



Updated 1/2021

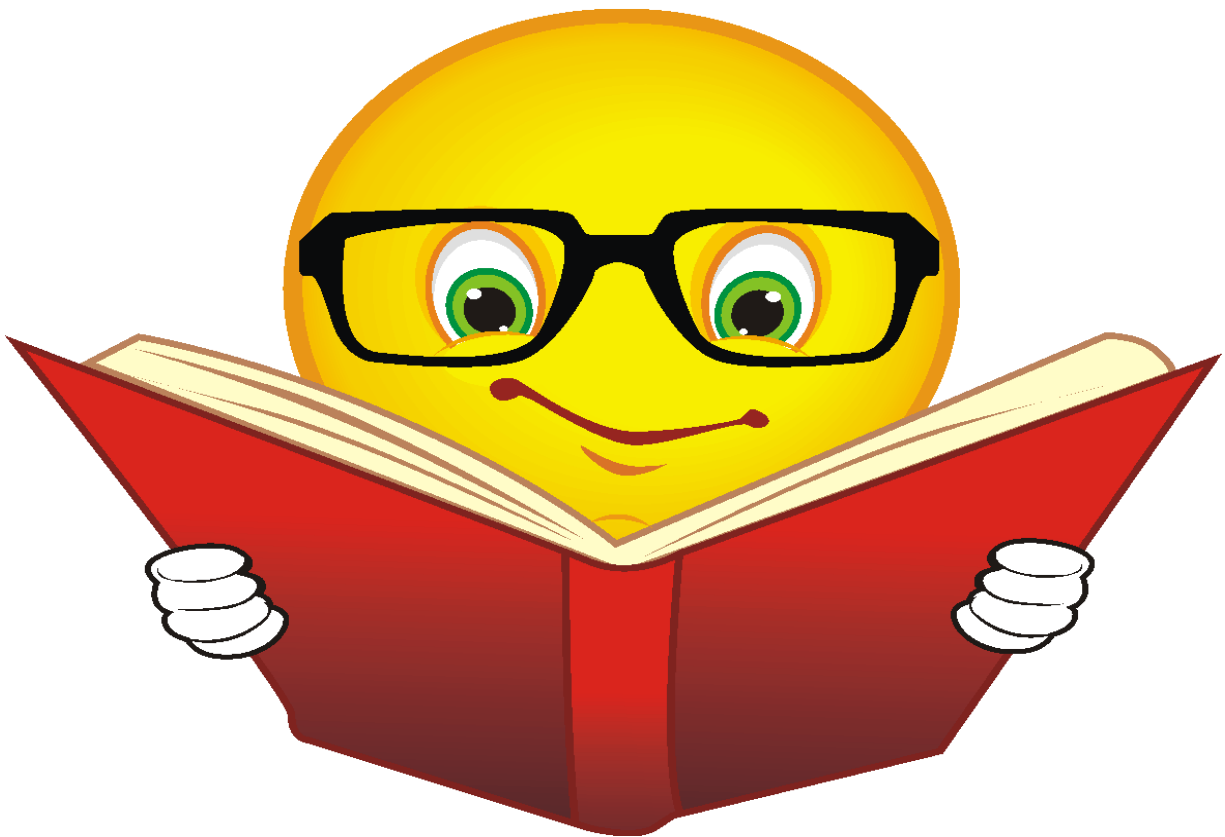
Little Einsteins Daycare, Inc

3735 W. Fullerton Ave., Chicago

(872) 206-2619

3644 W. Wrightwood Ave., Chicago

(773)276-8153





Dear New Little Einstein's Family,

Welcome to our center! We would like to provide you with some basic information regarding our program structure for your child's care.

❖ Statement of Purpose

The purpose of Little Einsteins Daycare, Inc. is for children to excel at an accelerated pace within academics as well as to promote family involvement and development. This program will provide an alternative to traditional childcare by implementing an advanced curriculum beginning at infancy. The aspiration of this establishment is to ensure that children achieve success "because of" rather than "in spite of." We have established a safe and joyful environment where children learn as they play. Parents should feel peace when leaving their children under the care of the staff here at Little Einsteins Daycare.

❖ Little Einsteins Daycare Mission Statement

We are qualified childcare providers. We believe in teaching children academics and allowing them to express themselves while providing them with boundaries and teaching them manners. We also believe in teaching children to be independent and self-sufficient within their capabilities. We are unable to be fully successful in these goals without reinforcement at home. We insist upon our parent's partnership with us to ensure the best outcome and investment in our children.

❖ Description of Our Program

Children are inquisitive explorers and ready learners. The classrooms are organized by age groups and developmental capacities which provide the type of activities that will challenge and nurture the children's interests. The areas in which we focus are sensory awareness, creative and expressive arts, dramatic play, block building, fine and gross motor manipulations, language and reading skills, outdoor play, music and movement, science and discovery learning. Each age group has very unique needs, and all of our caretakers are experienced in handling these needs.

❖ Tours/Orientation

We offer virtual Q&A sessions to discuss the type of care that we offer. It is a time for us to reassure and inform the parents of what occurs during the day while their child is in our care, in addition to answering any questions the parents may have. All families that enroll for childcare are placed on a 2 week probationary period. In-Person tours are offered any time after a virtual Q&A session has been completed. Tours are 10 minutes long and allows parents to come in and simply view the space.

Once your child is fully enrolled, you are encouraged to direct any questions or concerns regarding our policies to your child's primary caretaker or the Director of the center. Please be aware that you, the parent/guardian, are expected to follow the policies listed on the following pages for as long as your child/children are enrolled at Little Einsteins Daycare, Inc. We would like to thank you in advance for your attention and cooperation. We encourage you to familiarize yourselves with the packet as it is fundamental in serving the best interest of your children. We are grateful and excited to begin this journey with you!

Sincerely,

Marisol Nieves
Owner/Director



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Hours of Operation

Our hours of operation are 7:00AM to 5:30PM. The drop off times are as follows; no earlier than 7:00AM and NO later than 9:00AM. ***Any child that arrives after the 9:00AM cut off will not be permitted to participate in care for the day.*** Discretion will be used if the family communicates extraordinary circumstances so that the center and family can create an agreement that best serves the child. ***Please schedule doctor's appointments as not to conflict with the cut off times.***

Enrollment Procedure

Before a child is admitted into the center, there must be a complete application packet filled out. We must have these forms in our office before the child can begin enrollment. [No exceptions]

In accordance with the Cook County Department of Health and the Illinois Department of Children and Family Services regulations, each child must have a completed medical form filled out and signed by a physician and on file before the first day of attendance. The medical form must have the doctor's signature and office stamp on it. The medical form must include the parent survey, child immunization history, TB test with results not older than 6 months and a lead test. ***Your child's medical form needs to be updated every year.***

Transitioning From Home

The initial transition from home to Little Einsteins Daycare can start at the very heart of your home. Your child's individual needs and developmental stages are important to us. We strive to provide the most effective process in transitioning your child from home to school. We believe that working together, we can establish trust and a smooth foundation.

Here are some tips:

- Allow your child to learn self soothing when at home. Practice methods of separation from parent(s), especially when sleeping.
- Talk about school with your child and help them to become comfortable with the idea of going to school.
- Schedule your child's naps similar to the naps your child would take here.
Toddlers (12:15-2:15) 30mo-5yrs (1-3)
- Schedule a time to sit in with your child and visit their classroom for up to 15 minutes once officially enrolled. Parents must follow social distancing guidelines, wear personal protective equipment. This may help your child better adjust and understand that this is a safe place.

The well being of your child is important to us. Please feel free to communicate with us about anything that can help us facilitate a smooth transition for your family. Above all, trust the process. We believe that each child is an individual and will successfully complete the transition process at their own pace.



Day-to-Day Information

For updated COVID-19 regulations, please see Page 10.

Security (Entry and Exiting of the Building)

Upon enrollment all parents are required to sign a Key Fob Agreement. This agreement provides each client with an ID number in order to access the front door of the building. A fee of \$15.00 must be provided upon enrollment for each parent. **We ask that parents do not hold the door open for anyone else, even if you know the family.** If the individual is a client or parent, they will be able to enter the building by using their own key fob. In the event that someone is trying to enter the building and is not recognized or does not have a key fob, they should be asked to wait outside until a staff member comes to meet them. Placed outside of the main door is an intercom. Anyone who does not have a key fob can communicate with staff via the intercom and be buzzed in. (We can keep this and explain the wait after enrollment)

Drop-Off Procedure

Arrival Checklist

- Complete MedBot Questionnaire before arrival (COVID)
- Place all of your child's belongings into your child's cubby
- Meet with your child's teacher so that your child can be checked in and receive their daily health check
- If your child is able to lift their head, they should be taken to wash their hands
- Align bottles in the tray labeled with your child's name (if applicable)
- Communicate to the teacher when your child was last fed, changed and any other important details via classroom communication board or via Himama message (if applicable)

CHILD WILL NOT BE ACCEPTED IF ASLEEP. We must wake the child and conduct the daily health check accordingly. **Please NEVER leave your child unattended in the school.**

General School Routine

Little Einsteins Daycare believes that a child is never too young to learn. We believe that children learn best through modeling and hands-on experiences. Therefore, the activities will be based on your child's age and ability. Each classroom has a daily schedule that they follow. In general, children will arrive in the morning and enjoy free play until breakfast. After breakfast, children ages 15 months and older will have circle time, table activities (such as art, science or writing) and music. They will then enjoy outdoor play (if weather permits.) At 11:45 AM they will prepare for lunch. After lunch they will have the opportunity to take a much needed nap! Between 2:15-3PM children will begin to rise up from nap and be offered a snack. Once they have finished their snack, they will enjoy stations (such as building blocks, library or listening center), free play or outdoor play until they are dismissed. A more detailed per-classroom schedule will be discussed upon enrollment. We incorporate principles from both The Creative and Highscope Curriculums.



Infants will be on a schedule as agreed upon by parent and teacher. During the day, infants shall be stimulated with visuals (such as photo cards and manipulatives), toys, music and age appropriate exercises.

Pick-up Procedure

Departure Checklist

- Arrive no later than 6pm. Late fee will apply (see section “Late Pick Up” below)
- Call Little Einsteins Daycare if you are going to be late.
 - Wrightwood: 773.276.8153
 - Fullerton: 872.206.2619
- Be sure that your child’s teacher has checked your child out.
- Communicate with your child’s teacher for details on your child’s day before departure. (Details of your child’s day can also be found on their daily report sent via HiMama Parent App.)
- Assist your child in gathering his/her belongings from his or her cubby and check for any wet or soiled clothing. (Please note: It is the parent’s responsibility to replenish ziplock bags of extra clothing and supplies.)

Late Pick Up

Any child who is picked up after 6:00PM is charged a late fee. We kindly ask that you demonstrate respect for your child and teacher by arriving on time for pick-up. If you must be late, you should contact the school. The late fee is \$5.00 for the first minute, \$1.00 for each additional minute after 6PM. The rate changes to \$3 per minute after 7PM. **If no communication has been made by 7pm, we will call all provided numbers a total of 3 times. If we are unable to reach someone, we will contact the local police department and social services for assistance.** Little Einsteins Daycare DOES NOT provide pick-up or drop off service. Each parent must make arrangements for their children to be picked-up and dropped off at the center.

Release of Children

The child/children enrolled will only be released to those listed on the contract and emergency forms. Only those people whom the parent/guardian authorize through written consent will be allowed to pick up the child. The mother/father are always allowed to pick up their children from daycare regardless of being on the pickup list. **(A court order is the only document that prevents a parent from picking up their child.)** **WE WILL NOT RELEASE CHILDREN TO ANYONE WHO IS NOT ON THE LIST.** In the event that staff is not familiar with the individual picking the child/children up, the individual must be age 18 or older and will need to present a valid driver’s license or state I.D. before the child is released to them. Persons employed by Little Einsteins Daycare, Inc. may not sign children out. Ex-employees may do so after one full year of leaving the company once added as an authorized pick-up person. A person whose information is not on the emergency form may pick a child up if the following guideline is met:



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- A signed consent form containing the name and address reflected on his or her driver's license/ID, as well as their phone number must be provided prior to the pick-up day. Sign consent forms can be faxed to 773.227.9755 or emailed to your center director.
 - Wrightwood (daycare.lina@gmail.com)
 - Fullerton (daycare.le@gmail.com)

Please make permanent pick-up arrangements for your children. We do not allow for people to be added and then taken off and then re-added. ***Just because someone dropped off the child does not mean that they can pick them up.*** Anyone can drop the child off; taking them out of the center needs to be done with written authorization on file by the parent or legal guardian. The above rules need to be followed for the safety of the child. ***Once the authorized pick-up person arrives and GREETs the child, the child becomes the responsibility of that individual.***

It is the responsibility of the parent or the person dropping off to take the child to their classroom and take off their coats and personal belongings. However, due to COVID, staff will help children place their belongings in their cubbies. All of the child's items should be placed in their classroom cubby. All of your child's belongings are to be labeled. All children must be taken by the drop-off person to hand-wash before interacting with other children or toys.

The same policy is applied for pick up; children are not allowed to be in the building by themselves. If another adult or child accompanies you into the daycare facility for pick up/drop off, they must remain with you at all times to ensure the safety of all individuals in the building.

Children will not be released to anyone (including the parent) who is intoxicated by alcohol or drugs (childcare providers will use discretion). Children will be held until a sober individual listed on the emergency form picks the child up. ***Late fees will apply.***

Contact Information

It is very important for parents to notify us of changes to your contact information. **You are REQUIRED to let us know IMMEDIATELY if you move, change phone numbers, cell phone numbers, jobs or residence/ mailing addresses.** There are many reasons why we may call, for example if your child becomes ill, has an accident, is not picked up on time or experiences an emergency at the school. We will require a new Emergency form to be filled out yearly in September.



Daycare Calendar/Closure Dates

Holidays/Staff In-Service days

Daycare will be closed on the following holidays:

- New Years Day
- Good Friday
- Staff-Inservice Friday prior to Memorial Day
- Memorial Day
- Summer Break (First Week of July: If the Fourth of July falls on a Saturday that Calendar year, we are closed the week before. If the Fourth of July falls on a Sunday that Calendar year, we are closed the week after.)
- Staff-Inservice Friday prior to Labor Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Winter Break (December 24th - January 1st)

Paid holidays are a benefit we require of our clients. Parents who participate in the Illinois Action for Children Program will include the payment in the monthly co-pay. Please see table 2 on page 11 of this handbook for clarification.

Emergency Closings due to Emergency/Weather

1. Notification of Emergency Closings will be sent Via HiMama
2. Call the school Director at 312-656-6861 (Fullerton Location) 773-704-3434 (Wrightwood Location)

Festivities/Celebrations

Friendship Mail

Week of the Child

Graduation

Thanksgiving Feast

Christmas Celebration

Halloween: At Little Einstein's we have never "celebrated" Halloween, therefore we are open, provided it falls on a weekday. We, of course, celebrate children and children are welcome to dress up any day of the year. Halloween is no exception to that.



COVID-19 Guidelines

In order to maintain the health and safety of staff and students during the coronavirus pandemic, the following practices have been put in place. These practices were created under the guidance of the Centers for Disease Control and Illinois Department of Health - health checks and screenings will be done daily upon arrival.

Extra Hygiene Measures and Procedures

1. **Handwashing**: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. **Sanitizing/Disinfecting**: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfection process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. **Mask wearing**: Each enrolled student will receive a face mask with their enrollment kit that they can use while here. It is the responsibility of the parent to provide extra child sized face masks for children 2 years and older. We also have extra child and adult sized face masks. If you or a family member needs a mask, please email the director, and one will be provided for you.
4. **Social distancing**: Each class is considered a "family." Each "family" will social distance from other "families" to assure safety. Children will not need to wear a mask when they are in their "home" (classroom), on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. When staff and children leave the classroom, if over 2 years old, they will wear a mask to the best of their ability until they get to their destination. Once they reach their destination, masks will be made optional and placed in an individual container/bag. All staff will wear masks when not in their personal office/classroom.
5. **Drop off/Pick up Procedures**: Parents are now required to fill out the myMedBot survey for their child before being dropped off. Then, parents are to send a message via HiMama 15 minutes prior to their arrival so teachers can meet them at the door. Parents must show their survey confirmation at the door. Once inside, teachers will perform temperature and health checks for both parent and child(ren). Then, teachers will receive students and put their items in their cubby and take them to hand wash. Parents will sanitize their hands and sign children in, then say goodbye for the day. If families are waiting outside, maintain social distancing as much as possible. At pickup, parents must send a message at least 15 minutes prior to pickup



so teachers can have their child ready to go. Parents will come in, sanitize hands, sign their child out, and pick up their child for the day.

Photos/Video/Facebook

Little Einsteins Daycare takes photos and videos of the children for many purposes. We display them in the classroom, place them in our scrapbook, use them for projects and gifts, etc. There is also a Little Einsteins Facebook Page. We may post pictures of activities such as our Father-Daughter dance, Backyard Summer Cookout, Spirit Week, etc. There is a Permission to Photograph Form in the Enrollment Packet. By authorizing the use of photos on Facebook, you release Little Einsteins of any liability for distribution that may occur (such as the photo containing your child being tagged by a Facebook friend).

Tax/Statements of Childcare Payments

Childcare statements for income tax purposes will be provided electronically via email by the accounting manager no later than January 31st of each year. Please email requests to le.quickpay@gmail.com.

Tuition

The current weekly or monthly tuition at Little Einsteins Daycare is as explained on Page 10 of this handbook. Little Einsteins has three enrollment options: Full-time Monday-Friday, Part-time MWF or Part-time Tu/Th. Once an option is selected it cannot be changed mid-month. In addition, frequent tuition schedule changes cannot be accommodated. **** There are no refunds for holidays or in-services.** There are no refunds for emergencies or events due to weather, such as snow and power outages, which are beyond our control.** Unfortunately, we cannot call parents individually to notify them that we will be closed. Parents are welcome to call the school to verify school closures, check for electronic notifications via the HiMama parent communication app, or visit our website.

Tuition is based on the space your child occupies in the program and is not dependent on attendance or days that the program is closed.

Please see the tuition payment options form in the Enrollment Packet.

Parents applying for or actively participating with Action for Children will be expected to pay the difference between what is paid by the subsidy program and the tuition as explained in table 2, in addition to the monthly co-payment required by Action for Children. This is to cover the tuition shortfall between the school's tuition and the reimbursement rate from Action for Children.

Parents applying for Action for Children must pay full tuition until their application is approved. Once Little Einsteins Daycare is reimbursed by Action for Children, your account will be credited. If your application is denied then the expenses paid by you will be credited to your account towards past and



future tuition bills. Your account will be charged the current weekly tuition rate for past and future months.

In the event that tuition is paid late, a late fee of \$15 per occurrence will be applied to your account. Little Einstein's accepts the following forms of payment:

- Zelle or QuickPay via Chase Bank (le.quickpay@gmail.com), which is our preferred method of payment.
- Cash, money orders and checks made out to: Little Einsteins Daycare, Inc.
- Credit Cards with an additional 3% processing fee

If parents ask Little Einsteins Daycare to hold a spot for their child, a Holding Contract shall be completed in which the parent(s) are required to pay a one week non-refundable deposit and one month's tuition, which is refundable within a 30-day cancellation notice. Failure to pay the Holding Contract fees by date stated on the contract will result in the loss of the reserved space. Upon enrolling their child, all parents are required to sign a tuition contract.

All parents who leave the school with a financial obligation are subject to being sent to collections or having a civil lawsuit filed against them for non-payment for services rendered along with any court costs the center may incur. In the lawsuit we will ask for garnishment of wages.

Weekly childcare **tuition payments are due every Monday** of the week of care **by 6pm**. **Monthly** tuition payments are **due the 1st of every month by midnight**, unless other payment arrangements have been made with the Director and/or Accounting Manager. The preferred method of payment is Quick Pay or Zelle to le.quickpay@gmail.com.

Parents will pay tuition according to the age bracket the child falls into at the time of enrollment. The Tuition will decrease **the month after the child's birthday**. For example, if the child turns 18 months on February 1st-28th, then the decrease in rate will be implemented effective March 1st. If a child turns 2 on May 1st-31st, then the decrease will be implemented effective June 1st.



Tuition Rate Sheet

Effective August 1st 2020 - June 30th 2021

Tuition rates are subject to change. Notice will be given to each parent
30 days before the increase will take affect

Parents, PLEASE NOTE: Bi-weekly payment option is not available. You have the option to pay tuition weekly or monthly. Please discuss your option with the Program Director. Thank you.

Table 1 (For private paying families)

Age of Child	Weekly 5 Days per week M-F	Monthly 5 Days per week M-F	3 Days Per Week M, W, F	2 Days Per Week Tu, Th
6 weeks -24mo	\$450.00	\$1950.00	\$315.00/wk OR \$1365.00/mo	\$210.00/wk OR \$910.00/MO
Age 2-3 yrs	\$330.00	\$1430.00	\$240.00/wk OR \$1040.00/MO	\$160.00/wk OR \$690.00/mo
Age 4-6 yrs	\$270.00	\$1,170.00	\$195.00/wk OR \$845.00/mo	\$130.00/wk OR \$560.00/mo

Table 2 (For families using the Illinois Action for Children Program)

<u>Difference in tuition additional to monthly co-pay</u>			
Age of Child	Monthly 5 Days Per Week	3 Days Per Week M, W, F	2 Days Per Week Tu, Th
6 weeks - 24mo	\$770.00	\$145.00/wk OR \$625.00/mo	\$95.00/wk OR \$410.00/mo
Age 2-yrs	\$485.00	\$105.00 OR \$455.00/mo	\$70.00 OR \$300.00/mo
Age 4-6yrs	\$370.00	\$50.00 OR \$215.00/mo	\$35.00 OR \$150.00/mo

For parents who participate in the Illinois Action for Children Program, Table 2 includes (8) holidays and (2) Staff In-service days for the year.



Health and Wellness Practices

Nutrition

Menus are posted in your child's classroom and are also available via the HiMama parent app. The meal schedule is as follows.

- Breakfast is served between 8:30AM to 9:00AM
- Lunch is served between 11:45AM-12:15PM.
- Snacks- During normal hours of operation (post COVID 6:30am to 6pm) Snacks are served twice a day. A morning snack is served between 6:30AM to 7AM and an afternoon snack is served between 2:45PM to 3:15PM.

Our groceries are purchased fresh weekly and meals are prepared fresh daily at the center. We serve a variety of healthy foods and have eliminated any food containing the following ingredients: high fructose corn syrup, MSG or artificial sweeteners and flavors. The chicken we purchase is stamped all natural and ground chicken and turkey is used in many of our recipes in place of ground beef (we have not completely eliminated beef from the menu). In caution of allergies, we are a fish free environment. Children under age 2 are not served nuts. The meals are a variety that your children may or may not be used to. Our goal is to expose children to as many fruits, veggies and whole grains in order to encourage healthy habits that they will carry out through life. All meals meet the United States Department of Agriculture Nutrition Guidelines. We encourage the children to try all of the food that is placed on their plates, but they are never forced to eat.

Please note that we cannot adjust our schedule to accommodate each parent, therefore, children who are not present during mealtimes will miss that meal/snack.

Parties- On festive days, each class will coordinate any special event or classroom party. Teachers will notify parents via HiMama regarding any upcoming classroom party.

Birthdays- If you wish to celebrate your child's birthday at the center, you may bring a cake, cupcakes, fruit, popsicles, or cookies. Birthdays are celebrated during lunch or in the afternoons after naptime.

Parents may treat the school for a special birthday event for their child. Special Events may include: Face Painting, On-site Zoo, Bouncy House, Theater Show, or a Music & Movement Class. These special birthday events ***must be coordinated with the Program or Center Director at least two weeks in advance and must take place anytime between 9:30 am and 11:30 am.*** Special Birthday events will not be permitted outside of business operating hours. ***All food items are to be store bought. No homemade food items will be allowed.***

Other items to note regarding meals at daycare are as follows:

- If your child has food allergies or does not eat certain foods due to religious beliefs, please speak to the director so that alternatives can be arranged.



- **No child is allowed to bring in outside food into the building for a missed meal.** It is unfair, **against health codes and can cause an allergic reaction to another child if your child shares a food item that is brought in.** Examples of food that children may not bring into the center are (but not limited to) a donut, a happy meal, candy or a sippy cup. Parents are more than welcome to wait outside while their child finishes their meal. **PLEASE DO NOT WALK INTO THE BUILDING UNTIL YOUR CHILD HAS FINISHED THEIR SNACK/MEAL.**
- We do not allow Cheese puffs or any type of chips (besides veggie chips, all natural potato chips or all natural tortilla chips) for class parties. Please read labels as we prefer not to serve snacks that contain artificial flavors or colors.

Rest Periods

Our State Licensing Department requires there be a mandatory daily rest period for up to 2 hours. Each child will be assigned a cot to sleep or rest on. If your child does not go to sleep he/she must be quiet as not to disturb the other children. If your child has a favorite blanket they may keep it at the center for naptime. A Rollie-Pollie is provided for your child when they are transitioned to a cot. It is important to keep all the children's belongings to a minimum so that they fit in the child's designated cubby. Please take the Rollie Pollie to be washed on Fridays or as needed and return the next business day. Please be aware that the center does not have extras if you fail to bring them back on the following business day. Naptime is monitored by the staff.

Illness During Hours of Care (Non-Emergency)

Children are given a daily health check upon entry to daycare. In the event that your child is showing any symptoms in the RED zone of the Health Check Chart, he/she will not be accepted. In the event that your child becomes ill during daycare hours, he/she will be excluded from the group and provided with appropriate attention and supervision until the child is picked up by the parent or other adult listed on the emergency form. The child is expected to be picked up within the hour of contacting the parent. Upon pick up, an "I am Sick" form will be completed by the teacher and signed by the parent, teacher and director stating the symptoms of the child and what is required to return to school. ***In the event that a doctor's note is required in order to return to school, the note must contain the diagnosis of the child, list any medications or treatment needed, and specifically list the date that the child may return to school.***

A child must **not** be admitted into/or remain at Daycare if one of the following exists:

- Illness prevents the child from participating comfortably in childcare activities, including outdoor play
- The illness results in a greater need for care than a provider can provide without compromising the health, safety, and supervision of the other children in care.
- Is vomiting, has diarrhea, pink eye, ringworm, head lice and or complaints from the child that a part of their body hurts, such as a toothache, stomach ache or earache.



- The child has any of the following (unless medical evaluation by a healthcare professional indicates that the child can be included in the childcare activities:
 - a) Armpit **temperature of 100.6 degrees or higher**, accompanied by behavior changes or other signs or symptoms of illness.
- Symptoms and signs of possible severe illness, such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, wheezing, behavioral changes, or other signs that the child may be severely ill, and
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Illness During Hours of Care (Emergency Care)

In the event that your child becomes critically ill and requires immediate attention of a physician, we will conduct one of the following appropriate actions as necessary:

- Contact emergency services or take child to the nearest emergency room
- Give the child first-aid treatment or CPR if needed
- Contact the physician identified in the child's record
- Contact the child's parent
- Ensure supervision of other children in the group
- An accident report will be filled out by staff and sent via Himama.

Medical Emergencies

We try to be active with the children daily, especially during the summer months. DCFS requires every parent to sign a release for emergency medical care. In the event that your child becomes seriously injured during daycare hours, the following procedure will be implemented:

- Contact emergency medical services or take the child to the nearest emergency room
- Give the child first aid treatment or CPR if needed
- Contact the child's guardian
- Contact the physician identified in the child's record
- Ensure supervision of other children in the group

Personal Injury/Bruises Occurring Outside of Hours of Care

It is understood that children are active and occasionally get scrapes, bruised or injured. With that said, if your child comes to daycare bruised often, we will inquire the reason. The state of Illinois requires that all members of childcare institutions look for and report to the state any and all cases of possible child abuse and a neglect towards a child.

Administering of Medication

Daycare personnel will only administer medication provided by parent if accompanied by a physician's note clarifying the purpose for use. Daycare personnel will not administer medication unless it is prescribed to your child. (For example, medication which is prescribed to a sibling will not be given to the ill child.) Parents and personnel will abide by the following guidelines:



- **Written authorization and schedule is required in order for daycare personnel to administer ANY FORM OF MEDICATION.**
- The medication must be in the **ORIGINAL** container labeled with the child's full name, and the date brought to the daycare center.
- Personnel will administer according to the label directions or as amended by physician
- Over the counter medications (such as Tylenol or Ibuprofen) provided by the parents **may** be administered by staff for **non-viral symptoms such as teething or fever as a result of vaccines.**

Ointments and Creams

If you have ointments, creams, lotions, or sprays that you would like us to apply the child's skin, (including, but not limited to: sunscreen, insect repellent, diaper rash ointment, etc.), the ointment, cream, lotion or spray must be in the original container. It must also be labeled to indicate that it is appropriate for the child, and the child's full name must be on the container. We will not apply any ointment, lotion or spray that is past the expiration date. We will not use any ointments, creams, lotions, or sprays belonging to another child on your child. It is the parent's responsibility to apply sunscreen to your child daily prior to coming to school. Teachers will reapply sunscreen (provided by Little Einsteins) in the afternoon.

Biting Procedures

Biting is a **very common behavior beginning during the teething stage through the toddler years.** Whether your child is the victim or the aggressor, we understand that this is a troublesome experience. As teachers, we will provide hands-on activities that will keep children engaged to try to avoid biting opportunities. We will provide or model the language your child needs in order to teach them how to resolve conflict or express emotions in a healthy manner. We will read books about biting to all children in the classroom in order to raise awareness. If biting becomes excessive, we will observe children individually to help identify triggers and maintain a biting/behavior log as needed.

If your child is a victim WE will...

- Wash the area with soap and water
- Ice Area
- Contact Parent via HiMama communication app or phone call when teacher becomes available
- Formulate Incident Report and send a photograph via HiMama

If your child is the aggressor WE will...

- Talk with your child about biting
- Contact Parent(s)
- Formulate Incident/Behavior Report depending on child's age

Lice Prevention/ Procedures

Lice checks are completed once a month. In the event that your child has lice:

WE will...



Updated 1/2021

Bag all of your child's supplies after nap time.

Shampoo carpets and treat cubbies

Thoroughly sanitize all play areas

Wash and dry (in high heat) all school dramatic play clothes

We kindly ask that YOU...

Take your child's supplies home. If your child is not in attendance on the day when a notice is given, please come pick up the bag if possible. Bring in an extra clean blanket and clean clothes the following day. Wash and dry their items for at least 30 min in high heat. Vacuum any rugs at home. Thoroughly check your child's head. It is a good idea to own a nit comb. Many schools are not honoring the "no nit" policy any more. So when your child reaches school age, they may be at risk.

- To get rid of lice/nits safely you can follow the following process...
- Shampoo your child's hair
- Put a white t-shirt on him/her (so you can spot falling lice)
- Apply Vinegar to the hair and wrap it with a plastic cap or bag
- After 20 minutes, remove the bag and apply mayonnaise or olive oil to the hair (nits wrap around the hair strand, so this will make the strands slippery.)
- Using a nit comb and hair clip, section off the hair and thoroughly comb in small sections, rinsing the comb often.
- For the following **two weeks**, wash the hair, condition it and comb it under running water using the nit comb, just to be safe. Any live nit remaining on the hair can cause another outbreak.



Absence

If your child is absent due to illness, which includes (but is not limited to) vomiting, diarrhea, fever, rash, eye discharge, stomach pain, or toothache, then the child may return after symptoms cease for 24hrs without the administering of medication. If your child has an illness that is contagious, **we will need a letter from the doctor allowing the child to return to the center.** If the parent or guardian does not bring a doctor's note, your child will not be accepted. There are **NO EXCEPTIONS**. If there is a child who has a contagious illness all parents will be notified through a letter from the center.

If your child is absent for one or more consecutive days due to illness or other reason, for example (but not limited to) vacation, home day, or appointments, you the parent(s) are responsible for payment. Please keep in mind that Tuition is based on the space that is reserved for your child in the program whether or not your child is in attendance.

If your child is not going to be in school because they are sick or on vacation, we ask that you please call and notify us. The telephone number is listed on the front page of this handbook. **If a child is absent for two consecutive weeks without notice to the director or without payment, the child's spot will be cancelled automatically and the parent's account will be billed accordingly.**

Emergency Drills

Fire drills and tornado drills are conducted regularly. The director will sound the alarm. Each teacher will give evacuation instructions for the children to follow. Evacuation routes are posted in all classrooms and all exits are clearly posted. Children are taught "Stop-Look-Listen". Stop what you are doing, look at the teacher, and listen to what to do and where to go.

Parent and Staff Guidance and Discipline Policy

At Little Einsteins Daycare we believe in keeping the children involved in activities in order to minimize the need for serious disciplinary intervention. In the event that disciplinary intervention is needed, we will work together with the parents to establish an effective, personalized disciplinary method. Little Einsteins Daycare has the following policies regarding discipline:

1. The following behaviors are prohibited in our child care setting:

- Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear
- Threatened or actual withdrawal of food, rest or use of the bathroom
- Abusive or profane language
- Any form of public or private humiliation, including threats of physical punishment
- Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child
- Children shall not be disciplined for toilet accidents

2. Staff will do the following:

- Commit to respectful treatment of people & property



Updated 1/2021

- Provide and remind children of classroom rules and behavior expectations daily using clear, positive statements. These rules & expectations shall set guidelines for behavior required for the protection of the group and individuals.
- Help individual children develop self-control and assume responsibility for their own actions.
- Provide firm positive statements about behaviors or redirection of behaviors.
- Children shall have reasonable opportunity to resolve their own conflicts.
- Be aware of any special plans and cooperate in its implementation.

3. Children will:

- Follow rules and expectations set by child care provider.
- Have reasonable opportunity to resolve their own conflicts.
- Be provided with alternative choices.

4. Parents will:

Be informed of child's behavior and be involved in a behavioral plan.

5. Discharge from the program:

A. Before discharging a child from a facility the following must have proceeded:

- Documentation of incidents called write-ups
- Parent and provider conference regarding incidents after three write ups
- Implement a behavioral plan to correct the incidents.

B. Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered at Little Einsteins Daycare, Inc., or whose presence is detrimental to the group, shall be discharged from the program. The following are considered to be serious behaviors that may lead to dismissal;

- Physical Abuse to teachers and classmates
- Verbal Abuse
- Threat to teachers and classmates

If a child is asked to leave the center, 2 weeks notice will be given by the center to allow parents the opportunity to seek alternate childcare arrangements. ***If a child's actions are seen as dangerous to themselves or any other child, the center reserves the right to ask the child to leave the center without notice.



Excursions/Field-Trips

When weather permits, we take the children outside or on a nature walk. We go on field trips occasionally; ***field trips are an additional expense to the weekly tuition charge.*** Your fee includes admission to the event and the transportation. Before going on a trip, the teachers have a discussion with the children regarding appropriate field trip behavior. When going on a trip we encourage as many parents as possible to come along and volunteer. Parents of children age two and older are required to make alternative childcare arrangements for the day if your child will not be attending. *If you miss the field trip for any reason, we are unable to offer any refunds.*

Outdoor play is mandated by DCFS Licensing. You will be required to fill out a general permission slip provided by DCFS.



Supplies to be Provided by Parent/Guardian

Infant

Little Einstein's will provide a sleep sack, cloth diapers, wipes and ointment for all infants. Parents are to provide a minimum of five cloth diaper covers per day (covers can be purchased at your local department store or ordered online) extra clothing, 4-5 prepared bottles, disposable diapers for pickup time and store bought baby food or snacks during transition to school meals. Please do not bring bibs or toys from home. **Everything must be labeled with permanent marker or Name Bubbles.** (If the items are not labeled, staff will label them with a permanent marker.)

<http://www.namebubbles.com/Daycare/Daycare-Labels-Packs/Daycare-Labels-Pack/Product.aspx?ProductID=28&DeptID=82>

Toddler-PreK

Parents will provide the following items for their children (if they apply):

Two (2) Extra outfits in a LABELED ZIPLOCK BAG (needed for all children regardless of age), disposable diapers and /or pull-ups that **open on the sides** (NO Easy-ups), lotion (if needed), and indoor shoes (preferably rubber if your child is potty training). Please do not bring toys from home. **Please label these items with your child's full name using a permanent marker or name bubbles.**

Clothing and Extra Clothing/Personal Property

We ask that you **DO NOT** bring your children in their best clothing. This is daycare. The children are encouraged to play & explore and their clothing may become soiled. Children should come to the center dressed in clothing that is comfortable for play and easy to take off for toileting purposes. All children will be offered a smock when painting or playing with water, but we cannot guarantee that they will not get their clothing soiled, damaged with paint, covered with food or dirty with outdoor debris. All children must have at least two entire sets of **labeled**, weather appropriate, spare clothing in their cubby. **Please replenish as needed.** Little Einsteins Daycare is not responsible for any lost, damaged or stolen clothing.

There are many reasons why a child may have to change clothing during the day such as wetting themselves, spilling milk, or an over enthusiastic art project. Please ensure that your child has their name on their spare clothes. Extra clothing consists of undershirt, underwear, shirt, pants, and socks. It is also a good idea to put your child's name on all jackets because many children may have similar items.

We will **not be responsible** for any items brought to daycare. Examples include, but are not limited to: toys, jewelry, electronics, books, etc.



Transitioning to the Next Classroom

Infant to Toddler Transition

Wrightwood: Brainy Babies Room to Tinkering Tots

Fullerton: Small Wonders to Explorers

Things your child needs to do before being considered for transition to toddler room:

- Turn 15 months of age
- No longer need a bottle during childcare hours.
- Be able to walk or be able to successfully move around with other children moving around them.
- Be resilient enough to wait until noon for nap
- Be able to sit at the table and eat solids (Full Menu)- no infant food.
- Be able to sleep on a cot for a nap.
- No longer depend on a pacifier except for naptime.

1. We will assist you in gradually transitioning your child as much as we can. Once your child is nearing their first birthday, we will be doing the following things:
2. Take them to the table for mealtimes when space is available. We will be introducing them to the food being served at mealtimes and this will allow for socialization with current toddlers. Please be consistent in notifying the Director and Food Coordinator of foods your child has been exposed to at home. Dairy, eggs, and citrus foods will not be introduced until one year of age unless parents have added these items to the child's food list. Peanut butter or nuts will not be served until your child turns 2 years old, as these are common allergy foods.
3. Your child will be offered a cup to drink from versus a bottle.
4. When space is available and the activity is appropriate for your child's development, we will allow your child to explore and participate in planned activities in the toddler classroom.
5. When your child is developmentally capable, we will introduce them to a cot for nap. A staff member will sit by them, helping them to relax and possibly holding them until they are asleep. The same procedure is practiced for the toddlers.
6. We will make an effort to extend their naptime to see if they are able to make it until Noon.
7. Bottles will be cut back as your child eats more table food. They will be offered formula in spill proof cups at mealtimes until they are one and then we will work with you on transitioning to whole milk.
8. Space in the next classroom your child is eligible for is also taken into consideration before a full transition is achieved.



Updated 1/2021

Toddler to Ages 2-3 Room Transition

Wrightwood: Tinkering Tots to Busy Bees/Learning Rockets

Fullerton: Explorers to Super Stars

Here are some of the characteristics that we like to see in the Busy Bees and Learning Rockets Classrooms (2 years or older).

- Able to follow simple 1-2 step directions
- Sitting at the table
- Beginning food self-help; asks for more
- Uses some language or sign
- Feeds self using a fork, spoon, and cup
- Walking well
- Able to push, pull and climb
- Helps to put things away
- Able to participate (or sit) at circle time for short periods
- Stays on cot at nap time

Space in the next classroom your child is eligible for is also taken into consideration before a full transition is achieved.

Transition from Learning Rockets to Kinder-Prep Program

- Must have done a round in the Learning Rockets classroom
- Must be 4 years old by September 1st of the year they are enrolled in the Kinder-Prep Room
- Must be fully Potty Trained (See Potty Training Policy Below)



Potty Training Policy

If your child is ready for potty training, you may bring your child in cloth or underwear. Pull-ups are still required. Your child will be taken to the potty as needed throughout the day. If your child goes potty before nap time then we will not put a pull-up on them to sleep. If they do not use the potty before nap time then we will put a pull-up on them during nap time and remove it after nap time. If your child has an accident, they will be changed standing up in the bathroom verses on the changing table as that might send mixed messages.

Physical signs your child is ready for potty training: He or She....

- Is coordinated enough to walk, and even run, steadily.
- Urinates a fair amount at one time.
- Has regular, well-formed bowel movements at relatively predictable times.
- Has "dry" periods of at least two hours or during naps, which shows that his bladder muscles are developed enough to hold urine.

Behavioral signs your child is ready for potty training: He or She...

- Can sit down quietly in one position for two to five minutes.
- Can pull his pants up and down.
- Dislikes the feeling of wearing a wet or dirty diaper.
- Shows interest in others' bathroom habits (wants to watch you go to the bathroom or wear underwear).
- Gives a physical or verbal sign when he's having a bowel movement such as grunting, squatting, or telling you.
- Demonstrates a desire for independence.
- Takes pride in his accomplishments.
- Isn't resistant to learning to use the toilet.
- Is in a generally cooperative stage, not a negative or contrary one.

Cognitive signs your child is ready for potty training: He or She...

- Understands the physical signals that mean he has to go and can tell you before it happens or even hold it until he has time to get to the potty.
- Can follow simple instructions, such as "go get the toy."
- Understands the value of putting things where they belong.
- Has words for urine and stool.

It is recommended that you purchase a portable potty. While you are out, taking your child to the potty right when you arrive at your destination will reduce accidents and will help your child be aware that there is a potty available wherever they go.



Materials Fee

There is a \$75.00 material fee that will be due once upon enrollment and on September 1st of each year thereafter. This fee is used for classroom supplies. The fee can be paid in the office or attached to tuition for that month. Administration will send out a reminder.

Deposit

Parents will be required to pay a one-week deposit for each child enrolled. In the event that a parent does not make their weekly or monthly tuition on time, payment will be deducted from the deposit. If full deposit is used, the child(ren) will not be allowed back into daycare until payments are back on schedule and deposit is replenished. In the event that a parent removes their child without giving a **2-week notice**, the deposit or any monies paid will not be reimbursed.

Termination of Contract

Should you have any questions regarding the content of this program description and contract, please discuss it with the Director immediately. We appreciate the opportunity to provide childcare services for your family and our desire is to ensure complete satisfaction with our services. If there are any concerns, please address them to the Head Teacher or Directors **ONLY**. Most situations concerning child care can be resolved. However, in the event that the child care arrangement has become unmanageable (either on our part or the parent) a two-week written notice is required for proper termination of care. This means full two weeks tuition is due from the time that notice is given. If a parent chooses to remove a child in the middle of the week, no refund will be given for that week.

Liabilities

Children will never be left unsupervised nor will they be abused or neglected while under the supervision of the staff of Little Einsteins Daycare. However, accidents do happen. Parents will be responsible for any medical expenses incurred should an accident requiring emergency medical treatment occur. Parents will also be responsible for any damage, beyond the normal everyday occurrence, to property or equipment. Parent/Guardian also waives, releases and forever discharges Little Einsteins Daycare, Inc., its owners, employees and affiliates from any and all claims against previously mentioned entities.

Notice of Change

This parent policy handbook is **subject to change**. Parents are welcome to access the most recent version of the parent policy handbook on our website located on the left bottom corner of the homepage at www.littleeinsteinsinc.com.



Babysitting Policy

Little Einsteins' Daycare Center does not recommend or refer any of our staff for babysitting. It has been determined that conflict of interest does exist, actual or potential, when teachers babysit for daycare families.

Occasionally, Little Einsteins' Daycare teachers may be approached by existing clients with babysitting requests for children who are currently enrolled in the school. The concern is that the employment as a sitter could have an adverse impact on Little Einsteins and its relationship with clients.

Employees owe their primary commitment as a teacher to Little Einsteins' Daycare, its students and parents. Entering into other employment relationships with daycare parents creates at least the perception that the commitment of the teacher to that parent and his/her child is somehow greater than that of the teacher to other parents or children. Furthermore, if there is a dispute between the parent and the teacher, there may be a perception on the part of the parent that the teacher's commitment to or treatment of their child while at Little Einsteins' Daycare is or will be adversely impacted. Either of these situations could interfere with the proper operation of Little Einsteins' Daycare and injure the reputation of Little Einsteins' Daycare and its employees.

When no longer employed, existing clients of Little Einsteins may not employ persons previously employed by Little Einsteins Daycare, Inc for one year after their last date of employment. If it is found that a family has solicited the permanent services of an employee for a nanny/babysitting position within one year of the previous employee leaving the program, the existing child care contract between Little Einsteins Daycare and the family in question will be absolved. The childcare deposit and/or paid tuition up to date will not be refunded. Little Einsteins' should not be used as a platform for clients/childcare providers to develop relationships of their own interests.



“HOLD HARMLESS” POLICY

Parents who choose to hire teachers as babysitters (despite the risks described in the babysitting policy) must choose to waive their right to hold the program liable for any liabilities incurred while under the care of that teacher. In that case, parents must agree to sign a *Hold Harmless agreement*. Parents who sign a hold harmless agreement and hire a teacher to babysit acknowledge that they are aware of the program’s “no babysitting” policy, and accept the consequences of their choice in choosing to bypass the policy. Parents must print, sign, date and submit a “Consent to Hold Program Harmless for Staff Babysitting” form for **EACH** occurrence (or each time that a staff member babysits for them). All occurrences must be reported to Little Einsteins’ Daycare.

No employee is allowed to sign a child out from the daycare under any circumstances. Previous employees who leave the organization for any reason may not sign children out of the building until one calendar year after their last day of employment.

Thank you for your cooperation. We look forward to having a professional relationship with you and your child.



Parent Contract & Policy Acknowledgement

It is the responsibility of the Parent/Guardian to read and fully understand the above listed policies required for your child/children, to be enrolled at Little Einsteins Daycare, INC. A copy of this Parent Contract & Policy Acknowledgement will be found in your child's enrollment packet. Parent signatures are required. Should any of this agreement be found unenforceable under laws of the state of Illinois, the parties intend that the remaining provisions of this agreement shall nonetheless continue and be binding upon both parties. This agreement contains the entire understanding between both parties and supersedes any prior understanding and/or written agreements. Any agreement hereafter shall not change nor terminate this agreement, unless it is in writing, dated, and signed by both parties.