

HOUSE OF CHILDREN, INC.



House of Children Parent Handbook 2019-2020

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Welcome

House of Children Early Learning Center opened in 2000 as a small, professional child-care center, serving 100 children. The center is owned by John and Debbie Louise. The current Site Director is Shelly Rebman.

At all times the central core of the program will be developmental appropriateness for any one child it serves including and supporting inclusion of children with special needs. It is the goal of the school to help your child develop a sense of security that will allow him/ her to explore the world with enthusiasm and self-confidence. The staff will strive to guide your child through many activities and opportunities that will enhance the knowledge of his/her own value, self-esteem and unique individuality. It is our belief that children learn most effectively through a concrete, play-oriented approach in a developmentally appropriate education. Children's play is a primary vehicle for, and indicator of, their mental growth.

Bridging the gap between home and school is a major concern at the center. It is our belief that open communication between staff and parents is the key to successfully merging the two worlds. We encourage all staff members to build strong threads of communication with the families in the school to encourage mutual understanding and support between school and home. It is through these efforts that the success of the center is realized.

The center is not just House of Children, it is a combination of the talents, personalities, enthusiasm, and caring of the owners, employees, and parents all working together for the well being of the child.

Please feel free to ask questions and offer suggestions at any time. The staff is here to give support and share knowledge, insights, and resources with all parents.

We want to encourage you to take the time to read through this handbook. We hope it will answer some of your questions and provide you with all the necessary information you will need to make your child's experience here a rewarding one filled with love, growth, and development, and many pleasurable discoveries.

We are looking forward to developing a very special friendship with you and your child.

- Shelly Rebman & the Staff of House of Children

Our Mission

*Our Mission is to provide a Safe, Nurturing and Educational Environment
for Young Children and their families within our community.*

*To implement Developmentally Appropriate Practice In our Curriculum
and in the way we interact with Children
And to Reflect God's Love for us in our Actions, in our Attitudes Toward our Work, and in the
Way we Treat One-Another.*

High Scope Curriculum

House of Children uses the High Scope Curriculum. High Scope emphasizes adult-child interaction, a carefully designed learning environment, and a plan-do-review process that strengthens initiative and self-reliance in children and young people. Teachers and students are active partners in shaping the educational experience.

Curriculum is planned in each classroom to meet the needs of each child's developmental skill level in an **exploratory, hands-on, play-based system**. Teachers create weekly lessons according to the group interests while following learning goals:

- thinking, reasoning and problem solving
- emotional and social awareness
- gross motor development
- fine motor development
- language and communication
- reading and writing development
- creative development

School Age Range

Infant6 Weeks thru 15 Months
Toddler15 Months thru 24 Months
Early Pre School 24-36 Months
Pre-School..... 36-48 Months
Pre- Kindergarten..... 4 yrs.
Kindergarten/ Super 5's.....5 yrs. (before January 1st)
Before & After-School.....Kindergarten thru 12 years old

School Hours

7am – 6pm, Monday thru Friday

School Closings

School is closed on the following dates each year:

New Years Day
Fourth of July
Memorial Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Years Eve

All Tuitions continue through these closings.

Classroom Ratios

Infant:1 adult to 4 children
Toddlers:1 adult to 5 children
Early Pre-School:1 adult to 8 children
Pre-School:.....1 adult to 10 children
Pre- Kindergarten/Kindergarten.....1 adult to 10 children
Before & After School:.....1 adult to 20 children

Arrival and Departure

The person who brings the child to and removes the child from the school shall use the key pad to clock their child in and out. They will then escort the child to their classroom where they will be greeted by the teacher.

Any change in persons authorized to pick up a child will require a written notice no later than the morning of the change. Notice must include full name and phone / cell phone number of the person to pick-up. Last minute phone calls are very difficult to manage. Please refrain from doing this unless an emergency occurs. This is one of the most critical areas for our staff to monitor and often requires a staff member to leave the classroom to verify proof of identity.

Family Communication

In addition to frequent e-mailed, posted & written communication from the Administrative team, House of Children's teaching team utilizes the Bright Wheel App to communicate with you! If your child is in the Infant room, early pre-school, pre-school, pre-kindergarten, and Kindergarten you will receive an "invite" on your phone to connect to your child's profile. Please check these daily as they are a common place for important center-to-home communication!

Supervision and Contact Information

House of Children's Phone Number is 815-337-HOME (4663).

Our mailing or delivery address is: 2521 Harding Lane, Woodstock, IL 60098

Our Site Director is Shelly Rebman

John R. & Deborah J. Louise are the owners of House of Children.

Web Site is www.houseofchildren.net

Parent Policies:

Facility Closings:

On days when House of Children is closed or 2 hr delaying start due to emergency weather or infrastructure issues, the closing/ delay start will be announced on our Facebook page and Bright Wheel. The school will close delay start for bad weather, when District 200 closes or delays start for bad weather, regardless of any announcement (or lack thereof).

Vacations

Once a family who is enrolled full time (4-5 full days), has been enrolled for 1 full year, they can take two weeks of vacation non- consecutively without paying for their space. These vacations must be taken in whole week increments.

A family that is enrolled Part time (4-5 ½ days or 3 full days) or is school age (4-5 after school days and 4-5 full days during summer) and has been enrolled for 1 full year, they can take 1 week of vacation without paying for their space. Again, this vacation must be taken in whole week increments.

No one is required to take vacation time, and please remember that we will require at least 5 days advance notice when a week off will be taken in order for a credit to be applied. Time off due to illness or school closings is not eligible for reduction or elimination of tuition.

Registration:

Children will be accepted from House of Children's waiting list on a first come, first served basis, with the limited, occasional exception of a staff member's child requiring care. There is a one-time \$50 registration fee and the first week's tuition must be paid two weeks prior to their start date.

Arrival of Children:

When children arrive at the facility, the person signing them in must escort them into their classroom. The teacher must acknowledge the child and escort visually or verbally before the escort can leave the child in the classroom.

Release of Children:

Children will only be released to the person that dropped them off, unless other arrangements have been made with the teacher that day or another arrangement has been established (i.e. mom drops off, dad picks up.) If for whatever reason a parent is late (any time past 6 PM) picking up their child, it is \$1 per min. per family which is to be paid in cash prior to the next day of attendance. At 6:55pm if House of Children has tried all contacts in child's(ren) file, and no contact had been made, the closing director will transport the child/ren to the police station and the police will accept responsibility for the child.

Required Documentation:

- All children will be required to have a signed physical (no older than 6 months) prior to entering the program, unless transferring from another licensed center.
- All children will be required to be current on their immunizations & TB screening as attested to by a licensed physician.
- All children require one emergency contact, and alternate pick-up contacts, complete with phone numbers.
- The enrollment package must be filled out in its entirety prior to entry into the program and
- All families will be required to keep required documentation up to date and to return requested documentation in a timely manner
- Birth Certificate must be provided within 30 days of enrollment or House of Children will notify Illinois State Police or local law enforcement agency.
- CACFP (food service program thru USDA) forms must be on file and current

Personal Belongings brought to the Center

When a child brings personal items to the center, they will be stored in the child's backpack on the child's hook when not in use. The center discourages bringing items (other than personal comfort items) from home because they may become damaged, or lost, cannot be shared, and may not be appropriate for use in the group setting. Please be sure to label any personal items, including pacifiers, blankets, bottles, cups, clothing, etc.

Toys

Your child may bring a special stuffed toy or doll as a comfort item to use at naptime. Please do not bring toys from the car or home into the class. This creates conflict and may result in your child's toy being lost or broken.

I have read and accept these policies; _____

Signature

_____ Date

Parent Policies Continued.

Medication:

Children requiring **medication of any kind, including over the counter medication, will require a parent's note with dispensing instructions.** Only the Site Director or other Director Qualified staff members may dispense medication of any kind. Medication will only be dispensed orally and as directed in writing by parents and/or physicians, and only if timing of dispensing cannot be satisfied during child's time at home.

Illness:

Illness is an inevitable fact of life for young children in a group care setting. To reduce the incidents of illness at our center, we must however set some standards for attendance. Those standards are available at registration.

Medical Care:

- If a child is injured, but not seriously, an injury report will be prepared. If a child complains of illness with or without symptoms, an illness report will be prepared. Teachers will use their best judgment as to when a parent should be notified, and when a parent is involved in illness or injury management, the center will respect the parent's wishes unless the parent's wishes conflict with the teacher's or Site Director's professional training, or with licensing requirements.

- If a child is injured seriously or becomes ill with significant symptoms, parents will be contacted, and the appropriate measures will be taken. If a child appears to be in immediate need of medical care, an or has a head wound or injury 911 will be called, and then the parent. The parent will be encouraged to meet the child at the local hospital to participate in the child's care there.

- If a child will require the care of an "alternative Certified Practitioner", that Practitioner's name and contact information must be provided to the center upon registration of the child. DCFS licensing requirements must be followed unless the choice of care is a matter of religion. Additional parent releases will be required to adjust our emergency response procedures.

Discipline:

Guidance is the course of action used by House of Children's staff. For example; when a child hurts another child or negatively disrupts another child's attempt at play or learning, teachers will intervene to assist the children in problem solving. If no resolution exists between the two, they will be re-directed into another activity separately. Children are provided with modeling to encourage socially acceptable behavior. When a child is old enough to understand (varies by child) any mistaken behavior will be discussed with them. If a behavior continues, the child will be given time alone to relax and re-direct themselves, or will be taken for a walk to "cool off" and with consistently mistaken behavior, parents will be involved as a solution is sought.

Complaints/Concerns:

If a parent has a complaint about a child, they are recommended to discuss it directly with their child's teacher. If a parent has a complaint about their child's or another teacher or assistant, or the program, policy or facility, they are requested to discuss it with the Site Director or Assistant Director. Complaints will be dealt with promptly and with confidentiality.

Mandated Reporter Status:

House of Children's employees are legally required to be Mandated Reporters. This means that if any employee suspects neglect or abuse, or sees signs indicating the same, whether or not they suspect abuse or neglect, they are required to, and will report (or cause a report to be made) to the Department of Children & Family Services. Parents can avoid unnecessary calls to DCFS by providing proof of treatment if a child is injured while at home.

Safety:

To ensure the safety of all children enrolled, House of Children has a strict no-weapons/no-drugs policy. By signing below I acknowledge that I am responsible for ensuring that not only myself, but any person designated on my behalf to pick-up or drop-off my child, or participate in activities at the center, will respect the no-weapons / no drugs policy.

I have read and accept these policies; _____

Signature

_____ Date

Parent Policies Continued.

Transportation:

House of Children will utilize staff parents of children in the program, and our own bus for field trips. House of Children will also provide occasional after-school pick-ups for School-Age children.

District 200 busses will pick up and drop off children registered for District 200 Early Childhood Programs ie; Kindergarten & Pre-Kindergarten, in the am and pm.

Field Trips:

Field Trips will be scheduled occasionally for all children in the Pre-School, Pre-Kindergarten & Kindergarten Programs. Field Trips will reflect the interests of the children and will be planned ahead of time, so that all scheduled events either on-site or off-site will be communicated to the parents / guardians of the children well in advance of their scheduled dates. Parent volunteers are encouraged, and may be requested to accompany the groups.

Communication:

Teachers and parents will communicate one on one, both verbally and in writing on the child's Bright wheel profile. The computerized sign-in system and e-mail will be the means used to communicate about immunization, documentation or tuition issues so as not to create discomfort in the Teacher/Parent or Director/Parent relationship. The Site Director has an "open door" policy and is eager to communicate with parents regarding their needs, available resources, the programming, or other center or care related issues.

Confidentiality:

The staff at House of Children is required prior to hire, to agree to a statement of confidentiality. Within this agreement is specific recognition of the sanctity of the homes of our children and their families. Young children often say things that are not meant to be repeated. These comments, if not reflecting situations dangerous to the child, will go unrepeated. Our staff will not discuss any confidential comments by or issues concerning, any of our children or their families either among themselves or outside of the facility. Issues that cause concern by a staff member may be discussed between that staff member and the Site Director.

Insurance:

Children enrolled at House of Children have accident insurance available to them for injuries incurred during a center sponsored activity. This plan is included in the cost of tuition, and has been established as a secondary insurance policy for each enrolled child. If you would like further information about this plan, please contact our Site Director.

Religion:

We understand that each child will bring with them some form of religious beliefs. House of Children respects the beliefs of all children and adults involved in our programming and will make every effort to include references to those beliefs at times that are appropriate, ie; holidays, birth's, deaths, etc. . . There will be no formal religious training associated with our programming. Various holidays may be celebrated, upon the discretion of the Site Director, but will be celebrated without formal religious curriculum.

Fee Notes:

- Registration for any program requires a one time \$50 non-refundable deposit.
- We accept DHS/4C assistance as a supplement to tuition. Please inquire about eligibility. We will assist you in applying!
- There is a 10% discount for 2nd, 15% for 3rd member of the same family enrolled at least ½ time. (not School-age)
- Tuition is to be paid weekly, bi-weekly or monthly, in advance.
- Payments can be made via EFT, Credit Card, On-line, Check or Cash.
- Our hours of operation are 7:00 am thru 6:00 pm, Monday thru Friday
- There is a \$10 late fee for tuition not received by the due date & \$1/day until it is received. Children will not be admitted to the program after the second day of late tuition.
- There is a \$1/minute per child fee for children not picked up by our closing time of 6pm. This fee must be paid in cash, before the child returns on their next scheduled day.

I have read and accept these policies; _____

Signature

_____ Date

At House of Children . . .

We provide Developmentally Appropriate and enjoyable programming for children!

We offer a comfortable environment for parents, our staff and the children in our program!

We emphasize professionalism in our staff, as Teachers of Quality Early Childhood Programming.

House of Children Transition Information for Parents:

As your child matures, they will outgrow their classroom. This is a special and exciting but often sensitive time. At House of Children, we managed transitions in a planned, yet individualized way.

When your child approaches an age-based transition, the current Teacher will determine if they have met most of the age-appropriate developmental milestones and that they are socially ready for the next age group.

- **If your child passes their “standard transition age” and important milestones have not been met, the Teacher will probably not recommend transition and will request a conference with you to mutually develop a plan for development of these important skills.**
 - You may develop an “action plan” that includes activities at home and school that are specifically designed to encourage development in the “weaker” areas.
 - You may decide to seek an outside observation/assessment. (We can refer.)
 - You may choose to monitor the situation for a period of time due to outside influences ie; new baby, moved residences, illness that could have resulted in a ‘delay’ in acquiring these important skills.

- **When the Teacher’s observations have led him or her to recommend transition;**
 - You will receive a written and verbal notice that your child will begin transitioning. Information about the new classroom and Teacher(s) will be in this notice.
 - You will receive an e-mail from your child’s new teacher introducing themselves and providing you with a questionnaire about your child. The answers that you put on this questionnaire will assist the Teacher in developing individualized curriculum and activities for your child. Please fill this out and get it back quickly. ~ Thank you.

We encourage you to visit the new class with your child early-on, in the morning, to say hi and to pick up your new Welcome Packet!

We also recommend attending our annual back-to-school nights in August of each year and visiting your child’s current & future classes!

- Your child will begin visiting their new classroom casually.
- Each time your child visits their new room during week 1, they will bring home a “I visited the _____ Room Today!” note. It’s a fun way of keeping you in-the-loop as they learn about their new class, Teacher and classmates.

Notes:

Please remember to drop off your child in their “old” room until the “old” Teacher tells you that it’s time to switch to the “new” room. Please don’t hesitate to communicate with both Teachers though.

House of Children Tuition Rates

Program	1/2 day	Full Day	Full time	1/2 day = 7am-noon/noon-6pm
Infants (6wks-15 mos)	\$44.00	\$75.00	\$312.00	
Toddlers (15-24 mos)	\$42.00	\$70.00	\$280.00	
Early- Pre (24-36 mos)	\$35.00	\$59.00	\$237.00	
Preschool (36-48 mos)	\$32.00	\$54.00	\$220.00	
Pre-K (48-60 mos)	\$31.00	\$52.00	\$205.00	
Kindergarten	\$23.00	\$49.00	\$194.00	
Summer (5 and up)	\$23.00	\$45.00	\$188.00	
	After school	Before School	B/F & After	No school days
School Age	\$86.00/ wk	\$37/wk	\$124.00/ wk	\$27 additional per day
	\$19.00/ day	\$8/day	\$27.00/ day	
After school Pick up	\$3.00/ day	\$13.50/wk		

School Calendar 2019– 2020

Dates:	Description:
8/15/2019	House of Children Back to School Night 6:15pm
8/19/2019	First Day of School!
9/2/2019	NO SCHOOL- Labor Day
10/31/2019	Halloween Close at 3PM
11/18-22/2019	Conferences
11/28-29/2019	NO SCHOOL- Thanksgiving Observed
12/24-25/2019	No SCHOOL- Christmas Observed
12/31/2019&1/1/2020	NO SCHOOL- New Year's Observed
5/15/2019	Last day of School year (anticipated)
5/25/2015	NO SCHOOL- Memorial Day
5/26/2015	Summer Program Begins!!
7/3/2015	NO SCHOOL- Fourth of July

School Year Special Events Schedule

Field Trip	Class	Time
Woodstock Fire Dept.	Pre-School/Pre-K & K	September
Apple Orchard	Early Pre-School	September
Pumpkin Patch	Pre-School/Pre-K&K	October
Christmas Tree Farm	Pre-K & K	December
Dentist (in-house)	Pre-School & Pre-K	February
Woodstock Public Library	Enhanced Kindergarten	Alternating Bi-Weekly
Raue Center for Performing Arts	Enhanced Pre-K&K	2-4 Times in school-year

Parents

Are You Well Organized? Detail Minded? Focused?

Are you excited that your child(ren) attend(s) House of Children?

We are too! Join us . . . share your talents!

We could use your skills to enhance our Efforts!

Fundraisers are a great way to help raise money for new and exciting materials for our school! You can help with organizing events, coming up with fundraising ideas, and processing & handing out the orders.



Joining the Teacher Recognition committee is a very meaningful way to dedicate volunteer time to people who really truly deserve thanks and kudos. This group hosts a special event for the Teachers in May of each year. ☺

Do you love reading or spending time with children?! We are always eager to have parents reading in the classroom.

Thank you for joining House of Children. We look forward to your influence in our program and in our classrooms!

Any Specific area of Interest:

Best Day/Time of the Week for you:

Name: _____

Supply Lists & Daily Schedule

Infant

**As a child in the infant room,
I will need the following from home:**

- A cuddly (if I have a special one)
- Two complete changes of clothes, to be replaced as used
- Diapers
- Diaper Wipes
- Diaper Ointment (if used)
- Bottles for milk or formula, (if breast milk please keep them in bottles as much as is needed, if not on Similac w/ Iron (which is provided by House of Children) please provide a weeks worth of formula if you do not use our formula
- A large Flannel Blanket for nap (no fuzzy blankets allowed per DCFS)
- Several Pictures of you and loved ones (this is important too)

Toddler

**As a child in the toddler room,
I will need the following things from home:**

- A cuddly (if I have a special one)
- A backpack to take back & forth
- Two complete changes of clothes (in the backpack)
- Diapers
- Diaper Wipes
- Diaper Ointment (if used)
- A blanket or two for nap times
- Several Pictures of you and loved ones
- One crib sheet
- A large Flannel Blanket for nap (no fuzzy blankets allowed per DCFS)
- A Sippy cup

Early Pre-School Class

**As a child in the Pre-School class,
I will need the following things from home:**

- A cuddly (if I have a special one)
- A backpack (to take back & forth daily)
- 5-10 Diapers in the backpack at all times
- Container of wipes (to be left at school)
- A 2 complete change of clothes (in the backpack)
- A blanket and pillow for nap times (to be taken home each Fri.)
- An oversized t-shirt for craft time (optional)
- Several Pictures of you and loved ones
- Extra pair of shoes to be left in backpack
- One crib sheet for my cot
- Appropriate outdoor gear for each

Pre-School Class

**As a child in the Pre-School class,
I will need the following things from home:**

- A cuddly (if I have a special one)
- A backpack (to take back & forth daily)
- 5-10 Diapers in the backpack at all times (if in diapers)
- Container of wipes (to be left at school) (if in diaper)
- A two complete change of clothes (in the backpack)
- A blanket and pillow for nap times (to be taken home each Fri.)
- An oversized t-shirt for craft time (optional)
- Several Pictures of you and loved ones
- Extra pair of shoes to be left in backpack
- One crib sheet for my cot
- Appropriate outdoor gear for each

Pre-Kindergarten

*As a child in the Pre-Kindergarten class,
I will need the following things from home:*

- A cuddly (if I have a special one)
- A backpack to take back & forth
- A 2 complete changes of clothes (in the backpack)
- A blanket and pillow for nap times (to be taken home each Fri.)
- An oversized t-shirt for painting (optional)
- One crib sheet for my cot
- Several Pictures of you and loved ones
- Appropriate outdoor gear for each day

**PLEASE LABEL ALL SUPPLIES WITH YOUR
CHILD'S NAME IN PERMANENT MARKER**

Kindergarten School Supply List:

- Washable Crayola Classic wide-tip markers (10 count)
- Crayola Crayons (24 count)
- “Chubby” beginners’ or standard #2 pencils (4 count)
- Pencil Sharpener
- Prang watercolors (8 count)
- Fiskar scissors for kids w/ pointed end
- Elmer’s glue sticks (4)
- Plastic school supply box with lid (5” x 8”)
- Sturdy 2-pocket folder, SOLID COLOR (1)
- 3-Ring Binder, hard-cover, white 1 ½”
- Backpack (no wheels)
- An oversized t-shirt for painting (optional)

**PLEASE LABEL ALL SUPPLIES WITH YOUR
CHILD'S NAME IN PERMANENT MARKER**

APPLICATION/RECORD OF CHILD INFORMATION

Name of Child _____ Birthdate _____ Sex _____

Address _____

Date Child Received _____ Date Child Left _____

PARENT OR OTHER PERSONS(S) PLACING THE CHILD

Name _____ Name _____

Relation to child _____ Relation to child _____

Home address _____ Home address _____

Phone Number _____ Phone Number _____

Place of employment _____ Place of employment _____

Address _____ Address _____

Phone Number _____ Phone Number _____

Working hours _____ Working hours _____

OTHER PERSON TO NOTIFY IF PERSON PLACING THE CHILD CANNOT BE REACHED

Name _____ Address _____

Phone Number _____ Relationship _____

PHYSICIAN TO CALL IF CHILD BECOMES ILL OR INJURED

Name _____ Address _____

Phone Number _____ Hospital or Clinic _____

PROGRAM

Days per week _____ Hours of care _____

Rate of pay (optional) _____

Signature of parent or other person placing child

Signature of caregiver

Date

If the child has any of the following, please explaining:

Medical problems _____

Physical handicaps _____

Restrictions for play—outdoors _____

Restrictions for play—indoors _____

Allergies _____

Food likes _____

Food dislikes _____

Fears _____

Does the child take a nap? _____ Time _____ Length _____

Is the child toilet trained? _____

Does the child have special names for objects? (potty, cookies, drinks, etc.) _____

Does the child regularly take medication? _____ If so, what kind and directions _____

If the child is an infant, what are the feeding instructions? _____

Time _____ Amount _____ Temperature _____

Diaper changes: Powder _____ Ointment _____

Other information that will help in caring for the child _____

Comments:

ALL INFORMATION SHALL BE REGARDED AND HANDLED CONFIDENTIALLY

EMERGENCY CONTACTS

In case of illness or emergency, and the parents cannot be contacted, the following people are authorized to pick up my child:

- 1) Name: _____ Relationship: _____
Address: _____ HomePhone: _____
_____ Work Phone: _____
- 2) Name: _____ Relationship: _____
Address: _____ Home phone: _____
_____ Work Phone: _____

PRIMARY LIST OF PERSONS AUTHORIZED TO PICK UP THE CHILD (REGULARLY)

- 1) Name: _____ Relationship: _____
Address: _____ Home Phone: _____
_____ Work Phone: _____
- 2) Name: _____ Relationship: _____
Address: _____ Home Phone: _____
— _____ Work Phone: _____

THE FOLLOWING PEOPLE ARE ALSO AUTHORIZED TO PICK UP MY CHILD OCCASIONALLY

- 1) Name: _____ Relationship: _____
Address: _____ Home Phone: _____
_____ Work Phone: _____
- 2) Name: _____ Relationship: _____
Address: _____ Home Phone: _____
_____ Work Phone: _____

House of Children Consents

VISION & HEARING SCREENINGS

The McHenry County Department of Health holds a vision and hearing screening each year. I authorize my child to participate in the screening, unless he/she is already under the care of an eye/ear doctor, or has been screened at another location. This is a state mandated program.

Date: _____

Signature of parent/guardian

Relationship to child

PHOTOGRAPHS, VIDEOTAPES and ART PROJECTS

I authorize the House of Children, Inc. staff to take photographs and/or videotapes of my child during their time at the center. My consent is given for those photographs and videotapes to be used in publications, shown at meetings, in settings where development of children is being studied, or used in publicity for the staff, including, but not limited to displays in the community, newsletters, fliers and the like or in publicity for the center.

Date: _____

Signature of parent/guardian

Relationship to child

EMERGENCY/ HEALTH CARE or TREATMENT

I authorize House of Children, Inc. staff to secure EMERGENCY medical care for my child when I cannot be immediately reached at the time of emergency. I will be responsible for the emergency medical charges upon receipt of the statement. _____ is the preferred doctor/hospital.

Date: _____

Signature of parent/ guardian

Relationship to child

ADMINISTER PRESCRIPTION and/or OVER-THE-COUNTER MEDICINE

I authorize a Director at House of Children to administer prescribed or over-the-counter medicine to my child. As specified on the medication form, that I will fill out if I bring in any medication for my child.

Date: _____

Signature of parent/ guardian

Relationship to child

Transportation, Trips, or Excursions

I authorize House of Children, Inc. to transport my child on field trips and/or to be pick up from school and/or in case of an emergency. I understand when there is a field trip I will receive a field trip permission form. That I will fill out and turn into my child's teacher.

Date: _____

Signature of parent/ guardian

Relationship to child



State of Illinois Certificate of Child Health Examination

FOR USE IN DCFS LICENSED
CHILD CARE FACILITIES
CFS 600
Rev 11/2013



Student's Name			Birth Date	Sex	Race/Ethnicity	School /Grade Level/ID#
Last	First	Middle	Month/Day/Year			
Address Street City Zip Code			Parent/Guardian Telephone # Home		Work	

IMMUNIZATIONS: To be completed by health care provider. Note the mo/da/yr for every dose administered. The day and month is required if you cannot determine if the vaccine was given *after* the minimum interval or age. **If a specific vaccine is medically contraindicated, a separate written statement must be attached explaining the medical reason for the contraindication.**

Vaccine / Dose	1 MO DA YR			2 MO DA YR			3 MO DA YR			4 MO DA YR			5 MO DA YR			6 MO DA YR		
	DTP or DTaP																	
Tdap; Td or Pediatric DT (Check specific type)	<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT			<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT			<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT			<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT			<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT			<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT		
Polio (Check specific type)	<input type="checkbox"/> IPV <input type="checkbox"/> OPV			<input type="checkbox"/> IPV <input type="checkbox"/> OPV			<input type="checkbox"/> IPV <input type="checkbox"/> OPV			<input type="checkbox"/> IPV <input type="checkbox"/> OPV			<input type="checkbox"/> IPV <input type="checkbox"/> OPV			<input type="checkbox"/> IPV <input type="checkbox"/> OPV		
Hib Haemophilus influenza type b																		
Hepatitis B (HB)																		
Varicella (Chickenpox)										COMMENTS:								
MMR Combined Measles Mumps. Rubella																		
Single Antigen Vaccines	Measles			Rubella			Mumps											
Pneumococcal Conjugate																		
Other/Specify Meningococcal, Hepatitis A, HPV, Influenza																		

Health care provider (MD, DO, APN, PA, school health professional, health official) verifying above immunization history must sign below. If adding dates to the above immunization history section, put your initials by date(s) and sign here.)

Signature	Title	Date
Signature	Title	Date

ALTERNATIVE PROOF OF IMMUNITY

1. Clinical diagnosis is acceptable if verified by physician. *(All measles cases diagnosed on or after July 1, 2002, must be confirmed by laboratory evidence.)

*MEASLES (Rubeola) MO DA YR MUMPS MO DA YR VARICELLA MO DA YR Physician's Signature

2. History of varicella (chickenpox) disease is acceptable if verified by health care provider, school health professional or health official.
Person signing below is verifying that the parent/guardian's description of varicella disease history is indicative of past infection and is accepting such history as documentation of disease.

Date of Disease	Signature	Title	Date
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3. Laboratory confirmation (check one) Measles Mumps Rubella Hepatitis B Varicella
Lab Results Date MO DA YR (Attach copy of lab result)

VISION AND HEARING SCREENING BY IDPH CERTIFIED SCREENING TECHNICIAN

Date											Code: P = Pass F = Fail U = Unable to test R = Referred G/C = Glasses/Contacts
Age/Grade											
	R	L	R	L	R	L	R	L	R	L	
Vision											
Hearing											

Student's Name Last First Middle	Birth Date Month/Day/ Year	Sex	School	Grade Level/ ID #
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HEALTH HISTORY TO BE COMPLETED AND SIGNED BY PARENT/GUARDIAN AND VERIFIED BY HEALTH CARE PROVIDER

ALLERGIES (Food, drug, insect, other)			MEDICATION (List all prescribed or taken on a regular basis.)		
Diagnosis of asthma? Child wakes during the night	Yes No Yes No		Loss of function of one of paired organs? (eye/ear/kidney/testicle)	Yes No	
Birth defects?	Yes No		Hospitalizations? When? What for?	Yes No	
Developmental delay?	Yes No		Surgery? (List all.) When? What for?	Yes No	
Blood disorders? Hemophilia, Sickle Cell, Other? Explain.	Yes No		Serious injury or illness?	Yes No	
Diabetes?	Yes No		TB skin test positive (past/present)?	Yes* No	*If yes, refer to local health department.
Head injury/Concussion/Passed out?	Yes No		TB disease (past or present)?	Yes* No	
Seizures? What are they like?	Yes No		Tobacco use (type, frequency)?	Yes No	
Heart problem/Shortness of breath?	Yes No		Alcohol/Drug use?	Yes No	
Heart murmur/High blood pressure?	Yes No		Family history of sudden death before age 50? (Cause?)	Yes No	
Dizziness or chest pain with exercise?	Yes No		Dental <input type="checkbox"/> Braces <input type="checkbox"/> Bridge <input type="checkbox"/> Plate <input type="checkbox"/> Other		
Eye/Vision problems? _____ Glasses <input type="checkbox"/> Contacts <input type="checkbox"/> Last exam by eye doctor _____ Other concerns? (crossed eye, drooping lids, squinting, difficulty reading)			Information may be shared with appropriate personnel for health and educational purposes.		
Ear/Hearing problems?	Yes No		Parent/Guardian Signature _____ Date _____		
Bone/Joint problem/injury/scoliosis?	Yes No				

PHYSICAL EXAMINATION REQUIREMENTS Entire section below to be completed by MD/DO/APN/PA

HEAD CIRCUMFERENCE	HEIGHT	WEIGHT	BMI	B/P
DIABETES SCREENING (NOT REQUIRED FOR DAY CARE) BMI>85% age/sex Yes <input type="checkbox"/> No <input type="checkbox"/> And any two of the following: Family History Yes <input type="checkbox"/> No <input type="checkbox"/> Ethnic Minority Yes <input type="checkbox"/> No <input type="checkbox"/> Signs of Insulin Resistance (hypertension, dyslipidemia, polycystic ovarian syndrome, acanthosis nigricans) Yes <input type="checkbox"/> No <input type="checkbox"/> At Risk Yes <input type="checkbox"/> No <input type="checkbox"/>				
LEAD RISK QUESTIONNAIRE Required for children age 6 months through 6 years enrolled in licensed or public school operated day care, preschool, nursery school and/or kindergarten. Questionnaire Administered? Yes <input type="checkbox"/> No <input type="checkbox"/> Blood Test Indicated? Yes <input type="checkbox"/> No <input type="checkbox"/> Blood Test Date _____ (Blood test required if resides in Chicago.)				
TB SKIN OR BLOOD TEST Recommended only for children in high-risk groups including children immunosuppressed due to HIV infection or other conditions, frequent travel to or born in high prevalence countries or those exposed to adults in high-risk categories. See CDC guidelines. No test needed <input type="checkbox"/> Test performed <input type="checkbox"/>				
Skin Test: Date Read / / Result: Positive <input type="checkbox"/> Negative <input type="checkbox"/> mm _____ Blood Test: Date Reported / / Result: Positive <input type="checkbox"/> Negative <input type="checkbox"/> Value _____				

LAB TESTS (Recommended)	Date	Results	Date	Results
Hemoglobin or Hematocrit				Sickle Cell (when indicated)
Urinalysis				Developmental Screening Tool

SYSTEM REVIEW	Normal	Comments/Follow-up/Needs	Normal	Comments/Follow-up/Needs
Skin			Endocrine	
Ears			Gastrointestinal	
Eyes		Amblyopia Yes <input type="checkbox"/> No <input type="checkbox"/>	Genito-Urinary	LMP
Nose			Neurological	
Throat			Musculoskeletal	
Mouth/Dental			Spinal Exam	
Cardiovascular/HTN			Nutritional status	
Respiratory		<input type="checkbox"/> Diagnosis of Asthma	Mental Health	
Currently Prescribed Asthma Medication: <input type="checkbox"/> Quick-relief medication (e.g.Short Acting Beta Antagonist) <input type="checkbox"/> Controllor medication (e.g. inhaled corticosteroid)			Other	

NEEDS/MODIFICATIONS required in the school setting	DIETARY Needs/Restrictions
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SPECIAL INSTRUCTIONS/DEVICES e.g. safety glasses, glass eye, chest protector for arrhythmia, pacemaker, prosthetic device, dental bridge, false teeth, athletic support/cup

MENTAL HEALTH/OTHER Is there anything else the school should know about this student?
If you would like to discuss this student's health with school or school health personnel, check title: Nurse Teacher Counselor Principal

EMERGENCY ACTION needed while at school due to child's health condition (e.g. ,seizures, asthma, insect sting, food, peanut allergy, bleeding problem, diabetes, heart problem)?
Yes No If yes, please describe.
On the basis of the examination on this day, I approve this child's participation in _____ (If No or Modified,please attach explanation.)

PHYSICAL EDUCATION Yes No Modified **INTERSCHOLASTIC SPORTS** (for one year) Yes No Limited

Print Name _____ (MD,DO, APN, PA) **Signature** _____ **Date** _____

Address _____ **Phone** _____

(Complete both sides)

SUMMARY OF LICENSING STANDARDS FOR DAY CARE CENTERS

Introduction

The Department of Children and Family Services (DCFS) is responsible for licensing day care centers. When a day care center is licensed, it means that a DCFS licensing representative has inspected the facility and the facility was found to meet the minimum licensing requirements. A license is valid for three years. The day care center's license must be posted. It will indicate the maximum number of children allowed in the facility and the areas where children may receive care. Licensed day care facilities are inspected annually by DCFS licensing staff. If a complaint has been received regarding a violation of the licensing standards of a day care center, a licensing representative will conduct a licensing complaint investigation to determine if the alleged violation should be substantiated or unsubstantiated. Individuals may contact the Day Care Information Line to learn of substantiated violations.

Day Care Information Line

1-877-746-0829

This statewide toll-free information line provides information to the public on the past history and record, including substantiated violations, of licensed day care homes, day care centers, and group day care homes. This number operates Monday through Friday from 8:30 a.m. to 5:00 p.m.

Summary of Licensing Standards for Day Care Centers

The following is a summary of the licensing standards for day care centers. It has been prepared for you so that you may monitor the care provided to your child. This is a summary and does not include all of the licensing standards for a day care center. State licensing standards are *minimum* standards. If you observe a violation of any of these standards, you are encouraged to discuss your concerns with the day care center operator. In most cases, parents and day care operators are able to resolve the parents' concerns and issues. If you believe the day care operator is not responding to your concerns and may not be meeting state licensing standards, you may make a complaint to the local DCFS Licensing Office or by calling the Child Abuse Hotline at 1-800-252-2873 and stating that you want to make a licensing complaint. A DCFS licensing representative will investigate your complaint and report the results back to you. The day care center is required to provide a copy of its own written policies regarding the operation of the facility to each staff person and to parents of enrolled children.

Staffing

- The day care center must have a qualified child care director on site at all times. The director must be at least 21 years old, have completed two years of college or have equivalent experience and credentials.
- Early childhood teachers must be at least 19 years old, have two years of college or have equivalent experience and credentials.
- School-age workers must be at least 19 years of age and at least five years older than the oldest child in their care. They must have completed one year of college or have the equivalent experience and credentials.
- Early childhood assistants and school-age assistants must have a high school diploma or the equivalent and must work under direct supervision of an early childhood teacher or a school-age worker.
- Student and youth aides must be at least 14 years of age, at least five years older than the oldest child in their care, and must work under direct supervision of an early childhood teacher or a school-age worker.
- Student and youth aides are not generally counted for purposes of maintaining staff/child ratios.
- The director and all child care staff must have 15 hours of in-service training annually.
- All staff must have current medical reports on file and are subject to background checks for any record of criminal conviction or child abuse and neglect.
- A person certified in first aid, including CPR and the Heimlich maneuver, must be present at all times.

Group Size and Staff Requirements:

<u>AGE OF CHILDREN</u>	<u>STAFF/CHILD RATIO</u>	<u>MAXIMUM GROUP SIZE</u>
Infants (6 weeks through 14 months)	1 to 4	12
Toddlers (15 through 23 months)	1 to 5	15
Two years	1 to 8	16
Three years	1 to 10	20
Four years	1 to 10	20
Five years (preschool)	1 to 20	20
School-age: Kindergartners present	1 to 20	30.

- Exception: One early childhood teacher and an assistant may supervise a group of up to 30 children if all of the children are at least five years of age.
- Whenever children of different ages are combined, the staff/child ratio and maximum group size must be based on the age of the youngest child in the group.

General Program Requirements

- Parents must be allowed to visit the center without an appointment any time during normal hours of operation.
- Staff must demonstrate respect for each child enrolled regardless of gender, ability, cultural, ethnic or religious differences.
- There must be a balance of active and quiet activity. Daily indoor and outdoor activities are to be provided for children to make use of both large and small muscles.
- In pre-school programs where children receive care for less than three hours per day, outdoor activity is not required.
- Children may not be left unattended at any time.

Infants and Toddlers

- Infants and toddlers must be in separate space away from older children.
- A refrigerator and sink must be easily accessible.
- Toys and indoor equipment must be cleaned and disinfected daily. Safe, durable equipment and play materials must be provided.
- Either the day care center or the parent may provide food for infants' not consuming table food. Feeding times and amounts consumed must be documented in writing.
- No food other than formula, milk, breast milk or water may be placed in a bottle for infant feeding. Microwaves are not to be used for bottle warming.
- Children who cannot turn over alone must be placed on their backs.
- The facility must have a clearly defined diaper changing area with the procedures for changing diapers clearly posted. A hand-washing sink must be accessible for hand washing.
- Staff changing diapers must wash their hands and the child's hands with soap and running water after diapering.
- Information about feeding, elimination and other important information must be recorded in writing and made available to parents when the child is picked up at the end of the day.
- Only new cribs manufactured on or after June 28, 2011 must be in place

School-Age Children

- The facility must have a designated area for school-age children so they do not interfere with the care of younger children.
- Clear definitions of responsibility and procedures are to be established among parent, day care center and school when children move to and from school.
- A variety of developmentally appropriate activities and materials must be available for children. Opportunities must be provided to do homework, if requested.

Evening, Night and Weekend Care

- Family-like groups of mixed ages are allowed.
- Staff must be awake at all times and in the sleeping area whenever children are sleeping.
- Each child must have an individual cot, bed or crib.
- An evening meal and a bedtime snack must be served.
- Breakfast must be served to all children who have been at the facility throughout the night and are present between 6:30 a.m. and 8:30 a.m.

Enrollment and Discharge

- Parents must be provided the names, business address and telephone number of persons legally responsible for the program.
- Parents must be provided, in writing, information on the program, fees, arrival and departure policies explaining to the parents and guardians what actions the caregiver will take if children are not pick up at the agreed upon time, and the guidance and discipline policies.
- Parents must complete an enrollment application, which includes, for first time enrolment, providing a certified copy of their child's birth certificate (which will be copied by the center and returned to the parent), emergency numbers, and persons authorized to pick up their child.
- A child may only be released to a parent or other responsible person designated by the parent.
- Daily arrival and departure logs must be kept by the center.

Guidance and Discipline

- Parents must be given a copy of the guidance and discipline policy. .
- The following are prohibited:
 - corporal punishment
 - threatened or actual withdrawal of food, rest or use of the bathroom
 - abusive or profane language
 - public or private humiliation
 - emotional abuse, including shaming, rejecting, terrorizing or isolating a child
- "Time-out" is to be limited to one minute per year of age. "Time-out" may not be used for children less than two years of age.

Transportation

- The driver must be 21 years of age and hold a driver's license that has been continuously valid for three years.
- Children must not be allowed to stand or sit on the floor of the vehicle. Age appropriate safety restraints must be used when transporting children in vehicles other than school buses.
- The driver must make sure that a responsible person is present to take charge of a child when delivered to his or her destination.

Health Requirements for Children

- A medical report indicating that the child has been appropriately immunized must be on file for each child. Parents are encouraged to be informed about childhood immunizations by going to the following Web site: http://www.state.il.us/dcf/daycare/Childhood_Immunizations.shtml. A tuberculin skin test is to be included in the initial exam unless waived by a physician.
- The medical report is valid for two years for infants and preschool children. Exams for school-age children are required consistent with the requirements of the public schools.
- The center will comply with the Illinois Department of Public Health's Hearing and Vision Screening Codes and the Illinois Child Vision and Hearing Test Act.
- Children aged one to six years must have either a lead risk assessment or a lead screening.
- Water must be freely available to all children.
- Children's hands must be washed with soap and water upon arrival at the center, before and after meals or using the toilet, after wiping or blowing their noses, after outdoor play and after coming into contact with any soiled objects.
- Prescription and non-prescription medication may be accepted only in its original container. The center must maintain a record of the dates, times administered, dosages, prescription number (if applicable) and the name of the person administering the medication.
- Medication must be kept in locked cabinets or other containers that are inaccessible to children.

Nutrition and Meals

- Menus must be posted.
- Meals and snacks must meet nutritional guidelines.
- Children in care two to five hours must be served a snack. Children in care five to 10 hours must be served a meal and two snacks or two meals and one snack. Children in care more than 10 hours must be served two meals and two snacks or one meal and three snacks.

Napping and Sleeping

- Children under six years of age who remain five or more hours must have the opportunity to rest or nap.
- Infants must sleep in safe, sturdy, freestanding cribs or portable cribs.
- Toddlers may use either stacking cots or full-size cribs.
- A cot or bed must be provided for each toddler or preschool child in attendance five or more hours. Each cot, bed or crib must be labeled with the name of the child.

Physical Space

- Infants and toddlers must be housed and cared for at ground level unless special approval has been granted from the Department.
- Indoor space must provide a safe, comfortable environment for the children. Floors and floor coverings must be washable and free from drafts and dampness.
- Toilets and lavatories must be readily accessible to the children.
- Hot and cold running water must be provided.
- Hazardous items must be inaccessible to children.
- Parents must be notified before pesticides are applied, unless in an emergency
- Exits must be unlocked and clear of equipment and debris.
- Drills for fire and tornado must be conducted. A floor plan must be posted in every room indicating the areas providing the most safety in the case of a tornado and the primary and secondary exit routes in case of fire.
- Smoking or the use of tobacco products in any form is prohibited in the child care center or in the presence of children while on the playground or on trips away from the center.
- Play materials must be durable and free from hazardous characteristics.
- The facility may not use or have on the premises any unsafe children's product as described in the Children's Product Safety Act. Lists of unsafe children's products and recalls from 1989 to now are available at: www.idph.state.il.us/webapp/SRSApp/pages/index.jsp.
- The facility must be cleaned daily and kept in sanitary condition at all times.
- First-aid kits must be maintained and readily available for use.

Outdoor Play Area

- Play space must be fenced or otherwise enclosed or protected from traffic and other hazards. There must be a shaded area in summer to protect children from excessive sun exposure.
- All areas of the outdoor play space must be visible to staff at all times.
- Equipment must be free of sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, the potential for entrapment and/or other hazards.
- Protective surfaces must be provided under equipment from which a child might fall
- All swimming pools must be fenced or otherwise inaccessible to children.
- During hours of operation and at all times that children are present there must be a means for parents of enrolled children to have direct telephone contact with a center staff person.

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CFS 1050-52 – Rev. 8/2012

This summary has been developed to assist parents in monitoring the care provided by the day care center.

*For a complete copy of the Licensing Standards, write or call
Department of Children and Family Services*

Office of Child and Family Policy

406 East Monroe Street

Springfield, Illinois 62701

Telephone (217) 524-1983

Licensing Standards for Day Care Centers may also be accessed through the DCFS website: www.state.il.us/dcfs and following the links to Part 407, Licensing Standards for Day Care Centers. You may also contact your nearest DCFS office.

CFS 581
Rev. 12/2000

State of Illinois
Illinois Department of Children and Family Services

VERIFICATION OF RECEIPT

I/WE, _____
Please Print Name(s)

parent(s) of _____, hereby certify that I/we have
Name(s) of Child(ren)

received a copy of a summary of licensing standards printed by the Illinois Department of Children and Family Services.

Signature of Parent

Date

Signature of Parent

Date

THIS COMPLETED FORM IS TO BE PLACED IN EACH CHILD'S FILE AT THE DAY CARE FACILITY.

House of Children
Expectations and Understandings

In choosing to enroll my child into a program at House of Children, whether temporary or long term, part-time or full-time, I have a certain set of expectations.

- I expect that my child will be cared for, not only taken care of.
- My child will receive adequate (& enjoyable) nutrition throughout the day, providing they are present at eating times.
- I expect that my child will be safe and not be exposed to anything that is in any way dangerous to him/her.
- I expect that my child will develop social, physical and intellectual skills at a developmentally appropriate rate, which is unique to each child.
- I expect that my child will be stimulated by new experiences on a daily basis, while still being made comfortable with the familiarity of his / her surroundings.
- I expect that my child's caregivers and teachers will communicate with me regularly on any and all issues that concern or affect my child.
- I expect my child's caregivers and teachers to act as professionals at all times and to use the knowledge that they have gained through experience and education, to the benefit of my child.
- I expect that my child and I will be treated with respect and consideration.
- I expect that my child will enjoy their experience at House of Children, and that I will experience the peace of mind that comes from knowing that my child is safe and happy.

House of Children has the following expectations in addition to other policies; I understand that House of Children, in providing for the needs of my child has expectations as well, including;

- Regular communication from me, on issues at home or other, that might affect my child's disposition or behavior, or could call for additional attention to be needed by my child in any area.
- I will provide my child with clean and fresh clothing, and baths on a daily basis.
- I will maintain my child's supplies as requested by policies or caregivers and teachers.
- I will pay my tuition on time, so as not to adversely affect the program or my child's participation in the program.
- I will maintain a commitment to direct and immediate communication with the Center Director regarding any center-related issues that could affect the well-being of any child.

In order for House of Children to provide quality care for the children enrolled, certain understandings and agreements must also exist. Some of those agreements are indicated here, and require signed approval:

I understand that there is a non-refundable \$50 registration fee due at the time these documents are completed. This fee will serve to hold a space in class for my child. I will also pay my child's first week's tuition two weeks prior to their start date.

Initial Here, sign at end of document: _____

I understand that my child's tuition is _____ per week or _____ per month.

If I am paying monthly, tuition is due by me on the 1st of the month of services being provided.

If I am paying weekly or bi-weekly, tuition is due on the Friday prior to the week services are provided.

I understand that late tuition will result in a \$10 late fee plus a fee of \$1 for each day that it is late.

I understand that if I am late picking up my child (after 5:55 pm), I will be responsible for a \$1 per minute charge due that evening or the next day of attendance.

Initial Here, sign at end of document: _____

Even if any subsidy or other payment arrangement is in place, I remain personally responsible for seeing that the center is paid for services contracted here, by my request. This means that if I become disqualified from subsidies or other types of support, either temporarily or permanently, I will personally make full payment of the tuition amount agreed upon here in a timely manner (by the due date).

Initial Here, sign at end of document: _____

I agree that when my child's enrollment at House of Children is to end, I will give at least two weeks notification in writing to either my child's teacher, or the Center Director. Any lack of notice will result in charges accruing for the two weeks after my child ceases to attend. This is a matter of respect for the Center personnel, and for people who may be waiting for their child to be enrolled in the program.

Initial Here, sign at end of document: _____

Expectations & Understandings Continued

I agree that I will pay any nominal amount (under \$10) for field trips and class pictures when they are offered to my child's class as long as I have proper notification, unless I notify the center in writing that my child will not be participating in the additional activity prior to the day on which that activity will take place. These nominal amounts will be added to my tuition, or can be paid separately. This policy allows my child's caregiver time to make alternate arrangements for daily activities for my child (if they are available).

Initial Here, sign at end of document: _____

I understand that the center's employees are well trained and qualified for what they do, and that they are employed to serve the needs of the children enrolled in the program (including my own). Employees of the center are not available for hire during the work-day, which is 8am-6pm Monday thru Friday. If I choose to hire an employee or ex-employee of the center either while they are employed by the center, or within ninety (90) days of the end of their employment at House of Children, that I will pay the center a fee of \$2,000, to be paid within 10 days of the employee's leaving House of Children, or beginning in my employ, whichever occurs first.

Initial Here, sign at end of document: _____

Name(s) of Child(ren) _____

Parent / Guardian's Signature: _____ Date: _____

Name Printed: _____ Enrollment/Start Date: _____

Illness Policy – House of Children

In the interest of maintaining your child's health, we are putting our illness policy in a format that you and the other parents in your child's class can review & acknowledge. Illness is an inevitable fact of life for young children in a group care setting. To reduce the incidents of illness at our center, we must however set some standards for attendance.

Standards for Illness Attendance:

- Children with a low fever can be brought to school *unless* there is another symptom present that would indicate a potentially contagious condition ie; rash, lethargy, excessive irritability, vomiting, diarrhea. Bringing a child to school with a fever is discouraged.
- A child who has been sent home with a fever over 101 may not return until they have been fever free for 24 hours.
- Children who's illness is being managed with fever-reducing medication may not be brought to school until they have recovered for at least 24 hours with no fever-reducing medication. Fever-reducing medications mask symptoms and encourage parents to bring a child to school that is still contagious. This is primarily why children become sick in a group setting. Note: A child who comes to school apparently healthy, then spikes a fever is generally suspected of being medicated. Bringing a sick, medicated child to school is grounds for discharge from the program.
- Children with open cold-sores, impetigo, or Chicken pox cannot be brought to school until all blistering is healed over.
- Children with an unidentified rash cannot be brought to school until the rash is clear, or has been identified as non-contagious.
- Children or siblings of children or adults with lice, or those sharing residence or transportation with children or adults with lice or lice nits present may not attend programming and must submit to head-checks upon request.
- Children should not be brought to school if they have vomited within the past 24 hours.
- Children should not be brought to school if they have experienced diarrhea without a recovering firm bowel movement.
- Children with a repetitive cough can be brought to school *only if* they have a written Dr. note that they are not contagious. The school reserves the right to over-ride Dr's notes.
- Children with chronically runny noses should be treated with over the counter medication to reduce discharge while at school. A child may be sent home due to severe runny nose. A nose that runs green through the entire day should be treated by a Doctor as this is clear indication of infection.

More than all of these standards, parents must use their own good judgment. When your child is sick by your standards, please don't expose them to other children. It's hard enough on you & your child please don't put other parents & children through the same struggles.

Thank you for your assistance in implementing this policy.

The school reserves the right to deny admission to any child on any day, based on the opinion of the "Director in Charge" at the time a child is brought in.

I have read the Illness Policy and understand it completely. _____

Adult's Name

Child's Name

Child's Name

House of Children Medication Policy

In the continuing effort to provide a safe and healthy environment for the children in our care, House of Children has implemented the following policy concerning medication.

The school will give medication as prescribed *and* as directed by parents within the following guidelines; Medications prescribed for once or twice per day will not be given at school unless a Doctor specifically states that the timing of the medication requires that it is given during the child's attendance. For medications required to be given three or more times per day, House of Children staff will give the dose once per day, unless otherwise required by a Doctor. Vitamin & nutritional supplements should be managed at home, not brought in to the center, unless the parent & Director meet & determine otherwise.

All Medication to be left for a child at school must be signed in by the legal guardian of the child, on a form that is available on a clipboard in the front lobby, near the front door.

The form & medicine must be taken by the guardian to the Director or to the Infant room staff, who will then immediately lock the medicine in a container set up specifically for that purpose. The form must be filled out in it's entirety and dated. Each dose given to the child will be recorded on this form. The form will cease to be valid 14 days after it is originally filled out.

All parents are expected to sign this policy. A copy of the policy with their signature will be kept on file and a copy will be returned to them. Parents must be aware that violation of this policy ie; leaving Tylenol in a back-pack or diaper bag is grounds for immediate discharge from the program.

Parent/Guardian Name & Signature

Date

Child or Childrens' names;

Transportation Policy

Parents, Please read this carefully!

Car Seats & Summer Program

As our number one goal in planning our summer programs is safety, we contacted the Woodstock Police. Here is the resulting plan for transporting our Pre-School Groups, to & from Emricson Park & the Aquatic Center.

All Children under 40 lbs will be in a 1yr old center-owned car-seat, either high-back, or booster.
All Children under 30 lbs will be in a 1yr old center-owned high back five point harness car-seat.
Children over 40 lbs will either be in a booster seat or in a lap-belt only, no car-seat.

Here's why:

While we thought that there was a way for all children up to 80 lbs to be in a booster, or other car-seat, there is no legal way of doing so. This is why school busses don't have car-seats. Booster seats can only be used with lap & shoulder belt combinations, and children over 40 lbs cannot be in five point harness seats. In our van, there are five lap/shoulder belt seats, and all will be equipped with a booster for children from 30 lbs & up.

To accommodate children under 30 lbs, we have a limited number (depending on weight of children) of high-back, five point harness seats which will be professionally installed.

So here's what you need to do today!

1. Weigh your child & provide that information on this page
(We will use the weight provided by you to determine the correct & legal seat for your child)
2. Sign the bottom of this page, cut & return to House of Children.



I agree that House of Children can transport my child, with the understanding that the transportation restraint policy is that when traveling to & from summer camp activities sponsored by House of Children:

All Children under 40 lbs will be in a center-owned car-seat, either high-back, or booster.
All Children under 30 lbs will be in a center-owned high back five point harness car-seat.
Children over 40 lbs will either be in a booster seat or in a lap-belt only, no car-seat.

My Child Name is: _____ His/her *Current, Exact* Weight is: _____ lbs.

My Child Name is: _____ His/her *Current, Exact* Weight is: _____ lbs.

Parent's Name: _____ Signature: _____

Date: _____

House of Children Parent Orientation

Parent Name(s): _____

Date: _____

Parent's E-mail: _____

Parent's Goals for Child in Program: _____

House of Children Policies and Administration notes

- House of Children mission statement
- School age range/ school hours, classroom ratios
- Arrival and Departure
- Parent Policy
- Guidance Policy
- Transportation
- Tuition Rates

Child care plan

- Classroom schedule
 - Daily Activity Schedule
 - Drop off Time Restrictions
 - Field Trip Schedules
- Supplies
 - Bedding
 - Clothing
 - Diapers / Wipes
 - Sunscreen / Bug-Spray
- Meal Service
 - Allergies / Food Replacements
 - Serving Times
 - Menu; Components, Introduction of components for infants
 - Formula / Breast Milk

Communication

- Parent – Teacher
 - Notes will be sent home via e-mail daily
 - Important class information will be posted on the door or parent board
- Center – Family
 - Newsletters will be sent via e-mail
 - Copies of newsletters will be posted on the front door of center
 - Web site has copy of annual calendar and archived newsletters

Curriculum

- Education Plan “Play-Based” Teacher Planned – Child Initiated Activities
- Portfolios – Cumulative - Conferences – Annual
- Field Trips; Seasonal, Performing Arts, Library, Summer Camp
- Pre-Kindergarten / Kindergarten – ISBE Early Learning Standards
- Safety Attire
 - Field Trips – Burnt Orange Shirts
 - No Super Hero Clothing – Gear – Toys – Snacks
 - Closed toed, closed back shoes/sandals only

Tuition note: I understand that tuition is due as agreed upon, regardless of child's attendance or facility availability due to planned or emergency closures.

Parent(s) Signature: _____

Administrator Signature: _____