copy of these guidelines may contact OPSH at 859-258-3198.

If a Scholar House project has a situation that is not addressed in these Scholar House Guidelines or the resident or childcare guidelines available from OPSH, they should contact Kentucky Housing Corporation for a joint review of the situation to establish a procedure for similar situations in the future.

### **Operation/Administration**

1. Single parents, single women in the last trimester of their pregnancy, or single family members with primary custody of his/her child(ren) must be given an admission preference. If there are no eligible single parents on the waiting list, and there is a need to fill spaces at the Scholar House, couples who have applied for the program may be considered.
2. Applicants must be eligible for the Section 8 Housing Choice Voucher Program. All program applicants may use their voucher for apartments at the Scholar House site, or at another alternate site chosen by the applicant that has been approved by the Public Housing Authority administering the Housing Choice Vouchers for the local Scholar House Program.
3. Residents must currently be, or enrolled to be, full-time students in pursuit of a degree or specialty program at an institution of higher learning. The student must have at least one full year (24 credit hours) remaining for their degree completion. KHC defines a full-time student as one carrying 12 hours per semester, or 6 hours per quarter.
4. Those wishing to remain in the program after completing their four-year degree so they may obtain an advanced degree specific to their field of study or profession are eligible to apply for continuation in the program.

5. Scholar House participants must be at least 18 years of age.
6. Scholar House candidates must complete entry applications and interviews. All candidates will be approved or declined through a set application process, as defined by the individual program.
7. The Scholar House Tenant Selection Plan, the Policy/Procedures Manual, and the lease should all mirror each other in operation and program guidelines.
8. Each Scholar House Program must have an onsite childcare facility. The childcare facility will give first preference to children of the Scholar House Program participants.
9. Childcare is a very important part of the Scholar House Program. Participants must be confident in the care their children receive to effectively concentrate on their studies. In turn, the children must receive quality care, structured activity, and be in a safe environment. The child development center at each Scholar House location is designed specifically for this purpose. Participants' eligible children should be enrolled immediately upon their parent's acceptance into the program. If space is not available, the child will be placed on the child development center's waiting list and given first preference over those on the waiting list from the general public. If any child of a participant has special needs that cannot be met by the child development center, the participant may request a waiver for an alternate child development plan. The plan must be approved by the participant's case worker. Single parents in need of childcare will be given first priority on the child development center waiting list.
10. In the event a Scholar House resident no longer has primary custody of a child or otherwise does not meet the admission preference requirements of Paragraph 1, the Scholar House resident shall have up to 180 days to find alternative housing. The Scholar House program staff will work with the resident to assure a smooth transition to other suitable accommodations.

### **Board Development**

The Scholar House Board must consist of the developer, partnering nonprofit agency, childcare provider, educational partner, leaders from business and industry (separate from developer), leaders in local nonprofit/state agencies (separate from partnering agencies), and a program participant. It is vital that at least one program participant, past or present, be involved in the Scholar House Board.

### **Case Management**

1. Each program must have a case manager who meets with participants on a monthly basis, at a minimum.
2. Case managers should develop goal plans with Scholar House participants and monitor those plans each month.
3. Education should be the primary goal of plans.
  - a. Participants must obtain at least a 2.0 GPA for the semester. If this is not achieved in the first semester, the participant is required to sign a Participation Agreement

promising they will meet this goal by the end of the second semester. If there are extenuating circumstances causing the participant to not reach this goal, but they have shown marked improvement in the second semester, the Board may allow the Participation Agreement to be extended by another semester. Allowable circumstances must be detailed in the Board policy.

- b. Participants must attend classes regularly.
  - c. Participants must maintain full-time status.
  - d. Participants must provide a copy of grades to the case manager within one week of the semester/quarter ending.
  - e. Participants who do not maintain the education qualifications may be terminated from the Scholar House program, including housing assistance. (Housing is a benefit of the program. Termination from the Scholar House program includes termination of housing eligibility.)
4. Case management should develop a Scholar House Participant Counsel and empower the participants to make suggestions/decisions, which are delivered to the program director and/or board members.
  5. Case managers should develop and host bi-monthly (minimum) workshops on topics pertinent to the program and goals set for the participants and their children. These should include at least one workshop annually on the pros and cons of student loans and finding the best option between private and public colleges. These workshops should be held prior to the start of the school year to help educate participants on the best choices for them.
  6. Case managers, or a financial counselor, should meet privately with the participant within the first month of the program to assist the participant in establishing a budget. All meetings between case managers and participants should discuss how school loans affect the participant's future self-sufficiency.

### **Data Management**

1. KHC will require the Scholar House project to supply participant data in an online database for statistical purposes or have an otherwise acceptable Annual Report provided to KHC with this information to be used for statistical tracking of the program.
2. Data sets will be tailored to reflect the demographic and program information regarding the Scholar House projects to gauge the success and possible future grant applications for this program.

## Scholar House Program Admissions Policy

Applicants desiring admission to the Scholar House Program must have a strong desire to attain self-sufficiency and complete their educational goals. Applicants are interviewed and evaluated prior to admission to determine their eligibility and readiness for the Scholar House Program. Applicants must sign a contract to participate in program requirements defined in the Participant Handbook approved by the local Scholar House Program and its Board.

### Eligibility Criteria

Applicants must be:

- At least 18 years of age, or ruled an emancipated minor, with supporting court documentation.
- A high school graduate or have a GED.
- Enrolled full-time in a post-secondary educational facility.
- Eligible for the local Section 8 rental assistance housing voucher program.
- Able to work or volunteer 20 hours per week to receive Child Development Assistance, if they are online students. This requirement may be waived with the approval of the case coordinator.
- **Please note:** Single parents, single women in the last trimester of their pregnancy, or single persons with primary custody of children must be given admission preference. If there are no eligible single parents on the waiting list, and there is a need to fill spaces at the Scholar House, couples who have applied for the program may be considered.
- All eligible, single parents or single women in the last trimester of their pregnancy must be considered for admission and ruled eligible, probation/eligible, or ineligible.
- If the parent applicant is accepted into the Scholar House Program, the children must be enrolled in the Scholar House Child Development Center, unless otherwise approved by the Scholar House Program or governing Board.

### Procedure

1. Candidates for admission into the Scholar House Program must complete an application packet. Scholar House application forms may be picked up at the local Scholar House office, requested via phone, or downloaded and printed. Online information for all Scholar House locations is available on Kentucky Housing Corporation's website [www.kyhousing.org](http://www.kyhousing.org).
2. Candidates must ensure they complete all items on the checklist attached to the application. It requests information that must be provided to Scholar House before an applicant can be determined to be eligible for the program.

3. When applications and documentation are submitted, they will be reviewed by staff for completion. The staff will then schedule an interview with the applicant per the procedures required by the local Scholar House Program and its Board. A general questionnaire is used to guide the interview. The answers the applicant provides will assist in determining if the applicant will benefit from being in the Scholar House Program. Applicants may be scored by a point system established by the Scholar House Program and its Board, but the scoring method must be consistent and based on the preferences established by the Program and KHC Guidelines.
4. After the interview, the new applicant's file is returned to Scholar House and a letter of immediate acceptance, denial/not accepted at this time, or a conditional acceptance will be mailed to the applicant. A copy of select documentation of the file will be made available and distributed to the sub programs managers, i.e., child development manager and housing manager. The original file is maintained in Scholar House Program files. Those denied admittance to the Scholar House Program will be removed from the waiting list and must reapply for future consideration.
5. Program staff will mail an appointment letter with a date for the newly accepted applicant to attend an orientation at the Scholar House and will also contact the applicant by e-mail and phone to verify the applicant will attend the meeting.
6. At the orientation, program staff will go over the Participant Handbook and explain the requirements for participating in Scholar House. The resident will sign a Participant Contract agreeing to abide by the Scholar House Program Guidelines. The child development manager will go over the Child Development Handbook and explain the contract requirements. The housing manager or a public housing employee will review and complete all Section 8/Public Housing Authority Special Partner's paperwork.
7. The Housing Manager will schedule a briefing either with the participant, if authorized, or with the local administering Public Housing Authority. This meeting will determine the participant's eligibility to the housing program, lease date, and the rental payment or co-payment due from the resident.
8. The administering Public Housing Authority will schedule an apartment inspection. After the apartment passes inspection, a move-in date and lease activation date will be set by the housing manager.
9. Utility responsibility, lease execution, deposits (if any), and additional paperwork required by the program, the housing office, or KHC/Scholar House will be reviewed and/or completed after the lease activation date is set.
10. The participant's responsibilities will be outlined per the Scholar House Program requirements. Opportunity for both parties to share additional information, questions, or concerns will be given.

# Scholar House Program Documentation Checklist (Sample)

Applicant Name \_\_\_\_\_ School \_\_\_\_\_

Street Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_

## Applicant Checklist:

Professional Letters of Recommendations (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Acceptance Letter to College \_\_\_\_\_

Official Transcript/Grades/GED Scores \_\_\_\_\_

Current Schedule \_\_\_\_\_

Student Verification Status Form (provided by OPSH) \_\_\_\_\_

Original Divorce Decree \_\_\_\_\_

Driver's License/Picture ID \_\_\_\_\_

Social Security card for Self and Child/ren \_\_\_\_\_

Background from Frankfort or [Courts.KY.gov](http://Courts.KY.gov) online \$15.75 \_\_\_\_\_

Income Verification (pay stub if working, KTAP, Food Stamps, etc.) \_\_\_\_\_

Zero income form (format OPSH) \_\_\_\_\_

Birth Certificate for Self and Child/ren \_\_\_\_\_

Immunization Certificate for Child/ren \_\_\_\_\_

Physical Record for Child/ren (well child check-up form) \_\_\_\_\_

## Staff Verification:

Interview completed Date \_\_\_\_\_

Orientation completed Date \_\_\_\_\_

Able to obtain utilities in own name

Full custody of Child/ren

Eighteen (18) years of age

Eligible for Section 8 Housing

## Scholar House Program Application (Sample)

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_  
(street)

\_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip)

Phone number: \_\_\_\_\_ Other: \_\_\_\_\_

Social Security number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Describe custody and visitation status of your children \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Marital Status:

( ) Single/never married      ( ) Separated      ( ) Divorced      ( ) Widowed

### Racial-Ethnic Background (For statistical information only; not required; check as many as apply):

\_\_\_\_ White/Caucasian      \_\_\_\_ Asian      \_\_\_\_ Black/African-American  
\_\_\_\_ American Indian/Alaska Native      \_\_\_\_ Native Hawaiian/Other Pacific Islander  
\_\_\_\_ Hispanic/Latino      \_\_\_\_ Other

Please list all persons living in your household:

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

Current/Previous Landlord:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Income and Living Expenses**

What is your current total monthly income? \$ \_\_\_\_\_

Check the appropriate sources and give the amounts:

- |  |          |   |          |
|--|----------|---|----------|
| <input type="checkbox"/> Employment        | \$ _____ | <input type="checkbox"/> Vet's Benefits | \$ _____ |
| <input type="checkbox"/> KTAP              | \$ _____ | <input type="checkbox"/> Alimony        | \$ _____ |
| <input type="checkbox"/> Educ.Grants/Loans | \$ _____ | <input type="checkbox"/> Child Support  | \$ _____ |
| <input type="checkbox"/> Unemployment Ins. | \$ _____ | <input type="checkbox"/> Other Sources  | \$ _____ |

**Current expenses**

Rent \_\_\_\_\_  
Utilities \_\_\_\_\_  
Food \_\_\_\_\_  
Childcare \_\_\_\_\_  
Clothing \_\_\_\_\_  
Transportation \_\_\_\_\_

**Long-term expenses/Debt**

Loans \_\_\_\_\_  
Charge Cards \_\_\_\_\_  
Medical \_\_\_\_\_  
Car Payment \_\_\_\_\_  
Student Loans \_\_\_\_\_  
Other (List) \_\_\_\_\_

**Balance Due**

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Insurance\_ \_\_\_\_\_ \$ \_\_\_\_\_  
Household\_ \_\_\_\_\_ \$ \_\_\_\_\_  
Personal \_\_\_\_\_ \$ \_\_\_\_\_  
Other (list)\_ \_\_\_\_\_ \$ \_\_\_\_\_

Will you have a car while at Scholar House?  Yes  No

**Educational History**

	School	Dates attended	Grade(s)/Hours Graduate?
High School	_____	_____	_____
GED Program	_____	_____	_____
Tech. School	_____	_____	_____
College	_____	_____	_____

What educational program are you interested in entering at this time? \_\_\_\_\_

Have you been accepted into an educational program? If so, where and what is your major/program?

\_\_\_\_\_  
\_\_\_\_\_

**Personal Information**

The following questions are to help us get to know you better. Please answer them as completely as possible.

What are your personal strengths?

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What about yourself would you like to change or improve?

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Describe your relationship with your child(ren)?

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Describe your and your child's relationship with the absent parent?

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Do you have any concerns about your child's behavior? If yes, please explain

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Has your child been in a childcare program previously? ( ) Yes ( ) No If yes, where/what type?

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**Health Care**

Do you or your child have special or nutritional needs? ( ) Yes ( ) No If yes, please explain:

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Are you or your child being treated for an acute or chronic illness? ( ) Yes ( ) No If yes, please explain:

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Do you have health coverage for you and your child? ( ) Yes ( ) No If yes, what type?

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**Family History**

Who raised you?

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Are your parents living? ( ) Yes ( ) No ( ) Unknown

Do your parents have college degrees? ( ) Yes ( ) No

How many brothers do you have? \_\_\_\_\_ How many sisters do you have? \_\_\_\_\_

Where are you in your family? (oldest, middle, youngest)

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Is your family aware you are applying to this program? ( ) Yes ( ) No If yes, how do they feel about your applying?

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Has anyone in your family been especially supportive to you? ( ) Yes ( ) No Please explain:

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Is there any member of your family with whom you have very little or no contact? ( ) Yes ( ) No  
Please explain:

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Have you or anyone in your family experienced any of the following?

- Serious medical, behavior, or emotional problems.
- Job problems.
- Drug or alcohol problems.
- Serious problems with the law.

Please explain:

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**Interests and Goals**

Why are you interested in living here at Scholar House?

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What do you hope to accomplish and contribute by participating in the Scholar House Program?

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What type of job would you like to have when you complete this program?

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How much money do you expect to earn?

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Are you acquainted with any person who participated in the Scholar House Program, either currently or previously? ( ) Yes ( ) No If yes, who? \_\_\_\_\_

**Employment History**

Job Title/ Responsibilities	Employer Name and Address	Full-/Part- Time	Salary/ Hourly Wage	Dates Employed	Reason for Leaving
				From:  To:	
				From:  To:	
				From:  To:	
				From:  To:	

Which job did you like most and why?

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Which job did you like least and why?

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**Request to Release Records**

I, \_\_\_\_\_, hereby request

\_\_\_\_\_ ,  
Agency, program, or school you are attending

located at \_\_\_\_\_ ,  
Address

\_\_\_\_\_ ,  
City State Zip Code

To release my records to: Scholar House  
ADDRESS  
CITY, STATE ZIP

I understand these records will be used only for the purpose of supporting the counseling, educational planning, and related activities provided to me by the Scholar House Program and will be treated as strictly confidential by Scholar House and any associated personnel.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

## Waiting List (Sample)

Units to Be Filled	Client Name	Single Parent	Couple-Both in School	Couple-One in School	# Kids: Daycare Elig.	# Kids: Non-Daycare Elig
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
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39						
40						

## Applicant Letter (Sample)

Date

NAME  
ADDRESS  
CITY, STATE ZIP

Dear Applicant:

Thank you for your interest in the Scholar House program. Below is an outline of the program to ensure you fully understand what is required while participating in the Scholar House program.

Scholar House is a self-sufficiency program for single parents and single women in the last trimester of their pregnancy who are full-time students in a post- secondary educational institution.

To enter the program you must:

- Currently be a full-time student or been accepted for full-time enrollment in a post secondary educational program requiring a minimum of one year to complete.
- Be 18 years of age.
- Have one child eligible to attend preschool, i.e., between six weeks and four years of age.
- Be eligible for Section 8 subsidized housing.
- If applicable, you must provide divorce documentation/decreed to Scholar House.
- Single parents, single women in the last trimester of their pregnancy or single persons with primary custody of children are given first preference for admission to Scholar House.

The Scholar House program is comprehensive and includes housing, childcare, counseling, workshops, support from neighbors and staff, and special activities.

**Housing:** The Scholar House facility has XX-two bedroom, and XX-three bedroom unfurnished apartments, divided into XX buildings. These apartments are available through the Section 8 rent subsidy program. These apartments are only for residents participating in the program and their child(ren). Non-participants may not live within the Scholar House complex. Also, this transitional housing is for residents only as long as they are active participants in the program. If you are accepted into Scholar House, a security deposit of \$150 is due at the signing of the leasing contract. After you have graduated, you must move on to other housing.

**Childcare:** The Child Development Center takes children of preschool age, i.e., between six weeks and four years old. The childcare program is a developmental program under the guidance of qualified, competent, and loving teachers.

**Counseling:** There is a caring staff to assist you with personal or educational problems, as well as to set goals to reach your educational degree. Scholar House staff will meet with residents monthly, or more often if needed. These meetings focus on accomplishing your goals across all areas.

**Workshops:** There are monthly workshops led by experts who address subjects, such as parenting skills, budgeting, problem solving, building self esteem, work skills, legal ramifications of being a single parent, health maintenance, and more. These workshops are selected from the needs expressed by the Scholar House participants.

**Resident Council:** Every resident should belong to the Resident Council and attend quarterly meetings. It is during this time that needs, wants, desires, and problems are discussed; fun activities and fund-raising projects are planned; and individuals are recognized for their accomplishments. The Resident Council is an important part of life at Scholar House.

If you move into Scholar House, your fellow participants and all the staff will become a major player in your life, just as you become a major player in ours. You will find that the staff cares deeply about you and your child(ren) and will be as supportive as possible, encouraging you to grow and feel good about yourself and your future. You will find that there's a great deal of support among the residents and certainly an understanding by them of the problems faced by the single parent in today's society.

If, after reading the above, you are no longer interested in applying to the Scholar House program, please let us know. If you are interested, please fill out this application and return it to Scholar House with all other required documentation as soon as possible. After your application is received with all required documents, you will be contacted for an interview.

Applications may be mailed or dropped off to: Scholar House, ADDRESS, CITY, Kentucky ZIP. Office hours are XXX, Monday through Friday. If you have questions, please contact the office at PHONE.

Acceptance into Scholar House is based on eligibility, motivation, and need for services. The date of admission to the program will be based on availability of an apartment and space for your child in the Childcare Development Center. There is a complete list of required documents for admission at the end of your application.

If you have any questions, please contact XXX at XXX. We look forward to meeting you.

Sincerely,

NAME

TITLE

## Scholar House Interview Questions (SAMPLE)

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_ Interviewer \_\_\_\_\_

1. Tell us about yourself, your history, your family life growing up and where you grew up? Did you like school? (list any significant information):

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2. How did you learn about One Parent Scholar House?

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3. Do you know anyone who lives here now or has lived here in the past?

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4. Two part: (a) How do you think this program will benefit you?

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(b) What is your understanding of the goals of the One Parent Scholar House program?

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5. Why is obtaining a post-secondary degree important to you?

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6. What and where are you pursuing your education and how many credit hours are you taking?

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7. Have you ever been suspended or been on probation from High School or College?

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8. Where do you see yourself in the future?

5 years: \_\_\_\_\_

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10 years: \_\_\_\_\_

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9. What are some of your hobbies/interests?

Music \_\_\_\_\_  
Athletic \_\_\_\_\_  
Art \_\_\_\_\_  
Crafts \_\_\_\_\_  
Other \_\_\_\_\_

Reading \_\_\_\_\_  
Church \_\_\_\_\_  
Outdoor Activities \_\_\_\_\_  
Movies \_\_\_\_\_  
Singing \_\_\_\_\_

10. Tell us about your pregnancy?

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11. What type of relationship do you and your child/ren have with the other parent?

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12. Who do you go to for support as a single parent and what do they help you with?

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13. Have you or your family had/have any problems with alcohol or drugs or violence?

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14. Have you received services for physical, mental or emotional health issues that are still present?  
(OPSH staff will want to provide support and referral to community resources if needed).

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15. Are you working now? If so, how many hours and where?

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16. Are you receiving financial assistance?

\_\_\_\_\_ KTAP      \_\_\_\_\_ Child Support      \_\_\_\_\_ SSI  
\_\_\_\_\_ Food Stamps      \_\_\_\_\_ VA Benefits      \_\_\_\_\_ Other

17. Where are you currently living? Is this a safe place?

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18. What do you most want to learn about in the six mandatory parenting/life-skills workshops?

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19. How do you feel about keeping the Program's Housing regulations? i.e. no occupant in the apartment not listed on your lease, no drugs, a clean apartment, etc.

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**20.** Are you aware, as a Scholar House resident, you must:

- Maintain a full-time status with a GPA of 2.0?
- Meet with your Family Coordinator monthly?
- Have your daycare-eligible child attend the Child Development Center?

Do you see any challenges for you in meeting these requirements?

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**21.** Are you willing to attend and actively participate in the Program's activities, i.e., Community gatherings, Resident Council, Neighborhood Watches?

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**22.** What expectations do you have for the Child Development Center for your child/ren?

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**23.** Have you or your family ever had to pay for damages to leased property?  
Have you ever been evicted from rental property? If so, why?

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## Personal Information and Comments

Current Address and phone number(s)

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Interview Comments:

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Accepted at this time \_\_\_\_\_

Accepted with conditions \_\_\_\_\_

Conditions include:

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Not accepted at this time:

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# Scholar House Program Needs and Goals Report (Sample)

Due on or before:

Resident Name: \_\_\_\_\_ -  
Phone: \_\_\_\_\_ - E-mail: \_\_\_\_\_  
Alternate Phone: \_\_\_\_\_ -  
Child Name(s): \_\_\_\_\_ - \_\_\_\_\_  
School: \_\_\_\_\_  
Major: \_\_\_\_\_ - GPA: \_\_\_\_\_  
Anticipated Graduation Date: \_\_\_\_\_

My strengths are:

\_\_\_\_\_  
\_\_\_\_\_

My goal for this month is:

\_\_\_\_\_  
\_\_\_\_\_

Steps I will take to reach my goal:

\_\_\_\_\_  
\_\_\_\_\_

Please explain any issues or concerns you are facing with one or more of the following:

Childcare: \_\_\_\_\_  
Housing: \_\_\_\_\_  
Education/Grades: \_\_\_\_\_  
Personal: \_\_\_\_\_

Resources/help I need to address these issues:

\_\_\_\_\_  
\_\_\_\_\_

Grades Submitted: [ ] Yes \_\_\_\_\_ Date [ ] No Schedule Submitted: [ ] Yes \_\_\_\_\_ Date [ ] No

Comments:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Staff Signature

## Scholar House Program Participant Agreement (Sample)

This is to inform you that a program delinquency has been committed. This is a written notice of that delinquency and the consequences. Having received this notice, you must meet with Scholar House staff monthly to discuss coming into compliance with the program requirements. Failure to comply with this agreement will result in you receiving a 30-day notice of termination from the program.

To ensure success in your academic program, you, \_\_\_\_\_, and Scholar House agree to the following conditions:

I will contribute to my own success and come into compliance by: (check only those that apply)

- \_\_\_\_\_ 1. Maintaining at least a 2.0 Grade Point Average (GPA).
- \_\_\_\_\_ 2. Maintaining a full-time course load of at least 12 credit hours per regular semester.
- \_\_\_\_\_ 3. Attending Parenting/Life skills classes, as required.
- \_\_\_\_\_ 4. Attending regular counseling sessions at \_\_\_\_\_.
- \_\_\_\_\_ 5. Working on becoming a good neighbor, being considerate of those who live nearby.
- \_\_\_\_\_ 6. Working on learning to discipline children gently.
- \_\_\_\_\_ 7. Making use of tutorial services for help in \_\_\_\_\_ class.
- \_\_\_\_\_ 8. Make up credit hours for classes from which I have dropped or withdrawn.
- \_\_\_\_\_ 9. Attend mandatory budgeting session.
- \_\_\_\_\_ 10. Not allowing my boyfriend on the premises.
- \_\_\_\_\_ 11. Other: \_\_\_\_\_

### Scholar House Staff will offer to assist you in the following ways:

- \_\_\_\_\_ 1. Being available to discuss any difficulties that may arise.
- \_\_\_\_\_ 2. Providing the required Parenting/Life-skills classes.
- \_\_\_\_\_ 3. Assist in getting in touch with people/agencies that can help you.
- \_\_\_\_\_ 4. Keeping records of progress toward your goals.
- \_\_\_\_\_ 5. Other: \_\_\_\_\_

Both parties understand that this agreement constitutes a contract that is designed to assist you in achieving your educational goals and ensure that you are able to stay in the One Parent Scholar House Program.

\_\_\_\_\_  
One Parent Scholar House Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

## Scholar House Program Contract (Sample)

I acknowledge I have received a copy of the Scholar House Handbook for Participants. I have been oriented regarding the content and I understand the requirements for participation in this self-sufficiency program. I therefore agree to abide by the policies and procedures outlined in the Participant Handbook.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

I have presented and explained the Scholar House Handbook to the above named Participants.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

Both parties understand that this agreement is a contract designed to assist the resident in achieving their educational goals and ensure their continuing participation in the Scholar House Program.

# Scholar House Program – What To Look For In A Childcare Program

## Questions to ask:

- What hours and days are you open?
- What is the cost?
- Is financial assistance available?
- How many children are in the daycare?
- What classroom would my child be in?
- How many children does each adult care for?
- How are age groups divided up?
- Do you provide meals? (breakfast, lunch, snacks)
- Do you have a license, accreditation, or other certifications?
- What type of training and education do the teachers have?
- How do you discipline?
- When may I come visit?
- Ask the teacher to describe other children in their class. If they use negative words, they may be negative toward your child.

## When looking for a daycare for your child, please remember:

- Don't rely on first impressions—visit the daycare at least two or three times, particularly at stressful times of the day, such as when children are being picked up and dropped off. Stay as long as you can to see what is happening.
- Trust your instincts about the teachers and staff, because you will be forming a partnership with them to care for your child.
- Make sure you see responsive, nurturing, warm interactions between the teachers and the children. Do the teachers like and enjoy the children or are they trying to just get through the day?
- Are the teachers warm and caring? Are the children happily involved in daily activities and comfortable with their teachers? Look at the relationships between the teachers and the children. A parent can begin to judge the quality of that relationship just by looking at how a teacher greets the children.
- Is it a clean, safe, and healthy environment, both indoor and outdoor?
- Is there a variety of toys and learning materials, such as books, puzzles, blocks, and climbing equipment that your child will find interesting and which will contribute to their growth and development? Also, make sure the children are getting individual attention.

## Making the Decision – Ask yourself:

- Will this childcare program allow my child to be happy and to grow?
- Can the teachers meet the special needs of my child?
- Are the teachers' values compatible with my family's values?
- Do I feel good about my decision?

## Stay Involved

Can I arrange my schedule so that I can:

- Talk to the teachers every day?
- Talk to my child every day about how the day went?
- Visit and observe my child's daycare at different times of the day?
- Be involved in my child's activities?

Ask questions:

- How can I work with the teachers to resolve issues and concerns that may arise?
- How can I stay informed about my child's growth and development while in daycare?
- How can I network with other parents?

These steps are only the beginning. Gather as much information as possible to help you find the best care for your child.

## Scholar House Program Child Developmental Center Information (Sample)

The Scholar House Child Developmental Center takes children of ages six weeks to four years old. The Center's hours are 7 a.m. to 4:30 p.m. However, if a resident has a late class, or works late, the Center can accommodate those children until 5:30 p.m. If you have a late class (or work) later than the Center's hours, it is your responsibility to find someone to pick up your child by 5:30 p.m. Please inform the Childcare Center's Manager of such scheduling conflicts.

Your child must be enrolled in the Scholar House Child Developmental Center until kindergarten and must attend regularly. You are encouraged to take an interest in the childcare program by visiting your child in the center, asking questions, and participating in classroom activities and Parent/Teacher conferences.

The program is set up for the child's interests and what young children need to learn and grow. As young children learn through play, our curriculum models are based on learning centers and interactive play. This means:

- Messy activities - dress your child so they can get "dirty."
- Going outside every day that it is not too cold or too hot, or raining.
- No child will be excluded from activities that the rest of the class are doing.
- Children will be challenged, but not pushed to do skills they do not have the readiness skills or maturity to handle.
- Children who are sick should stay home. Children with temperatures of 100 degrees or who show signs of contagious illnesses will be sent home.
- You must leave a contact number that allows staff to contact you in case of illness or injury.

If you would like more information before making a decision whether the Child Development Center is the right place for your child, please contact the Childcare Manager, visit the Center, or review the Scholar House Child Development Center Handbook.

## **Scholar House Program Records Maintenance Policy (Sample)**

### **Policy:**

Records shall be maintained in an orderly, confidential manner that documents the participant's involvement in the program. Separate records are maintained by the property manager related to housing, i.e. Section 8 compliance, tax credit compliance, etc.

### **Procedure:**

1. Program staff will initiate a program participant's record once a participant is accepted to the Scholar House Program. There will be a central, confidential location for all participant records.
2. Documents that shall be included in the program records are:
  - A. Interview questionnaire.
  - B. Application.
  - C. Program Contract.
  - D. Educational Transcript.
  - E. Class Schedule.
  - F. Grades.
  - G. Monthly Needs and Goals and staff notes.
  - H. Participant agreement (if needed).
  - I. Other staff documentation related to program participants.
3. Staff may keep an electronic version of the most recent documents to enhance staff communication.
4. Program records will be maintained for five years after a participant exits services.

## Rental Agreement (Sample)

VIRGINIA PLACE  
THE ONE-PARENT FAMILY FACILITY CORPORATION  
1156 Horseman's Lane  
Lexington, KY 40504  
Phone: (859) 258-3198  
Fax: (859) 231-0893

WHEREAS, the One-Parent Family Facility Corporation ("OPFFC") is a non-profit organization formed for the purpose of providing affordable housing with support services, in a transitional setting, to one-parent families who meet the eligibility requirements of the One-Parent Self-Sufficiency Program ("Self-Sufficiency Program") and who have been identified by the Admissions Committee of the OPFFC as being capable and desirous of achieving self-sufficiency.

NOW, THEREFORE, this Interim Rental Agreement, which incorporates, the terms and conditions of the Self-Sufficiency Program, is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the OPFFC and \_\_\_\_\_ ("Participant") for the dwelling unit in the facility known as Virginia Place, 1155 or 1152 Horseman's Lane, Lexington, Kentucky, Apartment No. \_\_\_\_\_, under the following terms and conditions:

- I. Participant has been approved by the Admissions Committee of the OPFFC for participation in the Self-Sufficiency Program and Participant agrees to comply with the Program's requirements.
- II. Participant understands and agrees that the housing and services are offered on a strictly transitional basis for a reasonable, but limited, length of time, and that continued residency shall be based upon the Participant's adherence to the terms of this interim lease and her/his compliance with all elements of the Self-Sufficiency Program.

OPFFC and Participant agree to comply with the Uniform Residential Landlord and Tenant Act adopted by the Lexington-Fayette Urban County Government as Sections 12 – 54 of the Code Ordinances. Any notice herein may be combined with, and run concurrently with, any notice required under state or local laws.

- III. Participant hereby certifies that her/his household consists of the following member(s).

(1) \_\_\_\_\_ Age: \_\_\_\_\_

(2) \_\_\_\_\_ Age: \_\_\_\_\_

(3) \_\_\_\_\_ Age: \_\_\_\_\_

Participant agrees that no other person shall occupy the apartment.

- IV. Failure of OPFFC to insist upon the strict performance of the terms, covenants, and conditions herein, shall not constitute or be construed as a relinquishment of the OPFFC's right thereafter to enforce any such term, covenant, or condition, but that right shall continue in full force and effect.

- V. If any court declares a particular provision of the agreement to be invalid or illegal, all other terms and conditions will remain in effect and both OPFFC and Participant will continue to be bound by them.
  
- VI. Participant acknowledges that she/he has read this Rental Agreement and understands fully its contents. Participant further acknowledges that the elements of the Self-Sufficiency program have been explained in detail that that she/he fully understands the requirement.

**IN THE WITNESS WHEREOF**, the parties have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

One-Parent Family Facility Corporation

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

\_\_\_\_\_  
PARTICIPANT

A. Term of Rental Agreement

The term of the Rental Agreement shall begin on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and shall continue until the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, unless terminated by either party as provided herein. This Rental Agreement may be reviewed for a period of not longer than one year, at OPFFC's option, if Participant is in compliance with the terms of the lease and the Self-Sufficiency Program. Such renewal may be accompanied by the execution of a new Rental Agreement by the Parties.

B. Rent

1. The amount of the total monthly rent, hereinafter referred to as "Contract Rent", payable to OPFFC during the term of this Rental Agreement shall be determined in accordance with the rules and regulations of the Housing Authority. The contract rent, under this agreement, shall be the sum of \$\_\_\_\_\_. The Housing Authority will pay a housing assistance payment to OPFFC on behalf of Participant in accordance with the Contract. The amount and method of payment is set forth in the Contract which is attached to and made a part of this Rental Agreement.
2. The portions of the Contract Rent payable by Participant, hereinafter referred to as "Tenant Rent", shall be an amount determined by the Housing Authority in accordance with HUD regulations and requirements. The amount of the Tenant Rent is subject to change as determined by the Housing Authority during their Rental Agreement. The tenant rent as determined by the Housing Authority is the maximum amount OPFFC can require Participant to pay as rent for the dwelling unit, including all services and maintenance to be provided by OPFFC in accordance with this Rental Agreement. Any change in the amount of the Tenant Rent will be stated in a written notice by the Housing Authority to OPFFC and Participant, stating the new amount and the effective date of the change. Initially, and until such notice, Participant agrees to pay the sum of \$\_\_\_\_\_ per month as Tenant Rent.
3. Rent is due on the \_\_\_\_\_ day of each month beginning on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

C. Security Deposit

1. Participant shall deposit the sum of \$150.00 with OPFFC as a security deposit. OPFFC shall not collect a security deposit which is more than the maximum permitted under HUD regulations.
2. After Participants termination from the Self-Sufficiency Program, OPFFC may, subject to state and local laws, use the security deposit including any accrued interest, as reimbursement for any unpaid rent, or damages to the property. OPFFC will refund the balance of the deposit to Participant.
3. In extenuating circumstances, OPFFC may elect to waive the Security Deposit or arrange for delayed payment(s) by Participant.

D. Utilities

1. OPFFC shall provide water and sewer services for the dwelling unit at no additional cost to Participant.
2. Participant shall have electric connected in her/his name and pay cost of these utilities.

3. Participant agrees to keep the electric connected and to pay the bills promptly to prevent disconnection of services. If continuation of service is threatened, Participant agrees to notify the Director of the Facility or other staff person immediately.
4. A telephone jack is provided in the apartment and no additional jacks may be installed without the prior written consent of the Director of the Facility. The telephone bill and telephone are the responsibility of Participant.

E. Appliance

1. A cooking range and refrigerator shall be provided by OPFFC.
2. OPFFC is not responsible for providing any other appliances for the dwelling unit.

F. Maintenance

1. OPFFC agrees to:
  - a. Maintain the dwelling unit, equipment and appliances, and common areas and facilities, and to provide decent, safe and sanitary housing in accordance with the Housing Quality Standards (24 CFR Section 882.109);
  - b. Clean all common areas, facilities and equipment, maintain grounds, lawn, and shrubs; and remove snow and ice when applicable;
  - c. Provides extermination services as conditions require;
  - d. Repaint as conditions require.
2. Participant agrees to:
  - a. Keep the unit clean, decent, safe, and sanitary;
  - b. Use all appliances, fixtures and equipment in a safe manner and only for those purposes for which they are intended;
  - c. Not litter the grounds or common areas of the facility;
  - d. Not destroy, deface, damage, or remove any part of the unit, common areas, or facility grounds;
  - e. Give OPFFC prompt notice of any defects in plumbing fixtures, appliances, mechanical equipment or any other part of the unit; and
  - f. Remove garbage and other waste from the building to the trash dumpster in a clean, safe, and timely manner.

G. Damage to Dwelling Unit/Premises

1. In the event the unit is damaged by fire, wind, or other natural causes to the extent that it is not habitable, and such uninhabitability is not the fault of Participant, rent will be charged only for the time the unit is habitable and additional rent will not accrue until the unit has been repaired to a livable condition. A portion of the rent may be returned on a prorated basis at the discretion of OPFFC. This in no way obligates OPFFC to restore the unit to a livable condition and such repair or rebuilding may be done at the option of OPFFC. In such cases OPFFC is not obligated to provide additional housing for the Participant.

2. Participant agrees to pay the cost of repair for damages caused to the unit or premises by carelessness, misuse, or neglect on the part of Participant, his/her family, or visitors.
3. Participant shall promptly notify OPFFC when damage occurs.

#### H. Alterations

Participant agrees not to do any of the following without first obtaining written permission from OPFFC.

1. Change or remove any part of the appliances, fixtures, or equipment in the unit;
2. Paint or install wallpaper or contact paper in the unit;
3. Attach awnings, shutters, or window guards in the unit;
4. Attach or place any fixtures, signs, or fences on the building, the common areas, or the facility grounds;
5. Attach any shelves, screen doors, or other permanent improvements in the unit;
6. Install washing machines, dryers, fans, heaters, or air-conditioners in the unit;
7. Place any aerials, antennas, or other electrical connections on or in the unit.

#### I. Inspections of Unit

OPFFC, through its agent, may enter the dwelling unit for the following purposes.

1. To inspect in order to determine if Participant is complying with this Rental Agreement;
2. To make repairs;
3. To exhibit the unit to prospective tenants, to workmen, or to other appropriate persons.

OPFFC shall, except in an emergency situation, not limited to fire or flood, give Participant at least forty-eight (48) hours notice of the intent to enter, and shall arrange to enter at a reasonable time. Participant shall not unreasonably withhold consent to OPFFC to enter the apartment. If an emergency occurs, OPFFC shall, within two days thereafter, notify Participant in writing of the date, time, purpose, and results of such entry.

#### J. Conditions of Occupancy

Participant agrees:

1. Not to assign this Rental Agreement, nor to sublet or transfer possession of the premises, nor to give accommodations to boarders or lodgers. Accommodations of overnight guests/visitors shall be governed by the rules, regulations, and policies of the Resident handbook;
2. Not to use or permit the use of premises for any purpose other than that as the home of the Participant and the child or children listed herein;
3. To live in the unit and maintain it as the only place of residence of Participant and the child or children listed herein and on the Certification and Rectification of tenant Eligibility, and not to allow any other person to stay in the apartment;
4. Not to engage in unlawful activities in the unit, in the common areas, or on the Facility grounds;
5. Not to have pets or animals of any kind in the unit;

6. Not to make noise or commit acts that disturb the rights or comfort of neighbors;
7. To keep the volume of any radio, phonograph, TV, or musical instrument at a level which will not disturb the neighbors;
8. Not to have a waterbed without written permission from the Director of the Facility. If permission is given, participant shall provide proof of causality insurance; and the waterbeds shall not be used on the second floor units;
9. Not to use the premises for any purpose deemed hazardous by insurance companies insuring OPFFC, such as storage of flammable, explosive or poisonous materials;
10. Not to keep dangerous weapons of any kind, such as firearms or the type of knives used as weapons;
11. Not to waste utilities furnished by OPFFC; and not to use utilities or equipment for any improper or unauthorized purpose including the washing of cars or other vehicles;
12. To reimburse OPFFC, within thirty (30) days, for damages caused by Participant and repaired by OPFFC, upon written notice and itemization of the cost of such repairs;
13. To obey all rules, regulations, and policies published in the Residents Handbook, which is acknowledged as received by Participant; and to obey additional rules established after the effective date of this Agreement if ;
  - a) The rules are reasonably related to the safety, care, and cleanliness of the building and the safety, comfort, and convenience of the occupants; and
  - b) Written notice of any proposed rule change(s) or addition(s) is given at least thirty (30) days before the rule becomes enforceable.
14. To comply with all elements of the Self-Sufficiency Program including but not limited to enrollment as a full-time student in a formal academic or vocational program with regular attendance, participation in educational/training programs provided by the facility, participation in residents' council meetings and family activities, and enrollment and regular attendance of children in the facility's childcare center or public school;
15. To agree that OPFFC may temporarily discontinue educational/training programs or other family services, at such times as may be necessary by reason of accident, repairs, alterations, or improvements, or whenever, by reasons of strikes or lack of funding, OPFFC is unable to furnish such services in compliance with licensing requirements or in a safe and adequate facility;
16. To use playground, dumpster(s), parking, and Childcare/Family Services Center, and allow guest or children to use them, always at Participant's own risk;
17. To regard all parking as unassigned except for handicapped places; and if Participant's car is inoperative for more than two (2) weeks, to have it removed from the lot; except under extenuating circumstances, the Director of the facility may give written permission for the vehicle to be parked for a longer period.

K. Termination of Tenancy

1. OPFFC shall not terminate the tenancy of Participant except for reasons enumerated in Item 2 hereof, and shall comply with the Uniform Residential Landlord and Tenant Act in such termination and any necessary eviction proceedings. OPFFC shall give written notice of termination due to non-compliance with the rules and regulations. Failure to evacuate the premises may result in court action;
2. OPFFC may terminate the tenancy of Participant on the following conditions:
  - a) When the family has achieved its goals, in which event OPFFC will assist Participant in locating other housing;

- b) When the family refuses or fails to comply with any element of the Self-Sufficiency Program;
- c) Violations of the terms and conditions of the Rental Agreement, including conditions of the One-Parent Family Self-Sufficiency Program;
- d) Violation of federal, state or local law(s) which impose(s) obligation on a tenant in connection with the occupancy or use of the dwelling unit or other premises;
- e) Criminal activities by Participant.

L. Keys and Locks

Participant shall not install additional or different locks on any doors or windows without the written permission of OPFFC. If OPFFC approves Participant's request to install such locks, Participant agrees to provide OPFFC with a key for each lock, and when this Rental Agreement ends to return all keys to the dwelling unit to OPFFC.

OPFFC may charge Participant \$5.00 for each key not returned.

M. Affirmative Action

OPFFC shall not discriminate against Participant in the providing of services, or in any other manner, on the grounds of age, race, color, creed, religion, sex, handicap, or national origin. OPFFC has adopted an Affirmative Action Plan which is made a part of this Rental Agreement by reference, the receipt of which is hereby acknowledged by the Participant.

VIRGINIA PLACE APARTMENTS  
ONE-PARENT FAMILY FACILITY CORPORATION  
1156 Horsemans Lane,  
Lexington, KY 40508

EXHIBIT 1 – LEASE AGREEMENT  
ADDENDUM TO RENTAL LEASE  
SECTION 42

This ADDENDUM is being attached to, and incorporated by reference in, the Residential Lease (the "Lease") between the undersigned Management Agent and the undersigned Tenant for the purpose of modifying certain terms and conditions of the Lease. The parties agree that, if any terms of the Lease and this Addendum are inconsistent, the term set forth on this Addendum will govern.

1. **Low-Income Housing Credit.** The premises are to be operated in accordance with the requirements of the low-income housing credit program under Section 42 of the Internal Revenue Code of 2086, as amended (the "Program"). Tenant's rights hereunder will be subject to the requirements that must be met under the program in order for Management Agent to qualify to take the cost of the premises into basis for calculation of Management Agent's tax credit. Tenant will cooperate with all Management Agent requirements related to such compliance and the Program.

2. **Permitted Occupants.** Only the following persons will be permitted to occupy the premises:

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Tenant shall not allow any other person to move into the premises without Management Agent's prior written approval.

3. **Income Certification.** Tenant has completed and executed an Income Certification Form prior to execution hereof, and shall complete and execute further Income Certification Forms at Management Agent's request at least once annually hereafter. Upon request by Management Agent, Tenant shall recertify Tenant's household income to Management Agent or any governmental or quasi-governmental agency in a manner satisfactory to Management Agent, and shall complete any and all other certifications and supply further documentation with respect to income and occupancy of the premises as may be reasonably requested by Management Agent. Failure to provide accurate and timely income certification will constitute a breach of this Lease.

4. **Recertified Income.** Tenant acknowledges that the annual recertification of Tenant's household income must meet the limitations imposed by the Program for continued occupancy of the premises.

5. **Information Supplied.** Tenant hereby certifies that the information supplied by Tenant to Management Agent that was taken into consideration by Management Agent in determining Tenant's qualification to rent the premises, including Tenant's Application, Income Certification and Recertification, is accurate, complete, and true in all respects.

6. **Excess Rents.** If it is determined that the premises are not a qualified low-income unit under Section 42(l)(3) of the Internal Revenue Code because the rent paid by Tenant, plus the applicable utility allowance, for the lease term exceeds the maximum rent allowed under Section 42 of the Internal Revenue Code, then Management Agent shall immediately pay to Tenant the amount of such excess, with interest. If Tenant no longer occupies the premises when the excess rent determination is made, Management Agent shall use its best efforts to locate Tenant for purposes of repaying the excess rent.
7. **Certain Changes.** Tenant shall notify Management Agent immediately in writing if Tenant's household size changes, his or her income increases, Tenant become(s) a full-time student, or begins to receive HUD assistance. Management Agent may elect not to renew this lease if Tenant becomes a student and Management Agent determines that Tenant's student status would disqualify the premises under the Program. Management Agent may adjust Tenant's rent and/or utility allowance to reflect Tenant's status if Tenant becomes a HUD-assisted Tenant.
8. **Intent to Vacate.** After the first full year of the lease term, Tenant may notify Management Agent of intent to vacate upon thirty (30) days written notice.
9. **Returned Checks.** Any check not honored by the bank for any reason will be subject to a check fee of \$25.00 per return. If a Lessee's check is returned during tenancy, no checks will be accepted for payment – money order only. Any payment accruing under the provisions of this lease, that are not paid when due shall bear interest at the rate of twelve percent (12%) per annum from the date when the sum was payable, until paid by the Tenant.
10. **Insurance.** We suggest you obtain renter's insurance to protect your personal belongings in the event of fire, storm, water line break, electrical outages, etc. We do not cover your personal belongings in your house/home for any reasons. If damage is caused to your home because of your negligence and an insurance claim is filed, you will be responsible for filing your personal insurance to cover the owner's damages, and in the absence of your personal insurance, you will be required to pay the deductible required from the Owner when that policy is required to pay the claim. When the Tenant is responsible for said damage, the Management Agent reserves the right to request them to move from the community. The Management Agent is not responsible for temporary housing when a disaster or event occurs that precludes a family from returning to their home.
11. **Trash.** Each Tenant is to maintain a large trash container for their garbage that has an operable lid attached. Trash bags are to be put inside the garbage can and/or dumpster if a dumpster is supplied. Trash bags are not to be left lying on the ground around the garbage can and/or dumpster. Children oftentimes cannot reach to put trash bags in garbage cans and/or dumpsters, please pay attention to your situation where children are concerned. A charge of \$25.00 per bag will be charged against a Tenant's account for not disposing of garbage properly.
12. **Soliciting.** Soliciting of any type is not permitted except by individual appointment. Tenants should notify management if any uninvited solicitor appears.
13. **Pets.** No pets allowed of any type, no babysitting of pets, and no visiting pets. If need for an assistance animal is proven, there are guidelines and responsibilities on part of the pet and the pet owner that will be added to this lease in the form of a lease addendum.

14. **Disturbances and noise.** Loud noises and other disturbing acts in the house/home, hallways and any common area that interfere with rights, comforts or convenience of other Tenants are prohibited at all times. All stereos, radios, televisions, etc. are to be kept at a minimum hearing level at all times and should not be heard outside of your home. Tenants are responsible for loud noises and disturbing acts caused by their children and guests while in their home or on the property. Car stereos shall not be played in the parking lot, driveways, or on the streets above personal hearing level – no bass booming.
15. **Drug Free Housing.** In consideration of the execution or renewal of a lease of the unit identified in the attached lease, owner and Tenant agree as follows:
- a) Tenant, any member of the Tenant's household, or a guest or other person under the Tenant's control shall not engage in criminal activity, including drug related criminal activity, on or near the complex premises. "Drug related criminal activity" means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in section 102 of the controlled substance act (21 u.s.c. 802).
  - b) Tenant, any member of the Tenant's household, or a guest or other person under the Tenant's control shall not engage in any act intended to facilitate criminal activity, including drug related criminal activity, on or near complex premises.
  - c) Tenant or member of the household will not permit the dwelling unit to be used for, or to facilitate, criminal activity, including drug related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
  - d) Tenant or member of the household will not engage in the manufacture, sale or distribution of illegal drugs at any location, whether on or near complex premises or otherwise.
  - e) Tenant, any member of the Tenant's household, or a guest or other person under the Tenant's control shall not engage in acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms, on or near the complex premises.
  - f) Violation of the above provisions shall be a material violation of the lease and good cause for termination of tenancy. A single violation of any other provisions of this addendum shall be deemed as a serious violation and a material noncompliance with the lease. It is further understood and agreed that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be a preponderance of the evidence.
  - g) In case of conflict between the provision of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.
16. **Alcohol.** Absolutely no drinking alcohol is allowed outside of the unit. Also, no open containers of alcohol allowed outside of the unit.
17. **Firearms.** All firearms must be registered in the State of Kentucky and kept inside of the unit for the use of personal protection only. No firearms are to be discharged on property. No guests are allowed to bring any firearm on the property.
18. **Occupants and guests.** No occupants other than those listed on the lease and applications will be allowed to establish residency without prior written permission from the management office. Tenants are responsible and liable for the acts of their children and guests at all times. Acts of children or guests deemed to be in violation of the lease or house rules may be considered a breach of lease.
19. **Loitering.** No loitering on porches or around the buildings at any time.

20. **Signs and attachments.** Nothing shall be placed on or hung from the outside of the building, windows, doors, patios or balconies at any time.
21. **Locks and Keys.** No locks shall be changed or added in any way to any door by a Tenant. There will be a charge for replacing lost keys, opening doors for Tenant lock outs and for keys not returned at move out.
22. **Walls, Alterations, Etc.** The walls, ceilings and woodwork must not be marred by driving nails, tacks or screws, or by otherwise defacing the same, except for standard picture hooks, shade and curtain rod brackets. No alterations, additions or improvements such as wallpaper, border, etc. are to be made in the unit without prior written consent of the management office.
23. **Parking.** The parking lot is for Tenants and their guests only. Inoperable, improperly parked and unlicensed vehicles may be towed at owner's expense. Auto repairs made in the parking area will be considered a violation of the lease. Washing of cars in parking lot is prohibited. Parking is prohibited on the grass, in front of the dumpsters or garbage collection area, or other areas designated by signs as no parking areas. No semi-trucks, two wheeled motorized vehicle, go-cart, motorcycle, mini-bike, camper, trailer or boats are to be parked at any time in the parking lot or driveways. In addition, vehicles will be towed at owner's expense. Children are not permitted to play in the parking lot at anytime. No sports are to be played in the parking lot. No shopping carts allowed anywhere on the property. A moving van will be permitted on concrete surface only at time of occupancy and vacancy. Violation of parking regulations is considered material non-compliance with your lease.
24. **Smoke Detector.** The KY Fire Prevention Code specifies that smoke detectors should be tested on a regular basis: "F-513.2 single station smoke detectors: Tests or inspections acceptable to the manufacturer shall be conducted at one month intervals for other than battery-powered smoke detectors and at one week intervals for battery-powered smoke detectors." If your smoke detector is battery operated, you must check it at least once a week to be sure it operates properly.
25. **Hallways, Entrance and walks.** Hallways, entrances, walks, stairways, landings, and other public areas outside of the home shall not be obstructed nor used for anything other than ingress and egress. Children are not permitted to play inside of hallways and stairways at any time. No personal items are to be stored outside of the home. Littering of the hallways and defacing the walls and doors will be charged to the Tenant in the amount of \$25.00 per hour per occurrence and the cost of materials.
26. **Housekeeping.** Homes are to be kept clean and in a sanitary condition at all times. Trash is to be removed on a daily basis.
27. **Sewer and Drainage care.** Tenants will not misuse the plumbing, nor put improper articles down the commode, including but not limited to grease, sanitary napkins, and/or tampons. All stoppages will be at Tenant's expense. Any stoppage of main sewer line of the building from any improper article will be charged to the entire building.
28. **Maintenance.** All maintenance requests must be called into the main office of your community. These requests will be scheduled by management staff and maintenance personnel for completion. Except in an emergency, a maintenance request should not be given to the maintenance personnel on the property. Emergency situations that occur during non-office hours will be received by the staff at the management office. Please call (859)-312-7501 or (859)-402-7880 and leave your name,

address, telephone number and the nature of the emergency. Our maintenance staff will call you and correct the problem. If you make an emergency call, but it is not, you could possibly be charged. If you fail to turn in a work order that damages the unit, you will be responsible for any repair work performed to the unit other than the original problem. This refers mainly to plumbing, electrical, roofing, hot water, etc. Also, any broken glass will be the responsibility of the Tenant whatsoever the cause.

29. **Maintenance inspections.** These inspections provide a regular opportunity for you to tell us of any concerns you have that may not have been addressed through other channels. Therefore, it is recommended that, if possible, you be present during these inspections to discuss matters of mutual concerns. A 48 hour notice will be provided so you may schedule to be present.
  
30. **Staff-Tenant relations.** Staff members are expected to show respect in all contacts with Tenants. Likewise, the Tenants are expected to display respect while relating to staff members. Interfering or hindering a staff member in the completion of their assigned job, by Tenants or their guests, will result in the issuance of a breach of lease.
  
31. **Reporting of Delinquent Accounts:** When a Tenant becomes behind in payment for rent, damages, or other costs, management will report to either Trans Union or Equifax the delinquent account within 15 days of the delinquency during the Tenant's tenancy. When the account is made whole, management will report same to the credit bureau, but account will show as a slow-pay account.
  
32. **Modification of rules.** A Management Agent can adopt additional rules concerning a Tenant's use and occupancy of the premises. Such rules and regulations are enforceable according to the Dept. of H.U.D. when: (a) their purpose is to promote the convenience, safety or welfare of the Tenants in the premises, preserve the Management Agent's property from abusive use, or make a fair distribution of services and facilities held out for the Tenant's generally; (b) they are reasonable related to the purpose for which adopted; (c) they apply to all Tenants in the premises in a fair manner; (d) they are sufficiently explicit to inform fairly the Tenant of what must be done to comply; and (e) the Tenant has notice of them at the time of entering into the lease, or when they are adopted after the Tenant enters into the lease and the Tenant is given 30 day notice as to its adoption and it does not work a substantial modification of the lease.
  
33. **Student Status.** Under LIHTC requirements established by the IRS, you may not be a full-time student and be eligible unless you meet one or more of the four exceptions to the full-time student restriction. If a student household ceases to meet at least one of the exceptions your lease will be terminated effective the date you cease to be eligible. Student status exceptions are:
  - (a) All members of the household are married and file a joint tax return. Note: Members of the household do not need to be married to each other.
  - (b) The household consists of single parent(s) and their minor child(ren) and both parent(s) and child(ren) are not dependents of a third party.
  - (c) At least one member of the household receives assistance under the Title IV of the Social Security Act (i.e. AFDC).
  - (d) At least one member of the household is enrolled in a job-training program receiving assistance under the Job Training Partnership Act or similar federal, state or local laws.
  - (e) Household consists of at least one student who has been under the care and placement responsibility of a state agency responsible for administering foster care.

IN WITNESS WHEREOF, the undersigned have duly executed this Addendum or caused it to be duly executed as of the date of the Lease.

MANAGEMENT AGENT:

TENANT:

[Management Company Name]

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Print Name \_\_\_\_\_

## **Staff Meetings Policy (Sample)**

The Scholar House Program provides housing, support services, and access to quality child development care to assist single parents or eligible couples in obtaining a post secondary educational degree, which leads to self-sufficiency. Staff involved in all components of the program, i.e., housing, child development, and participant support services, must meet weekly to facilitate staff communication regarding the family's progress and provide early intervention, if needed.

### **Procedure:**

1. Each program participant meets at least monthly with a staff member to monitor their educational progress, program participation, and family functioning. The staff member will discuss significant results of their meetings in weekly staff meetings.
2. The housing manager will report significant housing issues in weekly staff meetings. Examples of significant issues are: late rent payment, complaints from neighbors, dirty apartments, lease violations, etc.
3. A representative of the child development center will participate in weekly staff meetings to provide information related to the participant's children.
4. As appropriate, other professionals involved with the program will be invited to staff meetings for improved communication and assisting the family in achieving self-sufficiency, such as teachers, budget counselors, mental health professionals, Head-Start staff, etc.
5. Staff will discuss specific parent, child, housing, or educational issues and develop a plan/strategy to assist the family regarding issues that may interfere with their success.

One-Parent Scholar House  
1156 Horsemans Lane  
Lexington, KY 40504  
**(859) 252-4828**



# One Parent

## SCHOLAR HOUSE

FORMERLY KNOWN AS VIRGINIA PLACE

### **Handbook for Participants (Sample)**

One Parent Scholar House is a Hope Center Agency  
A United Way Agency

Revised May 26, 2011

Dear Parent,

Congratulations! You and your family have been selected as participants in the One Parent Scholar House Program. This program is designed to support you in achieving your educational goals and lead to self-sufficiency. One Parent Scholar House will provide housing, childcare, counseling and other resources to help you succeed.

A comprehensive program such as this one must have guidelines for its operation to be able to provide a safe, supportive environment for every family in our community. Therefore, this handbook of policies, procedures, and responsibilities has been prepared to help guide all who are involved with One-Parent Scholar House - residents, staff, other professionals, and members of the Board of Directors - so that all of us will understand and share the experiences of the program.

The members of the One-Parent Scholar House Board of Directors, staff of One Parent Scholar House, and I sincerely wish you success in reaching the goals you have set for yourself and your children.

Sincerely,

One Parent Scholar House Staff

**One Parent**  
SCHOLAR HOUSE

We do business in accordance **with** the fair housing law.  
One Parent Scholar House does not discriminate in the selection of residents or the hiring of staff on the basis of race, color, creed, religion, national origin, gender, sexual orientation or disabilities.

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## **ADMINISTRATIVE STAFF**

**JANET CLARK  
MIRSADA SIMIC  
RACHAEL ROGERS  
DONNA TOWNSEND  
KARLA SALMERON  
JEFF ABNER**

**PROGRAM ASSISTANT  
CHILD DEVELOPMENT MANAGER  
CHILD DEVELOPMENT MGRASSISTANT  
HOUSING MANAGER  
FOOD SERVICE MANAGER  
MAINTENANCE & GROUNDS**

### **STAFF COMMITMENT**

The One Parent Scholar House staff is dedicated to your success by providing the support and guidance you need to reach your goals. We strive to maintain the quality of our Program and be efficient in meeting the needs of our residents. Staff meets on a weekly basis to discuss concerns, resident progress and provide solutions to enhance the quality of the Program and address individual family needs. As you participate in the One Parent Scholar House Program, the Director, Program Assistant, Child Development Manager, and Housing Manager will be happy to discuss any concerns you have, with you.

### **RESPONSIBILITIES**

One Parent Scholar House is a transitional program through which you and your children are provided affordable housing and support services to help you achieve your goals of self-sufficiency and independence. One Parent Scholar House may provide help and support; however, success will ultimately be determined by what you do for yourself and your child in school and at home.

Guidelines are established for the benefit of you, your children, and your neighbors as well as for One Parent Scholar House. These guidelines are designed to ensure a safe and comfortable atmosphere for you and your children, and to prevent conduct or occurrences that might adversely reflect on the integrity and reputation of One Parent Scholar House and its program. You are required to abide by the guidelines in this handbook as well as those in the Rental Agreement and the Childcare Handbook. There is one important factor to remember - that the staff makes every effort to individualize each person in the One Parent Scholar House program. This means that at times exceptions may be made to the rules for a particular resident. If you ever have questions about any of the information in this handbook, please contact an administrative staff member.

### **HOUSING**

It is the responsibility of the program to provide you with well-maintained housing. The Housing Manager and Maintenance personnel are available to make certain that the property is kept clean, safe, secure, and hazard free.

Rent will be collected by the Housing Manager. The office is located in the same building as the childcare center. The only forms of payment that are acceptable are money orders and certified checks. Rent is due by the 5<sup>th</sup> of each month. If rent is not collected by the 5<sup>th</sup>, attempts will be made by the Housing Manager to collect the rent. On the 6<sup>th</sup> day of the month a \$25 late fee will

be added to your delinquent amount and \$5 each additional day that the rent is not paid will be added also. If rent is not collected in full by the 6<sup>th</sup> of the month the following will occur:

1. A 7-day non-payment of rent notice will be issued. This notice will give you 7 days to pay your rent in full or make arrangements to pay the balance off.
2. If payment in full cannot be made or a payment agreement cannot be reached by the expiration date on the 7-day notice the paperwork to file the eviction will begin. Once the paperwork is filed with the court system, One Parent Scholar House does not have to accept rental payment.
3. Possession of the unit will be obtained through the proper legal avenues and your residency and program participation will be terminated.

The Rental Agreement between you and One Parent Scholar House outlines the responsibilities of residents and the program. (Please refer to the rental agreement for a complete discussion of the terms of residency at One-Parent Scholar House.) The following are points that need to be stressed:

**Overnight Guests: Only you and your family members listed on your rental contract may live in your apartment. No one else is allowed to move in at any time for any reason.**

This is a Section 8 rule and One Parent Scholar House restriction. The rule states "a non-resident may not stay for more than three nights from Sunday to Saturday in any one week." Each occupant is responsible for the actions of any guest that they allow on the property. Each guest should be in the presence of an approved occupant at all times. If it is found that unattended guests are found in the units, this could lead to eviction from the property and termination of your participation in the program.

Permission to stay beyond three nights must be requested in writing and will be granted on a case-by-case basis. Written permission to have an overnight guest beyond three days may be granted if the following circumstances are present:

- The guest is from out of town (verification of guest), or
- Medical necessity (medical documentation is required)

Possible indicators and observations will be taken into strong consideration when deciding whether a non-resident is living at One Parent Scholar House. These include but are not limited to:

- A non-resident observed on property frequently during any 24-hour period.
- Complaint of a non-resident living on property documented by resident(s) and/or staff.
- A non-resident vehicle observed on the premises frequently during any 24-hour period.
- A non-resident in possession of an apartment key.
- A non-resident staying in apartment when the resident is absent from the apartment.
- Receipt of mail addressed to the non-resident at the One Parent Scholar House Program.
- Utilities and/or cable listed in a non-resident's name.
- Utilization of One Parent Scholar House facilities by a non-resident, i.e., laundry room, unless special permission has been given by the Management.

Providing keys to non-residents is strictly forbidden. Under no circumstances should keys be shared with, provided to, or made accessible to any non-resident for any reason. These violations could jeopardize your opportunity to remain at One Parent Scholar House.

## **UNIT TRANSFERS**

A transfer fee in the amount equal to one month's rent will be charged to anyone that transfers from unit to unit at Virginia Place Apartments without a sufficient reason. Should there be a reason, for example family size change or medical situations, we would require sufficient documentation to support the reason. To begin the transfer process you will be required to submit your request in writing to the housing manager. The housing manager will then present the written request to the other members of the management team and a decision will be made. These requests are handled on an individual basis and additional information could be required on behalf of the resident. If the resident is not current with all of the requirements of the program then the request will be denied until all requirements are brought current and the request process would start over. If the request is approved you will be given the keys to the "new unit" and will have one week (7 days) to give the keys to the previously occupied unit to the housing manager to avoid additional charges. There would be no additional deposit due as the deposit paid from the previously occupied unit would transfer to the new unit.

## **PETS**

One Parent Scholar House is a pet-free facility. If you are found to be housing a pet that is not a service animal, you will be found in violation of your lease and will be given a written warning. If the problem persists, you will be evicted. Should an occupant have the need for a service animal there will be additional documentation and deposits required.

## **ALTERATIONS**

No alterations of any kind may be made to your apartment, including wallpapering or painting. Nothing may be attached to the building, including satellite dishes or antennas.

## **MAINTENANCE/REPAIRS**

You should notify the housing manager or maintenance staff of any repairs that may be needed to your apartment. Your apartment must be kept in clean, decent, safe, and sanitary conditions at all times.

A forty-eight hour notice will be given prior to entering your apartment for inspection unless there is an emergency. If you report a maintenance concern, the maintenance staff will enter the unit without notice in order to make repairs in a timely manner. Each time we enter the unit we will be inspecting for basic up-keep of the units and will notify each occupant with any concerns that are found.

The Housing Manager and maintenance technician are both available for emergencies. Their emergency contact numbers will be given upon move-in to your unit.

**PLEASE MAKE EVERY EFFORT TO BE A GOOD NEIGHBOR!**

## **EDUCATION**

**The Educational Program Agreement between you and the One Parent Scholar House states the following:**

- You must be enrolled in your academic program full-time (as defined by your college).
- You must remain in good academic standing at your college.
- You must have a cumulative GPA of 2.0 by the end of your second quarter/semester.
- You must maintain a minimum of a 2.0 GPA each quarter/semester thereafter.
- You must attend classes regularly.
- You must report any changes in your educational status to the Director.

You must provide your program coordinator a copy of your current schedule by the first day of classes, and grades must be turned in one week after the end of the quarter/semester.

If your GPA falls below a 2.0, you and the Director will develop a Participant Agreement that will include your goals for the semester/quarter. A Participant Agreement is a positive tool to give you additional support to overcome any difficulties while in school. This agreement is also a contract. Failure to meet the requirements established in the Participant Agreement can result in dismissal from the One Parent Scholar House program.

During the last quarter/semester of your education, if less than 12 hours or its equivalent is needed for graduation, the minimum requirement of 12 hours per semester will be waived. This will give you time to make decisions about your future, to find housing, or to look for a job.

To receive childcare payments from KTAP while attending school during the summer months, you must be enrolled in two classes during that period or working a minimum of 20 hours per week, or a combination of work and school that equals 20 hours a week.

On-line classes are not covered by Childcare Assistance payments. You must attend classes daily, be working or be engaged in volunteer work to receive daily childcare assistance payments.

The One Parent Scholar House program is for individuals seeking Associates, Bachelors, and Masters Degrees. Individuals may not initially enter the One Parent Scholar House program in order to seek a doctoral or professional degree.

## **INDIVIDUAL PLANS AND GOALS/MONTHLY MEETINGS**

When you enter One Parent Scholar House, you will work with the Director or Program Assistant to develop an individual plan for reaching your educational and personal goals. As you are aware, the primary goal of the One Parent Scholar House program is to help you finish your education so that you will have a better opportunity to obtain a job and become self-sufficient. You will need to complete a Needs and Goals form each month and meet with your program coordinator to receive support and assistance to achieve your goals.

Along with obtaining a higher education degree, financial independence is a primary goal of the One Parent Scholar House. Therefore you will be provided assistance with establishing a budget upon entering the program. You will be assisted in planning for a savings account and

plan on how to avoid using all of your school loans. New residents are required to schedule a meeting with the Financial Counselor within the first month of admission to establish a budget

Besides the obvious benefits acquired from finishing your schooling, there is one other very tangible benefit. Both the Realty Community Housing Foundation of the Lexington-Bluegrass Board of Realtors and SHOW (Supportive Housing Opportunity for Women) assists residents who successfully complete the One Parent Scholar House program with home ownership. Graduates can be assisted with information on purchasing a home, down payments, and the possibility of a low interest home loan. Home ownership workshops will be provided to you and will include topics such as obtaining credit, completing loan applications, steps to buying a home, renting, etc. All workshops are informative and beneficial to achieving homeownership. You should see the Housing Manager for further information.

### **FAMILY RESPONSIBILITIES**

Family life is an important part of the One Parent Scholar House program. You are encouraged to plan your day so that you may attend classes and study while your child is in childcare. This will allow you to have quality family time in the evenings. If you need to be away from home, you have parental and legal responsibilities to find an adult to stay with your child until you return.

There are times when all parents feel anxious or under stress. If you are experiencing these emotions or are so angry that any child under your care is in danger of being mentally or physically abused, you should immediately contact the office, a counselor, or a friend. If you know of anyone who is in such a situation, you are strongly advised to call the Director or one of the other staff personnel. Anyone who suspects that a child is being abused or neglected has a legal responsibility to notify the Child Protection Services, 245-5258. This agency is trained to assist families in need.

### **CHILDCARE CENTER**

The Childcare Center accepts children from 6 weeks through 5 years old. The Childcare Center's hours are from 7:00 a.m. to 4:30 p.m. There is a late list until 5:30 p.m. for those with work or late classes. You should bring your work or class schedule to the Childcare Manager for approval. Your child must be enrolled in the One Parent Scholar House Childcare Center until kindergarten and must attend regularly.

If you would like more information before making a decision about whether this Childcare Center is the right place for your child, talk with the Childcare Manager, visit the Center, and/or ask to review the One Parent Scholar House Childcare Center Handbook.

### **WORKSHOPS**

You are required to take six (6) Parenting/ Life Skills Workshops during the first year that you reside at One Parent Scholar House and 4 workshops each subsequent year of residency. The workshops are held once a month and some will be offered during the day. The time for the evening workshops is 6:00 p.m. until 7:30 p.m., and will be held in the Commons Building. You will receive notification of the workshop schedule in your mailbox and it will also be posted on the community bulletin board near the front door of the office. Your needs and wishes will help determine the content of the workshops, so you are encouraged to share your ideas with the staff. Childcare is provided free of charge during the workshops. Lifeskill Workshops held at your school may be substituted for on-site workshops with approval.

## **RESIDENT COUNCIL MEETING**

The Resident Council provides an opportunity for you to belong to an organization formed specifically to serve your interests and to provide you with a forum to express your concerns. The Council will work with the Director and staff to plan activities and develop solutions for issues identified during meetings. Parliamentary procedures will be utilized in all Resident Council meetings. Meetings will be held quarterly and the schedule will be posted by the Resident Council Officers. If you are unable to attend because of school or illness, please contact the Management Team. Alternate dates will be provided to accommodate your schedule so that you can meet this requirement.

The function of the Resident Council includes, but is not limited to:

- Facilitates communication between Director, staff, and residents.
- Meeting new friends and peers with the same goals of self-sufficiency.
- Providing support and encouragement for each other.
- Welcoming new residents and helping them become involved in the program.
- Giving suggestions and ideas on how to improve the program and receiving reports of action taken with regard to Council recommendations.
- Planning and organizing program-wide activities for parents and children.
- Encouraging full participation in the program by all residents.
- Working to assist each other in achieving the goals of the program.
- Becoming involved in the Neighborhood Watch effort to insure a clean and safe community for yourself and your child/children.

**\*Please Note:** As a member of the One Parent Scholar House community it is necessary to attend the Resident Council meetings. The classes will be monitored by Director. In building up your community you need to participate in the One Parent Scholar House program activities.

## **TERMINATION FROM THE ONE PARENT SCHOLAR HOUSE PROGRAM**

As previously discussed, you are responsible for fulfilling certain requirements to remain in the One Parent Scholar House program. These include attending school full time and remaining in good academic standing in your educational program as defined under the Education Section; abiding by the rental agreement, the program participant contract, and any other contracts signed between you and One Parent Scholar House; participating in the Resident's Council Meetings, workshops, assuring your child's or children's regular attendance in the One Parent Scholar House Childcare or local elementary school; and paying all fees when due.

Illegal drug use by Residents or their guests is strictly prohibited and may result in immediate termination from the Program. In order to maintain a safe community initial drug testing will be given to all new residents. Random drug test may be administered to current Residents

If problems develop while you are a One Parent Scholar House resident, the staff will work with you to help you to resolve them. If the resolution is not acceptable to one or both parties, it may be necessary for your participation in the program to be terminated.

## **PROGRAM DELINQUENCIES**

### **Participant Initials**

### **Delinquencies**

### **Consequences**

_____	Failure to maintain monthly contact with program coordinator	First Occurrence: Participant Agreement Second Occurrence: Termination
_____	Failure to attend required budget meeting	First Occurrence: Participant Agreement Second Occurrence: Termination
_____	Failure to complete six parenting/life skills classes within the first year of residency. After the first year, only 4 classes per year are required.	First Occurrence: Participant Agreement Second Occurrence: Termination
_____	Failure of age eligible children to attend the Childcare Center	First Occurrence: Participant Agreement Second Occurrence: Termination
_____	Failure to attend school full-time	First Occurrence: Participant Agreement Second Occurrence: Termination
_____	Failure to attend classes regularly	First Occurrence: Participant Agreement Second Occurrence: Termination
_____	Failure to meet Educational Standards	First Occurrence: Participant Agreement Second Occurrence: Termination
_____	Failure to meet Educational Standards due to severe health problems of resident or child. (Once the problem has been resolved, the participant will be considered for re-admission to the program.)	First Occurrence: Participant Agreement
_____	Suspension or expulsion from the Educational Program	First Occurrence: Termination
_____	Non-compliance with program requirements	First Occurrence: Participant Agreement Second Occurrence: Termination

Please note that the above list is not an exhaustive list. Any resident found to have committed a program delinquency will be mailed a 14-day written notice of program delinquencies and the consequences. Following the receipt of the notice, the resident must meet with their program coordinator within seven days to discuss coming into compliance with the program requirements.

## HOUSING VIOLATIONS

<u>Participant Initials</u>	<u>Delinquencies</u>	<u>Consequences</u>
_____	When the family refuses or fails to comply with any element of the Self-Sufficiency Program.	First Occurrence: Termination
_____	Violations of the terms and conditions of the Rental Agreement, including conditions of the One-Parent Family Self-Sufficiency Program and Conditions of the up-keep of the rental unit.	First Occurrence: Written Warning Second Occurrence: Termination
_____	If a Resident is evicted from the One Parent Scholar House Program, they must remain off the property for a minimum of one year. A written request to return to the campus must be submitted to the Director for approval.	First Occurrence: Legal Action
_____	Violation of federal, state or local law(s) which impose(s) obligations on a tenant in connection with the occupancy or use of the dwelling unit and other premises.	First Occurrence: Termination
_____	Criminal activities by participant or their guests	First Occurrence: Termination
_____	Upon the date of any termination of the Housing Assistance Payments Contract, including any termination due to termination of eligibility of participant	First Occurrence: Termination
_____	Non-payment of rent	First Occurrence: 7-day notice Second Occurrence: Eviction
_____	Placing trash outside of the door or dumpsters	First Occurrence: 14-day notice Second Occurrence: 30-day termination
_____	Throw trash on grounds or cigarettes/butts	First Occurrence: 14-day notice Second Occurrence: \$25 Fine
_____	After hours apartment lock-outs	First Occurrence: Warning Second Occurrence: \$25 Fee

**\*\*Note:** The Housing Authority requires window blinds to be replaced when damaged. As the resident, **you** are responsible for payment of damaged blinds. A fee of \$15.00 per blind will be charged.

**\*\*Note:** The above list is not an exhaustive list. Any resident found to have committed a housing violation may be mailed a 30-day written notice of Program Termination. Refer to the Rental Agreement for a complete discussion of termination.

**\*\*Note:** Please be aware that a poor rental payment history can result in the property choosing not to renew your lease. Prompt payment of rent is a vital part of this program to help with future housing opportunities and credit references.

## **INAPPROPRIATE SOCIAL BEHAVIORS AND OTHER REASONS**

### **Participant Initials**

### **Delinquencies**

### **Consequences**

_____	Behaviors that may jeopardize the health/safety of self or children, other participants, staff or program assistants	First Occurrence: Investigation by Director; with referral to the Director and/or termination
_____	Marriage	First Occurrence: Termination
_____	Non-payment of childcare fees	First Occurrence: Payment Contract Second Occurrence: Termination
_____	Financial ineligibility	First Occurrence: Termination
_____	Illegal drug use	First Occurrence: Termination
_____	Physical Confrontation	First Occurrence: Termination

The above list is not an exhaustive list. Residents will be mailed a 30-day written notification of program termination. Refer to the Rental Agreement for a complete discussion of termination.

## **GRIEVANCE PROCEDURES FOR RESIDENTS**

The One Parent Scholar House offers residents the following procedures for hearing and resolving grievances. A grievance may involve One Parent Scholar House employees or program policies.

Step 1: The resident is encouraged to seek to resolve the grievance through the direct communication with the employee or employees involved. If the resident is not satisfied with the results of this direct communication - or if the resident is uncomfortable with Step 1 and wishes to bypass it- the resident may proceed to Step 2.

Step 2: The resident may take the grievance to the supervisor involved. The supervisor will meet with the resident. The resident may present the grievance orally or in writing. The supervisor may use any means that the supervisor deems reasonable to resolve the matter, including direct action, mediation, negotiation, and denial of the grievance. If the resident is not satisfied of the results of Step 2, the resident may proceed to Step 3.

Step 3: The resident may take grievance to the Executive Director. The resident will present the grievance to the Executive Director in writing. The Executive Director will decide what other information to gather and what actions, if any, to take. The Executive Director will inform the resident of the results. The decision of the Executive Director is final.

## **ALBERTA N. COLEMAN CHILDCARE CENTER**

The Alberta N. Coleman Childcare Center houses the childcare, and the offices of the Director, Office Manager, Childcare Manager, and the Social Worker. The staff is here to help you, so please feel free to contact them.

Mailboxes are located in the front lobby. The number of your box is the same as your apartment number. Please check your box **DAILY**. There is also a staff/resident copier adjacent to the lobby for your use and a fax machine. Copies cost \$.10 cents per copy, after 3 copies. Please see staff to make multiple copies.

We want all residents to feel at home when coming to the Center. However, all visitors must check in with the Front Desk when first entering the building. Each Resident is given a code to enter the Childcare. This code is strictly for Residents and the approved persons listed on your pick-up list. Please do not give the code to anyone not authorized to come into the Center. If anyone is picking up your child without being on your list, previous arrangements will have to be made ahead of time. Whenever entering or leaving the Center, you must use the front door.

## **COMMONS BUILDING**

The space in the Commons Building includes a large meeting room and kitchen area (no stove), a laundry facility, a patio, and a maintenance room.

The Commons meeting room is used primarily for meetings, dinners, and resident gatherings; however, residents may use the meeting room for special activities and parties, providing that proper rules and procedures are followed and adhered to. At no time may children be in the Commons Building without an adult present and supervising.

If you would like to use the Commons Building for a private party or meeting, it must be booked two weeks in advance with the Program Assistant who will give you a list of guidelines. A deposit of \$20 must be made when reserving the room and it will be returned if the room is as clean and damage free as it was found.

The One Parent Scholar House laundry room is for the use of One Parent Scholar House residents ONLY. Non-Residents are not allowed in the Laundry Room at any time for any reason whatsoever (unless given special permission by the Management). The lock on the laundry door is coded. **DO NOT** give the code to any non-resident. If the code is changed, you will be informed of the new code. CHILDREN SHOULD NOT BE IN THE LAUNDRY ROOM WITHOUT SUPERVISION BY AN ADULT! You must clean out lint traps and keep the as laundry room as clean as possible. Monitor clothing at all times! One Parent Scholar House will NOT be responsible for any damaged, missing, or stolen items.

## **OUTDOOR RULES**

Each parent is responsible for her/his child while playing outside. All children playing outside must be supervised by an adult. Children under the age of 8 found to be improperly supervised will result in notification to the Kentucky Cabinet for Families and Children or the LFUCG Police.

You also are responsible for any willful damage to One Parent Scholar House property and equipment caused by your children or your guest's children. If someone you don't know is damaging property or it is obvious that someone intends to damage property, the Housing Manager or Director should be contacted immediately. If no one on staff is available, the Police should be called. If at all possible, obtain a description of the offending party.

You are responsible for keeping the parking lot, open spaces, sidewalks and breezeways, and playgrounds free and clear of litter and cigarette butts, and riding toys. The only items allowed to be left outside are adult or children's bicycles, tricycles, wagons or other riding toys. Chairs and other toys must be taken in each evening. **ALL TOYS ARE TO BE LOCKED UP EITHER UNDER THE BREEZEWAY STEPS OR IN THE BIKE RACK AT THE COMMONS BUILDING.** You must not block the breezeway, walkway, or stairs. Since residents on One Parent Scholar House Phase II have storage sheds, absolutely **NO** items are to be placed in any breezeway. Do not place trash or garbage outside your apartment in the breezeway. This attracts unwanted pests to the apartments. Place your garbage inside the dumpsters and **not** on the ground beside the dumpsters. It takes all of us working together to keep your community clean and safe.

Personal grills are no longer allowed due to Fire Hazards. There is a grill available for Residents use on the Commons Building patio. Please see the Housing Manager for details. All ashes from the grill are to be put in galvanized trash cans located beside the Dumpster. **DO NOT PUT HOT ASHES IN THE DUMPSTER. DO NOT DUMP ASHES ON THE GROUND!**

If you observe a safety hazard or a health hazard in or around the premises or if a neighbor's lack of cleanliness or poor apartment maintenance creates a health or safety hazard, notify the Housing Manager immediately. Insects and rodents are considered health hazards that result from lack of cleanliness and carelessness. Report sightings of such pests to the Housing Manager so that timely measures can be taken to prevent widespread infestation. Apartments will be exterminated on a regular basis.

Please notify the Housing Manager as soon as possible when you observe or experience burned out exterior lights, outages of heat, electricity, water, or when appliances fail to operate properly. You may call the Emergency number after office hours at (859) 312-7501

## **CARS/PARKING**

Only One Parent Scholar House residents are allowed to park in the One Parent Scholar House parking lots. Each resident will be issued a sticker to display in their car window. You must present your car registration to the Housing Manager to receive a sticker and avoid having your car towed off of the property at the owner's expense. Please do not block dumpsters, park next to yellow curbs, or park in the handicap spaces without a handicap permit.

**NO VISITORS** are allowed to park in the One Parent Scholar House parking lots. Visitors must park on the street or be subject to being towed off of the property at the owner's expense.

Temporary Permits for out-of-town guests are available from the Housing Manager upon request.

Cars should be kept locked when parked on the premises. One Parent Scholar House is not responsible for theft or vandalism. Car owners use the parking lot at their own risk.

If you are having a problem with your car or parking space, please talk to the Housing Manager. Abandoned cars, cars that block entrances, cars taking up more than one parking space, and cars that are inoperative for more than two weeks will be towed at your expense.

If you need your car towed or if you've locked yourself out of your car and need help getting into it, the same company that tows for us will give you a reduced price for these services. Also, if your child is locked in your car, a POP-A-LOCK locksmith will open it for free. Check with the Housing Manager for details if you need help.

### **APARTMENT MAINTENANCE**

One Parent Scholar House has maintenance personnel on staff to deal with all routine repairs and maintenance. It is your responsibility to notify the Housing Manager as soon as you notice any repair problems you have in your apartment. Maintenance problems requiring professional work will be handled as quickly as scheduling allows. All heating and cooling systems are inspected seasonally and fire extinguishers are inspected annually. The Lexington Housing Authority conducts annual inspections and the LFUCG Rehabilitation Specialists routinely check for structural problems. HUD and Community Development may also carry out other inspections. You will be notified in advance of inspections. No person will enter apartments unless accompanied by One Parent Scholar House Staff. Maintenance personnel will enter your apartment with a 48 hour notification unless in the case of emergency or to complete a requested maintenance repair. The maintenance staff will be changing filters quarterly and smoke detectors will be checked. The Housing Manager for One Parent Scholar House will conduct bi-monthly unit inspections.

### **EMERGENCY AND SAFETY PROCEDURES**

Each apartment is equipped with a smoke alarm. Notify maintenance staff immediately if the smoke detector indicates that a new battery is needed, or change the battery yourself. In the event of fire, smoke or a fire alarm, prompt action must be taken as follows:

- Leave the premises immediately.
- Close, but do not lock the door.
- Go to the nearest telephone and call 911; report the fire and give complete information to avoid delay.
- If the emergency is during the day, notify the office immediately.
- If the emergency is after office hours, notify the Housing Manager or other staff immediately. Numbers are listed on the last page of this handbook.
- Please notify staff and/or a neighbor if you will be away from your apartment more than 3 days.
- In event of an emergency with results in closing of the Childcare Center, the staff will work with each resident to find alternative childcare.

## **PREVENTION IS THE BEST FORM OF PROTECTION**

- Do not remove the smoke detectors. They are there for your protection and for the protection of your children and neighbors.
- Keep the smoking detectors in good working condition and change the battery when needed.
- Never smoke in bed.
- Make sure all cigarettes are extinguished in a safe receptacle.
- Warn children repeatedly of the hazards of matches, cigarettes, etc.
- Do not keep matches or lighters within the reach of children.
- Replace old or frayed electrical cords and plugs.
- Turn off irons, heating pads, electric blankets, curling irons, stove burners when not in use.
- Use and dispose of cleaning materials with extreme caution.
- Never leave a pan of grease, or anything else, unattended on a hot burner.
- Turn the handles of the pans toward the back of the stove when cooking.

## **POLICE PROTECTION**

Any occurrence that may place persons or property in jeopardy should be reported immediately to the office during working hours and also to the police. In situations that do not require the Police, the Housing Manager, Director, or other staff personnel should be contacted to assist in resolving the problem. Emergency numbers are listed below.

## **UNIDENTIFIED OR SUSPICIOUS PERSONS**

During working hours, any person who is on the premises or in a building without a purpose or permission, or who is annoying or bothering residents or staff, should be reported immediately to the Administrative office. After hours, call the Police and be prepared to give a complete a description of the intruder.

## **INQUIRIES ABOUT RESIDENTS**

Staff members will not give out information about you or your child without your written permission, except as required by local, state, and federal regulations or laws. Authorized persons inquiring about you or your child will be required to provide identification. The staff cannot prevent residents from providing information to others, but you are encouraged to maintain other resident's privacy as well as your own.

## **INCLEMENT WEATHER**

In the event of inclement weather, please call the Child Development Center or see TV channel 18 for an update of closings or delays. The Child Development Center will be recognized as One Parent Scholar House.

## **EMERGENCY NUMBERS**

Police , Fire , Ambulance

911

One Parent Scholar House Office

(859) 252-4828

Housing Manager - Donna Townsend

(859) 312-7501 (Cell)

After Hours Emergency - Donna Townsend

(859) 312-7501 (Cell)

After Hours Emergency - Beacon Properties

(859) 396-9124 (Amy

Lunsford - cell)

**ALWAYS CONTACT THE HOUSING MANAGER.** Donna Townsend (859) 312-7501 (Cell) as soon as possible if the police or fire department has been called.

**One Parent Scholar House  
1156 Horsemans Lane  
Lexington, KY 40504  
(859) 252-4828**



**One Parent**  
**SCHOLAR HOUSE**

FORMERLY KNOWN AS VIRGINIA PLACE

## **Child Development Handbook (Sample)**

Revised June 9, 2011

# ONE PARENT SCHOLAR HOUSE STAFF

## **PROGRAM ASSISTANT**

CHILD DEVELOPMENT MANAGER

ASSISTANT CHILD DEVELOPMENT MANAGER

## **HOUSING MANAGER**

## **MAINTENANCE TECHNICIAN**

Janet Clark

Mirsada Simic

Rachael Rodgers

Donna Townsend

Jeff Abner

Infants A Room

Infants B Room

Walkers Room

Toddler A Room

Toddler B Room

Toddler C Room

Toddler D Room

Preschool A Room

Preschool B Room

Preschool C Room

Mira Simic/Danielle Carden

Mary Wilson/Amanda Centers

Vanessa Cole/ Heather Sanders

Jenny Campbell/Daniela Hodges

Lashawnda Linton/Marquita Stafford

Sarah Wilhoit/Tara Boston

Mary Brooks/ Rebecca Rhule

Elena Ramos/Sussie Quinn

Djuana Green/ Whitney Rinehart

Stacy Flaherty/ Tania Zivkovic

Food Service Cook

## **Kitchen Aid**

Karla Salmeron

Robert Donovan

## **PRIVACY/CONFIDENTIALITY**

In accordance with Section 9(d) of the State regulations for Childcare facilities, all information concerning children, their parents, relatives, or guardians shall be kept in strict confidence by the staff, except for sharing information with individuals who are personally or professionally responsible for the well-being of the child. One-Parent Family Facility is a partnership with Early Head Start and Head Start, therefore (per their Performance Standards), children's records can be forwarded and shared with other referral agencies, other partnership centers, and Head Start direct-managed centers.

## **NON-DISCRIMINATION**

One Parent Scholar House/One-Parent Family Facility does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, gender identity or disability.

## **MISSION AND GOALS**

The mission of the One-Parent Family Facility Child Development Center is to meet the needs of children, parents, and staff by providing a loving environment that keeps children safe, happy, and healthy. To this end, we pledge to create a learning environment, which promotes teamwork and professionalism among parents and staff leading to the self-sufficiency of the children and families. We will strive to create a program, which encourages positive attitudes in children, parents, and staff and allows for the development of the whole child.

The goal of One-Parent Family Facility Child Development Center is to foster children's social, emotional, physical, and intellectual development. Objectives that guide the program are:

- To provide a Childcare environment that is responsive to children's individual needs, offering children the opportunity for active exploration within a warm and friendly atmosphere.
- To provide daily planned program of activities that support and extend children's social, emotional, physical, and intellectual development in developmentally appropriate ways.
- To provide the opportunity for daily exchanges with parents about their children's interest, activities, and needs.

## **PHILOSOPHY AND PURPOSE**

The One-parent Family Facility Child Development Center provides a developmentally appropriate program designed to meet the childcare needs of the families of the program.

Our Education Philosophy is consistent with the National Early Childhood Program Accreditation (NECPA) position statement on Developmentally Appropriate Practices in Early Childhood Programs. Young children learn through play, exploration, and interaction with peers, environments, and caring adults. Our goal is to encourage this learning in an environment that is safe, happy, and healthy; thus, enhancing a positive self-image in each child and emphasizing individual strengths. Each child is regarded as an individual and activities are planned for social, physical, and intellectual development that allows for growth at a challenging and non-threatening pace. The development of the "whole child" is the basis of an integrated educational experience. We believe in the dependence on past learning for the development of new skills, and that children construct their own knowledge based on their experiences. Group interaction teaches use of cooperative skills and understanding of self and peers. Expression of feelings is accepted and encouraged. We try to reduce the fear of failure, and encourage and accept mistakes as part of the learning process.

Classroom learning centers (blocks, dramatic play, outside play, science, art, writing, manipulative, sand, water, etc.) encourage development in accepting responsibility, decision making, problem solving, and concern for the welfare of others as well as skill development. Children actively explore, experiment, problem solve, and ask questions. Learning Centers allow for traditional experiences and learning as well as spontaneous opportunities. Play is how young children learn and practice new skills - not through teacher directed, formalized activities/projects. Play provides opportunities to practice making choices among materials and activities and to exercise autonomy in making those choices. Play gives children the chance to try out new ideas and take risks in an atmosphere in which there is no right or wrong answers. Play provides an arena for practicing and consolidating newly learned mental skills, and the use of symbols in make-believe play leads to the development of abstract thought.

The goal of learning is continuous learning. When you ask children to do something they developmentally do not understand, you undermine their confidence in their own abilities. Children can learn skills, but if those skills are forced before they are ready for them, they can lose the disposition to learn, and then children will distance themselves from learning. Play and discovery are used as the medium for learning. Curriculum, therefore, needs to be child-centered, developmentally appropriate, individualized, and multi-cultural.

Simply put, our child development center will be "teaching" children consistent with how young children learn and the developmental skill levels that they need to understand/master before moving on to more abstract and symbolic levels (i.e., reading). All developmental areas are addressed - the concept of the "whole child."

## **EDUCATION PHILOSOPHY**

Children learn through play, exploration and interaction with peers, adults, and environments. Our goal is to encourage this learning in an environment that is safe, happy, and healthy; enhancing a positive self-image in each child and emphasizing individual strengths. Each child is regarded as an individual and activities are planned for social, physical, and intellectual development that allows for growth at a challenging and non-threatening pace. Group interaction teaches use of cooperative skills and understanding of self and peers. Expression of feelings is accepted and encouraged. We try to reduce the fear of failure and encourage and accept mistakes as part of the learning process. Classroom learning centers encourage development in accepting responsibility, decision making, problem-solving, and concern for the welfare of others. They allow for traditional experiences and learning as well as spontaneous opportunities. A quiet area is provided for children who want or need time to themselves.

## **ENROLLMENT PROCEDURES**

### **Enrollment**

The transition into a new childcare setting is an adjustment for parents and children alike. In order to help make the transition process as comfortable as possible, we have developed an enrollment procedure sensitive to the needs of the children, parents, and care providers.

The first Center visit is a time for parents and children to become acquainted with the daily schedule of activities and meet the teachers and the other children. This visit should take place in advance of your child's first day at the Center. You should plan to spend about two hours with your child at the Center, helping him/her to feel comfortable with the new routine. You are always welcome to visit any time before your child's start date.

When your child is comfortable spending a full day at the Center, the transition will be much easier. This initial transition will take some children longer than others. If this is the first time you and your child have been separated, there may be a few tears. This is a natural and common occurrence, and you can rest assured that the tears will soon pass. Please call later in the day and talk to your child's teachers. This can help you feel sure your child is no longer crying, is playing and having fun.

### **Documents for Childcare**

There are important documents that must be on file at the Child Development Center before your child begins his/her first day. These documents will be needed with the enrollment packet. Items in the enrollment packet:

- Early Head Start or Head Start Application (Which applications you receive will depend upon the age of your child.)
- One-Parent Family Facility Child Development Application
- Federal Food Program Income Application

The above documents will have to be filled out with the Child Development Manager at

the Center. Please make an appointment as soon as possible to take care of the paperwork.

The following documents will have to be in your child's file before his/her start date:

- Immunization Certificate
- School Physical Exam
- Dental Exam
- Eye Exam - age 3 and up
- Income Verification (K-Tap letter or W-2)
- Childcare Assistance Contract, Intent to apply letter or K-Tap Approval for Childcare Assistance letter. After 30 days if a contract is not received it will be your responsibility to follow up with your case worker to make sure you are still in compliance to receive a contract otherwise it will be your responsibility to pay.

If these items are not on file in the Child Development Manager's office on or before the day your child starts, then your child may not start until the above items are on file. The above items are required by Early/Head Start, Fayette County Health Department, and Kentucky Childcare Regulations.

### Immunizations

All children entering the Center must have all immunizations recommended by the Academy of Pediatrics, Fayette County Health Department, and Kentucky Childcare Regulations. The only exception to this policy will be if a parent belongs to a religious organization opposing such medical treatment. In that case, an official letter should be on file in the Child Development Manager's office stating religious purposes. Each child must have an immunization certificate whenever the child receives new immunizations. Failure to do so will result in loss of childcare privileges.

The immunization certificate must be like the one below. Fayette County Health Department and Kentucky Daycare Regulations do not acknowledge any other certificate. It is imperative that the certificate be signed by a medical professional and has an expiration date listed. If there is no expiration date, then the certificate will be invalid, and your child may not attend the Center until a correct certificate is on file.

**COMMONWEALTH OF KENTUCKY**  
**IMMUNIZATION CERTIFICATE**

(Required of each child enrolled in a public or private school, preschool program, day care center, certified family child care home, or other licensed facility which cares for children.)



Name of Child \_\_\_\_\_ Birthdate \_\_\_\_\_  
(Last) (First) (Middle)

Name of Parent or Guardian \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
City, State, and Zip

Physician's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, and Zip

Signature of physician, Health Dept., or their designee \_\_\_\_\_ Date \_\_\_\_\_  
This Certificate should be presented to the school or facility in which the child enrolls to verify and should be retained by the school or facility and filed with the child's health record.

**PARAGON FAMILY PRACTICE**  
1640 Bryan Station Rd. Ste. 101  
Lexington, KY 40505

EPIB-230 (Rev 8/2002)

## **CENTER HOURS/ATTENDANCE**

**Child Development Center Hours: Monday - Friday: 7:00 a.m. until 5:30 p.m.**

### **Arrival: Center Opens at 7:00 a.m.**

Our doors open at 7:00 a.m., and all children have to be at the Center no later than 9:30 a.m. Children benefit from inclusion in the more structured parts of the classroom day, which naturally fall in the morning hours. If you have an appointment (WIC or Doctor) that will make your arrival later than 9:30 a.m., please call the Child Development Manager to make arrangements for arriving late. **All appointments are acceptable for arriving late.** We realize that sometimes we oversleep (we all do this occasionally). However, you will have to have prior approval from the Child Development Manager to bring your child to the Center late. You will be able to bring your child to the Center after speaking with the Child Development Manager. If oversleeping becomes the norm, you will have to keep your child at home for the day, so please make over-sleeping the exception, rather than the norm.

### **Departure: Center Closes at 5:30 p.m.**

Our Center provides all day care for your children to allow you time to go to school, do homework, perform other related school activities, or work. Your child needs to be picked up by 4:30 p.m. every day. If you have work or school your child can stay until 5:30 p.m., but you must provide proof of work or school. We close at 5:30 p.m.; if you work or have late classes, you must make arrangements to have your child picked up by this time.

### **Late Pick Up Policy**

If your child needs to be on the late list unexpectedly for a day you must call before 4:15 p.m. in order to not be assessed the late fee. There is a late fee assessed for any pickups after 4:30 p.m. without compliance with the late list and after 5:30 p.m. There will be a late fee of \$5 for the first minute and \$1 for every minute that you are past 4:30 p.m./5:30 p.m. (i.e., 15 minutes past 5:30 p.m. is \$19).

If a late fee is incurred, arrangements for payment must be paid before bringing the child back to the Center. If not paid, the child will not be able to return to the Center until the fee has been paid.

### **Attendance**

All children not yet attending public school, *must* attend the One-Parent Family Facility Child Development Center on a full-time basis, all year long. All children must attend Monday through Friday, unless sick, or on holiday break with their parents. An exception to the required attendance at the Center may be made if it is determined to be in the best interest of the child to receive services elsewhere by the Child Development Manager.

Childcare Assistance pays for childcare fees for most of the parents at the One-Parent Family Facility. There may be co-pays if you are a working parent, but this will be determined by your case manager through Childcare Assistance. Childcare Assistance will pay for children in attendance Monday through Friday, and will pay for any absences up to five (5) days if no doctor's excuse is provided. Any absences over five (5) days must have a doctor's note for the missed days. Childcare Assistance will not pay for any un-excused absences over the five (5) days allowed, and you will be responsible for paying for the missed days. This *must* be paid at the end of the same month in which the absences occurred.

### **Attendance: During the Academic Year**

Children of residents must attend the Child Development Center on a full-time basis. The entire week's fee must be paid regardless of attendance. Fees must be paid at the end of the week or at the end of the month. Payment arrangements need to be made with Child Development Manager to pay your fees weekly or monthly. Failure to have your child participate at the Center could result in termination from One Parent Scholar House.

### **Attendance: During the Summer Months/Semester Breaks**

If a resident is in school or working, they will usually be covered by Childcare Assistance funds in the summer months and between semesters/quarters. If Childcare Assistance covers your child's fees, then your child is required to attend the Center. The only time attendance is not mandatory is during semester breaks and holiday breaks. Childcare contracts must remain with the One-Parent Family Facility. *You must be in school or working in order for Childcare Assistance to continue to pay during the summer or while on breaks. Childcare Assistance now requires the parent to work a minimum of 20 hours per week.* If a parent is not in school or working and still continues to bring their child to the Center, then the parent will be responsible for payment. If this payment is not made, then the parent could be terminated from the program.

### **Childcare Fees**

Childcare fees are set at the maximum rate per day of Childcare Assistance.

The fee per day is:

- Six weeks through two years of age:      \$24 per day
- Three through five years of age:      \$21 per day

Childcare fees are subject to change, but parents of One-Parent Family Facility will be notified one month in advance before any fee change. All fees will not exceed the maximum of Childcare Assistance. Some parents may have co-pays, but this will be determined by Childcare Assistance.

### **Childcare Payment Policy**

Childcare assistance contracts must be filled out and signed before your child may attend the Center. When your contract comes up for renewal, please make sure you keep your appointments. Missed appointments will result in termination of your contract, leaving you responsible for payment. Failure to pay Childcare costs, or file the appropriate assistance program forms, will result in the immediate loss of Childcare until arrangements are made with the Child Development Manager. Continued failure to pay will result in the issue being brought before the Management Team, and a 30-day notice may be issued asking you to leave the One Parent Scholar House Program. Co-pays are to be paid weekly or at the end of the month. If co-pays are not paid, this will be brought to the attention of the Management Team and a 30-day notice may be issued. If co-pays or balances are not paid before terminating with One Parent Scholar House, a notice will be sent to Childcare Assistance which will result in termination with Childcare Assistance and no further Childcare Assistance will be available until co-pays and balances are paid in full. The nonpayment of fees can also result in litigation. All unpaid co-pays must be reported to your case managers with Childcare Assistance, resulting in termination of your contract. If you have moved, Childcare Assistance will not pay for any other childcare until the co-pays are paid.

## **CURRICULUM**

### **Curriculum Development**

While there are several Early Childhood Education Curriculums available, most are grounded in good child development principles and are based on the theories of Piaget, Vygotsky, Bruner, and Erickson. In our program, we use the *Creative Curriculum* for our infants through Preschool I - are developmentally appropriate and center-based focused. These curriculums meet the guidelines for Early Head Start, Head Start, Kentucky Daycare Regulations, Kentucky Early Childhood Standards, STARS, and the National Early Childhood Program Accreditation (NECPA).

When determining a weekly, biweekly, or monthly theme, the teachers address the interest of the children in their class as a whole. The teachers consider the children's play, ideas, what events are coming up in the community, (i.e., circus, the Olympics, etc.), holidays, and the seasons. Once a theme is decided upon, teachers think about each child individually (i.e., anyone working on a special developmental skill such as pulling up, language, cutting, jumping, etc.). Activities are then planned to help meet those needs. Modifiers are also planned in every classroom. For example, if a shape collage is planned in the preschool classroom, cut out shapes, blank paper, pencils, scissors, and stencils are available; or in a toddler room, cut out shapes are available and some paper already has glue on it, or there are glue bottles available for those who want it. There is also a teacher available labeling the shapes for young children with emerging language, or the teacher is asking questions to further promote language development in each child.

### **Early Head Start and Head Start**

We are an Early Head Start and Head Start Program, in partnership with the Community Action Council, to help strengthen our child development program. With this partnership we collaborate and offer:

**Early Head Start:** Works with families that have children from birth to age three; with the target age being under age one for maximum impact. The program provides intensive care for children through quality child development services.

**Head Start:** A comprehensive child development program that helps children be successful in school. Children are given the chance to enhance cognitive language and feelings of self-worth before entering elementary school. Head Start encompasses all aspects of a child's development and learning.

### **Creative Curriculum: Birth to Age Five**

The Creative Curriculum is an environmentally based, interactive, play-oriented approach to teaching, focusing on the "whole child" to promote learning. The Creative Curriculum is based on learning theories by such men as Piaget, Maslow, Vygotsky, Erikson, Gardner, and research such as Learning and The Brain, Learning and Resiliency. There is an important balance between applying a general knowledge of child development with the particular knowledge a teacher gains by forming a relationship with each child and family. Therefore, The Creative Curriculum focuses on all aspects of development in the area of domains that include the following:

- Creative expression through the arts.
- Cognition development using children's thinking skills, including the development of symbolic and problem-solving skills.
- Communication development using children's ability to communicate through words, both spoken and written.
- Motor development using children's gross and fine motor skills.

- Social-Emotional development using children's feelings about themselves, the development of responsibility, and their ability to relate positively to others.

The goals and objectives of The Creative Curriculum are the road maps of an early childhood curriculum. They give direction for planning and a way to determine what children know and how they are developing. The Creative Curriculum enables teachers to respond to each child individually, to build on strengths, and to target skills that need strengthening.

Children learn key components of national and state standards in each subject area which include the following:

- Literacy
- Math
- Social Studies
- Science
- The Arts
- Technology

The basis is that children learn by doing. Children learn simple concepts and then use these concepts to understand more complex ideas. Young children view the world concretely, yet their view changes as they mature and gain firsthand experiences. What they know at any given point will depend on what firsthand experience they have had. By interacting with their physical and social environment, they continually broaden their frame of reference. The Creative Curriculum is an effective way to help children acquire important skills and content, develop social competence, and to prepare them to become life-long learners.

### **What Do Children Learn at School**

#### **Arrival Time**

Greeting  
Taking off coat  
Opportunity to chat with Teacher

#### **Children Learn:**

Social Skills  
Self-help skills/Responsibility for own possessions  
Parent/Teacher Rapport

#### **Centers**

Dramatic Play

#### **Children Learn:**

Family Roles  
Physical Skills  
Talking out feelings  
Conversation  
Explore roles of Community Helpers  
Small muscle control  
Eye-Hand Coordination  
To discover shapes, sizes, etc.

Puzzles, Legos, Scissors

#### **Water Play**

#### **Children Learn:**

Properties of water  
Words that describe the sensory experience of texture vs. non-texture, weight, temperature, and volume/quantity,  
Problem-solving skills

#### **Science/Nature Center**

#### **Children Learn:**

An understanding of living things; their needs and how to care for them  
About the weather, air, water, rocks

To discover the world through magnifying glasses, prisms, about the properties of magnets, wheel pulleys, etc. about the growing world around them

**Block Area**

**Children Learn:**

The nature of blocks-solidity, weight, **size**, shape, etc.

**Creative Activities Painting**

**Children Learn:**

Freedom to explore colors  
Sensory experiences  
Color relationships

**Clean Up**

**Children Learn:**

To put things where they belong  
Cooperation  
Real Life Skills

**Meal Time**

**Children Learn:**

To try new foods  
Textures  
Real Life Skills  
Socialization

**Large Group**

**Children Learn:**

Language  
Listening Skills  
To ask questions  
Cooperation  
Turn taking

**Math Activities**

**Children Learn:**

Counting Skills  
Sorting, patterns, graphing, estimating, etc.

**Music**

**Children Learn:**

Socialization Skills  
Rhythm  
Concepts of sound and motion  
To identify sounds and their source

**The Process is the Most Important Thing, Not the End Product!**

**Developmental Assessments**

After entering our Program, each child's current abilities are screened using a developmental checklist. If a teacher has any concerns after the initial screening, a rescreening will be done to ensure accuracy. These screenings and assessments are used by the teachers to design a Child Development Plan which suits the developmental needs of the child. Parent conferences will be conducted after each assessment to view the scores and CDPs. If the parent and teacher have concerns after viewing assessments and/or screenings, a referral will be made with the appropriate agencies (with parent's permission) for further evaluations. The referral agencies used are First Steps (birth-3), and Fayette County School System (3-5).

### **Lesson Plans**

Age-appropriate lesson plans are provided for each parent on Friday by request. These lesson plans are prepared according to the Kentucky Early Childhood Standards, Creative Curriculum, Early Head Start Outcomes, and Head Start Performance Standards and Outcomes. Included in the weekly lesson plans are parent activities to do at home with their children. These activities may involve bringing back activities to share with the class. Activities could include helping out with activities in the classroom. Field trips are a part of the curriculum for the older toddlers and preschoolers.

### **Parent Involvement**

There are many opportunities for parents to be actively involved with the Child Development Center. Parents are encouraged to help with activities, share their special talents, and participate in special events. In addition, the teachers will arrange two Parent Conferences and two home visits each year. These are opportunities for you and the staff to discuss your child's progress in meeting development learning objectives. However, if you have a concern or issue you would like to discuss, please let your child's teacher know about it at anytime (you do not have to wait until the conference or home visit). There may be times the teacher might have some concerns or issues regarding your child and will call a conference other than the Parent/Teacher Conference.

You may volunteer in your child's room at anytime and will be very welcome. We ask that you keep your visit or volunteer time to 30 minutes because any more time will just confuse and upset your child when you leave (thinking that he/she is going home). You cannot volunteer for any other classroom, except your child's, due to our confidentiality policy. Parents cannot ask to observe in a classroom (other than your child's) for a class project due to the confidentiality policy. If you need observation time, let the Child Development Manager know and she will help you find a child development center to fulfill your class requirement.

### **Parent Orientation**

Each classroom will provide orientation for all parents to get to know everyone in the room, and to encourage question and answer time. The teachers will give out information on what is expected of the children in the room, what skills the children will work on and develop, room rules, and Center policies. The parent orientations are held at the beginning of each new school year.

### **Parent Conferences**

These are held two times during the school year. These conferences are held after each developmental assessment to go over the Child Development Plan that is developed from the assessments. There will be targeted goals and objectives for your child that the teachers will work on during the school year. There will be activities for you to help your child with these goals and objectives at home, which will aid your child in developing the skills needed to enhance his/her growth and development.

### **Home Visits**

These are conducted two times during the school year. This is a time for you and your child's teacher to build a rapport away from school. These home visits are very informal and friendly. The teachers will bring an activity with them to do with you and your child while discussing issues that are relevant to you and your child. If you have any issues, concerns, or input for the curriculum, please discuss them at this time. We are not social workers, and we are not there to pass judgment on your housekeeping, this is just a time for you and your child's teachers to get better acquainted.

## **Research**

You will be asked to give permission to allow your children to participate in research projects done by students from the University of Kentucky, Eastern Kentucky University, Bluegrass Community and Technical College, or other colleges as requested. You will always be given a separate permission form at the time of any research project, which clearly explains the individual project and requires your specific permission.

Students from several universities and colleges often use our facility for observations and class work.

## **Photographs**

You will be asked to give permission for your children to be photographed. No photos will ever be used for monetary gain. The photos taken are for use in the classroom. At times we also have people from the media come in to do a story about One Parent Scholar House. We do our best to let you know when this is happening and when it will be aired. If your child is in a media picture or video, your specific permission will be requested before the picture/video is used.

## **DISCIPLINARY POLICY**

The teachers at One-Parent Family Facility have all received training in positive methods of disciplining children. No form of physical or verbal punishment is allowed. Generally, assistance is given to the children to help them redirect their behaviors in appropriate ways. For young children, if an inappropriate behavior persists, the inappropriate behavior is discussed with the child and the child is redirected to another center or activity. If the disagreement is over a toy, then the toy is put in time out while the children decide who gets to play with the toy or until the children have time to calm down.

For older children, when there is an infraction, the children are asked to go to a quiet area with the teacher where they will discuss quietly, in a non-aggressive way, to handle anger. If the infraction involves more than one child, then they are directed to a quiet area to discuss with each other how to handle the problem, with the teacher acting as a mediator. This allows the children to learn conflict resolution and how to handle situations in appropriate ways. It is our job as teachers to assist children in learning to express anger and handling confrontations in an appropriate manner. It is also our job as teachers to teach young children social and emotional development, and to provide positive guidance by role modeling. If after redirection the children are still confrontational, then the children are directed to a quiet area for a cooling off period. The children may come out of the cooling off area at anytime they feel they have calmed down enough to enter the activities going on in the room. Specific classroom discipline procedures are posted in each classroom.

## **TOILET TRAINING POLICY**

Teachers and parents will decide together when a child's behavior indicates he/she is ready to begin toilet training. A child must be able to verbally communicate the need to use the bathroom and show they have the muscle control to use the bathroom. There is a Toilet Training Agreement Pact between the parents and the teachers of the child's room.

This pact will be filled out together with a plan of action for toilet training the child. The

pact agreement will contain copies for the parents, teachers and the Childcare Manager to be kept on file at the Center.

During the potty training process the parents are responsible for providing enough diapers, pull-ups, or training pants and extra clothing, including socks and shoes. The parents are also asked to dress their child in "potty friendly" clothing (i.e., clothes a child can get on and off with minimal assistance).

At the beginning of each day it is the parents' responsibility to inform the teachers of the Child's evening and morning toileting successes and setbacks. At the end of the day it is the teachers' responsibility to inform the parents of the child's toileting successes and setbacks, and together they determine a strategy that will allow the child to succeed.

### **NAPTIME**

All children need rest for some period during their busy day. A two-hour rest/nap period is planned in the afternoon. All children napping have separate cots or cribs. Parents need to provide a crib sheet and a blanket for naptime. Special blankets or soft toys from home are permitted if a child needs the comfort of a familiar object while falling asleep. However, because accidents can happen and favorite toys may be lost, children should not bring other toys or personal items to the Center. A two-hour rest/nap time is required by Kentucky Daycare Regulations.

### **HOLIDAY/CENTER CLOSINGS**

The Childcare Center will be closed the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day
- The Center will be closed for the week between Christmas and New Year's Day

The Child Development Center is refurbished during the month of August (first week in August). One week is set aside for major repairs, painting, and in-depth cleaning. Residents will be asked to keep their children at home during this time. You will be notified in advance of the work schedule. This week is usually two weeks before school starts in the fall.

### **INCLEMENT WEATHER**

In the event of inclement weather the Child Development Center will remain open for business during regular operating hours. If the Child Development Center closes due to inclement weather, the closing will be listed on WLEX 18 news channel.

## **PRIORITY CHILDCARE SLOTS**

Priority for Childcare slots is as follows:

- Residents of the One Parent Scholar House Program
- Employees of the One Parent Scholar House Program
- Alumni of the One Parent Scholar House Program
- Outside Children

## **SIGN IN/OUT PROCEDURES**

There are sign in/out sheets by each classroom door for you to sign your child in and out each day. This procedure is required by Kentucky Childcare Regulations. On this same sheet is a place for you to initial to permit sunscreens and walks each day. Permission must be given each day for sunscreens and walks, and is also required by Kentucky Childcare Regulations.

When you bring in your child each morning, you must come into the building to sign them in. You may not drop your child off at the end of the curb and let your child walk into the building on their own, nor can you give them to a teacher as they are coming into the building for work. The safety of your child is your responsibility until you sign them in, and then the safety of your child becomes our responsibility. We are not held liable for any accidents that might occur before you sign your child in.

When you pick your child up, you must come into the building to sign them out. You may not pick them up while on a walking field trip, a driving field trip, or over the fence from the playground. The safety of your child is our responsibility and remains our responsibility until you sign your child out. We cannot be held liable for any accidents that might occur after you sign your child out.

## **SEAT BELT REQUIREMENTS**

When dropping off or picking up, you cannot leave another child in the car alone (especially a running car). If this is done, we have no alternative but to call Child Protective Services. A running car is very dangerous, even to a child that is left in a seat belt or a car seat.

When taking your child home in the evening, they must be in the proper restraints. Allowing a child to stand in the seat next to you or putting them in your lap is very dangerous. The force of your body behind a child's against a steering wheel is ten times your weight and could crush a child or give serious damage to them. You will be reported to Child Protective Services if your child is not in the proper restraints. *Seat belts are a state law, and you can be ticketed if your child is not in a seat belt.*

***Our main concern here at One-Parent Family Facility is the protection of your children!***

## **ADMINISTRATION OF MEDICATIONS**

We are not permitted to administer any medication without daily written permission to do so by the parent and the physician. There has to be a note on file from the physician stating the name of the medication that can be given to the child. The requirement of a

note from the physician includes administering of sunscreen, over-the-counter medicines, and diaper rash ointment. The note will be kept in the child's file for a period of one year for sunscreen and diaper rash ointment. Each year the doctor statements must be updated. Over the counter and prescription medicine must have a doctor statement each time it is prescribed. *Medicine cannot be put in an infant's bottle or in a toddler's cup.* There are medication forms that must be filled out each day that the medicine is to be given. Exact directions must be filled out on the form ("as needed" is not an exact direction). Please make sure that your child's teachers are aware of any possible side effects from administered medicine.

If any portion of the medication form is not filled out, the medication, by law, may not be administered. Medicine must be in the original container, label intact, and also must include the child's name. We must follow all dosage requirements and age restrictions on all medications unless we have written instructions from a physician to do otherwise.

All medication must be kept under lock and key and out of the reach of children. Medication must be given to the teacher or another responsible staff person. The medication must never be in the possession of the child. All medication must be taken out of diaper bags and backpacks.

### **HEALTH PROCEDURES FOR MINOR ILLNESSES**

Children who are too ill to participate in daily activities, or who pose a health risk to other children, should not be sent to school. Teachers will observe children for symptoms of illness when they first arrive at the Center. If you have given your child a pain reducer or fever reliever medicine before coming to school, then your child should not be sent to school.

*If a child is too sick to go outside, or to participate in activities, then they are too sick to attend the Center.*

Some Symptoms to watch for are:

Runny Nose	Tiredness	Difficulty swallowing
Paleness	Rashes	Urinary frequency
Red Eyes	Poor appetite	Dark circles under the eyes
Flushed Face	Vomiting	Persistent crying
Quieter than usual	Diarrhea	Drowsiness or overactive
Cough	Hot to touch	(could be a reaction to medication or drugs)

If children have colds, they may be admitted to the Center; however, your child must stay home or must leave the center if:

- Your child has been exposed to an infectious/contagious illness
- Shows symptoms of an infectious/contagious illness
- Has a temperature of 100 degrees or higher
- Has diarrhea (more than three incidents of diarrhea in a one hour period)
- Vomiting

If your child becomes ill while at the Center, we will contact you to pick up your child as soon as possible. We will take all possible steps to isolate your child from the other children until you arrive.

If your child is sent home from the Center because of illness, they may return to the Center:

- After being fever-free, diarrhea-free, or vomit-free for 24 hours. (If your child needs a fever reducing medicine, then they are not fever free.)
- After receiving three doses of a prescribed medication
- After all visible signs of infection are gone
- With a signed note from a physician saying the child may return to Childcare

We follow the recommendations made by the Health Department. Some illnesses have other isolation requirements. Ask your child's teacher or the Child Development Manager to see when your child will be able to return to the center.

### **WHAT YOUR CHILD SHOULD WEAR TO SCHOOL**

Think about your child's comfort - provide simple clothing that is free of complicated fastenings. As we have many messy activities, please dress your child in clothing that is washable. Think about our playground and provide clothing that is sturdy. Think about the changeable autumn and spring weather (even though the sun may be bright and warm at 9:00 a.m., it might be cold and cloudy at 10:00 a.m.) and dress your child in layers. Provide sweaters and jackets even on sunny fall days. It is much easier to remove an unneeded item than to put on something you do not have along. Try to have your child wear shoes other than cowboy boots or open toe sandals. Sandals pick up dirt, sand, mulch, etc. and can be the cause of stubbed toes.

For your child's own comfort, provide a suitable head covering, coats, mittens, and boots as needed. A lightweight sweater or jacket is also good to have in the fall and spring. An extra pair of tennis shoes is advisable to be left at the Center or to be brought daily to put on when your child goes outside to play. Patent leather, sandals, and flip-flops are not too suitable to run and play in and can be the cause of stubbed toes, skinned knees, and other serious injuries.

Please put labels on all garments, including hats and boots. Masking tape makes a great label, and we keep a supply at school for such use.

All children must have at least one change of clothes (including shirt, pants, underwear, socks, and shoes) at the Center at all times. Please remember to change the extra set of clothing with the seasons. Children in diapers must have a full day's supply of diapers, and those who are newly toilet-trained must have extra clothing to allow for accidents. For children who are potty training, please dress them in loose clothing for ease of undressing. Remember, as your child grows and the seasons' change, check to make sure your child has an extra set of size- and season-appropriate clothing at the Center.

### **Jewelry/Clothes**

Earrings, bracelets, and barrettes are very cute on children, but please do not send your child to the Center wearing these items. Children like to chew on earrings, barrettes, and charm bracelets. In addition, they do not keep them on, and these items are choking hazards. This is of special concern on very young children. Other causes of concern are clothes with drawstrings and hoods. Drawstrings can become caught on playground equipment causing strangulation. Hoods also can become caught on play equipment, so please remove hoods and draw strings from your child's clothes before sending them to the Center.

## **WEATHER PROCEDURES**

All children go outdoors each day unless there is active precipitation or if there is any weather related warning (ex. heat advisory, thunderstorm warning etc). If a child is well enough to be at the Center, then he/she is well enough to go outdoors.

Another factor is the length of time the children actually will stay outdoors. The teachers will watch for signs from the children. If there is any indication that children are hot or cold they will go inside. Children should be dressed appropriately and have an extra set of clothing at the Center in case they get wet.

### **Parents will:**

- Provide coats, hats, mittens/gloves, snow boots (when it snows) for their child and have them labeled.
- Keep their child home when they are sick and not well enough to go outside.

### **Teachers will:**

- Make sure all children are dressed appropriately for the weather conditions, and when it is cold, that each child has a hat and mittens/gloves on and coats zipped or buttoned.
- Bring children inside when they appear cold or hot.

## **CELEBRATIONS**

We celebrate a variety of holidays and other special occasions at One-Parent Family Facility. If a parent prefers that a child not participate in one or more of these events due to religious or personal beliefs, the staff at the center will respect that decision and assist the parent in making alternate childcare arrangements.

**Birthdays:** The Center will be happy to celebrate your child's birthday, and parents may bring in cupcakes, cakes, or cookies. Due to the Federal Food Program Regulations, all food items brought in by parents must come from a store or bakery and cannot be homemade. Please make sure that the items contain an ingredient label as some children may have food allergies.

## **TOYS**

Outside toys are allowed in the classrooms for share day if the classrooms participate in share day. Toys are also allowed if they are used in conjunction with lesson plans and activities. This way we can avoid unnecessary conflicts in the classroom and misplacement of toys.

## **FOOD SERVICE**

All meals at One-Parent Family Facility are nutritionally balanced according to USDA guidelines. Monthly menus are posted in the Center. All children enrolled in the Center must have the USDA meals provided - they cannot bring their own food to the Center either as a replacement meal or an additional item. Breakfast, lunch, and a snack are provided for all groups. The amount of food prepared for lunch is based on the number

of children signed in approximately one hour before snack or meal time (depending on the menu). In addition, please let your child's teacher know the afternoon before if your child is not going to be here the following day.

Meals are served in the classroom at various times. Each class is given approximately 30 minutes for meals.

Those times are as follows (subject to change):

- Breakfast: 8:30 a.m. Infants, Walkers, Toddler A, B, C and D  
8:45 a.m. Preschool A and B  
9:00 a.m. Preschool C
- Lunch: 11:30 a.m. Infants, Walkers, Toddler A, B, C and D  
11:45 a.m. Preschool A and B  
12 noon Preschool C
- Snack: 2:30 p.m. Infants, Walkers, Toddler A, B, C and D  
2:45 p.m. Preschool A and B  
3:00 p.m. Preschool C

USDA regulations require that each child must receive food that falls within the nutrition guidelines. The children are not required to eat all of the food served. They will be encouraged to feed themselves in a manner which demonstrates respect for one another. The children shall be encouraged to try all foods served. Food shall not be used as reward or punishment.

Parents are invited and encouraged to join their child for meals. Early reservations are required. Tell your child's teacher the day before if you plan to attend, or no later than 9:00 a.m. on the day you plan to attend.

All food served for breakfast, lunch, and snack must be prepared in a kitchen that is licensed by the Health Department. If your child would like to celebrate a birthday, or other holiday occasion with cupcakes, cakes, or cookies, we can serve it in addition to the regular meal. If an item is brought from home, it *must* be from a store or bakery with the ingredient label attached per Federal Food Program guidelines.

Please inform the Child Development Manager if your child has a food allergy or religious restrictions. For the USDA records and Federal Food Program Regulations, the Food Services Manager is required to maintain documentation of the allergy or religious restriction from your child's health provider or religious leader.

This facility is operated in accordance with the U.S. Department of Agriculture policy, which does not permit discrimination because of race, color, sex, age, disability, religion, or national origin. More information may be obtained here or from the Office of Equal Opportunity, USDA, Washington, D.C. Any person who believes that he or she has been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington, D.C.

### **SAFETY PRECAUTIONS**

Your child's safety is one of our top priorities. We realize every person's situation is different and, for some residents, safety is a bigger concern. We want to assure everyone that One-Parent Family Facility will take every safety precaution we can.

While on the playground, all exterior gates are locked and the staff is very aware of people entering and exiting the parking lot. Parents are *not* allowed to pick up their children from the playground or over the fence. Parents must come into the Center and sign children out and then proceed to the playground.

To ensure the safety of all children, and to prevent unauthorized visitors, the doors to the Child Development Center will be kept locked (when the children are inside the Center) with the exception of the front door, in accordance with Fire and Safety Codes. The main door at the front of the Center will remain unlocked during business hours. Please use the front door for drop off and pick up, even if the children are on the playground. *A sign in/out sheet is located outside of each classroom. You are required to sign your child in/out of the Center each time you pick up or drop off.* There is also a place where notes regarding children's daily activities can be exchanged between parents and teachers. When picking up your child, especially from the playground, be sure to let a teacher know that your child is leaving. **DO NOT** take your child from over the fence or while they are on a walking field trip. There are few scarier feelings than counting children and coming up with one less than you know you should have. After signing your child out, be sure that a teacher is aware that you are picking up your child before leaving.

An authorization form must be signed for anyone, other than yourself, to pick up your child. The One-Parent Family Facility Staff will not allow your child to leave the Center with anyone who does not have this authorization. If someone new is to be picking up your child, and you have filled out an authorization form or given written permission, please inform the person picking up your child that a picture ID must be shown to a staff member before the child is released to his/her custody. Authorization Forms can be picked up at the front desk in the lobby of the Center. This form *must* be filled out for anyone who is picking up your child. People who are new to the staff may be asked for ID several times until staff recognizes them. This is done for the safety of your child. Someone is always at the front desk, and one of their primary responsibilities is to stop any person they do not know, check their identification, and make sure they are listed as someone with permission to pick up a child. It is common for a person picking up a child to have their ID checked at the front door, have it checked again in the child's classroom by a teacher, and again if they are seen in the hall by administrative staff or teacher. One-Parent Family Facility would prefer to offend or upset someone rather than release a child to the wrong person. If you have a situation that might arise and give cause for concern, speak to the Child Development Manager. Bring the name and a picture of the person or persons you do not want to pick up your child. The Child Development Manager will make sure all staff is aware of the situation and have seen the picture.

You must maintain current phone numbers for yourself and all emergency contacts. You must also immediately notify the Child Development Manager of any changes to your information.

## **EMERGENCY EVACUATIONS**

The Child Development Center has monthly Fire Drills and quarterly Tornado and Earthquake Drills. The procedures are listed in each classroom for parents to review. In the case of a real fire or emergency evacuation, the staff will take the children to the Commons Building. If a fire or emergency endangers the Commons Building, then the staff will take the children to the Family Care Center. You will be notified as soon as possible.

## **EMERGENCIES/ACCIDENTS**

### **Emergencies**

In case of emergencies, the Center needs the authority to provide immediate medical attention to your child. A form authorizing the Center to act in your absence will be discussed during your initial visit. If an emergency occurs, every effort will be made to contact you. Teachers have received First Aid and Infant Child CPR training as required by the Kentucky Childcare Regulations.

### **Accidents**

Minor accidents, such as scraped knees, happen to all children as they actively explore their world. Should an accident occur, we will make a record of the accident, describe the nature of the injury, and identify the first-aid procedures that were administered. If the accident is minor, we will provide you with an accident report at the time you pick up your child. If the child is very upset (and inconsolable), or the accident is more serious, we will contact you so that you can be with your child as soon as possible.

Each accident must be documented in a written accident report, which you will receive in the afternoon and will require your signature. There will be three copies: one for you, one for the classroom, and one to keep in your child's file in the Child Development Manager's office.

## **CHILD ABUSE & NEGLECT**

### **Definition: KRS 600.020 (1):**

In accordance with KRS 600.020 (1) abused or neglected child means a child whose health or welfare is harmed or threatened with harm when his/her parent, guardian, or other person exercising custodial control or supervision of the child; inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means; commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child; creates or allows to be created a risk that an act of sexual abuse, sexual exploitation, or prostitution will be committed upon the child; abandons or exploits such child; does not provide the child with adequate care, supervision, food, clothing, shelter, and education, or medical care necessary for the child's well-being. A parent or other person exercising custodial control or supervision of the child legitimately practicing his/her religious beliefs shall not be considered a negligent parent solely because he/she fails to provide specified medical treatment from ordering necessary medical services for a child....

Reporting Requirements by law are set forth in: KRS 600.010: KRS 600.020: KRS 20.030: KRS 620.040: KRS 620.050: and KRS 620.990 KRS 620.030 states:  
in pertinent part:

"(1) Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky state police, the cabinet or its designated representative; the commonwealth's attorney or the county attorney; by telephone or otherwise .."

"(2) Any person, including but not limited to a physician, osteopathic physician, nurse, teacher, school personnel, social worker, coroner, medical examiner, child-care personnel; health professional, mental health professional, peace officer, or an organization or agency for any of the above, who knows or has reasonable cause to believe that a child is dependent, neglected or abused, regardless of whether the person believed to have caused the dependency, neglect, or abuse is a parent, guardian, person exercising custodial control or supervision or another person, or who has attended such child as a part of his professional duties shall, if requested, .. ..file...a written report."

One-Parent Family Facility and One Parent Scholar House staff will recognize and abide by Kentucky State Law concerning the statutes referring to Child Abuse and Neglect Reporting. The above statute established laws and services designed to protect children from abuse and neglect. The code has two basic principles: (1) A child's basic right to be safe and nurtured, and (2) child's basic right to be raised by his/her own parent(s), whenever possible.

The statute (law) requires that anyone who suspects abuse or neglect of a child report it immediately to their local Department for Social Services office, law enforcement agency, or to the reporting hotline at 1-800-752-6200. The exceptions are: lawyer/client, and clergy/penitent. All One-Parent Family Facility employees are mandated reporters. Failure to report is a misdemeanor and could result in prosecution. Each incident is considered a separate offense. Anyone who reports information in good faith or gives testimony in good faith regarding possible child abuse and neglect is not subject to prosecution.

### **Reporting Procedures**

One-Parent Family Facility and One Parent Scholar House staff will cooperate fully with Child Protective Services and will not undertake independently to intervene in cases of suspected abuse or neglect. Staff will preserve confidentiality in accordance with state law and One-Parent Family Facility's Privacy Policy.

Upon receiving reports of abuse or neglect, the Department for Social Services or law enforcement agency may interview children. The interviews may be conducted on school premises, at Childcare facilities, at the child's home, or at other suitable locations outside of the presence of parents. Parental notification of the interview shall occur at the earliest possible point in the investigation that will not jeopardize the safety or protection of the child or the course of the investigation. A third party may be included in the interview, so long as the presence of the third person will not jeopardize the course of the investigation.

Upon receiving a report of an incident, conditions, or circumstances of child abuse and neglect, the department shall have access to all relevant records of the child in the possession of mandated reporters and their employees.

## **GUIDELINES FOR INFANTS/WALKERS/TODDLER I**

### **Mealtimes for Infants**

Infants will eat their meals and snacks each day in their classrooms.

### **Mealtimes for Walkers/Toddler I**

Toddlers who are learning to eat independently can be very messy when it comes to foods like spaghetti and soups. While the younger children all wear bibs, the Toddlers will be dressed in a smock/shirt to cover their clothing when having soups or spaghetti. This would also pertain to messy activities in the classroom (like finger painting). This is more of an issue during the winter months than warmer months, but we will accommodate your wishes whenever feasible and possible.

### **Formula/Food**

Parents are to supply formula and bottles for their children. This will be kept in the Infant rooms. Please make sure these items are clearly labeled. The Center will provide the baby food and cereal for your children.

### **Pacifiers**

If a pacifier is needed, please provide one daily. In case of emergency, please provide

the Center with a spare. Each pacifier should be clearly labeled with the child's name. Please note for our Walkers and Toddlers we do not encourage the use of pacifiers during the day, only at naptime, so when arriving in the mornings, please have your Walker or Toddler place his/her pacifier in the cubby.

### **Entering the Infant Room**

Take your shoes off before entering the Infant room. Infants play and crawl on the floor, so we are trying to keep the floor clean and germ free for our babies.

### **Diapering Procedures**

Your child's diaper will be checked every 1 to 2 hours. Each week parents will need to provide enough diapers and wipes to last Monday through Friday of each week. We recommend 4-6 diapers daily, and a new bag of diapers can be brought every Monday. Any soiled clothing will be placed in bags and sent home daily.

### **Toilet Training**

Please see the procedure for toilet training in the parent handbook.

### **Naps**

Infants will nap on an individual basis. Please bring a crib sheet and blanket from home for your infant to nap on.

### **Extra Clothing**

Please provide 2-3 changes of clothing - including shirts, underwear, pants, socks, and shoes. If soiled clothes are sent home, please provide the Center with replacements. Clothing must be clearly labeled with the child's name.

### **Toys**

Please do not bring individual toys to the Center. All toys are provided.

### **Illnesses**

Please refer to the Health Procedures in the handbook.

### **Medicine**

Please refer to the Medication section in the handbook.

### **Daily Reports for Infants/Walkers/Toddler I**

Each child in the Infants/Walkers/Toddler rooms will have a progress report daily. This report will detail your child's activity throughout the day. Diapering, feeding, napping, medicine, and general information will also be included.

### **General**

- Diaper Bags may be left at the Center
- Car Seats can be left in the front lobby
- Please check your child's cubby daily

### **Daily Procedures**

- You must sign your child in and out each day. This signature not only accounts for your child's attendance, but also gives permission for walks off the premises (park, walking trips, etc.) and application of sunscreen
- Any medication to be administered must be signed in daily (no medication in bottles)
- Fresh formula bottles must be brought to the Center and taken home daily
- Your child's daily report is sent home daily
- If your child will not be coming to school the next day, please let the teachers know

*We hope your experience at One-Parent Family Facility will be a very good one for you and your child!*