

Presbyterian
Child Development Center
Day Care
Parent Handbook

Revised July 2012

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INTRODUCTION

The Presbyterian Child Development Center Day Care is a non-profit program sponsored and supported by the First Presbyterian Church of Carbondale, Illinois as a service to the community. It was created in response to the need for quality childcare with the hope that the resources of the Church could help provide that care at a more affordable cost to parents. The Center has been meeting this need since 1972 when we were first issued our license.

The Staff of the Presbyterian Child Development Center Day Care (PCDC) or (Center) are pleased that your child will be attending the Center. Our purpose is to provide your child with experiences that develop healthy learning habits and meet his/her physical and emotional needs while they are in our care. We are happy to be able to share the care of your child with you and consider it a privilege to be a part of his/her growth and development. We hope the time your child spends with us will hold many worthwhile and enjoyable experiences as children, parents, and teachers all learn together. The Center communicates with families in their primary language or utilizes resources as needed to communicate with families.

It is our hope that this handbook will serve as an introduction to the PCDC. It explains the policies and procedures of the Center. We encourage you to read this handbook carefully and to discuss any questions you may have with the Director.

Parents are an important part of the children's experiences at the Center. We look forward to getting to know you better through daily sharing, special parent visits to the Center and parent conferences. All family members are welcome to come and visit their child/grandchild's classroom and the Center. We ask that you let the Director or the classroom teacher know the day before so you can receive a visitor pass. We hope that both you and your child will find the time spent in the Center exciting and rewarding. Parents will be given an annual Center evaluation, this evaluation will help meet the needs of the Center plus the needs of the staff. This evaluation is given out every January with the newsletter. After the evaluations are reviewed, the parents will receive the results in the next newsletter.

Solid vertical lines in the margins within the body of the handbook indicate a text change to the handbook. Parenthetical notations (04-11) indicate when an individual section was previously revised.

Board of Directors

A Board of Directors governs the PCDC. This Board sets policies and procedures in the Center. The nine member Board consists of parents of children enrolled (3), Church members (2), Community representatives (2), and "at large" members (2). Meetings are held monthly. At these meetings the Board discusses Center policies, staffing, budgeting, and any problems that may arise at the Center. Persons desiring to participate on the Board should make their interest known to the Director. Parents are always welcome, and encouraged, to attend Board meetings.

Orientation for new families: You will find outlined in this parent handbook the following: information about Center operations, schedule, fees, calendar, health requirements and discipline policy. In addition you will find a form that we would like you to fill out that will help the staff to get to know each family better. The form inquires about your child's development, strengths, likes and dislikes. In each classroom you will find a notebook where you may leave notes for the Staff including who will be picking up your child. You will be given a new family orientation survey after two weeks to ensure you were properly oriented.

Enrollment

The PCDC is licensed by the Illinois Department of Children and Family Services (DCFS) to care for forty-eight children. We enroll both full and part-time children ranging in age from six weeks to five years with preference given to those with full time enrollment needs. Priority is given to families with children already enrolled at the Center. No child will be discriminated against because of race, sex, disability, and/or origin.

In accordance with the requirements of Title III of the Americans with Disabilities Act of 1990, PCDC does not discriminate against any individual on the basis of disability. PCDC will make reasonable modifications in policies, practices or procedures when such modifications are necessary to afford its services and facilities to individuals with disabilities unless the modifications would fundamentally alter the nature of the Center's services. PCDC will not exclude any individual with a disability from the full and equal enjoyment of its services and facilities, unless the individual poses a direct threat to the health and/or safety of others that cannot be eliminated by reasonable modifications of policies, practices or procedures or by the provision of auxiliary aids or services. PCDC will not exclude any individual from the full and equal enjoyment of its services and facilities because of the individual's association with a person with a disability. PCDC admits children of any race, color, religion, national origin and sex. PCDC does not discriminate on the basis of any of these factors in its admissions, education, payment, food service program or any other Center-administered programs, policies, and procedures.

The Center generally operates with a waiting list to enroll. Please check with the Director as soon as you make the decision to enroll. Priority is given to families with children already enrolled at the Center.

Admission Procedures

The order of admission to the PCDC is on a first come, first served basis, modified by the needs of the Center. When a parent contacts the Center, his/her name and phone number are placed on the waiting list along with the child's birth date, date of contact with the Center, and requested date of admission. Whenever a vacancy occurs, the Center's needs are assessed. Usually, a vacancy occurs in just one of the age groups at a time. The date on the waiting list determines the order for contacting all parents of children who meet the needs of the Center. When parents are contacted and agree to enroll their child, the parent who is offered the slot is required to pay a registration fee of \$25, insurance fee of

| \$10 per child, and a two-week deposit to secure the opening for enrollment. The deposit will apply to the two-week notice, which is required when a family decides to leave the Center. If the child fails to enroll, the registration fee and deposit are non-refundable.

Parents must fill out and return all application forms before leaving their child at the Center. If a parent does not return the forms e.g., the physical form, the child will not be accepted. Once the child is enrolled, his/her schedule cannot be changed without a two-week written notice and approval from the Director.

DCFS requires a certified copy of each child's Birth Certificate be on file at the day care. Copies will be requested at the time of enrolment to PCDC. Parents will be given 30 days from the date of enrolment to turn in a certified copy. After 30 days, if a certified copy of the Birth Certificate has not been received, the Director will notify the State Police per DCFS requirements.

ATTENDANCE

Hours of Operation

The PCDC provides care for children Monday through Friday, 7:30 a.m. to 5:30 p.m. Because the Center's insurance only covers the children during hours of operation, and the staff members have families of their own to care for, parents are required to bring their children and pick them up only within the specified hours of operation. Part time morning hours are from 7:30 a.m. to 12:30 p.m., and part time afternoon hours are from 12:30 p.m. to 5:30 p.m. If a parent arrives later than 5:30 p.m. (or 12:30 p.m. if enrolled part-time) to pick up his/her child, a \$5.00 fee for the first 15 minutes or any part of the first 15 minutes and an additional \$1 per minute after the 15 minutes must be paid to the caregiver who had to stay late with the child.

Daily Steps

Parents, guardians, or other adults designated by parents are to bring the child inside and sign into the Center's arrival and departure system. Upon arrival please take a moment with your child to wash his/her hands; this will help stop the spread of infection. If possible, inform the teacher who greets you and your child of the following: how your child is feeling, when he/she has last eaten, slept, etc. If your child is ever to leave with an adult who has not been previously designated as someone authorized to do so, a written notice should be given to the Director or teacher regarding this matter. When this person picks up your child, they should be able to show picture identification to the teacher or Director.

Parents and teachers have the opportunity to exchange information regarding the children twice daily, during arrival and departure times. These times are important in providing continuity between the child's home environment and the Center setting. The Staff will be happy to answer any questions or help with any problem parents have regarding their children. If there is not enough time for this type of exchange during the arrival and departure times, a time for more in-depth discussion can be scheduled with the Director. The Staff welcome all suggestions to help improve the Center.

Absence

If a child is to be absent, a parent needs to notify the Center as soon as possible. If the child is sick, please inform us. In the event that there are several children who are ill, this knowledge enables the Center to inform other families of potential symptoms of illness (fevers, vomiting, etc.). Individuals who care for the children become concerned when a child does not attend, therefore, a phone call will prevent us from worrying.

Pest Control Policy

The Center's pest control policy is to mitigate pests whenever possible without pesticide/chemical inclusion. However, upon recommendation from the pest control company, pesticide/chemicals may be used in the Center. The Center will provide adequate advance notice of such chemical use in accordance with Illinois State law.

Weather Policy

If SIU closes, the Center will also be closed. Since this is a rare occurrence, there are additional guidelines. If Carbondale High School closes due to the weather then the Director will contact a minimum of two Board members to determine if the Center will open on regular schedule or short schedule. On short schedule the Center will open at 8:30 a.m. and closes at 4:30 p.m. The Center does this in an effort to get our staff to and from home safely, before dark. Please consider the risk factors involved prior to heading out in inclement weather with a small child in your vehicle.

Daycare Closures

Although rare, some unforeseeable circumstances beyond the control of the Center, such as power outages, may cause early closures or full day closures. When these circumstances occur, the Center must follow DCFS policies and children are not allowed to be cared for at the Center. In some circumstances DCFS may not require closure, but after consultation with the Board, it may be determined that it is in the best interest of the children and staff to close. Parents will be notified as soon as possible by phone by the Director or Assistant Director when these circumstances occur.

Parking

Parking is provided adjacent to the church. Please do not park under the drive-through area. We recommend that you park on the west side of the lot, in case there is a funeral at Meredith's Funeral Home next to the church. Notice is generally posted when the Center is aware of large events at the funeral home or the church.

FINANCIAL CONSIDERATION

Fees and Payment Policy

Fees for the PCDC are determined by whether the child is enrolled for full-time or part-time care. A separate fee sheet will be given to a parent at the time of enrollment. Fees are reviewed on a periodic basis by the Center's Board of Directors and may be changed as needed upon approval by the Board.

Account statements are e-mailed to the parents/responsible paying individual(s) weekly. These statements list the tuition charges, additional fees, and payments on the account. Account balances are also shown on the ProCare check-in/out station at any time. Statement of charges may also be viewed at the check in station. Please ask the Director if you need assistance.

Fees include the following: diapers, baby wipes, formula, baby food for the infant room; diapers, baby wipes, and meal service for the toddler and two-year old room; and meal service in the three-year old room and pre-k room. Meal services provided by the Center are breakfast, lunch and an afternoon snack. **When your child turns two and a half you will be responsible for supplying your own child's diapers or pull-ups. Until two and a half, the Center will continue to provide diapers. This policy was enacted to provide an incentive to parents for assisting in the potty training of the two years olds.**

Fees are to be paid in advance of childcare services each Monday (for that day and the coming week) unless other arrangements with the Director have been made in advance. If payment is not received by the end of the day Monday of the week due, a \$5.00 late fee will be assessed each day payment is late. If the account is not made current within two weeks, a notice will be mailed to the responsible paying individual(s) notifying of the delinquent account. The responsible paying individual(s) will then have one week from the time of notice to pay the account in full. If the account is not made current, the enrolled child(ren) attending the Center will not be allowed to attend until the balance is paid in full. The Center will make every effort to keep the child(ren) at the Center, but it is the parent/paying individual(s) responsibility to keep the account up to date.

A \$25 fee will be assessed for all returned checks.

When space permits, children enrolled half-days may, with prior approval from the Director, stay all day. Charges will reflect the time present at the Center each week. There will be an additional charge for this but if there is room, we would be happy to help out. Part-time placements cannot be changed without a two-week notice.

Additional fees will be charged for certain extra-curricular activities; parents will be notified of these in advance. These fees include field trips, weekly classes and other special events in which the Center participates. The Board has set a maximum that we may charge each month for our extra classes. See the attached fee schedule for the current maximum extra curricular amount.

Agency Assistance Payment Policy

The Center will provide care to children receiving financial assistance through the Illinois Department of Human Services (IDHS) or other agencies. The families who receive state agency payments will be responsible for any portion of the account not paid by the appropriate agency and the following: Families and/or paying sponsor will be responsible to pay the full tuition amount as the deposit at time of enrollment, as well as an additional two full weeks tuition at a rate correlating with the care provided. Full tuition payment will be required by the parents/sponsor until the first reimbursement is received from the agency providing assistance and co pay amounts can be established. Once a copay amount has been established, families/sponsors will be responsible for the tuition copayment amount prior to receiving care in accordance with the previously arranged payment cycle (every week, every two weeks, first and fifteenth of the month).

The agency providing assistance will be billed in accordance with their guidelines, for the days the family attended the Center, typically for the previous month of care. If a child does not attend on a day they are scheduled to attend, the family/sponsor will be responsible for the full tuition for the day missed as most agencies only reimburse for days the child is physically present. When a payment is received from the agency providing assistance (typically the third week of the month for IDHS agencies), the payment will be posted to the family account. Once the payment is posted to the account, a statement of account will be generated showing any remaining balance or credit. Any balance remaining for the period which the agency payment was posted becomes the immediate responsibility of the family/sponsor. Payment of the remaining balance will be due within 14 days of the statement date. If payment is not received in full the child will not be admitted to the Center. If the account shows a credit after the agency payment is applied, the family may deduct that amount from their next regular payment.

In the event of the family withdrawing from the Center, all payments for the care provided will be the family/sponsor's responsibility. Upon giving written notification, the Center will apply the two week deposit towards the account. The agency providing assistance will be billed accordingly for the care provided in the appropriate cycle. Once final payment by the agency is received, it will be posted on the family /sponsor account. If the agency payment creates a credit balance on the account, the credit balance will be refunded to the family. If a balance remains on the account, it becomes the family/sponsor's responsibility and a statement reflecting the charges due will be generated and forwarded to the family. Any accounts with a balance past due 30 days or more past the date of the final statement will be sent to collection.

Deposit Fee

A deposit fee equal to two weeks tuition is required before a child will be admitted. This fee may be used as the last two weeks tuition upon a written two-week notice of withdrawal from the program. If two weeks advance notice is not given before withdrawal, the deposit will not be refunded and will be applied towards the final amount due at time of withdrawal.

Withdrawals

When withdrawal from the Center is necessary, a two-week notice must be given in order

that the vacancy can be filled. If a two-week notice is not given, parents are still responsible for full payment of those two weeks. The two-week deposit may be used during the final two weeks.

Fee Schedule Attachment

A current Fee Schedule will be attached to this Handbook listing the fees at the time the Handbook is received by families.

Holidays

Payment is required for all days the Center is open and for staff-paid holidays. If the child is absent during the week, payment is still required. The Center is closed only for the major holidays each year and for the week between Christmas and New Year's Day. The specific holidays are listed below. If a holiday falls on a Saturday or Sunday, the staff will be paid for the legally observed holiday. In the case of Christmas Eve, the day will be observed on the Friday before if it falls on a Saturday or Monday following if it falls on a Sunday.

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Eve
Christmas Day

Vacation/Sick Days

Parents are allowed a certain amount of vacation/sick days to be used from September 1 to August 31; part-time placements are allowed vacation/sick days as well. Any vacation/sick days not used by the end of the fiscal year (August 31) are lost. There is a holding fee required for those vacation/sick days. The cost of using each day is the normal cost of that day, minus \$5.00. So, if you normally pay \$130.00 per week but you miss one day, then you would pay \$125.00. Full-time children get 15 vacation days per year and part-time children get 7. Children enrolled mid-year will get their vacation days pro-rated based on time of enrollment. If vacation days are used during a week that has already been paid for, written adjustments may be submitted to the Director in the following week's payments.

Weather Credits

If the Center must be closed an entire day due to weather related circumstances, families will not be responsible for tuition for that day and will be credited on their account.

Fund Raising

Like every other organization, we are always in need of "extra" funds for equipment, toys, books, and everything else it takes to operate the Center. PCDC conducts fundraisers throughout the year and we hope you'll participate to the best of your

abilities.

OUR PROGRAM

The overall program at the PCDC is designed to meet the individual growth and developmental needs of each child enrolled in the Center. Caregivers and parents work cooperatively to assess each child's developmental needs and interests, and to develop individual goals based on these assessments.

Classroom Goals

Infant activities

In our infant room each child has his/her own schedule (napping, eating, etc.) until they are around 13 months old. At that time we start to try and work them into the Toddler schedule to make the upcoming transition smoother. Parental input is greatly appreciated as each child operates on his or her own time frame and each parent's expectations are so very different from the next set of parents. We encourage small and large muscle development, eye-hand coordination, language development, listening skills, social interaction and other developmental skills.

A daily log is kept on each infant in the Center. The logs contain information regarding the child's day, including sleep times, foods eaten, elimination times, and activities the child participated in during the day. Parents should provide pertinent information when checking their child in at drop off and are encouraged to pick up their infants log sheet each day at departure times.

Toddler Activities

Toddler activities are done both as a group and on an individual basis. Group activities include things such as art, music, and story time. At times each of these activities is also done on an individual basis. We encourage the children to experiment, create and develop motor skills through the use of things such as paints, clay, play dough, crayons, chalk, glue, and many other fun materials. You'll be surprised at how many things they learn and how quickly they learn. Physical exercise and development of gross motor skills are experienced daily. Various equipment is available both in the Big Room and outside on our playground. Usually when the children leave the Toddler Room they can almost peddle a tricycle and are fairly close to jumping up and down. All activities are introduced and practiced on a casual basis without putting stress on the child to learn. Calendars are posted monthly, based on themes that the whole Center follows, and are sent home as well. Reports are sent home daily which discuss your child's day and go over the highlights of what they covered.

Two year olds

In the two-year-old room one of the most important things we work on is toilet training. It takes a lot of time and energy to get eight children through 'bathroom time' without any fiascos. In this room the calendars are again posted and cover many exciting themes. The children sing songs and read books along with participating in an array of art activities and gross motor development games. All activities are introduced and practiced

on a casual basis without putting stress on the child to learn. Calendars are posted monthly, based on themes that the whole Center follows, and are sent home as well. Reports are sent home daily which discuss your child's day and go over the highlights of what they covered.

Three year olds

The threes are developing language almost faster than we can keep up. As in the other rooms, daily calendars are posted and daily reports are sent home. In this room we begin to work more intently on activities such as letter recognition, counting, number recognition, and sitting still for longer periods of time. The three year olds also work on learning to write and recognize their names! Weather permitting; the 3's may walk to the Carbondale Public Library for story time.

Preschool Age

The four (and five) year olds are ready to learn! As in the other rooms, the calendar is posted and a daily schedule is followed. They too, may also walk to the Carbondale Public Library. This room dives into letters like crazy! They do a letter of the week and discuss letter sounds in depth. Again, all activities are done in a low-stress fashion so that the children are learning without realizing they're being "taught". They still sing and read books; they play in the Big Room and on the playground; and they are working on the computer as well. Reports are still sent home daily so that parents can keep up with what was covered each day.

In all of the rooms, we are attempting to develop in each child a feeling of belonging, love and respect for others, friendliness, self-confidence and initiative, empathy and consideration of others, and a positive self-image.

Screenings

Twice a year the teachers perform a developmental screening test on each child. This standardized test is a screening tool devised to look for potential problems in a child's development. It is not an IQ or intelligence test and the results are reviewed with the parents at conferences which are held twice per year and at times that are convenient for working families. Childcare will be provided if needed, but will require arrangements to be made ahead of time. This meeting is conducted as soon as possible after the screening so that any problems can be addressed early. Parents are asked to sign the permission slip giving the Center permission to do these screenings. If the Center suspects that the child/children have a developmental delay then PCDC may call in help from outside the Center. The Center periodically has Archway Early Intervention Specialists as well as an Early Childhood Mental Health Consultant to come and do screenings on the children. Each spring the Jackson County Health Department comes to the Center and screens the three, four, and five year olds on their vision and hearing. You will be notified if there are ever any signs of a problem.

Inclusion Policy (Children with special needs)

Our program is, as much as possible, an inclusive childcare environment. We accept children with special needs if it is financially possible for us to do so. We will accept,

and provide care for; children with special needs as long as the following stipulations are financially possible and *agreed upon by the person enrolling the child*.

- 1 We must have a copy of the child's medical report, which clearly states limitations, restrictions and medical conditions that would define our ability to care for the child.
- 2 We must have a copy of any current IFSP or IEP plan(s).
- 3 We may assign the child to a classroom according to their developmental abilities rather than their chronological age.
- 4 We may administer medications and treatments if we consider our staff to be qualified to do so or if they can be adequately trained to do so. Any training costs must be borne by the person enrolling the child.
- 5 The child must be able to be cared for within the State of Illinois licensing child/staff ratios. Otherwise, if the ratios cause harm or put the child, either children or staff at risk, we will no longer be able to provide care unless the parent/guardian can provide funding or funding can be obtained from another source to cover the salary of a State of Illinois qualified teacher assistant to be with the child. Our program cannot sustain the expense but we will assist you in any way we can with finding a funding source for a teacher assistant. If funding for a teacher assistant cannot be found, we will have to discharge your child but will assist you with finding an alternate care arrangement that could accommodate your child's needs.
- 6 We can, and will, make minor adaptations to our environment to enable your child to enter and use our building. However, we cannot fund construction of adaptations such as, but not limited to, adding wider doorways, building ramps, or providing larger toilet facilities in the classrooms.
- 7 Special needs children will be enrolled for an introductory period of one (1) week so we have the opportunity to see if we are able to provide the care your child requires. We also may re-evaluate our ability to provide adequate care, at any time, if situations arise that did not exist during the first week of enrollment.
- 8 We will consult with the parent/guardian during any decision-making processes while re-evaluating our ability to provide adequate care. All consultations, with parent/guardian, teachers, administrators, therapists, doctors, etc. will be documented and used in the evaluation process.

Parent or guardian enrolling the child must agree to the above stipulations, before enrolling the child, by signing our agreement form.

Staff

A qualified director supervises the staff of the PCDC. Other full-time staff members have been trained or taken classes in child development. In order to be employed as a teacher, a person must have at least two years of college with 6 semester hours in Child Development. In addition, students from SIU and Carbondale High School and community members often volunteer at the Center under the supervision of the paid staff. Adult-to-child ratios required by licensing standards of the Illinois Department of Child and Family Services are met or exceeded for all age groups.

Meals

Toddlers through Preschool children are offered a nutritious breakfast, lunch and afternoon snack daily by PCDC. All hot meal service is provided by Chartwells with the Center providing snacks and milk. Meat, fish, cheese, or other protein sources are served along with a vegetable, a bread or other grain product, fresh fruit (whenever possible), whole milk for the toddlers and skim milk for the two's through pre-school age children. The caterer helps ensure that meals follow the State's guidelines to be nutritious and well balanced. Weekly menus are posted so that parents can be aware of what their children will be served each day. Dietary modifications may be accommodated for medical reasons, documented and prescribed by a physician, when given advance notice, if the request does not cause a financial difficulty for the Center. Vegetarian menus can also be served if desired and requested in advance in writing, and again does not cause a financial difficulty for the Center.

Formula and baby foods for infants are provided by the Center. Any changes in formula need to be given in advance to the teachers. If your child is on a specialized formula, there may be additional charges. Infants are fed according to the parent's directions regarding feeding schedule and introduction to solid foods and juices until eleven months. At eleven months infants will begin the transition to table foods and juice. Once an infant moves to table foods, the child will be fed that day's offering unless the parents have provided written medical reason that table food is not to be offered from the doctor.

The PCDC participates in the U.S. Department of Agriculture federally subsidized food program. The program is administered through the Illinois Office of Education Child and Adult Care Food Program. To participate in this program, there is paperwork to be completed by our families, even if you don't qualify for reimbursement. We must show total Center information. This information is kept confidential. These forms must be updated annually.

Expressed Milk

The Center will store and use expressed milk as follows in accordance with the recommendations of IDCFS and IDPH. Fresh expressed milk may be stored at the Day Care for 48 hours after arrival. Frozen expressed milk will be stored by the Day Care in a frozen condition for two (2) weeks. Once thawed, the milk will be refrigerated for 24 hours. All expressed milk that is not used within these time limits will be disposed of by the Day Care. Nursing mothers are encouraged to nurse and will be accommodated to nurse at any time while at the Center. Please feel free to contact the Director with any questions.

Discipline/Behavior Management Procedures

In accordance with the philosophy of the Center and the laws of the State, the Center does not use corporal punishment. For the safety of the children, however, some form of managing the children's behavior is necessary. This is done primarily through keeping the children engaged in a wide variety of stimulating activities, providing plenty of love and physical interaction, praising good behavior and addressing bad, accepting and reflecting the child's feelings and substituting one activity for another. In addition,

behavior is sometimes managed by a procedure called “Sit and Watch”, or “Time Out”. A child who is having or causing trouble is asked to sit on the sidelines of play and watch the behavior of others, and is reminded of appropriate behavior. After a short period he/she is invited to rejoin the group, and is again reminded of appropriate behavior. In this way, children are encouraged in the development of self-discipline and positive ways of interacting with other children and adults.

If a child seems to consistently disrupt the group and numerous attempts have been made at “Sit and Watch” to no avail, then other measures may be necessary. Our next step is calling the parents each time the child becomes out of control. The parent will be expected to either come and pick up the child immediately or have a major discussion with the child that evening (depending on the offense). If this procedure does not help the situation then possible expulsion will be discussed. The Center does not like to have to outline the final procedure, however when caring for numerous children the health and well being of all individuals has to be considered.

Parent Involvement

Parent involvement is very important here at PCDC. We encourage you to attend parties, potluck dinners, and field trips or any other activities, which might be occurring. Monthly newsletters will help keep you informed of what’s happening along with checking the bulletin boards by the sign-in sheet. All family members are welcome to come and visit their child/grandchild’s classroom or any other function or outing the Center may have. If a family members, such as grandparents or siblings, wish to visit the classroom, we ask that you let the Director or the class room teacher know the day before in order to prepare a visitor pass for visitors.

We also hold workdays once or twice each year so that some much needed repairs can be addressed. (Our playground was actually designed and built by parent volunteers!) If you have a talent or hobby that you think might come in handy, please share that information with the Director.

Parent Concerns

The PCDC maintains an open door policy on parental concerns. If there is something bothering you, please make an appointment with the Director or give her a call. If you have discussed your concern with the director and are not satisfied with the outcome, please feel free to contact the President of the Board of Directors or attend one of the Board meetings and further share your concerns.

Laundry Duty

Each week your child’s classroom will have about a load of laundry that needs to be done. The teacher makes up a rotating schedule and the parents are asked to take the laundry home and wash, dry, fold and return it to us. Each families turn will be every 6 to 8 weeks or so. Each classroom has an inventory of two weeks of sheets so when you take the laundry home on Friday; you have a full week before you need to return it. Thank you.

Special Holiday Events

Watch your monthly newsletter for upcoming events. They are designed to allow the children and parents to participate in holiday festivities with the staff and to interact with other parents in a safe and controlled environment. Participation is optional in all these events and the degree that you choose to participate is up to you. A sign-up sheet will be posted so that those who want to help out can. Even if you don't want to help out, you're encouraged to attend the festivities. We hope to see you there!

Annual events include:

Valentine's Day- In the morning we hold a Sweet Heart Dance where the kids are encouraged to wear their most glamorous Valentine clothes and shake it up. We go to the Big Room and play music and dance the morning away. Then in the afternoon our celebration is during snack time (3:15ish). A list of all the children enrolled will be given out prior to the 14th so that valentines can be exchanged.

Easter- We have an Easter egg hunt after naptime, followed by an Easter party celebrating with our favorite snacks.

Halloween- We have a Halloween party and parade for the children and parents that would like to attend. The children dress up in their costumes and parade around the block (weather permitting). Then we return to the Center for Halloween goodies. Again, there will be a sign up sheet if you'd like to help.

Christmas- At Christmas we have a big family gathering. The children perform some Christmas songs; we all bring food to share for supper, and Santa even makes an appearance! Santa brings each child a small present (we'll charge a nominal fee for the gift). We have a Christmas custom here at the Center that might be different for some of you. The custom is that many of the children donate a gift to their classroom. Parents have used this as a method to teach about charitable giving. Through this we try and instill a sense of giving and sharing in the children, plus the Center is enriched!

Mother's Day and Grandparent's Day- For each of these events we have an afternoon snack celebration. The children usually make personalized gifts for these special days.

Father's Day- Each year we invite the dads in to have lunch with the kids. Again, announcements will be posted.

Field Trips

Watch your bulletins for multiple trips throughout the year. The infants never go on the trips with us, but the Toddlers often go on one. Parents are encouraged to go with us; we usually need parent volunteer drivers! Permission slips must be signed and at that time you can let us know if you're able to help out. The older kids go on probably four trips each year.

Extra Instruction Classes

At times during the year, we may have several “extra” classes that we participate in. Some classes have an extra fee for participation. Over the years the classes have included Stretch-n-Grow (fitness and health), Wiggles and Tunes (music and singing), dancing, gymnastics and foreign languages. Current classes, and their fees, are included on the fee schedule if they are offered.

All children in the designated age group participate in the various classes. The Board of Directors voted to not make classes optional for two reasons. First, it is stressful for the children if some get to go to the class and others do not. Secondly, splitting the class makes meeting the DCFS ratio requirements more difficult to maintain. The Board has taken financial considerations into account when setting the maximum for additional monthly charges. We have many parents who have found they enjoy paying for these classes because it then frees up their time in the evening when they might have enrolled their child into a class.

Children’s Birthdays

Birthdays are to be celebrated! As your child turns a year older you can set the tone of what you would like to occur. Some parents like to have a real blowout while others like to keep things quiet. Check with the director on how many children are enrolled on the day that you plan to celebrate and how many children are in your child’s class. You may want to bring enough treats for the whole Center or just your child’s room or not celebrate at the Center at all. It’s up to you. DCFS requires that treats be store bought, not made at home.

Visits

Parents are always welcome to visit the Center. Nursing mothers may come in at any time to nurse their babies. When visiting the Center for the first time, it is helpful if a specific time is arranged with the Director so that the visit can be as mutually rewarding as possible. In addition, parents should feel free to visit with the children and staff at arrival and departure times, although teacher’s attention must be on the children at these times.

Clothing

Children should wear clothing that is comfortable, washable, and suitable for all activities, including playing on the floor and outside on the playground. Please do not send your child in clothing that you want to keep very, very nice. The children play outside, use art materials, and are messy eaters and spillers. Also, be aware that in the rooms with diapers, a bleach solution is present for disinfecting. While all care is taken to prevent contact, clothing may accidentally touch a drop and the clothing could be marred.

At least one complete change of season appropriate clothing needs to be kept at the Center for each child. Each child’s clothing is stored in a separate cubby, which is marked with the child’s name. Infant’s extra clothing is stored in a baggy with each child’s name on his or her bag. Clothing which has been soiled during the day is enclosed in a plastic bag and placed in the child’s cubby so that the parents can take them home and launder them.

Parents should be aware of weather conditions and dress children accordingly. Children are taken outside each day, weather permitting, and infants are taken out when possible. On cold days, mittens and hats or other suitable outdoor wear are important. Our guideline is right around 40 degrees or better, and then we're going to go outside, even for just a little while.

Occasionally, if your child does not have any extra clothes, an extra set from the Center's reserve will be put on him/her. Please take care to wash these clothes and return them as soon as possible.

The playground is covered with small rocks that can easily get caught in sandals. Please keep the fact that the children spend a lot of time outside in the spring, summer, and fall in mind when choosing which shoes they should put on each day.

HEALTH CONSIDERATIONS

Immunizations

Children are required to be up to date on their immunizations. Physical examination forms need to be updated every two years. Parents should obtain their child's medical form from the Director prior to medical visits or bring in their immunization record card in order to update the Center's records. The Illinois Departments of Public Health, and Child and Family Services guide this and other health matters.

Health and Illness (check for revisions)

The PCDC is licensed by DCFS to provide care for healthy children. It is against licensing standards for the Center to care for a sick child. Therefore, sick children will not be allowed in the Center. Health inspections are done on all the children at arrival times. Parents must not bring their child to the Center if he/she exhibits any symptoms that might indicate a contagious disease. If a child develops any of these symptoms while at the Center, his/her parents will be notified by telephone to pick up the child. Parents need to authorize at least one other local person to pick up their child in the event that the Center is unable to reach them. It is expected that the parent will pick up the sick child immediately. The child should not return until 24 hours after all symptoms are gone, or at the discretion of the Director.

Parents are asked to report any illness immediately to the Director for the protection of the other children and staff members. Parents and staff members should notify each other immediately if a child is exposed to a contagious disease. Again, we follow the guidelines of the Public Health Department when restricting sick children to protect the welfare of all the children enrolled at the Center. Illness procedures used by the Center are posted in each room and are listed below:

Illness Policy

Children are not able to attend if they exhibit symptoms of a contagious disease per Licensing Standards to Day Care Centers 407 – (80). These symptoms include:

- Fever over 100.0

- Unexplained skin eruptions or rash combined with a fever of over 101°F

- Serious colds

- Vomiting within the last 24 hours

- Diarrhea (2 times) or 3 loose stools in the last 24 hours

Children need not be excluded for a minor illness unless any of the following exists, in which case exclusion from the day care center is required:

- A) Illness that prevents the child from participating comfortably in program activities;

- B) Illness that calls for greater care than the staff can provide without compromising the health and safety of other children;

- C) Fever with behavior change or symptoms of illness;

- D) Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;

- E) Diarrhea;

- F) Vomiting 2 or more times in the previous 24 hours, unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration;
- G) Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious;
- H) Rash with fever or behavior change, unless a physician has determined the illness to be noncommunicable;
- I) Purulent conjunctivitis, until 24 hours after treatment has been initiated;
- J) Impetigo, until 24 hours after treatment has been initiated;
- K) Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours;
- L) Head lice, until the morning after the first treatment;
- M) Scabies, until the morning after the first treatment;
- N) Chicken pox (varicella), until at least 6 days after onset of rash;
- O) Whooping cough (pertussis), until 5 days of antibiotic treatment has been completed;
- P) Mumps, until 9 days after onset of parotid gland swelling;
- Q) Measles, until 4 days after disappearance of the rash; or
- R) Symptoms that may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690).

A child who is acting unusually fussy and out-of-sorts should be watched for signs that would indicate that he/she is sick. A child who feels overly warm and is acting sick should have his/her temperature taken. Children will be screened in the rooms for fever by taking the temperature under the arm. Children with an under arm temp of 100.0 and no degree added will be sent to the Directors office to be monitored. The Director will recheck the child's temperature by ear or temporal thermometer to determine if the child will be sent home. Children with a temporal or ear temperature of 101.0 or over will remain with the Director until picked up from the Center. Normal temperature is 98.6. Parents will be contacted to pick up their child by the Director or Assistant Director in the absence of the Director when symptoms warrant dismissal due to illness. The symptoms may not be precisely as listed above but may concern the staff. (04-11)

Medication

In the event that medication is necessary, parent (or other authorized adult) must write the child's name, name of the medicine, the dosage, the reason for medication, the date, and his/her initials on the medicine chart. Each classroom has its own chart: check with your child's teacher for the location in that classroom. This medicine sheet gives the parent's authorization for the administration of medication and needs to be completed each day the medication is to be administered.

All medications, whether over the counter or prescribed by a physician, shall be in their original container listing the full pharmacy or manufacturer's label, with dosage instructions clearly readable on the container. Medications shall only be administered per

the manufacturers dosing instruction or as prescribed by a physician. Medication shall be clearly marked with the correct child's first and last name.

The caregiver that administers the medication will mark the times given and initial the medicine sheet so parents can be sure the medication has been given. Medications should be placed in the locked medicine box located in each classroom or the one located in the large refrigerator.

Accidents or Emergencies

The PCDC makes every effort to insure the safety of all children, although minor accidents are a normal part of a child's desire to explore the environment. Accident report forms are filled out when accidents do occur at the Center so that parents are kept informed. Should an accident requiring medical attention occur, the parents would be notified immediately and asked to pick the child up. In the event of a serious accident, a parent is contacted immediately after 911 has been notified. When a parent is not immediately available, the child's physician is called and every effort is made to contact someone authorized to act on the child's behalf. If no one is available, the staff would accompany your child to the Emergency Room if that were ever deemed necessary.

OTHER POLICIES

This handbook covers the major policies and procedures at PCDC. The Director and/or Board of Directors reserve the right to change policies and curriculum as needed for the best interests and needs of the Center.

CONCLUSION

Thank you for choosing Presbyterian Child Development Center Day Care. We hope your time with us is rewarding.

Current Fee Schedule Attachment

Parent Signature Page