

TEAM KENTUCKY[®]

EARLY LEARNING CENTER

ENROLLMENT GUIDE



A high-quality, caring environment for children of executive branch state employees with discounted costs

Apply now at teamkychildcare.ky.gov

Enrollment Guide

Team Kentucky Early Learning Center

Enrollment Information

While we are excited to offer these benefits to executive branch employees, enrollment and operation of the Center are not managed by the Kentucky Personnel Cabinet.

If you have specific questions regarding your application or the early learning center, please direct them to TKELC@commaction.org.

Selection Criteria

Team Kentucky Early Learning Center has 92 total seats, with a set number of seats for each age-based classroom (for example, 10 seats for one-year-olds). The first half of these 92 seats will be filled by employees who earn under \$64,000. After that, priority will be given to families enrolling siblings. The remaining seats will be available to any executive branch employee who completes the eligibility application that Community Action Council will use to verify with state officials of your employment, and then the full child enrollment application on a first-come, first-served basis.

A waitlist will be created for families who are not initially accepted. As children age out of the early learning center or find other childcare arrangements, families on the waitlist will be contacted.

Separation of Employment

Eligibility for this program is dependent upon your employment within the executive branch. Upon voluntary or involuntary separation of employment within the executive branch, you will have 30 calendar days until childcare is terminated.

If you change jobs within the executive branch, your childcare coverage will not be impacted.

Childcare Rates

Below are the rates that you will be responsible for weekly:

- Child 1–2 Years of Age: \$187.00
- Child 3–5 Years of Age: \$175.00

Facility Information

The Team Kentucky Early Learning Center will be located on the campus of Kentucky State University at the Rosenwald Center, found at 315 Maryland Ave., Frankfort, KY.

Operating Hours

Dropoff begins: 7 a.m.

Pickup by: 5:30 p.m.

The Team Kentucky Early Learning Center will be closed 15 days annually for state holidays and professional development.

Community Action Council will provide enrolled families with a calendar of operating hours and a Parent Handbook, which will cover all of the important details about daily operations and what to expect from the TKELC program and staff, such as health and safety guidelines, inclement weather practices, communication, and more.