

THE CHILDREN CENTER  
OF  
LAKE FOREST

PARENT'S  
HANDBOOK

**THE CHILDREN CENTER OF LAKE FOREST**

**28457 N. BALLARD UNIT A2**

**LAKE FOREST, IL 60045**

**PHONE: 847-367-0099**

**FAX: 847-367-3379**

**E-MAIL:CHGOWM@AOL.COM**

**[WWW.CHILDRENSCENTEROFLAKEFOREST.COM](http://WWW.CHILDRENSCENTEROFLAKEFOREST.COM)**

## **MISSION STATEMENT**

**THE CHILDREN'S CENTER OF LAKE FOREST IS A STATE LICENSED DAYCARE AND PRESCHOOL FACILITY. WE STRIVE TO PROVIDE THE QUALITY CARE THAT YOUR CHILDREN DESERVE. OUR STAFF IS PREPARED THEORETICALLY AND EXPERIENCED IN PROVIDING AN EDUCATIONAL PROGRAM FOR CHILDREN IN A SAFE AND LOVING ENVIRONMENT THAT WILL MEET THEIR DEVELOPMENTAL NEEDS. WE RESPECT EACH CHILD AS AN INDIVIDUAL REGARDLESS OF ORIGIN, COLOR, OR RACE. WE MAINTAIN OPEN COMMUNICATION WITH PARENTS SO AS TO BE ABLE TO POSITIVELY CONTRIBUTE TO EACH CHILD'S OPTIMUM GROWTH AND DEVELOPMENT. WE LOOK FORWARD TO MAKING YOUR FAMILY'S EXPERIENCE A FRUITFUL ONE.**

## **CONTENTS**

**HOURS OF OPERATION**

**ADMISSIONS AND FEES**

**KEYPAD ACCESS**

**COMMUNICATIONS**

**NAP TIME**

**MEALS AND SNACKS**

**FINANCIAL ASSISTANCE**

**DAILY SCHEDULE OF OPERATIONS**

**SICK/VACATION POLICY**

**NOTIFICATION OF ABSENCES/ILLNESS**

**CHANGING YOUR CHILD'S SCHEDULE**

**CUSTODY**

**TOYS**

**POTTY TRAINING**

**CLEANLINESS/HYGIENE**

**MEDICATION**

**INJURIES**

**FIRE**

**TERMINATION OF SERVICES**

**SUSPECTED CHILD ABUSE**

## **HOURS OF OPERATION**

**The Children's Center of Lake Forest is open Monday through Friday, from 6:30AM to 6:00PM. There is a \$1.00 per minute charge for picking up your child after 6:00PM. If late pickup becomes a recurring problem, the Center's director will try to discuss ways to resolve the problem and if it still continues, may need to terminate your childcare. Late fees should be paid to the teacher waiting with your child. If your child has not been picked up by 6:10PM, and no phone call has been received, we will call emergency contacts.**

**If the child is still in our care after 6:30PM, with no contact from anyone, the staff member will need to contact the Law Authorities.**

**We are closed on the following days:**

- **Labor Day**
- **Thanksgiving and the Friday after.**
- **Christmas Day**
- **New Year's Day**
- **Memorial Day**
- **Independence Day**

**If Christmas Eve or New Year's Eve falls on a weekday, we will close at 2:00PM. If Christmas Day or New Year's Day fall on a Saturday, we will close on Friday, and if it falls on a Sunday, we will be closed on Monday.**

## **ADMISSIONS & FEES**

**There is a non-refundable registration fee of \$60.00 that must be paid prior to the admission date.**

**Tuition Payments are due by Tuesday noon of each week. There is a late payment fee of \$15.00 that should be included on your payment if your payment is late.**

**Parents have the option to pay weekly, bi-weekly, or monthly, but it has to be in advance of services provided.**

**A \$25.00 fee is due for returned checks.**

**If an account becomes delinquent, the Director will partner closely with the family to resolve any issues in a timely manner. If the account is continually delinquent, the Director has the authority to deny services until the account is cleared.**

**Full Tuition payment is required for all families even if your child is absent or if it is a scheduled holiday.**

**After your child is enrolled for one consecutive year, you have a one week per year vacation time that you do not need to pay. Please notify us in advance of using this week.**

## **KEYPAD ACCESS**

**For security reasons, every new family is assigned a four digit access code that should be given only to someone that will be picking up your child on a regular basis. Others may ring the doorbell and a picture identification will be requested at pickup time. We ask parents to notify the Center if a different person will be picking up their child.**

## **COMMUNICATION**

**Infants through 3 years of age, have a daily report sheet so parents can be informed of the child's daily activities. The Center also issues monthly newsletters to keep families updated on any changes or reminders. Parents are always welcome to call at anytime to check on their children. For trust and peace of mind, parents are more than welcome to visit their children especially when they are infants. When children grow older, parent visits disrupt their day as they think that they are being picked up.**

**Parent-Teacher conferences are held twice a year. Please feel free to schedule one with your child's teacher.**

## **NAP TIME**

**Every effort is made to adjust to the individual needs of all children regarding the daily nap. Children are allowed to take a book to their cots at the beginning of nap period. Parents may provide the child with a special book, stuffed toy, and favorite blanket. Infants nap at their own time; toddlers between 11:30AM-2:30PM; Two's through Four's nap between 12:30PM-2:30PM. Children who do not nap are required to rest quietly on their cots. Our teachers are very nurturing as to rubbing the children's head or backs to help them relax or sleep.**

## **MEALS & SNACKS**

**The Center provides breakfast between 6:30AM and 8:30AM, morning snack, lunch, and an afternoon snack. The snacks will either be a fresh fruit or vegetable, which will also include water or milk. Children enjoy treating their classmates to a special snack for birthdays or other special occasions. We require everything brought to the Center be pre-packaged, fresh fruit, or something healthy.**

**Please talk to the teachers on days you would like to bring a special treat to the Center.**

**Lunch is provided at 11:00AM for infants and toddlers and at 11:30AM for two's and older children. We positively encourage children to eat what is served. Please notify the class teacher if your child has any allergies.**

**If parents prefer to provide their child's lunch and snacks, it needs to be done on a daily basis. If it's only a one time treat, we ask the parents to please provide for all the children in their classroom as this encourages sharing.**

## **FINANCIAL ASSISTANCE**

**The state of Illinois assists eligible families with financial assistance. The Center requires that families keep to date with all of the requirements of this program.**

**If you are going through any issues and your approval will not be received before your expiration date, please notify the Director.**

**The Center will not provide care if you are expired unless the Director is aware of what is happening.**

# **DAILY SCHEDULE OF ACTIVITIES**

**Below is a GENERAL schedule of a typical day and is subject to vary.**

<b>6:30-8:00AM</b>	<b>Arrivals and drop-offs in Infant and 3 year old room.</b>
<b>8:00-9:15AM</b>	<b>Children go to their classrooms.</b>
<b>9:15-9:30AM</b>	<b>Morning Snack</b>
<b>9:30-11:30AM</b>	<b>Learning &amp; Outdoor activities Or Gym.</b>
<b>11:30-2:45PM</b>	<b>Lunch Time/Nap Time</b>
<b>2:45-3:00PM</b>	<b>Afternoon Snack</b>
<b>3:00-5:00PM</b>	<b>Learning &amp; Outdoor activities Or Gym.</b>
<b>5:00-6:00PM</b>	<b>Departure/Free guided play.</b>

**Parents can pick up their children at any time of the day.**

## **SICK/VACATION POLICY**

**Full tuition payment is expected by Tuesday noon of each Week regardless if your child was absent on some days. If a payment will be late, please notify the Director before a late fee of \$15.00 is charged.**

**Tuition payment is still expected even if your child was absent, on vacation, or simply stayed home.**

**If your child will be gone for a longer period of time, please see the director for special arrangements.**

**After a year of full time enrollment, families receive a free week that may be used anytime after the year.**

## **NOTIFICATION OF ABSENCES** **ILLNESS**

**Please notify the Center if your child will be absent.**

**Per Health department regulations, Children who are sick and were taken to the doctor and diagnosed with a contagious virus, the Center needs to be informed so that we can notify other parents. Children are asked to stay home and return to the Center with a doctor's note stating the child is able to resume to normal day activities.**

**The following illness policies will be strictly enforced, per health regulations, Department of Children and Family Services, as well as the safety of our children and staff.**

**Examples of associated symptoms include, but are not limited to:**

- 1. Fever (100 F. higher)-Child needs to be fever free for 24 hours without any medication.**
- 2. Nausea or vomiting.**
- 3. Diarrhea: runny or watery stools, or 2 or looser stools within last 4 hours.**
- 4. Sore throat, loss of voice, hacking or continuous coughing.**
- 5. Children with pink eye will be sent home immediately and may return after being on medication prescribed by a doctor after 24 hours.**
- 6. Unexplained Rash.**
- 7. Excessive Crankiness: Child is irritable, excessive whining or crying, wants constantly held, or requires more attention than we can provide.**
- 8. Lice (may not return child to care until no more nits are spotted).**

**9. Communicable diseases (chicken pox, roseola, conjunctivitis, mumps, measles, influenza, etc.)**

**This benefits your child and the other children. Your help at keeping your sick child home is appreciated.**

**Parents of a child with a diagnosed contagious condition (measles, head lice, pink eye, mumps, chicken pox, etc.) are asked to notify us as soon as possible so that I may alert parents to watch for symptoms in their own children.**

## **CHANGING YOUR CHILD'S SCHEDULE**

**Please notify the Center or your child's teacher, ahead of time, so we can reassure there is space available.**

**If your child is attending part time or full time and you want to cut down on the amount of days your child is attending, then we require a 2 week notice and your tuition payment for the spot reserved. If your child doesn't attend all the days you have reserved for him/her for the remaining 2 weeks, tuition payment is still required for the contracted days.**

## **CUSTODY**

**The Department of Children and Family Services requires all children's files to have emergency contacts in the event parents cannot be reached at a needed time. If either parent is not authorized to visit or pick-up your child, we require a copy of custodial documents stating the legal rights of either parent so that we may comply with full protection and safety of the child. For security reasons, a photo identification will be required at pick-up time for someone who is asked to pick-up on a one time basis.**

## **TOYS**

**We prefer that children DO NOT bring toys from home as this usually causes fights over the toy. Most children who bring toys in from home would not share their toys with the other children and the other children don't understand why. Toy weapons (guns, knives, swords, squirt guns, etc.) and not permitted as we strive to encourage educational materials for our children.**

**Children may be asked to bring items from home for show and tell to develop oral language development. Also, for that day, children may practice the skill of sharing. Please discourage children from bringing valuable items as we cannot be held responsible for them.**

**If your child has a favorite nappy time toy, please bring it and we will get it out of there cubby at nap time. We are not responsible for any loss or breakage of personal items. Any articles of clothing, toys or other items should be labeled with your child's name.**

## **POTTY TRAINING**

**Let us know when you have begun training your child so we can co-ordinate our efforts. We will work with you and advise you of the supplies we need to make this work out as smooth as possible. We strive to make potty training a fun experience rather than a stressful one so we encourage parents to work closely with the teachers as to when the child is fully ready to begin.**

## **CLEANLINESS/HYGIENE**

**We do our best to maintain a clean Center and clean children. The children wash their hands after they go potty and before meals and snacks.**

**Infants and toddlers sleep in separate cribs. Beginning around 2-2.5 years old, children are placed on cots. Each child has a separate cot (we provide) with blankets and pillows brought from home.**

**To encourage proper health hygiene, we ask parents to have their child's hands washed before entering the**

**room at drop-off time. Our staff reinforces proper hand washing after bathroom breaks, meals, and snack time.**

**All infants have a crib of their own while they are in the room. We provide sheets and blankets.**

**Parents are welcome to bring in their child's favorite blanket for nap time.**

**Toddlers and the older children sleep on a cot of their own.**

## **MEDICATION**

**If your child is on medication and it needs to be taken while he/she is at daycare, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken.**

**If medication is to be taken only twice a day, i.e. (morning & night) then it may be done at home. A medication form is required to be signed at drop-off time before it may be administered.**

**Per DCFS, medicines are not allowed in cubbies or diaper bags. For safety reasons, all medicine should be handed to the Director or Teacher for safe storage.**

**Thank you.**

## **INJURIES**

**Accident reports are written for all incidents that occur at the Center and parents are asked to sign it at the end of the day at pick-up. Parents may have a copy of the report if you deem it necessary.**

**If a child arrives at the Center with an injury or bruise that occurred at home, please notify the class teacher so the teacher can document it. If an incident occurs at home without any bruise appearing, please advise the Center in case a bruise appears later or a serious ailment occurs.**

## **FIRE**

**Fire drills are practiced monthly. For safety reasons, children are required to sleep with their shoes on. Fire safety and precautions are part of our routine.**

## **TERMINATION OF SERVICES**

**We may terminate care if the terms of our daycare contract and our policies in our hand book are not followed.**

**Some are examples are below (but not limited to):**

- \*Registration fee not paid.**
- \*Forms not filled out.**
- \*Child not adjusting to daycare (crying a lot, biting, hitting).**
- \*Weekly Childcare not paid on time.**

**\*Excessive late pick-ups.**

**\*Disrespect for staff or other children.**

## **SUSPECTED CHILD ABUSE**

**The State of Illinois requires that all members of a daycare be on the lookout for, and report to the State, any and all cases of suspected child abuse. We are therefore obligated to report to the State any suspected cases of child abuse and/or neglect for the protection of Your child.**