

# First United Methodist Child Care Center



## PARENT HANDBOOK

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## **INTRODUCTION**

We want you to know, understand and discuss with us our goals. We want you to look often into our busy, happy, noisy, creative classrooms and see your child at play. We want you to realize the validity of that play and the importance of what your child is learning. Parents and teachers working together can help your child develop to his/her full potential. This booklet offers a summary of pertinent information, but it cannot answer every question or concern. Please feel free to contact the teachers or the Director for more information.

## **PROGRAM DESCRIPTION**

The First United Methodist Church Child Care Center (FUMCCC) is a full time program that opened in 1973. The Center is located in downtown Champaign and is licensed by the Department of Children and Family services. Serving about 100 families, it employs a director and approximately 30 staff members. Support staff include a nurse, cook, custodian and office personnel.

## **GOALS**

FUMCCC strives to provide a safe, nurturing environment in an aesthetically pleasing atmosphere where developmentally appropriate practice and play based curriculum are the basis of learning. Parents and teachers work together to be the best they can be in order to enhance the child's experience and appreciation of themselves and the world.

## **PHILOSOPHY**

The FUMCCC is a developmental-based child care program which works with each child on an individualized level to encourage a healthy appreciation of self and to guide the child to group socialization. The Center believes that each child is a person of value and should have every opportunity to develop physically, mentally, and emotionally in an environment that exhibits love and concern for each child by:

- Providing a safe, loving and caring environment that offers stimulating learning experiences;
- Respecting the individual needs of each child;
- Creating a climate of positive interaction between the child, her/his teachers and other children;
- Offering a compassionate response to the community's need for quality, affordable child care for an increasing number of families with diverse backgrounds;
- Encouraging a foundation of partnership between parents, childcare staff and church members based upon mutual trust and recognition.

The FUMCCC provides a welcoming environment where children learn and grow through hands-on exploration. Learning is accomplished through a combination of teacher-directed and child-initiated activities. We administer to the whole child through the use of individually appropriate activities, materials and equipment. We believe it is important to take time to observe and get to know each child in order to respond to individual needs and to provide appropriately challenging activities. This allows the child to feel good about themselves and to get along well with others.

## **CURRICULUM**

The Center has adopted the Creative Curriculum, developed by Diane Trister Dodge and her colleagues. The Creative Curriculum is represented by goals and objectives that support the varying interests and abilities of the children, the physical environment, teachers and parents. These guidelines have also been supported and encouraged by the National Association for the Education of Young Children which has set standards for quality programs throughout the field of Early Childhood Education.

The following is an excerpt from the curriculum website ([teachingstrategies.com](http://teachingstrategies.com)):

Using exploration and discovery as a way of learning, *The Creative Curriculum* enables children to develop confidence, creativity, and lifelong critical thinking skills.

### **The Creative Curriculum for Infants, Toddlers & Twos**

- is based on 38 objectives for development and learning, which are fully aligned with the Illinois Early Learning Guidelines
- helps teachers and caregivers implement developmentally appropriate practices and offer responsive daily routines and meaningful experiences that nurture learning and development
- offers daily opportunities for teachers and caregivers to use assessment information to individualize routines and experiences for young children
- provides built-in guidance for building the kind of meaningful partnerships with families that are an essential factor in how infants, toddlers and twos experience our program and how much they gain from it

### **The Creative Curriculum for Preschool**

- is based on 38 objectives for development and learning, which are fully aligned with the *Illinois Early Learning and Development Standards*
- offers daily opportunities to individualize instruction, helping teachers meet the needs of every type of learner
- addresses all the important areas of learning, from social-emotional and math to technology and the arts, and incorporates them throughout every part of every day
- offers daily, built-in opportunities for observation, helping teachers and administrators clearly see the strong relationship between curriculum and assessment
- contains guidance for working with all learners, including advanced learners and children with disabilities

# **PROGRAM POLICIES AND PROCEDURES:**

## **ATTENDANCE AND HOLIDAYS**

The Center is open from 7:30am until 5:30pm every weekday. Please notify the office if your child is going to be absent. Families receiving financial support through CCRS must maintain at least an 80% attendance rate to ensure full payment to the center.

The following holidays will be observed:

1. Labor Day
2. Thanksgiving and the following Friday
3. Christmas Eve through New Year's Day
4. Martin Luther King Day
5. Good Friday
6. Memorial Day
7. July 4<sup>th</sup> – Independence Day

If one of these holidays falls on a weekend, the center will be closed on the nearest Friday or Monday in observance. Additionally, the Center will be closed for 2 consecutive weeks in August to accommodate annual cleaning and repairs. Any additional days closed will be announced. See Snow Days and Other Unanticipated Closings.

## **CHILD ASSESSMENT**

FUMCCC uses the Creative Curriculum's assessment tool, Teaching Strategies GOLD. This online tool allows teachers to upload documentation on a regular basis to be used for assessing each child's learning and development. Every November and April, teachers will finalize checkpoints, or ratings, to share with parents at conferences. These checkpoints show what areas a child has excelled in versus what areas need more attention. Parents are able to view all documentation and ratings for their child at any time. See your child's teacher for an invitation to the system.

## **CHILD CARE COMMITTEE**

A Child Care Committee that includes parents and Church members governs the FUMCCC. The committee's primary function is to provide consultation and support to the Director in the overall administration of the Center. The committee member list is posted outside each classroom for your reference. If you are interested in serving on this committee, please contact the Child Care Center office.

## **CLOTHING FOR SCHOOL**

The nature of our curriculum suggests that learning will sometimes get messy! Parents are required to leave a complete change of clothing in the child's cubby at all times. Remember to change the clothing type with the change of seasons and check the size to be sure it still fits. We encourage you to think about your child's comfort and provide simple, sturdy clothing without complicated fasteners. Open toe sandals and flip flops are not allowed.

We take children outdoors when the temperature and wind chill are 34°F or higher. When dressing your child for the day, consider the variable weather and provide your child with appropriate clothing for the day. You are encouraged to label all outer garments, including hats, boots, and mittens. Please talk to your child's teacher for guidance on what clothing and outerwear is to be available in your child's cubby at all times.

## **COMPLAINTS AND GRIEVANCES**

Questions or grievances should be brought to the Director. If further input is necessary, the problem may then be presented in writing to the Child Care Committee Chair, and, upon request, to the Child Care Committee. All contact with the director and Child Care Committee remains confidential.

## **CULTURALLY AND LINGUISTICALLY APPROPRIATE PRACTICE**

We respect that every individual is rooted in culture and has a right to maintain her/his identity. The teachers and staff respect and understand the cultural influences that are interwoven in all aspects of a child's life and aim to make the Center's environment reflect the background and experiences of all children.

Families of dual language learners will be asked to provide teachers with common words and phrases in their home language in order to make the child and family feel more welcome in the classroom environment. FUMCCC will use community resources to communicate with families in their home language whenever possible. When this is not possible, we will use verbal and written communication together in order to relay information.

## **CONFIDENTIALITY**

All records maintained on site pertaining to children are strictly confidential. FUMCCC will not share personal information with unrelated staff or third parties without your consent. In most cases, however, DCFS representatives and investigators will have full access to your child's records as needed.

## **DEVELOPMENTAL SCREENING**

At the start of each school year, all parents will be offered information on having children developmentally screened to help recognize areas of concern or special needs. We will include screening options that vary based on a child's age. Screening results will be made available to both the parents and FUMCCC. Families will be offered additional community resources if a need is indicated. While having children screened annually is highly recommended, it is not required and will not be completed without prior parental consent.

## **DISCIPLINE AND GUIDANCE**

Our goal is to help children move from adult control to self-control. Physical punishment and time-outs are not permitted. Children are encouraged to work out their own problems with peers by talking and sharing feelings. Redirection, guidance, and teacher intervention will occur as needed.

The Center staff promotes self-esteem and age-appropriate independence by encouraging a child to try to do a task (put on shoes, zip jacket, etc.) before stepping in to assist. During free/independent time, children are given the opportunity to initiate and complete their own task. All children are encouraged to cooperate and to be responsible for picking up materials and putting them away when they are finished.

Parent participation is a very important part of our guidance and disciplinary procedure. In order to help the child, it is very important for parents and teachers to formulate a plan and work together at school and home. We will make every effort to work with parents of children having difficulties in child care. Behavior of children which disrupts normal classroom activities on a frequent or extended basis may indicate issues requiring additional resources. The teacher and Director, with parental consent, will take the necessary steps to refer the child to the Mental Health Consultant or other appropriate places for a professional evaluation.

Children displaying chronic disruptive behavior which is upsetting to the physical or emotional well-being of another child may require the following actions:

1. Parents of the child will be called in for a conference. We will discuss the issues and identify some possible solutions. A plan of action will be developed and agreed upon by the parents, staff, and a health/behavioral specialist.
2. If the plan of action is not working, the parents will be called in for another meeting. We will discuss what is not working and develop another action plan.
3. If no progress has been made towards solving the problematic behavior, parents may be asked to seek an alternative means of care for their child.

## **EMERGENCY EVACUATION**

In case of an emergency evacuation, arrangements have been made for the MTD bus service to transport our children and staff to the Faith United Methodist Church at 1719 S. Prospect Avenue in Champaign. Parents will be notified through the Remind101 message system and called to pick up their child(ren) immediately. Please make sure the center has all current phone numbers as to where you can be reached.

Remind101 is the system we use to notify parents of emergencies or unexpected closures. Parents must sign up at [remind101.com](http://remind101.com) to receive text message or email notifications. Please see the Child Care Office for our access code.

## **ENROLLMENT**

FUMCCC accepts children ages six weeks through six years. We work hard to accommodate as many families as possible, though priority is given to siblings of children currently enrolled and FUMC members. We do maintain a wait list to contact families as space becomes available.

Once enrollment is scheduled, you will meet with the Director to receive an enrollment packet and be introduced to relevant staff. New families will be given a classroom schedule, teacher biographies, and a welcome letter to help parents understand some of our expectations. They will be offered a tour of the facility and a chance to meet teachers and

office staff with whom they will be seeing and dealing with regularly. We encourage new families to visit the classroom with their child before leaving him/her in our care.

## **FIELD TRIPS AND EXCURSIONS**

Children over 2 years old will take field trips from time to time. An emphasis will be placed on walking excursions, however, children ride the MTD bus service to places that are too far to walk. In some cases, there will be a small fee for participation in a specific field trip – such fees will cover the actual costs only. Parents will receive advance, written notification with details specific to each excursion from their child's teacher.

## **INCLUSION OF CHILDREN WITH SPECIAL NEEDS**

Children with special needs will be accepted into the program under the guidelines of the Americans with Disabilities Act (ADA). All children will be given the opportunity to participate in activities to the fullest extent possible. With parent consent, FUMCCC will consult with the school nurse, mental health consultant, or other professionals as needed to determine what classroom accommodations may be beneficial. When accommodations are necessary, parents and staff will come up with written goals for the child and a plan for implementing accommodations. Written evaluations to determine progress will be completed every 4 weeks and adjustments will be made accordingly. When possible, program staff should be included on IFSP and IEP case conferences.

## **INFANTS**

The Center provides Iron fortified formula, infant cereal, baby food, whole milk, disposable diapers, wipes, crib sheets, table food and toys for children while in our care. Extra clothing and clean bottles are to be provided by parents every day. As a parent, you may choose not to use the brand of formula, cereal and/or baby food provided – in that case, you are expected to provide such items and to replenish the supply as needed. However, as infants move toward eating a diet composed of predominantly table food, Public Health regulations require that we serve food from our menu prepared on site, barring documented medical or religious exemptions.

## **INSURANCE**

First United Methodist Child Care Center does not offer health or accident insurance. If your child requires medical attention as a result of an accident or medical emergency while in our care, it is expected that your family insurance policy would cover all costs. If you are in need of health insurance for your child, the child care office can offer you more information about the State of Illinois' All Kids program.

## **LARGE MOTOR PLAY**

Children at the Center must participate in all planned indoor and outdoor activities. Children who are 2-5 years of age will use West Side Park on nice days and our full size gym during inclement weather. Infants and Toddlers will play in our courtyard on nice days and will use Room 220 during inclement weather. The term inclement weather is defined by the Center as active precipitation, temperature or heat index above 90°F, temperature or wind chill below 34°F.

## **LATE PICK-UP RESPONSE AND FEES**

On occasion, circumstances beyond your control may prevent you from getting to the Center to pick up your child before closing time at 5:30p.m. If this happens, you are expected to make every effort to contact the Center as soon as possible – so arrangements can be made to have your child picked up quickly and safely by another person. If you do not or are unable to contact the Center, the staff has been instructed to:

1. Remain at the Center with the child until 6p.m. while continuing to locate/contact the parents.
2. Attempt to contact any other persons designated as emergency contacts on the child's registration record.
3. Request that the parent or designated person pick up the child immediately.
4. When the child has been picked up, leave a note on the Hill Street door and the classroom door stating the time the child was picked up and in whose care the child has been left.
5. As a last resort, if parents or other designated persons cannot be contacted, a staff member will accompany the child to the Champaign Police Station at 82 E. University Avenue and request assistance.

NOTE: Please inform those individuals you have designated on your child's registration form that you have done so.

If you fail to pick up your child before closing time or make necessary arrangements to have another responsible person do so, the Center will assess you a charge based upon the following schedule:

1. A late pick-up will result in a \$10 charge for the time up to 5:45pm with an additional \$10 charge for a pick-up from 5:45-6:00pm
2. A second late pick-up will result in a \$10 charge for the time up to 5:45pm with an additional \$20 charged for a pick-up from 5:45-6:00pm.
3. A third late pick-up will result in a \$20 charge for the time up to 5:45pm with an additional \$50 charged for a pick-up from 5:45-6:00pm.
4. For any time after 6p.m., there will be an added charge of \$1 per minute late.

After the third late pick-up, your child's enrollment may be terminated at the discretion of the director and the child care committee.

## **MEALS AND FOOD SUBSTITUTIONS**

The Center participates in the Child and Adult Care Food Program (CACFP). This program monitors our menus to be sure the meals we serve are nutritious and properly portioned. The financial support received through CACFP ensures that we are able to serve nutritious meals to the children. The menu is constantly being revised to be sure we are providing healthy and interesting foods to the children. Copies of the menus can be picked up in the Child Care Office. In the operation of the CACFP, no child will be discriminated against because of race, color, national origin, sex, age, or disability. Any person who believes that he or she has been discriminated against in any USDA related activity should immediately

write to USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410.

Our center employs a full time cook who prepares all foods for our classrooms to be served at the following times:

Breakfast	8:30am
Lunch	11:30am
Snack	2:30pm

Children will be encouraged to taste each food served, but will not be forced to eat. Encouragement at home to experiment with new tastes will aid your child in developing healthy food habits. Manners and pleasant conversation are also encouraged.

Food substitutions will be made when a child has a documented disability, medical need (ex. food allergy), or religious restriction. In these situations, there is a form to be filled out and kept on file in the child care office. Substitutions will not be made for parental preferences.

## **MEDICAL INFORMATION**

Each child must have a medical examination dated less than 6 months prior to enrollment. A physical examination form is available in the child care office and must be signed by the examining physician. If a child transfers from another center, a copy of the medical report on file may be used if it is less than one year old. Medical exams are valid for 2 years.

1. The medical report shall indicate that the child has received the immunizations required by the Illinois Department of Public Health. These include poliomyelitis, measles, rubella, mumps, diphtheria, tetanus haemophilus influenza B, and hepatitis B.
2. Unless the examining physician has made a determination that it is unnecessary, a tuberculin skin test by the Mantoux method and the results of that test shall be included in the initial examination for all children who have attained one year of age, or at the age of one year for children who are enrolled before their first birthday. If determined unnecessary, a note from a physician should be in the child's file.
3. The initial examination shall show that children from the ages of one to six years have been screened for lead poisoning (for children residing in an area defined as high risk by the Illinois Department of Public Health).
4. The Child Care Office must be notified in writing on the doctor's stationery of all additional dates of immunizations.

You will be notified when your child is due for immunizations or physicals. Please notify the office immediately upon receiving any immunizations. All immunizations should be documented by your child's physician.

## **MEDICATION**

We may administer both prescription and non-prescription medication brought in the original container. The container shall be in such condition that the name of the medication and directions for use are clearly readable. Prescription medication shall be used only for the child named on the label. All medication will be administered in accordance with

package directions. Medications that are given twice a day will not be administered at day care. One teacher per shift in each room will be responsible for administering all medication. All medication should be given directly to a teacher. It will be administered no more than twice a day. Written parent approval is required before any medication is given. Medication cannot be used after expiration date.

## **NAPTIME**

The Center's naptime is from 12:30 to 2:30pm daily. The Center will provide a crib/cot and a sheet for each child. Please send a familiar blanket for your child to use. It will be sent home on Fridays for home laundering. Also, include a stuffed animal, if your child would like to sleep with one.

At rest or naptime, your child must rest quietly. Books and music are often used to ease the transition to quiet time. Please keep in mind that late morning rising may make naptime difficult for children. A consistent schedule makes for a better adjustment.

## **PARKING**

When dropping off or picking up your child, parking is available for you in the parking lot directly behind the Church. Parking is not permitted at the rear door, as the alley is a fire lane. Additionally, cars near the rear door create a safety hazard for children and parents. Do not leave your car parked in the lot during the day. There are many times when the parking lot is full and not enough spaces are available. The parking spaces designated handicapped are to be used only by the disabled and elderly.

## **PARENT/TEACHER COMMUNICATION**

When you enroll your child in the Center, we assume the responsibility of giving you assistance with your child's school adjustment, growth and development.

- Infants, toddlers and twos are sent home with a daily report every day which has your child's meal, diapering, and nap information documented for the day. We also encourage parents to talk to teachers on a regular basis to ensure details from the child's school and home life are relayed.
- Formal parent/teacher conferences are offered in the fall and spring during which your child's assessments and progress will be shared and discussed. Informal conferences will be arranged upon request.
- Parents are invited to view their child's learning progress on the Teaching Strategies GOLD website. See your child's teacher for details.
- Classroom newsletters are sent home monthly to let parents know what to expect in the upcoming month.
- Notices and reminders are often placed at the sign-in book for parents to view.

## **PARENT PARTICIPATION**

Parents are encouraged to visit the classroom and become comfortable with the facility. Throughout the year, teachers may ask parents to volunteer for specific events or field trips. Some examples of ways parents are welcome to participate include volunteering to make play dough, bringing a book for story time, playing an instrument for the children, or

even practicing ball skills in the gym. If you are interested in getting involved, talk to your child's teacher to set up a time.

While FUMCCC does have an open door policy for parent observations and visitation, we do reserve the right to enforce limits when such visits become distracting or upsetting for the children in the class.

## **PERSONAL ARTICLES FROM HOME**

We encourage children to bring books for reading. A complete change of clothes and a blanket should be kept at the Center at all times. These and similar articles should be labeled with your child's name to aid teachers in returning them to the proper family. Please leave toys at home unless a teacher invites children to bring something for "show & tell" days. When toys are brought, they are often damaged or lost. This can be very upsetting for your child. FUMCCC will not be responsible for personal property.

## **PEST CONTROL**

Our center and the First United Methodist Church employ Terminix to control pests. They are scheduled to inspect the premises on the 4<sup>th</sup> Thursday of every month. Advance warning will be posted on the Child Care Center office window.

## **SAFE ARRIVAL AND DEPARTURE**

The Center opens at 7:30am. When dropping off your child, it is very important that you leave the child with a teacher. No child should be left to wander around, as this is very upsetting and frightening to young children. Under no circumstances should children be allowed to ride the elevator without adult supervision. Guidelines for arrival:

- If arrival is prior to 7:30, please wait in hallway until that time.
- Generally, children should be brought to their designated classroom and received by the teacher.
- Children should not be left outside the Center building or in any other unsupervised area, including an unsupervised classroom.
- If there is no staff present in your child's classroom, please wait for the teacher's return or take the child to another classroom in which a teacher is present.
- When the weather is cold and/or rainy, parents are asked to help the child remove her/his coat, hat, and boots.
- Children are not allowed to bring food or drinks they have not finished into the Center. This creates a problem with the other children, disrupts normal classroom routine, and creates pest problems.
- Please remember that we serve breakfast from 8:30-9am and lunch from 11:30-12noon. If you bring your child in after those times you will need to have your child eat before he/she comes.
- You are responsible for signing your child in every morning at the appropriate classroom sign-in book. Both first and last name must be used to keep our records accurate.
- Please help your child wash his/her hands before you leave.

The Center closes at 5:30pm and staff need to leave at that time. If you find that you will be detained, please make arrangements for someone else to pick up your child at the appropriate time. Please inform the Child Care Center office in advance of any changes related to your child's departure on a given day. Guidelines for departure:

- When picking up your child, be sure a teacher acknowledges that the child is leaving.
- In order to pick up a child, the individual must be 18 years old unless an "under-age pick up form" is completed. No individual less than 13 years old will be allowed to pick up a child.
- If someone other than a parent is picking up a child, photo identification will be required of that person.
- All persons picking up a child must sign the child out of the appropriate classroom's sign-in book. This not only helps teachers keep track of who has left for the day, but provides the Center with records of who has taken children out of our care.

## **SNOW DAYS AND OTHER UNANTICIPATED CLOSINGS**

The Director will announce any decision to close the Center because of adverse weather conditions, furnace problems, etc. In the event of bad weather, please listen to WDWS (1400 AM), watch WCIA (Channel 3), view our Facebook page, or check for a Remind101 notification on your phone or email. The Center does not close early because of snow, but parents are urged to pick up their children early in severe weather conditions.

## **TAX DEDUCTION**

Working parents whose children attend day care facilities are entitled to deductions on their federal income taxes. The tax deduction is included as a tax credit. Special forms are available at the local IRS office. Yearly tuition amounts shall be requested 1 week in advance from the Office Coordinator.

## **TRANSITIONS**

As children reach certain ages and developmental milestones, they become eligible to "move up" to the next age appropriate classroom. Teachers will have ongoing conversations with parents throughout the school year to let them know when milestones are being reached and that a transition may be coming as space becomes available. A child is only moved when teachers and parents are in agreement that the child is developmentally ready for the transition. The Director will inform parents through a "Move Up Notice" of a start date in the new classroom. Parents will be given a schedule, welcome letter, and teacher biographies for the new classroom and encouraged to visit the new room to meet the teacher as soon as possible. The child will spend at least one week prior to the move making 1-2 hour visits to play in the new classroom during the school day.

## **TREATS FOR SPECIAL OCCASIONS**

Easy-to-serve treats are welcome for special events. Food brought for service in the Center must arrive unopened as packaged by the bakery or manufacturer. Arrangements for treats should be discussed with the teacher in case of classroom food allergies. We encourage nutritious snacks and ask that sugary treats be limited.

## **TUITION AND FEES**

The Child Care Committee has adopted the following policies concerning tuition:

1. Tuition is payable at the beginning of each week. We accept cash and check. You are welcome to set up automatic payment to us through your personal online banking feature.
2. Upon enrollment, we require a non-refundable deposit equal to one week of your child's tuition rate. Families who receive DHS support through CCRS pay a deposit of \$50. When families provide two weeks of notice before leaving our Center, the deposit will be used as payment for the final week of care. (The 2 week break in August and Christmas week do not count when giving notice.)
3. When a child is absent for an entire calendar week (Monday-Friday), families may take advantage of a half-tuition discount. There is a maximum allowance of 4 weeks at half-tuition per child for a full school year. The number of weeks will be prorated for children enrolled mid-year. Additional weeks may be granted for atypical circumstances at the discretion of the Director.
4. Whenever there is a one-day holiday occurring in a week, tuition will remain the same. Full tuition must be charged to insure that our teachers will be paid for holidays.
5. If the Center is closed for a snow day, tuition will be reduced to one-half for that day.
6. Tuition is reduced for low-income families according to government income guidelines. See the Child Care Office for more information.
7. Refunds will be given if a parent pays tuition in advance and leaves early. Refunds will not be given if proper notice has not been given.
8. Discounts are issued to families with multiple children enrolled. If both children enrolled are under the age of 3 years, \$10 will be taken off the weekly tuition rate. When one child is 3 or older, \$6 will be taken off the weekly tuition rate.
9. Unless arrangements are made in advance with the Office Coordinator, families with accounts that are 2 weeks behind in payment will not be permitted to drop children off until partial payment has been made.

## **VISION AND HEARING**

The Department of Children & Family Services requires that centers comply with IDPH's (Illinois Department of Public Health) Hearing and Vision Screening Codes and the Illinois Vision and Hearing Test Act. Children 3 to 5 years of age attending FUMCCC will be screened once a year. Parental permission is not required to do this screening.

## **WELLNESS POLICY**

The First United Methodist Child Care Center has developed guidelines to help prevent your children from contracting and spreading viral or bacterial infections and illnesses. There will still be unavoidable illness but by following these guidelines, your children will have fewer sick days due to lack of exposure, which means that in the long run your own days missed at work will be reduced.

Please immediately report exposure to or diagnoses of communicable diseases (other than colds) to the Child Care Office. Notes will be given to parents explaining symptoms and

incubation periods when a classroom has been exposed to illnesses such as chicken pox, measles, “pink eye”, or impetigo.

We will expect you to come and pick up your child promptly if he/she has one or more of these symptoms:

1. Temperature over 101 degrees. Temperature will be taken by the Director before the parent is called.
2. Vomiting 2 or more times unless caused by an asthmatic condition.
3. Diarrhea stools
  - Children in diapers
    - Two diarrhea stools or 1 severe diarrhea stool at the discretion of the Director.
    - One diarrhea in addition to other signs of illness or dehydration.
  - Toilet-trained children
    - Children may remain at school as long as they are able to make it to the restroom. Children will be sent home after one diarrhea “accident”.
    - One diarrhea accompanied by other signs of illness.
4. Sign of communicable disease in contagious stages.
5. Undiagnosed skin rashes in areas other than diaper area. Child may return to the Center when rash disappears or with physician’s slip stating skin rash is not contagious.
6. Any child who is visibly ill or in pain; at the discretion of the Director.
7. Cough accompanied by production of mucus from the lungs and breathing difficulties, except asthmatic children who are under medication control.
8. You may also be asked to keep your child at home until seen by a physician for health problems which persist over time such as; persistent cough, persistent nasal discharge, recurring rashes, or any other health symptoms which cause concern.

When returning a child to the Center after an illness:

1. He/she must be symptom free from fever, vomiting, diarrhea, etc. for 24 hours prior to returning to the Center.
2. A child prescribed an antibiotic for a communicable illness must be on it for 24 hours prior to returning to the Center.
3. Prescriptions must be labeled from the drug store and bear the child’s name, doctor’s name, date, medication and dosage. A medicine slip must be completed on arrival at the Center if you wish the staff to give your child any medication. Expired prescription drugs cannot be given.
4. Nonprescription medication may be administered upon written permission. Such medication shall be administered in accordance with package instructions, labeled with the child’s name, and dated. Pain relievers will not be used to mask a fever.
5. If your child has been seen by a physician, it is recommended that you ask for a note stating that your child is not contagious and may return to child care.

## **WITHDRAWAL AND PERMANENT DISMISSAL**

A 2 week notice is needed when withdrawing your child from the Center. If less than a 2 week notice is given, your deposit will be forfeited. The 2 week break in August and Christmas holiday break do not count when giving notice.

First United Methodist Child Care Center, in accordance with regulation Section 407.250 of the Illinois Department of Children and Family Services Licensing Standards, maintains the right to terminate enrollment of a child/family if it is determined by the Director and Child Care Committee Chairperson that such termination would be in the best interest of the child/family and/or the Center. The following may result in permanent dismissal:

- Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be dismissed from the facility.
- Failure to make tuition payments
- Physical or verbal abuse of staff or children by a parent or child.

Dismissal from the Center will follow the DCFS Discharge Procedures. In accordance with the Federal law and U.S. Department of Agriculture policy, this institution will not dismiss a child based on race, color, national origin, sex, age, or disability.

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## **FIRST UNITED METHODIST CHURCH**

The Day Care Center is only one of the ministries to families that First United Methodist Church has to offer. Because we believe that family is the primary unit of Christian education, we offer a wide range of educational and fellowship opportunities for both you and your children. If you are not active in another church fellowship, we strongly encourage you to consider becoming a part of our worship and education experiences. Our church staff and our church members are readily available to offer you a warm welcome.

The hours for worship are 9:00 and 11:00am each Sunday. Preschool child care is available at these times. Church school for all children and youth is at 10:00am. Among the church's programs, you will find Youth Clubs, scouting, music (choir and bell groups), bible study groups, women's organizations, and a men's prayer group. For information, call 356-9078.