



HOME OF LIFE “JUST FOR YOU CHILD CARE CENTER”

4647 W. WASHINGTON BLVD.

CHICAGO, IL 60644-3618

773-626-1253/773-626-8655

HLCDC DEVELOPMENT II CHILD CARE CENTER

4650 W. MADISON STREET

CHICAGO, IL 60644-3613

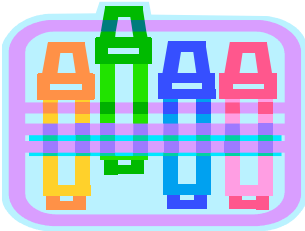
773-626-8655



**INFANT/TODDLER
CHILD CARE**

**HEAD START COLLABORATION
STATE PRE-KINDERGARTEN**

BEFORE & AFTER SCHOOL AGE



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(The following pages were approved by the board at the November 10th meeting, revised as of Nov. 2003; Cover Page, Site Location, 9, 10, 11 and 12)

Revised Date: _____

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HOME OF LIFE COMMUNITY DEVELOPMENT CORPORATION

SITE LOCATIONS

HLCDC Development II

Delores Sheppard/Division Director
4650 W. Madison Street
Chicago, IL 60644-3613
(773) 626-8655
3 Head Start Classroom

Home of Life “Just For You” Child Care Center

Gwen Wilson/Program Director
4647 W. Washington Blvd.
Chicago, IL 60644-3618
(773) 626-8655

Full-Day Program: 7:00 – 6:00 p.m.

1 Head Start Classroom
1 State Pre-Kindergarten
1 Toddler Classroom
Before and After School
1 School Age Classroom

Full Day Programs 7:00 – 6:00 p.m.

1 Child Care
1 Infant Classroom
1 Toddler Classroom
1 State Pre-Kindergarten Classroom

Both centers are licensed by the State of Illinois Department of Children and Family Services; approved by the Chicago Public Schools, Illinois Department of Human Services, State Board of Education and the Chicago Department of Human Services

Both centers are under going accreditation through the National Association for the Education of Young children (NAEYC). The purpose of accreditation as outlined by (NAEYC) is to improve the quality of care and education provided for young children and to recognize early childhood programs that function in accordance with the Criteria for High-Quality Early Childhood Programs.

(The following pages were approved by the board at the November 10th meeting, revised as of Nov. 2003; Cover Page, Site Location, 9, 10, 11 and 12)

PHILOSOPHY

The primary objective of the program is to provide a learning environment that supports children and families. The family is the first and most significant influence of the growth and development of the child. We view our role as partners with you in supporting the growth and learning process of your child from home to school.

Home of Life “Just For You” and HLCDC Development II are committed to providing the very best in infant/toddler preschool/school age education. We have chosen to utilize the High Scope Curriculum in assisting us in meeting the needs of the individual infant/toddler/preschooler special abilities, interest, and experiences on their developmental level. The High Scope curriculum will allow us to see your child as individual and plan activities to assist and foster their learning. The caregiver and the teachers will further and plan activities to assist and foster their learning. The caregiver and the teachers will further enhance your child’s knowledge by interacting with the child in such a way that the child’s thinking skills and abilities will be challenged as well as extended. In addition to weekly observations, annual screening, observational assessments, collection of child’s work, parent’s conferences and home visits. Our goal is to give each individual child’s a sound appropriate education.

The High Scope Curriculum adheres to the “total child” approach. The curriculum is based on the child’s development ideas of Jean Piaget, and observing studies of traditional nursery schools. The curriculum is structured to support children’s development by offering children opportunities, within a daily routine, that encourage work and play independently, making choices, pursuing interests and problem solving.

At Home of Life “Just For You” & HLCDC Development II, we view the children as active learners who learn best from activities they plan and carry out themselves.

The preschooler’s daily routine is focus around: Plan-Do-Review

The children plan what they are going to work with and/or do during self-selected activity time. The children then carry out their plans. The children come together in their individual teacher group and talk about what they did during planning time. The teacher then follow-up on the activities the children have been engaged in by recalling what they did during work time. The children come together for choosing between 2 small group activities. Following by large group outdoor time and ending their morning with circle and story telling. The afternoons are filled with exciting activities such as music rhyme, finger plays and singing, creative art and etc. You will learn more about why we are excited about using the High Scope curriculum as time goes on. Through taking part in your child’s classroom, daily lesson plan, parent meeting, and through volunteering occasionally.

The High/Scope “key experiences” is used as a guide for helping the teachers to provide developmentally appropriate learning experiences and assess the children’s developmental progress.

INFANTS AND TODDLERS PROCEDURES

We see infants and toddlers as separate individual beings. Therefore the procedures, goals and activities for our infant and toddler are carried out on an individual basis. Infant and toddlers who are cared for in a warm, respectful manner are more apt to trust themselves and others. They tend to become curious, and to explore new learning challenges and adventures which is need for infants and toddlers to successfully take on the world as they become adults later on in life.

We will provide a supportive active learning environment so that your infant or toddler can construct an image of themselves as distinct and capable people who can both influence and respond to their immediate world. From birth, infants and toddlers demonstrate preferences, make choices, and assert themselves as decision-makers. We are here to nurture their preferences for making choices and asserting themselves so that they can move to the different level of development needed to master the task and challenge the face as their physical and cognitive needs matures. We are here to encourage your infant and toddler to take initiative by offering them choices, such as what to eat, what to play with, or whether or not to participate in a group activity. We will further your infant and toddler developmental growth by supporting their choices they make on their own and talking through their actions.

We will focus on the following categories in guiding us in providing care for your infant or toddler during your enrollment at HLCDC.

- Category I Sense of Self
- Category II Social Relations
- Category III Creative Representation
- Category IV Movement
- Category V Communication and Language
- Category VI Exploration and Early Logic

Each parent/guardian will receive a written outline summarizing each category and how they can further assist their infant/toddler in meeting the category.

In addition to using the High Scope Child Observation Record for Infants and Toddlers for use in guiding us in meeting the need of individual infants and toddlers we will also be using the Quick Quality Check for Infant and Toddler Programs. You will receive an overview of the program during our individual parents/guardians meeting for our infants and toddlers.

The Center will provide all formula, juices and food for all infants and toddlers. We have in the classrooms at all times ointment, lotion, power and extra pampers. However the parents are responsible for bringing their infant/toddlers ointment, lotion, powder and pampers.

We ask that parents/guardians have several change of clothing on site in their infant/toddler classroom at all time.

We will have a licensed nurse who will come in once a week for the first 3 months and monthly thereafter to exam your infant/toddler. To review your infant/toddlers health records, to meet with your infant/toddlers caregiver, to review your infant/toddlers meal intake, to meet with the director for concerns and/or needed information. In addition she/he will meet with the parents twice annually to share information and or individual where needed.

We do not have a structure schedule that outlines the entire infant in care. We do however have a planned schedule based on the individual infant. Keep in mind all infants do not have the same feeding schedule, sleeping pattern, cleaning needs and play needs. Therefore we must schedule the infant/toddlers day around meeting his/her needs.

Please see attached individual sheets on the daily schedule for infants and toddlers.

There is much more to discuss and do for your infant/toddler and we are looking forward to having your infant/toddler being a part of your child care service. We view you as your infant/toddlers first teacher and know best about your infant/toddlers needs, wants, moods, crying needs, eating, sleeping and toileting needs. We ask that you become partner with us in providing and meeting your individual infant/toddler needs. We encourage you to set time aside during drop off or pick-up to observe in your infant/toddlers classroom.

If you should have any questions feel free to schedule conference time with your infant/toddlers caregiver. I too look forward in meeting and conversing with you about your concerns, suggestions and interests.

OUR EDUCATIONAL GOALS FOR INFANTS & TODDLERS:

To provide a framework that assists caregivers in making decisions that are developmentally, individually and culturally appropriate for each child.

To establish a strong bond with both the child and his/her family.

To provide activities that foster the growth, interest and the needs of the child.

Our Goals for Infants & Toddlers:

Assist infant/toddlers through learning about themselves, their feelings, others around them, communicating their wants/needs, using appropriate parts of their body for moving about, mastering their interests and acquiring thinking skills.

Our Educational Goals for Preschoolers & School Age Children:

Develop each child's ability to make choices and decisions about what to do and how to do it.

Develop each child's ability to work with other children and adults in group planning, and problem solving.

Develop each child's knowledge of concepts.

Develop each child's ability to express themselves in talking about ideas and feelings, in addition to developing their ability to represent thoughts both verbally and written.

Develop each child's creativity and initiative.

OUR GOALS FOR THE CHILDREN:

To provide experiences and activities which will enhance the child's total development physically, mentally, socially and emotionally.

To encourage self-confidence, spontaneity, curiosity, self-discipline and a sense of independence.

To encourage a sense of dignity and self worth.

To use developmentally appropriate practice that takes into account the whole child based on his/her age, developmental level and individual need.

To further foster learning through incorporating key experiences and developmental domains that are centered around growth and development.

To provide a safe and healthy environment. To arrange the classroom so that it promotes desirable behavior and plans activities that are age appropriate and geared to the level of the child's development so success is possible.

CLASSROOM OUTLINE:

In our infant classroom, the infant must be six weeks of age to fourteen months.

Classroom size (10) Staff: One Teacher and Three Teachers Aides

In our toddler classroom, the toddler must be fifteen months to 2 years of age.

Classroom size (15) Staff: One Teacher, One Assistant and 1 Teachers Aide

In our early preschool classroom, the child must be 2 ½ to 3 years of age.

Classroom size (16) Staff: One Teacher and One Teachers Assistant

In our early preschooler Head Start classroom, the children must be 2 ½ to 3 years of age by September 1 of the program school year. Special planning will be done to assist the younger children in meeting the requirement set forth by Head Start.

Classroom size (16) Staff: One Teacher and One Teachers Assistant

In our regular Head Start classrooms (2) the children must be 3 by September 1 of the program school year.

Classroom size (20) Staff: One Teacher and One Teachers Assistant

In our State Pre-Kindergarten classroom (2) the children must be 3 by September 1 of the program school year and must be toilet trained at the time of enrollment.

Classroom size (20) Staff: One State of Illinois Early Childhood Certificate Teacher, One Teachers Assistant and One Teachers Aide

Head Start Children are eligible based on family income guidelines

State Pre-Kindergarten children are eligible based on screening criteria.

School Age Children must be 5 – 13 years old and enrolled in a kindergarten classroom up to the 7th grade.



Home of Life Community Development Corporation (HLCDC)
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Chicago, IL. 60644-3613
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E-mail: info@homeoflife.org

Parents Intake Orientation Acknowledgement Form

This form is to be completed by each new parent upon receipt of enrollment material. It is to be returned with all the necessary enrollment forms. Upon signing, the parents acknowledge receipt of the “enrollment material” which contains the following items:

01. Day Care Application
02. Agency Fee Assessment
03. Title XX Day Care Fee Assessment
04. Enrollment Form
05. Face Sheet
06. Parent Income eligibility Application Food Form
07. Parent Contract
08. Developmental History
09. Affidavit (IF NO CHECK STUB)
10. Medical and Dental Forms
11. Parent Handbook
12. Permission Forms
 - A. Medical Treatment
 - B. Neighborhood Walks/Trips
 - C. Photography/Videotape/Movies
13. Verification of Receipt (DCFS)
14. Abuse Letters
15. Authorized Pick-Up List
16. Emergency Information
17. Parent Business Information

Signature of New Parent

Today's Date

Note: Completed forms must be placed in their child's folder.

ELIGIBILITY

Home of Life Just For You and HLCDC Development II Child Care Center does not discriminate in the basis of race, ethnicity, national origin, religion or gender in the recruitment, selection or enrollment process in our center.

Home of Life Just For You and HLCDC Development II Child Care Centers offer the following programs:

*****Head Start / Infant & Toddler*****
*****State Pre-Kindergarten*****
*****Infant/Toddler Child Care*****
*****Before and After School Age Program*****

In our Head Start Collaboration and Infant/Toddler Program, all families served must meet the eligibility requirements as outlined by The Chicago Department of Human Services.

HEAD START COLLABORATION

- Current State Income Guidelines are the basis for family income eligibility.
- Eligibility is determined prior to enrollment of the child.
- All Head Start Collaboration enrollees must come from low-income families based on the IDHS Income Guidelines.
- Parents/Guardians must show proof of income.
- Applicants must be residents of the State of Illinois.
- All applicants must complete a “Family Eligibility File” at time of enrollment.
- Income is re-determined every six months.
- Families are involved in employment and/or education or training program.
- Each child’s immunization status must be complete and kept current.

Eligibility is based on the child’s age for Head Start Collaboration

- Children must be between the ages of 3 to 5 years of age.
- Enroll children must be 3 years of age by September 1 of the current school year.
- All older eligible children would be considered first for enrollment.

Eligibility is also based on family risk factors.

- Teen/pre-teen mothers.
- Homelessness.
- Grandparents caring for children.
- Parent(s) with disabilities, mental health challenges, substance abuse.
- Victims of abuse or neglect.
- Foster children.

*****10% of our funding slots are prioritized to children with disabilities*****

Before any child can be accepted into our programs, we must have on file the following documentation pertaining to the parent/guardian information.

- Chicago Department of Human Services Application.
- Copy of the enrolled child's sealed birth certificate.
- Current physical with up to date immunization including lead and TB screening result are needed before a starting day can be given.
- Annual dental exam with any follow-up.

Working parents/guardians need to bring in a copy of the following items:

- Social Security card for both the parent/guardian and child.
- The last two check stubs for parent/guardian placing the child

Teen mothers in school need to bring the following:

- Copy of high school record with outline of classes.
- Copy of Public Aide Card if available

Parents/guardians in a training or educational program need to bring in the following:

- Copy of training program and/or educational class schedule.
- Copy of RASP form from Public Aide

Parents/guardians attending 2 or 4-year College need to bring in the following:

- Copy of college registration form
- Copy of grades or evaluations from the previous enrollment period
- Proof of employment for a minimum of ten hours weekly.
- Maintain a 2.0 grade point average on a 4.0 scale.

Additional requirement for Head Start

- Parents/guardians must complete the Head Start Family Information System (HSFIS) "Family Demographics" package.
- Permission form to screen your child within 45 days of enrollment date.

CO-PAYMENT

- Parent co-payments are required and are assessed based on the IDHS sliding fee scale
- Fees are due monthly by the 15th of each month. Fees not paid by due date will assess a late charge of \$15.00 and is due when paying your schedule fees.
- Families with disabilities are assessed a co-payment fee on the IDHS sliding fee scale.
- Children who are wards of the Illinois Department of Children and Family Services and the children, who are under protective custody, will not be assessed a co-payment fee.
- Families who cannot pay the co-payment, HLCDC will waive the monthly co-pay charges.
- Families who come to us seeking services will not be refused services; however, there is a space capacity that must be maintained as required by standards, in addition to meeting program Eligibility Guidelines.

ELIGIBILITY

State Pre-Kindergarten

In our State Pre-Kindergarten Program, all families served must meet the eligibility requirement as outlined by the Chicago Board of Education.

Eligibility is based on the child's age for State Pre-Kindergarten Program

- Children must be between the ages of 3 to 5 years of age.
- Enrolled children must be 3 years of age by September 1 of the current school year.
- All 4 year olds will have priority for enrollment.

Due to our program being full day, additional requirements must be met:

- Parent/guardians must be working, attending an educational program and/or job training class.

Before any child can be accepted into our State Pre-Kindergarten we must have on file the following documentation pertaining to the parent/guardian information.

- Home of Life Just For You and HLCDC Development II Application.
- Chicago Board of Education enrollment package.
- Copy of Child's Birth Certificate with seal on it.
- Applicant must be resident of the City of Chicago.
- Current physical with up to date immunization including lead and TB screening with results.
- Annual dental exam with any follow-up.
- Social Security card for both the parent/guardian and child.
- The last two check stubs for parent/guardian placing the child

- Parent/guardian must complete an Illinois Department of Human Service childcare application and must be approved to cover the remaining school day for the child.

CO-PAYMENT

- Parent co-payment fees are assessed in full Day State Pre-Kindergarten.
- Fees are due monthly by the 15th of each month. Fees not paid by due date will be assessed a late charge of \$15.00 and is due when paying your scheduled fee.
- Families who cannot pay the co-payment, HLCDC will waive the monthly co-pay charges.
- Families who come to us seeking services will not be refused services; however, there is a space capacity that must be maintained as required by standards, in addition to meeting program Eligibility Guidelines.

ELIGIBILITY

Child Care/School Program

In our Child Care/School Age Program, all families served must meet the eligibility requirement as outlined by Illinois Department of Human Services.

- Parent/guardian must be working, attending educational program, training and/or job placement program or attending college.
- Parent/guardian enrolled in college must work 10 hours weekly.
- Maintain a 2.0 grade point average, on a scale of 4.0.
- Provide copy of their grades or evaluations to be kept on file.
- Copy of last 2 check stubs.
- Social Security Cards for both parent/guardian and child/ren
- Complete IDHS childcare payment form.
- Copy of current RASP form from Public Aide Office.
- Income is re-determined every 6 months.

In addition to being eligible for our childcare and or school age, program the following need to be completed.

- Home of Life Just For You and/or HLCDC Development II child care application package.
- Complete copy of current physical, including results form lead screening and TB shot.
- Complete dental including follow-up request.
- Children must be between 6 weeks of age to 13 years of age to be accepted.

CO-PAYMENT

- Parents co-payment fees are required and are assessed based on IDHS sliding fee scale.
- Fees are due monthly by the 15th of each month. Fees not paid by due date will be assessed a late charge of \$15.00 and is due when paying your scheduled fee.
- Families who cannot pay the co-payment, HLCDC will waive the monthly co-pay charges.
- Families who come to us seeking services will not be refused services; however, there is a space capacity that must be maintained as required by standards, in addition to meeting program Eligibility Guidelines.

TUITION AGREEMENT

- Fees can be paid by check, money order and/or cash.
- There will be an additional charge in the amount of \$35.00 for checks that are returned as NSF.

Parent/guardian co-payments that become delinquent by more than (30) days constitute immediate withdrawal of the child/ren from the program until the entire over due balance is paid in full.

- Children who are wards of the Illinois Department of Children and Family Services and Children who are under protective custody, are not obligated to pay a co-payment fee and will not be assessed one.

CHILD-CARE

- Current State Income Guidelines are the basis for family income eligibility.
- Service eligibility applies to parent/guardian employment, TANF and/or education/training status and to “Special Cases” including foster children.
- Eligibility must be re-determined every 6 months.
- Applicants must be residents of the State of Illinois.
- A “Family Eligibility File” must be completed at time of enrollment.

Before any child can be accepted into our programs, we must have on file the following documentation pertaining to the parent/guardian information.

- Chicago Department of Human Services Application.
- Current physical with height, weight, head circumference. Up to date immunization including lead and TB, screening result are needed before a starting date can be given.
- Annual dental exam with any follow-up.

Working parents/guardian need to bring in a copy of the following items.

- Social Security Card for parent/guardian and child.
- Last two check stubs for parent/guardian placing the child.

Parents/guardians in an educational program.

- Copy of high school enrollment record with outline of class schedule.
- Copy of training program and or educational class schedule.
- Copy of RASP form from the Public Aide Office.
- Copy of Public Aide Card.

Parents/guardian attending college.

- Copy of college registration form
- Copy of grades or evaluation form from previous enrollment period.
- Proof of employment for a minimum of ten hours weekly.
- Maintain a 2.0 grade point average on a 4.0 scale.

CO-PAYMENT

- Parent co-payments are required and assessed based on the IDHS sliding fee scale.
- Fees are due monthly by the 15th of each month. Fees not paid by the due date will be assessed a late charge of \$15.00 and is due when paying your scheduled fee.
- Families who cannot pay the co-payment, HLCDC will waive the monthly co-pay charges.
- Families who come to us seeking services will not be refused services; however, there is a space capacity that must be maintained as required by standards, in addition to meeting program Eligibility Guidelines.

HEALTH REGULATIONS

According to the Chicago Department of Public Health, children may not attend school if the following contagious illnesses are present:

- | | |
|------------------------|--|
| ➤ Fever (101) | Serious skin rash, eruptions or mouth sores with drooling |
| ➤ Diarrhea | Vomiting periodically within a 24 hour time frame |
| ➤ Strept-throat | Measles, mumps, rubella or chicken pox |
| ➤ Constipation | Earache, headache, lice or scabies |
| ➤ Ringworm | Conjunctivitis (known as pink eye) |
| ➤ Hepatitis A | |

We are mandated to report all contagious illnesses to the Chicago Department of Public Health. We will follow the recommendation outline by CDPH on when a child should return to school.

If for any reason a contagious illness occurs in the program, we will immediately remove the child/ren from the classroom to an isolated area. Parents/guardians will be called in to pick the child/ren up. If the parents/guardians are not available to pick the child/ren up we will then contact the designated person/s you listed on your emergency pick-up form.

Children sent home due to illness must be symptom free for 24 hours before returning to the center the next day. Children who are absent more than 3 consecutive days may be asked to bring a doctor's statement before they will be allowed back in the center. The director may also require a doctor's statement on other occasions.

We ask that all parents/guardians inform your child's/rens teacher and or center staff of your child's/rens condition especially if they feel a little tired but not sick. In addition to other information we may need to assist in your child's/rens needs for the day.

EMERGENCY MEDICAL CARE

The Child Care Program must have on file a written consent from the parent or guardian for emergency care, in the event that the child's parent can not be reached. This form must be completed before the child can participate in the program.

EMERGENCY PLAN

When a serious accident or emergency occurs at school.

- We will attempt to contact the parent immediately
- We will call 911 and request a Fire Department Rescue Squad ambulance, if needed. The ambulance will take your child to the appropriate medical facility.
- In the absence of a parent, a staff member will accompany the child to the hospital and will bring the release form.
- If an ambulance is not needed, we may attempt to obtain medical treatment for the child/ren or assist the parent/guardian in obtaining the treatment.
- For minor injuries/accidents our staff who are trained in First Aid will treat your child. In all cases we will contact the parent/guardian before making any decisions.

MEDICATIONS

There is a trained staff member in each classroom that has been trained by the American Red Cross in First Aid and CPR for infant and youth. Many of the staff at both locations has a certificate in Mildly III Child Course. And several staff train in Blood Born Pathologies.

We prefer not to administer medication here on site. We asked that parents/guardians schedule their child medication intake around the home time. However, if we do have children who need to take their medication while in our care due to medical reason the following applied.

- Written parent/guardian consents form from the parent with written physician instruction.
- Symptom that may occur while under the medication.
- Medication must be in the original container with the child's name, date, including expiration date and physicians name on the container.
- All medication requests must be shared with the Site Director and inform of any serious medication problems.

We ask that parents/guardians inform the designated person of your child/rens health condition and/or illness such as allergies, asthma, sickle-cell anemia and other serious illnesses. We do not exclude children with chronic health conditions from attending our Program. If we can accommodate your child in our program without causing additional health problems to your child/ren and to the other children he/she may come in contact with during his/her stay at the center. All information about your child's health problem will be kept confidential.

EMERGENCY DRILLS

Both child care sites will conduct routine fire drills monthly and tornado drills twice a year during the warm months. We do prepare the children for both the fire and tornado drills however, when the director schedules the actual drill neither the teachers or the children are aware.

EMERGENCY CLOSING

When the Chicago Public Schools are closed in the winter months due to health and safety reasons the center will follow their schedule. If for some reason that we are not going to be open or have to close the center you the parents/guardians will be notified. You can obtain information about the closing of the school by calling the main telephone number 773-626-8655 a voice message will be left for you giving you reason and instruction to follow until it is safe to return to the center.

It is very important that parents/guardians make sure that the center has working telephone numbers for you and other emergency contact people. Please inform us of any changes in these numbers immediately.

FOOD ALLERGIES

If your child is restricted from eating certain foods due to allergies a doctor statement must be on file in the child's health folder at all times. If your child/ren are restricted from eating certain foods due to your religious or cultural reasons, please share it with the teacher or a member of the staff , so that accommodations can be made to meet your child's food intake during his/her stay here at the center.

The center will meet the child's nutritional needs for the part of the day, which he/she spends at the center by providing for infants & toddlers formula, milk, juice and appropriate food. For the older toddlers, preschooler they will be provided with a mid morning snack, breakfast, a well-balanced lunch and a nutritious afternoon snack. We will not accept outside food in the classroom for children to eat.

BIRTHDAY PARTIES & SPECIAL OCCASIONS

The child care center will provide cake and ice cream to celebrate your child's birthday monthly at the end of the child's birthday month. On special occasions parents/guardians may provide items that are individually wrapped. No home goods are allowed, unless approved in advance by the director.

TOYS, FOOD & MONEY

We have a variety of toys in which your child can choose from without bringing his/her toys from home. We ask that parents/guardians not bring your child to the center with goodies in their hands. We provide four nutritional meals daily. It is not fair to your child when the teaching staff has to remove goodies from them. Money in the classrooms can cause great harm to your child or the children around them if swallowed. Please do not send your child with money in his/her pockets, for we will not be responsible for replacing money. If found on the child, it will be taken away from them and giving to the teacher to put away until the parent/guardian has come to pick the child up.

CHILDREN'S CLOTHING AND PERSONAL BELONGINGS

Please make sure that your child has an extra change of clothing at the center at all times including: pants/skirts, shirts, underwear and socks. If your child used the clothing please return some fresh ones on the following day. It is not appropriate nor is it fair for children to walk around in soiled clothing. We all get busy at times, however, make it a habit of checking your child's/rens bag/cubbies to see if he/she has extra clothing. Sometimes the pick-up person might not inform you that your child had an accident or has soiled clothes in his/her bag.

Please make sure that your child's name is in his/her clothing. Many of the children come to school with some of the same coats, shoes and clothes. We don't want to have confusion and missing clothing items, so please be considerate of the other children, check your child's bag/cubbies for items not belong to them and return them to the teacher or staff member. You wouldn't want it to happen to your child.

Please dress your child for the weather. We do take the children in the cold weather. During the winter months please make sure that your child/ren come to school with hats, scarves, gloves/mittens, warm coats and boots (gym shoes don't always keep your feet warm).

Please do not send your child to school with flip-flops on. Children do not understand safety in reference to their feet if they are excited about playing in the park, climbing and on indoor play in the block area where hollow block are heavy and can cause damage to their bare feet.

Arrival/Pick-up and Departure for School Age Program

TRANSPORTATION

Transportation is only provided to the school age children only during school time.

A child care facility driver application and a copy of the current medical form shall be submitted to the Department for any individual who transports children regularly on behalf of a day care center.

The driver and attendants shall meet requirements of Section 407.100 of **LICENSING STANDARDS**.

The driver shall not leave the vehicle unattended at any time while transporting children.

The driver shall see to each child boarding and exiting the vehicle from the curb side of the street and/or is safely conducted across the street. The route shall be planned so that, whenever possible, the child exits on the same side of the street as the child's destination.

The driver shall see that the responsible person designated by the child's parents/guardian is present to take charge of a child when delivered to his or her destination.

The driver shall see that order is maintained in the vehicle for safety of the children in transit.

The number of children being transported in a vehicle shall not exceed the manufacturer's rated passenger capacity.

A vehicle used by the center to transport children shall be maintained in mechanically safe condition at all times. The driver must inspect the vehicle before use each day, both internally and externally, including all safety equipment and possible hazards, and ensure that the headlights, turn signals, stop arms, and windshield wipers are in sound operating condition, that the tires are inflated to correct pressure and the vehicle has more than an adequate supply of fuel for transportation that day.

The driver shall see to inspection of the vehicle after each use to assure that no child is left in the vehicle.

Any vehicle used for the transportation of children on behalf of the day care center shall be equipped with a first-aid kit when used for transporting children. The first-aid kit shall consist of the items required by Section 407.380 of **LICENSING STANDARDS**.

With the exception of school buses, vehicle doors shall be locked at all times when the vehicle is moving. The doors shall be opened and closed only by the driver or by another designated adult.

The driver shall not allow children to stand in a moving vehicle, sit on the floor of a vehicle in use or extend any part of their body through the vehicle windows.

Children are expected to be at the center no later than 7:45 a.m. This will allow ample time for the children to eat breakfast before heading off to school.

Please share with your child/ren the importance of being seated on the van with seat belts on at all times until permission is given to unbuckle seatbelts.

Parents are required to complete the transportation form before your child/ren will be allowed to ride on the bus.

See attached outline school age form.

Children will be dropped off at their designated spot if more than one child/ren attending the same school, the children will be dropped off on the side on back of the school play lot. During the time we drop children off there are school personnel outside patrolling the play-lot.

Parents, please give your child's school the center name, address, telephone number, and contact person at the center for emergency. It is our job to make sure that all children are picked-up on time. It is important that parents/guardians reinforce what we have discussed with your child. Please stress as we have done and will continue to do with your child that he/she are not allowed to leave the school ground for no reason.

If you have given your child permission to walk home or having someone else to pick them up, you must make sure that you have informed the center of these changes in writing or give us a call the day before or the same day and state how long this will last. Even though things happen to alter our plans, as soon as you are aware that your child will not need to be picked-up, it is your responsibility to contact the center. As you may well know there is nothing good about going to pick-up a child/ren and he/she is not there and then later to find out that the child was picked-up by someone else or that the child did not go to school that day. Please inform us if the child/ren were dropped off at school but needs the van to pick them up in the afternoon or is coming to the center in the morning to be taken to school but not picked-up in the afternoon.

If for some reason the driver does not show up at your child's/rens school for pick-up at the scheduled time, when the child/ren notices that there are no longer any other children around the school/play ground, **THEY MUST IMMEDIATELY GO TO THE OFFICE** and have someone call the center so they can be picked-up.

PICK-UP FROM SCHOOL

If the designated person arrived to pick-up your child from school only to find that he/she is nowhere around the school ground, he/she should check in the school office. If the child is not there the person will call the center and inform the director of the situation. He/She will be asked to check the ground and question school personnel again before leaving to come to the center. If the driver needs to continue picking-up children from various schools, he/she is to call immediately so that another person can go out to the school where the missing child is. Someone from the center will inform the school that the driver will leave and that another staff member is on their way to the school. If after all contact numbers have been called and no one else has seen the child the police will be

immediately called. The child will be reported as a missing person and it will then be the responsibility of police department to take over the situation.

DEPARTURE

No child will be allowed to leave from the school age program to go home on his/her own without a written statement on file with the center. The center's policy is that children thirteen years of age and older may be eligible to walk home depending on their maturity level and a written statement from their parents/guardian. The center will not be responsible for the child once he/she leaves the center.

TERMINATION OF TRANSPORTATION FOR SCHOOL AGE

When children are constantly out of their seat while in driving mode
When children are being rude and disobeying the center/drivers rules
When children leave the school grounds and show up after the scheduled time
When the parents do not pay their transportation fees and have been given several notices, which they fail to respond to.

TRANSPORTATION COST

The cost for dropping off and picking up children (dropping off in the morning and picking up in the afternoon) is \$30.00 monthly for individuals and families.

The cost for picking-up children (from school) is \$15.00 monthly for individuals and families.

Fees are due by the 1st of each month and are to be paid in cash only.

Illinois Department of Human Services does not cover transportation fees.

HOURS OF OPERATION

MONDAY TO FRIDAY: 700 a.m. to 6:00 p.m.

In order to assure safety precautions you must bring your child into the classroom and sign your name and time of arrival on the sign in/Out sheet Teachers arrive much earlier than the children, in order to prepare and set up their rooms. Your child will get more out of school, if the teacher has this time to themselves. Therefore, children should not arrive more than 5 minutes earlier than the scheduled class time. Please see that your child has “settled in “before leaving the center. Children tend to walk out the center behind their parents during the first week stay at the day care.

We ask that you do not bring nor send your child to school with gum, candy, potato chips or any other food. We prepare a nutrition breakfast for each child every day. We also ask that you do not send them with money or toys. These items can also cause problems. If your child has a special toy, such as a teddy bear., a blanket, or a pillow he/she may bring that for. sleep. Time only.

If you see that your child is having a hard time in the process of bringing him/her, we ask that you plan to spend an extra 5 to 10 minutes with your child to settle him/her down. enough for the teacher to take over.

If a parent is unable to pick-up their child from the center, we request that you notify us in advance who the pick up person will be. This person must be listed on the authorization form and provide identification when picking up your child. This information must correspond with what we have on flip.

The safety and well being of your child is the responsibility of the Child Care stag when your child is in our care, If the person who is picking up your child appears to be unable to care for your child; your child will not be released to that person. Example of a person unable to care for a child include adults who are into intoxicated or under the influence of-a controlled substance.

In this situation, the teacher will inform the site director, who will ask the caregiver to come into the office so that the situation may be explained and another person can be found to accompany the child. The people listed as emergency numbers will be called. If no one is found in a reasonable time, the child will be taken to the police station as mandated by our policies.

DAYS OF OPERATION

Children in the day care program may be dropped off and picked up between 6:30 a.m. and 6:00 p.m., Monday through Friday. The center will be closed on the following days:

Christmas Day
Thanksgiving Day
Labor Day
Good Friday

New Year's Day
4th of July
Memorial Day
Dr. Martin L. King Day

In addition, we are closed for 3 days 6 at the end of August for massive cleaning.

WHEN PICKING UP YOUR CHILD

Children in the day care program should be signed out and should be dressed by their parents before leaving the center for the day.

Under no circumstances will an unauthorized person be allowed to pick up a child if their name is not on the authorized pick up list taken during the application process. The person picking up the child must have a picture ID.

ARRIVAL AND CLOSING TIME

The center opens daily at 7:00 a.m., it is our expectation that all children arrive by 9:00 a.m. We ask parents to cooperate in picking up their children by 6:00 p.m. If for some emergency * parent should be delayed, please call the center and inform the staff in charge that you will be late and or arrangement you are making.

LATE CHILD PICK-UP AND LATE FEE POLICY

The center is scheduled to close at 6:00 p.m., we ask parents to cooperate in picking up their children by 6:00 p.m. Parent are to always call and inform staff that they will be late picking up their child.

A \$5.00 fee will be charge after the first 5 minutes. Each 5 minutes there after will be \$5.00 per minutes. This late fee will not exceed \$15.00 and is due when you pick-up your child unless arrangement has been made by the staff at time of pickup.

If fees are not paid after arrangement have been made your child will not be allow to return to school on the next following day until fees have been made.

A child who is not pick-up at 6:30 when the facility dosed for the evening, will be given over to the care of the Chicago City Police Department.

While we understand that emergencies do arise, we request that parents keep in mind the 6:00 p.m. dosing. Our staff is here until that hour. Continual tardiness to pick a child up on the part of the parent will necessitate our requesting that the child be withdrawn from the center, and possible reporting of child neglect to the Department of Children and Family Services.

FIELD TRIPS

Field trips and nature walks are considered an important part of the Education Program and will be taken periodically to nearby places. The center will provide the same adequate responsible adult supervision for these excursions that is provided for the children while in attendance at the center. Permission forms are included at the time of registration. For all paid field trips you will receive a 4-week notice of the amount and the due date.

PHOTOGRAPHS AND PUBLICITY

Photographs, film and or video may be taken of the children participating in the program and may be used in newspaper, magazines, brochures, other publicity materials, or for security purposes. Permission forms are included at the time of registration.

CLOTHING/EXTRA CLOTHING

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Ideal clothing is the type that a child can easily manage themselves.

Water activities, sand play and occasional bathroom accidents necessitate that an extra set of clothing should be marked with the child's name. Wet and dirty clothing will be sent home and a clean set should be brought in the next morning

PARENTS EXPECTATION

WHAT PARENTS CAN EXPECT FROM THE CHILD DEVELOPMENT CENTER

- a nurturing environment for you and your child
- quality pre-school education
- two parents/teacher conferences
- planned field trips
- monthly parents meetings
- a listening ear when you would like to talk to someone

WHAT WE EXPECT FROM PARENTS

- attend parents meetings
- be an active member on one of the following committees: education, health, nutrition, social services or parent involvement
- consistent in bringing your child to the center on time and every day
- pick your child up on time
- obtain medical, dental, hearing and visual examinations for your child

_____ will communicate with parents in the following ways:

- monthly newsletters
- parent/teacher conferences
- parent meetings
- phone calls
- parent letters
- posters and bulletin board announcements
- informal dropping in at the center

PARENT INFORMATION NOTICES

Program information will be placed in each child's cubby. Parents are responsible for checking their child's cubbies on a daily basis. Information will remain there for 3 days.

PARENTS BULLETIN BOARD

This is the most important communications tool at the center. It is located in the classroom. It is used to display lunch menus, newspapers and magazines articles, messages and information directed to the parents.

PARENTS INVOLVEMENT - VOLUNTEERS

In an effort to assist parents in their personal growth as mothers and fathers, the center will sponsor lectures, talks, and discussions, on Child Development several times a year. These functions will be held at the center, usually in the evening.

As part of this program, all parents are to attend a minimum of (6) six parent meetings per year. A monthly meeting is held every 2nd Monday. Free baby-sitting and light dinner will be provided.

All parents are welcomed and encouraged to volunteer their time and services to the center. If you have a special interest or skill and would like to share it with the children, please contact the teacher about volunteering your time.

**HLCDC DEVELOPMENT II CHILD CARE CENTER
DAILY LESSON SCHEDULE
INFANTS**

- 7:00 - 9:00 Arrival / Individual Health Inspection / Individualization
- 9:00 - 2:00 Focus on the following Category I - VI
- Sense of Self / Social Relations
- Creative Representation / Movement
- Communication and Language I Exploration and Early Logic
- Feeding / Diapering
- 2:00 - 3:00 Relaxation / Group time
- 3:00 - 5:30 Continue of Category I - VI (see above outline)
- 5:30 - 6:00 Music / Departure

**HLCDC DEVELOPMENT II CHILD CARE CENTER
DAILY LESSON SCHEDULE
TODDLERS**

7:00 - 8:15	Arrival / Individual Health Inspection/Self- Selected Activities Mid Morning Snack
8:15 - 9:15	Clean-up/ toileting/ hand washing/Breakfast
9:15 - 12:00	Self- selected Activities /Individualization
12:00 - 1:00	Lunch / Story time
1:00-3:00	Naptime
3:00-4:30	Toileting/hand washing/Snack/Circle time/ Songs/ Finger Plays/Self Selected Activities
4:30 - 5:45	Music/rhythms/ Creative Art Time/Puzzle/ Play Dough time
5:45-6:00	Story Time/Departure

HOME OF LIFE JUST FOR YOU AND HLCDC DEVELOPMENT II
DAILY LESSON SCHEDULE
PRE-SCHOOL

7:00 - 8:15	Arrival! Individual Health Inspection/Self—Selected Activities Mid Morning Snack
8:15 - 8:30	Transitions/Handwashing
8:30 - 9:15	Breakfast/toileting
9:15 - 9:30	Circle/Planning time
9:30 - 10:30	Self Selected Activities / Individualization
10:30 – 11:00	Teacher Directed/Small Group Activity
11:00 - 11:40	Outside gross motor time
11:40- 12:00	Circle time/Songs/Finger Plays/Story time
12:00 - 1:00	Transitions/Preparation/Lunch
1:00 - 3:00	Naptime
3:00 - 3:30	Transitions/Preparation/Snack
3:30 - 3:45	Circle time/ Song/Finger Plays
3:45 - 4:00	Self Selected Activities
4:00 - 4:30	Music/rhythms
4:30 - 5:00	Creative Art Time
5:00 - 5:30	Quiet Table Activities
5:30 - 5:50	Story Time
5:50 - 6:00	Preparation for dismissal

HOME OF LIFE JUST FOR YOU AND BLOC DEVELOPMENT II
DAILY LESSON SCHEDULE
SCHOOL AGE

7:00 - 7:45	Arrival! Individual Health Inspection/Free Drawing
7:45 - 7:50	Transitions/hand washing
7:50 - 8:10	Breakfast/toileting
8:10 - 2:30	Preparation for School / School
2:30 - 3:00	Arrival/Individual Health Inspection/Preparation for Snack
3:00 - 3:30	Snack
3:30 - 4:00	Home Work Hour/Reading Time! Word Puzzles
4:00 - 4:40	Large Motor Time
4:40 - 5:15	Teacher Directed Activities
5:15 - 5:50	Self Selected Activities
5:50 - 6:00	Preparation for dismissal

HOME OF LIFE JUST FOR YOU AND BLOC DEVELOPMENT II
DAILY LESSON SCHEDULE
SCHOOL AGE

7:00 - 8:15	Arrival Individual Health Inspection/Self—Selected Activities Mid Morning Snack
8:15 - 8:30	Preparation for Breakfast
8:30 - 9:15	Breakfast
9:15 - 10:30	Self Selected Activities / Individualization
10:30 - 11:10	Teacher Directed Activities
11:10 - 11:50	Outside Gross Motor Time
11:50 - 12:00	Preparation for Lunch
12:00 - 1:09	Lunch
1:00 - 1:30	Quiet Relax Time
1:30 - 2:45	Large Motor Outdoor Time
2:45 - 3:00	Preparation for Snack
3:00 - 3:30	Snack
3:30 - 4:45	Self Selected Activities/Individualization
4:45 - 5:15	Teacher Directed Activities
5:15 - 5:45	Rap Session
5:45 - 6:00	Preparation for dismissal
5:50 - 6:00	Preparation for dismissal

Guidance And Discipline Policy

Here at our Day Care Center, our philosophy is for each child to be nurtured in a non-threatening environment, which does not use the use of corporal punishment. Staff shall help ensure children develop self-control and assume responsibility for their own actions. Limits and consequences shall be clear and understandable to children, consistently enforced and explained to the child before and as part of any disciplinary action.

Firm positive statements about behaviors or redirection of behaviors shall be our goal. In circumstances where a child may need to be removed from the group to help a child gain control, it shall not exceed one minute per year of age. Removal from the group shall not be used for children less than 24 months of age.

Children shall not be disciplined for toilet accidents. Corporal punishment, including hitting spanking swatting, beating shaking, pinching and other measures intended to induce physical pain or fear, any threatening or actual withdrawal of food, rest or use of the bathroom; abusive or profane language, or public or private humiliation, including threats of physical punishment or any form of emotional abuse, including shaming, rejecting terrorizing or isolating a child will not acceptable or tolerable.

Children shall have reasonable opportunity to resolve their own conflicts. Discipline shall be the responsibility of adults who have an ongoing relationship with the child.

Our goal here at our DCC is to assure the success of each and every child. Therefore should there be an issue to resolve, we will not only contact the parent, but work with the parents to develop an intervention plan. The director will monitor the implementation by staff and keep all parties apprised of the plan's progress.

In certain circumstances, where our DCC have been unsuccessful in resolving the child's behavior, we will as through out this process, we will request assistance of the child's parent's. Any program developed with the assistance of the parent will include Director, Staff and Parent/s monitoring the progress of this plan of action.

When efforts by our DCC have been unsuccessful, a clinical behavior management plan may be developed to meet the needs of a particular child, if developed with the parent and a professional clinician. These efforts will be documented in the child's file, along with the appropriate consents. All staff working with the child shall receive training on implementing the plan.

Discharge Policy

Unfortunately, at times, despite the best efforts of our staff, any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by our program, or whose presence is detrimental to the group, shall be discharged from the program.

In all instances, when the DCC decides that it is in the best interest for the child to terminate enrollment, the child's and parents' needs shall be considered by planning with the parents to meet the child's needs when they leave the facility. We will make referrals to other agencies or programs.

Discharge Policy

We reserve the right to discharge children and/or families from the program.

- A child will be discharge from the program if a change in his, age makes him/her ineligible for participation in the program.
- When the child or family does no meet eligibility requirements.
- Any time a child's behavior is harmful to self and others children, volunteers and staff.
- When parents/guardians/family members display inappropriate behavior that is harmful to self and other in the classroom, building, neighborhood walks, play yard and field trips.
- When parents/guardians fell to provide accurate information about the family or child.
- When parents/guardians fell to provide needed information for re-determination of childcare payment assistant.
- When parent/guardians fell to cooperate with the staff meetings, conferences, and or additional planning that is need to assist in ~he child's health and well being during his/her stay at the center.
- When a child is unable to adjust to group setting, structure and routines. After carefully providing additional assistant to assist the child's in his/her behavior.
- When child's do not have current physical or dental exams, kept current on immunizations for his/her age, receive follow-up treatment as outline on health forms both physical and dental.
- When parents do not meet the time line for turning in important documentation.
- When parents/guardians do not pay Co-Payment fee or late fees.
- When parents/guardians consistently picks their child or children up after their agreed pick-up time.
- When parents/guardians consistently dropped child or children off after 9 O'clock.
- When parents/guardians consistently bring their infant/toddler to the center soiled.
- When parents/guardians consistently refuse to bring pampers/pull-up wipes and creams for their child.

Tuition and Payment Plan

- At time of registration a \$25.00 nontransferable and non-refundable fee is required.
- Fees are based on the age and care of time provided to the child.
- For infant 6 weeks to toddler 2 1/2 cost per day \$35.00
- For preschooler 2 1/2, to 8 years of age cost per day \$25.00
- For older school age 8 to 13 years of age cost per day \$15.00

We honor CDHS, DCFS, and DHS Childcare Assistant Payment.

Because our program and licensing requirements force us to engage staff based on the number of children enrolled, we can not give tuition allowance, for days your child is absent or sick. There will be a one-week allowance waiver for vacation during the school year. Forms must be filled out and submitted two weeks in advance to be honored.

Fees are subject to change yearly. If there is a need to change the fee due to the cost of living we will meet with the parent committee and letters will be sent out explaining the need for increase in fees.

Withdrawal

Parents may withdraw a child from the program at any time but a TWO WEEK NOTICE IS REQUIRED. Parents wishing to withdraw their child but fail to provide a two-week notice will still be liable for the last week of tuition.

Open Door and Grievance Procedure

We look forward to working with you and your family during your enrollment period. Parents are welcome to visit the classroom at any time. Due to the schedule of the classroom if parents need to meet with a teacher for a long period of time I ask that you schedule a parent meeting with the teacher so that children are not left unsupervised while talking with you.

If you have any questions or a grievance at any time, please speak with the Director. She is responsible for final decisions regarding program policies and must operate within the Illinois Department of Family Services Standards (DCFS) and funding sources of Head Start, State Pre. K, and Child Care. If you are not satisfied after speaking with the Director, please feel free to contact Annie Smith Executive Director. If at this point you still are not satisfied please contact the Board President Reverend Johnny Henderson.

Insurance

As outlined by the Illinois Department of Children and Family Services Licensing Standards Home of Life Just For You and HLCDC are required to have insurance and it must be kept current at all time.

Conferences

We want to exchange thoughts and information on your child whenever necessary, therefore conferences are held twice a year. For some of our children there may need to be a three conferences a year. One in the Fall and Spring. But by no means should you feel that these are the only times when you should visit and or meet with your child's teachers.

Final Word

Home of Life Just For You and HLCDC do not discriminated against any children and families who are interested in enrolling and/or enrolled families. All families are considered equally important. We are here to provide services without regard to race, creed, color, gender, religion, national origin, or disability.

Mandated Reporter

The State of Illinois requires that all members of the Day Care Institutions be on the lookout for and report to the State, any and all cases of Suspected child abuse and/or neglect. Home of Life Just For You and HLDCD are therefore obligated to report to the State any suspected cases of child abuse and/or neglect. If for some reason we must make that telephone call on a family we will work closely with the parents/guardians and through the process. For additional information and or concern please contact the Director 773 626-8655.