

KIDZ

Creative Concepts

“Where creative learning is FUN”

Parent Handbook

Last revised April 2017

Owners/Operators:

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Director/ Arnell Thornton

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Phone: 773-752-5439

Hours of Operation: Monday-Friday 6:00am-6:00pm

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We will admit all eligible children regardless of their race, creed, sex, religion or special needs

Mission

KIDZ Creative Concepts mission is to provide a quality infant, toddler and Pre- school/Headstart program that is geared toward the physical, cognitive, emotional, and social development of the child. Our facility provides a safe & healthy environment for each child. Our goal is to enhance the development of the child in an educational, fun, exciting and creative atmosphere. KIDZ Creative Concepts would like to partner with the families of these children to make sure we work together to ensure these goals are met.

Philosophy

KIDZ Creative Concepts follow a developmental philosophy in order to meet children where they are in all areas of development and encourage their continued growth. This is done by providing a supportive and nurturing environment that will help children develop a positive self-concept while providing enjoyable, yet challenging open-ended activities.

KIDZ Creative Concepts understand that special needs, diverse ethnic and cultural backgrounds are an integral part of the communities. Individual needs of each child and family are considered when establishing working relationships with families in our program.

Program Plan

KIDZ Creative Concepts is a program that offers Day care for infants, toddlers, two year olds, and a full day Pre-school. We are a developmentally appropriate program geared to enhance a child's development in a safe and creative environment.

KIDZ Creative Concepts offers:

- . Educational Curriculum
- . Art activities/crafts
- . Introduction to second language (Spanish)
- . Music/Dance
- . Gross and Fine motor activities Exercise program
- . Cooking Experiences Science
 - Experiments Healthy meals & snacks
- . Educational & fun field trips

I. Open Door Policy

KIDZ Creative Concepts offer an open door policy to parents to walk through during business hours. We would like to encourage parent participation in fundraising, special activities & field trips.

II. Daily Schedule

6:00am-8:00am

- Arrival, Hand Washing & Free Choice

7:00am-7:15am

- Hand Washing, Toileting

8:00am-9:00am

- Hand Washing, Breakfast

8:15am-9:00am

- Free Play

9:00am-10:00am

- hand washing & Toileting

10:00am-10:30am

- Group Time

10:30am-11:00 am

- Story Time/ Pre-writing/Free Draw/Gross Motor

11:00am-11:30am

- Art Activities

11:30am-12:30pm

- Hand Washing & Lunch

12:30pm-1:00pm

- Handwashing/Toileting

1:00pm-3:00pm

- Nap Time

3:00pm-3:30pm

- Hand Washing/Toileting

3:30pm-4:00pm

- Snack Time

4:00pm-4:30pm

- Circle Time, Arts and Craft

4:30pm-4:15pm

- Story Time

4:15pm-4:30pm

- Instructional Time

4:30pm- 5:00pm

- Toileting/Handwashing

5:00pm-6:00pm

- Manipulative and Free Play/ Prepare for Home

School Schedule (Before and Afterschool children) 6:00am-

7:00am arrival, hand washing & breakfast snack
 7:00am- 8:00am_ Hand Washing & departure for school
 3:00pm-3:30pm_ Arrival from school hand washing & snack
 3:30pm_4:00pm_ Hand washing & relax time 4:00pm_5:00pm_
 Wed & Fri swim class
 Tue & Thurs Sports Class
 Fri, outdoor play, walk to library, art & Games
 5:00pm-6:00pm_ Homework
 6:00pm prepare for home

III. Religious Practices

KIDZ Creative Concepts feel that religious practices should be left up the families beliefs, and will not in any way get involved with the families decisions.

IV. Center Closings

KIDZ Creative Concepts is closed on all major holidays Christmas
 Day
 New Year's Day
 Martin Luther King Jr. Birthday President
 Day
 Good Friday Memorial
 Day Independence Day
 Columbus Day Veterans
 Day
 Thanks Giving Day (Day after Thanks Giving) Christmas day

Vacation Days will be announced (all payments and co-payments are still due to ensure the current budget is still met)

V. Fees and Payment Policies

Fees: flat fee scale
Infants and Toddlers \$232.45 per week/\$46.49 per day
2 year olds \$196.30 per week/\$39.26 per day
3 to 6 year olds \$163.60 per week/\$32.72 per day

Co-payments are due the 15th of each month. Private payments are due every 2 weeks. Late fees will be applied to any payments received after the due date.

Late Fees

\$1.00 - every minute late for pick-up (after the first 5 minutes grace period) \$10.00 -Tuition payments that are not in by the Friday before care.

There is a two week deposit required for all children, unless there is a financial hardship form completed, approved and on file at the center. This is to ensure that proper notice will be given for the withdrawal of children and /or all late fees and tuition are paid prior to their withdrawal; if the center does not receive proper notice of a child's withdrawal, the parent is responsible for the tuition that has accumulated for the two week drop period. Any parent receiving subsidy will have to have all required information on file with the center, including the application to the program they have applied for and letter of approval from the program.

*All fees are to be paid in the form of cash, check or money order. Any checks returned due to non-sufficient funds will be charged a late fee and all additional costs that are associated with the NSF transaction, and the family's check writing privileges will be revoked. All Co-pays are due on the 15th of every month. Private Paying parents' payments are received every two weeks.

Parent fees are used to cover salaries as well as for the purchase of all the facilities supplies, equipment, food and other program expenditures. Our fees are enrollment fees, not attendance fees. Refunds will not be made for missed days due to illness, vacations, or weather-related absence. It is expected that fees will be paid whether or not a child is in attendance, unless the center itself is closed that day.

Children will not be allowed to continue their enrollment in the program if fees are continually delinquent.

time warning
2nd time fines

3rd time suspended from program (length of time will be discussed)

1st

For

illnesses or vacations that will keep your child away for more than 5 consecutive contractual days, a partial readjustment can be made at the discretion of the director; written documentation from a doctor is required.

VI. Insurance

All Children are covered by a general liability insurance policy while they are on the premises. Should you have questions regarding this policy, please ask the program coordinator.

VII. Enrollment Procedure

Parents must fill out KIDZ Creative Concepts application packet: Birth Certificate, Medical Card, Physical form (TB&LEAD), enrollment form, and dental form (if qualified subsidy forms)

Criteria

1. Children between 6 weeks and 6 yrs

2. Child enters program on a trial basis, child & parent must meet After 30 day trail period
3. Communication took place after child progress
4. After the 30-day trial basis, the child may be accepted into the Program
5. Full or part-time option, full time 5 hr. or more, part time 4 hrs. Or less
6. Extra time may be requested, but can only be given if space is Available, additional fees will apply.

VIII. Discharge Policies and Procedures

Just in case your child finds it difficult to meet the standards or expected behavior, it may be necessary to prevent his/her participation in future activities of the center. Our aim is to meet the child's needs with in our existing program & resources. All decisions can be reviewed if there is a major change in the situation.

KIDZ Creative Concepts has an open door admission policy for any family that is either in the process of becoming self-sufficient, has the desire and will to become self-sufficient, and/or self-sufficient families who cannot afford high quality childcare because of their income (meaning your family does not meet the income guidelines for a subsidy program and need assistance to help pay for quality childcare). (The children must be current on their immunizations and free of all communicable diseases, unless proper procedure has been followed in accordance with the Child Care Act of 1969. The parents must have all proper documentation and required forms signed and on file and have attended at least one day of center observation prior to the first scheduled day of care in order for the child to attend. All forms will be available for completion during the orientation that will be conducted by the center. The parents and/or guardian must notify the center two weeks prior to termination of care. The center will only terminate care if parent is negligent, the child is picked up and/or fees are late three or more times, or if the child is physical threat to themselves or others.

*We stress the importance of current and correct information on the files of all children. The center will periodically check files for accuracy. If we are unable to make contact due to the negligence of a parent updating their files, **THE CHILD WILL BE TERMINATED IMMEDIATELY!!**

IX. Arrivals&Departures

KIDZ Creative Concepts hours of operation are Monday-Friday, 6:00am- 6:00pm. Children must be accompanied to the center and picked up from the center by a parent, guardian, or other authorized person who is 18 years of age or older. Written permission must be provided in a child's file for anyone else you would like for your child to be picked up by. Persons picking up child(ren) for the first time or who are not recognized by the staff must

show photo identification. If there are any restrictions as to who may not pick up the child, the Center must be notified. It is the enrolling parent responsibility to notify the center of any changes in custody, court orders, orders of protection, etc. Parents must fill out a pick-up sheet at the time of enrollment and are obligated to update it as needed. Parents can send or fax a letter along with a copy of their picture I.D. Parents then need to add this person to the list A.S.A.P.

All children enrolled in the program must be dropped off by scheduled site time and picked up by scheduled site closing. Any exceptions must be cleared with the Director. If the some reason, you will be late picking up your child(ren), please contact the site supervisor of your situation. **No child(ren) are allowed to stay more than 10 hours in our facility. No children will be accepted in the doors after 9 : 3 0 a.m.**

If your child has a Doctors appt. or WIC appt., your children will remain in your care for the rest of that appointment day. We are on a schedule and when your child comes in after arrival time everyone has to make big adjustments to fit the needs of the child

X. Treatment In Case Of Illness, Injury, and/or Emergency

Sick/Ill Children

We believe that the safety and well-being of each and every child should be the number one priority for any program. However, things do happen. If a child becomes ill at the center, he/she will be isolated in a designated area and given a cot and blanket and will remain in plain sight of an assigned staff person. That staff person will be responsible for contacting the child's parent in order for the child to be picked up. If staff cannot reach the parent, they will begin to call the emergency contact persons that are on file, until someone is reached that can retrieve the ill child. If your child becomes ill at the center or at home, the child needs to have a signed doctor's note that specifies the date the child can return to school, uponreturn.

Injured Children

In case of injury, depending on the extent, your child will be either, 1) provided with first aid treatment or 2) have CPR performed and 911 called for professional medical treatment, and if necessary transported to the hospital by ambulance. In either case, the parent and/or guardian will be notified immediately. In this case the parent/guardian cannot be reached; the center staff will contact the emergency contact people. If the child is exempt from medical care on grounds of religion, the proper procedures will be done based on information provided by the parent that is on file at the center.

Any and all medical treatment will be documented in its proper log. If the incident required professional medical care, DCFS shall be contacted verbally with a written follow up letter no more that two days following the incident.

Emergency Phone Numbers: Police, Fire Ambulance 911 Non-
Emergency: Police 1-312-746-6000
Fire: 1-312-744-6666
Local Hospital (University of Chicago) 773-702-1000 Poison Control
Center: 1-800-942-5969

XI. Field Trip and/or Excursions

There will be trip slips sent home for any outing. The slip must be signed and on file with all monies due, if any, at the center at least the day before the event. If there is a trip off the premises where transportation is needed, it will be provided by a professional bus service.

XII. Personal Belongings (MONEY, FOOD, TOYS, etc.)

Please do not send your children to school with any valuable personal belongings. **KIDZ Creative Concepts** will not accept responsibility for any lost or stolen valuable.

To elaborate, PLEASE DO NOT ALLOW YOUR CHILD TO BRING FOOD, TOYS, MONEY NOR WEAR EXPENSIVE JEWELRY, TO THE CENTER.

XIII. Reports of Abuse and Neglect

The term "child abuse and neglect" means the physical injury by other than accidental means, injury resulting in a mental or emotional condition which is a result of abuse or neglect; negligent treatment, sexual abuse, maltreatment, mistreatment, non treatment or exploitation or abandonment of a child under the age of 18 or of an individual who appears to be mentally delayed.

All employees of **KIDZ Creative Concepts Daycare center** who know or reasonably suspect child abuse or neglect is required by law as an mandated reporter, to file a report with the Department of Children and family services. An immediate oral report is mandatory, followed by written report if requested. Anyone participation in good faith in the making of a report shall have immunity from any liability, civil or criminal, that otherwise exist and such immunity shall extend to participation in any judicial proceeding resulting from such report.

Please be advised that **KIDZ Creative Concepts Daycare center** will not tolerate Child Abuse or Neglect! No employee is permitted at any time to use corporal punishment or to engage in the behaviors outlined at any time for any reason. If there is any doubt as to whether a discipline practice may be construed as abuse or neglect, that practice shall not be conducted.

Should an incident of suspected child abuse or neglect occur by an employee, the following procedure will be enforced:

1. The employee will not work directly with children until the investigation is completed. This investigation will be conducted by the Director of the Center
2. The employee, other co-workers, and any other persons that may have information pertaining to the investigation will be questioned. Dishonesty or intentional omission of information will not be tolerated and may result in the immediate termination of all employees not fully cooperating with the investigation.
3. The Director will conclude the investigation as substantiated or unsubstantiated.
4. In the case of a substantiated claim, the employee will be terminated immediately if the person's continued employment at the Center would place the children at risk. If the children are not at risk, the employee may still be terminated immediately. At a minimum, however, that person will receive a written warning to be placed in their personnel file. A second substantiated incident of abuse or neglect, even if continued employment would not place the children at risk, will result in termination.

The State of Illinois define abuse as:

- Sexual abuse, including touching
- Physical abuse injuries; including whelps, burns, cuts etc....
- Verbal/Emotional abuse including constant belittling cursing at a child etc..

Neglect is defined as:

- Failure to provide food
- Failure to provide nurturance
- Inattention to medical problems

XIV. Guidance and/or Discipline Policy

What others refer to as discipline, we call guidance. No child will be hit, spanked, belittled, or otherwise intimidated at our center, even with the permission of the parent. There will be no corporal punishment used in any form. There will be no abusive or profane language, isolation, humiliation, or threatening and/or actual withdrawal of food used as a form of guidance. We view self-control as a learning process. Limits are explained, and when possible, defined within the center. We try to stress two main patterns of behavior: respect for other people, and respect for property. As a result, we do not allow children to neither hit or shove nor verbally abuse other children or mistreat material possessions (theirs or others).

Occasionally, children do not behave in respectful ways, and therefore, need guidance.

Guidance will be handled by all staff in the following ways:

- 1.) First incident - **WARNING** (Child will be confronted about inappropriate behavior, by being asked what they are doing wrong and what they will do to rectify their behavior. The staff will listen to the answer and if the answer is unacceptable, the staff will explain to the child what was inappropriate about their behavior, what the proper behavior is, and what will happen if the behavior continues.

2.) Second incident (Repetition of the same inappropriate behavior and/or any inappropriate behavior in a week time period) - "Time Out"

- the child will be seated in a designated "time out" area for one minute

per the age of the child. During this time, the child will write a statement explaining their inappropriate behavior, why they feel it was repeated (if repeated), what they will do to prevent the behavior from happening again, and what form of guidance they would use if they were the staff person and another child did the exact same thing they did.

The child will go over the statement with the staff person and the staff will explain to the child what will happen if he/she continues to behave inappropriately. The parent will receive correspondence informing them of the level the child is in, in the guidance process and will be asked to talk to their child about their inappropriate behavior.

3.) Third incident - The child will be suspended from the program until there is an official conference with staff and parents.

The atmosphere at KIDZ Creative Concepts is very fun, creative and exciting; therefore if a child is suspended, we believe they will seriously think about the inappropriate behavior that they previously displayed and return to the center with a more appropriate attitude. However, if the child is continuously acting out, the director and staff will meet with the parents and come up with a written plan of action together. The plan may include but not be limited to social service intervention. As long as the parent is actively participating in any plan that is decided upon, the center will not terminate the child from care unless the child is inflicting bodily harm upon other children, themselves, or the staff of the program. If there are any threats to the wellbeing of any of the children or staff, the center along with the parents will seek alternative means of care. We will work with the parent to ensure the child gets the proper care and necessary treatment. We understand that some children have behavioral issues that need to be dealt with, but we need you the parent to care, and there is nothing that we can't conquer together, but we have to all be actively involved in the lives of our children.

XV. Potty Training

The staff will assist parents with potty training; however we do believe that children began using the potty when they are ready. You will notice signs of readiness when they are no longer wanting to wear a diaper, hiding, talking, directing themselves to the toilet area, and pulling their pants down. When they reach this stage you may bring pull ups and an extra pair of clothes.

XVI. Labeling of Items

It is the parents' responsibility to label their children's bottles, clothes, bags, wipes, etc.

XVII. Communication

It is imperative that you inform us of any changes to your phone number, address, or child care arrangement. We need to get in contact with you at all times.

Written Communication

The success of our program is based on establishing partnership between parents and our staff. Open and frequent communication will help your child have a positive learning experience. We will keep you informed of all the milestones and progress that your children have made at our facility. You can also let us know what new things they are showing you at home.

XVIII. Cell Phones

Parents please do not come into the Center talking on your cell phones. Your children have not seen you all day and they would like to have your attention. Also we want to talk to you about your child's day.

XIX. Children's Birthday

We acknowledge this special day and you can make arrangements with your child's teacher. Hard and chewy candy are not permitted because it can be a choking hazard. Cakes, muffins, cupcakes, etc. are recommended items. Light decorations could be hung around the classroom.

XX. Nutrition

KIDZ Creative Concepts will provide a well-balanced meal from all the food groups. All food served is nutritional and healthy in order to promote the child's physical and cognitive development. We provide your children with breakfast, lunch, and afternoon snacks. We do not provide any special diets. Our food is provided by a catering service.

Meals are provided to children after the age of one year. Parents are to provide their children with meals until they are able to eat table food.

Please alert our staff of any food allergies so we can accommodate the child.

XXI. INFANTS AND TODDLERS

All bottles are required to have tops and a sticker with the child's name and the date the bottles were made. Do not bring open baby food jars to the center. Our center is equipped with food warmers and refrigerators. Any unused food will be sent home or thrown away. Breast milk will be handled in a manner consistent with universal precautions.

XXII. CHILDREN'S SUPPLY NEEDS

Infants

- Prepared formula in bottles w/lids
- Change of Clothes (t-shirt, shirt, pants, sleeper, socks)
- Bibs
- Jar Food
- Diapers
- Wipes
- Pampers

- Kleenex

Toddlers

- Pampers
- Wipes
- Change of clothes (t-shirt, shirt, pants, socks)
- Large plastic Bib
- Kleenex

Two-Year Olds

- Change of Clothes (t-shirt, shirt, pants, socks)
- Pull-ups
- Wipes
- Kleenex

Three to Six year olds

- Change of Clothes (t-shirt, shirt, pants, socks)
- Kleenex

We would like each parent to add \$5 to their co-payment and payments for wipes each month to ensure your child has wipes at all times. Thank You!

XXIII. PESTICIDE APPLICATION

1). Chemicals for insect and rodent control shall be applied in minimum amounts and shall not be used when children are present in the facility. Toys and other items mouthed or handled are removed from the area before pesticides are applied. Children must not return to the treated area within two hours after a pesticide application. Over-the-counter products and commercial chemicals by licensed pest control operators who meet all the standards of the Department of Public Health are used in the facility. A record of any pesticides used shall be maintained in the facility.

(2). The center will notify all parents and guardians when pesticides will be applied in the center. Parents will also receive a written notification for pesticide applications.

(3). Prior notice of pesticide application is not required if the application is due to an immediate threat to health or property, in which case the pesticide must be immediately applied.

(4). Pesticides subject to notification requirements shall not include antimicrobial agents, such as disinfectants, sanitizers, or deodorizers, or insecticide baits and rodenticide baits.

XXIV. TRANSPORTATION

KIDZ Creative Concepts does not offer transportation at this time, if your child is enrolled in before or after-school program transportation must be provided by the parent or adult appointed by the parent.

The only transportation that the **KIDZ Creative Concepts** will provide is to and from field trips through a licensed bus transportation company, which you will be notified in advance of upcoming field trips.

XXV. CUSTODY OF CHILDREN

School personnel are required by law to release children to EITHER of their parents and/or guardians unless the school has on file a copy of a court order that grants custody to one parent and/or guardian only or to another adult. Copies of court orders are kept on record.

XXVI. CONFIDENTIALITY/RELEASE OF INFORMATION ON A CHILD

NO information will be released by staff to anyone UNLESS there is a signed release to do so. All records are confidential.

XXVII. VISITORS

No siblings or friends will be allowed to attend class with your child. Parents are welcome to observe at any time.

XXVIII. UNIFORM

Children should dress comfortably, simply and suitably for the weather. We do engage in a number of “messy” activities that, despite smocks, can get clothes dirty. We do not want to inhibit the children unnecessarily, so we ask parents/guardians make sure those students clothes fit comfortable so that they can play in them without hesitation.

XXIX. EXTRA CLOTHING

Please provide the Center with a complete change of clothing for your child. Accidents do happen! Do not forget to label each item with your child’s name and to include socks and underwear. Please change the clothing on hand when the weather changes.

XXX. CUBBIES

One is provided for each child and is marked with the child’s name. It is important that you check each day for artwork, notes from teachers or director, personal items, etc.

XXXI. RULES & RESPONSIBILITIES

Basic Rules

In order to maintain a safe environment for your child and reduce conflict amongst the children the following rules are strictly enforced.

- * No chewing gum or hard candy
- * No cough drops
- * No personal toys allowed (not responsible)
- * No jewelry that would encourage young children to put in mouth
- * No money (may promote choking)

Fund-raiser Responsibility

Parents are responsible for raising \$150.00 per year.

Parents that may have financial difficulty in raising \$150.00 may speak with the Director and it

may be suggested that you may volunteer at the school i.e. bulletin boards, field trips, arts & craft, birthday parties, walks or neighborhood excursions or other special projects. Each time you volunteer will earn 10 points (\$10.00) towards your fundraising obligation. (This must be approved by the Director only)

XXXII. HEALTH REQUIREMENTS:

All children entering school must have proof of immunization against diphtheria, whooping cough, tetanus, polio, measles, mumps, chicken pox, rubella and Hepatitis B and they must also present a physical examination form. TB Skin test and lead screening with results of both must also be present. No student will be allowed to enroll without the above. There will be no exemption period.

Health Requirements

The well being of your child is important to you, to us, and to the State of Illinois. Therefore, there are certain laws established by the State for our benefit. Your cooperation is essential as we seek to follow the laws. Please remember that we have a responsibility for the health of all the children in the center.

All applicants must submit immunization records, which must be kept current. If there are special medical concerns, then there must be a note from a physician describing the medical concerns. In the event of an emergency, we will call 911 and have your child taken to a hospital. We will also contact you immediately.

To avoid the spread of infection and illness, you are **REQUIRED** to keep your child at home if one of the following conditions is present.

1. A fever of 100 or more within the last 24 hours.
2. Vomiting and/or diarrhea.
3. Excessively red eyes (Conjunctivitis or "Pink Eye").
4. Hacking cough.
5. Contagious rashes.
6. Ringworm, Pinworm or other similar skin problems.
7. A cold with coughing, a runny nose and **WITH A FEVER.**
8. Uncontrollable discolored runny nose
9. Contagious childhood diseases such as mumps, measles, chicken pox, etc.

Should a child become ill during the day, the parent is notified immediately. The child is taken to the sick room and remains there until the parent or authorized person arrives to take the child home.

If the child is absent from an illness for more than three days, A doctors release statement is required for re-admission.

Certain illnesses will require a note from a doctor to allow the child to return to Childcare. The doctor's note must be the original note. These illnesses include but are not limited to:

Chicken pox	Head Lice	Hepatitis	Severe Asthma
Impetigo	Measles	Pink Eye	Whooping Cough
Pin Worms	Ringworm	Scarlet Fever	

If a teacher feels your child should not remain in childcare due to sickness related symptoms,

then the childcare worker will refer your child to the childcare director for a final decision. The childcare director may require you to take your child home. Do not bring your child back to the center if they are still ill. Keep your child at home for 24 hours to give them time to get better.

XXXIII. ADMINISTERING MEDICATIONS

Our staff is not medical personnel. Therefore, no medication (including over the counter medications) will be given to your child unless:

1. It is prescribed by a doctor in its original container that shows the dosage, child's name, doctor's name, and expiration; ask the pharmacist to dispense your child's medicine in two containers—one for at home and the other for the Center.
2. Over the counter medications may be administered from its original container and with a signed medication form by the parent indicating any instructions.
3. You have completed the proper medication form in the school office.

XXXIV. SMOKING POLICY

KIDZ Creative Concepts is a smoke free environment and no smoking is allowed inside or with 25 feet of the building grounds. This policy is for staff, parents and all guest and visitors of daycare center.

XXXV. RECEIPT OF HANDBOOK

*I have read and understand **KIDZ** Creative Concepts Daycare's policy*

Parent/Guardian Signature

Date

Director Signature

Date

Staff Signature

Date