

2012



Aurora Child Development Center Parent Policies and Procedures



Serving low-income families in the Aurora
community for over 40 years.

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BACKGROUND

Established in February 1972 the Aurora Child Development Center is a developmental child day care center licensed by the State of Illinois, Department of Children and Family Services. The Center is an incorporated, non-profit organization that extends its services to low income children regardless of race, color or creed.

The Board of Directors is composed of representatives from the community and parents of enrolled children.

PHILOSOPHY

The philosophy of the Aurora Child Development Center is that all children need to feel loved, wanted, and appreciated. The Center is concerned with the physical, emotional, intellectual, and social development of each child.

Staff

All of the staff at Aurora Child Development Center meets the requirements by the State of Illinois Department of Children and Family Services standards for teaching, assistant teaching, and aides. Each staff member is certified in First Aid and CPR training. Our staff has had a very low turnover rate, with employees who have been with us for up to 30 years.

CURRICULUM

The overall objective of the curriculum is to provide a developmentally appropriate program to meet the individual needs of each child and develop the child's self-confidence and his sense of accomplishment. Whether a fifteen-month-old or a four-year-old, a positive loving relationship between the child and his teacher is crucial to the child's emotional, intellectual, social and physical development. Age appropriate activities are scheduled daily for children, with play being the primary means by which the child learns about himself and his environment. The curriculum also provides multicultural experiences. Parents are encouraged to share their culture with the Center.

LANGUAGE DEVELOPMENT

Our language program provides opportunities for the Spanish-speaking child to develop and extend his native language, and for all children to develop the English language. This is done through informal situations, such as conversations, books, writing materials, and language activities. Children are encouraged to express ideas and needs both verbally and written. The Lending Library, located in the office, allows children and parents to take books home to read and bring back the next day.

SOCIAL/EMOTIONAL DEVELOPMENT

A child will have experiences with other children learning how to express feelings. Whether it is in the Housekeeping area using their imagination and pretending, or in the block area helping to build a tower. Children learn to work together and cooperate. They experience accomplishments and sometimes disappointments and learn how to handle both.

SCIENCE

A child has the opportunity to ask questions about his world. Using his five senses, he is able to explore his physical environment. Teachers provide experiences with several different mediums for the child to use. For example: water table, playdough/silly putty, magnets, or growing plants. Older children also go on fieldtrips.

MUSIC

Musical experiences help develop better muscle coordination, teach rhythm, stimulate creativity and imagination and increase auditory discrimination

MATH

Math concepts can be seen in many different areas of the classroom. Children as young as 15 months are learning to count 1,2,3. They learn concepts of space like *on, under, between, next to*. Older children learn one-to-one correspondence by helping to set a table or playing a board game.

CREATIVE ARTS

A variety of Art materials are available to the children at all times to allow them to express their creativity and learn about colors, shapes, and textures. Teachers are aware that the creative process is what is important and not the ending product. Small motor skills are developed by using crayons, pencils, markers, paint brushes, and scissors.

HEALTH AND SAFETY

The Center's main concern is children's health and safety. Teaching children how to be safe and healthy is part of every day curriculum, from washing hands to walking in the hallway. Teachers are also aware that they are role models for children. Parents need to work together with Teachers to build healthy habits that can last a lifetime.

ENROLLMENT AND ELIGIBILITY

Children between the ages of six weeks and five years are accepted if they are within the Federal and State eligibility financial guidelines. Parents qualify for child care services based solely on their work schedule. Only parents on TANF participating in an IDHS approved education/training program are eligible. Teen parents under 18 living with their parents and attending high school qualify for child care.

The enrollment procedure, which is done prior to admission, includes the following forms:

- A. Application form
- B. Physical
- C. Birth Certificate
- D. Food Grant
- E. Permission slips on following:
 - 1) Emergency first aid
 - 2) Emergency medical care
 - 3) Photographs
 - 4) Field trips, excursions
 - 5) Medications
 - 6) Authorizations of medication for temperature over 100
 - 7) Receipt of DCFS pamphlet to parents

There will be no religious training offered at the Center.

I. CHILD ADJUSTMENT TO THE CLASSROOM

In order to ease the adjustment of the child on the first day, the parent is asked to stay with the child in the classroom for at least fifteen to twenty minutes. Depending on the child's needs, the parent may need to stay longer or may need to stay for a few minutes for several days during the child's initial period of attendance.

It is recommended that the parent talk with the child about staying at the center to help the child understand the separation and ease the adjustment process.

During the child's first weeks, the teacher will send home daily sheets to let you know how well your child is adjusting. If you have any concerns, or would like to set up a conference with the teacher, this can be arranged. Periodically, conferences are scheduled as the needs of the child, parent or caregiver demands.

In our Infant Program a sheet is filled out and sent home daily to inform you of your child's day including diaper changes, feeding times and amounts eaten, nap times and any notes from the staff. Parents are asked to fill out the top portion at drop off time daily to inform the teacher of the child's needs.

Notes are sent home as a means of communication between the parents, teachers, and administration. Each child has a cubby/mailbox where notes are placed to go home. Parents are expected to check the cubby/mailbox every evening.

What to bring

The parent is asked to provide a complete change of clothes labeled with the child's name. The Center is not responsible for loss of any clothing that is not marked. Children should come to school in casual clothes appropriate for daycare. Children will get dirty from outside, paint, and food. Smocks will be used, but the Center is not responsible for clothing. Bottles and Pacifiers should be labeled with the child's name. All Bottles stored in the refrigerator must have a lid and have a name and date. If a child sleeps with a favorite blanket, they may bring it in for naptime. Toys from home are NOT allowed in the classrooms. Please leave any toys from home in the car, do not bring them in school. For safety reasons, children should not wear any open toe shoes. Please send your child in tennis shoes or boots with socks.

A box of diapers is needed if the child is not toilet trained. The Center supplies the wipes needed for changing. If your child is training, please bring in pull-ups or several pairs of underwear and pants/shorts in case of accidents. Notes will be sent home when the child needs more supplies at school.

III. ARRIVAL AND DISMISSAL

For the safety of the child, the parents (or whomever) brings the child must accompany the child into the classroom and see that the child is received by a caregiver. The child needs to be signed in upon arrival and the time noted. All children should be at the Center by 9 A.M. Daily routine and schedule is important for children. Breakfast is served at that time and daily activities begin thereafter. If you are going to be late, it is your responsibility to call the Center and notify. Front doors are locked after 9 A.M. If the Center was not notified, the child may not be accepted for that day. If the child has an appointment he/ she can arrive as late as 10 AM. Any child arriving after that time will not be accepted for the day.

Parents are asked to call the Center when a child will be absent. Children are enrolled on a FULL TIME basis only Monday through Friday. Attendance of 80% is expected on a monthly basis. **IF A CHILD IS ABSENT FIVE DAYS IN A ROW WITHOUT NOTIFYING THE OFFICE, THE CHILD WILL BE DISCHARGED.**

Children will be released only to persons who are authorized on the Center application. The pick up person will be required to provide proper identification.

The authorized person picking up a child will need to sign his or her first and last name and time of pickup.

To fulfill the true purpose of the Center, parents are required to pick up their child promptly after the end of their working hours. This allows you 20 – 30 minutes after your shift ends to pick up your child. Our center provides care for children while parents are working only. Staffing schedules are based upon parent work hours. If a parent is working late, you are required to call the Center and notify them. Late fees will apply if the child is not picked up on time.

For the child’s safety, your child will not be released to any person who appears to be under the influence of drugs or alcohol.

IV. LATE FEES

The Aurora Child Development Center closes promptly at 5:30 P.M. The following fees will be imposed when a child is picked up late.

First offense:	\$5.00 plus 20¢ / minute
Second offense:	\$8.00 plus 20¢ / minute
Third offense:	\$10.00 plus 20¢ / minute
Fourth offense:	\$15.00 plus 20¢ / minute
Fifth offense:	Terminated

Exceptions will be made in weather related incidents. In case of flooding or ice, a sign will be posted in the Toddler 1 classroom window to use the front door. If a child is stranded at the Center for more than one hour, the situation will be handled at the discretion of the Director. In which case, the local police will be called and Department of Children and Family services contacted. Parents are required to have updated contact numbers on file at all times.

V. PARENT FEES

Parent fees will be assessed at the beginning enrollment date. Upon receiving an approval letter, your fee could change based on income levels and approval status. Parent is responsible for the co-payment amount on their approval notice. All parent fees are due on the third Monday of every month. Other payment options are available if discussed with the Director prior to due date. Any parent fee not paid in full by the due date will be charged a \$20.00 late fee. Clients with payments left unpaid by the month’s end will be discharged.

Payments can be made in cash, check, or money order. If we receive a returned check, the parent is charged a \$25.00 bounced check fee. In addition to the fee, cash or money order will be the only acceptable method of payment.

Full Paying Clients

Full paying clients are required to pre-pay for childcare with a one-week security deposit in advance. Full paying clients are only enrolled when there are no Illinois Department of Human Services (IDHS) clients on the waiting list. IDHS is the primary source of income for the Center.

VI. BEHAVIORAL MANAGEMENT/DISCIPLINE

The Center staff will use disciplinary measures designed and carried out in such a way as to help individual children develop self-control and to assume responsibility for their own acts, children are disciplined by firm positive statements or redirection of behavior. Under no circumstances shall a staff person slap or spank a child or yell or scream at a child. The withholding of food is never used to punish a child.

VII. HEALTH

Children with any of the following symptoms should not come to the Center and will not be accepted if brought to the Center:

- A. Elevated temperature over 101°
- B. Heavy nasal discharge and cough
- C. Heavy wheezing
- D. Diarrhea
- E. Vomiting
- F. Communicable disease, such as measles, chicken pox, mumps or pink eye
- G. Untreated infected sores
- H. Parasite infections such as pinworms or roundworms
- I. Head lice and/or body lice- required to bring in empty treatment container and staff will perform head check daily for next 10 days after treatment as a precaution.

Parents will be notified to pick up children if any of the above symptoms occur during the day.

A child may be well enough to attend school but the parent may prefer that the child not participate in some activities. Please contact the office if this occurs. The child needs to be symptom free without fever reducers in order to return to school after being sent home unless a signed Doctor's note is received.

The parent will be contacted to pick up the child if, due to the child's health, the entire classroom would be prevented from attending a planned activity or field trip.

PERSONAL HYGIENE AND CLEANLINESS

We need each child to begin the day as clean as possible in fairness to all the students and also the teaching staff. Bathing is an important aspect of hygiene. Keeping your child's hair and body clean by frequent bathing with soap and water keeps germs from causing illness. Bathing also gives you as a parent, an opportunity to examine your child for any lumps, swelling, or infection. Upon entering the classroom in the morning, please have your child wash his/her hands.

MEDICATIONS-DISPENSING AND STORAGE

Any prescription or non-prescription medication brought to the Center must be signed in by the parent on a medication form. These medication forms are on the desk in the office. Please leave the medicine with the form. Medications are stored either in the refrigerator or cabinet in the office.

ACCIDENTS / MEDICAL EMERGENCIES

The parent will be notified immediately if the child is injured while at the Center or has a medical emergency. When necessary, paramedics will be called to assist the child and/or transport the child to the hospital.

If a child, exempt from medical care based on religion becomes ill or injured, the services of a certified practitioner as designated by the parent will be notified.

The Center will be liable for payment of any injury that occurs at the Center but not for a medical emergency.

Accidents that occur at the Center will be documented. In some cases the parent will be notified of the accident. If the accident is minor, the staff member will help child and then write up the form. Minor accidents will be discussed with parent or authorized person at the end of the day.

VIII. PARENTS DAYS OFF WORK

The purpose of the Center is to care for children when parents are at work. When parents have a day off, children are not to attend the Center. Abuse will lead to termination.

IX. MATERNITY LEAVE

The maximum maternity leave is six weeks with required documentation. The child (ren) may continue to attend the Center from 8:30 a.m. to 3:00 p.m.

X. UNEMPLOYMENT

Because the Center is funded through IDHS for working parents, a parent who quits a job or is laid off or fired is ineligible for further service. Your child care benefits will not be canceled for 30 days. This time is allowed to find another job; however, the child may not attend until you are working again.

XI. A CHILD WILL BE DISCHARGED FROM THE PROGRAM IF:

- A. The family becomes ineligible because of loss of job
- B. The parent fails to cooperate with the program policies and procedures
- C. The parent displays a strong disapproval of the Center's philosophy
- D. The child has a special need that cannot be met by the program. Included would be emotionally disturbed children who are destructive to property and /or cause physical harm to other children. In such cases, the Center and the parent would meet to seek placement for the child into another more appropriate program.

XII. NUTRITION

The Center provides three nutritious meals per day Breakfast, Lunch, and Snack. A menu is provided monthly to each parent, and menus are posted in every classroom as well.

Food items such as candy, potato chips, and gum should not be sent with the child to the Center. If such items are brought in, they will be discarded.

If the child requires a special diet at the recommendation of the child's physician, arrangements should be made with the office.

Special items for the classroom (ex: Birthday Cake) may be brought in at the discretion of the teacher. These items should be store bought and in it's original container.

XIII. COMMUNICATION

It is the responsibility of the parent to inform the Center of any changes so that all records may be kept current. The Center should be notified immediately with any of the following changes:

- 1) Name
- 2) Phone Number
- 3) Address
- 4) Place of employment
- 5) Hours of work
- 6) Income
- 7) Family Size
- 8) Marital Status
- 9) Emergency contact persons

Failure to notify of these changes could result in termination.

All information in the child's file is kept in a locked file cabinet and is held in strict confidence. Files are accessible only to authorized personnel. There is no release of information to outside persons or agencies unless there is a signed consent from the parent.

Information is shared with parents on a regular basis. All written correspondence from the Center contains important information that should be read carefully and kept for future reference. Parent newsletters are sent home every month. Special notices will be placed on the bulletin board near the office.

A written consent will be required if your child is to be involved in any type of observation study or research involving an outside agency, person or student.

XIV. PARENT PARKING

Families should enter the parking lot on Lincoln Ave. then exit the parking lot onto Downer St. This creates a one way traffic pattern for the safety of the children walking across the lot. Everyone must park in the spaces outlined in yellow. Do Not park your car in the driveway; this prohibits other cars from passing through. Please remember to drive slowly through the parking lot being sensitive to the fact that small children sometimes can be hard to see. Be sure to lock your car and turn the engine off when you are not in it, there has been incidents of theft.

XV. ANNUAL SCHEDULE

The Center will be closed on the following holidays and extra days during December depending on the number of days the Center is funded. Parents will be notified of the closings. We follow the East Aurora School District 131 closing schedule for most days off excluding teacher institute day and early dismissals.

Martin Luther King Jr.'s Birthday

Lincoln's Birthday

Good Friday

Memorial Day

July 4th

Labor Day

Columbus Day

Thanksgiving

Friday after Thanksgiving

The Center also follows the public schools in closing for snow days. These are announced on the radio, 95.9 FM the RIVER, 1580 AM.

XVI. PARENT PARTICIPATION

Because the Government funds your child/children, it will be necessary for you to participate and support the Center's activities. This can be done by attending Board Meetings, Committee Meetings, Parent Meetings, Open House, and participating in all fund raising activities.

XVII. FIELD TRIPS

Some field trips will be scheduled by the Center to enhance our program and enrich the children's world.

Permission forms are signed by the parents who would like their child to participate in special field trips. The children also will take walks to explore nature, visit the local pet store, bank, grocery store, fire, and police departments.

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