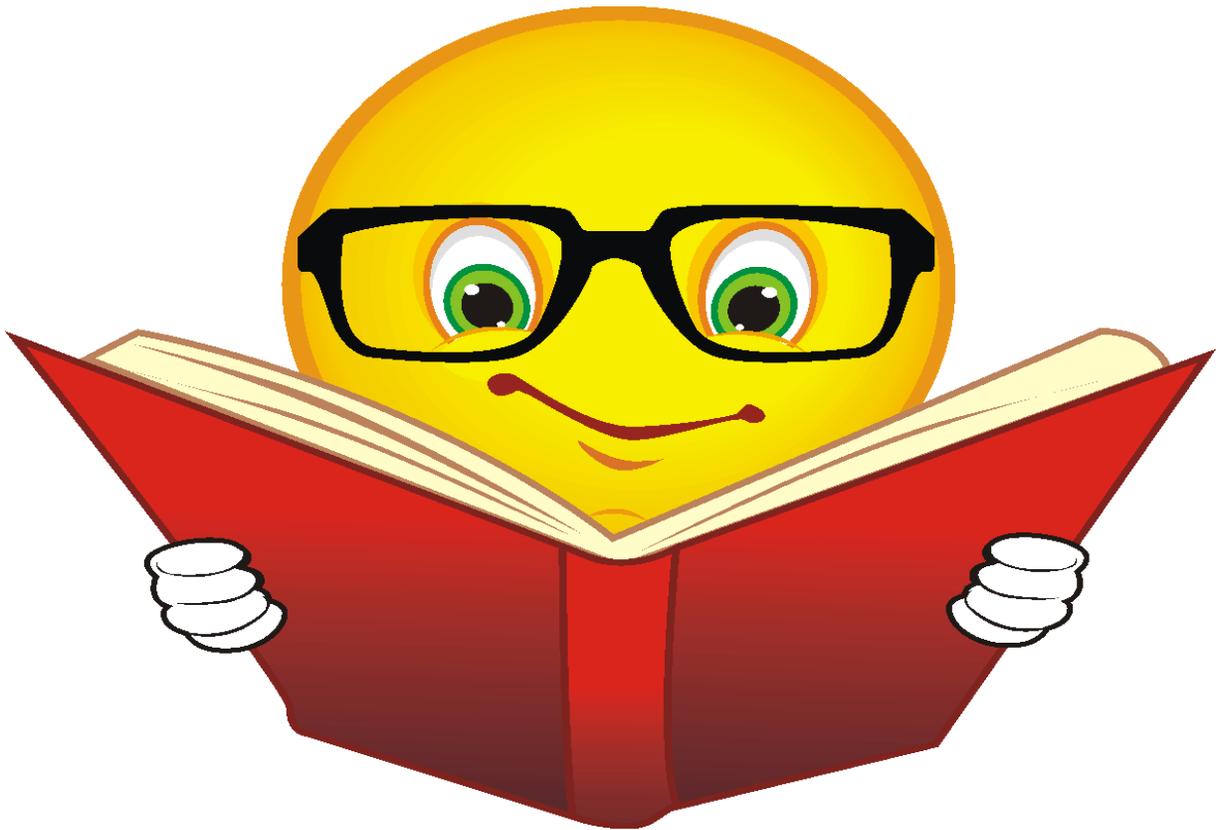


**Little Einstein's Daycare, Inc**  
**3640-3644 W. Wrightwood Ave.**  
**Chicago, IL 60647**  
**(773) 227-7809**



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 Einstein's 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 Einstein's Daycare.

❖ Little Einstein's 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.

❖ Orientation

Orientation is a time when the parents can come in, tour the center as well as discuss the type of care that we offer their children. 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 parent may have. All families that enroll for childcare are placed on a 2 to 3 week probationary period.

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 Einstein's 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  
Director

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## **Hours of Operation**

Our hours of operation are 6:30AM to 6:00PM. The drop off times are as follows; no earlier than 6:30AM 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 time.

## **Late Pick Up**

Any child who is picked up after 6:00PM is charged late fees. 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. 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 Einstein's 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. The child cannot return back to school until the late fee is paid. Parents are required to sign a separate agreement about late pickups and procedures which is located in the enrollment packet.

## **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, especially when sleeping.
- Talk about school to your child and give them a positive energy about it.
- 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 before officially enrolling. 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 special and will successfully complete the transition process at their own pace.

## **Checking-in/out**

Parents are required to wash their child's hands and take them to see the on-site teacher to check children in and out daily. Upon checking your child in, please take your child to wash their hands. Also take your child to see the teacher for their daily health check. **NO CHILD WILL BE ACCEPTED ASLEEP.** We must wake the child and conduct the daily health check accordingly. Please **NEVER** leave your child unattended in the school.

## **Infant Drop-Off Procedure (Brainy Babies Classroom)**

- If your child is able to lift their head take them to wash their hands
- Take your child to the teacher so that the teacher can check them in and perform a daily health check
- Align bottles in the tray labeled with your child's name
- Communicate to the Teacher when your child was last fed and changed
- Place all of your child's belongings into your child's cubby

## **Transition To School**

### Arrival Checklist

- Meet with your child's teacher so that your child can be checked in and receive their daily health check
- Place your child's personal belongings in their cubby
- Wash your child's hands
- Notify your child's teacher of any important details

**Do Not Leave your child unattended to put away their personal belongings or wash hands on their own.**

## **Transition To Home**

### Departure Checklist

- Arrive no later than 6pm. Late fee will apply (see section "Late Pick Up" on page 4)
- Call Little Einstein's Daycare if you are going to be late.
- 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.
- Assist your child in gathering his/her belongings from their cubby.

## **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 **NOT** ON THE LIST. In the event that I or my 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. A person whose information is not on the emergency form may pick a child up if the following guideline is met:

- A signed consent form containing the name, address, phone number that reflects the driver's license/ID of the person who is picking the child up accompanies the child at drop off, or is provided via fax or email.

Please make a permanent pick-up arrangement 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 is now 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. All of the child's items shall be put in their classroom cubby so it does not get lost. All of your child's belongings are to be labeled in some way or we will label the tags of their belongings with a permanent marker. 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. Once the parent or guardian arrives and greets the child, the child is now the responsibility of the parent/guardian. 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.

See the "Late Pick Up" section for Late Fee information. (Page 4)

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 on 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 January.

### **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 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 result not older than 6 months and a lead test. Your child's medical form needs to be updated every year.

### **Holidays**

Daycare will be closed on the following holidays:

- New Years Day
- Good Friday
- Memorial Day
- Summer Break (50% of the rate)
- Labor Day
- Thanksgiving Day
- Friday after
- Christmas Day
- Winter Break (50% of the rate)

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 10 of this handbook for clarification.

### **Emergency Closings due to Emergency/Weather**

1. Receive an email notification Via HiMama
2. Call the school Director 312-656-6861

### **Security**

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 CASH deposit of \$15.00 must be provided upon enrollment for each parent. This deposit will be refunded when a family leaves the program and the fob is returned. We ask that parents do not hold the door open for anyone else, especially if they do not know or recognize the

person. 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, please ask them to wait outside while you get a staff member. 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.

### **Program**

Little Einstein's Daycare believes that a child is never too young to learn. We believe that Children learn best through modeling and hands-on experience. 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 age 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 11:30AM 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. You can learn more at [www.highscope.org](http://www.highscope.org).

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

### **Photo's/Video/Facebook**

Little Einstein's 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 Einstein's Facebook Page. We may post pictures of activities such as 4<sup>th</sup> of July Parade, Father-Daughter dance, Spirit Week, etc. There is a Permission to Photograph Form in the Enrollment Packet. By authorizing use of photos on Facebook, you release Little Einstein's 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 must be requested 3 days in advance and will be provided by the accounting manager. Please email requests to [daycare.jose@gmail.com](mailto:daycare.jose@gmail.com).

### **Tuition**

The current weekly tuition at Little Einstein's Daycare is as explained on Page 10 of this handbook. Little Einstein's only accepts children on a full-time basis. Little Einstein's also

reserves the right to close two additional days throughout the year for staff in-services. \*\* 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. We cannot call parents to notify them that we will be closed. Parents are welcome to call the school to verify whether or not we are open. There is always a person here to answer the phone or there will be a message on the answering system if we are 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 Einstein's 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:

- Cash, money orders and checks
- QuickPay via Chase Bank
- Credit Cards with an additional 3% processing fee

If parents ask Little Einstein's Daycare to hold a spot for their child, they are still obligated to pay the tuition. If you choose not to pay, then you risk losing your child's spot. 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 of services rendered along with any court costs the center may incur. In the lawsuit we will ask for garnishment of wages. Child Care payment is due on Monday during business hours on the week of care unless other payment arrangements have been made with the Director and/or Accounting Manager.

Parents will pay tuition according to the age bracket the child falls into at time of enrollment. The Tuition will decrease the month after the child's birthday. For example, if the child turns

18months in February, then the decrease in rate will be implemented in March. If a child turns 2 in May, then the decrease will be implemented in June.

**Effective August 1st, 2017**

<sup>1</sup> 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 Mr. Jose. Thank you.**

**Table 1 (For private paying families)**

Age of Child	Weekly	Monthly	July/December (vacation discount)
6 weeks -18mo	\$415.00	\$1798.00	-\$207.50
18mo-24mo	\$345.00	\$1495.00	-\$167.50
Age 2	\$265.00	\$1,148.33	-\$132.50
Age 3, not potty trained	\$265.00	\$1,148.33	-\$132.50
Age 3 and older (potty trained)	\$225.00	\$975.00	-\$112.50

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

<b><u>Additional Monthly Co-pay</u></b>		
	Weekly	Monthly
Under age two	\$162.55	\$704.38
18mo-24mo	\$122.55	\$531.05
Age two	\$65	\$281.67
Age 3, not potty trained	\$65	\$281.67
Age 3 and older (potty trained)	\$30	\$130

**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. Please sign below for verification of receipt.**

**Nutrition**

Menus are posted in your child's classroom. The meal schedule is as follows.

- Breakfast from 8:30AM to 9:00AM
- Lunch from 11:45AM-12:15PM.
- Snacks- Snacks are served twice a day. A morning snack is served at 6:30AM to 7AM and an afternoon snack is served from 2:45PM to 3:15PM.

Our meals are prepared here at the center. Our groceries are purchased fresh weekly and meals are prepared fresh daily. 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. Menus are posted every month in your child's classroom.

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 have a party. All classes put up a notice or a memo will be provided regarding an upcoming class party. The teacher usually asks parents to bring/send a treat for the entire class.

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

- All food items are to be store bought. No homemade food items will be allowed.
- 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 want to 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 potato chips (besides veggie 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. The center provides cot sheets which are washed weekly. Parents provide a blanket and pillow. Nap mats are very affordable if you prefer to roll the blanket, pillow and under sheet into one. We place the nap mat on top of the cot and store them in the child's cubby to prevent cross contamination. It is important to keep all the children's belongings to a minimum so that they fit in the child's designated cubby. If you would like your child's pillow and blanket to be washed, it is your responsibility to do so. Please be aware that the center does not have extras if you fail to bring them back on the following Monday. Naptime is monitored by the staff.

### **Absence**

If your child is absent due to illness, then the child may return after symptoms cease for 24hrs without the administering of medication. If the illness 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, you the parent are responsible for payment. Please keep in mind that you are not paying for a service, you are paying for the space that your child is occupying in the program. There are 2 designated vacation weeks per year discounted at 50% of the rate.

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 child is absent for two consecutive weeks with no written or verbal notice to the director, your child's spot will not be held and you will be personally held accountable for non-payment. Spots will be cancelled automatically after two weeks of non-attendance and your account will be billed accordingly.

### **Illness during hours of care (non-emergency)**

Children are given a daily health check upon entry to daycare. In the event that your child arrives to daycare ill (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 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 24hrs, 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 or has an injury that 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 report will be signed by parent.

### **Administering of Medication**

Daycare personnel will only administer medication provided by parent. In the event that the child has a fever of 101 degrees, daycare personnel may administer Tylenol or ibuprofen as provided by parent (but never to treat symptoms of a virus). Daycare personnel will not administer prescribed 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

### **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, must be labeled to indicate that it is appropriate for the child, and the child's full name must be on the container. Written authorization (for general use, but not for each individual application) must be submitted before initial use. We will not apply any ointment, lotion or spray that is past the expiration date.

### **Medical Emergencies**

We try to be active with the children daily, especially during 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 too 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 child abuse and a neglect towards a child.

### **Biting Procedures**

Biting is a very common behavior beginning at teething through toddler years.

Whether your child is the victim or the aggressor, we understand that this is a troublesome experience.

If your child is a victim WE will...

- Wash area with soap and water
- Ice Area
- Contact Parent via email 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
- Formulate Incident/Behavior Report depending on child's age

### **LICE PROCEDURES/PREVENTION:**

In the event of a case of lice, below are instructions we will take as precautionary steps to prevent the spread of lice:

WE will...

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 play cloths

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 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 few days, wash the hair, condition it and comb it under running water using the nit comb, just to be safe.

### **Emergency Drills**

Fire drill and tornado drills are conducted regularly. The director will sound the alarm. Each teacher will give instructions as to what the children should do. 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 Einstein's 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 Einstein's 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
- Provide and remind children of behavior expectations daily using clear, positive statements. These rules shall set limits of 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 set by childcare 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 Einstein's 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 the 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 cloth diapers, wipes and ointment for all infants effective September 8th, 2015. Parents are to provide a minimum of five cloth diaper covers per day (covers can be purchased at your local department store or ordered through Ms. Mari) extra clothing, sun block, a blanket or sleep sack, 4-5 prepared bottles, disposable diapers for pickup 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.** Name bubbles are recommended but not required.

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

### **Supplies to be Provided by Parent/Guardian-Toddler-PreK**

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

Extra outfit in 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 when needed, a blanket, sunblock, indoor shoes and extra shoes (preferably rubber if your child is potty training) Please do not bring toys or spill proof cups from home. **Please label these items with your child's full name using a permanent marker.**

### **Disposable Diaper Tickets**

Should your child run out of diapers there will be a \$3.00 per diaper fee. You will receive a ticket per diaper. Parents are responsible for checking and replenishing supplies daily.

### **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. We will not be responsible for any items brought to daycare unless it is listed above. Examples include, but are not limited to: toys, jewelry, movies, etc.

### **Clothing and Extra Clothing**

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 required to wear a smock when painting or playing with water, but that is no guarantee that they will not get paint, glue or etc. on them. All children must have at least two entire sets of **labeled** spare clothing which is weather appropriate at all times at the center. **Please replenish as needed.** Little Einstein's 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.

## **Transitioning to the next classroom**

### Infant to Toddler Transition

(Brainy Babies Room to Small Wonders Room)

When your child nears one year of age there are a few items that we would like you to be aware of to make the transition to the toddler side of our room easy on you and your child.

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

- Pass their 1<sup>st</sup> birthday; 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 able to hold off on taking a nap until 12:00.
- Be able to sit at the table and eat solids- no infant food.
- Be able to sleep on a cot for nap.
- No pacifier or security item except for nap.

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:

1. 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 keep in contact about any foods that you would not wish your child to receive. Dairy, eggs, and citrus foods will not be introduced until one year of age unless we have discussed it prior. No peanut butter or nuts will be served until your child turns 2 years old, as these are common allergy foods.
2. We will make sure your child is being offered a cup to drink out of on a regular basis.
3. We will allow your child to explore and play on the toddler side when space is available and at times when we are lower on numbers of toddlers, as space is sometimes an issue. The same with planned activities at the table, such as crafts or hands on learning. This is also when space is available and activity is appropriate for your child's level.
4. We will begin to place your child on a cot if we feel your child is capable in doing so. This would be done with a staff member sitting by them, helping them to relax and possibly holding them until they are asleep and then placing them on their cot. The same is practiced for the toddlers.

5. We will make an effort to extend their naptimes to see if they are able to make it until 12:00. This may take the longest to accomplish for some, while for some this won't be an issue.

6. 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. This also may be harder for some, but not for others.

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

## Toddler to Ages 2-3 Room Transition

(Small Wonders to Explorers/Busy Bees)

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

- Able to follow simple 1-2 step directions
- Sitting at 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

## **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 mix 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 collected by your child's teacher on July 31st of each year. This fee is used for classroom supplies. The fee can be paid in the office. Teachers will remind you, however, if you do not pay the fee on the date it is due, you will be invoiced by the Friday of the next week. Late Fees will apply.

### **Deposit**

Parents will be required to pay a one-week deposit for each child enrolled. In the event that parent does not pay on time, payment will be deducted from deposit. If full deposit is used, child 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 childcare 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 Einstein's 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 Einstein's 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 check in the office for revised copies of this handbook. Any major changes will be reported to parents in a separate handout.

## **Babysitting Policy**

Amended 6.24.2015/Effective 6.25.2015

Little Einstein's Daycare Center makes no babysitting recommendations, nor do we recommend or refer any of our staff for babysitting. It has been determined that conflict of interest does exist, actual or potential, when Little Einstein's teachers babysit for daycare families.

From time to time Little Einstein's Daycare teachers may be approached by daycare parents with babysitting requests for children who are currently enrolled in the school. The concern with this is that the employment as a sitter could have an adverse impact on Little Einstein's and its relationship with daycare parents.

External obligations, financial interests, and activities of each employee must be managed so that there is no interference with the employee's primary obligation and commitment to Little Einstein's Daycare. The mere perception of conflict of interest can cause lasting injury to the reputation of the employee and the center, even when subsequent information shows those perceptions to be unfounded.

Employees owe their primary professional obligation to Little Einstein's Daycare, and their primary commitment of time and intellectual energies should be to the teaching and advising, research and other creative activity, and service and/or outreach of the institution.... A conflict of commitment arises when an employee undertakes external commitments, which substantially burden or interfere with the employee's primary obligations and commitments to Little Einstein's Daycare.

Employees owe their primary commitment as a teacher to Little Einstein's 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. Further, if

there is a dispute or falling out 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 Einstein's Daycare is or will be adversely impacted. Either of these situations could interfere with the proper operation of Little Einstein's Daycare and injure the reputation of Little Einstein's Daycare and its employees.

Therefore, Little Einstein's Daycare expressly prohibits its teachers from babysitting for currently enrolled daycare families.

### **"HOLD HARMLESS" POLICY**

Parents who insist on hiring teachers as babysitters, must choose to waive their right to hold the program liable should a child be harmed while a teacher babysits. In that case, parents must agree to *hold* Little Einstein's Daycare *harmless*. 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, and date 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 Einstein's Daycare.

**No employee is allowed to sign a child out from the daycare under any circumstances.**

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Parent Signature

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Child/Children's Name

Date

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

## Parent Contract & Policy Acknowledgement Signature Page

I, \_\_\_\_\_, have read and fully understand the policies required for my child/children, \_\_\_\_\_

\_\_\_\_\_ to be enrolled at Little Einstein's Daycare, Inc. 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.

Fee: \_\_\_\_\_ ( ) Weekly ( ) Bi-weekly ( ) Monthly

\_\_\_\_\_  
Parent/Guardian Date

\_\_\_\_\_  
Parent/Guardian Date