

## Welcome Letter to Parents

Dear Parents,

On behalf of the staff at **Little Creative Minds Early Learning Center**, I am happy to welcome you to the 2015-16 program year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attending the program daily and arrives on time, ready for the day's learning experience
- 2) Read with your daily to develop a love for reading and to improve literacy skills
- 3) Shares classroom experiences with you so that you are aware of his/her school life
- 4) Knows that you expect him/her to succeed in the classroom

Please consider joining us as a volunteer as our children can greatly benefit from your involvement and contributions to the program and its operations. We seek volunteers to help us with the following activities:

- 1) Reading with stories
- 2) Special events
- 3) Student or parent recognition
- 4) Outreach and recruitment of parent and community

Please feel free to review the Little Creative Minds Early Learning Center Parent Handbook. The wonderful Little Creative Minds Early Learning Center staff and I feel privileged to be a part of this your family. We thank you for your support and look forward to meeting you. Sincerely,

Gloria Alvarez (Owner/Director)

# **Welcome to Little Creative Minds Early Learning Center Parent Handbook 2015-2016**

The Little Creative Minds Program is more than childcare, it is an early learning preschool, and after school program that provides quality programming with an emphasis on bilingual education. We are licensed by the state of Illinois Department Children and Family Services. We are also NAFCC accredited. Because we believe in the importance of education early in a child's life, our teacher's educational background is Early Childhood Education and also are CPR and 1<sup>st</sup> aid certified.

We apply teacher-directed and child-initiated activities that build cognitive, physical, social emotional skills. We encourage positive self-image and develop self-discipline. We use developmentally appropriate practices and align them to the Illinois Early Learning and Development Standards and Illinois 0-3 Early Learning Guidelines. In addition, in learning through play, along with parent involvement activities are keystones to the program. We use appropriate staff-child ratio for all age groups.

We believe that a family's income should not exclude them from services for their children. We serve a diverse population, working families and single-parent families by operating throughout the year, five days a week from 7:00am to 6:00pm. In accordance with Federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

It is our goal to ensure that all children have a safe and nurturing environment. Our program structure reflects a concern for the development of positive social skills. We believe that children that are comfortable in a social setting and who can communicate effectively are children best prepared for the challenges of life. The program operates with a variety of structured activities, developed around weekly themes, under the supervision of trained and licensed staff.

## **About Our Program**

### Program Goals and Philosophy

The specific program goals that guide our program curriculum and teaching methodology are to:

- Provide a safe, nurturing, and relaxed environment for each child's physical, emotional, and social well-being.
- Encourage children to develop a positive self-image, self-reliance, and a sense of their own independence.
- Teach children social skills: the ability to share, work together, communicate effectively, and respect one another.
- Provide structure and unstructured time for children to spend in a variety of activities and satisfying learning experiences.
- Provide children with the skills and techniques that allow them to gain control over their environment and competence in their abilities.
- Encourage active curiosity about the world and to promote enthusiasm for learning.
- Help children develop self-discipline by providing an environment with reasonable limits and expectations.
- Encourage good stewardship of our world: to care for their belongings, to show respect for belongings of others, and to appreciate the world in which we live.

## Daily Schedule

The daily schedule is based on the individual needs of every the Infant and Toddler. The daily routines of eating, sleeping and exploring are the basis for which we plan our day.

### Early Learning (0-36 months)

**This schedule could change dependent on the child's needs.**

- Morning

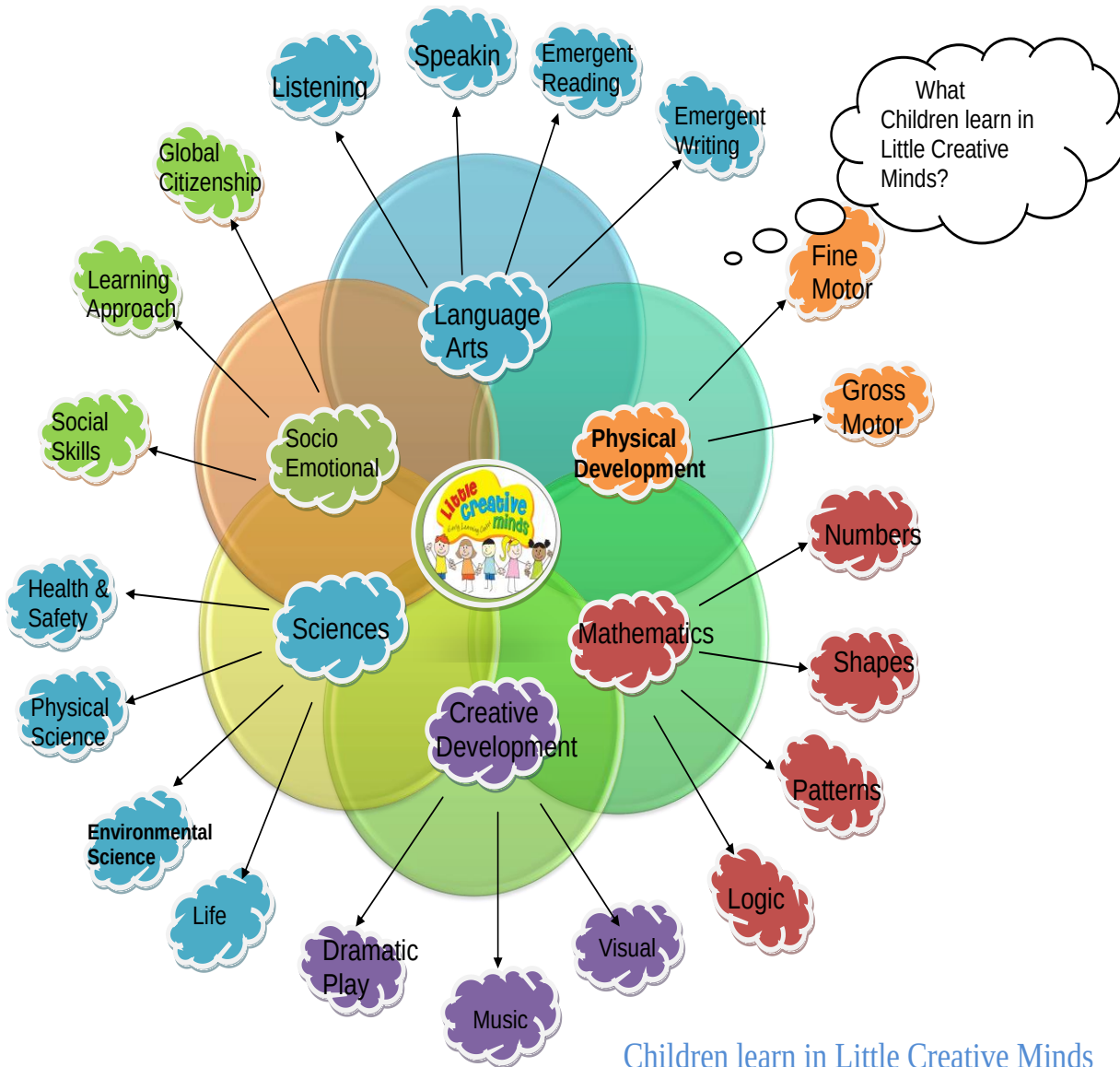
|             |                                                                                                                                                                  |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:00-8:30   | Children arrive, greeting, self-directed play, feeding                                                                                                           |
| 8:30-8:45   | hand washing, snack preparation, brief finger plays or singing at the table for children that are awake, non-bottle fed infants and all toddlers/two-years-olds. |
| 8:45-9:00   | Snack for non-bottle fed infants and all toddlers/two-years-olds. Bottle-feeding and sleeping as individual schedules indicate throughout the day.               |
| 9:00-11:15  | Self-directed play in planned throughout the learning areas (both indoor and outdoor, as weather permits).                                                       |
| 11:15-11:30 | clean up, wash up, and brief finger plays or singing at the table for children that are awake, non-bottle fed infants and all toddlers/two-years-olds.           |
| 11:30-12:00 | Lunch for non-bottle fed infants and toddlers/two-years-olds. Hand washing.                                                                                      |

- Afternoon

|             |                                                                                                                                                                                |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12:00-12:15 | Lunch, clean- up and toileting. Tooth brushing as appropriate age, hand washing                                                                                                |
| 12:15-12:30 | Nap preparation: rest on cots, back rubbing for those children that may need it, soft music is played.                                                                         |
| 12:30-2:30  | Nap time for many toddlers/two-year-olds; individualized wake-up.                                                                                                              |
| 2:30-3:00   | Put cots away, put socks and shoes on.                                                                                                                                         |
| 3:00-3:15   | hand washing snack preparation, brief finger plays or singing at the table for awake, non-bottle fed infants and all toddlers/two-year-olds.                                   |
| 3:15-3:30   | Snacks on an individual or small-group setting, based on children's needs.                                                                                                     |
| 3:30-6:00   | Self-directed play in learning areas (both indoor and outdoor, as weather permits). Teachers will have planned supervised activities for individual children and small groups. |

### **Preschool (Ages 3-5)**

- Morning
  - 7:00-8:45 Children arrive. Hand washing, free play interest centers:
  - 8:45-9:00 hand washing, snack preparation.
  - 9:00-9:25 Hand washing, snack
  - 9:25-9:35 Circle time (Children share experiences, talk about the day, sing songs and listen to stories).
  - 9:35-10:15 Interest centers free play (see above).
  - 10:15-10:30 Clean up and toileting and hand washing
  - 10:30-11:40 Outdoor play: gross motor activities. Indoors in inclement weather.
  - 11:40-12:00 hand washing upon returning indoors. Toileting as needed.
  - 12:00-12:15 Wash hands
- Afternoon
  - 12:15-12:40 hand washing, lunch family style
  - 12:40- 1:00 toileting and tooth brushing, hand washing
  - 1:00-3:00 Naptime
  - 3:00-3:30 Wake-up. Put cots away, put shoes and socks on. Circle time songs and finger plays, discuss afternoon choices for outdoor play or indoors if inclement weather.
  - 3:30-3:45 hand washing, snack.
  - 3:45-4:30 Outdoor play: organized group games, playing on playground equipment, hand washing
  - 4:30-5:00 Interest areas free play
  - 5:00-6:00 Free play, self-directed activities, pick-up and outdoor play or indoors if inclement weather.



**Program Objectives: Early Learning (ages 6 weeks – 2 years)**

The program is designed for optimal individual development at the child's natural pace.

Caring and learning are inseparable. In the program, children optimize their emerging physical, sensory-motor, perceptual, cognitive, and social skills.

**1. Large and Small Motor Development**

We help large and small motor development by offering age-appropriate opportunities for children.

| <b><u>Younger babies are offered opportunities to:</u></b>                                                                                                      | <b><u>Toddlers and Two year-olds are offered opportunities to:</u></b>                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>▪ Reach</li> <li>▪ Grasp</li> <li>▪ Kick</li> <li>▪ Hold</li> <li>▪ Pull up</li> <li>▪ Stand</li> <li>▪ Crawl</li> </ul> | <ul style="list-style-type: none"> <li>▪ Grip</li> <li>▪ Throw</li> <li>▪ Manipulate objects</li> <li>▪ Walk</li> <li>▪ Run</li> <li>▪ Climb</li> <li>▪ Push</li> <li>▪ Pull</li> </ul> |

**2. Sensory Exploration**

To enhance sensory experiences, children are given opportunities to explore:

- Texture
- Color
- Patterns
- Size and shape
- Smell and taste
- Weight

**3. Cognitive Development**

Cognitive development is encouraged by providing experiences for children in:

- Object permanence
- Spatial relationships
- Classifying
- Collecting and dumping
- Cause and effect experiences
- Problem solving

**4. Language & Music**

To encourage language and music skills children are given many opportunities for:

- Adults-child conversations
- Reading and language play
- Explorations in music rhyming and sounds

## **5. Personal Expression**

To enhance personal expression, we encourage children to participate in:

- Art
- Movement
- Imitation and beginning dramatic play
- Doll and stuffed animal play

## **6. Social Emotional Development**

We encourage social and emotional development in these areas:

- Expressing feelings and emotions properly and effectively
- Sharing playthings
- Feeling pride in accomplishment
- practice appropriate table manners

## **Program Objectives: Preschool (ages3-5)**

The following objectives are used to plan our lesson plans, monthly themes, class projects, and to guide our activities in formal and informal play:

### **1. Social/Emotional Development**

Children demonstrate social and emotional development by:

- Being respectful of other's feelings, ideas, and belongings
- Appreciating the work of others
- Sharing playthings
- Feeling pride in accomplishment
- Expressing feelings and emotions properly and effectively
- Learning to take responsibility for one's actions
- Using materials appropriately
- Observing safety rules
- Demonstrating good habits of personal cleanliness
- Practicing good table manners

### **2. Language & Literacy Development**

Preschool children are encouraged to:

- Use verbal expression to converse socially with one another and share ideas
- Participate in rhyme and rhythm activities to develop phonological awareness
- Dictate stories to expand their reading and writing readiness skills
- Participate in activities which require listening and responding
- Understand that pictures and symbols have meaning and that text carries a message
- Understand that reading progresses form left to right and top to bottom
- Identify labels and signs in the environment
- Identify some letters, including those in own name
- Make some letter sound matches
- Predict what will happen next in stories using pictures and content as guides
- Recognize separable and repeating sounds in spoken language
- Retell information from a story
- Respond to simple questions about reading material
- Demonstrate auditory comprehension of stories by making comments

### **3. Math Readiness**

These tasks encourage preschoolers in their math development:

- Learning one to one correspondence
- Number recognition
- Learning to count
- Understanding to meaning of small, large, more, and less.
- Participate in activities that focus on sorting, graphing, ordering, and comparing objects
- Recognizing shapes
- Comparing quantities
- Demonstrate a beginning understanding of measurement, patterns and problem solving

### **4. Social Studies**

We encourage preschoolers to:

- Learn about and accept their own heritage and different cultures
- Tell about themselves, including name, address, and city
- Describe interests, such as pets, games, and toys
- Establish friendships at school
- Describe the many ways of being a friend
- Recognize the importance of responsibility at home and in school
- Identify community workers and the services they provide
- Recognize the reason for rules

### **5. Science**

Through hands-on experiences and activities, preschoolers:

- Learn about good nutrition
- Use senses to observe and explore material and natural phenomena
- Use simple tools and equipment for investigation
- Makes comparisons among objects that have been observed
- Observe and describe simple seasonal and weather changes
- Show awareness of the environment
- Observe, describe, and compare characteristics, basic, needs, and life cycles of living things
- Express wonder and ask questions about their world
- Begin to be aware of technology and how it affects life

### **6. Gross Motor Development**

The large muscle groups and coordination will be enhanced through that will help the children recognize and understand the following:

- Coordinate body movement in large and small spaces
- Relationship of body to objects and other individuals
- Movement with balance and control:
  - This is accomplished through:
    - Outdoor play: climbing, playing with balls, etc.
    - Indoor play: building with large blocks, moving creatively in dance and exercise, participating in running, jumping and other physically active games

## **7. Fine Motor Development**

The small muscles and hand-eye coordination are improved through manipulation of small materials such as:

- Puzzles
- Practicing lacing, zipping, and buttoning
- Cutting
- Modeling clay
- Stringing beads
- Building with small blocks and Legos
- Art projects

## **8. Art**

Art projects encourage children to:

- Enhance creativity and self-expression
- Learn to meaning of color, line, texture, shape, form, and design
- Use a variety of art materials for sensory experience and exploration
- Use personal symbols-simple shapes and lines to draw and paint self, people, and environment
- Recognize artwork of others

## **9. Music**

Through music, children:

- Discover and explore sounds in the environment
- Distinguish differences among varied sounds
- Discover and develop their own singing voices
- Distinguish between high and low tones and between loud and soft tones
- Distinguish between fast and slow tempos and respond rhythmically to them
- Built a repertoire of simple songs
- Chant nursery rhymes and participate in singing games
- Identify simple melody and rhythm
- Experience vocal and instrumental music as media for self-expression, enjoyment, and appreciation of music

## **10. Drama**

Dramatic play encourages children in a variety of expressions:

- Expressions of feelings and thoughts
- Problem solving and role playing
- Sense of working together in a group
- Sense of accomplishment and personal fulfillment
- Sense of ease in presenting before a group

## **Field Trips**

Field trips are an important part of our educational program; we periodically take children ages two and up to nearby places. We provide adequate, responsible adult supervision for these excursions through staff and adult volunteers. We invite parents to volunteer and accompany us on our trips.

## **Outdoor Play**

The Department of Children and Family Services requires that all Preschool children go outside daily. Please dress your child appropriately for the weather.

## **Rest Periods**

All children will have a daily nap time of 2 to 2-1/2 hours' duration. Children who do not sleep are encouraged to play quietly on their cots until it is time to get up. Parents should bring a small blanket (and a pillow, if desired except for infants) labeled with the child's name. This is to be kept at the Early Learning Center for nap time taken home on Fridays to be washed.

## **Parents Are Welcome Too**

Parents are welcome to come and spend time at the program. You are welcome to come on our field trip days or participate in other activities. Adult visitors and volunteers can share in the children's work and play.

Parent participation is an integral part of our program and a valued aspect of our effectiveness and quality.

## **Communications**

Spanish/English will be the languages spoken at little Creative Minds Early Learning Center. The parents' Bulletin Board is a vital source of information for you: articles, messages, and other information relevant to parents. Please check the Parents' Bulletin Board daily. We also put individual communication about your child in your child's cubby.

### **Parent/Teacher Communication**

Parents will receive daily notes stating whether their child ate lunch and took a nap and what was discussed at group time. Our Staff is always happy to meet with parents. Please speak to your child's teacher or the Program Director if you have any questions or concerns.

### **Individual Parent/Teacher Conferences**

Parent/Teacher conferences are held twice a year, in the fall and the Spring. Naturally, our staff members are always happy to meet with parents. Should a need arise to meet between conference times, please speak to your child's teacher or the Program Director.

## **Food**

Our program ensures that children receive healthy snacks and meals. Our program includes a mid-morning snack, lunch, and mid-afternoon snack. We serve healthy homemade foods, avoiding “junk” food and sweets. The Menu is posted on the Parents’ Bulletin Board.

### **Infant Foods & Formula**

Parents of infants will provide specific information on food and formula to their child’s teacher. It is important that the teachers caring for your child have accurate information regarding formula changes, dietary restrictions, and new food introductions in order to provide the best care. Other than formula and breast milk, all food is provided by Little Creative Minds Early Learning Center. We cannot accept food from home unless accompanied by physician’s note.

### **Meals & Snacks**

Our program includes a mid-morning snack, lunch, and mid-afternoons snack. We serve healthy foods, avoiding “junk” food and monthly menus are posted on the Parents’ Bulletin Board.

Schedule:

- Breakfast from 8:00 A.M to 9:00 A.M.
- Snacks will be at 10:00 A.M.
- Lunch will be served at noon (12:00)
- PM Snacks 3:30 P.M.
- Supper for Night Care 5:00 P.M. – 6:00 P.M.
- Evening meal 8:00 P.M. – 9:00 P.M.

### **Outside Food Prohibited**

Other than formula and breast milk for bottle-fed children, all food is provided by the center. We do not allow children to consume food from outside of the Early Learning Center. Out of respect for the other children in the classroom, we ask that you comply with this request and not bring food from outside. Exceptions will be considered for religious and medical reasons only. A physician’s note must accompany all requests for dietary changes due to medical reasons.

### **Milk**

Children enrolled in the Infant, Toddler or two classrooms that are not on formula or breast milk will be served whole milk daily. Older children will be served 2% milk daily. Non-dairy milk may be brought by the parents for a child upon receipt of a physician’s note.

### **Child Care Food Program**

Little Creative Minds Early Learning Center is a member of the Child Care Food Program, which provides us with nutritious food for the children. The Child Care Food Program is available to eligible children without regard to race, color, national origin, sex, age, or handicap. Any person who believes that he or she has been discriminated against in any U.S.D.A. - related activity should write to the Secretary of Agriculture, Washington D.C. 20250.

## Starting Checklist

Use this checklist to help you and your child prepare for a great learning experience!  
Have you...

- \_\_\_ Packed a blanket and pillow for rest time labeled with your child's name.  
(No pillows allowed for infants).
- \_\_\_ Packed a tooth brush labeled with your child's name. (Rounded for infants).
- \_\_\_ Packed one extra set of season appropriate clothing to keep at Little Creative Minds Early Learning Center in case of accidents labeled with your child's name. (Two sets for infants, Toddlers and Twos).
- \_\_\_ Purchased your Little Creative Minds T-Shirt for field trips and labeled with your child's name on the inside tag.
- \_\_\_ Submitted all your forms, including authorized people for pick up and health forms.
- \_\_\_ Paid your registration fee, activity fee and tuition deposit.

## Additional Supplies needed for infants, toddlers and twos.

- \_\_\_ Disposable Diapers.
- \_\_\_ Diapering Ointments-A & D ointment or as doctor prescribed – in tubes only-no jars – clearly labeled with your child's name.
- \_\_\_ Baby wipes.
- \_\_\_ Appropriate number of bottles (with formula or breast milk) labeled with child's name and date.

## Things to discuss with your Child

Here are some guidelines you might want to share with your child about what to expect.

1. Each child is given a cubby where he/she can place jacket, boots, and personal possessions.
2. Children may bring a small blanket, (and pillow, if desired), labeled with his or her name. They may be kept at Early Learning Center until Friday, on Fridays you must take them home to be washed. Please mark all items with your child's name.
3. Children should have a full extra change of clothing that is appropriate for the season. In order to prevent lost clothing, please see that all articles are clearly marked. Though we try and watch out for articles, the staff is not responsible for lost or misplaced clothing or other items.
4. Our program teaches good dental hygiene. Please send a tooth brush.
5. Our program offers lots of games and toys for a variety of interests. Children should not bring toys, sports equipment or other such belongings to the program. Often these things from home are lost, broken, or are the cause of unnecessary arguments. This can be avoided by leaving personal possessions at home such as special blanket for a nap time or a favorite stuffed animal. If your child needs that special something from home, we welcome you to bring in to the classroom. Please label these belongings clearly with your child's name. Staff members are not responsible for any personal items.
6. Parents are welcome to send prepackaged, un opened cookies, cupcakes, or cake, on birthdays. Please let your teacher know in advance that you will bring a treat.

## **Program Guidelines**

Before a child begins the program, we must have specific documentation on file. These forms are all reviewed by the Illinois Department of Children and Family Services during each inspection. Your child's file will contain all of these forms and copies of any correspondence, including incident/accident reports and observations. You have the right to examine your child's file upon request. All information is confidential.

### **Following is a list of these forms:**

- Children's Program Application Form (front and back)
- Program Admission Form (front and back)
- Emergency and Medical Information Form (form and back)
- Consent Form (signed by each designated pick-up person)
- Discipline and Termination Procedures Form
- IDHS Certificate of Child Health Examination (to be completed by physician)
- Child and Adult Care Food Program Enrollment Form
- Licensing Standards Receipt Verification
- Birth Certificate (copy)
- Photo, videos and transport form.
- Photo of Authorized people

### **Discipline Philosophy**

We apply the following procedures to encourage self-discipline for a child:

1. Redirect the child firmly, and with positive statements.
2. Talk to the child about the relationship between their action and the consequence.
3. Persistent, unacceptable behavior will be reported to parents by the classroom teacher or Program Director. A conference with a parent may be called, to discuss the best approach to help your child and redirect their behavior.

### **Termination Procedures**

We use the procedures to work through difficult behaviors:

1. Teacher documents a child's behavior in an incident report
2. Teacher and Program Director discuss the situation
3. Parents and program staff meet to discuss the situation in a positive manner
4. We work together to develop an action plan
5. We schedule a date to evaluate the plan for its effectiveness
6. The child is dropped from the program if we cannot meet the child's needs.

### **Dismissal**

In addition to the above situations, children may be dropped from the program, at the discretion of the Program Director, under these circumstances:

- The program is not equipped to handle the emotional or physical needs of the child.
- The parent fails to comply with the regulations of the program, including payment of tuition and fees.
- The conduct of the parent or guardian is inconsistent with the philosophy and goals of the program.
- Agreement cancellation must be presented in writing three weeks in advance.
- The period of adaptation of a child is around two weeks. If after this time the child does not give a positive response, the agreement will be canceled.
- If the child tends to damage himself or others, the teacher and the parents need to work together. If this behavior does not change, it could be a cause to cancel the agreement.

### **Holidays**

Little Creative Minds is closed in observance of these holidays (and in some instances, the observation date will differ from the holiday):

- President Day
- Good Thursday and Good Friday
- Independence's Day (July 4<sup>th</sup>)
- Labor Day
- Thanksgiving and day after Thanksgiving
- Memorial Day
- Columbus Day
- Veteran's Day
- Last week of December from the 23<sup>rd</sup> to January 4<sup>th</sup>,  
We have vacation; you do not have to pay the tuition in this period.
- Any changes made to schedule or working days will be  
Announced in advance

**NOTES: The children have a two week Christmas vacation the parents have to pay one week of that vacation in advance before their Christmas break begins.**

## **Pick-Up Policy**

1. Sign Out of Child: At the time of pick up, each child must be signed out by a person authorized to pick up that child. This policy is for the protection of you and your child.
2. Pick Up Time; Late Pick Up: You may pick up your child at any time during that day, although we provide the schedule so that, if possible, you can plan around the program schedule. If you need to pick up your children before 4:00, please let us know in the morning so we can make arrangements. Many days the children are at the park or on a walk and do not return until later in the afternoon.

We ask parents to strictly adhere to the 6:00 p.m. pick-up deadline. If, for some reason, you are delayed, please call to inform us. While we understand that emergencies do arise, if you are delayed and unable to pick up child before 6:00 p.m., then you are solely responsible to make other arrangements for your child to be picked up. We charge a late pick up fee of \$10.00 for the first fifteen minutes plus one dollar each minute thereafter. This is payable with your next tuition payments.

Children who have not been picked up by 7:00 p.m. will be released into the custody of the Chicago Police Department. This is not our choice, it is the law.

Continuous tardiness will necessitate your child be withdrawn from the program.

3. Authorized Pick-Up Person(s): Only those persons authorized, in writing on the Permission Form and Consent Form will be allowed to pick up your child. This policy is for the protection and safety of your child. Under no circumstances can we release your child to anyone who has not been properly authorized in writing.

**You should secure at least three (3) alternative persons who can pick up your child. Each person designated as an alternative pick-up person must meet all these requirements:**

- That person must be 18 years of age older.
- That person must have, and present at the time of pick up, an acceptable photo identification card (driver's license or other recognized form of identification).
- That person must be available to pick up the child between 5:00 p.m. and 6:00 p.m.
- That person must be authorized by you, in writing on the Permission Form and Consent Form as an alternative pick-up person and photo.
- That person must have a current telephone number on the Emergency Form.

**In cases of separation or divorce, parents must understand that by law, both parents are considered authorized to pick-up the child, unless a copy of a certified legal document to the contrary is on file at the Early Learning Center.**

Lastly, you are required to keep this information accurate and current **at all time**.

## **Health and Medical**

As required by State Law, every child enrolling in our programs must have a health form on file on which your doctor verifies that the child's immunizations are up to date.

A physical examination, including a T.B., test and lead test, by your doctor is required. This form should be less than 6 months old when your child first starts and must be updated every year. We will notify you when a current medical form is needed.

Do not bring your child to the program if he or she is suffering from any contagious or communicable diseases. No child shall be admitted with these symptoms or conditions:

- Temperature of 100 degrees F. or greater
- Vomiting
- Diarrhea
- Chicken Pox
- Strep Throat
- Any unexplained rash
- Nasal discharge
- Coughing
- Redness of eyes or discharge
- Signs of body pests, such as head lice

If a child becomes ill while at Little Creative Minds Early Learning Center, we will notify you, and you will be required to take your child home until fully recovered. The child will be separated from the group in order to prevent other children from becoming infected.

After your child is free of any symptoms for a period of 24 hours, your child may return to the program. A doctor's note stating that the child is no longer contagious is required whenever a child has been absent for five days or longer, or returns after only 24 hours on medication prescribed by your doctor.

Immediately report to the office if your child has been exposed to any contagious disease, such as strep throat, pin worms, viral infection, measles, mumps, chicken pox, scarlet fever, etc. Notification is important for the health of all the children in our program.

The State of Illinois, Department of Children and Family Services, requires that all members of Early Childhood Education report any suspected abuse to the State. We are therefore obligated by law as Mandated Reporters to report any suspected cases of child abuse and/or neglect to the State.

### **Medications**

We cannot administer over-the-counter medications to any child at any time. Prescription medication will be given to your child if the medication is in its original bottle with the date, child's name, and times of day it is to be administered. We also need a note from you with written instructions. Please hand the prescription to the Program Director or Teacher, with instructions attached. Medicine is placed in a locked box in the refrigerator or in the medicine cabinet in the Program Director's office.

### **Incident Reports**

An incident report will be filed for any incident/ accident with a detailed description of the incident/accident. The parent will be given a copy of the report.

### **Medical Emergencies**

In the event of a medical emergency or of an accident, we will contact the parents. Your child will be taken immediately to the nearest hospital. You should go directly to the hospital – not to Little Creative Minds Early Learning Center.

### **Staff Qualification**

Our staff is selected for their professional qualifications and personal traits suited to meet the many needs of the children. We consider these qualifications:

- Emotional maturity
- Willingness to cooperate with the program's objectives
- Respect for children and adults
- Patience and flexibility
- Physical and mental health
- Good personal hygiene
- Academic requirements set by the Illinois Department of Children and Family Services

### **Tuition Policies**

#### **Registration Fee & Tuition Deposit**

There is an annual registration fee of \$50.00 that covers application to the program. Also payable at registration time is the last week's tuition. The tuition deposit will be applied to your child's last week in the program provided that you give a **TWO-WEEK WRITTEN** notice of the last date your child will be in the program. If notice is not given, you must still pay for the last week of the child's attendance at the center.

#### **Payment Schedule**

The tuition for the week is due no later than Monday. Payments made after Monday are delinquent tuition payments, parents will be asked to withdraw their child from the program and are responsible for payment of any balance due on tuition for the time their child was enrolled in the program.

We charge a \$30.00 fee for any returned checks. After a returned check, you are required to pay your tuition by money order or cash.

#### **Withdrawals**

Parents may withdraw a child from the program at any time providing a two week written notice forfeit the tuition deposit. Withdrawal and subsequent re-enrollment will entail an additional \$50.00 registration fee.

**IDHS/Action for Children**

The State of Illinois Department of Health Services (IDHS) helps low-income families pay for the child care services needs to work or go to school (training) and other work related activities. If you are interested in more information, please speak to your Program Director (Gloria Alvarez)

**Fee, Registration, Tuition Deposit, Withdrawals and Payment schedule**

| <b>Ages</b>                    | <b>Fee</b> |                            |
|--------------------------------|------------|----------------------------|
| 0 to 18 Months                 |            | Full Time 6Hour to 10Hours |
| 18 Month to 36 Month           |            | Full Time                  |
| 36 Month to 5 Years            |            | Full Time                  |
| After School Program           |            | Part-Time                  |
| French, Dancing, Drawing class |            | Ask for more information   |

- We offer families discounts
- Weekly fees will be determined by the child's age the amount of will be paid every Monday morning in advance. A \$5.00 late fee, per day, is charged for any payments made after Monday. After one week of delinquent tuition payments, parents will be asked to withdraw their child from the program and responsible for payment of any balance due on tuition for the time their child was enrolled in the program.
- Registration fee is \$ 30.00, paid at registration time.
- One week of tuition deposit will be applied tuition children last week in the program that you give a TWO-WEEK- WRITTEN, notice of the last date your child will be in the program. If notice is not give, you must still pay for the last week of the child's attendance at the little creative Minds.  
(It would not be reimbursed)

**Parent's Vacations**

If the parent take vacations or is going to be absent for one or two weeks, must pay in advance per each week.

**Time of Agreement**

- Agreement cancellation must be presented in writing three weeks in advance.
- The period of adaptation of a child is around two weeks. If after this time the child does not give a positive respond, the agreement will be cancel.
- This agreement it will be review every September and modified according to the required needs.

