

AMERICAN BUTTERFLIES HOME CHILD CARE and PRESCHOOL

**Basic Parent/Guardian Handbook
2016**

**Drawing out and Developing
qualities vital to success,
providing warmth and loving security
day and night,
for a healthy life.**

Jan 2016

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Throughout this handbook American Butterflies Home ChildCare and Preschool will be abbreviated ABHCP.

We are an equal opportunity Childcare Provider.

Welcome to American Butterflies Home Child Care.

We look forward to seeing you in our child care home. It is our wish to provide the best child care setting for you and your child.

Let us introduce ourselves.

Darlene Huston is the owner. She has her B.A. in Early Childhood Education and in Human Development. She is a certified and state licensed Early Childhood Teacher with an Endorsement in Special Education. She is director qualified. Darlene started teaching young children at Joliet Junior College through classes and JJC's child care center. For 10 years she taught religious education to children in Preschool through 1st grade. She worked in the Joliet school system as a substitute aide for several years while working on her B.A. at National Louis University in Wheaton, IL. Darlene has worked in Plainfield and Joliet school districts as a substitute teacher, gaining knowledge of local district preschools and primary grades, both in regular and special education. For 2 years she was the preschool teacher at a private grade school in Shorewood, IL, with 3 classes of 3 and 4 year old children and co-taught with the Kindergarten Teacher. ABHCP opened in 2005. In 2009 Darlene became a licensed Kindermusik Instructor. In 2011 she became an Independent Educational Consultant for Discovery Toys Products. She has led trainings for other providers and mentors new providers. In 2013 she was acknowledged as ECE Level 5 Certified and Infant/Toddler level 2 Certified through INCCRRA.

She has been a member of NAEYC (National Association for the Education of Young Children), including both the Joliet and DuPage County chapters, since 2000. She is a member, and webmaster, of the Will County Childcare Association. In 2010 and 2011 she was nominated for WCCA Woman of the Year. In 2011 she was voted WCCA Woman of the Year. She has been a certified Life Guard and has certification in CPR, First Aid, and Sanitation. She is the main child caregiver. Classes and trainings are attended frequently to remain current in new theories, beliefs, methods, and educational ideology.

Jerry Huston is a retired Licensed Physical Therapist Assistant, has worked with and taught people of various ages. He has taken many early childhood and developmental classes. He works in early intervention with children under 3. He is certified in CPR and First Aid. Trainings are attended often for child care and physical therapy. Mr. Jerry is a member of the Will County Childcare Assoc. He is a full time assistant and substitute.

Sam, their son, has worked with young children through several volunteer positions including: the Joliet Public Library, St. Patrick Church religious education and Children's Liturgy. He is currently a student at Joliet Jr. College. He has some training through church, Boy Scouts and CCR&R. He is CPR and First Aid certified. Trainings are attended on an accepted basis for child care. He is a substitute assistant.

Volunteers, either full or part time, go through fingerprinting and background checks and have CPR and First Aid training.

In December 2010, Mrs. Darlene applied for home childcare recognition through the Illinois State Quality Rating System (QRS). February, 2011, we received 2 stars (2011-2014) In 2014 we received 3 stars, scoring 5.41 out of 7 in daily running of caring for children and set up, and 6.44 out of 7 in business administration. In 2015 the state changed the QRS/QRIS program to ExcellerateIllinois and were rated as Provisional Silver as the equivalent to 3 stars. This rating will be finalized in mid 2016.

"Participation in the QRS/ExcellerateIllinois means a child care provider has gone the extra mile to help make sure children are receiving an enhanced learning and care experience. This can help prepare each child in care for success in school and in life. A provider's participation in QRS was voluntary. Receiving a QRS Award means a provider has achieved specific standards of quality set by the State of Illinois. For IDCFS Licensed Family Child Care Homes, there were 4 QRS Star Levels that recognize a program for going beyond minimum state licensing requirements.

QRS and ExcellerateIllinois Award certifications are detailed process's that take many hours of preparation. Independent evaluators, using a set of nationally recognized quality standards, observe the child care environment. They observe how the practitioners work with the children, room set up and what learning materials are available to children. They also review practitioner education and training, and the overall administration of the program. The certification programs offer levels which providers can achieve depending on the type of care they provide. Specific quality criteria must be met to achieve a level. Once a child care provider has met the required criteria for a level, they are awarded a certificate.

If there is anything we can do for you or any questions we can answer, please contact us.

Thank you for your interest in American Butterflies Home Child Care.

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Introduction

Philosophy

Our philosophy is to create an educational environment that is caring and encourages development of the potential in each child. We enrich children, remembering that God made them naturally curious. To enhance learning, we blend qualities from varied theorists including Vygotski, Erickson, and Piaget. We believe that nature should be an integrated part of the curriculum and endorse the Reggio Emilia method. We remember that each child has their own 'best' way to learn and grow, cognitively, physically and spiritually.

Children learn, grow and develop best in a developmentally appropriate environment that is secure, friendly, challenging and encourages appropriate behaviors in a positive manner. Teaching children should include hands-on, engaging and interactive methods that encourage discovery of solutions and interest in continued investigation. Children's social, emotional, mental and physical needs must be met. Individuality is encouraged. Children here get messy. We believe in respect for each child as a person, using RIE and Respectful caregiver methods (ie Magna Gerber).

Every child is helped to explore, discover and learn through arts and crafts, music, science experiments, life skills, exploratory and goal oriented play, drama and the encouragement of questions. Rhymes, poetry, reading, writing, movement, math and science skills will be incorporated daily through various methods. Independence and self-confidence grow with each success, each new skill learned or improved. Good choices and social behavior are encouraged through structured rewards and natural consequences.

Staff

The owner, family and anyone working at our child care home are trained according to state standards. Our staff meets or exceeds the states standards for a Child Care Home. This includes substitutes. Staff members are annually certified in CPR and first aid. Families will be informed of additional staff information as needed.

Licensing

We are licensed by the state of Illinois. We meet or exceed all state rules and regulations for a Child Care Home. Our License is posted in the front foyer of our home. We are currently licensed for up to 12 children from 6:00 am to 6:00 pm and 8 children from 6:00 pm to midnight Monday through Friday. Any child care given outside of licensed times is considered license-exempt and has a limit of 3 children or one family. We care mainly for up to 8 children under the age of 4 years.

We are an equal opportunity provider. We accept applications for admission and employment without regard to race, religion, gender, national origin, color, creed, physical or mental disability or any other protected status. We reserve the right to change existing policies or introduce new policies pertaining to operations at any time. At no time will these changes conflict with state standards.

Mandated Reporter

All staff of ABHCP is trained mandated reporters of child abuse and neglect. A mandated reporter is an individual who holds a position that requires him or her to report to the appropriate state agency cases of child abuse (physical, emotional, verbal) that he or she has reasonable cause to suspect. If any staff has reason to suspect that a child is being abused or neglected, they must report the abuse and/or neglect even if allegations cannot be proved. All staff is educated on child abuse and neglect signs and symptoms. For more information, please go to <http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

Curriculum and Goals

We use Illinois State Board of Education approved Creative Curriculum. The curriculum meets each child's individual needs by encouraging development and knowledge to be ready for continued growth and a lifetime of learning. The monthly and weekly themes are, in part, derived from the interests of the children. Themes and activities are combined with standard curriculum practices to meet or exceed the children's needs and the Illinois Early Learning Standards. The activities are flexible and can be modified or adjusted.

Readiness to learn and be prepared for further education is encouraged through varied games, songs, reading, experiments and exercises in phonetics, phonemic awareness, mathematics, science, reading, community awareness, and writing—all of which are completed in individual or small group settings at various times throughout the day. Life skills are incorporated every day through modeling, good manners, respect, and household routines, including cooking and cleaning up. Children are given aid as needed.

Physical development is addressed through large and small motor activities and good health practices. Adults in the room model examples of good behaviors and lead children to expand their experiences and thoughts to their next level of development and skill. Good behaviors are also encouraged through praise, high fives, stickers, hugs, thumbs up and similar rewards.

Our goals is to encourage each child's growth and development, drawing out and developing qualities vital to success, providing warmth and loving security day and night, for a healthy life.

Financial

Registration, Tuition

Registration fees are annual, per one child or per family. These fees pay for administrative costs and supplies. Children can be enrolled throughout the year. **Renewal of registration typically occurs each May. The full registration fee is due at registration.** Rates will be prorated for renewal in May as needed and applicable. Registration can be extended by owner if needed. All terms of contract apply until the new registration (contract) is signed. Refunds are not given at any time. Payment in excess of the minimum required will be credited to your childcare account. If payment is in cash, change cannot be made. If your child is unenrolled and there was an overpayment the amount is considered a donation to craft supplies and activities. Individual tuition amounts will be stated on your contract and are based on the age of the child/children and the hours and number of days of care needed. Tuition prices will be discussed before the contract is filled out. Changes in care provided may change tuition rate charged.

Tuition fees are due weekly on the first day of the week which the child attends, Friday of that week at the latest. All fees are due in advance. **The rates include full pay for holidays, personal, maintenance, training and absent days. There is no change in fees for closings unless otherwise written. If your child attends part time and would normally attend on a day that we are closed for any reason, you are expected to pay for that day as you normally would; those attending on a rotating schedule will be charged \$15 in addition to normal weekly tuition.** Any financial difficulties should be discussed with Ms. Darlene Huston and will be kept strictly confidential. Fees should be handed to Ms. Darlene or placed in the Payment Drawer. **Accepted methods of payment include: cash, checks, credit card, money orders, paypal (owner@abchildcarehome.com) and (online only) debit.** We reserve the right to refuse any future payment by check if any check is returned for any reason. Any and all bank fees and any fees related to collecting past due amounts will be added to your bill. **Receipts can be emailed free. Invoice and payment information is also available online through www.childcarepay.com.** This is a business and a significant part of our livelihood; we require you to pay your debts to us fully in a timely fashion. We reserve the right to exact charges or penalties for any failures to do so.

We may contact ProviderWatch for a report prior to registration. If our request returns negative information, and we decide not to provide care for that reason, we will tell you that the information listed contributed to the decision. Contact information is listed in the *Late Payment Section*.

If parents have made financial arrangements that each pays a portion of child care, each MUST sign the Parent Handbook agreement, Contract, Late Policy and any and all DCFS forms requiring parental signature (excluding health form). Parents may be given separate receipts, however; each will state what amount the other parent has paid. If one parent changes their child care schedule it may affect payment amounts for the other parent, therefore; I will notify the other parent of any tuition changes within 24 hours.

Rates are guaranteed to ABHCP. Rates increase annually in May. Additional days closed may be added annually. Parents will be notified of any changes in fees or policy at least 1 month in advance. Parent Handbook is reviewed and updated annually.

Parents are encouraged to investigate and utilize the Federal Earned Income Credit, childcare subsidies through IDHS and employer childcare benefits. Ask Mrs. Darlene for more information.

Maternity and Sibling Rates

If a current client becomes pregnant and would like their new baby to attend ABHCC, parent(s)/guardian need to fill out a New Baby Preregistration Form as soon as possible. The current Extended Leave Addendum/Maternity Leave will go into effect.

Rotating Schedules

Parent/guardians who work a rotating shift or want a summer/school year schedule (See *Extended Leave*) which will affect their child care needs must notify Ms. Darlene upon registration or as soon as you know your needs will be changing. If your childcare need schedule is going to change for a long period of time, you may want to consider making a request for change of contract. Remember that time slots are not guaranteed unless they are paid for. **Requests for schedule changes for any reason must be in writing. You pay for spaces reserved, not spaces used.** The ability to give a monthly schedule or more notice of spaces needed can impact your tuition. Additional amounts will be added to tuition for paid days off that fall on days of non-attendance.

Hourly and As Needed, As Available Care (AN/AA)

If you have scheduled hourly care or days for AN/AA for your child and **need to cancel, you must give 24 hours notice** to Ms. Darlene. **If you fail to give this notice, you will be charged the full price for the allotted time.** Emergencies will be considered on an individual basis. If you call for last minute or emergency care (less than 24 hours notice) and then cancel it any time after scheduling, you will be charged the greater of ½ price or the price of 1 hours' care. **If you schedule your child to come, you pay for that time and space.**

Payment is due before care is given for the full time space reserved. For hourly care, the hour begins when you reserved time for your child's care, even if you drop off your child late. If you find you need to drop your child off early, call to confirm that space is available and, if so, your beginning time will be adjusted accordingly. If you find you need more time than scheduled, call as soon as you realize this to check for availability. We are limited as to how many children we may care for at one time. Please see *Late Pick up Policy* for more information.

Minimum charge is 1 hour. After the first hour of care, charges can be broken into ½ hour increments. Any part of the ½ hour of care used will result in a charge for that ½ hour. Maximum hourly charge is 5 consecutive hours. At 5 hrs and 1 minute, the daily rate applies. No refunds will be given at any time.

Children with Special Needs

Children with special needs are welcome at our facility. It is our desire to meet the needs of all children. Parent/guardian input is very important. We encourage sharing of information which would be helpful to caring for each child.

Late Pick Up

IT IS VERY IMPORTANT TO CALL IF YOU ARE DELAYED. **If you are late picking up your child and are over the time stated on contract, you will be charged the late fee of \$15 per 10 minutes according to the child care foyer clock after a 10 minute grace period.** This fee is to be paid directly to the provider in charge. If your child is not picked up and there has been no contact between guardian and provider, per policy DHS or the police must be called. The child will never be blamed. If there are any questions, please see Ms. Darlene Huston or the *Late Pick-Up Policy*. If you are delayed more than a few minutes and call in, the late fee may be modified to the equivalent of no more than \$10 per hour per child, divisible in ½ hour increments only. If we have plans, your child may accompany us or be left with a substitute if one is available. The provider can modify the late fee at her discretion.

Late Payment

Delinquency in tuition or any part of tuition/fee, will be handled by a late charge of \$25.00 per day (Monday –Saturday) added to the tuition price starting the day after fees are due. **Fees that are delinquent 1 week (7 days) will create just cause for permanent dismissal.** Therefore, if your child is unable to attend for that week, we recommend that you make arrangements to drop off payment before the end of the week. If you choose to mail your payment, we are not responsible for lost mail. After dismissal or unenrollment of child/ren, any unpaid amounts will incur a late fee of \$100 per week, added to the invoice each Monday for up to 6 weeks, after which time it will be sent to a collection agency and court if required. No child will be readmitted until the tuition and any additional fees are paid. An additional 2 weeks fee will be added to fees due for the mandatory 2 weeks notice. We are not responsible for reminding you that your payment is due. We will accept a post-dated check which has been turned in early to help ensure timely payment. We do not hold checks past the due date.

If your childcare account remains unpaid for any reason, be advised, your account can be reported to ProviderWatch, a childcare credit reporting agency. You may contact ProviderWatch at 866-267-3691 or www.providerwatch.com for information on delinquent accounts so you may resolve them.

Withdrawal/ Change of Schedule

You must give us two weeks notice **in writing** prior to withdrawing your child or changing your child care schedule. **Notice does not start until after we receive your written statement.** Notice will always start on Monday or the first day the child attends, if notice is given on the first day of the week the child attends that is the start of the two weeks. If notice is given after that day, 2 weeks will start the following week. 2 weeks notice is always at full tuition rate. Notice may not begin during vacation time for either Mrs. Darlene or you, the family. If notice is given during a vacation time, it will start immediately following the vacation. If you wish to return after withdrawing your child, space is not guaranteed and you must pay a new registration fee and deposit applicable to new enrollees. All paperwork must be resubmitted. Once a schedule is changed, space is not guaranteed for excluded days. Please see *Sick Days, Absences; Rotating Schedules and Vacation Time*.

Holiday and Emergency Closings

Our home child care is closed on: New Years Day, Martian Luther King Jr Day, President's Day, Good Friday, Memorial Day (Observed), Independence Day (Observed), Labor Day, Columbus Day (Observed), Veterans Day, Thanksgiving Day and Christmas Day. **We may close for any legal USA holiday.** If a Legal holiday falls on a weekend, we reserve the right to close either Monday or Friday. **We may close for up to 10 other days as personal or sick days and up to 10 days for training or maintenance.** Days may be sequential and may include Family Workdays. Typically we are closed on or near April 19 and May 15. You will be notified at least 2 weeks in advance of additional closings. **All closings are considered paid days off**, they are to be paid for even if your child does not come for any reason, including scheduling or vacation, during that week. In addition, **provider may take 2 full weeks off at half pay.** See *Registration, Tuition*. If ABHCP needs to close for a full week (Monday through Friday), either expectedly or unexpectedly, you will be billed 1/2 your normal weekly tuition to reserve your child's space. If we need to close a longer time period, fee amounts will be determined at that time.

Back up Child Care

Whenever possible, we will use a substitute instead of closing. If one is not available **it is your responsibility to provide substitute care** for your child. Emergencies beyond our control may occur and we may need to close according to state licensing regulations. We will notify you as soon as possible. **It is your responsibility to find alternate care at any time we are closed for any reason.** We are not responsible for any fees for alternate child care incurred due to closing. Our regular fees may still apply. Please see *Holiday and Emergency Closings* and *Risk Management and Emergencies*. If any helpers here choose to care for your child either here or at your house, ABHCC is not responsible for care, payments or any other responsibilities

Sick Days, Absences

Fees are not affected or lowered because of a child's illness or absence on scheduled days. Payment is due on the normal payment date. If your child is very ill and will not be able to return for an extended period of time (1 week or more), you may be able to receive a discounted rate, this will be determined on an individual basis. See Mrs. Darlene Huston with any questions. If you schedule your child to come, you pay for that time and space, regardless of use. For rules pertaining to hourly care see *Hourly and As Needed, As Available Care*.

Vacation Time

After care has begun, **you may reserve your child’s space during vacation time for ½ the week’s normal fee per week.** For vacation time, the child may only come on an AN/AA, Hourly basis. Coming for two full days reinstates the normal tuition rate. **We must be notified in writing at least 2 weeks (14 days) in advance for ½ price vacation time.** If it is not in writing or 2 weeks notice is not given, normal rates apply. **No more than 2 weeks of ½ price vacation time may be used in a row.** Vacation fees are to be fully paid for in advance—before vacation time begins, to reserve your child’s space. **Limit of 4 weeks' vacation per year.**

Extended Leave

Persons wishing to temporarily remove their child/ren from a full time childcare schedule for a period of no less than 4 weeks and no more than 8 weeks, shall pay a ‘hold fee’ before absence begins or on a monthly basis. The hold fee is equivalent to 1/2 normal tuition. At least 1 months notice is required before leave begins. Week of expected return must be given at notice, if date changes 2 weeks notice must be given and amounts will be added or credited as needed, added fees to be paid immediately. Leave may not be able to be shortened if slot has been filled with another client. Arrangements can be made to pay hold fee on a monthly basis. Late payment can be cause for unenrollment. 1/8 of the weekly hold fee will be credited to up to the first 4 weeks back at full time care. Holidays and paid days off are still paid for at the full rate.

Any use of childcare during absence will be considered on an as needed/as available basis, will not affect the hold, and will incur additional costs. **Hold fee is holding a full or part time, weekly slot; use of a part time slot does not save a full time slot. If at any time during leave, client decides to unenroll child/ren, full 2 weeks notice and payment of those 2 weeks at normal tuition rate is required.**

1 or 2 weeks absence is considered vacation time with all rules noted in the contract and current parent handbook applying. There are no discounts for single day holidays as these are considered paid holidays. All payment is due in advance of care or absence or late fees and possible unenrollment may occur. Reenrollment requires full payment of due amounts, new registration fees and paperwork.

Programs

Programs Available

Daycare /Evening/Night Care – Offered to children birth through 5 years of age, not attending full day school. It is offered full time, part time, As Needed/As Available (AN/AA) and Hourly. Summer, holiday and evening care may be offered to school aged children through 12 years old, as available. Hourly care is considered no more than 5 consecutive hours.

Integrated Curriculum for Infant through Pre-K – Offered to all children enrolled at ABHCP throughout the day and evening. See Preschool and Assessments, below.

We accept children for hourly, daily, weekly and AN/AA care. Ratios of ages are available and follow state standards. Children will normally be in a mixed age group. We have an open door policy. ABHCP is an equal opportunity childcare provider.

ABHCP Preschool

Preschool activities are offered here throughout the year and are integrated in the curriculum throughout the entire day. Some preschool activities have set timeframes. Check the posted schedule for times. If you want your child to participate in all preschool activities, be sure they are dropped off in time for them. All children who are ready, are allowed and encouraged to participate in all preschool and pre-K activities, regardless of age. All children are encouraged in age appropriate activities throughout the day.

Preschool Activities Include...

Language Arts	Science	Mathematics	Physical Development and Health
Social Science	Foreign Language	Fine Arts	Social/Emotional Development

Letter recognition, Name recognition and spelling, signs and labels in the environment, rhyming activities, sound matching, letter/sound matching, counting, number recognition, one-to-one correspondence, simple addition and subtraction, simple mathematical problems, comparison quantities, science investigations-indoors and out, comparisons and experiments, life cycles, nature, roles of leaders and community workers, voting, simple health and safety rules, communication and conflict resolution skills, creative arts exposure, descriptions and participation, vocabulary and communication enhancement, simple sign language and Spanish, independence enhancement, transitions, etc.

Basic General Information

Pre-Admission and Interview

Prior to admission, initial contact will be made through phone, email or face-to-face contact. There will be a minimum of 2 face-to-face contacts (including child and family) prior to admission, during which time it will be determined if both the childcare and family are a good fit, Mrs. Darlene will explain the terms of the enrollment contract, program policies and offer sample menus and at least 3 references. More than 2 visits are encouraged for a gradual transition before care formally begins.

Admission

All registration paperwork and payment of fees must be completed before a child can stay at the home child care. Birth Certificates must be on file within 4 weeks of starting care. Photographs of those who may pick up the child are appreciated. Records and forms must be original, not copies, and will be kept on record for each child enrolled. All records are kept for at least 8 years after unenrollment in accordance with state and federal law. We do not return records. Please be sure all information is updated. **Any time your child sees the doctor for shots or well child physicals a new DHS preschool health form should be filled out and turned in. Health forms must be updated annually or as required by schools for school-agers** (children who attend school full time for full days), check that it has been signed (front and back) and dated. After registration, parents are welcome to help integrate their child into care by using short hours, staying with their child for a while or other methods. Any methods chosen must be discussed with Mrs. Darlene prior to the first day of care. **If your child's records are not up to date, we are not allowed to care for your child until they are updated, your childcare will be suspended and payment will still be due.**

Required forms include:

Application/Record of Child Information	Summary of Licensing Standards (last page)
DHS Certificate of Child Health Examination	Birth Certificate
Consents to Day Care Providers	Handbook Acknowledgement Form
Emergency Medical Care; Administer Prescription Medicine; Administer	Screening, Assessment and Observation Release
Patent Medicine; Child PickUp; Trips, Excursions and Public Park Facilities;	Photography Agreement and General Release
Swimming	Sunscreen, Insect Repellent and Diaper Rash Lotion Release
General and Medical Permissions	Contract
Late Pick-Up Policy	Food Program Form
ABHCP Developmental history	

Parent/guardians of all children must provide specific items required for the care of your child. Items which can be required are listed below. If you wish your child to take a bath at the home child care, instructions as to bathing preferences must be in writing. No child under 5 years old may be left alone while bathing. Infants may be bathed as needed. Children under the age of 5 years must be supervised while in the bathroom, per licensing.

Supplies Provided By...

Parents Provide (as applicable):

- Extra Change of Clothes and appropriate outdoor shoes
- Seasonal Items (snow pants, boots, hats, scarf, gloves/mittens, rain wear, swimsuit, etc)
- Diapers/ Training Pants *
- Formula or Breast Milk
- Sunscreen (if specific brand needed) and Insect Repellent
- Any special diet foods (for allergies)
- Any Medication (including droppers or measuring instruments)
- Medical Supplies
- Blanket/1 quiet, non lit stuffed friend for nap (sent home for washing weekly)
- Outdoor 'Wet' shoes for sprinkler use.

*Repeated failure to supply needed toileting or diapering items will incur an extra charge of the price of item (full package) plus a \$10.00 supply fee.

Child Care Provides:

- Breakfast, Lunch, Dinner, Snacks as applicable
- Dishware needed
- Baby food (IFCereal, jarred or homemade baby food, finger food, etc)
- Teething relief (generic, HM, or homeopathic)
- Changing Pad Diaper Rash Cream*
- Baby Wipes (HM)
- Smocks for messy projects
- Toothbrush and Toothpaste
- Children's Sunscreen
- Laundry Detergent and Dryer Balls (for bedding, washcloths, etc. We do not wash children's clothing here.)
- Curriculum
- Art and activity supplies
- Bedding (for cots, pack n plays, sheets)
- Hand and dishwashing soap
- Many other items as needed, including Hugs!

We use Norwex products and Essential Oils for cleaning, as well as other DCFS required items. Essential oils may also be diffused and used for wellness enhancement. Only Young Living Essential Oils are used. Please ask if you have any questions.

Discharge Policy

Any child with or without special needs who, after all reasonable attempts have been made to meet the needs of the child, demonstrates: *the inability to benefit from the type of care offered by our facility, the inability to adjust to our home child care or if there is a serious enough difference of opinion or lack of understanding regarding the school's philosophy vs. that of the child's parent/guardian* shall be discharged from the facility. A meeting will be held prior to discharge and a letter placed in the child's file. We reserve the right to terminate enrollment if we decide that it is in the best interest of the child. In the event that a child is unenrolled from our facility, we will attempt to give parent/guardians referrals to other agencies or facilities. At our discretion, child may be dismissed with or without notice. Delinquency of fees for 1 week will create just cause for permanent dismissal. Lack of cooperation, respect, repeated violence, biting, swearing, yelling and other harmful behaviors (to child or others), by child, parent or any person designated to drop off or pick up child may result in unenrollment with or without notice. 2 Weeks unenrollment fee is still due and will be invoiced due within 2 days of unenrollment. Refusal to abide by contracted policies is grounds for immediate termination. There are no refunds.

Arrival

Students can arrive or depart at any time of the day or night we are open. **All arrivals and departures should be accomplished quickly and quietly to minimize disruption, especially at nap time.** The children are our priority; please keep conversation minimal. If you tell us information we cannot guarantee to remember it, therefore; **NOTES are appreciated, strongly encouraged and sometimes required.** Drop off/ pick up at nap time will not be allowed if it cannot be done without disturbing the other children. Additional fees will apply for time needed for earlier drop off if applicable. Do not arrive more than 5 minutes before your allotted time without calling. Extra charges can be applied or you may not be allowed to drop off your child until the agreed upon time.

Preschool activities are a regularly scheduled period of time during which educational opportunities necessary for your child's preparation to enter Kindergarten at a performance level which will ensure success are offered. If your child is not present during the class time, **we are unable to repeat the material presented.** It is, therefore, in your child's best interest that they arrive on time for class. Please do not drop your child off late.

It is the parent's responsibility to wash their child's hands upon arrival.
Each child must be signed in every day on the sign in sheet in the foyer hallway by the accompanying adult.

Departure/ Rules Governing Release of Children

It does not matter who brings your child, DO NOT assume that because you sent your child with someone that, at the end of the day, that same person is automatically authorized to pick the child up.

Other than the child's authorized parent/guardians, children will only be released to persons who are authorized on the registration form. A hand written note of permission must be written and signed each time a person who does not normally pick the child up will, or your child will not be released to that person. A text or e-mail is acceptable written notification. You will be called to pick up your child if needed. ****THERE WILL BE NO EXCEPTION TO THIS POLICY.**** This is for your child's safety. Persons who do not pick up the child on a regular basis will be asked for photo identification which will be copied.

PLEASE CALL AND INFORM US IF YOU WILL BE LATE. Please see Late Policy Sheet and *Late Pickup Fees*. State standards mandate that a child is only allowed to stay in the home child care for 12 hours within a 24 hour time period.

Child Care Hours/ Schedule

We are open Monday through Friday and some Saturdays. We are closed some holidays. If you need extended hours, please contact Ms. Darlene at least 24 hours in advance. We cannot guarantee availability of extra hours.

Please see the regular schedule. The scheduled times may be varied due to the weather (more outside time for good weather, less for poor) and needs of the children in our care. **Meal and snack times are regulated by the state and must be kept to stated times.** Naps and rest times for children are required daily. We will not wake up a sleeping child until the child is being picked up. Efforts will be made to follow the child's normal routine for infants and toddlers. Those allowed up after resting while children are sleeping must be able to play or work independently and quietly, without disturbing the others.

Common activities include:

Outdoors – Weather permitting: sandboxes, climbers, slides, sea-saws, balls, bats, scooters, bowling, sprinklers, wading pool, gardening, walks to local ponds or playgrounds, running, rolling down hills, sledding, wagon rides, cars, tricycles, riders, push toys, connecting track, nature observations, train and traffic observations, etc.

Indoors - Toys for various age groups including but not limited to: puzzles, dramatic play kitchen, workbench, dolls, various accessories, beads, art easel, art supplies, books for all age groups, educational toys, cars, trucks, people, blocks (several types), puppets, riding toys, climber, play doh, musical instruments, games, binoculars, sensory table, stringing/lacing, and connecting track. Cooking occurs on a regular basis.

Outdoor Play

We will go outside to play as often as possible, weather permitting. All children go outside, biased on weather conditions. If there is active precipitation or it is less than 28 F, no children will be outside. If it is below 30F, infants and toddlers may or may not go outside. We do our best to ensure children remain healthy and this includes taking children outside to play. DCFS rules stipulate taking children outside daily, weather permitting. In very cold or very hot weather, our outside time is shorter. In warm weather, our outside time is longer. Participants and duration of activities are biased in part on current local weather conditions. **Expect your child to get dirty while outside.**

It is your responsibility to bring clothing/shoes, marked with their name, appropriate to the weather for the day for your child. Please remember that weather changes throughout the day. Children are not left inside because of inappropriate clothing. We are not responsible to provide appropriate clothing for outside activities. We do not usually see what your child was dropped off with, so marking clothing is important. **Parents are encouraged to bring shoes, footie's or extra socks for non walking infants for extra warmth. Infants do go outside throughout the year.**

Field Trips

Parents are always welcome to accompany us on field trips. Any charges for parents are the parent's responsibility.

We will often take walking field trips to a local park, pond or store. You may or may not be notified of these. Most field trips are taken in the morning and we are back by 11:30AM.

General permission for local trips is included in entry permission forms. If you do not grant your child permission to attend any field trip, you will be responsible to find child care for the time we are on the field trip.

We do not go on driving field trips at any time.

Wading Pool/Sprinkler

During warm months a wading pool/sprinkler may be used. Swim suits or shorts, 'wet' shoes and a t shirt are required for pool and sprinkler water activities. Wading pools will be no deeper than 6". Permission slip must be completed for use of wading pool.

. If a child does not have separate 'wet' shoes, they will wear the shoes they wore to ABHCP.

Meals and Snacks

All meals and snacks are healthy foods, prepared on the premises. Menus are scheduled on a rotating basis and samples can be found on the website or in the childcare kitchen. Any children with special food requirements, due to medical reasons or religious beliefs will be given an alternate food choice. Please help in providing alternate foods. Substitute foods will not be offered because of dislike. Notification of the need for a special diet must be given to the provider at the time of registration in writing, or when the diet goes into effect. All special dietary needs will be on file, and posted in the food preparation area. Children should not arrive eating food. If a child arrives with food, it will be taken away and thrown out. **We do not refrigerate food or cups from home.** The only exception is food brought to share, for allergies or infant food.

Meals are served modified Family Style. Adults will help serve items as needed; however, children are encouraged to be as independent as possible. Assistance will be given as needed. As children grow and become used to our routine, they will naturally become more independent. Tableware is appropriately sized for young children, encouraging independence.

Any food provided by parent/guardians must be labeled with the child's name, date and content. Food must be in original packaging and conform to DCFS and Food Program policy. Homemade foods can only be eaten by that child or can be sent home with all children.

Religious Acknowledgement

We say a short prayer before meals. We may also say a simple prayer at different times during the day with the children. Prayers and discussion will be age appropriate and will encourage talking to God. The Christian view will be reflected.

Toilet Training

Toilet training usually begins when the parents feel that they and their child are ready to start, often around 1 ½ - 2 ½ years old. **Toilet training is a cooperative effort.** During training, please communicate with us what works at home and we will share what works in child care. Do not expect us to train your child if you are not following through at home; it will only confuse your child. Toilet training must be a joint effort.

Children who are toilet training should be in clothing that it is easy for them to remove and either pull ups or underwear used with plastic pants. NO JEANS. No buttons, snaps or ties, no onsies. No overalls.

Elastic waistbands are appropriate.

All soiled clothing goes home for washing. Several changes of clothing will be needed.

We take children to the bathroom several times throughout the day. They are given books to read while they are sitting on the toilet or potty seat. We give incentives (verbal praise, hugs, stickers, hand stamps) for various types of success.

Tuition reflects level of potty training; therefore, your child must be FULLY potty trained for the reduced tuition to be in effect. The new fully trained child must have no more than 1 accident per week for a minimum of 2 consecutive weeks at child care and be going to the bathroom without reminders. This does include nap time. If a child reverts after training is completed and has several accidents for 2-3 weeks, the tuition will reflect the reversed potty training status. You will be notified of the new tuition amount.

Fully potty trained includes lowering and raising clothing as needed, all wiping for cleanliness, flushing and washing hands with little to no supervision. The child must also be able to notify provider of the need to go to the bathroom without reminders.

Rules of Behavior, Responsibility

We understand that the younger the child, the simpler the rules need to be. Therefore, our basic rules are:

Respect for Others

Good Manners

All children are given reasonable opportunity to resolve their own conflicts. Guidance and redirection is given as needed. Staff in the room is responsible for discipline. Staff is expected to be immediate, consistent and use logical consequences for negative behavior. Any incidents, calls and notes or letters will be included in the child's file.

You will be responsible for any loss, damage or destruction by your child of any property of the child care and for any damages for which the child care becomes liable or chargeable because of your child's actions. Cost for item/s will not exceed replacement cost of item. You may replace item with similar item only if approved by Mrs. Darlene Huston.

Behavior management plans developed by the parent/guardian and a professional clinician to meet needs of specific students will be implemented by staff working with the child. The plan must be documented in the child's file.

Discipline

At ABHCP, the child is guided gradually to develop a personal sense of inner self-discipline based on his or her own interior positive motivations. Positive reinforcement, redirection, behavior modification, 1, 2, 3 Magic, hand over hand, and the use of time to reflect are used to help each child grow in self-discipline. Disruptions are handled immediately. Use of correct behaviors will always be encouraged. Children younger than 2 years of age are not given time outs. They will be removed from a situation where they are having repeated difficulty behaving in an appropriate manner. This may include an opportunity be away from other children and stimulation. Parents are always informed and involved in discipline needed for extreme, repetitive or violent behaviors.

A child may be asked to sit out from a game or activity if needed. Parents will be informed of inappropriate behaviors and disciplines used. We appreciate your help in discussing this issue with your child to attempt to solve it. If unacceptable behaviors continue the parent/guardian may be called and asked to remove the child. A note may be sent home to inform the parent/guardian that a problem occurred and how it was resolved. We make every effort to understand why the child is misbehaving. Your help is appreciated. Cooperation between parent/guardians and staff is expected at all times. Questions should be addressed to Ms. Darlene Huston.

The use of physical punishment, loss of food, profane language, humiliation, or abuse is NEVER ALLOWED. Food is not used as a reward or punishment. Children are not disciplined for toilet accidents.

Clothing and Items from Home

All children should be in play clothes and G rated if it is violet or not G rated it will not be allowed. Clothes should be comfortable, simple, and washable. Violent scenes are not allowed. Clothing may become dirty from outdoor play, eating, painting or other activities. **If there is mud or puddles outside expect your child to come home with muddy clothes and shoes.**

We do all we can to prevent painted clothing. Paint is always the washable type. Clothing should be of a type that makes it easy for them to use the bathroom facilities. We do not wash children's clothing here. Jeans are not comfortable clothing for children. Shoes should be comfortable, safe and easy for the child to put on by themselves. **Tennis type shoes are strongly advised.** Sandals, open toes shoes and shoes with any type of heel are not allowed because of the danger they pose to children. **We are not responsible for injury due to shoe choice.** A lack of suitable shoes can and will lead to exclusion from activities for the safety of the child. All children who have started walking, including wall or finger walking, should arrive with shoes. Shoes are for outside only.

All clothing must be labeled with the child's last name and first initial to prevent loss or confusion. This includes coats, shoes and boots. All children must be provided with a complete change of clothing that is appropriate for the season. An appropriate 1 piece bathing suit, or shorts and t shirt, will also be needed. We do not always know what clothes the children arrive in. **ABHCP is not responsible for unmarked clothing/shoes which go home with the incorrect child.**

Do not let your child bring toys, money, jewelry, gum, stuffed animals, candy or other items from home. We cannot be responsible for lost or broken items. Items from home will be: taken away, thrown away, kept in the foyer or sent home upon entry. The only exceptions are infant items (pacifiers, etc) and nap items. We do not wash personal cups from home. It is the parent's responsibility to request item at the end of the day to take it home. There are many other primary responsibilities which have a higher claim on the providers focus. Items which have been unclaimed by Friday will be thrown out or donated. **Do not put small items in cubbies. Put them in your child's mailbox.**

NO COMPUTER GAMES FROM HOME ARE ALLOWED. We are not responsible for lost or broken computer games or equipment. No weapons or toy weapons are ever allowed. No fighting toys are allowed. No toys may be used in dramatic play to depict weapons or perform violent behaviors. Our child care is a 'safe zone'.

Holidays and Gatherings

Food for Special Days including birthdays

Treats are welcome as long as they are nutritious and follow Health Department rules. Treats need to be store bought and sent in the original, sealed package. There should be enough treats for all children, including your own. Be sure to send extra or ask for an amount. Homemade treats will be sent home with children. We request that no candy or high sugar items be sent in and prefer non-food items. NON FOOD items are welcome.

Halloween

Costumes of friendly story, nursery rhyme, fairy tale, or movie characters or Saints are welcome. NO witches, devils, ghosts, scary costumes or weapons of any sort are allowed. Masks are not allowed as they limit children vision and may cause accidents. Face paint should be minimal. Children have chosen wonderful costumes such as: clouds, community workers, M&M's, trees, and other similar items. We will not go out trick or treating.

Christmas/Easter

Typically, we will have Christmas or Easter games and crafts.

Valentines Day

Valentine cards should not be addressed. If your child wants to practice printing, a list of first names can be supplies on request. A card should be sent for each child enrolled. Red and pink are the colors of the day.

St. Patrick's Day

Green is the color of the day. Please send your child to school wearing at least one green item.

These special days are a part of the American Child's culture which we respect and enjoy at school. Learning to relax and enjoy a festive occasion is as much a part of early childhood education as is learning to count, read, listen or share. Learning to laugh, love and be loved is a part of every day at school, but it receives the spotlight on special days.

Parent Conferences

Annual individual conferences will be scheduled to discuss each child's progress and any childrearing issues through May and June. A semi-annual conference may also be held at a time to be determined. These conferences will be held at the provider's convenience, either during or after normal childcare hours. Care for child will be provided during conference. If conference cannot be held face-to-face, a phone conference is acceptable.

Family Workdays

In order to support unity and help the childcare home, parents are requested to aid in the maintenance of the childcare area. This can include improvements to landscaping, cleaning or maintaining toys and play equipment or other activities. Children and adults may participate in the activity. Family Workdays will be listed on the annual calendar and will include one Friday and one Saturday.

Planned Social Activities

Planned Social Activities will occur throughout the year.

Butterfly Release - Each year there will be a butterfly release (usually in late May) which may be timed throughout the week for all parents to participate and a main release of most butterflies on a weekend morning to which all current and past clients are invited. The date will be posted on the childcare website and facebook page.

Sign With Me - 1-4 times per year a Sign N Sing class will be offered to all parents with a small fee, with an option to continue classes for up to 5 weeks and includes take home supplies. Sign with Me is mainly for parents of children under 3 years of age.

Praying Mantis Release - There may be a Praying Mantis Release offered annually for a late afternoon or evening release. This is typically a spring release. Parents are welcomed. Mantis's are released soon after hatching.

General Meeting - At least one general parent meeting/gathering will be scheduled to discuss child development, childrearing issues and support our childcare unity at some time throughout the year, typically in August. Parents will be polled to determine the best time for the largest amount of parents to participate. Outside sources may be invited to come and speak on topics of interest.

Communications

General Communications

The children are our greatest concern; therefore, we request that communications from parent/guardians regarding information about their child be **put in writing**. If you would like a conference, talk to Ms. Darlene for an appointment. If you have special instructions to be followed on a specific day the information **must be written down**. **We are not responsible for remembering verbal communications**. We ask that parents of infants please share information about your child's day, including when your child woke up, last ate and was last changed, you can use the Daily Connect application to share this information.

We supply forms for medication, vacation time, change of schedule and required registration forms. They can be found on the website or you may ask for them. Pens are also available. We will make copies of completed forms at your request. Most can be copied immediately, however; we reserve the right to request up to 24 hours to complete your request. There is no charge for a first request. A second request may incur a charge of \$.50 per page. Forms can be faxed or emailed at no charge.

Separated Parents

We provide a safe, nurturing and educational environment for your child. Please do not attempt to involve us in domestic issues. It is our policy to remain neutral in the best interest of the child. Please inform us of any court orders in place for your child's safety. We will need to make a copy of any such court order from the original for your child's file.

Parents sharing custody and childcare arrangements or payments will each need to sign contract, late payment policy and other forms as stated in *Registration, Tuition*. Information will be shared with both parents to an equal extent as much as possible. Requests for required supplies which are needed will be addressed to both parents until requested items are supplied. Payments will be credited to the parent who pays that portion and each will receive their own information unless a court order is given that has determined otherwise.

Parent Communications

Telephone calls to the school should be limited to emergencies. We understand your concern when a child is new to ABHCC and will make exceptions. **Use a note/email/text to the Provider when possible**. Please keep in mind that our first and main responsibility is the care of your child. We will respond as quickly as possible. If you have concerns that you wish to discuss, an appointment will need to be made. **Texts will typically be seen before an email or face book message**.

Provider Communications

We realize that you are often at work and may not be able to receive calls unless there is an emergency. We will limit our phone calls to information that we need to properly care for your child or for informing you of possible health or other concerns about your child. If your child had a rough transition to child care we may also contact you to let you know how your child is currently feeling. We use Daily Connect (app and available online) for daily communication.

About Your Child's Day

Parents with infants through two year olds or potty trained will receive a daily communication sheet or will be notified online through Daily/Parent Connect. Parents of Preschoolers will receive verbal information daily about their child's activities. Notes may be written weekly, depending on activities, attendance and other variables. ABHCP will, throughout the month, text and email photos and information about your child's day.

All artwork will be sent home at various times throughout the week. Parents/guardians are responsible to make sure art and other items sent home do not remain at ABHCP, such items can be thrown out if left behind for 1 week.

Photos and Video

Throughout the week we may take photos or video of childcare activities. Parents may be shown or given, through CD, DVD, email or other media, photos or video taken during childcare hours. Since these will be taken during activities, there may be more than one child included. Children's faces will be on photos emailed or otherwise given to parents. ABHCP has no control over photos, video or other media after they are given out.

Children's pictures, portraits, likeness and/or testimonials, may be used with whatever visuals, copy or other elements chosen by ABHCP for advertising or other purposes. Children's full front facial view will not be published on the child care website or facebook page for up to 3 years after dismissal from ABHCP.

Suggestions and Comments

Your suggestions and comments are most welcome at any time. We care about your children and the job we are doing with and for them. You can help us to help them by letting us know what you like as well as what you feel we may be able to improve. We always wish to improve our service to you and your child.

Health and Safety

Illness, Isolations, and Exclusions Guidelines

Any child who is ill should remain at home. Children may not return to childcare until they have been symptom free for 24 hours. If a child exhibits any of the following symptoms, they should remain home; if the symptoms occur here, we will notify the parent/guardians to pick up the child and place the child in our designated sick area under supervision:

Fever of 101 degrees oral temperature or more.

Diarrhea, vomiting, rash, conjunctivitis (Pink Eye), convulsions.

Any infectious, contagious, or communicable illness, including but not limited to: Parasitic Infestations (lice, scabies, worms, etc), and Chicken Pox (child may not return until all blisters have dried and formed scabs)

In the event of infections, contagious or communicable illness, the child must be treated and cleared by a doctor's note before returning to child care. All families will be notified of any exposure to contagious illness, disease or infection in the program within 24 hours of when we become aware of it. In an emergency, if the child's parent/guardians cannot be reached, Emergency Medical Services and Personnel will be called.

The best form of prevention is washing the hands. All children and staff will wash their hands upon arrival, before and after meals, after bathroom use, and after sneezing. **Parents are responsible for washing their children's hands upon arrival.**

First Aid Treatment for Minor Injuries

Injuries will be treated by washing, bandaging and recommended first aid treatment, as well as hugs and sympathy. Essential oils may be used to increase wellness. They will be used diluted and according to recommended guidelines only.

Parent/guardians will be informed how the injury occurred at the time of pick up. We are not responsible for minor injuries to children engaged in normal activities. Minor injuries, cuts and bruises are a part of childhood. While we provide excellent supervision and adequate safety, the creative minds and active bodies of children, on occasion, cause minor accidents. The continued treatment for injuries is the responsibility of the parent/guardians.

Medication

All medicines will be given to Ms. Darlene with the Medication Form. This form must be signed by the child's parent/guardian.

Medicine must be prescription, in original container with the child's name on it. No medication can be kept on the property without a current form. Forms remain effective for no more than 1 week (7 days) from date of signing. If medication needs to be given for a longer period, a new form will need to be filled out. You must specify when you last gave medication to your child on the form.

Screenings and Testing

Screenings may be done annually or as needed at the providers and/or parents discretion. Screenings can be performed prior to each school year, in the late spring or early summer on all children. Testing is done throughout the year, typically during everyday activities. Testing determines children's knowledge and developmental ability as they grow. Mrs. Darlene Huston or other qualified personnel may be brought in by Ms. Darlene Huston perform assessments or screenings on children at least once per year.

Assessments/Screenings may include, but are not limited to: Vision, Hearing, Motor, Social/Emotional, Developmental, Ages & Stages, ASQ: SE, Temperaments and Atypical Behavior Scale (TABS) and Infant-Toddler and Family Instrument (ITFI). Most include parental input or family survey. You may be required to sign additional permission forms from other agencies for specific assessments. If an assessment recommends further action you will be notified, in writing, within 30 days. We may refer children to the local CFC or Preschool districts as needed or we may request that you contact them. ABHCCP uses the Gold Assessment system for children Birth through 5 years old throughout the year.

It is recommended that all children, Infant through 5 years old have annual developmental screenings. Free evaluations for Preschoolers (3-5 years old) are available through your local school district. Please call your school district for more information. Free screenings for children Birth-3 years old are done by one or more of the following:

Caregiver Connections – Child Care Resource & Referral (815) 741-1163 ext. 266

Early Childhood Mental Health Consultants for Will, Grundy, Kendall, & Kankakee Counties

Child and Family Connections 1-800-323-4769

CFC is the entry point for Early Intervention services for children ages 0-3 in Illinois.

Early Intervention – Illinois Department of Human services 1800-323-GROW

Illinois' Early Intervention program's mission is to assure that families who have infants and toddlers, birth to three, which diagnosed disabilities, developmental delays or substantial risk of significant delays receive resource and supports that assist them in maximizing their child's development, while respecting the diversity of families and communities.

Security Precautions

In order to serve you better, we have chosen to take several types of child protection precautions.

- We have an open door policy. You may stop by at any time to observe or visit. Please do not stop by during nap time.
- Please notify the emergency contact that they will be requested to furnish a photo ID when picking up your child. Photos of parents/guardians and/or families are posted in the child care area. Parents are welcome to furnish photos of any family members or those who would be picking up your child.
- The play room area, except the bathroom, is equipped with security cameras. The home child care entrance/exit is also monitored. Security video/DVD will be used for security and safety.
- Front or full facial views of children enrolled in ABHCP are not published on the website or on facebook and will not be for at least 3 years after unenrollment. *Photos and video shared with parents is not under our control.*
- Staff and volunteers have background checks and are fingerprinted through the agency/ies required by DCFS and more training than mandated by DCFS.

Release of Personal Information

Each child has their own file, which is kept in a locked file cabinet and in an online program called Minute Menus which only Mrs. Darlene has access to. Only custodial parent/guardian(s) and the Department of Children and Family Services will be permitted access to these files. File information shall not be released to any other source unless written release is signed by the custodial parent/guardian(s) or mandated by a court order. Any photographs or materials made by the children will not be released for publication without prior written consent of custodial parent/guardian(s)-included in this handbook.

Risk Management and Emergencies

In the event of an emergency the procedures are stated below:

Fire – Everyone in the child care is evacuated to the trees outside the fence next to the driveway gate. Phone calls are made to local fire department, EMS, and the families or emergency contacts after leaving the house.

Severe Storms/natural disasters—Everyone is sheltered in the ground floor bathroom. Flashlight, first aid kit, books and other items are available to wait out the storm.

Power Outage – Com Ed will be notified and we have a backup generator on the premises which will be utilized. Bottled water is also kept on the premises for use. Flashlights and emergency lighting will be used.

Accident -- In case of severe accident in the child care, on a field trip or by vehicle, 911 is called for emergency care, parents/families are called and notified where to pick up children as needed. If accident is not severe, parents are called and allowed to determine if they wish to pick up their child to take the child to their doctor.

Hazmat Spills – Hazmat Spills requiring evacuation of the property will be dealt with on an individual basis under the supervision of the government designated emergency personnel. Parents/families will be called with information regarding child pick up.

To maintain the safety of people, property, equipment and materials, universal precautions are taken to ensure the property is clean and free of hazards. Cleaning is completed daily and weekly as needed. Items are sanitized as required and needed. Detailed information is available in the hallway or on request.

Other Risk Management, Health and Safety Issues

- No one living at our home smokes and we do not drink alcoholic beverages before or during child care hours.
- State law prohibits smoking on our property during child care hours. Our home is a smoke-free environment.
- We have 1 cat on the property. He is kept up to date on all vaccinations and parasite prevention is practiced.
- We utilize air purifiers, steam cleaner, bleach water, vinegar, Norwex cloths, Essential Oils and other similar methods to insure cleanliness. All toys are washed on a regular basis, in addition to items we see being mouthed. Air and water filters are changed a minimum of once every 3 months.
- There is no usable large pool on our property available to the children. We may use a 6” deep wading pool and sprinklers during the summertime.
- Provider may, at her discretion, trim fingernails and/or toenails of children in child care to reduce possible injury.

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Please return to ABHCP
Release Forms

I/We _____ Parent/guardians of _____

1) Hereby certify that I/We have received a Parent/guardian Handbook Dated _____ and have read and understand all of ABHCP policies. Initial each

_____ Welcome	page 3	_____ Basic General Information	pages 8 - 12
_____ Introduction	page 4	_____ Communications	page 13
_____ Financial	pages 5 - 7	_____ Health and Safety	page 14 - 15
_____ Programs	page 7		

I/We agree to cooperate with all such policies, procedures, terms and conditions listed, including discipline, security video/DVD and financial obligations of my child. _____ Initial _____ Initial

2) I give my permission for my child/ren to utilize the child care home's wading pool and sprinklers. (over 6 months old only)
Children will be under close adult supervision at all times.

YES _____ NO _____ Initial Choice

3) I give my permission for my child/ren to be driven on local field trips or emergencies. I understand that required safety seats/devices will be used. Most field trips are walking.

YES _____ NO _____ Initial Choice

4) I give my permission for my child/ren to use a public pool with lifeguards, as stated in the handbook. Child must be over 6 months old.

YES _____ NO _____ Initial Choice

5) I give my permission for provider to trim my children finger/toe nails as needed for the safety of all children and adults in the child care. YES _____ NO _____ Initial Choice

6) I wish my child to be allowed to join the others in expressing a general belief and love of God as his or her Creator and Heavenly Father. I understand my child will hear other children engaging in these activities. They may include:

- Short prayers to God
- Songs to God
- Simple explanations of the meaning of Christmas and Easter as the Birth and Resurrection of Jesus

Initial Choice

Yes, I my child may participate _____

No, I my child may not participate _____ I under stand my child will hear other children engaging in these activities.

I understand that ABHCC and Mrs. Darlene Huston use Young Living Essential Oils in the childcare and my child will be exposed to them. Initial _____

I have read all of the above and have initialed my choices. By signing this you acknowledge that you have read the policies, procedures, terms and conditions in the complete Parent Handbook dated _____ and agree to follow them. Amending policies may be done at any time by giving you, the client, a new copy at least 2 weeks before they go into effect.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

Screening, Assessment and Observation Release

I/We _____ Parent/guardians of _____

1) I have read, understand and agree that my child may be given assessments and/or screenings throughout the year while in ABHCP. Assessments/Screenings include those listed in the handbook as well as those determined necessary by observations or previous assessments and may be performed by Mrs. Darlene Huston, Mr. Jerry Huston or others from agencies as listed in the _____ handbook YES _____ NO _____

2) I give my permission for Mrs. Darlene Huston DBA American Butterflies Home Child Care, to refer my child/children to Child Family Connections, my local school district, or other agencies for further screenings/assessments. I know that I will be notified of any referrals.
YES _____ NO _____, I prefer to notify them myself.

3) I give my permission for Mrs. Darlene Huston DBA American Butterflies Home Child Care, to request observations and allow observations of the child care home and/or my child/children at any time. I further understand that the person performing observations may be associated with CCR&R, SELF or other agencies not named. I will be notified as soon as possible that someone will or may be coming to observe.
YES _____ NO _____, I will make other arrangements for child care during that time. There is no reduction in tuition.

4) I give my permission allowing Mrs. Darlene Huston DBA American Butterflies Home Childcare, to observe my child when for general assessment and testing, to be recorded and relayed at least annually. (similar to a report card.) Testing is done throughout the year, typically during everyday activities. Testing determines children's knowledge and developmental ability as they grow.
YES _____ NO _____, choosing 'no' will prevent your child from attending American Butterflies Home Childcare.

I have read all of the above and have initialed my choices.
Agencies may request signing of a release form specific to them.

Signature of Parent/Guardian _____ Date _____

Handbook In Brief - Initial each page 20, 21, 22

Registration fees are annual, per one child or per family A week is considered starting on Monday and is 7 days long,

Individual tuition amounts will be stated on your contract and are based on the age of the child/children and the hours and number of days of care needed. Tuition prices will be discussed before the contract is filled out. Changes in care provided may change tuition rate charged.

Tuition fees are due weekly at drop off on the first day of the week which the child attends, Friday of that week at the latest. All fees are due in advance. The rates include full pay for holidays, personal, maintenance, training and absent days

Rates increase annually in May. Additional days closed may be added annually. Days closed for the year are detailed in addendum.

Time slots are not guaranteed unless they are paid for.

You pay for spaces reserved, not spaces used. The ability to give a monthly schedule or more notice of spaces needed can impact your tuition. (especially in cases of rotating schedules.) Additional amounts will be added to tuition for paid days off that fall on days of non-attendance.

If you have scheduled hourly care or days for AN/AA for your child and need to cancel, you must give **24 hours notice** to Ms. Darlene. If you fail to give this notice, you will be charged the full price for the allotted time. Emergencies will be considered on an individual basis. If you call for last minute or emergency care (less than 24 hours notice) and then cancel it any time after scheduling, you will be charged the greater of ½ price or the price of 1 hours' care. If you schedule your child to come, you pay for that time and space.

Hourly minimum charge is 1 hour. After the first hour of care, charges can be broken into ½ hour increments. Any part of the ½ hour of care used will result in a charge for that ½ hour. Maximum hourly charge is 5 consecutive hours. At 5 hrs and 1 minute, the daily rate applies. No refunds will be given at any time

Do not arrive more than 5 minutes before your allotted time without calling. Extra charges can be applied or you may not be allowed to drop off your child until the agreed upon time.

If you are late picking up your child and are over the time stated on contract, you will be charged the late fee of \$15 per 10 minutes according to the child care foyer clock after a 10 minute grace period. If you are delayed more than a few minutes and call in, the late fee may be modified to the equivalent of no more than \$10 per hour per child, divisible in ½ hour increments only.

Delinquency in tuition or any part of tuition/fee, will be handled by a late charge of \$25.00 per day (Monday –Saturday) added to the tuition price starting the day after fees are due. Fees that are delinquent 1 week (7 days) will create just cause for permanent dismissal.

You must give two weeks (14 Days)' notice **in writing** prior to withdrawing your child or changing your child care schedule. Notice does not start until we receive your written statement.

Each child must be signed in every day on the sign in sheet in the foyer hallway by the accompanying adult

Our home child care is closed on: Legal holidays. If a Legal holiday falls on a weekend, we reserve the right to close either Monday or Friday. We may close other days for training, personal, sick or maintenance. The schedule is posted each December for the following year. The provider can also take 2 full weeks for vacation at 1/2 pay. If a paid day off falls during a time you choose to take vacation, the paid day off is still paid for at the full rate.

It is your responsibility to find alternate care at any time we are closed for any reason. We are not responsible for any fees for alternate child care incurred due to closing. Rates do not change due to closings.

After care has begun, you may reserve your child's space during vacation time for ½ the week's normal fee per week. For vacation time, the child may only come on an AN/AA, Hourly basis. Coming for two full days reinstates the normal tuition rate for the week. We must be notified **in writing** at least 2 weeks (14 days) in advance for ½ price vacation time.

Some preschool activities have set timeframes. Check the posted schedule for times. If you want your child to participate in all preschool activities, be sure they are dropped off in time for them.

I have received, read and understand the above information.

Sign _____ Date _____ 1 of 3

Handbook In Brief - Initial each page 20, 21, 22

All registration paperwork and payment of fees must be completed before a child can stay at the home child care. Birth Certificates must be on file within 4 weeks of starting care. Photographs of those who may pick up the child are appreciated. Records and forms must be original, not copies, and will be kept on record for each child enrolled in the program.

Parent/guardians of all children must provide specific items required for the care of your child.

At our discretion, child may be dismissed with or without notice. Delinquency of fees for 1 week will create just cause for permanent dismissal. Lack of cooperation, respect, repeated violence, biting, swearing, yelling and other harmful behaviors (to child or others), by child, parent or any person designated to drop off or pick up child may result in unenrollment with or without notice. 2 Weeks unenrollment fee is still due and will be invoiced due within 2 days of unenrollment.

Drop off/ pick up at nap time will not be allowed if it cannot be done without disturbing the other children. Additional fees will apply for time needed for earlier drop off if applicable.

All children in care during rest time are required to rest. Those allowed up while other children are sleeping must be able to play or work independently and quietly, without disturbing the others.

Other than the child's own authorized parent/guardians, children will only be released to persons who are authorized on the registration form. A hand written note of permission must be written and signed each time a person who does not normally pick the child up needs to, or your child will not be released to that person. A text or e-mail is acceptable written notification.

We will go outside to play as often as possible, weather permitting. All children go outside, biased on weather conditions. If there is active precipitation or it is less than 28 F, no children will be outside. If it is below 30F, infants and toddlers may or may not go outside.

Expect your child to get dirty/messy. Clothing may get messy as well, including shoes during outside activities.

It is your responsibility to bring clothing/shoes, marked with their name, appropriate to the weather for the day for your child. Please remember that weather changes throughout the day. Children are not left inside because of inappropriate clothing. We are not responsible to provide appropriate clothing for outside activities.

During warm months a wading pool/sprinkler may be used. Lack of appropriate clothing will not prevent child's use of pool/sprinkler. Wading pools will be no deeper than 6".

All meals and snacks are healthy foods, prepared on the premises. Menus are scheduled on a rotating basis and samples can be found on the website or in the childcare kitchen. Any children with special food requirements, due to medical reasons or religious beliefs will be given an alternate food choice. Please help in providing alternate foods. Substitute foods will not be offered because of dislike.

Any food provided by parent/guardians must be labeled with the child's name, date and content. Food must be in original packaging and conform to DCFS and Food Program policy. Homemade foods can only be eaten by that child or sent home with all children.

We say a short prayer before meals

Toilet training usually begins when the parents feel that they and their child are ready to start, often around 1 ½ - 2 ½ years old. Toilet training is a cooperative effort. Child should wear easily removable clothing.

Tuition reflects level of potty training; therefore, your child must be FULLY potty trained for the reduced tuition to be in effect. The new fully trained child must have no more than 1 accident per week for a minimum of 2 consecutive weeks at child care and be going to the bathroom without reminders. This does include nap time. If a child reverts after training is completed and has several accidents for 2 weeks, the tuition will reflect the reversed potty training status. You will be notified of the new tuition amount.

Fully potty trained includes lowering and raising clothing as needed, all wiping for cleanliness, flushing and washing hands with little to no supervision. The child must be able to notify provider of the need to go to the bathroom without reminders.

I have received, read and understand the above information.

Sign _____ Date _____ 2 of 3

