1/4/2017

Just Like Home Daycare, LLC

Parent Handbook

**112 Main Street**

**PO Box 202**

**Congerville, IL 61729**

**Phone 309-448-2323**

**Owners: Mike & Brooke White**

**Lead Director: Darlene Brooks**

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**Eligibility**

Registration forms are available at the Just Like Home Daycare (JLHD) office. Admission to the school is made without regard to race, color, creed, sex or national origin. Preference is given to families of children currently enrolled in our program. Children are accepted for enrollment on a first come, first served basis.

**Registration and Deposits**

Completed registration forms are to be returned to the office and will reserve a spot for your child. Registration Fees:

FULL TIME ENROLLMENT:

One-time registration fee of $50 that is due upon your child’s first day of attendance.

PART TIME ENROLLMENT:

One-time registration fee of $25 that is due upon your child’s first day of attendance.

When a child is registered, we assume it is for the entire year and our budget is planned accordingly. Registration fees are non-refundable and non-transferable. Payment for your child’s first week of enrollment is also due upon registration.

**Tuition & Childcare Payment**

**Weekly Tuition Rates:**

* Infants (6 Weeks – 15 months) $240
* Toddlers (15 – 24 months) $215
* Twos & Threes $190
* Pre-School (3-5 yrs) $190
* Before / After School Care $100 during school year
* Non-School days for school aged children (Holidays & Spring Break) $30 per day / $150 per week
* Summer Program for school aged children $150 per week
* Part Time Enrollment will be daily rate of the above classroom tuitions
	+ (ex. 2T for 2 days is $190/5=$38 daily rate x 2 days = $76 weekly total)

A 10% discount will be offered to each additional child for families with multiple enrolled children. The discount will be applied towards the youngest enrolled children.

A yearly fee of $50 will be collected in January to cover the cost of supplies & special programs. Initial registration fee will cover first yearly fee.

Tuition is due on the last day of enrollment for the week, and will cover the following week’s childcare. If you are unable to pay the tuition on Friday to cover the following week, please notify the owner (Brooke White) of your situation. The school operates solely on the funds provided by the tuition fees and the financial health of the school depends on prompt payment. There will be no deduction for absences due to illness, holidays, or any other reason. Checks need to be made payable to Just Like Home Daycare. Please include your child’s name on the check. Your cancelled check will serve as your receipt unless you notify the owner that a separate receipt is needed. There will be a $20.00 charge for returned checks.

Just Like Home Daycare reserves the right to withdraw any child if payment is delinquent. Parents will be notified of any delinquency and will have the opportunity to correct it in a timely fashion.

**Withdrawal Procedures**

Parents must give JLHD a two week notice when withdrawing a child. The Owner & Director has the authority to withdraw any child from enrollment for violation of our center’s policies. Those reasons include: 

* Tuition fees more than two weeks late.
* The child’s immunization and medical records are not current. When corrected, the child may reapply for admission to our program.
* The child’s has consistently been picked up late (after 5:30) by the parent/caretaker
* The child’s behavior/presence jeopardizes the welfare of the other children or staff members
* The parents make unreasonable demands on the staff or are disrespectful to staff members
* The parents are disrespectful or abusive to another child at the center.

**Grievance Process**

All suggestions, ideas, and concerns about your child should be discussed with your child’s teacher first. If a problem is not resolved, or if a parent disagrees with the Center’s program or policies, please contact Brooke White. We strive to keep all lines of communication open for the well-being of your child.

**Religious Needs**

Please advise staff if there are any special religious needs or requirements for your child(ren).

**Confidentiality**

Confidentiality will be maintained at all times. Child information will not be shared with anyone with written parental consent.

**Holiday Schedule**

JLHD will be closed for the following 2017 holidays:

* 1/2/2017 New Year’s Day Observance
* 4/14/2017 Good Friday
* 5/29/2017 Memorial Day
* 7/4/2017 Independence Day
* 9/4/2017 Labor Day
* 11/23 & 11/24/2017 Thanksgiving
* 12/25 & 12/26/2017 Christmas

Tuition for these holidays is still required in order to offer our wonderful staff paid holidays, thank you.

**Daily Operating Procedure**

**Arrival and Departure**

Just Like Home Daycare is open from 6:00am to 5:30pm, Monday through Friday, except on designated holidays (New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day). A calendar is posted on the parent information board and in each of the child’s classrooms.

Upon arrival, parents need to bring the child to their assigned teacher and make the teacher aware of the child’s arrival. Parents must sign in children in their classroom. Please plan to arrive by 8:00 a.m. to start the day. The responsibility for each child remains with the teacher until the parent has personally received the child and signed him/her out. You must make arrangements for your child to be picked up no later than 5:30pm. We understand that under rare circumstances beyond your control, you may be a few minutes late. You must notify the Center as soon as you realize that you will be tardy so arrangements to keep your child can be made. The Center reserves the right to charge a late fee. You will be asked to sign a late slip upon your arrival (if more than 15 minutes late). A fee of up to $10.00 will be charged for the first fifteen minutes, additional fees can be incurred if later than 15 minutes. Charges will be added to your weekly tuition.

**Communication with Teachers**

The teachers at JLHD will communicate daily with the parents through “Today We…” sheets describing the day’s activities and daily reports in the younger classes. You may speak to the teacher briefly in person when you arrive in the morning or during pick-up. We realize that some of you rarely see the teacher due to conflicting schedules, so there are also notepads and pens provided in each room near the sign-in sheet to leave the teacher notes if desired. We hope that this will help with communication. Planned conference times can be arranged during the year as needed or requested. Lesson plans are also posted in each classroom to keep you informed. You will receive newsletters, calendars, and menus from the office each month. It is the parent’s responsibility to check the cubby each day for notes and other information.

**Authorized Release of Children**

No child will be released without written authorization from a parent. Please notify your child’s teacher in writing about car pool arrangements. Written permission, or in an emergency, a phone call to the Director, is required if there is any change from the person(s) authorized to pick up a child as listed on the child’s application form. Verbal messages from children will not be accepted. Parents are responsible for providing transportation for their child. Please send a note if your child is to go home with a friend or is being picked up by someone else. We will not release a child to anyone unless we have written permission for the appropriate person. Authorized adults may be asked to present photo ID.

**Daily Schedule and Curriculum**

Your child’s daily schedule will vary according to his or her age. The schedule will include the following: learning centers, teacher directed and individualized learning time and activities, meals and snack, nap or quiet rest time and indoor and outdoor play. We emphasize self-help skills and independent learning that is developmentally appropriate for your child’s age group. Your child will enjoy music, cooking, art, science, movement and dance, and storytelling. Parents may be asked to participate in ways that they feel will enrich the classroom experience. Check with your child’s teacher for ways your family can participate.

Just Like Home Daycare’s curriculum is geared to the young child’s rhythm of development and designed to nourish his or her cognitive, emotional, social, and physical growth. Learning is a creative life-long process which for children begins in play and flourishes in wonder, discovery, and active involvement in hands on experiences which have meaning for them. The curriculum is designed to give the child a variety of quality experiences in language development, art, math concepts, science, social studies, music, health, safety, physical education, and spiritual development. Each teacher is responsible for the individual curriculum for her class and will keep you informed of classroom activities

**Meals and Special Celebrations**

All meals and snacks will be cooked and prepared on site. Parents are also welcome to pack a nutritious lunch for your child. A healthy midmorning & late afternoon snack will be provided. Monthly menus for healthy snacks are posted on the parent information board located in the lobby. Please inform us of any food allergies your child may have. Birthdays and special celebrations for children are opportunities for you to share a special treat with your child’s class. Check with your child’s teacher in advance regarding birthday celebrations. Please use caution about food contents and allergens.

Brooke White is certified from the Woodford County Health Department as the Sanitation Manager

(ID# 01686322) and will be preparing all meals & snacks.

**What to Wear to School**

Think of your child’s comfort and provide simple clothing that is free of complicated fasteners. We are involved in fun and creative activities and should not have to be overly concerned with staying clean. Dresses with ruffles and bows and pants with difficult belts and fastenings as well as flip flops should be avoided. We strongly recommend socks and sneakers rather than sandals for running and climbing.

We go outside, weather permitting, every day and your child will need clothing that is sturdy and appropriate. Provide seasonal sweaters and jackets for your child’s comfort.

Please make sure your child has a complete seasonally appropriate change of clothes in their cubby at all times. JLHD has a limited supply of spare clothing that may be washed and returned. Donations of gently used clothes would be welcomed.

**Please Label All Clothing**

Toys and Items from Home: Guns, war toys, swords, or other toys that encourage rough or violent play are to be left at home. Gum, candy, and money should also be left at home. Suitable items may be brought to school for show and share. Children may also bring a soft toy or nap buddy for nap time or a small blanket for transitions. If you have a question about the appropriate nature of the toy, please speak to your child’s teacher. Each child has a cubby for his or her personal belongings and also communications from the center and teachers. Please check their cubbies daily for communication!

**Playground and Play Equipment Policy**

Parents are asked to look at the playground and play equipment both inside and outside of the building. Safety procedures and precautions will be taken by the staff to provide the safest environment possible for all children. You will be asked to sign a copy of the policy which will be kept in your child’s folder at school. Unless your child has an injury or weather related illness, he/she will join the class in outdoor play. If your child is not well enough to play outside, he/she should not attend JLHD until he/she is able to participate again.

**Field Trips**

You will be notified of field trips via information from your child’s teacher. Parents will be asked to sign a copy of the permission form, which will be kept in your child’s folder. Parents are always welcome to join our field trips!

**Health and Safety Policies**

**Immunizations**

Immunizations records are kept for all children and submitted to the state. Our records must be kept current to maintain our license, so please provide us with documentation every time your child receives new immunizations. If a child’s immunizations are not up to date, your child will be dropped from the program as this jeopardizes our licensing.

**Illness**

All children attending JLHD must be well enough to participate in all of the daily activities, including going outside. All emergency contact numbers must be kept up to date. In the event that your child becomes ill at school, he or she will be isolated as much as possible and you will be called to pick

him/her up. If you cannot be reached, your emergency contact will be called.

**Administering Medicine**

In the event that medicine needs to be administered, we will maintain accurate records containing:

Child’s name, date, name of medicine, dosage, and duration of administration.

**Accidents and Injuries**

When minor injuries occur due to an accident, the staff will provide first aid and provide parents with an accident report. Minor boo-boos will be reported by the teacher with an “Ouch Report.” When a serious accident occurs and requires immediate medical care, the child will be transported to the hospital and the parents will be notified.

It is your responsibility to keep emergency information and phone numbers up to date so the process of notifying a parent can be accomplished without delay. We need parents’ cell numbers and work numbers, as well as the emergency contacts listed. Please notify us if you are going to be out of town for the day, or if your usual schedule has changed, so that we can locate you if needed. In the event of a serious emergency situation, the safety and well-being of children and staff are our first priority. We make sure all children and staff are accounted for and safe, and we supervise them until we can arrange for children to be reunited with their families. Families will be notified by cell phone, if possible and information and directions will be relayed. Each teacher will be responsible for contacting the parents of the children in her room and relaying information about the situation and our response to it.

**Weather Emergencies**

**Tornado Weather** - In the event that there is a Tornado Warning (township sirens), the children will line up in the hallway, sitting legs crossed, with their heads tucked facing the wall.

**Fire** - In the event of an actual fire, all children will be evacuated via the nearest accessible egress window or exit door. We will all gather at a common location (park pavilion across the street). A dedicated “wing leader” will be chosen (yearly rotation) to take the attendance clipboard in the event of an evacuation to ensure all children and staff are accounted for.

**Drills** - Monthly fire & tornado drills will be executed to ensure that all children and staff know what to do in the event of an emergency. The log documenting drills (including response times) will be maintained in the Office.

Evacuation and Take Cover plans / procedures will be posted in each classroom.

**Surprise / Unwanted Visitor Plan**

Facility doors will be locked at all times. Staff will unlock doors for enrolled family drop-off & pick-ups.

Should an uninvited person come to the daycare, staff will leave the facility to discuss the nature of the visit outside. The door will be locked upon staff exiting. If the situation warrants, authorities will be notified.

**Pest Management Plan & Parental Notification**

JLHD has an Integrated Pest Management contract with Terminex. Terminex will visit the facility on a quarterly basis and will treat the interior & exterior of the building. These visits will take place during non-business hours. Parents will be notified one week prior to the Terminex appointment date. Notification will be via written communication on the center’s bulletin board located in the foyer by the front door.

**Behavior Management Policy**

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop positive self-concepts, problem-solving abilities, and self-discipline. Based on the belief of how children learn and develop values, JLHD will practice the following behaviors:

WE:

1. Praise, reward, and encourage the children

2. Reason with and set limits for the children

3. Model appropriate behavior for the children

4. Modify the classroom environment to attempt to prevent problems before they occur

5. Listen to children

6. Provide alternatives for inappropriate behavior for the children

7. Provide the children with natural and logical consequences of their behavior

8. Treat the children as people and respect their needs, desires, and feelings

9. Explain things to children on their level

10. Remain consistent in our behavior management program.

**Discipline Policy**

It is very important a child’s development is nurtured through caring, patience and understanding. However, while caring for your children, we may have to respond to your child’s misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, we will not use:

Threats, bribes, or physical punishment, even if requested by the parent. JLHD will not deprive your child of food or other basic needs nor use humiliation or isolation as a form of punishment.

In response to misbehavior, we will:

* Respect your child
* Establish clear rules
* Be consistent in enforcing rules
* Use positive language to explain desired behavior
* Speak calmly while bending down to your child’s eye level
* Give clear choices
* Redirect your child to a new activity
* Move your child to a time-out chair for no longer than one minute per year of your child’s age, if necessary

If your child’s behavior is very disruptive or harmful to himself or other children, we will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

**Suspected Child Abuse or Neglect Policy**

Legally, the Director and other staff members have the responsibility of reporting any suspected cases of abuse. In the event that abuse is suspected, the Director will notify the parents or guardians where appropriate and/or the Department of Children and Family Services and other agencies when necessary. Documentation will be entered in the child’s folder whenever there is concern. This information will be treated as confidential at all times.

**Parent Participation and Observation**

Parents are welcomed and encouraged to visit in their child’s classroom. Parents and Grandparents are strongly encouraged to volunteer for various activities in the JLHD program. Volunteers are needed for field trips, to help with special projects, to read a book to the class, and to assist with class parties. PLEASE SIGN UP FOR AT LEAST ONE OPPORTUNITY.

**Transition from Home to Preschool**

Be positive when your child arrives for his/her day! Your demeanor and body language are crucial factors in your child’s adjustment. Although it may be upsetting to you to leave your child, please try to be positive so that your child will feel good about his/her day here. Communication between parents and staff is one of the most important pathways to success! Please let us know of any particular event, change in your child’s routine, or other situation that may affect your child having a good day. There could have been a death in the family, an upcoming trip that the child is anxious about, a parent out of town, or maybe your child simply did not sleep well the night before. Letting us know of these events will allow us to help your child. He/she may need to talk or may just need a little extra love and attention.

Please let us know of any accident/injuries or a suspicion of illness that may have occurred overnight or during the weekend. We want to watch for additional symptoms or to prevent additional injury.

Take an interest in what your child is learning here at school and reinforce it at home. Sit down with your child when you get home and look at his/her artwork or other papers. Children delight in you asking about their work and proudly display it!