

Presbyterian
Child Development Center
Day Care
Parent Handbook

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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. Our purpose is to provide your child with experiences that develop healthy learning habits and meet his/her social, physical, cognitive, 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 typically given out every January with the newsletter.

Enrollment

The PCDC is licensed by the Illinois Department of Children and Family Services (DCFS) to care for forty-nine children. We enroll both full and part-time children ranging in age from six weeks to six 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.

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. We also ask that you please bring in a family photograph for display within your child's classroom.

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. 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 \$45, an insurance fee of \$25, and a two-week deposit based on enrolled schedule. If the family will not be enrolling right away, a holding fee will be required to be paid to secure the opening for enrollment. The deposit may be applied to the last two weeks as long as a written two week notice is given when a family decides to leave the center. If the child fails to enroll, the registration fee, insurance 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 to be on file at the daycare. Copies will be requested at the time of enrollment to PCDC. Parents will be

given 30 days from the date of enrollment 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. 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.

Late Pick-up Policy

If a parent arrives to pick up their child after 5:30 p.m.(or 12:30 p.m. for part-time morning enrollment), a \$10 late fee will be charged for any part of the first fifteen minutes. After fifteen minutes, a \$1 per minute charge will start to accrue until someone arrives. Please contact us if you will be late. After five minutes and no communication, the center will start contacting the people listed on the enrollment forms, starting with the parents/guardians, people on the pick-up list, and finally the emergency contact. After one hour, if the child has not been picked up and no communication has been made, we are required to notify the proper authorities (DCFS, police, etc). The account will be charged the appropriate fee based on the time of pick up and paid to the staff member who had to stay late.

Daily Steps

Parents, guardians, or other adults designated by parents are to bring the child inside and check 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, keep our friends healthy, and teach good hygiene practices. 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 Center will go to a shortened schedule of 8:30-4:30. The Center may also close if conditions are questionable. The Center wants our families and staff to be safe in hazardous weather and driving conditions. 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. If using the drive through area, please turn car off so the fumes will not come into the building. Also, be aware of other cars that may use the drive through and be considerate to keep the flow going. 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 and parking may be limited.

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) monthly. These statements list the tuition charges, additional fees, and payments on the account. Account balances are available at any time.

Fees include supplies, operating expenses, formula, baby food, and meal service. Meal services provided by the Center are breakfast, lunch and afternoon snack.

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 utilizing Tuition Express, a processing fee of \$1.50 will be charged. 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 \$35 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.

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 two week full tuition deposit at time of enrollment, fees, as well as pay full tuition weekly until the approval letter is received from the state. Once a copay amount has been established, families/sponsors will be responsible for the tuition copayment

amount and any remaining tuition from center/state rate difference. Families/sponsors are also responsible for the days the state does not pay for but are paid holidays/days through the center. Once the approval letter has been received, the account will be billed for the co-pay and any remaining tuition from the month's calculation based on approval dates and schedules. Any charges accrued from approval start date will be credited to be used on account for payments of co-pay and remaining tuition. The account will be charged at the beginning of the month and adjustments may be made once payment is received if reflecting different amount.

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 may be responsible for the full tuition for the day missed as some agencies only reimburse for days the child is physically present.

When a payment is received from the agency providing assistance, the payment will be reviewed to for the amounts paid and what was covered. If there are any discrepancies, adjustments will be made once verified by agency. If there is any balance remaining, it 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 until account is paid in full. 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 may be sent to collections.

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 withdrawing from the Center, 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 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

In addition to these days, the teachers have two teacher institute days per year dedicated to professional development. Payment is required for these days and notice will be given when these days are selected in the year. The center may also designate other days throughout the year and advance notice shall be given.

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 \$230.00 per week but you miss one day, then you would pay \$225.00, if you elected to use a vacation/sick day. 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. Use of vacation days must be submitted in writing to the Director for use of these days.

Fundraising

Like every other organization, we are always in need of extra funds for equipment, toys, books, replacements, upgrades, 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. We are also always accepting donations of every kind!

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.

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 other items needing addressed. 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.

Classroom Goals

Infant activities

In our infant room, each child has an individualized schedule (sleeping, 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. All activities are introduced and practiced on a casual basis without putting stress on the child to learn. The Center follows the Creative Curriculum, which focuses on building on routines and experiences at this age. 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, the primary focus is on toilet training. We begin by introducing them and building their confidence level with using the bathroom to help develop this

important skill. It is important that families and teachers communicate, to make the process as comfortable as possible. This can be a challenging time for the child, so we try to use various techniques, potties, and offer many choices. In addition to toilet training, the children work on language development, sing songs, read books, have free play with a variety of toys, 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. Socio-emotional skills, practice and development is also very important during this time. Creative Curriculum is used throughout the center and this age continues to focus on establishing routines and experiences. Reports are sent home daily which discuss your child's day and go over the highlights of what they covered.

Preschool Age

The preschoolers are ready to learn! As in the other rooms, the calendar is posted and a daily schedule is followed. The preschoolers focus on skills geared towards kindergarten readiness, alphabet/number recognition, phonics, pre-reading skills, their names/self celebration, math, science, geography, fine motor skills, writing, gross motor skills, and more! The Creative Curriculum is also used with this age group with centers set up as well as using a child centered approach.

In all of the rooms at our center, we wish to develop in each child a feeling of love, respect, belonging, care and consideration of others, friendliness, empathy, self-confidence, self-regulation, and a positive self-image.

Screenings

Twice a year, the teachers perform a developmental screening on each child. This is a tool devised to look for potential problems in a child's development. It is not an IQ 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 children three and above 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 also 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 may also 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. Meat, fish, cheese, beans, or other protein sources are served along with a vegetable, a grain product, fresh fruit (whenever possible), whole milk for the toddlers and low-fat milk for the two's through pre-school age children. 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. Whole grains are served at least once daily. We currently do not offer juice on our menus. 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 until eleven months. At eleven months, infants will begin the transition to table foods. 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.

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 Center. 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, using redirection, using distraction, addressing alternative choices, and accepting/reflecting the child's feelings. In addition, behavior is sometimes managed by a procedure called "sit and think/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, the child 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 think/watch” to no avail, then other measures may be necessary. Our next step is calling the parents when 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). We will also look at seeking help from outside professionals and composing a plan in regards to the problematic behaviors. If this procedure does not help the situation then a possible planned transition may be discussed and help may be given for relocation or to potential additional resources. 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 family members, such as grandparents or siblings, wish to visit the classroom, we ask that you let the Director or the classroom 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 them 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 family will have a turn 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 for your help.

Special Holiday Events

Each year our center has a variety of events for our families and staff to participate in. It is best to watch the newsletter for more detailed information on the upcoming events.

These events were 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 of these events, but we highly encourage and welcome you to participate. A sign-up sheet for each event will be posted prior to the event for those interested. We hope to see you there!

Annual events include:

Valentine's Day- In the morning, we exchange valentines and have a dance party in the Big Room. Families should feel free to dress up for this fun event. In the afternoon, we enjoy treats and snuggles in the various classrooms. A list of children and teachers will be provided prior to Valentine's Day. Families are also encouraged to make boxes with their children to be used for the valentine exchange.

Easter- For our Easter celebration, the center has an Easter egg hunt in the afternoon. We then follow the fun with a party that is celebrated with delicious snacks and activities. We may even have a special Easter bunny visitor that day!

Christmas- For this celebration, we have a big school family gathering. The children provide some entertainment, we have a family style dinner, activities, fellowship, and Santa may even make an appearance! Each child is given a small present from Santa, in which we charge a small fee for prior to the event. A sign-up list is posted to include all children and siblings.

Mother's Day- In honor of mothers and mother figures, we invite them to an afternoon celebration where they can enjoy snacks and activities that focus on pampering and relaxation. It is nice quality time spent together for all! The children usually make personalized gifts for these special days.

Father's Day- In honor of our fathers and father figures, we have a Father's Day luncheon. We enjoy having a pizza party and making ice cream sundaes together. Lots of fun is had spending time together with one another!

Halloween- For our Halloween celebration, we have a party and parade in the afternoon. Children are welcome to wear their costumes all day or just in the afternoon. After rest time, weather permitting, we parade around the church and return to school for our Halloween fun and festivities. It is fun for all!

Thanksgiving- For our Thanksgiving celebration, we all gather together and eat with one another to give thanks and appreciation for all we have. We have a family style meal for all to attend and we encourage the children to bring something to share with their school family.

Christmas- For this celebration, we have a big school family gathering. The children provide some entertainment, we have a family style dinner, activities, fellowship, and Santa may even make an appearance! Each child is given a small present from Santa, in

which we charge a small fee for prior to the event. A sign-up list is posted to include all children and siblings.

Also during the holiday season, we encourage families to participate in a giving custom that has become a somewhat of a tradition at our center. A great way for the children to have a Christmas custom at the Center where the families may donate a gift to their child's classroom. Teachers will post a wish list prior to the holidays. Parents have used this as a method to teach about charitable giving. Through this, we try to instill a sense of giving and sharing in the children, plus the Center is enriched.

Children's Birthdays- Birthday celebrations are welcomed by the center. You are welcome to bring treats to share for your child's classroom or the whole center. DCFS requires that treats be store bought. We are excited to celebrate this special day for you and your child.

Field Trips

Watch your bulletins for multiple trips throughout the year. Parents are encouraged to go with us and be part of the fun learning adventure! Permission slips must be signed and at that time you can let us know if you're able to help out.

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 currently 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.

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 damaged.

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. On cold days, mittens and hats or other suitable outdoor wear are important. Our guideline is 25-90 degrees with the wind chill and heat index taken into account. Also, please make sure your child has enough sunscreen during the sunny summer months.

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 that 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

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, after an antibiotic treatment has been initiated, 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 100°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 checked for a fever by taking the temperature under the arm. Normal temperature is 98.6. Parents will be contacted to pick up their child by the Director or authorized person in charge when symptoms warrant dismissal due to illness. The symptoms may not be precisely as listed above but may concern the staff. (04-11)

When a doctor's note is required to return to school, the note should list the diagnosis, the treatment plan (if any), and that the child may return to school. There may be cases in which the child may not return to school, in which clearance will be at the discretion of the director.

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 one located in the large refrigerator (if needed).

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.

PCDC Fee Schedule

Infants-2 years

Full-time: \$270/week (\$54/day)

**Part-time: \$60/full day
\$39/half day**

2 years-3 years

Full-time: \$240/week (\$48/day)

**Part-time: \$55/full day
\$37/half day**

4 years-6 years

Full-time: \$220/week (\$44/day)

**Part-time: \$51/full day
\$33/half day**

SOI Rates (7/2022)

Under 2: \$54.00(full day), \$27.00 (half day)

2: \$44.00 (full day), \$22.00 (half day)

Over 3: \$38.00 (full day), \$19.00 (half day)

Parent Signature Page



I have received and reviewed the parent handbook for Presbyterian Child Development Center Daycare. I agree to abide by the procedures and policies within. I understand that Presbyterian Child Development Center Daycare reserves the right to modify or rescind any part of the handbook at any time without prior notice. I acknowledge that I have asked any questions prior to signing this form.

Parent/Guardian Signature

Parent/Guardian Name

Parent/Guardian Signature

Parent/Guardian Name

Date