

## I. GENERAL INFORMATION

### Location

905 S. 4<sup>th</sup> St.  
DeKalb, IL 60115

### Mailing address

P.O. Box 531  
DeKalb, IL 60115

### Administrative Staff

Executive Director, Shannon Alamia.....shannon@clcd daycare.org  
Associate Director, Tina Cliffe .....tina@clcd daycare.org  
Administrative Assistant, Robyn Tice ..... robyn@clcd daycare.org

### Questions or Concerns

Administrative staff or teachers are available to talk with you whenever you have any questions concerning your child or CLC. Call CLC at 815-756-3506, visit Children’s Learning Center (“CLC”), or email the Executive Director at shannon@clcd daycare.org.

### Open-Door Policy

CLC maintains an open-door policy. No appointment is required to visit CLC. To maintain security, all visitors are required to present a photo ID and sign in. *Since June 29, 2020 when CLC reopened, only enrolled children and staff are allowed in the Center due to the COVID-19 Pandemic. Parents and visitors are allowed beyond the entry way on a limited basis. Appointments for visits and tours can be made at 5:00 p.m. Monday-Friday.*

### Mission and Services

CLC provides high quality, comprehensive early education and child care in a safe and nurturing environment for DeKalb area families. Experienced staff provide age-appropriate curriculum through play-based learning while promoting the social, emotional, physical, and cognitive development of every child.

CLC is a private not-for-profit child care center providing educational programs for children six weeks to twelve years of age. CLC welcomes children of all economic levels, sexual orientation, race, religion, national origin, and disability.

The CLC Board of Directors is comprised of parents/guardians and interested community persons. The Board determines CLC policies. Board meetings are open, and all interested persons are welcome to attend. Meetings are usually held at 905 S. Fourth Street on the third Wednesday of each month at 5:30 P.M. but remains via Zoom.

Children's Learning Center is an Early Learning Leaders-National Accreditation Commission accredited early childhood program. CLC is also recognized for achieving the Gold Circle of Quality by ExceleRate Illinois.

CLC is a member of Community Coordinated Child Care (4-C); a Kishwaukee United Way partner agency; and licensed by the Illinois Department of Children and Family Services (DCFS).

### Early Care and Education Programs six weeks to five years.

- Infant/Toddler - Ages 6 weeks to 2 years
- Preschool - Ages 2 to 5 years
- Extended-day Pre-K - Ages 3 to 5 years, enrolled in District 428 Pre-K

### School-age Program Kindergarten-5<sup>th</sup> grade

- Before-school (on full and half school days, 7:00 A.M.-Bus) – Serves Brooks, Cortland, Founders, Jefferson, Lincoln, Malta, and Tyler Schools (when transportation allows)
- After-school (on full school days only, Bus-5:00 P.M.) – Serves Brooks, Cortland and Founders, Jefferson, Lincoln, Malta and Tyler Schools (when transportation allows)

## II. FEES AND PAYMENTS

- Statements are issued on a monthly basis, showing projected fees for the coming month and reflecting any adjustment in the month ending. Monthly statements will be available on Procure or a paper copy can be obtained by request. Please keep your email address up to date and notify the office immediately of any changes.

- Fees are assessed based on the schedule you specify on the CLC Schedule A form. Schedule change requests must be in writing at least one week prior to any proposed change and approved by a Director unless a change would adversely affect the program in the opinion of a Director.
- Effective July 1, 2021, fees and co-payments are payable in full by the first Friday of the month if you are paying monthly. Weekly payments are payable by Friday of each week.
- Past due account balances may result in suspension of child care until the account is brought up to date.
- If any outstanding balance is unpaid at CLC's scheduled closing time at the end of any month, a late payment fee of up to \$15.00 may be assessed and provision of child care may be suspended and/or terminated.
- Disposable diapers are included in the fees for children under age two. Parents/guardians of children age two and older who require diapers are expected to supply the disposable diapers of their choice.

### **Registration Fee**

Each family enrolling in CLC is assessed a non-refundable registration fee of \$100 upon enrollment, payable at the scheduled orientation meeting, and \$50 annually in the month of June thereafter. Registrations paid in the last quarter are effective for the ensuing fiscal year.

### **Deposit**

One week's fees or co-payment is required for each enrolled family and is due prior to attendance. The deposit may be applied to the final bill after all other incurred charges are paid, provided CLC receives two weeks' written notice of withdrawal, or refunded in case of overpayment. If notice of withdrawal is not given, two week's fees will be added. Unpaid charges may be taken from the deposit.

### **Absence Charges**

When CLC is notified by 9:15 A.M. of a child's absence for any reason, 100% of usual fee is charged for the first day of notified absence, and 50% of usual fee for further consecutive days of absence that the child is scheduled to attend, provided that all applicable charges are paid in advance. *Co-payments, as determined by the State of Illinois, cannot be adjusted.* Any fees and/or co-payments incurred during a vacation or other scheduled absence are due before the start of the absence. An absence of five consecutive days without notice may result in transition of service.

### **Returned Check Charge**

A service charge of \$15.00 is assessed for ACH transactions or checks returned for any reason except bank error.

### **Holiday Charges**

For children of full-pay families who are scheduled to attend Monday through Friday, fees will be charged at the full applicable rate, regardless of notification of absence and regardless of the day of the week on which the following six holidays fall: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day. The purpose of these charges is to enable CLC to pay regular hourly staff for these days.

### **Late Child Pick Up Fee**

For failure to pick up a child by 5:00 P.M., a fee of \$15.00 is assessed. At the beginning of each additional quarter hour, an additional \$10.00 is assessed. If CLC receives notice prior to 5:00 P.M., the initial late fee is reduced to \$10.00. Cash payment is due on or before your child's next day of attendance.

### **Bad (Inclement) Weather Fees**

Please check CLC's Facebook page, website, Procure, your email, or listen to WLBK (1360 AM), WNIJ (89.5 FM), or WDKB (94.9 FM) to find out whether CLC will be closed. In most cases an announcement of closing will be posted and on the radio by 6:00 A.M. Occasionally we are forced to close during the day; in this case we will notify you. Because most of CLC's costs are fixed, child care fees and co-payments will be charged as usual when any CLC programs are closed due to inclement weather or other causes beyond CLC's control.

### **Subsidized Child Care and Family Co-Payments**

Eligibilities for child care subsidy and co-payment amounts are determined by the State of Illinois (IDHS) and processed by Community Coordinated Child Care (4-C) (444 E. Hillcrest, Suite 300, DeKalb; 815-758-8149 x 225). Subsidies include the cost of diapers for children up to the age of two years. Ten days of vacation per year are allowed provided timely notice is given; co-payments are assessed at the usual rate during vacations or any absences. Information regarding families eligible for subsidized child care is kept confidential.

**Full-Pay Fee Schedule**

The Board reserves the right to restructure fees at any time. Full-day rates apply after 5 hours. Weekly rates will apply for as long as scholarship funds are available.

\*Due to limited space availability infant/toddler schedules are typically five days/week, except when approved by a Director.

\*\*Bus fees cover CLC transportation to/from PreK or DeKalb Schools.

Effective 7/1/2022-6/30/23		<u>Weekly Rates</u> (5 days/week) Scholarship applied	<u>Daily Rates</u> (5 days/week)
<b>Infants &amp; Toddlers</b>	Full day	\$265.00	\$64.00
	Part day	\$171.50	\$42.50
<b>2-year-olds</b>	Full day	\$225.50	\$51.00
	Part day	\$160.25	\$36.50
<b>3-year-olds and older**</b>	Full day	\$205.00	\$44.25
	Part day	\$146.75	\$31.25
<b>Kindergarten-5<sup>th</sup> grade</b> (plus, applicable bus rides)	Before School	\$60.00	\$14.00
	After School	\$60.00	\$28.00

**Calendar of Closed Days**

CLC will be closed for the 13 days during FY23 (July 1, 2022-June 30, 2023):

Monday, July 4, 2022	Monday, December 26, 2022	Monday, January 2, 2023
Monday, September 5, 2022	Tuesday, December 27, 2022	Monday, January 17, 2023
Thursday, November 24, 2022	Wednesday, December 28, 2022	Friday, April 28, 2023
Friday, November 25, 2022	Thursday, December 29, 2022	Monday, May 29, 2023
	Friday, December 30, 2022	

**III. CLC POLICIES**

**Mandated Reporting of Suspected Child Abuse or Neglect**

By law, “directors and staff of day care centers must report suspected child abuse or neglect”. CLC staff members conduct a general daily health assessment on the arrival of each child and will document any concerns. If more information is needed, we will ask the person signing in the child.

**Prohibited Items and Activities**

- Weapons of any kind at any on CLC property
- Smoking on CLC property (includes in front of the building or the parking lot)
- Toy weapons
- Latex balloons
- Items that might pose a choking hazard

**Insurance**

CLC is required to obtain insurance coverage that, in the opinion of the Board of Directors, provides protection for the legal responsibilities of CLC. It is the premise of CLC that parents/guardians of children attending CLC will have medical insurance and will use their own family health insurance policies when possible.

**Late Child Pickup Policy**

BE SURE WE CAN REACH YOU. Provide up-to-date phone numbers for you and all individuals you have authorized to pick up your child.

Due to the COVID-19 Pandemic and the CDC cleaning and disinfecting guidelines, the Center's hours of child care provided are 7:00 A.M.-5:00 P.M. All children must be picked up by 5:00 P.M. Repeated failure to pick up your child by 5:00 P.M. may result in suspension of services.

CLC closes at 5:00 P.M. When a child is not picked up by 5:00 P.M., and CLC has not been notified by the parent/guardian or authorized person of a late pick up, the CLC Administrator in charge will attempt to reach the parent/guardian first. If we are unable to reach a parent/guardian, we will go through the child's list of authorized persons until a contact is made. The CLC Administrator will document the time, number called, and the reason for failed contact for every attempt. If after one hour no parent/guardian or authorized person can be reached, the CLC Administrator will enlist the assistance of the DeKalb Police Department and/or the Illinois Department of Children and Family Services.

CLC acknowledges that a CLC Administrator and qualified Head Teacher will protect and maintain the wellbeing of your child until a parent/guardian, authorized person, or outside authorities arrive to take responsibility of the child.

A child having three late pickups may be suspended from the CLC program.

### **Child Records**

According to DCFS licensing standards, CLC must have a complete and up-to-date file for every enrolled child, including the following:

- A current physical exam form (DHS Certificate of Child Health), including age-appropriate immunizations, signed by a licensed health care provider and dated within six months prior to the first date of attendance or acceptable for Kindergarten entrance, to be renewed every two years until the child reaches Kindergarten. If your child receives immunizations or an updated physical exam, please provide a copy to our office.
- Evidence of screenings for tuberculosis risk (all ages) and lead exposure (ages 6 months to 6 years).
- A certified copy of the child's birth certificate or other reliable proof of an enrolled child's identity and age within 30 days of enrollment. If the parent/guardian fails to submit such proof within 30 days, or submits any affidavit that appears inaccurate or suspicious in content, "day care center personnel must notify police".

A parent/guardian may request a copy of a child's file contents, for the cost of \$.25 per page, payable in cash only. Please allow up to 48 hours to honor your request.

### **Attendance and Adjustment**

If your child has poor attendance or if we think your child is not adjusting to the program, we will discuss the situation with you. We hope you will feel free to discuss your concerns with us. A child having frequent unscheduled absences may be suspended from CLC.

### **Withdrawal and Re-Enrollment**

Give two weeks' written notice if you plan to withdraw your child from CLC so that your deposit on file can be used for payment of your child's last week of care. All fees incurred must be paid in full prior to re-enrollment.

### **Photographs and Video**

CLC photographs and records videos of each child for identification and developmental documentation purposes. Your child may appear in group photos in print and on CLC's website, Procure and Facebook page and in public announcements, such as United Way fundraising, Give DeKalb County publicity and other venues for business purposes. Please give the CLC office written notice if there is a pressing reason not to include your child in photos or electronic video.

### **Developmental Screening and Assessments**

CLC staff members administer preschool screenings of enrolled children age three to five years using the Brigance and Boehm instruments. Results are confidential; preschool screening results are released to the DeKalb School District only by permission of the parent/guardians. Developmental assessments using the Ages & Stages Questionnaires are ongoing and are completed every six weeks for infants and toddlers and every four months for preschoolers. CLC also assists DeKalb County Health Department in screening vision and hearing in children two years eight months and older.

### **Confidentiality**

CLC respects the right of families to privacy and will not discuss clients with unauthorized persons. The only information that may be shared in a general inquiry without a specific release is information publicly available: name,

address, and phone. Let us know if your number is unlisted. We will not share your email address outside CLC. When a parent/guardian authorizes CLC to release a child to another person, CLC is thereby authorized to share with that person information regarding the care of that child.

### **Pesticide Policy**

All pesticide applications at CLC will comply with DCFS Licensing Standards for Day Care Centers, Section 407.370. CLC employs W. B. McCloud Co., a licensed pest-control service. W. B. McCloud Co. makes regular inspections. Regular treatments using insecticide baits are applied only after all children have departed the facility.

Should spray pesticide applications be required in program areas, CLC will provide advance notice. A 'NOTICE' for parents/guardians will be posted at least 48 hours prior to the application.

## **IV. HEALTH & SAFETY POLICIES**

### **Hand-Washing**

In accordance with DCFS licensing standards, CLC requires that children's hands be washed routinely and frequently with soap and water, including upon arrival at CLC daily, before and after eating, after using the toilet, after sneezing and/or blowing one's nose, before and after using a media table, after touching an animal, and after playing outside. Effective June 29, 2020, all CLC classrooms, entryways, and office will have CDC approved hand sanitizer available. If hand sanitizer is used in these areas, your child will still need to wash their hands with soap and water following the recommended hand washing procedures.

### **Daily Cleaning and Disinfecting**

CLC continues to deep clean and disinfect all classrooms, the offices, quarantine room, Teacher Resource Room, children's bathrooms, hallways, kitchen, and bus following strict protocols and schedules. Throughout the day high touch surfaces will be disinfected frequently.

### **Shoe Covers**

To help keep the infants' environment clean, shoe covers are provided and must be worn over street shoes in the Infant Room.

### **Shoes**

Open-toed shoes, sandals, flip-flops, etc. are prohibited for safety reasons.

### **Illness & Illness Exclusion Policy**

CLC's Illness Exclusion Policy is fluid and may be modified based off levels of community transmission of common illness (COVID-19, Influenza strains, RSV, etc). Your evaluation of your child's health is important in disease control at CLC. If your child is not well enough to participate in daily indoor and outdoor programming, please keep them at home.

The COVID-19 Public Health Emergency requires that Children's Learning Center proceed with an abundance of caution when conducting 'Daily Health Evaluations'; assessing your child for illness; removing your child from the group setting (to the designated quarantine room); if your child develops one or more symptoms possible of COVID-19; and/or following DCFS Guidelines (updated regularly) for the criteria that must be met for your child to return to CLC. It is especially important that the parent/guardian notify CLC whenever your child is diagnosed as having a contagious disease.

When one child is diagnosed with a communicable illness or parasite, CLC posts a notice including symptoms, method of transmission, period of communicability, and control measures. When multiple cases are present, notice is sent home to families of affected classrooms

Families are responsible for daily self-certification of symptoms of any illness. The adult signing in your child/ren each day is verifying your child/ren has no 'COVID-19 activity' (no COVID-19 symptoms, no recent exposure to a positive case of COVID-19 or any other illness, and no travel to a high risk area). Adults are verifying the child is healthy and ready to participate in daily activities. Staff will continue to evaluate each child's state of health during the course of the day. If a child develops any symptoms listed below while at CLC, temporary care away from the group will be provided in the designated quarantine room; the parent/guardian will be notified, and the child will be sent home.

**If a child is ill for five (5) or more consecutive days, or hospitalized for any reason other than COVID-19 symptoms or diagnosis, a health care provider's note is required for readmission.**

**Please keep your child at home if they experience any of the following symptoms:**

- a fever of 100.4 °F or higher using an infrared thermometer
- dry cough
- headache
- runny nose
- congestion
- shortness of breath
- chills
- loss of taste or smell
- sore throat
- muscle aches
- vomiting,
- diarrhea,
- an undiagnosed rash or a diagnosed contagious rash or contagious disease,
- a severe cold, evidenced either by profuse nasal discharge or persistent cough, or
- red, inflamed, mattery eyes.

**A child may return to CLC after an absence or being sent home under the following circumstances:**

Following an abundance of caution and guidelines stated in DCFS Licensing Guidelines (Revised June 2, 2021)

- Child is free from fever without the use of fever-reducing medications for at least 48 hours, and
- Child is no longer showing symptoms

For, conjunctivitis, strep throat, or impetigo: after receiving 24 hours of antibiotic treatment, and  
For head lice or scabies, no sooner than the morning after treatment.

**Covid-19 Illness Exclusion Policy**

During periods of high community spread or if CLC is in COVID-19 Outbreak Mode as determined by the DeKalb County Health Department, if your child develops or experiences any of the above COVID-19 symptoms they must be excluded from care until:

- Negative PCR test, and
- Fever free for 48 hours without use of fever reducers such as Tylenol, Advil, etc.
- Symptoms improving or
- 10 days exclusion from onset of illness

If there is a direct exposure to a positive COVID-19 case, and the child/ren are up to date with the COVID-19 vaccinations, then NO EXCLUSION needs to occur unless symptoms develop. The child/ren must wear a mask for 5 days.

-If your child/ren have been exposed to a COVID-19 positive and they are **not up to date** with the COVID-19 vaccine or a PCR test is refused, then they must be excluded from care for 10 days after the last date of exposure.

-If your child/ren tests positive for COVID-19, then they must be excluded from care of 10 days with day zero being the date they test.

## Face Mask Policy

Effective 3/8/21, masking is optional at CLC. If your child/ren has a direct exposure to a positive individual and they are up to date on their COVID-19 vaccinations, they must wear a mask for 5 days. If the child/ren are unvaccinated they must be excluded from care for 5 days and wear a mask for 5 days upon their return to care. The masks should be triple layer cloth or surgical grade disposable.

COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Studies on infection control show that these droplets usually travel around 6 feet (about two arms lengths). The CDC recommends wearing appropriate face coverings in public settings where social distancing measures are difficult to maintain and when a County is in medium or high level of transmission. Cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting to others. Masks will be available to all children over the age of two years upon arrival if the family is unable to supply one. Masks must cover the mouth and nose at all times it is being worn. Masks must fit snugly but comfortably and allow for breathing. Masks must be secured with ties or ear loops.

## Face Mask Procedures (when masking is necessary)

Masks may be removed at mealtime, naptime, during outdoor play, and when social distancing is being practiced. Once removed, a child's mask is to be placed by the child in a brown paper bag labeled with the child's name and stored in the child's cubby or hanging from a hook in the child's cubby.

Children's cloth masks will be laundered by the Center at the end of each day. Clean masks will be available in the office.

## Medications

CLC will not administer the first dose of any medication. If a prescription medication is to be administered to a child by a CLC staff member, there must be a personal prescription from a licensed health care provider in its original container, bearing a printed label with child's name, directions for administering, date, health care provider's name, prescription number, expiration date, and name of drug store. The parent/guardian instructions must be consistent with the prescription from a physician and the medication cannot be expired.

All medications require a CLC Medication Authorization with instructions, to be completed by a parent/guardian. CLC staff authorized to administer medication have been trained to use devices such as an EpiPen, nebulizer, or inhaler, however, additional training may be necessary prior to device administering of those types of medications. Be sure to notify a CLC Director if there are special instructions for administering medications. Please ask a CLC staff member to store and retrieve your child's medications. To protect your child's privacy, only CLC staff members may access the locked medication storage areas. CLC will form an Action Plan with the parent/guardian and guidance from the health care provider for any child with a chronic health condition such as asthma, diabetes, or severe allergies.

All over-the-counter medication (cough medicine, antihistamines, topical creams/ointments, etc.) must be accompanied by a note from the physician with specific instructions for administering. CLC does not administer fever reducers (acetaminophen, ibuprofen, etc.) except in the case of a broken bone or certain immunizations only when our office receives documentation from your child's health care provider.

## Emergency Medical Treatment

All CLC staff members receive training in first aid and CPR. When any first aid treatment is given, a record will be kept and a parent/guardian will be notified and offered a copy of the record. In any situation requiring CPR or other emergency medical care, we will call 911/EMS. Emergencies may be transported by ambulance to Northwestern Kishwaukee Hospital, in which case a CLC staff member will convey enrollment and treatment permission forms. Every effort will be made to notify you immediately. BE SURE WE CAN REACH YOU.

## Emergency Procedures

CLC practices emergency drills: Fire evacuation drills every month, severe weather drills at least four times a year, intruder drills twice a year, and other emergency event drills once a year. If you arrive to CLC to drop off or pick up your child during a drill, you will be asked to participate in the drill as if it were an actual emergency event. For the safety of all, if CLC is in the midst of an actual emergency event, you will be expected to participate and no child will be released until the "all clear" is given.

#### **4-C Social Worker and Nurse**

The 4-C Social Worker makes visits either in person or via Zoom to CLC on a regular basis, serves as a consultant to teaching staff, acts as a liaison between CLC and community agencies, and is on call for emergencies. The services of the 4-C Social Worker are available free of charge to the parents/guardians of children attending CLC. These services include parent/guardian training, addressing concerns about children and CLC, and helping with problems that may exist for families and children. The 4-C Social Worker may be reached at 815-758-8149 x 289.

The 4-C Community Health Nurse Consultant visits CLC regularly, either in person or via Zoom, reviews children's medical records, children's medications, advises parents/guardians and staff on health concerns, and can assist parents/guardians in obtaining medical services in the community. If you have any medical questions, the 4-C Nurse may be reached at [www.hsesil.org](http://www.hsesil.org).

#### **Nutrition**

The overall goal of CLC's nutrition program is to promote sound physical, social, and emotional growth, as well as good eating habits. CLC participates in the USDA Child and Adult Care Food Program, and all meals and snacks meet CACFP requirements. Breakfast, lunch, and an afternoon snack are served family style, with children and staff eating together. There is no separate charge for meals. We welcome menu suggestions and new recipes.

In most cases, special diets can be accommodated on the written advice of a health care provider (in case of allergy or disability) or by written request from a parent/guardian. The notice must specify (a) the medical or other reason restricting the child's diet, (b) the food or foods to be omitted from the child's diet, and (c) the food or choice of foods that may be substituted. Parents/guardians may choose to supply a nutritionally equivalent beverage to substitute for fluid milk. In the interest of good nutrition and dental hygiene, we ask that you not send your child to our program with food, gum, candy, etc. We enjoy special treats, but we try to avoid too much "junk." Food service rules prohibit us from serving any food made at home.

By Federal law and USDA policy, CLC is prohibited from discriminating on the basis of race, color, national origin, sexual orientation, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Ave. S.W., Washington, D.C. 2025

### **V. GUIDANCE AND DISCIPLINE POLICY**

#### **Philosophy and Goals**

The emotional environment of CLC should be similar to that of a loving home: caring, nurturing, and allowing freedom to develop. The intellectual and physical environment should be stimulating, enriching, challenging, and safe.

Children learn best through direct experience. Children benefit most from positive guidance, encouraging good self-concept and growing independence.

Discipline shall be positive, loving, and of a social nature. The goal is each child's self-discipline and sensitivity to the needs and rights of others.

#### **Code of Conduct**

Children's Learning Center is committed to providing a safe, healthy and nurturing environment for all children. We follow current rules and regulations set forth by DCFS, the Governor's Office of Early Childhood Education, the CDC, IDPH and the local health department. CLC will not tolerate rude, or aggressive behavior from children, parents, guardians, staff, or visitors. CLC maintains a zero-tolerance policy on these behaviors. Please be KIND and RESPECTFUL. CLC staff reserve the right to end an interaction if there are any inappropriate or aggressive behaviors including offensive language.

#### **Implementation of Disciplinary Measures**

The child's understanding of the appropriate behavior is the means to the long-term goal of self-discipline. This understanding develops with the aid of clear explanation, discussion, and positive role modeling. Punishments and rewards are short-term behavior modifiers that do not contribute to understanding.

Redirection, an increase of adult attention, temporary removal of the child from a situation, or a simple analysis of a specific event that might lead the child to solve the difficulty individually shall be the methods of discipline employed. Firm positive statements about behaviors or redirection of behaviors shall be the accepted techniques for use with



infants and toddlers. Limits and consequences shall be clear and understandable to the child, consistently enforced, and explained to the child before and as part of any disciplinary action. According to DCFS licensing standards, "In all instances when a facility decides that it is in the best interest of the child to transition enrollment, the child's and parent's needs shall be considered by planning with the parents to meet the child's needs when he or she leaves the facility, including referrals to other agencies or facilities".

Corporal punishment is strictly forbidden, as are: threats that cannot be carried out; threatened or actual withdrawal of water, food, rest, or use of the bathroom; and discipline injurious to self-image, including but not limited to abusive or profane language, public or private humiliation, or emotional abuse.

Discipline shall be developmentally appropriate and logically related to the child's act and shall not be out of proportion to the particular inappropriate behavior. The child shall be made aware of the relationship between the act and the consequences.

Removal from the group to help a child regain control shall not exceed one minute per year of age and shall not be used for children less than two years of age. The removal shall end immediately when control is regained and shall be followed with the explanation described above.

Preschool and school-age children shall have reasonable opportunity to resolve their own conflicts.

Discipline shall be the responsibility of adults who have an ongoing relationship with the child.

### **Parent/Guardian Involvement in Guidance and Discipline**

CLC needs parent(s)/guardian(s) input and involvement so that we may work as a team for the positive development of the children. CLC staff members will communicate verbally or in writing with parents/guardians on a regular and frequent basis. Staff members will consult the parents/guardian when there are concerns about a child's behavior.

The 4-C Social Worker meets regularly with CLC staff and is available to consult with parents/guardians on request.

Clinical behavior management plans may be employed to meet the needs of a particular child if developed with the parents/guardians and a professional clinician.

Parents/guardians are welcome to borrow from the CLC Library, which includes children's books, books on activities and curriculum, and materials on child development and parenting.

### **Child Involvement in Guidance and Discipline**

Children having expressive language will be asked to contribute to a group consensus regarding classroom rules. Staff members will ensure that group rules so established provide for safe and respectful behavior toward the self, other persons, property and the environment, and are stated in the positive form in terms the group can understand.

Limits and consequences will be posted in each room and will be reviewed frequently in group discussion in non-disciplinary situations.

Any disciplinary intervention between staff and children will include a statement of the reason for the intervention (the inappropriate behavior) and at least one example of an appropriate behavior that might have prevented the need for intervention. For children having expressive language, a successful intervention concludes with the child's statement of the inappropriate and appropriate behaviors and a willingness to try again.

### **Transition of Enrollment for Disciplinary Reasons**

In order to maintain the safety of enrolled children and the quality of CLC's programs, CLC reserves the right to remove a child from the classroom whose actions are dangerous or detrimental to that child, other enrolled children, the staff, or the program environment until the child is able to regain control. Examples include, but are not limited to: persistent or severe attempts to hurt anyone; repeated refusal to obey the rules of the program or the instructions of staff; and running away, hiding, or deliberately failing to report to a CLC after school program. The child's behavior(s) will be documented by the Head Teacher (or teacher in charge) including the behavior, date, and time. The information will be communicated to the parent/guardian upon pick up of the child. The parent/guardian will be requested to sign the write-up, and offered a copy.

When a situation appears to pose unacceptable risk, staff will inform a CLC Administrator, who will notify the parent/guardian of the need for separation from the program, which may include suspension or transition of enrollment into a different program that may best meet the needs of the child.

The first instance of exclusion may be a temporary suspension from the program. The length of the suspension is at the discretion of the Director. Repeated instances of suspension may result in the transition of the child from the program. Transition, if appropriate as determined by the Executive Director, may require such conditions as a meeting between the parent(s) and a CLC Administrator, the participation of the 4-C Social Worker, psychological evaluation, counseling and introduction to the new program.

## VI. DAILY PROGRAMMING AND CURRICULUM

### Daily Schedule

<b>6:35 A.M.</b>	<b>CLC building opens for deep cleaning and disinfecting.</b>
7:00 A.M. (Effective 8/18/21)	Child drop off begins with health screenings (new hours of care due to COVID-19)
7:30 A.M.	Daily home pickup bus run begins. (if applicable)
8:30 A.M.	Breakfast is served.
9:15 A.M.	Morning arrivals end and child attendance is taken. Each group begins scheduled program activities, including field trips (suspended until further notice effective 6/29/2020) and walks.
10:30 A.M.	Lunch service begins (time varies by group).
12:00-2:00 P.M.	Children rest or nap.
2:15 P.M.	Afternoon snack is served.
2:45 P.M.	Scheduled program activities begin.
4:15 P.M.	Children on afternoon home bus run prepare to depart.
5:00 P.M.	Child care services end. End of the day deep cleaning and disinfecting begins. All children must be picked up by 5:00 P.M.
5:30 P.M.	CLC building closes.

### Curriculum

To ensure developmentally appropriate practices in caring for and educating enrolled children, CLC uses The Creative Curriculum, a standardized curriculum package published by Teaching Strategies, Inc., Washington, D.C., and the Illinois Early Learning Standards. We include both indoor and outdoor activities in the daily program.

- **Language and Literacy:** We plan activities for literacy development, including reading stories to children every day, encouraging children’s interest in letters and words, and writing down children’s stories or experiences and reading them back. We provide varied approaches to language development with many opportunities for children to symbolize and organize new experiences.
- **Fine Arts:** We foster creativity and self-expression through art, music, and dramatic play.
- **Math and Science:** We encourage curiosity and provide opportunities for problem solving such as matching objects, puzzles, Legos, and pegboard patterns.
- **Gross Motor and Fine Motor Skills:** We plan activities to help children develop body awareness, coordination and fitness, and large and small motor skills.
- **Social-Emotional Development:** We help children learn to get along in a group by modeling ways to communicate with peers and express feelings appropriately.

### Outside Play

Children in CLC programs play outside EVERY DAY whenever the weather permits, including temperatures 0°F or above with wind chill. In heat advisory conditions, we limit outdoor activity to allow play in the shade and water play, and we monitor hydration. Please send your child with clothing appropriate for outside as well as indoors. Classrooms plan indoor and outdoor (when weather permits) water activities, including use of a water table and water toys. (Effective 7/6/2021, playground use will be limited to two classrooms at a time to allow for social distancing.)

## **Field Trips**

Field trip plans are posted in advance in classrooms. All classrooms may explore our community on walks. Children in classrooms from the Toddler Room and older may ride the CLC bus for longer field trips. There is no extra charge for field trips. Each month the Toddler Room through School Age groups have scheduled CLC bus transported field trips to local destinations. The field trips are noted on the CLC Monthly Calendar posted in the office and each classroom highlights their scheduled field trip days on the classroom calendar. At least 48 hours prior to the field trip the classroom posts a sign stating the date, day, time, destination of the field trip, educational purpose of the field trip, and alternate location. Each field trip requires a parent or legal guardian of each child to sign an authorization for their child to participate in the field trip. If you do not wish for your child to participate in the bus-transported field trip you may be given the opportunity to bring your child to CLC when the group returns from the field trip.

## **Toilet Training**

We keep each child in diapers until the child is able to tell us before needing to go to the bathroom. Two and three-year olds are encouraged to use the toilet at regular intervals but are never required to do so. Please let us know when you have started toilet training at home, so we can assist at CLC. Send an extra supply of clothing when toilet training begins.

## **Transportation**

All bus arrangements must be approved by the Executive Director. CLC bus service is available between CLC sites and school for children in the CLC Extended Day Pre-K or School-age Programs. CLC bus service is available between CLC and home for a limited number of preschool children. If CLC bus service is not available, you will be notified by phone as soon as possible. If no authorized person is present to meet the bus and sign out your child, the driver will return to CLC. Children who are repeatedly late for the bus or absent without notice may be dropped from the bus schedule or dismissed from the program.

## **Communication**

Teachers will communicate with families via phone call, Procure, email, Facebook, Remind, and/or Zoom. Please be sure CLC has your correct phone number and email address. Daily Face-to face communication with CLC teachers (when possible) and office staff is essential to the quality of your child's experience at CLC. Please do not use your cell phone while at CLC to facilitate communication with the CLC staff, and as a courtesy to others.

Please allow extra time at drop off to complete the required self-certification of symptoms and signing in. The Center closes for care at 5:00 P.M. Please allow time at drop off and pick up to discuss your child. Scheduled conferences with your child's teacher are offered twice annually (in November and May); however, you may always request a meeting with your child's teacher at any time.

## **VII. PARENT/GUARDIAN RESPONSIBILITIES**

### **Contact Information**

BE SURE WE CAN REACH YOU. Keep all contact information up-to-date. Notify the office in writing immediately of changes to your cell phone number, work phone number, emergency phone number, home address, and/or email address. If you know that you will not be available, inform the CLC office which of your authorized individuals can be reached in case of emergency. Keep your list of authorized individuals and their phone numbers up-to-date. Provide an email address to CLC and check your email account regularly for communication from CLC.

### **Individuals Authorized to Pick Up**

DCFS licensing standards require that we release a child only to a parent/guardian or persons who are authorized by the parent/guardian in writing, at least fourteen years of age, AND able to present photo identification upon request. Telephone requests to add a new individual to your child's authorized pickup list are not allowed without CLC Administrator approval. Official (legal) documentation must be provided to our office if either parent/guardian is prohibited from picking up his/her child.

### **Child Schedules**

***Give accurate schedule information in writing, providing at least one week's notice of any schedule change request. CLC reserves the right to deny any proposed schedule or schedule change. Except by permission of the Director, children will be expected to attend only during scheduled hours to maintain appropriate teacher/child ratios.***

## **Attendance**

Children must be present and signed in by 9:15 A.M. unless a later arrival due to an appointment or unforeseen delay has been approved by a Director. If your child will be absent, please call by 9:15 A.M.

## **Arrival Procedure**

Families will be met in the front entryway (one family at a time). No Parent/guardian/drop off adult are to go beyond the entryway.

I agree that by signing in my child/ren each day, I am self-certifying that my child/ren is free of symptoms, has not had exposure to a positive COVID-19, and have not traveled to a high-risk area. I will notify Children's Learning Center of any symptoms and/or exposures to COVID-19 and of any family travel outside the state of Illinois.

The parent/guardian will record arrival time and first/last name or person dropping off child on your child's classroom sign in/out sheet.

A CLC staff person will assist your child in putting a clean cloth mask (if necessary) and walk your child to wash their hands and deliver your child to a teacher in their classroom.

## **Departure Procedure**

Effective 6/29/20: Families are to enter the front entryway at their designated pick-up time (one family at a time).

Center staff will inform assigned staff to retrieve your child and their belongings

Please be on time to pick up your child, according to the written schedule you have provided. Effective 6/29/20, we will not be able to accommodate a late pick up.

If you will be later than your usual pickup time due to an unforeseen delay, please call the CLC office as soon as possible. A parent/guardian or individual authorized to pick up must sign out your child. In the event we believe a pickup person to be intoxicated or otherwise impaired, we will intervene and try to reach another authorized pick-up person on the child's list.

## **Clothing and Shoes**

Dress your child comfortably for safe play indoors and outdoors EVERY DAY. All children in CLC programs are expected to wear well-fitted shoes that stay on the feet and protect the toes and weather-appropriate outerwear, including a coat, hat, mittens/gloves, snow-pants, and boots. If you have difficulty obtaining these items, please let us know, and we may be able to help. Keep labeled extra clothes in your child's cubby. We will call you to bring more clothes if your child's supply runs out. Please promptly return any clothes your child has borrowed and worn home.

## **Personal Belongings**

Effective 6/29/20 due to COVID-19: No personal "home toys" will be allowed in the Center.

Label all belongings from home (clothing, toys, coats, hats, boots, etc.) so that your child's name is legible. CLC cannot be responsible for personal items. Items from home must be small enough to fit in your child's cubby but must not pose a choking hazard.

## **Parking Lot Guidelines**

We reserve ten parking spaces near our door for short-term parking, no longer than 15 minutes. Two spaces reserved for persons with disabilities may be used short- or long-term by properly marked vehicles only. Obey the posted fire lane and reserved parking restrictions. They are enforced.

CLC supports State seat belt/safety laws. Please secure your child with the appropriate child car seat and/or seat belt when traveling to and from CLC. Never leave young children alone in your car. Shut off your car and remove the key from the ignition. Hold your child's hand in the parking lot.

## **Family Involvement**

During the COVID-19 reopening we encourage your continued involvement with CLC. However, this will need to be through virtual means using Procure and email until further notice.

CLC needs your input and involvement so that we may work as a team for the positive development of the children. We invite and encourage parents/guardians, grandparents, and other family members to participate in classroom activities, field trips, and the like. Please let us know about special interests or skills you have to share with the children.

- Meet with the CLC office staff and classroom teachers during New Family enrollment and orientation.
- Visit your child's classroom as often as you wish.
- Note your child's classroom scheduled field trip days posted on the monthly calendar.
- Look for weekly menus and activity plans posted in your child's classroom.
- Check out items from the CLC lending library, including children's books, books on activities to do with your children, and literature about child development and parenting. Other materials are available on request. We occasionally receive giveaways or donations to share with enrolled families, too.
- Participate CLC's annual family events, including Family Fun Night each spring, to meet other families and CLC staff.
- Be sure to schedule and attend conferences with your child's teacher twice annually (in May and November).

# CHILDREN'S LEARNING CENTER

## FAMILY HANDBOOK 2022-2023

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