



Dear Parents and Family Members,

We welcome you to Auburn Childcare, Inc. The purpose of this family handbook is to inform you of the multiple services we provide, our policies and procedures, and other pertinent information that you may need throughout the year. We believe that children learn through all their senses and are capable of success with proper guidance. We provide a comprehensive program which allows children to learn through play, music and movement, and exploration. We want to enrich all children's future by establishing a foundation of skill and knowledge they need to be successful throughout their lives.

We encourage you to participate in every aspect of our program and services. It takes more than the teaching staff to guide and teach your children. We believe parents are their child's first teacher, and we are here to assist you in becoming the best parent/teacher you can be to your child's success. Auburn Childcare, Inc. (six weeks of age to twelve years old) believes the best way to help a child succeed in life is to support the entire family. Please take time to read this Family Handbook and direct any concerns you may have to the Director.

Again, welcome to Auburn Childcare, Inc. We look forward to working with your family!

Sincerely,

Auburn Childcare, Inc.

### Board Members

President: Billie Landers

Board Member: Ray Landers

Secretary: Jen Chance

Treasurer: Rayna Landers

### Mission Statement

The purpose of the facility is to provide a superior quality preschool, early childhood, and young adolescent development program serving children from 6 weeks to 12 years of age. Our facility understands that every child is a unique individual. The goal of our program is to encourage a social, emotional, physical, and cognitive developmentally appropriate environment that promotes learning. We are passionate about offering every child the opportunity to discover and understand their world through the life experiences they encounter at our facility. The

organization will focus on the development and implementation of education programs that enhance human capital for youth and their families, cultural activities that promote community participation, environmental awareness programs, and other activities that promote familial and communal cohesiveness awareness. We look forward to the memories children will develop as a result of their time in this program.

### Director's Welcome

Welcome to Auburn Childcare, Inc. Our facility is unique, in that we have lots of space that is consistently filled with a peaceful atmosphere. You will find our staff to be loving people who truly desire to create stimulating and healthy environments so that children can develop emotionally, socially, physically, and mentally. We are a family and believe as we spend time together that you will feel a part of our family as well. The best assurance for the success of your child is the close cooperation and understanding between you and our staff. We look forward to being a partner with you in the development of your child.

### Confidentiality

All family information and children files are kept strictly confidential. Only authorized personnel, DCFS, and law enforcement have access to files. Auburn Childcare, Inc. is obligated to receive written consent from parents, prior to sharing personal information with any other agency or individual.

### General Center Information

Auburn Childcare, Inc. is located at 1222 West Jackson in Auburn, Illinois.

Our phone number is 217-438-4444 and the fax number is 217-438-4445.

Director: Rayna Landers

Phone Number: 217-860-9245 Email: [aubunrchildcare@yahoo.com](mailto:aubunrchildcare@yahoo.com)

Assistant Director: Brenda Hauck

Phone Number: 217-741-5802 Email: [auburnchildcare2013@gmail.com](mailto:auburnchildcare2013@gmail.com)

Assistant Director: Jenny Lake

### Hours of Operation

Auburn Childcare, INC. is open Monday through Friday from 7am to 5:30pm (COVID hours may be different. Please see the COVID agreement).

- ❖ The center is closed for the following holidays: New Year's Day (2 days), President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day (2 days), and Christmas Day (2 days). We close at noon on Christmas Eve. If Independence Day falls on Saturday, ACC will observe that holiday on July 3<sup>rd</sup>. If Independence Day falls on Sunday, ACC will observe that holiday

on July 5<sup>th</sup>. If Christmas falls on a Saturday, Auburn Childcare will observe that holiday on the day before (Christmas Eve).

### **Weather-Related Closings**

The center will not be open when Auburn School District closes the schools due to hazardous weather conditions. If the school is not in session that day, then the Director will make the weather-related decision. Parents will be notified through the Remind app at least 1 hour before the center is scheduled to open.

### **Children Served**

We accept children ages six weeks through twelve years of age during the calendar year. During summer camp, school age children are accepted until they turn twelve and begin school that fall.

## **Auburn Childcare Staff**

### **As a Team**

We are dedicated to providing comprehensive quality services to children and families with a daily commitment to professionalism, integrity, and accountability.

We will create and provide a safe, nurturing and respectful environment that celebrates diversity.

We value and encourage creativity to promote individualization in services to children and families, staff development and continuous program improvement.

We recognize our responsibility to be a positive influence in the community and to enrich our services through collaborative efforts with other resource providers.

We foster the wellness of our staff so they may be equipped to provide quality services to our children and their families.

### **Equal Opportunity Employment**

It is the intention of the facility to be in compliance with Federal, State, and local laws at all times. The facility doesn't discriminate in employment with regard to race, creed, national origin, political affiliation, marital status, age, gender, sexual orientation, or number of dependents. A staff comprised of people of varied religions, racial and cultural backgrounds is encouraged for the good of the children, their parents, and the community, as well as the staff and the facility. No employee shall aid, coerce or conspire to cause a dismissal or resignation of another employee because of illegal discriminatory factors.

### **Staffing**

It is the policy to hire the most qualified personnel. All staff responsible for direct care of the children must meet the education and experience requirements. All staff completes a comprehensive orientation program followed by ongoing education, monthly meetings, seminars, classes and other training agencies. All staff receives twenty hours of training or more per year.

### **Staff Requirements**

*Director:* Educational Requirements must be in compliance with DCFS Standards, proof of 60 college credit hours with at least 18 hours in childcare.

*Lead Teacher:* Education Requirements must be in compliance with DCFS Standards, proof of 60 college hours of credit with 6 semester hours related directly to childcare/child development, from birth to age 6, no experience required OR an EC teacher with one year (1560 clock hours) of child development experience, 30 college hours of credit with 6 semester hours related directly to childcare/child development, from birth to age 6

*Teacher's Assistant:* Educational Requirements must be in compliance with DCFS Standards, proof of high school diploma

*Kitchen Chef:* Educational Requirements must be in compliance with DCFS Standards, proof of high school diploma and provide food sanitation certificate

### **Program Overview**

We refer to a wide variety of resources in planning our daily activities. The programs for all classrooms include but are not limited to: academics, chapel, gymnastics, rest, music, learning centers, active and passive games, outdoor play, role playing, field trips, in-house entertainment, reading, meals and snacks and developmental training.

### **Classroom Ratios:**

Classroom:	Age:	Max Number of Children:	Ratio:
Infants	6 weeks to 15 months	8	1 staff member for every 4 children
Toddlers	15 months to 2 years	10	1:5
PreK1	2 years to 3.5 years	16	1 staff member for every 8 children
PreK2	3.5 years to 5 years	19	1:10
School Age	6 years to 12 years	20	1 staff member for every 20 children

### **Classroom Assignments**

Every child will be assigned to a lead teacher's class based on the child's age and/or development and weekly schedule. However, the center is open twelve hours a day and all classes are not in session all twelve hours. For this reason, your child may be in a different area in the morning, prior to 9:00 a.m., or in the afternoon. We are sensitive to place children in age-appropriate areas. We adhere to state regulated ratios. Your child may be placed in an alternate class temporarily on holidays, during transition times, following graduation or days where numbers of staff and children are low due to weather or illness.

Please contact the Director if you have any questions or concerns.

### **ExceleRate**

ExceleRate Illinois is a statewide quality recognition and improvement system designed to make continuous quality improvement an everyday priority among early learning providers. The program establishes standards for helping infants, toddlers and preschool age children develop intellectually, physically, socially, and emotionally. It provides a framework for early learning professionals to identify opportunities for improvement, increase their skills and take steps to make positive changes.

Auburn Childcare, INC. meets the requirements for the ExceleRate Illinois Silver Circle of Quality. The Silver Circle of Quality recognizes that the program has met quality goals. Silver Circle programs meet or go beyond quality standards in three areas: learning environment and teaching quality; administrative standards; and training & education. Programs are actively engaged in continuous quality improvement.

In order to accomplish such a prestigious award, Auburn Childcare, INC. must meet the guidelines for the Environmental Rating Scale. The ERS is designed to assess overall program quality in a variety of early childhood and after-school settings, measuring both essential environmental provisions plus teacher-child interactions that affect the broad developmental needs of young children.

### **Creative Curriculum**

The philosophy of The Creative Curriculum® is that young children learn best by doing. The Creative Curriculum® is built on theories of development in young children, that all children learn through active exploration of their environment and therefore the environment plays a critical role in learning. The goal of the Creative Curriculum is to help children become independent, self-confident, inquisitive, and enthusiastic learners by actively exploring their environment.

The curriculum identifies goals in all areas of development: Social/Emotional, Cognitive, Physical and Language. The planned activities for the children, the organization of the environment, the selection of toys and materials, planning the daily schedule and interacting with the children, are all designed to accomplish the goals and objectives of the curriculum and give your child a successful year in school.

The Creative Curriculum® shows teachers how to integrate learning in literacy, math, science, social studies, the arts, and technology throughout the day. It also gives the teacher a wide range of teaching strategies-- from child-initiated learning to teacher-directed approaches-- to best respond to children's learning styles, strengths, and interests.

### **Religion**

Auburn Childcare has a Christian based curriculum that is taught periodically throughout the year. We also say a prayer with the children before each meal.

### **Brigance**

Auburn Child Care screens children from birth to 5 years old. A director or the classroom's lead teacher does the screening. The assessment tool we use is Brigance. This tool assesses the student's academic/cognitive development, language development, and physical development. We typically give this assessment twice a year, once in the fall and again in the spring. Shortly after we give this assessment, we offer parents parent/teacher conference. Parents are not obligated to have a conference, but it is given as an option.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are held twice a year, once in the fall and again in the spring. Parents will be notified through the Remind app when it is time to sign up. These conferences are not a requirement. If parents would like to sign up after they receive the Remind notification, they may do so at the front desk.

### **Field Trips**

- ❖ For field trips, all children must have a signed permission slip on file in the office. In the case of summer camp trips, parents/guardian(s) must also sign the daily permission slip board that morning.
- ❖ Prior to leaving the building all children on the trip for that day must be marked present on the daily count sheet as an official record of who is on the trip.
- ❖ Adult supervision on all field trips will include parents, volunteers, or additional staff so that the child/adult ratios will be smaller than state ratios required in the classroom.
- ❖ Staff will have access to a phone on all field trips and carry emergency medical treatment forms signed by parents for every child. In the event of a medical emergency, staff will call 911. In the event that a child becomes ill, suffers minor injury, or for any other concern that would hinder the child from continuing on the trip, staff will immediately call the Director in order to obtain assistance needed to care for/transport child.
- ❖ In the event of extremely hot days, staff are to have frequent water breaks, rest time in the shade, and call for buses/vans to return early if these measures prove ineffective in making the trip enjoyable and safe.
- ❖ Staff will know the headcount at all times. They count before getting on the bus/van, after getting off the bus/van and at every transition point of the trip. Staff counts no less than once an hour.

## **Classrooms at Auburn Childcare, Inc.**

### **Infant Room: 6 Weeks to 15 Months**

The priority in this room is to provide the maximum individual development for each child. Learning begins from birth through the five senses, and these are challenged with games, songs, pictures, books, bubbles, mirrors, art, educational toys, and exploration. Communication is an important tool which begins with songs, smiles (facial expressions), and a gentle touch. We use basic sign language to give a child a way to express what they want. We use balance balls to strengthen dexterity and coordination. The day will consist of a lot of “floor time” as we imitate animals, sort and stack objects, and provide plenty of “tummy time” activities. We take our children on explorations (outside the classroom) by buggy rides, wagon rides or a stroll to our next room of development in the toddler stage.

We understand your infant has specific needs regarding their daily schedule. Therefore, we are happy to work with you to make sure that your infant follows the schedule you request.

When arriving on their first day, please make sure that your infant has all of the following: diapers, wipes, cream (if needed), extra change of clothes, formula/breastmilk, 4 bottles clearly

marked with your child's name, baby food (if needed) and shoes if child is 9 months or older. We will provide the bedding materials needed, spoons and bowls, table food and sippy cups.

### **Toddler Room: 15 to 24 Months**

Toddlers are truly the "great explorers" of the center. This is the time of expression on their "own language". It is our job, as educators, to tap into their language and help guide them into understanding words and phrases. We spend our day singing, talking, role playing, and reading to encourage language development. We know the brain is connecting sounds with objects, so flash cards, pictures, story books, and posters are used. We speak aloud our actions such as, "let's scoop the sand with the yellow cup," or "let's stack our blocks on top to build a tower." This helps the toddler learn to follow directions and place attributes on objects and actions. We emphasize the positive and redirect anything that would cause conflict or frustration. This room begins to hear our main commands of "gentle hands, walking feet, be sweet, or let's take turns." Our staff develops a daily schedule posted in the classroom, including: academics, gymnastics, rest, music, learning centers, active and passive games, outdoor play, role playing, in-house entertainment, reading, meals and snacks, and developmentally training. We believe that toddlers are ready to learn and thrive on new experiences. It is our desire to consistently introduce new activities in order to satisfy the toddler's need to become an active part of the world around them.

When arriving on their first day, please make sure that your toddler has all of the following: diapers, wipes, cream (if needed), extra change of clothes, shoes, and blanket for nap time. We will provide the cot and cot sheet as well as the food and any dishes they may require.

### **PreK1 Room: 2 Years to 3.5 Years Old**

This age is filled with so much wonder and curiosity. At this stage of the program, we move the students into a more structured pre-school environment. This is where language begins to explode on the inside and sometimes students need our assistance to help it be expressed. We encourage them in frustrating times to 'use their words,' and tell us what the problem is instead of screaming.

We provide a variety of curriculum for children each day. We offer a ton of books and toys. We use a variety of pre-math tools such as sorting, grouping counting, and matching skills. Arts and crafts become part of our regular routine to help develop fine and gross motor skills. We encourage the creativity inside each child and bring their artwork down to kids' eye level. Music and dance are one of the main items used to generate a fun place to be. Each child is encouraged to do more on their own. Personal responsibility for behavior, personal care, and building peer relationships are all integral parts of the development program. Children also begin to learn the basic building blocks of how we all work together in a classroom.

### **PreK2 Room: 3.5 Years to 5 Years Old**

The main focus of this room is to help each child feel comfortable with the skills needed for kindergarten. The toys involve board games, card games, logic and math games, books, and read-a-long stories. Dramatic and creative play become the highlight of the day. This is the age of great story telling and role playing into more mature and elaborate adventures.

This room focuses on more academic skills such as recognizing letters, understanding the sounds letters make, name writing, and pre-math skills. We focus each week's lessons around a theme that can interlock the natural world they live in with the discovery of applied learning skills.

This unique approach considers the needs of each child to make sure time is given to help individually as needed.

Building self-confidence is one of the most important attributes. This room learns rules and structures to follow. The children are taught to take personal responsibility for caring of their classroom.

### **After School Program**

All children will ride the bus to and from the center to school each day. When they arrive after school, they will wash hands and have a healthy snack. After snack, students will either enjoy free play in the classroom or go outside to play depending on the weather. Students will also be offered work time and one on one help with their homework.

### **School Age Summer Program**

Children are discovering more about who they are as individuals. It is an important time to create positive self-concepts, sense of independence, and help children use their time wisely by setting goals and achievements in their own life. They are practicing their social skills and becoming more aware of community involvement. This is a time when we want children to get involved, learn about healthy choices, safety, nutritional practices, respect for diversity, and learn how to be give back to their community. The students will have daily chores such as but not limited to: taking out the trash, cleaning toys, reading to younger children, and tending to the garden. Throughout the summer, the children will go on a weekly field trip. Parents will have written notices a week in advance of each field trip giving them opportunity to join us, if possible.

## Daily Schedule

### **Daily Schedule (for most classes)**

- ❖ Arrival
- ❖ Breakfast
- ❖ Small Group Activities
- ❖ Outside Play
- ❖ Centers: Free Play
- ❖ Lunch
- ❖ Nap/Quiet Time
- ❖ Large Group Activity
- ❖ Snack
- ❖ Centers: Free Play
- ❖ Outside Play
- ❖ Departure for the Day

Students are expected to be at the center by 9am daily. If you are going to be late dropping off, then please call the center.

Please note that students will be given at least 30 minutes of daily outside time if the weather is between 25-90 Degrees Fahrenheit. Please take this into consideration when dressing your child daily.



Nap time will be from 11:45am to 2:45pm daily. We do not allow drop off or pick up during this time.

### **Arrival Policy**

- ❖ To ensure that all students are provided a nutritious breakfast, all students are expected to arrive at the facility **NO later than 9:00 a.m.** Children may need to be dropped off in rooms other than their assigned class, since teachers have different starting times ranging from 6:30-8:30 a.m.
- ❖ Auburn Childcare, INC. is required to maintain daily attendance records. This attendance is also used during evacuation procedures to ensure all present are safe and accounted for.
- ❖ Parents/guardians are **expected to contact the site** when the child will be absent or late for attendance. Excessive tardiness will be documented and addressed on an individual basis.
- ❖ Auburn Childcare reserves the right to refuse admission after 9am due to maintaining DCFS ratios.
- ❖ Parent's responsibility is to ensure the children arrive in daily apparel to be worn that day and in a clean diaper.
- ❖ State law requires all children upon arrival to be signed in (touch screen at front desk AND with the classroom form).
- ❖ Children must be escorted to their assigned room/area for that time of the day and left with the supervising teacher. No child is allowed to wander unsupervised anywhere in the facility, even if the parent is present. It is important that you enforce this regulation for the safety of your child.

### **Saying Good-Bye (Separation)**

To help achieve the goal of allowing your child to become independent, emotionally healthy, and well adjusted, we recommend the following practices with children age two and older:

- ❖ If possible, children should be walked in, NOT carried.
- ❖ Present your child to the teacher on arrival. The greeting between teacher and child is invaluable. Many things about the child's health and state of mind can be determined in that brief time and nothing should interfere with it. The teacher will then help the child join into classroom activities.
- ❖ Goodbyes at the daycare should be part of a normal, everyday routine every child goes through. Separation should be sweet and brief, with reassurance about the planned pick-up times.
- ❖ Parents should encourage children to make friends with the teachers and look forward to being at school without feeling guilty or disloyalty to a parent.

### **Meals Provided**

Our menus follow the USDA Food Program to help make sure that the children receive healthy, well-balanced, proportional meals. We provide a nutritional menu including breakfast, lunch, and snack. A 2-week food menu is posted for convenience.

Mealtimes are at the following times:

- ❖ Breakfast: 8:30-9am
- ❖ Lunch: 11:30am-12pm
- ❖ Snack: 2:30-3pm (When school is in session, PreK2 & SA will have snack at 3:30.)

Children (excluding infants) are not to bring any food with them to the center unless special permission was obtained from the Director due to medical reasons. Children with food allergies, special nutritional needs and/or religious exceptions must complete a special form.

#### *Infants*

Parents must provide formula/breast milk ready to heat for each day's portion. During the stages of development parents are responsible to provide the appropriate baby food. Once your child is on table food then the center will provide the meals.

#### *Special Events*

Food brought in for special parties, events, or birthdays must be STORE BOUGHT. Please make sure you communicate prior to any special event with the teacher and/or Director.

### **Departure Policy**

- ❖ Children may not enter or leave the facility unless accompanied by an adult.
- ❖ In order to pick your child up for the day, please sign them out at the touch screen kiosk.
- ❖ Departing children will normally be released only to parents or other person shown on the "Child Release Authorization List" form.
- ❖ If someone other than the child's parent/guardian is picking up, the child's file will be checked for permission and a picture ID will be required.
  - Written permission is necessary to release a child to anyone. For this reason, parents need to keep their file current concerning authorized pick-up persons in order to be prepared in the event of an emergency.

### **Absent Procedure**

Parents are expected to contact the facility on the day the child will not be in attendance. The explanation will include the reason the absence is occurring and when the child is expected to return to class.

A referral will be made to the Director when children are absent three consecutive days or when the child's monthly attendance falls below 85% (three or four days a month). If a child is absent due to chronic illness, written documentation is required by a medical provider before the child will be admitted back to class. If a child's absences are not due to illness, the Director will contact the parent/guardians to offer supportive services as needed, and documentation will be completed on the family contact information.

When a child's attendance does not improve after direct contact, the Director will send a letter to the parents/guardians stating the reason for concern and encouraging regular attendance. This letter will also advise the parents/guardians that lack of improvement may result in the child being dropped from the program. If the absences are a result of illness or if they are well documented absences for other accepted reasons, no action is necessary. If chronic absenteeism persists and is not feasible to include the child in the program, the child's slot will be considered an enrollment vacancy.

## **Daycare Financial Policies**

### **Registering a Child**

In order to register a student at Auburn Childcare, the parent or guardian is required to complete the required paperwork and pay the registration fee of \$70. This fee holds a child's spot in a classroom for 30 days. Enrollment must begin within 30 days to avoid additional costs. The \$70 registration fee is non-refundable & non-applicable to any tuition fees. In addition to the \$70 registration fee, two weeks of tuition is due before the child can attend their first day. The two weeks of tuition payment covers the first week that your child attends as well as the very last week that your child attends.

### **Academic Fee**

A \$30 academic fee is due on September 1<sup>st</sup> of every year. This fee covers the cost of new curriculum, updated technology, art and school supplies.

### **Weekly Rates:**

- ❖ Infants: \$245
- ❖ Toddlers: \$245
- ❖ PreK1 (2-3.5yo): \$200
- ❖ PreK2 (3.5-5yo): \$185
- ❖ School Age: \$90
- ❖ School Age Summer or In Attendance Full Time: \$162.50

***Please note*** that there will be no price reduction during holiday weeks. The full amount listed is still expected to be paid.

### ***Part Time***

Part time care is rarely offered at Auburn Childcare. When it is offered, the child may only be in attendance for 2 or 3 days a week. Part time is only offered for ages 2 through 12.

### ***Drop In Care***

Rate is \$55 per day – this rate is for the families currently or formerly enrolled. It allows siblings to attend, as necessary. This rate is limited to two days per week. The Director will need 1 week's written notice prior to attending. Any time three or more days is needed the additional tuition will be determined so payment can be made on first day of attendance.

## **CCAP**

For CCAP families, payment is due by the 15<sup>th</sup> of every month. If it is not received by then, a \$35 late charge will be assessed per child. If not paid within one week later, the child relinquishes their spot & is not allowed to return until the account is reconciled.

### **10 Hour Policy**

In the best interest of the child, we ask a maximum limited of 10 hours that any child may attend each day. If your child is in attendance longer than 10 hours a day, then you will owe an additional \$30 per day, per child.

### **Late Pick-Up Policy**

Auburn Childcare, INC. closes nightly at 5:30pm. If a parent/guardian picks up between 5:31 and 5:35, there will be a \$25 late charge. Any time after 5:35 will be a \$10 per minute, per child charge. This needs to be paid by the following business day in order for the child to return to daycare. If a child is not picked up within 15 minutes of closing and the parent/guardian has not notified the center that he/she will be late, then local authorities will be notified.

*Please note: COVID hours may be different. Please see the COVID agreement.*

### **General Daycare Financial Policies**

- ❖ Tuition is due on Monday of the first day that the child attends for that week in advance. Therefore, the first day a child attends class two week's pay will be expected unless other arrangements have been made with the Director.
- ❖ Auburn Childcare, INC only accepts cash or check.
  - All check payments are to be placed in the locked box near the Director's office. There is a \$40 fee charged for all returned checks.
  - If paying with cash, please see a director for an immediate receipt. We are NOT RESPONSIBLE for cash left in the mailbox or anywhere else in or around the center. In the event of discrepancy of payment, this receipt must be produced to verify payment.
- ❖ A late charge of \$35.00 is due if payment is not received by Tuesday of each week. If payment is not received by Wednesday, the child will not be allowed to return until payment is up to date.
- ❖ Any payment accommodations must be cleared with the Director.

### **Sibling Policy**

If a family has more than one child in the program, then a 10% discount is available on the oldest child's tuition. There is no sibling discount for children attending part time. The sibling discount also does not apply if the family is receiving tuition assistance.

### **Vacation Credit**

Families will receive a 1-week half-off vacation credit from January to January of each year. Children must be enrolled in our program for one year to receive this benefit. A written notice must be given (at least one week) prior to the vacation week in order to receive this credit. Children may NOT attend the center during that vacation week unless the family chooses to forfeit their vacation credit. Families that are receiving the sibling discount do not qualify for the vacation credit.

### **State Required Closure**

In the event of a crisis, such as a pandemic, and the center is required to close by law, then a \$70 **weekly** fee is expected in order to hold your child's spot. This will be the weekly cost until the center reopens and normal rates will resume. If the fee is not paid weekly, then Auburn Childcare assumes that you do not need your child's spot held. A written notification must be provided to cease charges.

### **Termination of Enrollment**

Enrollment will be considered terminated if:

- ❖ The facility receives a two-week advance written notice of withdrawal
- ❖ Payment is more than two days delinquent without Director's approval
- ❖ The parents fail to comply with this agreement, the Parent Handbook, or any other rules of this center
- ❖ The center, in its sole discretion, determines it is unable to meet the needs of the child, or that it is not in the best interest of the center or other children enrolled to have the child continue in attendance
- ❖ There is serious illness or death of the child.

The center and its staff retain the sole right and responsibility to determine any disputed factual matters regarding termination of enrollment.

Once your child is withdrawn & no longer in attendance, any personal items left behind become property of Auburn Childcare, Inc.

### **Exceptions to Stated Financial Policies**

No employee, including the Director, can make any financial agreement other than the policies stated above without written approval of the Board of Directors. The Board of Directors shall have the power to alter, amend, or repeal the bylaws or adopt new bylaws. Such action may be taken at a regular or special meeting of the Board of Directors for which written notice of the purpose shall be given or, without a meeting, if a consent in writing is signed by all the directors entitled to vote, pursuant to the provisions of Section 10 of Article IV. The bylaws may contain any provisions for the regulation and management of the affairs of the corporation not inconsistent with applicable law or the articles of incorporation.

## Family & Daycare Partnerships

Parents have primary responsibility for their child. As the child's legal guardians, they are required to care for and supervise him/her. This includes adhering to rules and requirements of the program. The staff assumes a secondary role in the role and education of the child. Auburn Childcare, Inc. accepts the responsibility delegated to us by the child's parent(s) to care for the child, feed the child, and teach the child during the time when they are at the facility. Staff members are accountable to parents for carrying out those responsibilities.

A few general program rules that are the responsibility of the parents are the following, but are not limited to:

- ❖ Send your child on a regular basis promptly
- ❖ Notify the facility if your child will be absent, for whatever reason
- ❖ Notify the facility *in writing* and *in person* of any change of information, such as a change in address, phone, emergency information, health issues, etc.
- ❖ Obtain all health exams and needed records.
- ❖ Work in partnership with the program staff to strengthen your family and prepare your child for school.
- ❖ Read and respond to all written notices, bulletins, and newsletters sent home.
- ❖ Tell us about your likes, dislikes, concerns and ideas about our program
- ❖ Know and respond to the individual needs of your child.
- ❖ Take an active interest and talk daily with your child about their experiences at this facility.
- ❖ This facility is not responsible for personal items brought to our program. Personal coats and backpacks should be labeled with the child's name. We do not allow children to bring personal toys to this facility unless requested by the teacher.

### Communication

Auburn Childcare, Inc. uses several methods to communicate with families. These include but are not limited to the following: phone calls, parent/teacher conferences, monthly newsletters, program activities, classroom participation, the daycare's website and Facebook page as well as through some communication apps.

#### *Brightwheels*

Auburn Childcare, Inc. uses an app called Brightwheels. This is a great communication tool for parents and teachers.

The benefits of parents using this app are the following:

- ❖ Daily Updates: Real-time feed of activities throughout the day.
- ❖ Photos: Delivered right to your phone or on the web (Please note only your child will be pictured in the photo.)
- ❖ Notifications: Get custom notifications on your phone for check-in, photos, and daily updates.

- ❖ **Messaging:** Send a quick message to the teacher from your phone.

This app is limited to the infant and toddler classrooms only.

### *Remind*

The Remind app is a direct line between the child's parents/guardians and the center's assistant directors. This app makes sharing daily notes with one another much faster and easier. Parents can let the center know of any pickup changes, late arrivals, and absences for the day, etc. The daycare can let parents know of any center-wide updates, classroom notifications, students' needs, etc.

To sign up, please go to the following link:

Infant Room: [rmd.at/baby4u](https://rmd.at/baby4u)

Toddler Room: [rmd.at/acctods](https://rmd.at/acctods)

PreK1 (2-3.5 YO): [rmd.at/accprek1](https://rmd.at/accprek1)

PreK2 (3.5-5 YO): [rmd.at/accprek2](https://rmd.at/accprek2)

School Age: [rmd.at/accschool5](https://rmd.at/accschool5)

### **Play Clothes**

Please send your child to Auburn Childcare in weather appropriate, comfortable, play clothes and shoes. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum. We expect all children to be dressed appropriately for both indoor and outdoor activities. All children occasionally get their clothes wet and have toileting accidents. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the family. Your child's teacher will request that you bring a complete change of clothing, including underwear, to be kept at school and replenished as needed. Due to health reasons, if a child soils their underwear, it may be thrown away. Please be sure to clearly label all items of clothing. Let the teacher know whenever your child's clothing or other items cannot be located.

Rubber soled and closed toed shoes are required for children of all ages. No sandals, flip flops or slick soled shoes may be worn at any time in the year.

All sweaters, jackets, hats, gloves, scarves, and blankets need to be clearly marked with the child's name using a permanent marker on the inside tags.

### **Clothing Fees**

Failure to provide the necessary clothing, including but not limited to diapers, wipes, face masks, for your child will result in the following fees billed to your account:

Diapers: \$1 Each	Wipes: \$3 for a package	Face Mask: \$1
Shirt: \$2	Shorts/Pants: \$2	Underwear: \$1

### **Items from Home**

We will allow one soft toy, blanket and/or small pillow to be used at nap time ONLY. These items must be brought in a separate storage bag. Every item must be labeled with the child's name. No hard toys are to be brought to the center for any reason. They present hygiene problems, sharing problems, safety problems, and are often lost. There is no exception to this rule! Parents will be expected to carry out any toys carried in. Thank you for your understanding and cooperation.

### **Parent Involvement**

You are your child's first teacher!

Auburn Childcare, Inc. is a family-centered organization and is designed to support parents as the most important influence in their child's life. We encourage parents to become actively involved in their child's education. This program strives to meet the needs and interests of the families enrolled.

Communication is the key! Please take time to speak with the childcare providers. Notes may be posted on the parent board, through the Brightwheels and Remind app, or on our center's Facebook page. We are here to serve you and look forward to helping you in any way possible.

### **Family Participation**

Here are a few of the many ways in which parents may participate and help the children grow while here:

- ❖ Read a story to the children
- ❖ Volunteer to help in the classroom
- ❖ Eat lunch with your child
- ❖ Go on field trips with your child
- ❖ Help to plan, develop, and attend parent activities

We welcome extended family to come visit, read stories, and attend field trips as well.

### **Room Transitions**

Your child will transition to a new classroom when he/she has reached the developmental milestones for a particular classroom. As the time for a transition to a new room approaches, you will receive a letter containing information about your child's transition into his/her new classroom. Both your child's current and future teacher is available to address any questions or concerns you have during the transition process. Before the transition into a new classroom has been completed, parents are encouraged to stop by their child's new classroom and introduce themselves to the teacher.



## Guidance & Discipline

### Daily Guidance

The following rules are to be followed by everyone at the center:

- ❖ Helping Hands
- ❖ Listening Ears
- ❖ Looking Eyes
- ❖ Respectful Words
- ❖ Walking Feet

The daycare rules are based on 3 principles.

- ❖ You may not hurt yourself.
- ❖ You may not hurt others.
- ❖ You may not hurt things.

Auburn Childcare Staff will teach all of the children that we use our hands constructively to help each other and to use gentle touches. We listen to each other and respect personal space. We pay attention to our surroundings and to the childcare provider. We speak respectfully to one another, ask politely for things, and finally our feet are used for walking indoors; running is for the outdoors.

Staff will serve as positive role models and offer acceptable alternatives for resolving conflicts. Here at Auburn Childcare, we believe in positive guidance related to acceptable standards of behavior and courtesy.

### Discipline Policy

It is the policy of our facility to train children to understand that they are worthy enough to be treated with love and respect at all times.

Our staff must follow this discipline policy:

- ❖ Children will be consistently reminded of the behavior expected from them. Our staff uses these positive commands: gentle hands, listening ears, and walking feet, inside voices, and use your words
- ❖ Our staff will recognize children displaying appropriate behavior and reward them with positive encouragement, hugs, and privileges when appropriate
- ❖ Every child will be considered as an individual when dealing with a discipline situation. Action will be based on the child's age, developmental stage, emotional stability, family situation, and his/her past experiences in discipline
- ❖ Staff will be consistent in their expectation of the child as well as the consequences imposed for inappropriate behavior
- ❖ No physical discipline or threat of such is allowed
- ❖ No discipline will be given in circumstances related to nap time, toileting, and/or eating
- ❖ Staff will remain calm at all times. No verbal abuse is tolerated. Staff will NEVER humiliate, degrade, or purposefully frighten a child

## No child will ever be referred to as “BAD”

Discipline will be:

- ❖ Individualized and consistent for each child
- ❖ Appropriate to the child's level of understanding
- ❖ Directed toward teaching the child acceptable behavior & self-control

### *Responding to Misbehavior*

Below are strategies that staff will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, staff will involve children in making the rules for the classroom.

- ❖ **Redirection:** This strategy should be used most frequently when working with young children. If a child is not following the rules or being cooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."
- ❖ **Logical consequences:** These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.
- ❖ **Participate in the solution:** If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."
- ❖ **“Take a break” or “Calm down chair:”** In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to “take a break” or sit in the “calm down chair.” This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."

\*\* If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time.

### *Next Steps*

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director(s).
2. The Director and/or Assistant Director will observe the child and meet with the Lead Teacher to develop a behavior management plan.
3. The behavior management plan will be discussed with parents & then put into practice.

4. The Director and/or Assistant Director, Lead Teacher and Assistant Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

Good communication is a key in an effective discipline plan for any child. Parents and guardians must communicate with teachers daily about any circumstances that may affect their child's behavior. (I.e., death of a pet, family crisis, health problems, out of town guests, etc.)

There will be NO harsh, cruel, or unusual treatment of any child.

The following types of discipline are prohibited:

- ❖ Corporal punishment or threats of corporal punishment
- ❖ Punishment associated with food, naps or toilet training
- ❖ Pinching, shaking, or biting the child
- ❖ Hitting the child with a hand or instrument
- ❖ Putting anything in or on a child's mouth
- ❖ Humiliating, ridiculing, rejecting, or yelling at a child
- ❖ Subjecting a child to harsh, abusive, or profane language
- ❖ Placing a child in a locked or dark room, bathroom, or closet with the door closed
- ❖ Requiring the child to remain silent or inactive for inappropriately long periods of time for the child's age

### **Dealing with Repeated Challenging Behavior**

If challenging behavior becomes a consistent problem, the parent will be notified of the situation. If the situation continues a parent/teacher/director meeting will take place to create a written plan of action. If the child remains unruly, the parent may be called to remove the child for the remainder of the day.

Please understand that the provider is responsible for the safety and well-being of ALL children present and at no time will one child's behavior be allowed to be a risk to others.

If the problem continues without any improvement or cannot be resolved within a reasonable amount of time then arrangements may need to be made for the child to receive care elsewhere.

### **Altercations**

Please keep in mind that there will be disagreements between children. Young children who not adept at communication have a hard time expressing their feelings.

#### *Verbal Altercations*

If a child is involved in a verbal altercation with another child, both children will be encouraged to use their words and express their feelings and frustrations until a mutual resolution is reached. If necessary, both children will be re-directed.

#### *Physical Altercations*

When a child physically hurts another person, it is upsetting to all involved including the other children and the provider. Children who are aggressive are more likely to be rejected as

playmates and will often continue to have problems getting along as they get older. Therefore, it is important to work with the child and to teach acceptable behavior as early as possible.

It is not unusual for young children to push, hit or grab to get attention. They have not yet developed the skills to make their needs known. Children with limited motor control, verbal and social skills are more likely to experience frustration and may resort to physical means. Other reasons that may contribute to a child acting out may include boredom, over stimulation, tiredness, illness, hunger, transitions and major changes in the child's life that may cause stress (new sibling, new home, parent separation etc.). With consistent messages from adults at home and at daycare, young children will learn the skills they need to solve problems without hurting others.

If a child is involved in a physical altercation, an opportunity for the children to verbally express themselves will be made and they will be asked to reach a consensus. Clear limits will be set and the offending child will be told, "You are not allowed to hurt another child here, this is a safe place and I can't let you hurt others." A younger child with limited language skills will be told "no hit" or "no hurt." The childcare provider will try to help the child understand how the hurt child feels by discussing empathy. Both children will then be redirected to different activities.

#### *Leaving the Monitored Area*

We, here at Auburn Childcare, know that sometimes children can become so upset by a situation that they think it is best to run out of or leave the supervised area. This is not a safe solution. The staff of Auburn Childcare will do their best to keep a child in the classroom or on the playground, however if the child continues to leave an area or even tries to repeatedly, then he or she may be sent home for the remainder of the day. It is the staff's job to ensure the safety and well-being of all the center's children.

If a child tries to leave the supervised area during a field trip, then he or she will no longer be allowed to go on field trips.

#### *Intentional Damages*

Please respect the Director and staff as well as their profession, classrooms, and equipment. A certain amount of normal wear and tear is expected where children are concerned, however certain situations do not fall into that category.

Auburn Childcare believes that children, just as adults, are responsible for their own actions and we teach them to respect other people's property. If a child intentionally damages the center, toys, furnishings, equipment, or other property, then the parent will be responsible for paying for or replacing the damaged item(s).

## **Biting Policy**

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration, and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at Auburn Childcare to prevent and stop biting.

This is the process followed when a child bites:

- ❖ The biting child is stopped and told, “Stop biting. Biting hurts” in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- ❖ The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child’s needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- ❖ Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child’s behavior and begin observations to determine the reasons for biting. Examples of triggers could be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation, or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills.

Biting is a case of frustration. It is not typically a learned behavior. Children are to be taught other methods of coping with frustration.

The following is the procedure to follow for when a child bites:

- ❖ 1<sup>st</sup> bite: a letter is to be sent home regarding the incident and the intervention that is used. Parents & teachers should begin teaching the child coping skills to deal with their frustrations. The child should be continually monitored by the classroom staff at all times.
- ❖ 2<sup>nd</sup> bite: a letter is to be sent home regarding the incident and notification that they are to schedule a meeting with the director.
  - A behavior modification plan will be created and signed by all participants. The child will have a meeting with parent and teacher (Director if needed). Intervention may be used to help the situation.
  - The child should never be outside of two arm’s length of the staff so that incidents can be avoided. If the child begins to become frustrated, the classroom staff should immediately intervene and begin teaching appropriate responses to frustration.
- ❖ 3<sup>rd</sup> bite: the child will be sent home for the remainder of the day

If a child continues to bite or does not seem affected by the consequences, the child may need an environment with fewer children or more one on one adult attention and may need to change childcare.

If a child bites and draws blood, a phone call will be made to the parent. The parent/guardian has one hour, from the time of the phone call, to pick up the child.

\*\*This same procedure will be followed for excessive spitting.

### **School Suspension**

If your child has been suspended from the Auburn School District for any reason, then he or she may not attend Auburn Childcare, Inc. until their school suspension is over.

## **Health & Safety Policies**

### **Security**

Our staff follows these security guidelines in order to provide a safe environment where any parent would feel comfortable leaving their child:

- ❖ All staff have a criminal history check prior to employment
- ❖ No child is released to any person a staff member does not know and has not previously been identified as a pickup person in a child's file
- ❖ All persons seen on the premises unknown to staff are immediately reported to the Director and if need, authorities will be notified
- ❖ All staff are CPR and First Aid certified
- ❖ State Regulations setting staff/child ratios are carefully adhered to
- ❖ Fire and disaster procedures are displayed in every classroom and drills are done on a monthly basis
- ❖ A complete first aid kit is accessible by staff in each classroom

### **Child Abuse & Neglect**

Illinois State Law mandates, under the Abused and Neglected Child Reporting Act, that any school/daycare personnel who suspects child abuse or neglect must make a report to the Illinois Department of Children and Family Services child abuse hotline. Auburn Childcare, Inc. receives training to recognize the signs of abuse and neglect. Staff is trained in providing intervention, support, and assistance to families that are in need of help.

#### *Child Abuse Prevention Policies*

- ❖ All staff must have a criminal history check on file prior to employment
- ❖ All staff will have in house orientation and a state required course to train staff about their responsibility in reporting suspected child abuse. A complete copy of this policy is in the employee handbook
- ❖ It is the policy to report any suspected child abuse or neglect. Staff will document observation and give it to the Director who in turn will assist the staff member in calling the child abuse hotline.

### **Illinois Sex Offender Registration Rules**

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Illinois Sex Offender Registry:

- ❖ Shall not operate, manage, be employed by, or act as a contractor or volunteer at the childcare center.
- ❖ Shall not be on the property of the childcare center without written permission from the Director, except for the time reasonably necessary to transport the offender's own minor child to and from the center. The Director is not obligated to provide permission and must consult with their DHS licensing agent first.

### **Health Policies**

- ❖ Each child is required to have a physical and immunization certificate from the State of Illinois on file by the end of the first week of enrollment. This physical on file must be updated at least annually; immunization records must be updated whenever a new immunization is received. It is the parent/guardian's responsibility to provide this.
- ❖ HANDWASHING has become extremely important and required by the State to create a more germ-free environment. Please assist your child in washing their hands with soap and running warm water when you enter the room before taking them to their designated area. We will continue the appropriate times required by the state throughout the day.
- ❖ No child with fever or other sign of contagion will be admitted. Any discolored secretions from the nose or eyes are contagious signs of infection and the child must be symptom free before returning.
- ❖ Children who have been ill may not return to the center until free of fever, vomiting and/or diarrhea for 24 hours. The Director reserves the right to enforce this policy even in the event a doctor's note is provided stating the child may return to childcare.
- ❖ Notified to pick up when:
  - A fever is 101 or greater
  - Vomits for any reason
  - On the third diarrhea
- ❖ When you are notified that your child is ill, please be prompt and arrive within 40 minutes of receiving the notice.
- ❖ Child must be on an antibiotic for 24 hours before being allowed to return.
- ❖ For any unexplained illness, a child must have a doctor's consent in order to return to Auburn Childcare.
- ❖ Children needing medication administered at the center, will have their medication placed in a provided locked cabinet that is located in the office. The parent/guardian must sign the daily medical log acknowledging the times given and dose administered. State regulations prohibit ongoing permission to administer medications.
- ❖ In the event that your child has allergies, a signed doctor's note including, but not limited to the following must be on file: physician letterhead, date, known allergies, diagnostic treatment, and doctor's signature.

## Communicable Diseases Procedure

All Auburn Childcare staff must follow Universal Precautions, as trained.

Center Based Children Exclusions:

1. No child will be sent home from the center-based program without the consent of the Director
2. When a child is sent home ill, a report is completed by the teacher within 24 hours

## Illness

Our first priority at Auburn Childcare is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff), an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom, or a child is experiencing any of the following conditions:

- ❖ Fever of 101 or greater, until 24 hours symptom free without fever reducing medication
- ❖ Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- ❖ Diarrhea (not associated with diet changes or medications; multiple loose or watery instances within an hour; or accompanied with fever and or vomiting) until diarrhea stops for 24 hours or the continued diarrhea is deemed not infectious by a licensed health care professional.
- ❖ Blood in stools not explainable by dietary change, medication, or hard stools
- ❖ Vomiting (One instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration.
- ❖ Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/ symptoms of illness
- ❖ Mouth sores with drooling, unless a health care provider determines the sores are not contagious
- ❖ Rash until a physician determines that these symptoms do not indicate a communicable disease
- ❖ Pink eye (conjunctivitis) until after treatment has been initiated for 24 hours
- ❖ Scabies, until after treatment has been completed
- ❖ Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend child care
- ❖ Impetigo, until 24 hours after treatment has been initiated
- ❖ Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever
- ❖ Chicken pox, until all sores have dried and crusted (usually 6 days)
- ❖ Hand Foot and Mouth sores have dried and crusted and no fever
- ❖ Mumps, until 9 days after onset of symptoms
- ❖ Hepatitis A virus, until 1 week after onset of illness



- ❖ Measles, until 4 days after onset of rash
- ❖ Rubella, until 6 days after onset of rash
- ❖ Unspecified respiratory tract illness accompanied by another illness which requires exclusion
- ❖ If a child has head lice, a child may not return to activities until the hair is nit free.
- ❖ A child must be under treatment for at least 24 hours and have a doctor's consent to allow attendance within the center-based classroom or socialization activities for the following diseases: ringworm, pink eye, as well as other communicable diseases.

A child who becomes ill while at daycare must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible. Auburn Childcare reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

Please contact Auburn Childcare by 9:00AM whenever your child is ill.

### **Sick Child Late Pick Up Fee**

If your child becomes ill, you will be called to pick up your child within an hour of the phone call. Anyone arriving after one hour of being contacted regarding a sick child will be charged \$15 for the first 1-14 minutes, \$25 for 15-29 minutes late, and an additional \$10 per minute after the first 30 minutes.

### **Notice of Exposure & Reporting Disease**

If your child is exposed to a communicable disease, a notice will be sent out on the Remind app.

If your child or anyone in your household becomes ill with a communicable disease, please notify the Director immediately.

In the event a child is reported to have a communicable disease, the Director will notify the health department.

### **Medical Dispensing Policy Procedure**

If it is necessary to give medication at the center, the medication must be transported to the center by the parent/guardian. No medication may be transported to the center by a bus or a friend. All medication brought to the center by a parent or a caregiver are to be provided directly to the Director and stored in the designated locked medication box or cabinet.

Children in foster care must have a signed (DCFS) consent form to administer medicines prior to acceptance at the center. This documentation must be in the foster child's main file with a copy held at the center.

Any child who is taking a medication with a narcotic in the medication will not be allowed to come or stay at the center. Any medication with a narcotic in it will not be dispensed at the center by any member of the staff.

Glucose levels of diabetic children will be monitored as ordered by the physician on the health action plan and, as needed, recorded on the Glucose Level Log.

List of all medication and the child's name who is taking the medication shall be given to the Director and kept on file. A medication log maintained at the center will document child's name, date, time, class, medication, dosage, why medication was prescribed, any reactions, and the signature of the staff dispensing medication. The Director is to keep a file of all medication logs as they are filled out. When the program year ends, the Director will file all permanent records in designated areas.

The medication log will also require a signature from the parent when child has completed the medication cycle. Once the Director receives the parent signature, the unfinished/empty medication container will be released to the child's parent/guardian only.

### **Documentation of Accidents/Incidents**

Staff members shall document accidents and incidents that occur at Auburn Childcare using an Accident/Incident Report. Staff will use great detail when explaining events but will never include other children's names. If the injury is serious, a parent will to be contacted before pick-up. The parent shall sign the report the same day as the incident. A copy may be given to the parent. All Accident/Incident Reports must be given to the Director and/or Assistant Director to be placed in the child's permanent file.

### **Documentation of Illness Reports**

Each time a parent is contacted regarding an ill child or symptoms of illness, an Illness Report will be completed. A copy of the form will be given to the parent and the original to the Director and/or Assistant Director to be placed in the child's permanent file. All parents will be notified of any communicable illnesses present in the center via a sign posted on the main entrance to the center explaining the illness. In addition, parents with children in the classroom of the infected child will receive a Remind notice regarding the illness.

### **Emergency Medical Plan**

In any emergency, when the child's parent is not present, staff will provide first-aid and seek appropriate treatment, notifying the parents/guardian immediately or as soon as possible. The Director will be notified of all emergencies including those that require medical emergency transport.

Any accident involving personal injury or property damage occurring while participating in program activities (no matter how minor) is to be reported to the Director within 24 hours after occurrence using the appropriate accident report form.

The Director will follow guidelines provided in the Specialized Kit, located at each site for cleanup of any blood or body fluid spill. Any blood or body fluid exposure will be immediately reported to the Director, utilizing the Post Exposure Report. The blood borne pathogen post exposure report will be completed with the staff member by the teacher and kept on file.

In an emergency, when the enrolled child is in foster care, the Director will be notified. He/she will notify the Department of Children and Family Services at 1-800-252-2873 and he/she will ask to speak to the caseworker for the child.

### **Emergency Dental Plan**

- ❖ Staff member will remain calm and attempt to calm the child. All incidents should be handled calmly and quietly. A panicked child (or staff member) may create problems for treatment and may cause further trauma.
- ❖ Staff members will put on gloves and check for bleeding.
- ❖ If a child is bleeding, wash the affected area with clean water and apply a cold pack for swelling.
- ❖ If a tooth is fractured, calm the child. Notify the parent, apply wrapped cold pack to mouth, and take the child to the dentist.
- ❖ If a tooth is knocked out, recover the tooth. Put it in a glass of milk or wrap it in a wet paper towel. Take the child to the dentist immediately. It is most important that the dentist replant the tooth within 30 minutes.
- ❖ If a tooth is knocked into the gums, do not attempt to free or pull on the tooth. Staff will attempt to rinse out the child's mouth with water if the child is cooperative. Apply wrapped cold pack to the mouth, notify the parents, and take the child to the dentist immediately.
- ❖ If a tooth or teeth are loosened in an accident, rinse out the child's mouth. Do not attempt to move teeth or jaw. Notify the parent and take the child to the dentist.
- ❖ If any injury to the tongue, cheek, or lips occurs, rinse the affected area. Apply ice to control the swelling. Notify parent and transport the child to the dentist or doctor if bleeding continues or the wound is large.

### **Insurance Coverage**

Auburn Childcare, Inc. holds an insurance policy for each child at our center, but it is to be used as a secondary insurance for that child.

### **Transportation**

Auburn Childcare, Inc. will always make sure the staff to child ratios set forth by DCFS 407 handbook shall apply to vehicles transporting children.

An individual who is driving with the children in the vehicle will always have an assistant onboard.

The bus driver will check the following, every time before leaving the premises with children:

- ❖ Tire Pressure
- ❖ Working Lights
- ❖ Safety Restraints
- ❖ Fuel Level
- ❖ Free of Debris

All vehicles used for childcare transportation will contain the following:

- ❖ First Aid Kit
- ❖ At Least 1 Fire Extinguisher
- ❖ Flashlight
- ❖ Emergency Reflective Triangles
- ❖ Device to cut restraints system, if necessary

#### *Emergency Procedures*

Each staff shall adopt procedures to be followed by providers if confronted with an emergency situation when on the road.

1. Each staff shall ensure that the children who are on board receive instruction, at least once each semester, about practices and procedures to follow if an emergency occurs while being transported.
2. Each staff shall ensure that there are evacuations drills are conducted at least once each semester. Each emergency evacuation drill is supervised.
3. The staff shall prepare documentation of each emergency evacuation drill, including the date of drill number of children participants and the names of the supervising personnel. This documentation shall be kept on file for at least five years. From the date of the drill.
4. Before each activity trip, the driver and staff shall provide an explanation of the location and operation of the emergency exits of the vehicle.

#### *Bus Evacuation Procedures*

In order to ensure the safety of the children in an actual emergency, every staff member assigned to transport children on activities or field trips should assign an evacuation team prior to each trip. The team will consist of teachers, cooks, director, or parents. Remember all children need to be trained in case of an emergency.

Each staff member should consist of at least the following:

1. A staff member will be assigned to set the parking brake, turn off the engine, turn on the hazard warning lights and report the incident to the police department in case the driver is unable to do so.
2. A staff member will be assigned to lead children to a safe location at least 100 feet from the bus and will take the first aid kit with them with the list of students on board.
3. A staff member will be assigned to stand outside the bus, next to the front door to help children exit the bus and take the fire extinguisher with them.
4. If needed, a staff member, assigned to the rear of the bus, will help children exit out.

In addition to assigning an evacuation staff, the following information should be discussed and/or demonstrated prior to each activity trip or field trip:

1. Location and use of the fire extinguisher.
2. Location of the first aid kit.
3. Location of the warning reflectors.
4. Location and use of all emergency exits.
5. How to shut off the engine and set the parking brake.
6. How to open the front door.
7. Instruct staff to keep aisles clear at all times.
8. All staff and children should leave all belongings and get out of the vehicle as quickly as possible.

#### *Accident Procedures*

The driver's primary responsibility is to remain calm.

The following procedures are required:

1. Turn off the ignition switch.
2. Set the parking brake.
3. Remain calm and reassure your children and staff.
4. Check for any injuries to children and staff.
5. Be alert regarding fire or possibility of fire.
6. Use warning devices such as reflectors, where applicable.
7. Keep all children in the bus unless you think there might be a fire.
8. Account for all children.
9. Notify police/EMS 911
10. When the police and/or EMS personnel arrive, they are in command of the scene. The driver does not maintain control over the accident. The driver should focus their control on the children present in the vehicle. Give all information to the police including but not limited to the children's names.

#### ***Count & Recount Children at Each & Every Stop, Every Day.***

1. If you have lost count of a child, who has gotten out of the bus, then secure the vehicle, shut it off, removes the keys, get out and checks under the vehicle as well as around it.
2. Never take a chance! Appoint a staff member to double check your student count at each stop from the inside. It is the driver's responsibility, but an extra set of eyes is always helpful.
3. Seek Parent(s) and Staff to help with reinforcing safe behavior while in vehicle. Parents can be powerful, safety allies. Help parents understand how children's behavior problems could distract the driver and result in a tragedy.

### *Transporting Safely*

- ❖ To assure that each child is loaded and unloaded safely – children should be loaded on the van or bus one class at a time. After boarding, the teacher will check each child to assure they are seated in appropriate restraints and are secure. The teacher will sit near her children on the bus. The next class will be loaded, etc.
- ❖ Before departure, the staff in charge will call the names on the field trip roster and record the time each child was loaded on the bus. Upon arrival at the destination, children will depart the bus one class at a time. Once everyone is off the bus, the staff in charge will call the names on the field trip roster, recording the time each child departed the bus at the destination. It is important to re-check the vehicle to assure every child got off at the destination.
- ❖ The same steps described above will be followed when the next vehicle is boarded to return to the facility.
- ❖ After the final roll call, the staff in charge will sign the field trip roster verifying that the information on the field trip roster is accurate.

Note: If a parent chooses to pick their child up and transport them home from the field trip destination, be sure to get them to “sign their child out” on the field trip roster indicating that they have taken possession of the child and the childcare facility is no longer responsible.

### *Student Transitions To & From School*

PreK2 & School Age children are to be accounted for in the AM and PM attendance books.

If a child doesn't return after school, the director must immediately be notified.

If a parent calls verifying that a child will not ride the bus back, the director will let that teacher know verbally & promptly.

If a parent does not call and the child doesn't ride the bus back, the director will call the parent immediately.

A written consent for transportation to and from school must be on file for all students. No transportation shall be given to students without this consent.

## **Emergency Procedures**

### **Medical Attention**

In the event that a child becomes injured or ill, the teacher of that child's class will first communicate with the director and then contact the primary guardian. In the event the child needs medical attention, the teacher will communicate with the director who will contact the primary guardian and then proceed to contact the hospital of family's choice. A written Incident Report will be kept on file and a copy sent home to the parents for all incidents that occur.

### **Fire Procedure**

In case of a real fire, the children and teachers follow the plan posted in their rooms as rehearsed in the monthly fire drills. After taking attendance, we will move the children to the business next door and contact all parents. Proper authorities will be notified promptly.

\*Fire Drills will be practiced once a month.

### **Tornado Drill**

During a tornado drill, teachers and staff will systematically take the children to the hallway or basement (once finished) in an orderly fashion and continue accordingly.

\*Tornado Drills will be practiced two time per year.

### **Emergency Closing**

In the event of an emergency, Auburn Childcare is responsible for making the decision to cancel or postpone classes. Examples of situations that might call for canceling or postponing classes would be inclement weather, natural disaster, damage to the center or utility issues. When bad weather causes early dismissal or cancellation of classes, parents are responsible for picking up their child in the allotted time frame or making proper arrangements for someone to pick up or be at home when the child is dropped off by the bus. Closure announcements will be made through the Remind app or by phone, depending on the time of day the announcement will be made.

### **Snow Days**

The center will not be open when Auburn School District closes the schools due to hazardous weather conditions. If the school is not in session that day, then the Director will make the weather-related decision. Parents will be notified through the Remind app at least 1 hour before the center is scheduled to open. In the event we close early due to severe winter weather, notification will be given through the Remind app and Brightwheels. Parents will have 1 hour to pick up children.

### **Power Failure**

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes. If power cannot be restored within a reasonable amount of time, the center will close and parents will be contacted.

### **Natural Disaster Procedure**

In case of natural disaster, children and teachers follow the plan posted in their rooms as rehearsed in the monthly disaster drills. Following the disaster, a normal daily routine will be resumed unless:

- ❖ There is damage to the building
- ❖ There are any injuries to children or staff
- ❖ There is a state of emergency declared within the city

In the case of any of these occur, all parents will be notified of our status and appropriate action will be taken based on the immediate need.

**Man-Made Disaster Procedure**

In the case of a man-made disaster, all parents would be notified immediately. If evacuation is necessary, the same procedure will be followed as explained in the natural disaster procedure listed above.

Parent Contract Agreement:

Child(ren)'s Name(s): \_\_\_\_\_

I, \_\_\_\_\_ (parent/guardian name) have read the Parent Handbook and agree to adhere to all policies and procedures.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



