

Parent Handbook



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## Welcome

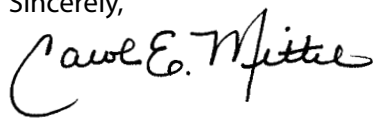
We are so pleased that you have chosen to enroll your child in the Ryan Jury Child Development Learning Center for your childcare and educational needs. We welcome you and your family, and we look forward to providing an experience for your child that is educational, safe and fun.

Please take some time to familiarize yourself with the information in this handbook. It will assist you in referring to important information regarding policies and procedures, regulations and services offered at the center.

We maintain an open door policy and encourage families to visit at any time. It is our goal to assist you throughout the developing years of your child's life. Our staff offers educational opportunities and support in order to strengthen family relationships. Throughout the year, the center will sponsor family activities, which you will be asked to participate in, as well as to assess and evaluate our center's program.

Thank you again for joining our program, we look forward to serving your family!

Sincerely,



Carol Mittel  
Director  
Ryan Jury Child Development Learning Center



Welcome

## Mission

The Ryan Jury Child Development Learning Center exists to provide a safe, developmentally-appropriate environment for children ages six weeks to 12 years. Our mission is to provide a stimulating child-centered, active learning environment that promotes each child's social/emotional, physical and cognitive development, as well as to support children's desire to be life-long learners.

## Philosophy/Goals

The Ryan Jury Child Development Learning Center at SwedishAmerican Health System serves as a model of childcare excellence in the Rockford community. The center was established in order to provide quality childcare and education for children of families working for the health system. We recognize and foster an active partnership between home and child care. Our goal is to strengthen the bridge between work and family life. We believe that the best environment of care comes from the cooperation and resources of the family, the community and the child care center. Our learning environment is based on best practices, and we only employ experienced teachers with degrees in education.

## Hours of Operation

The Ryan Jury Child Development Learning Center is licensed through the Department of Children and Family Services. Our hours of operation are Monday through Friday, 5:30 a.m.-7:30 p.m.

The center is closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day



## Communication

We enjoy hearing from parents and feel that communication is the key to a successful child care experience. Two conferences will be scheduled each year so staff can inform you of your child's developmental progress.

However, please do not hesitate to set up a meeting at anytime with your child's teacher or administration if concerns should arise.

It is important that you check the parent board in your child's classroom daily. These boards contain pertinent information about your child's program.

A monthly newsletter will inform you about upcoming events, activities, as well as monthly themes and parent education regarding child development.

Each child is assigned his/her own cubicle for storing personal items, such as change of clothes, blankets and artwork. Please make sure you check your child's cubby area each day.

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## Evaluations and Concerns

Families are given forms annually to evaluate our program. We strive to meet the needs of all families. We ask that you take the time to complete the evaluation and return promptly. However, it is not necessary to wait until these evaluations are distributed to express your suggestions or concerns.

Any problems that you may be having should first be taken to your child's teacher. If a solution is not reached, you may then register the concern with the center director. If the director is unable to help you reach a satisfactory conclusion, the concern should be presented to the vice president of human resources.

## Outdoor Play

Outdoor play is a vital part of our program. Children will play outdoors daily as weather permits (when the temperature is above 20 degrees Fahrenheit actual and wind-chill, without liquid precipitation). Children should arrive properly dressed for the day and season.

Our policy is if your child is healthy enough to attend the center, they are healthy enough to participate in outdoor play. Exceptions require a note from your physician excusing your child from outdoor play.

# Daily Schedule

Our daily schedule reflects a balance of both active and quiet play, as well as opportunities for both solitary and group play. It is our belief that children are natural explorers who are eager to learn from their surroundings. For this reason we use enrichment centers that are filled with varied developmentally-appropriate activities.

Our daily schedule reflects a balance of both active and quiet play, as well as opportunities for both solitary and group play.

There is a blend of consistency and flexibility in our daily schedule, which helps meet the needs of the individual child by giving them a strong sense of security.

## **5:30 to 7:00 a.m. – Arrival/Wake-up Activities**

Children may choose quiet activities such as puzzles, coloring or books. This will allow parents to communicate with teachers upon arrival and will also allow staff to greet each child.

## **7:15 to 7:30 a.m. – Bathroom/Hand Washing**

## **7:30 to 8:30 a.m. – Breakfast/ Clean Up**

Children will help clean up the classroom and prepare for breakfast. Teachers are required to eat with the children and encourage social interaction.

## **8:30 to 9:30 a.m. – Circle Time/Group Activities**

Children and staff sit down together and begin their day. This time involves morning greetings, music and perhaps a story or discussion of the day's activities.

## **9:30 to 9:45 a.m. – Morning Snack**

Children clean up and wash their hands before helping to prepare and serve morning snack with their teacher. The teachers and children sit down together to have snack.

## **9:45 to 10:30 a.m. – Small Group/Self-Directed Enrichment Activities**

This time is designated for enrichment centers. Children may make a choice among the different activities and/or learning areas throughout the classroom. Clean up is done when a child finishes play at a particular center.

## **10:30 to 11:15 a.m. – Outside Play/Activity Room**

Active/large muscle movement is encouraged at this time. Team play is introduced.

## **11:15 to 11:30 a.m. – Bathroom/ Hand Washing**

## **11:30 to 12:15 p.m. – Lunch**

All meals are served "family style" in order to promote social interaction. Staff is required to eat with the children.

**12:15 to 2:15 p.m. – Rest Time**

Children may bring a small (favorite) toy and blanket from home in order to make them more comfortable at rest time.

**2:15 to 3:00 p.m. – Wake-Up and Afternoon Snack**

Bathroom time, Hand Washing, putting away cots, snack time.

**3:00 to 3:15 p.m. – Group Time**

Games, group discussion and literacy is encouraged.

**3:15 to 4:00 p.m. – Outside Play/Activity Room**

This period encourages use of large muscles by offering a variety of appropriate activities.

**4:00 to 4:15 p.m. – Bathroom/Hand Washing**

**4:15 to 5:00 p.m. – Circle Time/Group Activities**

Daily wrap-up, discussions, music and finger plays are encouraged at this time.

**5:00 to 5:45 p.m. – Small Group/Self-Directed Enrichment Activities**

Children will have various activities to choose from including, but not limited to, manipulative toys, blocks and literature.

**5:45 to 6:00 p.m. – Clean Up/Bathroom/Hand Washing**

**6:00 to 6:30 p.m. – Dinner**

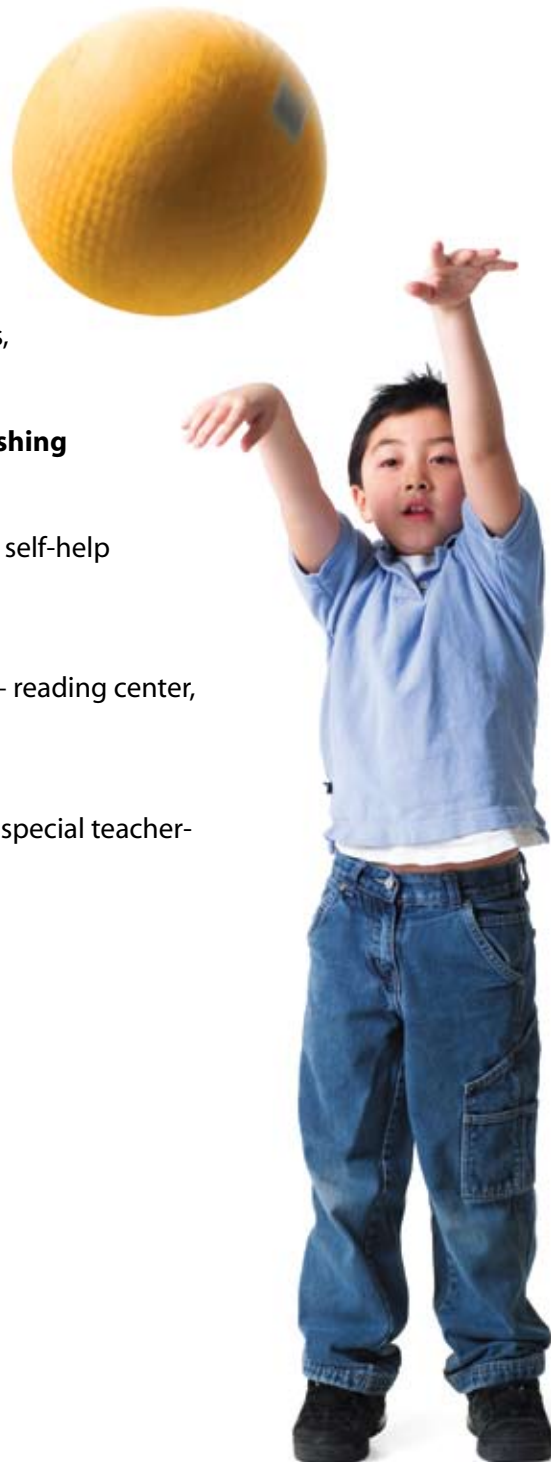
Staff members eat with the children and encourage self-help skills, as well as social interaction.

**6:30 to 7:00 p.m. – Self-Directed Activities**

Children have a variety of activities to choose from – reading center, computer, literature.

**7:00 to 7:30 p.m. – Enrichment Activities**

Combination of enrichment center exploration and special teacher-directed activities.



## Tuition

Tuition is deducted from the parent's pay through SwedishAmerican Health System's Payroll department. Payment of any late fees or additional fees will be included with your payroll deduction. If payroll deduction is declined, payment must be made within ten (10) days.

Families are required to schedule their children at least one week in advance. Payment of tuition will be made in accordance to this schedule. All schedules must be turned in by 5:00 p.m. each Wednesday. Schedules may be filled out at the center, faxed or e-mailed.

Each child attending the center is allowed two weeks of vacation per calendar year at no charge. The center must be notified at least one week in advance of the vacation. Half of the normal tuition will be charged for vacation times extending beyond the allowed two weeks. A week is defined as Monday through Friday consecutively. Individual days will not be granted.

There will be no "make-up" days to compensate for days when your child was scheduled, but could not attend. Additional days may be requested.

We ask that each child be scheduled a minimum of one day per week while attending the center.

A late fee of \$5 per 15 minutes will be charged for each child remaining beyond the center's operating hours. A fee of \$15 will be charged for returned checks due to insufficient funds. There also will be a fee of \$5 for children's weekly schedules taken over the phone.

The center will provide at least a two-weeks notice of changes in tuition fees.

## Withdrawal Policy

A two-week notice is required prior to the last day of attendance. If parents fail to submit a written notice of withdrawal, they are liable for an additional two weeks of tuition.



## Discipline

The Ryan Jury Child Development Learning Center implements a positive approach to discipline. We feel this encourages self-control and self-direction, as well as building self-esteem in your child. Children are informed of their inappropriate behavior and redirected to a new activity or if the behavior warrants, they will be asked to spend quiet time in the classroom. Quiet time shall not exceed one minute per year of age. Quiet time is not used with children under 24 months of age. Disciplinary concerns will be addressed with parents and documented in the child's file.

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to discipline.

## Discharge Policy

The center's philosophy does not support the dismissal of any child based on a specific formula of events. We believe that there are no one set of guidelines that can be used uniformly and, at the same time, be fair to all parties involved due to the unique circumstances of each incident.

The Ryan Jury Child Development Learning Center retains the right to exclude a child from continued attendance. At no time will a child be excluded from attending the center solely on the basis of race, gender, creed, religion or national origin.

Examples of reasons for which a child would be excluded from continued child care center attendance include, but are not limited to the following:

- Ongoing demonstration of behavior which is disruptive or harmful to the child, staff or others as determined by the child care staff. Center staff reserve the right to contact the parent/guardian and request that the child be picked up immediately from the center if the child's behavior so warrants.
- Hostile or harassing behavior directed at a child care staff member by a parent or guardian of a child enrolled at the center.
- We also may ask parents of any child who displays hostile/disruptive behavior to accompany their child on a class field trip or the child will be unable to participate. Child care will be provided for your child in a classroom other than their own.
- When a child has been discharged from the center, we will make every effort to refer the family to a more suitable source of care.

## Appropriate Clothing

We ask that children dress appropriately in comfortable play clothes. Please make sure your child arrives dressed for the season. Our program will require your child to play outdoors for a portion of the day.

Your child also will need a complete change of clothes labeled with his/her name. Clothing will be kept in their classroom cubby.

It is important that your child is able to run and play freely without the hazard of tripping or falling. For this reason, we request that your child wears securely fastened, closed-in, rubber-soled shoes. Please do not send your child in flip-flops, sandals, cowboy boots or dress shoes.

All personal items must be appropriately marked with your child's name. Items that should be marked include blankets, toys and clothing. The center is not responsible for unmarked items. A lost and found will be located in the front office.

## Arrivals and Departures

We ask that the only entrance you use is the front door (name badge required). This will allow us to ensure that all other visitors are admitted only after proper identification has been established.

All children are to be escorted to their classrooms. It is necessary that you sign your child in and out each day on the designated sheets in each classroom.

It is important that staff is aware when you have dropped off or picked up your child. Also, if you are delayed from your normal schedule, please notify us so your child will not worry.

## Change in Policies

Parents will be notified at least two weeks prior to any changes in center policies or tuition rates.

## Child Abuse Reporting

The State of Illinois requires all staff members to report any suspected cases of child abuse or neglect.

## Child Care Release Policy

The Ryan Jury Child Development Learning Center reserves the right to refuse to allow a parent to pick up a child at the center when there is clear and present danger. Clear and present danger may be defined as, but not limited to, intoxication and substance abuse.

In the event a parent or guardian is not permitted to leave the center with their child, the parent/guardian will be informed of the specific reason. As a result, another parent or

designated person will be contacted to pick up the child, other means of transportation may be utilized, or the parent may leave and return when the danger has been eliminated.

SwedishAmerican Health System Security, Rockford Police Department and/or the Department of Children and Family Services may be contacted in order to effectively manage an incident of this nature.

## Confidentiality

We will not release information regarding the child or family without prior written parental permission.

## Diapers

Parents are asked to provide diapers for their child. Staff will inform you when your diaper supply is running low. It is important that diapers are replenished on a consistent basis.

## Drop-in Service

The Ryan Jury Child Development Learning Center provides a drop-in service for parents wishing to use the center on an inconsistent basis. Families wishing to use this service will need to complete all required paperwork and return them to the center before starting their child. Drop-in service is available as space allows. Please call the center no more than 24 hours in advance of dropping off your child. There is a separate fee for drop-in service.

## Field Trips

Center staff will post additional notices when field trips are scheduled. We ask that you authorize your child to attend field trips by signing the Field Trip Permission form. Children will not be allowed to attend field trips without written permission. Costs and times of field trips will be listed. Field trips and nature walks are an integral part of our educational programming. These trips will be taken under the direct supervision of center staff members. The children are covered by accident insurance while participating in center activities.



## Fire and Tornado Drills

As an ongoing part of our safety awareness, the center participates in monthly fire drills, as well as seasonal tornado drills. A record of all such drills is kept on file for review by the Department of Children and Family Services.

## Parent Room

A Parent Room is located in the infant section of the center. This room will allow privacy for nursing mothers.

## Pest Management

The Ryan Jury Child Development Learning Center has contracted the services of Presto X Pest Control Company in order to insure the safety and well-being of the children enrolled in our program. Any extensive extermination of pests or rodents will be conducted under the direct supervision of a center staff member to make certain that residue is not left in areas accessible to children.

Chemicals for insects and rodent control will not be used when children are present in the center and will be applied in minimum amounts. Over-the-counter products may be used only according to package instructions and will be kept in a locked cabinet. Commercial chemicals are applied by a licensed pest control operator and meet all standards of the Department of Public Health (Structural Pest Control Code, 77 Ill. Adm. Code 830). A record of pesticides is kept on file at the child care center.

## Photographs

School photographs will be taken two times a year by a contracted photography company. Parents will be notified in advance of the date and costs associated with these photos.

Photographs of children participating in center programs and activities may be taken and appear in health system, child care literature and/or local media. Whenever possible, parents will be notified in advance of these photographs. We do ask upon enrollment that you sign a parent consent form for evaluations and photographs.

## Toilet Training

When you feel your child is ready for toilet training, please let us know so we can help you achieve this important step in your child's development. We will work with you so your child will be successful. Extra sets of clothing labeled with your child's name should be sent each day during this process.

## What Not to Bring to the Center

- Food (Includes gum and candy)
- Toys (Unless there is a special circumstance, such as show and tell. The center is not responsible for lost or broken toys.)
- Any items that are not properly marked with your child's name.



## Health Examinations

The Department of Children and Family Services require that the Certificate of Child Health Examination form be filled out completely and returned to the center before your child can be admitted. This examination must occur within six months of the time of enrollment. Examinations must be repeated every two years. It is mandatory that immunization dates be given to the front office as soon as they occur to keep your records up to date.

If your child is not to receive medical care due to religious reasons, please provide the center with a written plan by which we may obtain the services of a certified practitioner if the need should arise while your child is in our care.

## Illness

The Ryan Jury Child Development Learning Center follows the Department of Children and Family Services regulations in regards to determining if your child is well enough to attend child care. The following are guidelines to help us determine when illness prevents us from caring for your child in a safe and effective manner:

- Illness which prevents the child from participating comfortably in program activities.
- Illness which calls for greater care than the staff can provide without compromising the health and safety of the staff and other children.
- Any unexplained rash must be checked by a physician. A note must be presented before the child may return.
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness.
- Diarrhea: Frequent liquid stools not contained in a diaper or in the toilet.
- Intestinal disturbances accompanied by vomiting more than two times in the previous 24 hours.
- Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or local health department states that the child is non-infectious.
- Purulent conjunctivitis (Pink Eye), until 24 hours after treatment has been initiated and until the morning after the first treatment.
- Impetigo, until 24 hours after treatment has been initiated.
- Strep Throat (streptococcal pharyngitis) until 24 hours after treatment has been initiated and until the morning after the first treatment.
- Chicken Pox (varicella), when all blisters have scabs. (Usually 6 days after start of rash).
- Fever over 100 degrees axillary.
- Ear infections; may return next day with release from physician and fever free.

A child who experiences any of the above illness/symptoms will be isolated in the sick bay area of the center until they can be picked up by a parent or guardian. Parents/Guardians have a two hour time frame in which to pick up their ill child. A child may return to the center when they are symptom free or with a release from their physician.

## Medication

When medication of any type is necessary, parents are required to completely fill out a medicine authorization form. These forms are kept in the front office. Medication will be dispensed by one designated staff member. Medications are not allowed to be kept in the classrooms and will be secured in the front office.

When medication of any type is necessary, parents are required to completely fill out a medicine authorization form.

Non-prescription medication is to be in its original container with the child's full name on the container. Non-prescription medications must be accompanied by a written statement from your physician to be kept on file and renewed annually.

All prescription medication labels must display the child's name, date of prescription, dosage instructions and the physician's name.

Upon enrollment you will be asked to sign a parent authorization form, which allows staff members to apply sunscreen and diaper ointment to your child as necessary.

## Rest Time

A daily rest time is required for children ages 15 months to 5 years. Each child will be assigned a specific cot. Rest times do not exceed two hours daily as stated by The Department of Children and Family Services regulations. Children 6 weeks to 15 months will nap according to their individual sleeping patterns and will not have a uniformed nap period.

## Incident/Injury Reports

An incident/injury report is prepared when minor injuries or incidents occur. A parent signature is required. A copy is given to the parent and a duplicate copy is kept in the child's file at the center.

If a more serious injury/incident occurs, we will immediately notify the parents and emergency care will be provided at SwedishAmerican Hospital.



## Meals, Snacks and Special Diets

Our menus are dated and posted in each classroom, as well as outside of our kitchen. Meals and snacks are served at the following times:

- Breakfast (hot breakfast on Tuesday and Thursdays) ..... 7:30 a.m.
- Morning Snack.....mid-morning
- Lunch..... 11:30 a.m.
- Afternoon Snack .....after nap
- Dinner..... 6:00 p.m.

The Department of Children and Family Services has approved our menus. Children who require special diets due to allergies or religious beliefs must obtain a note from their physician to be kept on file at the center. Some food substitutions may be handled easily in our kitchen. However, others may require parent's assistance, such as bringing in food replacements.

## Birthdays and Special Occasions

Families are welcome to send special treats to share with their child's class on special occasions such as birthdays. According to the Department of Children and Family Services, all treats must be commercially packaged. Please notify your child's teacher in advance.





## Our Mission

The Ryan Jury Child Development Learning Center exists to provide a safe, developmentally-appropriate environment for children ages six weeks to 12 years. Our mission is to provide a stimulating child-centered, active learning environment that promotes each child's social/emotional, physical and cognitive development, as well as to support children's desire to be life-long learners.