

A Child's World



Early Learning Center

Parent and Student Policies

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The program offered at A Child's World shall be planned, staffed and directed to meet the needs of the individual child and involve all areas of functioning-physical, cognitive, social and emotional. The children enrolled shall engage in developmentally appropriate program experiences actively, rather than being a passive recipient, and the program must include a balance of active and quiet activities.

A Child's World Early learning Center IS AN EQUAL OPPORTUNITY FACILITY

Admission procedures and basis are made without regard to race, culture, ethnicity, religion or gender. The process for each is as follows:

Admissions

All children are admitted as full-time, part-time, temporary, or otherwise. The admissions process is as follows:

A. Registration

A registration fee is required to process each child's application and to hold a space for each child in the center. Registration fee holds a child's space for two weeks only unless a specific date of arrival is made clear **at the time of registration payment**. Students currently enrolled in the center are not required to re-register unless they have been discharged from the center.

B. Application

A completed application including child's full name, current address, current telephone number, current place of employment, current job address, current work telephone number and extension; and a minimum three persons authorized to receive child daily and in the event of an emergency (must be separate telephone numbers, addresses and include relationship to the child); also name, telephone number, and address of family doctor, also date and reason of enrollment, signature of parent(s) or guardian(s) enrolling child(ren).

C. Medical

A completed medical form including: complete health history, and physical examination including lead screening and TB screening if the child is in a high-risk group, as determined by the examining physician, a tuberculin skin test by the Mantoux method and the results of that test shall be included in the initial examination for all children who have attained one year of age, the medical report shall indicate that the child has received the immunizations required by the Illinois Department of Public Health these include poliomyelitis, measles, rubella, mumps, diphtheria, pertussis, tetanus, haemophilus influenzae B, hepatitis B, and varicella (chickenpox) or provide proof of immunity and Medical records shall be dated and signed by the examining physician, advance practice nurse (APN) who has a written collaborative agreement with a collaborating physician authorizing the APN to perform health examinations, or physician assistants who have been delegated the performance of health examinations by their supervising physician, and include the name, address and telephone number of the physician responsible for the child's health care and indicate that the child is capable of being enrolled in a child care environment based upon his/her health, neurological development, behavior and immune status, and must be updated every two years from date of last examination. **Medical forms that are more than six months old at time of enrollment are not acceptable.**

The record must also identify additional comments about the management of health problems and health related data shall be provided on the medical report.

Reports of any serious occurrences, involving injuries to a child should be on file. These occurrences should include: injuries requiring medical care or hospitalization, death, arrest, alleged abuse or neglect, fire or other emergency situations.

D. Behavior Pattern Survey

A completed survey offering detailed information about the child's habits including behavior, relation to others, medical conditions, etc. is required for enrollment.

E. Guidance and Discipline Policy

All families receive a copy of the Guidance and Discipline Policy. The form must be returned with parent/guardian signature. A copy of the signed form is returned to the parent for reference.

G. Arrival/Departure Form (Exhibit J)

If enrolled child will be bused to and/or from school must complete to give detailed information of pick up and drop off times, bus company name, address and telephone number.

Note: All documentation submitted for enrolment purposes becomes property of A Child's World Early Learning Center. State regulations require a center to hold records for at least five years. Records may only be released to government officials that regulate the center. To release any documentation to any one else, including the parent, is solely at the discretion of the administration.

H. Change of Clothes

All students enrolled full time, part time, temporary or otherwise at A Child's World Early Learning Center must have a change of clothing on the premises at all times. Clothing is kept in a plastic shoe box inside of locker. Soiled clothing is rinsed in cold, soapy water and bagged to go home with the child. Parents are required to return a change of clothing with child on the next day of attendance.

- **2-3 years old:** 2 pair of underpants, 2 pair of socks, 1-2 pair of pants, 1-2 shirts
- **4 and up:** 1 pair of underpants, 1 pair of socks, 1 pair of pants, 1 shirt.

I. Dress Code for Students

Children's clothing should fit properly (not too big or small), they should be comfortable and the child should be able to fasten and unfasten them by themselves (children have difficulty with overalls and undershirts that snap between their legs and belts).

All items of clothing must be labeled with child's full name and age. A Child's World is not responsible for clothing not labeled.

Tuition

A. Full-time

Students are considered full time if they attend the center five or more hours a day.

B. Part-time

Students are considered part time if they attend the center two or three set days a week and pay a set fee based on daily rates; or if they attend the center daily during the set morning or afternoon hours and pay the morning or afternoon rate.

C. Breakfast

Breakfast is served at a set time every morning and is available to all students who arrive before 8:30 a.m.

D. P.M. Late Policy

A Child's World Early Learning Center reserves the right to charge a late fee for every minute after 6:00 p.m. or after pick up time specifically arranged with director at time of enrollment. Payment is due at time of pick up or on the next business day.

In accordance with Illinois DCFS Licensing Standards Section 407.18 (d): "children served in the day care center shall not remain on the premises for more 12 hours in any 24-hour period." Therefore, students left at the center after 6:30 p.m. will be taken to the nearest DCFS office.

Late slips will be filed in students folder as a record of late pick -up. Students picked up late more than three times in a month are subject to discharge due to excessive late pick-up.

E. Tuition Regulations

The following is the list of tuition and fee payment rules and regulations:

- No personal checks are accepted. Cash or money orders only.
- All tuition and fees are paid in advance of service either the Friday before or the Monday of that week of service by 1:00 p.m..
- All tuition and fees are due weekly. A child present one to five days in one weeks time is required to pay full tuition rate for that week.
- A late charge applies each day after Monday that tuition is late. No child will be accepted to school unless fees are paid.
- Tuition and other fees may be accepted as far in advance as parents choose to pay.
- No credit is given for holidays or sick days. Tuition nor fees are not prorated.
- Absence fees are due in advance. Children will be automatically discharged after two weeks of absence, unless fee is paid. Re-enrollment will include registration fee.
- A late fee will be charged after closing hour of operation. Children may not be accepted to school if fee is not paid by the following business day.

F. Holidays

A Child's World Early Learning Center is closed on Independence Day, New Years Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day, Martin Luther King's Birthday as listed in the registration information booklet.

However, depending on the demand for day care service during the week of a holiday there may be other days when the center will close. Whatever the case parents will be given notice within a reasonable amount of time so that other arrangements can be made.

Also, unless otherwise specified, tuition rates will remain in effect as we are not able to prorate our monetary commitments to employees and other companies just because we are closed.

G. Fundraiser Clause

Fundraisers act as a means by which to incur additional income for a specific purpose. A Child's world has a fund raiser twice a year.

While it is not mandatory for parents to participate, parents who choose to participate do so with the understanding that they are responsible for the monies for whatever product or item they receive for the purpose of the fundraiser. Be it candy, raffle tickets, ad book pages, etc., participating families must pay for any items taken for the fundraiser. Furthermore, we will not accept returns because they could not be sold by your family.

Instead any balance due may be paid up front or prorated over a reasonable period of time, not to exceed six weeks, until it is paid out.

Discharge

Reasons students are considered discharged from A Child's World include but are not limited to: (1) if they are absent for a minimum of two weeks and have not paid the absence fee; (2) if parent or guardian informs the center that the child will not be returning; (3) child displays behavior which is inappropriate or otherwise requires more extraordinary energies than what is normally afforded in a regular day care routine; (4) parent or family chooses not to abide by center policies, including those regulated by city and state license and operations guidelines.

Arrival/Departure

All students, full-time, part-time, or otherwise, are required to be signed in each morning by person that brings them to school, completing first and last name on the sign in sheet. Children must be signed out every afternoon by person that picks them up, completing first and last name on the sign out sheet. No child will be released to a pick up person under the age of 18. Picture identification is required for pick up.

- Children shall arrive no later than 9:15 a.m.
- Children shall be prepared for school with completed homework as assigned.
- Should child arrive after 9:15 a.m., without notification, A Child's World reserves the right to refuse service.

Trips

- Trips provided by A Child's World obligates the center to be responsible for all who attend the trip with the center (students, staff, visitors).
- Anyone attending a trip with A Child's World is required to abide by school rules and regulations and adhere to all instructions given by group leader.
- A Child's World does not refund or credit trip fees for children who do not attend. But does refund trip fees prior to field trips for the specific purpose of inappropriate behavior patterns displayed by child.

- Under no circumstances are children to bring money to school to use on trips for food, souvenirs, video games, etc.
- Visitors must be a minimum of 18 years of age in order to attend a trip without a parent or guardian chaperone.
- Parents or guardians who wish to attend a trips with A Child's World, but want to be responsible for their own child(ren) must put it in writing in advance of the trip, releasing A Child's World of any responsibilities.

Transportation

Trips

A Child's World does provide transportation for trips and other recreational activities offered by the center. Parents are required to complete front bottom of child's admission application giving A Child's World permission to transport child to and from center premises. No child is allowed to leave from or return to A Child's World premises unless front bottom portion of application has been completed. A Child's World may contracts transportation with a licensed and insured transportation company.

Children transported to and from A Child's World center by outside services, not offered through A Child's World Early Learning Center, are required to complete Arrival /Departure form.

A Child's World does provide daily transportation for students. The fee for transportation follows the same rules as those set for tuition (E). The discharge policy for transportation follows the same rules as those set for discharge from the center.

Personal Hygiene

Parents are encouraged to practice good personal hygiene with their child(ren). This includes but is not limited to:

- Frequent bathing
- Daily tooth brushing
- Daily face cleansing
- Clean, comfortably fitted clothing
- Use of deodorant and /or other personal care products.

Nutrition

By law, unless otherwise specified in writing by licensed health care provider, A Child's World is required to serve what is on dated posted menus to every enrolled child each day.

Children with restricted diets due to medicals reasons such as allergies or for specific religious purposes, must have written documentation in folder at all times signed and dated by authorized person(s).

Medications

No medication is to be administered without a physician's consent. This includes all over the counter medications such as Tylenol, cough drops, etc.. The physicians statement must include child's full name, name of medication, dosage, times per day to be administered, side effects to look for, length of time to be administered, consent of staff member to administer medication, date, physicians signature, physician's telephone number.

Mild Illness

Children are allowed to enter day care facilities and participate in daily activities with mild illness such as colds or allergies if:

- (1) It is not observed by a staff member that the illness prevents the child from participating in the activities too uncomfortably; or
- (2) It is observed by the staff member that no greater attention is needed and it poses a safety threat to the other children.

Special Needs

Children with medical needs which require special attention may only be admitted or remain enrolled after the following processes have been met:

- A meeting with child's parent(s) and/or physician(s) to discuss needs.
- Detailed documentation regarding the illness has been provided. This includes a Special needs form provided by our center that must be completed in its entirety and signed by the physician.

If it is discovered after child has already been enrolled, the parent is responsible for informing the center and following special needs procedures.

If it is discovered that the child has a special needs illness that the parent has deliberately kept from the center, child will be immediately discharged for non compliance with center policies.

Severe Illness/Emergency Illness

No child suffering from severe illness, such as influenza or pneumonia, will be permitted on the premises, nor permitted to return to school without written consent from a physician.

If a child becomes severely ill during time spent at school (vomiting, diarrhea, fever) parents will be notified immediately to pick up child at once. If the illness becomes so severe as to require immediate medical attention (bleeding, fainting, unconsciousness) emergency units will be notified at once and parents will be notified of where to meet their child.

Communicable/Contagious Disease

No child suffering from communicable/contagious disease (chicken pox, tinea capitus (ring worm), measles, conjunctivitis (pinkeye)) will be allowed on the premises, nor permitted to return to school without written consent of physician.

In the case of contagious diseases, such as conjunctivitis or tinea capitus, which require treatment only, children will be dismissed for a minimum of 48 hours after treatment before they may return to school. At the time of return, parent will be required to submit a physician's statement and a copy of the medication information sheet as provided by the pharmacist at time medication is purchased.

Parent Participation

- Parents are welcomed and encouraged to visit center at any time during hours of operation. However, parents are not allowed to roam through the center without escort, or interrupt children's classroom activities without proper authorization.
- Parents are welcomed and encouraged to join center on school trips.
- Parents must abide by school rules and policies while on center premises or joining school for other activities.
- Parents are welcomed to have birthday parties for their child, but must include enough food and materials for entire center enrollment.
- Parents are encouraged to bring child to school no later than 8:30 a.m. and maintain consistent attendance. No children are accepted after 9:15 a.m.
- Parents are encouraged to volunteer at the center at least 1 hour per month.
- Parents are encouraged to notify the front office with any comments, suggestions, complaints, or inquiries.
- Parent/Teacher conferences are held once a year. Request for private conferences are made with director in advance.
- Parents are urged to notify school when child will be absent.
- Parents are urged to make alternative arrangements when they cannot pick up children on time.
- Parents are urged to notify school of any changes on child's application and complete a file update form.
- Parents are urged to participate in school fundraisers.
- Parents are required to make sure their child is signed in and out each day of attendance.

Classroom Management

Methods of classroom management are handled in the classroom using positive techniques for inappropriate behavior.

Our professionals agree to:

- Accept each child as a worth while and important person.
- Anticipate and intervene before disruptive behavior occurs.
- Provide materials in learning centers and activity areas that reflect a wide range of interests.

- Offer the same sequence of events each day to maintain an orderly flow through routines.
- Divide children into small groups.

Approved Methods of Discipline in the Classroom :

- Private reproof
- Five minute separation in a supervised area
- Temporary denial of privileges
- Parent contact

Forbidden methods of Discipline in the Classroom :

- Corporal punishment
- Discipline of the entire class for the action of one
- Long periods of isolation
- Isolation in an unsupervised area
- Standing/sitting in corners
- Hitting
- Biased/harsh treatment

A Child's World Early Learning Center has developed a system of reports to be forwarded to parents in the event of unusual, improved or otherwise unacceptable behaviors during the course of the child's day. For a child that does not receive one, it is safe for the parent to presume their child's day went fine.

Role of the Parent in Guidance and Discipline

A Child's World Early Learning Center encourages open communication with parents in achieving the goal of appropriate behaviors by children. The teacher will call, or conference with the parent if a child's behavior is consistently inappropriate. The teacher will discuss with the parent effective guidance techniques used in the home and share with the parent techniques used at school. Consistency being the key, parents are encouraged to follow through with the teachers suggestions within the home. If necessary, referrals for professional guidance will be made to help the parent and the child.

Disenrollment Policy

A Child's World Early Learning Center reserves the right to terminate enrollment of a child, if the child consistently displays inappropriate behavior that is harmful to himself, other children or the teacher. The parents will be notified of any and all situations in which a child deliberately hurts another person. A Child's World Early Learning Center will work with the parents and offer referrals to other schools or to appropriate guidance resources.

Parent Complaint Procedures

In the event of a complaint regarding center operations, misconduct by staff, etc. Parents will be expected to voice complaints within a reasonable amount of time. Complaints may be written or verbal.

Complaints are to be directed to the front office. At no time should a complaint be directed to a teacher or a teacher assistant.

Please be reminded that our center facilitates young children. Hostile complaints including foul language, physical contact to staff, visitors or children, property damage, threats to staff, visitors or children, or otherwise unnecessary confrontation will result in immediate discharge of child.

If director is unable to draw a satisfactory conclusion complaints may be directed to administrator or owner. If no satisfactory conclusion can be drawn and parent wishes to remove child from facility, A Child's World agrees to recommend other childcare facilities.