



PARENT HANDBOOK

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INTRODUCTION



Welcome to KIDS IN HARMONY Day School!

This manual has been prepared to inform you about Kids In Harmony's philosophy, procedures, and policies. No school manual can answer every question, nor would we want to restrict the normal question and answer interchange among us, educators and parents. It is in our person-to-person conversations that we can better know each other, express our views, and work together for the education and care of the children, in a harmonious relationship.

We ask that you read this manual carefully, and refer to it whenever questions arise. Per DCFS requirement, after reviewing this manual, please sign the PARENT-SCHOOL CONTRACT and return to us prior to your child's first day of school.

MISSION STATEMENT

The Kids In Harmony vision is to help children pursue self-efficiency; encourage social development by providing quintessential education and care, positive interaction amongst the students, families and their communities; and enhance personal growth through meaningful educational foundation in a non-threatening environment.

PHILOSOPHY

At KIDS IN HARMONY, we understand that children are unique individuals who deserve a warm, secure environment that promotes a sense of wonder and discovery in learning. We encourage children to develop socially, intellectually, and creatively as they grow. We value an inclusive environment that respects the distinctive qualities of others and individual aspect of themselves. We partner with parents to promote and enhance the child's growth and development.

Kids in Harmony acknowledge the **power of play** in the lives of young children, thus we embrace its importance. Play is the children's work. Through it, they develop social skills, academic concepts and emotional maturity. Each of our classrooms is provided with developmentally appropriate play and learning materials which are accessible to the children at all times. There are numerous opportunities for our little ones to interact with everyone in a relaxed and natural setting.

The classroom is a place for **active learning**. Teachers and their students are involved together in solving problems and discovering new things. Learning is a process of engagement with resources and ideas. It is the teacher's role to scaffold what the child already knows to what he/she inspires to learn anew. Helping children bridge the learning gap encourages them to genuinely experiment and progress in an environment that is non-intimidating.

aaaaaaA Culture is the context of a child's life and identity. The children are encouraged to construct their understanding of the world around them from their own active interactions with people, materials and ideas. The curriculum encourages both the children and teachers to initiate learning experiences through each one's cultural identity.

The staff at KIH encourages children to bring their family experiences to school. We teach students to respect other's culture by celebrating them in the classroom, being careful not to change them.

Most importantly, Kids In Harmony Day School recognizes that parents are the staff's most influential resource in reinforcing what the school wants the children to learn. **Parents are our partners** in the education and nurturing of the children. We realize that parent-school relationship is not a one size fit all. Meeting the needs of the individual child and his/her family is highly emphasized. Consistent and daily open communication with the child's teacher enables parents to have a glimpse of early childhood education --- learning, playing and growing.

ADMISSION ELIGIBILITY



A child must have received all of the required dosages of immunization before he or she can be admitted to the school. Only state and city issued medical form will be accepted by Kids In Harmony. Original medical form with the child's physician's signature and stamp is required.

However, in accordance with the Child Care Act of 1969, as amended, a parent may request that immunizations, physical examinations and/or medical treatment be waived on religious grounds. A request for such waiver shall be in writing, signed by the parent(s), and kept in the child's record.

School forms and information necessary for each child's file are required to be completed by the parents prior to your child's first day of school.

NON-DISCRIMINATORY POLICY

No one will be denied enrollment opportunities at Kids In Harmony on the basis of color, race, creed, national origin, religious persuasion, political belief, sex, or disability. Children from all backgrounds are encouraged to attend. Children do not have to be potty trained prior enrollment to Kids In Harmony.

SPECIAL NEEDS POLICY

Our day school will not use eligibility criteria which screens out children with disabilities. Reasonable modifications in policies, practices and procedures to accommodate children with special needs will be made.

If after every attempt has been made by both staff and parents in order to meet the special needs of a child, KIH will make referrals to other schools, wherein the special needs will be better met. Whenever applicable, security deposit will be refunded.

PROGRAMS OFFERED

Kids In Harmony Day School is licensed by the Illinois Department of Children and Family Services and the City of Chicago. In addition, the school is inspected and approved by the Chicago Fire Department and Chicago Health Department.

We offer full day and half day programs to children 15 months to 6 years old, Monday to Friday. The program is based on goals, objectives, and activities aimed at providing a flexible, enriching environment that will facilitate the physical, cognitive, and social-emotional growth of children. The program is supervised at all times by an experienced, certified, and credentialed staff.

There is an equal balance of active and quiet periods, fine motor and gross motor activities, indoor and outdoor times, individual and group activities, teacher-directed activities and child-initiated activities.

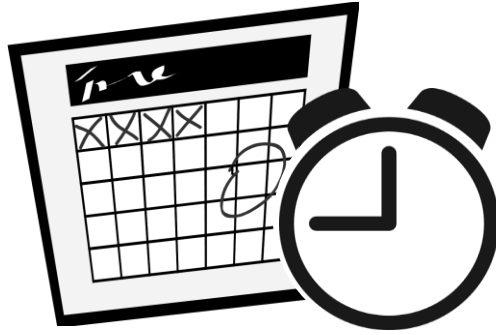
The food-service program provides well-balanced, nutritional meals that meet local and state guidelines established by the Department of Health and DCFS.

Afternoon rest periods are planned and provided for. Transportation to and from school is the responsibility of the parent(s).

Our daily activities include language arts, reading introduction, science and sensory exploration, math readiness, arts and craft, creative movement, music & dance, computer, block play, multi-cultured social studies themes, constructive and dramatic play and a lot more hands-on activities.

The program director has an open-door policy and is available to discuss parents' concerns. Please feel free to contact the director to arrange a mutual meeting time.

OPERATIONAL INFORMATION



OPERATING HOURS

Kids in Harmony Day School is a year-round , full day service. We are open from 6:30 AM to 6:00 PM, Monday to Friday , twelve months a year.

PART-TIME ENROLLMENT

Children enrolled on a part-time basis have two schedule options:

5 half days (7:00 AM TO 12:30 PM or 12:30PM TO 6:00 PM) OR 3 full days (fixed)

We require that part-time students come to school only on those pre-specified days. There are no make-up days. However, if a holiday falls on one of your fixed days, arrangements can be made with your child's teacher to make-up for that missed day. Half day part-timers must be picked-up by 12:30. Otherwise, full-time tuition will be charged automatically to your account.

HOLIDAYS

The following are the official holidays and vacation days observed by Kids In Harmony Day School:

- a. Labor Day
- b. Thanksgiving & Friday after Thanksgiving (Full tuition rate applies)
- c. Christmas Day
- d. New Year's Day

- e. Teacher Institute Day (which falls on President's Day in Feb.)
- f. Friday Before Easter (Spring Day Off)
- g. Memorial Day
- h. Independence Day
- i. Thursday & Friday before Labor Day (Full tuition rate applies. These two days will give us time to reevaluate our program and prepare for the next school year.)

*If the holiday falls on a Saturday, our school will be closed on the preceding Friday. If it falls on a Sunday, we will be closed on the following Monday.

On Christmas Eve and New Year's Eve, KIH will close at 3:00 P.M. Late pick-up fee will apply accordingly. Like other educational institutions, operation expenses do not take holiday breaks. Therefore, tuition charges will still apply for the above holidays.

Additional days maybe added dependent on which school day a specific holiday will fall on each school year. A school calendar will be handed out epon enrollment or in September for the new school year.

VACATION SCHEDULES

Each child is entitled to a two week vacation per school year (September to August). Half tuition payment is required for each of these weeks. Please keep in mind that KIH has weekly financial responsibilities that need to be covered whether or not your child is in attendance. We are dependent on your tuition payment to keep our school running.



WEATHER, SCHOOL CLOSINGS AND RELATED INFORMATION

We, at KIH, will make every effort to be open every day of the week. However, in event of inclement weather, KIH may be forced to cancel classes. Please call the school by 6:00 AM to check if we will be open that day. Also, please watch one of

the local television stations for announcements of closings on stormy days. That way, you will be informed of school closing quickly.

Kids In Harmony will be closed in the event of a tornado warning, snowstorm, extreme heat, etc., being issued prior to its scheduled start. When any warning is issued during hours of operation, parents may pick-up before closing time. If necessary, school will close earlier to give everyone ample time to pick up the children and get home safely. In the event, parents will be contacted immediately.

ARRIVAL AND DEPARTURE

The state law requires each child to be signed in and out by whomever brings him/her to school and picks him/her up. It is imperative that you follow this law. This aids in providing an accurate count of children in the facility, as required by DCFS. Sign-in sheets are available in the office.

When you drop off your child, make sure that you make personal contact with someone on staff. Please do not just drop off or pick up and go. We want to make the transition to and from school a positive one for both you and your child.

Morning drop-off should not be later than 10:00 AM. Late drop-off causes hardship to the children as this disrupts their daily routine. It is unfortunate when children miss out on exciting activities.

ENROLLMENT INFORMATION



The Conditions of your Enrollment Agreement provide protection for our parents as well as for our childcare center. In order to assure that we provide the services to which your child is entitled, it is essential that the financial status of Kids In Harmony be stable. Our school staff's salaries, licensing requirements and overhead expenses cannot be reduced because of "Absentee Losses" in income. In essence, our Enrollment Agreement is a parental guarantee to Kids In Harmony that you will financially support the enrollment space guaranteed to your child.

TOUR



If you have relatives or friends who would like to tour the facility for their day care needs, they can contact the school at their convenience. Parents interested to see the school for possible enrollment should set up an appointment with the school director.

Tour hours are from 9:30 AM to 11:00 PM and 3:30 PM to 6:00 PM

ADMISSION PROCEDURES

After your scheduled tour and you feel that Kids in Harmony is the right school for your child, an enrollment packet will be furnished. This will include the registration, medical, developmental history form , etc., which need to be submitted prior to your child's attendance to school.

The following monies are due before admission: one week's tuition, security deposit (equal to one week's tuition), and registration fee. None of these is refundable.

BIRTH CERTIFICATE REQUIREMENT by DCFS

If a parent has not done so prior first day of attendance.....

Within 30 days of enrollment, the parent or guardian of a child attending KIH for the first time must provide a certified copy of the child's birth certificate or other reliable proof of identity and age of the child. The center shall make a duplicate and return the original certified copy to the parent or guardian no later than the end of the next business day after receipt. If a certified copy of the birth certificate is not available, the parent or guardian must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate.

After the 30 day time frame, our school is required by law to notify the State Police or local law enforcement agency of the parent's failure to submit a certified copy of the child's birth certificate or other reliable proof of identity. After which, the parent or guardian has 10 additional days to comply by submitting the required documentation.

Any affidavit received which appears inaccurate or suspicious in form or content will be reported to the Illinois State Police or local law enforcement agency.

A child's record will be flagged, who is reported by the Illinois State Police as a missing person, and shall immediately be reported to the Illinois State Police. Information as to the whereabouts of any missing child will be handled accordingly.

TRANSITION

The parents of a child moving up to another class will be informed ahead of time to help in the transition process. A child who knows what to expect is better able to adapt whenever changes occur. Two hour visits in the transitioning class will be scheduled two weeks before actual move-up.

Classroom change will be based upon space availability, teacher-student ratio, child's age, and/or the child's developmental readiness.

YOUR CHILD'S FIRST DAY AT SCHOOL

What to Wear:

Clean, comfortable clothes! Keep in mind that the children will be actively learning while at *Kids in Harmony*. There will be playing, rolling, painting, dancing, snacking - all these fun, messy activities! You do not wish for your child to worry about not making their clothes dirty. Here at *Kids in Harmony*, we believe that kids are washable! Hands-on experiences are the best! The more messy the activities get, the more learning children acquire. If your child has clothes you do not wish to get dirty, make sure to leave them at home.

What to Bring:



Extra winter clothes: long-sleeved shirt, pants, underwear, and socks

Extra summer clothes: shirt, shorts, underwear, and socks.



If your child is not potty trained yet, provide him/ her with pull-ups and baby wipes. Your child's teacher will inform you ahead of time when your child's diaper supply is running low.

The children will be provided with an individual clothes box for their extra set of clothing. These items will be left in school, ready when your child needs them. Remember to label your child's belongings in order to avoid mix-ups.

GENERAL RECORDS

Kids in Harmony Day School shall maintain records in a confidential manner. All active records will be kept in the child care center at all times and will be available to the Department of Health and DCFS for review. Records must be current, complete and legible. Original medical forms will be the only form accepted.

Records on children no longer in the center shall be placed in an inactive file. The file shall be maintained by the child care center for a period of five years.

PHONE CALLS

You are welcome to give us a call anytime of day to check on your child. However if you wish to speak with your child's teacher, the best time to call will be between

12:30 PM and 2:30 PM. Keep in mind that the teacher's attention should always be on the children under their care. Please avoid lengthy conversations with the staff. If you feel you need a sit down conference, please speak with Ms.Genny to schedule an appointment.

DAILY ARRIVAL AND DEPARTURES

A daily attention log will be maintained by KIH. Parents or guardian are required to sign the children in and out on a daily basis. This will determine the number of children present at any given time.

RELEASE OF CHILDREN



If a parent wishes the preschool staff to release a child to an older sibling, the older child should be listed on the emergency info sheet. No one under the age of 16 will be allowed to pick up any of our students.



If our school feels that the older child is not mature enough for this responsibility or sees indication of inappropriate supervision, a parent conference will be called to discuss this arrangement.



The staff will refuse to release a child to any person, whether related or unrelated, who has not been authorized by the parent(s) to receive the child. Persons not known to the staff will be required to provide a driver's license (with photo), a photo identification card issued by the Illinois Secretary of State or other photo identification to establish their identity before the child is released to them.



Parents must notify the school to give the staff permission to release their child to a person not on the pick-up list. To safeguard this arrangement, we will contact the parent by phone when that person comes in.

WITHDRAWAL

Should parents wish to disenroll his/her child for any reason, a two week written notice is required in order to utilize the security deposit. There will be no refunds for any reason.

INTOXICATED PARENTS/GUARDIAN

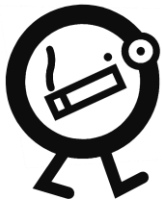


If a parent or other designated adult arrives at the center to pick-up and transport a child by motor vehicle and the staff person in charge considers the parents or other person to be intoxicated or otherwise physically impaired and not able to safely operate a motor vehicle, the child will not be released from the center with that individual.

The staff will contact another parent or other adult written on the emergency pick-up list to arrange alternate transportation including possible transport by a taxicab service. If this transport is not possible, staff will contact the Illinois Department of Children and Family Service for further direction. In the event that intoxicated person does not comply, the police department will be notified.

We value the life of every child seriously and the staff will do whatever is necessary to ensure their welfare and safety, most especially under our care.

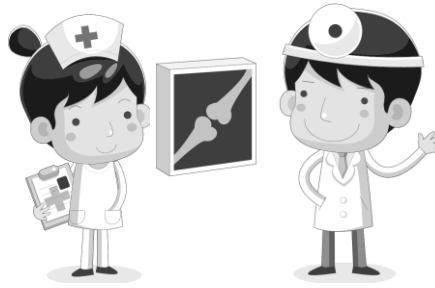
CIGARETTE/TOBACCO USE



Anyone entering the facility is prohibited from using cigarette/tobacco, in any form.

Also the use of alcohol, drugs, and controlled substances is prohibited in the day care center.

HEALTH AND NUTRITION



SICK POLICY



If your child is sick, we ask that you notify the school by 9:00AM that s/he will not be attending school. Three day absentees due to illness will required a doctor's note upon child's return to school.

Children should not be brought to school with illnesses which are contagious, with fever, diarrhea, vomiting or unusual fatigue.

If your child becomes ill in school, s/he will be isolated from other children and you will be contacted to pick up your child immediately.

There will be no exceptions made regarding illness and children going outside to play. The safety of the group outside cannot be put in jeopardy by allowing one staff member to stay inside with one child. If a child is well enough to be in school, s/he is well enough to go outside with the rest of his/her friends.

There will be no tuition adjustments on missed school days due to illness.

DAILY HEALTH SCREENING

Our staff will conduct a daily pre-admission screening to determine if the child has obvious symptoms of illness. The staff will determine whether they are able to care for the child safely, based on the apparent degree of illness, other children present and facilities available to care for the ill child.

If the child had one of the following illnesses, s/he will be requested to stay home: diarrhea; rash with fever; unusual lethargy, irritability, persistent crying, persistent coughing or sneezing, draining mucus or difficulty breathing or other signs of possible severe illness; vomiting; mouth sores with inability to control

his/her saliva; pink eye(conjunctivitis); impetigo; strep throat; head lice; scabies; chicken pox; whooping cough; mumps; measles; or any symptoms which maybe indicative of one of the serious communicable diseases identified by the Department of Health.

*Children diagnosed with head lice should stay home at least 24 hours and be treated with lice shampoo.

* Arm,leg or any body cast/braise: If a child is clearly unable to function independently and would require one-on-one care at school, we require that the child be kept at home until independence or mobility is regained.

COMMUNICABLE DISEASE

Per state requirement, our school will send out notice to parents should there be three consecutive cases reported of the same illness. Also, the Department of Health and the DCFS will be notified accordingly.

DISPENSING OF MEDICINE

Only medicine prescribed by a physician will be dispensed in our center. Doctor's note must be on file for both over the counter and prescription medicine. This also includes diaper rash cream, lotion eye medication topical antibiotic, etc.).



The following procedures will be implemented:

- a. All medication must remain in the original container indicating the child's name, date prescription was filled, the medication's expiration date, and legible instructions for administration signed by physician.
- b. Two specific staff persons will be designated to administer and properly document the dispensing of the medication each day.
- c. A parental consent form must be completed and signed. Failure to properly sign in medicine and /or provide a note from the doctor will force the office staff NOT to dispense medicine to your child.
- d. Medicine is to given only twice daily, at 11:00 AM and 3:00 PM. Medicine that is to be given only twice a day will not be dispensed twice at the center.

Therefore, parents should choose a time at home when to dispense the medicine and another time (11AM or 3PM) at the center.

- e. Medicine should be taken home at the end of each day.

MEALS AND SNACKS



Food served at Kids in Harmony will be prepared and cooked in the premises. Monthly menu will be provided to the parents for reference. A copy will also be posted in the office, classrooms, and kitchen. Junk food should not be brought to school for the children. No homemade food will be accepted unless a special diet is required for a child and a doctor's note is on file. Please do not bring snacks to school unless you provide enough to share with everyone. Commercially prepared food may be brought in occasionally by parents as part of holiday or birthday celebrations. Because of state regulations regarding the serving of food, treats you bring in to share with children must arrive unopened as packaged by the bakery or manufacturer, or it will not be served to the children.

The school will provide breakfast to children dropped-off before 9:00 AM. Breakfast menu will be one of the following: bagel (with cheese spread, peanut butter, jelly or butter), crackers and cheese, cereal french toast, waffle, pancakes oatmeal served with either milk or juice. Children dropped-off after 9:00 AM should be fed at home.

Lunch will be served at 11:30 AM and afternoon snack at 3:30 PM.

SPECIAL REQUIREMENTS FOR TODDLERS



State and city regulations prohibit the serving of select foods which might cause choking to young children, particularly toddlers. Substitution will be provided to this group of children whenever necessary. Always refer to the school's monthly menu.

SPECIAL DIETS

The child's parents, clergy and/or doctor must provide the school written instruction should a special diet be required due to medical reasons, allergic reactions or religious beliefs. This letter will be maintained on file.

If providing a special diet will cause undue hardship or expense for the center, meals may be provided by the parent upon written agreement of the school and parents. The parents will be responsible for the safety of food brought into the center. Potentially hazardous and perishable food will be refrigerated immediately and should not be shared with the other children.

Meals brought to school **must** be labeled with the child's name and dated accordingly. Leftover food should be taken home at the end of the day.

EMERGENCY MEDICAL TREATMENT

In the event a child should require emergency medical treatment, the following steps will be taken:

- a. Determine condition of the child and possible cause of injury
- b. Call for staff member who is certified in CPR and first aid.
- c. If staff member determines child is seriously injured, attend to those injuries while another staff member calls 911.
- d. If other children are at risk, evacuate area.
- e. If child has been poisoned, determine possible poison and call poison control hotline at (800) 222-1222.
- f. Phone child's parents and wait for paramedics.
- g. If injury is not life threatening, but may require a doctor's attention, treat with first aid and phone parents for direction.
- h. All injuries are to be reported on an accident report form and signed by parents and staff.
- i. Staff will follow up with phone call the following day if child is absent.

ACCIDENT REPORT

An "Owie" Report will be completed by your child's teacher if an accident occurred in school. Scratch marks, bumps, bruises and such will require an accident report. Parents will be informed either in person or by phone of the incident. The

Accident Report Form has to be signed by the parent or guardian upon pick-up. A copy will be furnished accordingly.

Should an accident involve another child, the family of the other child will be informed as well. A copy of the Accident Report will also be given.

DISCIPLINE POLICY

A separate sheet will be provided to parents regarding the schools discipline policy. Kids In Harmony Day School uses only praise, encouragement and reminders when disciplining the children. Corporal punishment is not an accepted method of dealing with young children's behavior.

Time out is not a form of discipline that we implement in school. Redirecting activities or learning areas and modeling are practiced instead.

SAFETY POLICIES



The staff is informed of safety rules, special hazards, and commonly occurring accidents. They receive detailed instructions on evacuation procedures, use of fire extinguishers, and how to report an accident. Our staff has current first aid certificate.

PREVENTION

The children are under direct adult supervision at all times. Running or throwing of objects are not allowed except as a supervised part of the curriculum.

All poisonous substances are stored out of reach of the children. Medications are not stored in the same cupboard as poisonous materials.

No toys or equipment with easily removable small parts (eyes, wheels, etc.) are allowed in school. No suckers or hard candies are allowed

All sharp objects are stored out of reach of the children. Only blunt tip scissors are used in classroom by the children. Classroom equipment is observed continually for stability, smoothness of wooden objects and safe corners,

All electric outlets are capped. The furnace room door is locked and that room is off limits except to staff

The play yard is fenced and no child is allowed outside to play unless there is a staff member present.

At anytime the children leave the building as a group they are required to walk in an orderly fashion and are accompanied by the staff and other adults if deemed necessary.

DROP-OFF/PICK-UP



For safety's sake, children must never be left without direct transfer to an adult; therefore, children must always be brought directly into the facility. Parents must return to the classroom to pick up their children.

- a. Transportation of all children to and from school is the responsibility of parents or guardian.
- b. Children are to be escorted by parent(s) into the building. The children should be signed in and out on a daily basis.
- c. Only those persons on the pick-up list will be permitted to pick the children up. Photo identification will be required.
- d. Parents may give our school a call ahead of time to inform us if their child/ren will be pick-up by someone not on the pick-up list on a particular day. Again, ID will be required. If the said person will be picking up more often, we suggest that you add the person's name onto the pick-up list.
- e. Again, no one under the age of 16 will be allowed to pick up any of our students.

FIRE EVACUATION PLAN

The school conforms to all fire regulations as designated by the State Fire Marshall. A fire evacuation plan and alternate is drawn and posted in the school. The fire alarm system and fire extinguishers are checked yearly for proper function. All staff members know how to use the fire extinguishers.



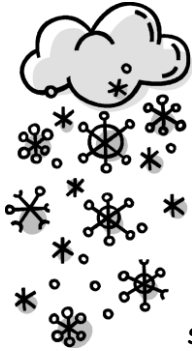
In the event of a fire, the building shall be immediately evacuated. The following procedures will be observed:

- a. Pull nearest fire alarm.
- b. Determine safest exit and lead children orderly to that exit.
- c. A designated staff member will call local authorities.

- d. Call parents of children.
- e. All other staff members are to remain with the children.

Evacuation drill is practiced monthly, with special emphasis in the beginning of the school year during national fire prevention week.

BLIZZARD



In the event of a blizzard when parents are not able to pick up their children, the staff will house the children at the facility until the parents or guardians can pick them up. Meals will be served to the children and cots will be provided. Every attempt to make the children comfortable under our care will be exercised.

If the blizzard should happen before operating hours, please call our school for further information.

MISSING PERSON

Should a child be missing, staff shall search the building and grounds completely. If the child is still not found, the police and parent/guardian shall be notified while staff begins searching the immediate surrounding area.

POWER FAILURE

Two flashlights in working order are kept in an accessible place. Power pack emergency lights are installed to light each exit.

If our school is advised of a prolonged electrical outages, the parents will be given a call to pick-up the children immediately.

A/C OR HEATER MALFUNCTION

In extreme cases when outside conditions are dangerous (very high or low temperature) and the school's A/C or heater units malfunction, the following procedures will be implemented:

- a. Service will be contacted immediately and every attempt will be made to fix the units.
- b. If this is not possible at the moment, the office will be calling the parents to pick-up the children immediately and school will be closed indefinitely.

TUITION INFORMATION



Because we are a small private day school. We rely on the weekly tuition to maintain a quality program you expect from our center. Whatever arrangement is agreed on, a fix number of days per week, and specific days, are reserved for your family. This allows us to accommodate and coordinate space availability for other interested families who need to enroll with our center, for whatever days and number of days/weeks are left to fulfill

REGISTRATION FEE

There will be registration fee required from parents which will be used to purchase your child's school supplies for the entire school year. This will eliminate bring in requests from teachers. A **non-refundable fee** of \$70.00 (toddler to 3 years old) or \$100.00 (4 to 6 years old) is due every August for the following school year or when first enrolling your child to *Kids in Harmony*. Unlike other schools that charge school supplies fee, KIH uses the registration fee to cover school supplies and materials which your child will be using for the entire year (September to August).

SECURITY DEPOSIT

This is equal to one week's tuition. This fee is due before your child's first day of attendance at KIH. This deposit will be used as your final week's tuition payment (plus whatever price difference there is), should you decide to disenroll you child. However, a two week notice will be required to allow us to inform the parents on our waiting list as to availability. This fee is also **non-refundable**.

TUITION PAYMENT

Tuition must be made on a weekly basis. It is due by the end of day Friday. This covers payment for the coming week. A separate tuition and fee sheet will be given to the parents or guardian prior enrollment.

PAYMENT POLICY

Our school operates strictly on tuition payment paid by the families of children enrolled in our program. If any of the authorized persons is scheduled to pick-up the child on Fridays, then tuition payment must be made on Thursdays. Full tuition must be paid when child is absent. Late payment fee will strictly apply, if paying after Friday.

MULTI-CHILD DISCOUNT

Families with more than 1 child enrolled at Kids In Harmony will qualify for a multi-child discount. See tuition and fee sheet for accurate information.

ABSENCES AND VACATION



Our school runs on an annual budget based on an annual tuition rate that is broken into weekly payments. We try to provide the highest quality program on a budget figured at the lowest possible weekly rate. In order to do this, no credit can be given for absenteeism or vacations.

Please inform the office by 9:00 AM if your child will not be attending school that day.

After **three full months of enrollment**, families will be allowed **vacation time**. **Half tuition** will be charged and the child's spot will be held, provided the school is notified in writing two weeks in advance. **A limit of two weeks** vacation is allowed every school year from September to August. This is for week-long absence. Half rate is not allowed on a daily basis.

Licensing standards require us to maintain appropriate teacher-student ratio with no adjustment made for child absences. After your vacation weeks are consumed, full tuition will be charged.

LATE FEES

If tuition is paid later than 6:00 PM, Friday, there will be a \$20.00 late payment fee charged to your account.

LATE PICK UP

As per DCFS instructions, if a child is not picked up by 6:00 PM, every attempt will be made to reach the parents and other adults listed on the emergency pick-up sheet. If this is not successful in a one-hour period after closing, the child will be considered abandoned, and DCFS/Child Abuse Hotline will be contacted.

Parent of children left at school past 6:00 PM will be assessed \$20.00 for the first 10 minutes then \$3.00 every minute. This fee is to be paid directly to the teacher at the time of arrival.

Three (3) late pick-up incidents would necessitate automatic dismissal from the program. The child shall not be held responsible for the situation, and discussion of this issue will only be with the parent or guardian and never with the child.

Our staff works long hours to teach and care for your children. And with due consideration, they should be able to go home to their respective families and do not have to be held in school for more hours. Likewise, if an accident happens to your child past 6:00 PM, the school's insurance will not cover it.

Please make the necessary arrangement with other family members or those on the pick up list if you know that you will be running late on a particular day.

INSUFFICIENT FUNDS

If a check is returned, a \$25.00 fee will be charged to your account. Three NSF checks will result in future only cash payments.

***KIDS IN HARMONY RESERVES THE RIGHT TO REFUSE SERVICES TO FAMILIES WHO HAVE NOT PAID TUITION PROMPTLY.**



STAFF

The teaching staff is the foundation of a quality program. For this reason, our standards are the highest. All of our classes are taught by teachers who far exceed minimum licensing requirements (both Head Teachers and Assistant Teachers). Our teachers continue to participate in ongoing professional development and work in teams to provide quality experiences for children. Teachers have BA or Associates Degree in early childhood education or an education related field, as well as significant field experience, or sufficient credits in early childhood education and years of teaching experience.

The program director has a Master Degree in Early Childhood Education with more than a decade of experience in curriculum planning and implementation.

RATIOS

The following teacher-student ratio will be maintained:

Toddlers = 1 teacher for every 5 children

2's = 1 teacher for every 8 children

3's = 1 teacher for every 10 children

4's = 1 teacher for every 10 children

5's = 1 teacher for every 10 children

CURRICULUM

Our school uses educational "themes" which are carefully planned by the teachers and the children. The learning of academic concepts is incorporated within the weekly lesson plans prepared by the teachers. Hands-on activities are emphasized in order to help the children learn in a natural manner, without feeling pressured or rushed into learning concepts. When teaching is presented in a relaxed, non-threatening way, the children become more receptive, involved, and eager to learn. Thus, information is meaningful and retained.

Lesson Plans are reviewed and approved by the Program Director ahead of time.

VISUAL MEDIA

The use of visual media, such as films, videotapes and DVDs shall be limited to developmentally appropriate programming. Media will be used as a special event or to achieve a specific goal, but will not be used as a regular routine. As mentioned, only educational videos will be used in school. Disney, superhero, or cartoon movies will not be allowed in school --- or on special occasions only. These movies or TV programs are only for home viewing.

PETS AT SCHOOL



For the safety and health of the children, students may not bring their pets to school. Whether dropping off or picking up, parents are not encouraged to bring their pets on school grounds. Animals may tend to become excited when in unfamiliar surroundings and with a large group of people. Generally speaking, they do not tend to be mean but react in only way they know how, which can result in a painful nip or bite.

VISITORS

On occasion, we will be hiring outside resources for show and tell. These entertainers are informed ahead of time and usually related with the class' theme of study.

FIELD TRIPS/NEIGHBORHOOD WALKS & PARK VISITS

Scheduled field trips, walks and park visits are taken occasionally. A calendar of the school's summer field trips will be made available in early May. Some are walking trips in the neighborhood or to the park; others will require a bus to be hired. All trips are supervised and additional staff and parent volunteers are utilized. Bus trips will necessitate that each family pays the cost of the bus, admission fee and other field trip expenses. Permission slips will be sent out for parents to sign and return to school. Children without signed permission slip will not be allowed to participate in the trip.

For safety reasons, children who do not exhibit appropriate behavior for the field trip will be asked to stay behind. Kids in Harmony shirts or sweatshirts must be worn on all trips. If your child comes to school without the required shirt, we will provide him/her with a brand new shirt. This will later be charged to you account.

If your child is feeling ill on a field trip day, he or she will be asked to stay home instead.

CLOTHING



The children should come to school wearing clean, comfortable play clothes and gym shoes. The school does not allow clothing with offensive logos or writing. Sandals and open toe shoes are neither allowed for safety reasons. **Absolutely, NO high heeled shoes.**

When selecting winter outer garments, keep in mind that the children will be learning to help themselves. Coats and hats that can easily be fastened, boots that can easily be slipped off and on will greatly reduce frustrations.

A change of clothing should be kept in school, in case of potty accident:

Extra winter clothes: long sleeved shirt, pants, underwear, socks

Extra summer clothes: shirt, shorts, underwear, and socks.

The child's name should be placed in all outdoor clothing and other belongings to help ensure the return of all proper possessions and clothes. Extra clothes will be kept in individual clothes box. You will need to check these items throughout the

year to ensure that they still fit and are season-appropriate. Should we need to change your child, we will send home the dirty clothing and you will need to replace the "extra clothes".

SCHOOL PICTURES

Individual and class picture will be taken in the fall and spring. We hire professional photographers for these events. Part-time students will be asked to come in the morning and be picked up by 11:30 AM on the day of pictorial.

BIRTHDAY/HOLIDAYS



Children love to celebrate their birthday with their special school friends. We encourage these celebrations and plan for them! Each birthday child is made to feel very special. However, only store bought treats are allowed in school as required by the health department. Coordinate with your child's teacher as to when the treats will be served in class. If ordering special lunch for your child's class please inform the teachers ahead of time. A change of menu notice will be sent home to the children's parents the day before the party.

Goodie bags may be brought in for treats. Foods that can cause choking will not be served to the children. Please keep in mind that the following are not allowed by the Health Department: marshmallows, peanuts, nuts, hard candies, chewing gum, popcorn, grapes, raisins, deflated balloons, sharp-pointy toys.

Please be considerate of all the children in class. Party invitations can only be distributed if the invitation will be given to each child; otherwise, they will be handed to the child's parent by Ms. Genny. For safety and confidentiality reasons, the staff cannot give out home addresses or phone numbers of students.

If celebration of holidays and birthdays are in conflict with your religious or personal beliefs, please notify the office or your child's teacher to give us ample time to make necessary arrangements in order to accommodate your child.

RECESS/OUTDOOR PLAY

Each class has daily recess scheduled in the morning and afternoon. The children should be dressed appropriately.

SHARE A TOY DAY

Every Friday is "Share a Toy" day at Kids In Harmony. Children are encouraged to bring in a toy to share with their friends. Please do not send toys to school that have pointy ends/edge. No toy swords, guns or knives are allowed in school. If any of these items are brought to school, they will be put away until children leave for the day.

The school is not responsible for breakage of items brought from home. Do not send collectibles or valuables to school. We have a vast array of educational toys for the children to play with and learn from. Items from home should not be brought to school other than Friday. However, educational books, DVD's, and listening tapes are welcome any day of the week.

JEWELRIES



Please do not send your child to school wearing expensive jewelries which can cause hardship if lost or broken. The school will not be held liable for any lost items. While nose tongue belly piercing, permanent tattoos and other attention-getting body modifications may be fashionable to some they are not permitted at Kids In Harmony Day School. There are other places wherein fashion individuality can be stated.

LOST AND FOUND

The lost and found box is kept in the office. If your child's belonging is lost please check this area. Items not claimed will be removed monthly and donated to Salvation Army.

NAPTIME



Our school nap time is from 12:30PM to 2:30 Pm. The center will provide individual cots, sheets and blankets to the children. Each cot is labeled with the name of the child as required by the Department of Health. If you wish to provide your own sheet and /or blanket, make sure to label the items to avoid confusion. Soiled linens will be sent home for washing on a regular basis.

Due to health reasons, transporting of blanket or pillow on a daily basis is highly discouraged.

ENRICHMENT PROGRAM

We proudly offer extra "aesthetic" activities in school such as music, dance, and TaeKwondo as part of our enrichment program at KIH. As Early Childhood Educators, we clearly recognize the importance of hands-on learning and having our children exposed to these "special" classes aid on their developmental needs (such as motor skills, social and emotional development) without them even realizing it!

Our music and dance classes are held in school and scheduled by class. The TaeKwondo class is only offered to our 4 and 5 year old class. A consent form is required for the TaeKwondo class, which is held at Team Martial Arts (TMA Studio), conveniently located across the street.

FUNDRAISING EVENTS

Each school year, we ask every parent and guardian's participation by helping us sell Coupon Books in October (only two weeks) and World's Finest Chocolate in February (whole month). 100% of the proceeds go directly to our enrichment program and school improvement funds. Our school is your child's home away from home and we make every effort possible to make our facility clean, safe and fun to come to everyday --- to learn and to be cared for.

ANNUAL DEVELOPMENTAL SCREENING

As required by DCFS, our school holds annual developmental screening to every student enrolled in our school. If your child missed the scheduled screening, you

will be required to complete this requirement on your own. A one-month compliance will be given to the family.

This is offered to all families free of charge. It is a mandatory requirement by both the state and city. Failure to comply will result to immediate dismissal.

P A R E N T I N F O R M A T I O N



PARENT INVOLVEMENT



Parents are encouraged to visit their child/ren and participate in their daily activities in class. Let Ms.Genny and our child's teacher know ahead of time, so that the children will be informed, as well. Ideal time for this visit will be in the morning from 9:30 to 11:00 AM or in the afternoon from 4:00 to 6:00PM. The hours in between are designated for lunch and quiet time. It will be easier for the children to transition from active to quiet when there are fewer adults monitoring the class. On the contrary, numerous numbers of adults at one time can be overly stimulating to the children.

As a courtesy to our little ones, we encourage you to refrain from coming in and out of the school during those "quiet" hours.

CHANGES AT HOME

We are aware that families come in all shapes and sizes. To help us give your child the most successful experience we can, we need you to inform us of any changes in your family life. Sometimes changes that adults adjust to easily are more difficult for your children. Let us know if Grandma has come to visit, you remodel your house, a relative passed away, or any other incident that may likely cause distress to your child.

We also have available for you to borrow many books, articles, and other important information to promote your child's healthy development at home. Topics include toileting, discipline, feeding, divorce, mixed marriages, friendships, death, etc.

DIVORCED PARENTS

The school has no legal authority to refuse either parent the right to visit or pick-up their child/ren unless a court has granted temporary or permanent custody to one parent or to a third party. The school has to be furnished with a copy of the order bearing the court's signature.

If parents are in the process of separation or divorce while the child is in care, every attempt should be made to keep child care staff members updated on issues affecting a child's custody or emotional well being.

GUARDIANSHIP

If a child is enrolled by a legal guardian rather than a parent, a copy of all appropriate legal paper work must be on file at the preschool. This is very critical if parents have no custodial or visitation rights.

SUPERVISED VISITATION

In the event that one parent has been restricted by the court to supervised visitation, it must be understood that such supervised visitation cannot occur at the center. State mandated staffing requirements would not permit assignment of any staff persons to a supervisory role in such a visitation.

SUSPECTED CHILD ABUSE

The State of Illinois requires that all member of a day care institution be on the lookout for, and report to the State, any and all causes of abuse to a child. It is the school's mandated responsibility. Should the staff suspect child abuse or neglect, observations and dates will be documented. The staff member will inform the director, who in turn will notify the local family services agency.

NEWSLETTERS



Newsletters will be sent out each month. A summary of the month's activities along with the next month's themes and events will be highlighted. Important dates and information will be included.

PROGRESS REPORT

Progress report will be sent out twice every school year (January and June).

This summarizes the school's curriculum and your child's developmental progress. This form needs to be signed and returned to school if further conference is needed upon teacher's request, a meeting will be set-up by Ms. Genny between the parents and the child's teacher(s).

PARENT CONFERENCE

Good communication between parents and the preschool staff is important. You will be informed during the school year of any planned conference time. If you have special concerns or questions and would like to schedule a formal meeting with your child's teacher, speak with Ms.Genny to set up an appointment.

SMOKING



Smoking is not allowed in or around the school. Our children have that right to a pollution free environment.

CONFIDENTIALITY

As a matter of professional ethics, our staff will not be able to discuss teachers, children, families or staff information with the parents. It is important to us that confidentiality be upheld at all times. Also, the staff will not be authorized to pick-up any of our students at the end of the day, unless the said student is his/her child, close relative, or an acquaintance prior attendance at KIH. Should this be the case, our school will not be held liable if anything arises after child leaves the facility with the staff member. It will be the sole responsibility of the care giver.

FACE OR ARM PAINTING

From time to time, children at Kids In Harmony may be engaged in face/arm painting activities in class. If you do not wish for your child to participate in this activity, make sure to inform the teachers.

BULLETIN BOARD

One of the most important communication center is the bulletin board. It will be used to display developmental articles, holidays off reminder, educational certificates, messages and other important information for parents. Be sure to read it frequently.

DISCHARGE POLICIES



Kids In Harmony serves students who are able to work positively in a group setting. If, in the professional judgment of the staff, a student is not able to be accommodated in the school setting, or the program is not able to meet the child's individual needs, the family will be asked to withdraw from the school.

Any child who, after attempts have been made to meet their individual needs, demonstrates inability to benefit from the type of care offered by our school, whose presence is detrimental to the group (hitting other children and/or staff, hurting him/herself, verbally abusive, disruptive in class to name a few), shall be discharged from the facility.

In this case when the school decides that it is in the best interest of the child to terminate enrollment, a final conference will be scheduled with the child's parents and teacher to consider plans to meet the child's needs when he or she leaves the school. A list of schools or agencies in the neighborhood will also be provided.

To summarize, circumstances which would necessitate dismissal could be as follows, but not limited to:

- a. Failure to pay tuition on a timely manner
- b. Child's safety and well-being cannot be assured
- c. Child's behavior compromises the security and well-being of other children
- d. Continued disregard for school policies
- e. Children or parents who use profane words to the staff and students of Kids in Harmony
- f. Immunization are not kept current
- g. Birth Certificate not on file
- h. Aggressive behaviors, parent disruptiveness or endangerment of a child
- i. Failure to pick-up a sick child

If your child is terminated from our center, your last week deposit will be applied to the last week your child attended. If your tuition was paid for the said week, a refund check will be mailed to your home within two weeks. Our teachers are highly skilled at guiding children away from aggressive behaviors. Termination of care is an absolute last resort.

TERMINATION OF ENROLLMENT REQUIREMENTS

a. A written two-week notice

Please understand that giving the school ample notice will allow us to help prepare your child during the transition process. Also, we will be able to inform those parents on the waiting list as to availability.

b. Payment of tuition

Tuition fee rate at the time of child's final week less security deposit.

Should the need for a claim to be filed in small claims court arise due to unpaid tuition and fees, you will also be held responsible for all court cost, collection cost, postage and additional fees related to the collection of your outstanding debt.

Please note that parts of this handbook are direct quotes from the Illinois Department of Children and Family Services Licensing Standards.

This handbook will be updated whenever necessary. The policies included are by no means ALL the school rules, but an attempt to address most of the parent, student and teacher concerns. Teachers have an additional staff handbook of school policies pertaining to employees and employment.

Kids In Harmony Day School reserves the right to alter, amend, or establish new policies at any time. Parents will be advised by written notification.

