

2005 Policies

Thank You for your interest in my child care program! I believe that all children are special and unique. It is my goal to provide children with a safe environment that nurtures self-esteem and security. I provide an informal education program to promote learning through hands on play and discovery. I encourage parents to discuss expectations they have and/or want for their child and myself. I am always open to any feedback about myself as a provider. It is important that parents and providers communicate together and establish a good relationship, which is in everyone's best interest...especially the child's.

About myself:

I am a member of the USDA food program.

I am a DCFS licensed Day Care Home.

I am CPR and First Aid certified.

I am required by DCFS to complete 15 hours of in-service training per year.

I am allowed (according to DCFS licensing) to have up to 8 children under 12:

Up to 5 children may be under the age of 5, of which

Up to 3 may be under 24 months of age.

OR, up to 6 children may be under the age of 5, of which

Up to 2 children may be under 30 months of age.

Please note, my own children are included in this count.

My child care program is semi-structured with individual activities, group activities, supervised free time, and supervised outdoor play. Many of these daily activities will focus on early learning skills such as letters, numbers, colors, and shapes, as well as manners, dressing one-self, and helping around the house in age-appropriate activities.

Preschool Program:

1. Small muscle: coloring, puzzles, play dough, and a variety of blocks and other activities.
2. Large muscle: crawling, marching, running, jumping, dancing, stretching, exercising, and sports participation such as: bowling, playing catch, basketball, etc.
3. Creative play: (stimulate child's imagination and language skills) play areas that may include store, post office, dress up, and puppets.
4. Arts & Crafts: projects emphasizing creativity/technique and most importantly "trying" rather than final outcome.
5. Music: daily use of songs, rhymes, poems, piano or recorded music.
6. Science: activities that encourage investigations, observing, discovering and problem solving. Example: cooking, growing a plant, bug hunts, etc.
7. Math: counting is a part of every day. Other activities involving concepts such as volume, size, shape, and measurements.

8. Language Arts: Story Time will occur daily. Children will be encouraged to participate in group conversations, social conversations, story telling, and role-play.
9. Outdoor Play: We will go outside daily, weather permitting (if it's too cold for the baby, we will remain indoors) On days when we can not get outside, we will have activities planned for large muscle development.

Open Door:

You are invited and welcome to visit the day care anytime your children are present. You are asked to avoid visiting during nap/quiet time as much as possible. Please knock/ring the door bell as the door will be kept locked for safety reasons, but will quickly answer the door as soon as you arrive. Parents are also free to call at any time. If I do not answer, please leave a message, and I will call you back as soon as possible. If I am anticipating your arrival, I will unlock the door for a short period; feel free to enter without knocking.

Behavior & Discipline:

No child will be hit, spanked, belittled, or otherwise intimidated at the provider's. No corporal punishment will be used. Children will be treated with courtesy, respect, and patience. Discipline will be according to age and understanding level. Younger children, babies, and toddlers, will be redirected to another activity. Older children will be given timeouts depending on the severity of the offense (almost always one minute per year of age, never to exceed 10 minutes) and the child will not be left unattended. If a child's behavior becomes a problem, I will address it with you and we will try to resolve it together.

AT NO TIME WILL A CHILD BE SUBJECTED TO PHYSICAL PUNISHMENT OR SHAMING, FRIGHTENING OR HUMILIATING METHODS, OR ANY TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR WILL DEPRIVATION OF A MEAL OR ANY PART OF A MEAL BE USED. NO CHILD WILL EVER BE PUNISHED FOR BATHROOM/TOILET ACCIDENTS.

Nap Time:

All children are REQUIRED by the provider to have a nap/rest period. No child is forced to sleep, however they must remain quiet. Older children, and those who wake early, will be allowed to read a book until rest time is over. Please try not to schedule pick-ups or visits during this time to lessen the disturbance to the resting children. All children will be given clean separate bedding in accordance with the Illinois Day Care Licensing Rules. All blankets will be sent home on Fridays to be washed and returned the next week.

Toilet Training:

I will assist you in toilet training your child with the understanding that it will be successful only if we work together. I will use the underwear/pull-ups supplied by the parent. Please send your child in easy-on/easy-off clothing until they are able to completely undress and re-dress themselves. I require at least 2 changes of clothing during toilet training. I do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day.

Meals/Snacks:

Nutritionally balanced meals and snacks will be served. The children are offered the food and encouraged but not forced to eat. Please do not send any food or drink with your child without prior approval through the provider.

Meals/Snacks will be served at the following times:

7:30-8:00am Breakfast

9:30-10:00am Morning Snack

11:45-12:15-Lunch

3:00-3:30-Afternoon Snack

Please have your child at the daycare no later than the designated times to receive a meal, or please be sure your child has had the meal at home. Children are encouraged to use meal time to share their experiences with each other. Manners will be taught and encouraged at this time as well. Please list on the child information sheet any food allergies the child may have. If your child needs a special diet, I will attempt to adjust my menus, or ask that you provide some of these foods.

I participate in the government food program for child care providers. This reimburses me for a small portion of the food cost for each meal. For infants, I am required by the Food Program to offer an iron fortified infant formula. If parents prefer a different formula, the parent is responsible for providing the formula.

Supplies:

Each child will have a designated space for their personal items. Please mark names on your children's things. Please bring the following things for your child to have available.

1. Toothbrush and toothpaste (or I will provide Oral-B fluoride-free toothpaste)
2. A complete change of extra clothing. This includes shirt, pants, underwear, and socks. Please replenish if the items are returned to you. Please be sure these are season appropriate. Please bring 2 changes of clothing while toilet training.

3. Paint shirt (An old T-shirt from Mom or Dad is fine)
4. Diapers or pull-ups and wipes, if needed (please replenish as needed)
5. Blanket for naptime. This will be returned on Fridays for laundering. Please bring it back on Mondays (if you prefer, I can wash the blanket with my other laundry but will not be responsible if it is damaged in any way.)
6. Special blanket or stuffed animal, and pacifier for nap time, if needed
7. Sun-block, insect repellent, etc. (can only be used if form is signed)

*Parents are encouraged to bring extra seasonal outdoor clothing such as hats, mittens, coats, etc. to keep at daycare.

*If you prefer you may supply these items to be left here. The option of leaving these items here is for your convenience and is not required.

Clothing:

Children should wear clothing for comfort and convenience. For the child's safety, please no clogs, flip flops, etc. Comfortable sneakers or sandals should be worn, and water shoes for summer play (or the child may go bare-foot). Please dress your child in clothing that is suitable for the weather. This means hats, mittens, and jackets/coats when necessary.

This is a hands-on childcare, children learn by doing. I use washable art supplies, but caution never hurts! Children should not be worried about getting dirty or having spills on their clothing. Please dress your child in play-clothes. Parents must bring a complete change of clothing every day, or leave a change of clothing at the daycare. I will do my best to take care of the child's belongings. However, accidents do happen and this childcare is not responsible for lost or soiled clothing.

If there is a special occasion that calls for special clothing (a visit or party right after child care or a trip to the photographer), please send the clothing with the child and I will help them clean up and get dressed prior to your picking them up at the end of the day.

Water Play:

I have a sprinkler and a wading pool for summer water play. A swimsuit and towel may be requested for these days.

Illness:

It is in everyone's best interest that a sick child stays home. If a child has any of the symptoms listed below, they will not be permitted to attend day care until 24 hours after the last incidence of fever, vomiting, severe diarrhea, or until 24 FULL hours after medical treatment has begun as prescribed by a physician.

Symptoms include but are not limited to:

1. Fever of 100 or more
2. Severe diarrhea (cannot be contained by the diaper or toilet)
3. Unexplained rash (child will not be allowed in daycare until a medical exam has indicated it is not a communicable disease)
4. Vomiting
5. Pinkeye or eye drainage
6. Chickenpox-until all blisters have dried and formed scabs, about 6 days after the onset of the rash.
7. Sore throat or loss of voice
8. Hacking or continuous coughing
9. Yellow or green runny nose

In the event that your child is ill and needs to miss a day, please call (no earlier than 6am) before your anticipated arrival. If your child has an extended illness, a discount may be arranged to hold the position at my discretion.

If a child becomes ill while at daycare, parents will be notified and he/she must be picked up within one hour. The sick child will, if possible, be isolated from the other daycare children to minimize exposure, although, not in a bad way as to make them feel even worse. If a child is absent for an extended period of more than one week (5 days) due to illness, a doctor's slip is required upon return to care.

Illinois Department of Public Health requires that a child suspected of having or diagnosed as having a reportable infectious, contagious, or communicable disease for which isolation is required, be excluded from the home until they, or the local Health Department, states in writing that the communicable, contagious or infectious stage of the disease has passed and that the child may be re-admitted to the daycare home.

***If one of my own children is sick and I will not be able to provide care to other children, I will notify parents as soon as possible before daycare and parents will need to have backup child care for that day. There will be no charge for that day. If one of my own children becomes so ill that I can not provide care for other children during child care hours, I will notify parents and children will need to be picked up within one hour.
***If we have a medical emergency, I will get back up care immediately and parents will then be notified and will need to pick up children ASAP!

Health:

A health care summary must be completed by a physician PRIOR TO ADMITTANCE. I must have immunization records for each child. Please keep these records up to date as this is required by DCFS.

I will do my best to maintain a healthy environment for the children although no environment can be made germ free, keeping their numbers low can lessen the harmful effects of germs. The #1 way to reduce the spread of germs is by thorough and frequent hand washing. I will follow all hand and equipment washing rules as stated in the Illinois Licensing Standards for Day Care Homes. I will encourage the children to wash their hands often and require hand washing before eating and after toileting.

Written permission is required before any medication, diapering products, sunscreens, lotions, or insect repellants can be given. All prescription medications must have the child's name, name of medication, Doctor's name, name of pharmacy, prescription number, date, and directions for administering/dosage on the label. The medication must be in the original container as dispensed by the pharmacy. Administration of any medication will be logged on a Medication Administration Record.

All parents are encouraged to sign a consent form for the administration of Syrup of Ipecac, and Activated Charcoal which will only be given after the provider calls the Poison Control Center and is directed to do so.

Safety:

Our house is set up as a safe environment for children. We have emergency fire and storm procedures. Practice drills will be completed regularly and recorded in a monthly log provided by the county.

Please DO NOT send toys, food, candy, gum, or money with your child unless specifically asked to do so. These items place an unnecessary burden on the provider, and may cause the child to become upset when taken away. These items can also pose a choking hazard if the provider is not aware of them.

In the event of any injury (other than minor scrapes, bumps, scratches, etc.), the parents will be notified immediately!

Although supervision is constantly given, I cannot be by the child's side at all times to prevent falls, tripping, bumps, etc. If the child is injured in a non-life-threatening way, I will assess the child and provide home first-aid.

In the event of a serious injury, the parents will be notified immediately and necessary steps will be taken to obtain medical aid. For emergency purposes, PARENTS MUST KEEP ALL CONTACT NUMBERS CURRENT. If I am unable to reach you, or your emergency contacts, I will transport your child to his/her doctor or to Bromenn hospital, if necessary. If immediate intervention is required, I will take appropriate action, including calling 911 and having your child transported by ambulance to the hospital.

You and your family insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in child care. The child care is not responsible for any accidents that may happen to your child or for any medical or legal charges.

Fire: There is a fire extinguisher located in my kitchen and in my basement. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire.

Power outage: There are flashlights located throughout my house. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement and the house is getting too cold for the children, you will be called to pick up your child.

Pets:

The Provider has two cats, Hannah and Zoey; and two dogs, Lucy and Cassie. They are kid-friendly, loveable animals. They have been certified as healthy by a veterinarian and are current on all immunizations. The cats tend to stay away from children but do occasionally come to visit. No child will be left unsupervised around the animals at any time.

Smoking:

The Provider does not smoke. My Husband does smoke but only smokes in the basement (which is off limits to the children) and will only smoke when there are NO daycare children present, in accordance with DCFS guidelines.

Television Viewing:

Television viewing is an important issue for parents. TV time will be very limited and monitored. Viewing time may be allowed in early mornings (prior to breakfast), 1/2 hr. prior to lunch, and after toy pickup while waiting for parents. This can amount to 1/2 hrs. to 2 hrs. per day depending on when your child is here or if they want to watch. The programs I allow children to view are shows like Arthur, Blues Clues, Dora the explorer, and other programs on PBS kids, Noggin, or Nick Jr. If there are any objections to this, please let me know. I will honor parent's personal rules about television viewing. We occasionally watch children's movies which are rated G (or not rated) such as Elmo, Sesame Street, Bob the Builder, or Baby Einstein videos. Again, please let me know of any objections to any movies.

Drop-off/Pick-up:

Please do not leave your car running.

Your child must exit my home with you.

Please do not allow your child to play near the vehicles at any time.

I assume responsibility for your child only while he/she is in my care during regular hours.

No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pick-up list, without WRITTEN permission from the parent. Telephone permission WILL NOT DO! Anyone unfamiliar to me will be required to show proof of Identification. Please make the alternate pick-up person aware of these requirements.

If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and the adult.

Court Orders:

If there is a court order keeping one parent or guardian away from the child, I must have a notarized copy of that court order in my files to that effect. Otherwise, I cannot prevent the non-custodial parent from picking up the child.

Transportation:

Parents will be notified in advance as to when a field trip is being planned. A child may not participate on a field trip unless parents have signed the travel authorization form. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. The only time we may leave without notice is in case of an emergency, in which case a note will be placed on the door leaving instructions where the children can be found. Unless it is an emergency, you will ALWAYS be notified prior to any outing from the provider. You, as parents, reserve the right to refuse. If I do not have your permission to transport your child, you are expected to pick up your child immediately and make alternate childcare arrangements. I may request a car seat be left with me for field trip days.

Days & Hours of Operation:

The Home Day Care is open from 6:00 am until 5:30 pm. Monday through Friday. Hours of care will be contracted from child to child.

Holidays/Birthdays:

We honor major holidays and all children's birthdays. If you would like to bring a special treat for the children, please let me know ahead of time. You are more than welcome to participate in ANY activities we have planned. Please inform the provider if you do not wish for a holiday (Christmas, Halloween, etc.) to be focused upon.

Holidays, Vacation, and time-off:

The Daycare will be closed and Childcare will be provided at my discretion ONLY on weekends and on the following holidays:

New Year's Day

Independence Day

Thanksgiving Day

Christmas Eve & Christmas Day

In addition, The Provider will close for 1-2 weeks (5-10 days) vacation per year. Notification of at least 30 days will be given prior to any closed days with the exception of emergencies or illness. Please have a backup childcare provider for these occasions. The Provider is not responsible for finding alternate care for your child, although I will try to have backup at all times. In the event that I will be away for a period of time less than three hours (usually for Doctor appointments only) substitute care will be provided by a back-up provider that I will arrange.

If the daycare is closed, no payment will be expected.

You are allowed up to 2 weeks of vacation at 50% tuition. Any vacation taken beyond 2 weeks in a calendar year is 100% tuition. This is to hold your daycare space and **PAY IS EXPECTED IN FULL BEFORE YOU LEAVE**. If you choose to take your vacation on the weeks the Provider is on vacation, no tuition will be due.

***If care is needed for children at a time that is different than those stated in the family's contract, parents must request it from me prior to the day the care is needed. I would appreciate a minimum of a 24-hour notice. I do understand that situations come up and I will try and help out whenever I can. Parents do need to be aware that I may not always be able to grant requests.

***If I can not care for children for some unexpected reason (i.e. illness, death in the family, etc.) I will try to give parents as much notice as I possibly can. If I can arrange substitute care, I will try to do that. Families will need to have their own back-up care for those times when I can not possibly give care. There will not be a charge for those days.

Rates:

Full Time: \$150 per week.

Part time/Hourly: \$3.50 per hour (or portion there-of) if requested 24 hours in advance and I am able to accommodate your requested hours. Or \$30 per day (8 hours or more).

Fees:

Late/Early Fee: \$2.50 per 15 minutes per child (after a 15 minute grace period)
Please note: this is \$10 per hour, so please be on time!

Late Payment Fee: \$10.00 per day that payment is not received

Returned Check Fee: \$20.00 plus any additional costs I incur for a returned check.

*a notice will be sent home with the child on Thursdays if there have been any fees incurred. These fees will need to be paid on Friday with regular tuition.

If a parent is 30 minutes late and I have not received a phone call to tell me when the expected pick-up time is, I will call the parent numbers that I have. If I am unable to reach anyone, I will try again at 45 minutes late. If there is still no answer, and the parent has not shown up the child's alternate pick-up person will be called to come get the child. Continuing efforts will be made to contact someone. If after 3 hours no parent or alternate pickup person is able to be contacted, the children will be made comfortable to sleep overnight and efforts will continue until a reasonable hour. If the parents have still not shown up by 8am the next morning, the police will be notified. Please make sure your emergency contact information is correct and updated as needed. If this situation ever occurs, I will make every effort to care for your child as normal and help them not become worried. At no time will the children be blamed for their parents lateness.

The first week's payments are due when reserving the space and are nonrefundable. All payments are due by 6:00 pm on Friday for the following week. After 6:00 pm, the late fee (\$10 per day) will be assessed. If payment is not made by Monday, your child will not be accepted into care until payment, including all late fees, is made. If a period of 7 days passes without payment received, the contract will be terminated, the position filled, and the collections process begun. You will be responsible for any costs related to collection of the childcare fees.

Cash or Check is accepted and a receipt will be given. A year end statement of all childcare fees paid will be provided within the first 4 weeks of the New Year, to the address that is on the contract. A fee of \$20.00, plus any additional costs I incur, will be

charged to you for a returned check. All future payments will then be made by cash, or official bank check.

Childcare fees are due regardless of whether or not your child attends. You are paying for a position, as well as a service. These fees are due regardless of unforeseen or arranged absences such as illness, or appointments.

Please be courteous and inform me of lateness and absences, as waiting for children to arrive affects our schedule.

All childcare services will be contracted. The contract is a legal document obligating me to provide a service for you and obligating you to pay me for that service. There are other requirements in the contract. I urge you to thoroughly read the contract and realize that it is legal and you will be held liable for each item of the contract. By signing it, you are accepting it in all of its terms.

Trial Period:

There will be a two-week trial period for all children. The contract may be terminated by either me or the child's parents during these two-weeks if either party feels there are reasons to do so without the need for a two-week notice.

Terminating Child Care:

After the trial period a two-week notice must be given prior to terminating childcare services, or to make changes in the contract (i.e. need to change hours or days care is needed). Parents will be responsible for paying for the two weeks after notice is given regardless of whether parents choose to keep children in care or not for those two weeks. If I feel that the requirements of the contract are not being met or if there is a conflict in caring for a child I may choose to terminate the contract. I will give families a minimum of a two week notice and assist in any way I can to help families find new child care.

If payment is not made and your account remains delinquent, legal actions will be taken. All collection charges, late charges and legal fees will be added to your account and owed to the child care.

The child care reserves the right to terminate the service if:

1. Immunizations are not kept current (by IL state regulations)
2. Tuition is not paid in full (or parent fee for subsidized families)
3. If the parent is not supportive of the policies and procedures
4. The provider is treated in an abusive or derogatory manner
5. Child fails to adjust in the day care
6. If the child's behavior is disruptive, unmanageable, and/or harmful to the other children or to the provider

If immediate termination/dismissal is required (for any reason including non-payment) two weeks payment is required with no further care provided.

Child Abuse/Neglect:

I am required by law to report any suspected signs of child abuse and/or neglect. This includes any form of physical punishment by the parents in my home. Any request to use physical punishments will be noted in the child's file along with a written refusal from the provider, signed by the provider.

Confidentiality:

The information that you supply the provider will be kept confidential. I will, at all times, respect your privacy. Before any of the information is released to outside persons, the parents will sign a release form. (This does not apply to law enforcement.)

Communication:

The purpose of these policies is to keep misunderstandings from happening. I hope it provides parents with a clear picture of the expectations I have for them and that they may have for me. If at any time a parent has a question concerning any part of this contract, I urge them to talk to me about it immediately. Communication between parents and providers I think is the key to each child getting the best care possible.

***These policies are subject to change and will be updated (and must be signed) yearly. A two week notice will be given when a policy is changed, added, or revised.