

AMERICAN BUTTERFLIES HOME CHILD CARE and PRESCHOOL

**Basic Parent/Guardian Handbook
2019**

**Drawing out and Developing
qualities vital to success,
providing warmth and loving security,
for a healthy life.**

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Throughout this handbook American Butterflies Home ChildCare and Preschool will be abbreviated ABHCC.

We are an equal opportunity Childcare Provider.

Welcome to American Butterflies Home Child Care.

We look forward to seeing you in our child care home. It is our wish to provide the best child care setting for you and your child.

Let us introduce ourselves.

Darlene Huston is the owner. She has her B.A. in Early Childhood Education and in Human Development. She is a certified and state licensed Early Childhood Teacher with an Endorsement in Special Education. She is director qualified. Darlene started teaching young children at Joliet Junior College through classes and JJC's child care center. For 10 years she taught religious education to children in Preschool through 1st grade. She worked in the Joliet school system as a substitute aide for several years while working on her B.A. at National Louis University in Wheaton, IL. Darlene has worked in Plainfield and Joliet school districts as a substitute teacher, gaining knowledge of local district preschools and primary grades, both in regular and special education. For 2 years she was the preschool teacher at a private grade school in Shorewood, IL, with 3 classes of 3 and 4 year old children and co-taught with the Kindergarten Teacher. ABHCC opened in Fall 2005. In 2009 Darlene became a licensed Kindermusik Instructor. She leads trainings for and mentors providers. In 2013 she was acknowledged as ECE Level 5 Certified and Infant/Toddler level 2 certified through INCCRRA, certificates not available until that time. In 2018 she advanced to Infant/Toddler Level 4 and added the new Family Childcare Certification, level 2. She has been a member of NAEYC (National Association for the Education of Young Children) since 2000. She is an active member of the Will County Childcare Association. In 2010 and 2011 she was nominated for WCCA Woman of the Year. In 2011 she was voted WCCA Woman of the Year. She has been a certified Life Guard and has certification in CPR, First Aid, and Food Preparation. She is the main child caregiver. Classes and trainings are attended frequently to remain current in new theories, beliefs, methods, and educational ideology.

Jerry Huston is a retired Licensed Physical Therapist Assistant, and has worked with and taught people of various ages. He has taken many early childhood and developmental classes. He worked in early intervention with children under 3 for 9 years. He taught religious education for 5 years. He is certified in CPR and First Aid. Trainings are attended often for child care and takes more than are required. Mr. Jerry is a member of the Will County Childcare Assoc. He helped in the childcare until he retired and in 2012 became a full time assistant and substitute.

Volunteers, either full or part time, go through fingerprinting and background checks and have CPR and First Aid training.

In December 2010, Mrs. Darlene applied for home childcare recognition through the Illinois State Quality Rating System (QRS). February, 2011, we received 2 stars (2011-2014) In 2014 we received 3 stars. In 2015 the state changed the QRS/QRIS program to ExcellerateIllinois. ABHCC has had a Silver rating since 2015.

“Participation in the QRS/ExcellerateIllinois means a child care provider has gone the extra mile to help make sure children are receiving an enhanced learning and care experience. This can help prepare each child in care for success in school and in life. A provider's participation in QRS was voluntary. Receiving a QRS Award means a provider has achieved specific standards of quality set by the State of Illinois. For IDCFS Licensed Family Child Care Homes, there were 4 QRS Star Levels that recognize a program for going beyond minimum state licensing requirements.

QRS and ExcellerateIllinois Award certifications are detailed process's that take many hours of preparation. Independent evaluators, using a set of nationally recognized quality standards, observe the child care environment. They observe how the practitioners work with the children, room set up and what learning materials are available to children. They also review practitioner education and training, and the overall administration of the program. The certification programs offer levels which providers can achieve depending on the type of care they provide. Specific quality criteria must be met to achieve a level. Once a child care provider has met the required criteria for a level, they are awarded a certificate.

If there is anything we can do for you or any questions we can answer, please contact us.

Thank you for your interest in American Butterflies Home Child Care.

Darlene A. Huston, Owner
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owner@abchildcarehome.com

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www.abchildcarehome.com

Introduction

Philosophy

Our philosophy is to create an educational environment that is caring and encourages development of the potential in each child. We enrich children, remembering that God made them naturally curious. To enhance learning, we blend qualities from varied theorists including Vygotski, Erickson, and Piaget. We believe that nature should be an integrated part of the curriculum and endorse the Reggio Emilia method. We remember that each child has their own 'best' way to learn and grow, cognitively, physically and spiritually.

Children learn, grow and develop best in a developmentally appropriate environment that is secure, friendly, challenging and encourages appropriate behaviors in a positive manner. Teaching children should include hands-on, engaging and interactive methods that encourage discovery of solutions and interest in continued investigation. Children's social, emotional, mental and physical needs must be met. Individuality is encouraged. Children here get messy. We believe in respect for each child as a person, using RIE and Respectful caregiver methods (ie Magna Gerber).

Every child is helped to explore, discover and learn through arts and crafts, music, science experiments, loose parts play and exploration, life skills, exploratory and goal oriented play, drama and the encouragement of questions. Various skills will be incorporated daily through various methods. Independence and self-confidence grow with each success, each new skill learned, taught and improved. Good choices and social behavior are encouraged through structured rewards and natural consequences.

Staff

The owner, family and anyone working at our child care home are trained according to state standards. Our staff meets or exceeds the states standards for a Child Care Home. Staff members are certified in CPR and first aid. Families will be informed of additional staff information as needed. The childcare provider and assistants attend more trainings than required each calendar year.

Licensing

We are licensed by the state of Illinois. We meet or exceed all state rules and regulations for a Child Care Home. Our License is posted in the front foyer of our home. We are currently licensed for up to 12 children from 6:00 am to 6:00 pm plus evening hours. We care mainly for up to 8 children under the age of 4 years.

We are an equal opportunity provider. We accept applications for admission and employment without regard to race, religion, gender, national origin, color, creed, physical or mental disability or any other protected status. We reserve the right to change existing policies or introduce new policies pertaining to operations at any time. At no time will these changes conflict with state standards.

Mandated Reporter

All staff of ABHCC is trained mandated reporters of child abuse and neglect. A mandated reporter is an individual who holds a position that requires him or her to report to the appropriate state agency cases of child abuse (physical, emotional, verbal) that he or she has reasonable cause to suspect. If any staff has reason to suspect that a child is being abused or neglected, they must report the abuse and/or neglect even if allegations cannot be proved. All staff is educated on child abuse and neglect signs and symptoms. For more information, please go to <http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

Curriculum and Goals

We combine Illinois State Board of Education approved Creative Curriculum and Redleaf Family Childcare Curriculum. These curriculums meet each child's individual needs by encouraging development and knowledge to be ready for continued growth and a lifetime of learning. The childcare themes are, in part, derived from the interests of the children. Themes and activities are combined with standard curriculum practices to meet or exceed the children's needs and the Illinois Early Learning Standards. The activities are flexible and can be modified or adjusted.

Readiness to learn and be prepared for further education is encouraged through varied games, songs, reading, experiments and exercises in phonetics, phonemic awareness, mathematics, science, reading, community awareness, and writing—all of which are completed in individual or small group settings at various times throughout the day. Life skills are incorporated every day through modeling, good manners, respect, and household routines, including cooking and cleaning up. Children are given aid as needed.

Physical development is addressed through large and small motor activities and good health practices. Adults in the room model examples of good behaviors and lead children to expand their experiences and thoughts to their next level of development and skill. Good behaviors are also encouraged through praise, high fives, stickers, hugs, thumbs up and similar rewards.

Our goals is to encourage each child's growth and development, drawing out and developing qualities vital to success, providing warmth and loving security day and night, for a healthy life.

Financial

Registration, Tuition

Registration fees are annual, per one child or per family. These fees pay for administrative costs and supplies. Children can be enrolled throughout the year. **Renewal of registration typically occurs each June. The full registration fee is due at registration.** Rates will be prorated for renewal in June as needed and applicable. Registration can be extended by owner if needed. All terms of contract apply until the new registration (contract) is signed. Refunds are not given at any time. Payment in excess of the minimum will be credited to your account. If your child is unenrolled and there was an overpayment the amount is considered a donation. Individual tuition amounts are stated on your contract and based on the age of the child/children and the hours and number of days of care needed. Tuition prices will be discussed before the contract is filled out. Changes in care provided may change tuition rate.

Tuition fees are due by 5pm on the first day of the week or month of attendance. All fees are due in advance. **The rates include full pay for holidays, personal, maintenance, training and absent days. There is no change in fees for closings unless otherwise written. If your child attends part time and would normally attend on a day that we are closed for any reason, you are expected to pay for that day; those attending on a rotating schedule will be charged \$15 in addition to normal weekly tuition.**

****If the State helps pay tuition, the copay plus any amount the state does not pay, is due on time. It will never be more than private pay. Any financial difficulties should be discussed with Ms. Darlene Huston and will be kept strictly confidential.**

Payments should be handed to Ms. Darlene or placed in the Payment Drawer. **Accepted methods of payment include: cash, checks, credit card, money orders, paypal (owner@abchildcarehome.com), and Chase/Zelle pay.**

For all care, the time begins when you reserved time for your child's care, even if you drop off your child late. You may not be more than 5 minutes early. If you are running late, please text me an estimated time of arrival.

We reserve the right to refuse any future payment by check if any check is returned for any reason. Any and all bank fees and any fees related to collecting past due amounts will be added to your bill. **Receipts can be emailed free. Invoice and payment information is also available online.** This is a business and a significant part of our livelihood; we require you to pay your debts to us fully in a timely fashion. We reserve the right to exact charges or penalties for any failures to do so.

If for whatever reason, parents have made financial arrangements that each pays a portion of child care, each **MUST** sign the Parent Handbook agreement, Contract, Late Policy and any and all forms requiring parental signature (excluding health form). Parents may be given separate receipts. If one parent changes their child care schedule it may affect payment amounts for the other parent, therefore; I will notify the other parent of any tuition changes within 24 hours.

Rates are guaranteed to ABHCC. Rates increase annually. Additional days closed may be added annually. Parents will be notified of any changes in fees or policy at least 1 month in advance. Parent Handbook is reviewed and updated annually.

Parents are encouraged to investigate and utilize the Federal Earned Income Credit, childcare subsidies through IDHS and employer childcare benefits. Ask Mrs. Darlene for more information.

Maternity

If a current client becomes pregnant and would like their new baby to attend ABHCC, parent(s)/guardian need to fill out a New Baby Preregistration Form as soon as possible. The current Extended Leave Addendum/Maternity Leave will go into effect. **There is a non refundable deposit required to hold the new baby's spot.**

Rotating Schedules

Parent/guardians who work a rotating shift or want a summer/school year schedule (See *Extended Leave*) which will affect their child care needs must notify Ms. Darlene upon registration or as soon as you know your needs will be changing. If your childcare need schedule is going to change for a long period of time, you may want to consider making a request for change of contract. Remember that time slots are not guaranteed unless they are paid for. **Requests for schedule changes for any reason must be in writing. You pay for spaces reserved, not spaces used.** The ability to give a monthly schedule or more notice of spaces needed can impact your tuition. Additional amounts will be added to tuition for paid days off that fall on days of non-attendance.

Half Day and As Needed, As Available Care (AN/AA)

If you have scheduled half day or days for AN/AA for your child and **need to cancel, you must give 24 hours notice** to Ms. Darlene. **If you fail to give this notice, you will be charged the full price for the allotted time.** Emergencies will be considered on an individual basis. If you call for last minute or emergency care (less than 24 hours notice) and then cancel it any time after scheduling, you will be charged full price. **If you schedule your child to come, you pay for that time and space.**

Payment is due before care is given for the full time space reserved. If you find you need to drop your child off early, call to confirm that space is available and if you find you need more time than scheduled, call as soon as you realize to check for availability. We are limited as to how many children we may care for at one time. Early pick up does not lower the amount due from the agreed, scheduled amount. Please see *Late Pick up Policy* for more information.

Half Day rates are for 0-5 hrs at 5 hrs and 1 minute, the daily rate applies. No refunds will be given at any time.

Children with Special Needs

Children with special needs are welcome at our facility. It is our desire to meet the needs of all children. Parent/guardian input is very important. We encourage sharing of information which would be helpful to caring for each child.

Late Pick Up

IT IS VERY IMPORTANT TO CALL IF YOU ARE DELAYED. **If you are late picking up your child and are over the time stated on contract, you will be charged the late fee of \$25 per 10 minutes** according to the child care foyer clock after a 10 minute grace period. This fee is to be paid directly to the provider in charge. If your child is not picked up and there has been no contact between guardian and provider, per policy DHS or the police must be called. The child will never be blamed. If there are any questions, please see Ms. Darlene Huston or the *Late Pick-Up Policy*. **If you are going to run late and notify Ms Darlene ahead of time**, the late fee may be modified to the equivalent of no more than **\$10 per hour per child**, divisible in ½ hour increments only. If we have plans, your child may accompany us or be left with a substitute if one is available. The provider can modify the late fee at her discretion.

Late Payment

Delinquency in tuition or any part of tuition/fee, will be handled by a late charge of \$25.00 per day (Monday –Saturday) added to the tuition price starting at 5:01pm the day fees are due. **Fees that are delinquent 1 week (7 days) will create just cause for permanent dismissal.** Therefore, if your child is unable to attend for that week, we recommend that you make arrangements to drop off payment before the end of the week. We are not responsible for lost mail. After dismissal or unenrollment of child/ren, any unpaid amounts will incur a late fee of \$100 per week, added to the invoice each Monday for up to 6 weeks, after which time it will be sent to a collection agency and court if required. No child will be readmitted until the tuition and any additional fees are paid. An additional 2 weeks fee will be added to fees due for the mandatory 2 weeks notice. **We are not responsible for reminding you that your payment is due. We will accept a post-dated check which has been turned in early to help ensure timely payment.** We do not hold checks past the due date.

Withdrawal/ Change of Schedule

You must give us **two weeks notice in writing** prior to withdrawing your child or changing your child care schedule. **Notice does not start until after we receive your written statement.** Notice will always start on Monday, if notice is given any other day, 2 weeks will start the following week. 2 weeks notice is always at full tuition rate. Notice may not begin during vacation time for either Mrs. Darlene or you, the family. If notice is given during a vacation time, it will start immediately following the vacation. If you wish to return after withdrawing your child, space is not guaranteed and you must pay a new registration fee and deposit applicable to new enrollees. All paperwork must be resubmitted. Once a schedule is changed, space is not guaranteed for excluded days. Please see *Sick Days, Absences; Rotating Schedules and Vacation Time*.

Holiday and Emergency Closings

Our home child care is closed on: New Years Day, Martian Luther King Jr Day, President's Day, Good Friday, Memorial Day (Observed), Independence Day (Observed), Labor Day, Columbus Day (Observed), Veterans Day, Thanksgiving Day and Christmas Day. **We may close for any legal USA holiday.** If a Legal holiday falls on a weekend, we reserve the right to close either Monday or Friday. **We may close for up to 12 other days as personal or sick days and up to 12 days for training or maintenance.** Days may be sequential and may include Family Activity Days. Typically we are closed on or near April 19 and May 15. You will be notified at least 2 weeks in advance of additional closings. Bereavement time off may be taken by the provider/asst with no notice for family. **All closings are considered paid days off**, they are to be paid for even if your child does not come for any reason, including scheduling or vacation, during that week. \$15 will be added to your invoice for these days. In addition, **provider may take 2 full weeks off at half pay.** See *Registration, Tuition*. If ABHCC needs to close for a full week (Monday through Friday), either expectedly or unexpectedly, you will be billed 1/2 your normal weekly tuition to reserve your child's space. If we need to close a longer time period, fee amounts will be determined at that time.

Back up Child Care

It is your responsibility to provide substitute care for your child. Emergencies or illness beyond our control may occur and we may need to close. We will notify you as soon as possible. **It is your responsibility to find alternate care at any time we are closed for any reason.** We are not responsible for any fees for alternate child care incurred due to closing. Our regular fees may still apply. Please see *Holiday and Emergency Closings* and *Risk Management and Emergencies*. . If any helpers here choose to care for your child either here or at your house, ABHCC is not responsible for care, payments or any other responsibilities

Sick Days, Absences

Fees are not affected or lowered because of a child's illness or absence on scheduled days. Payment is due on the normal payment date. If your child is very ill and will not be able to return for an extended period of time (1 week or more), you may be able to receive a discounted rate, this will be determined on an individual basis. See Mrs. Darlene Huston with any questions. If you schedule your child to come, you pay for that time and space, regardless of use. For rules pertaining to hourly care see *Hourly and As Needed, As Available Care*.

Vacation Time

After 4 months of care, **you may reserve your child’s space during vacation time for ½ the week’s normal fee per week.** For vacation time, the child may only come on an AN/AA basis. Coming for two full days reinstates the normal tuition rate. **We must be notified in writing at least 2 weeks (14+ days) in advance for ½ price vacation time** or normal rates apply. **No more than 2 weeks of ½ price vacation time may be used in a row.** Vacation fees are to be fully paid for in advance—before vacation time begins, to reserve your child’s space. **Limit of 4 weeks' vacation per year.**

Extended Leave

Persons wishing to temporarily remove their child/ren from a full time childcare schedule for a period of no less than 4 weeks and no more than 8 weeks, shall pay a ‘hold fee’ before absence begins or on a monthly basis. Week of expected return must be given at notice, if date changes 2 weeks notice must be given and amounts will be added or credited as needed, added fees to be paid immediately. Leave may not be able to be shortened if slot has been filled with another client. Arrangements can be made to pay hold fee on a monthly basis. Late payment can be cause for unenrollment. See Extended Leave addendum for rate details. Holidays and paid days off are still paid for at the full rate.

Any use of childcare during absence will be considered on an as needed/as available basis, will not affect the hold, and will incur additional costs. **Hold fee is holding a full or part time, weekly slot; use of a part time slot does not save a full time slot. If at any time during leave, client decides to unenroll child/ren, full 2 weeks notice and payment of those 2 weeks at normal tuition rate is required.**

1 or 2 weeks absence is considered vacation time with all rules noted in the contract and current parent handbook applying. There are no discounts for single day holidays as these are considered paid holidays. All payment is due in advance of care or absence or late fees and possible unenrollment may occur. Reenrollment requires full payment of due amounts, new registration fees and paperwork.

Activities

Free play is an important part of a child’s early years. They learn social skills and other skills that they will use and build on throughout their life. My job is not to play with your child, but to teach the children how to play, work together and be independent.

Daycare /Evening/ Care – Offered to children birth through 5 years of age, not attending full day school. It is offered full time, part time, and As Needed/As Available (AN/AA). Summer, holiday and evening care may be offered to school aged children through 12 years old, as available. Part time care is considered no more than 5 consecutive hours. No transportation is offered.

Integrated Curriculum for Infant through Pre-K – Offered to all children enrolled at ABHCC throughout the day. See Preschool and Assessments, below.

We accept children for half and full day, weekly and AN/AA care. Ratios of ages are available and follow state standards. Children will normally be in a mixed age group. We have an open door policy. ABHCC is an equal opportunity childcare provider.

ABHCC Preschool

Preschool activities are offered here throughout the year and are integrated in the curriculum throughout the entire day. Some preschool activities have set timeframes. Check the posted schedule for times. If you want your child to participate in all preschool activities, be sure they are dropped off in time for them. Many activities are offered in the morning only. All children who are ready, are allowed and encouraged to participate in all preschool and pre-K activities, regardless of age. All children are encouraged in age appropriate activities throughout the day.

Preschool Activities Include...

Language Arts	Science	Mathematics	Physical Development and Health
Social Science	Foreign Language	Fine Arts	Social/Emotional Development

Letter recognition, Name recognition and spelling, signs and labels in the environment, rhyming activities, sound matching, letter/sound matching, counting, number recognition, one-to-one correspondence, simple addition and subtraction, simple mathematical problems, comparison quantities, science investigations-indoors and out, comparisons and experiments, life cycles, nature, roles of leaders and community workers, voting, simple health and safety rules, communication and conflict resolution skills, creative arts exposure, descriptions and participation, vocabulary and communication enhancement, simple sign language and Spanish, independence enhancement, transitions, etc.

Basic General Information

Pre-Admission and Interview

Prior to admission, initial contact will be made through phone, email, text, messaging or face-to-face contact. There will be a minimum of 2 face-to-face contacts (including child and family) prior to admission, during which time it will be determined if both the childcare and family are a good fit, Mrs. Darlene will explain the terms of the enrollment contract, program policies offer sample menus and at least 3 references. More than 2 visits are encouraged for a gradual transition before care formally begins.

Admission

All registration paperwork and payment of fees must be completed 4 days before a child can attend child care. Birth Certificates must be on file within 30 days of starting care. Photographs of those who may pick up the child are appreciated. Records and forms must be original, not copies, and will be kept on record for each child enrolled. All records are kept for at least 8 years after unenrollment in accordance with state and federal law. We do not return records. Please be sure all information is updated. **Any time your child sees the doctor for shots or well child physicals a new DHS preschool health form, labeled "For use in DCFS Licensed facility" must be filled out and turned in. Health forms must be updated annually or as required by schools for school-agers** (children who attend school full time for full days), check that it has been signed (front and back) and dated. After registration, parents are welcome to help integrate their child into care by using short hours, staying with their child for a while or other methods. Any methods chosen must be discussed with Mrs. Darlene prior to the first day of care. **If your child's records are not up to date, we are not allowed to care for your child until they are updated, your childcare will be suspended and payment will still be due.**

Required forms include:

<ul style="list-style-type: none"> Application/Record of Child Information DHS Certificate of Child Health Examination <ul style="list-style-type: none"> MUST include "For use in DCFS Licensed facility" Consents to Day Care Providers <ul style="list-style-type: none"> Emergency Medical Care; Administer Prescription Medicine; Administer Patent Medicine; Child PickUp; Trips, Excursions and Public Park Facilities; Swimming General and Medical Permissions Late Pick-Up Policy ABHCC Developmental history 	<ul style="list-style-type: none"> Summary of Licensing Standards (last page) Birth Certificate Handbook Acknowledgement Form Screening, Assessment and Observation Release Photography Agreement and General Release Sunscreen, Insect Repellent and Diaper Rash Lotion Release Contract Food Program Form
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Parent/guardians of all children must provide specific items required for the care of your child. Items which can be required are listed below. If you wish your child to take a bath at the home child care, instructions as to bathing preferences must be in writing. No child under 5 years old may be left alone while bathing. Infants may be bathed as needed. Children under the age of 5 years must be supervised while in the bathroom, per licensing.

Supplies Provided By...

Parents Provide (as applicable):

- 2-4 Extra Change of Clothes and appropriate outdoor shoes
- Seasonal Items (snow pants, boots, hats, scarf, gloves/mittens, rain wear, swimsuit, etc)
- Diapers/ Training Pants *
- Formula or Breast Milk
- Sunscreen and Insect Repellent (if specific brand needed)
- Any special diet foods (for allergies)
- Any Medication (including droppers or measuring instruments)
- Medical Supplies
- Blanket/1 quiet, non lit stuffed friend for nap (sent home for washing weekly)
- Outdoor 'Wet' shoes for sprinkler use.

*Repeated failure to supply needed toileting or diapering items will incur an extra charge of the price of item (full package) plus a \$10.00 supply fee.

Child Care Provides:

- Breakfast, Lunch, Dinner, Snacks as applicable
- Dishware needed
- Baby food (IFCereal, jarred or homemade baby food, finger food, etc)
- Teething relief (generic, HM, or homeopathic)
- Changing Pad
- Diaper Rash Cream*
- Baby Wipes (HM)
- Smocks for messy projects
- Toothbrush and Toothpaste (children over 24 months old)
- HM outdoor protection spray
- Laundry Detergent and Dryer Balls (for bedding, washcloths, etc. We do not wash children's clothing here.)
- Curriculum
- Art and activity supplies
- Bedding (for cots, pack n plays, sheets)
- Hand and dishwashing soap
- Many other items as needed, including Hugs!

We use Norwex products and Essential Oils for cleaning, as well as other DCFS required items. Essential oils may also be diffused and used for wellness enhancement. Only Young Living Essential Oils are used. Please ask if you have any questions.

Discharge Policy

Any child with or without special needs who, after all reasonable attempts have been made to meet the needs of the child, demonstrates: *the inability to benefit from the type of care offered by our facility, the inability to adjust to our home child care or if there is a serious enough difference of opinion or lack of understanding regarding the school's philosophy vs. that of the child's parent/guardian* shall be discharged from the facility. A meeting will be held prior to discharge and a letter placed in the child's file. We reserve the right to terminate enrollment if we decide that it is in the best interest of the child. In the event that a child is unenrolled from our facility, we will attempt to give parent/guardians referrals to other agencies or facilities. At our discretion, dismissal may occur with or without notice. Delinquency of fees for 1 week will create just cause for permanent dismissal. **Lack of cooperation, respect, repeated violence, biting, lying, swearing, yelling and other harmful behaviors (to child or others), by child, parent or any person designated to drop off or pick up child may result in unenrollment with or without notice.** 2 Weeks unenrollment fee is still due and will be invoiced due within 2 days of unenrollment. Refusal to abide by contracted policies is grounds for immediate termination. **There are no refunds.**

Arrival

Students can arrive or depart at any time we are open. We recommend drop off times before 10:30am. **All arrivals and departures should be accomplished quickly and quietly to minimize disruption.** The children are our priority; please keep conversation minimal. If you tell us information we cannot guarantee to remember it, therefore; **NOTES are appreciated, strongly encouraged and sometimes required.** **Drop off/ pick up at nap time will not be allowed if it cannot be done without disturbing the other children.** Additional fees will apply for earlier drop off if applicable. **Do not arrive more than 5 minutes before your allotted time without calling.** Extra charges can be applied or you may not be allowed to drop off your child until the agreed upon time.

It is the parent's responsibility to wash their child's hands upon arrival.

Each child must be signed in every day on the sign in sheet in the foyer hallway by the accompanying adult.

Departure/ Rules Governing Release of Children

It does not matter who brings your child, DO NOT assume that because you sent your child with someone that, at the end of the day, that same person is automatically authorized to pick the child up.

Other than the child's authorized parent/guardians, **children will only be released to persons who are authorized on the registration form. A hand written note of permission must be written and signed each time a person who does not normally pick the child up will, or your child will not be released to that person.** A text or e-mail is acceptable written notification. You will be called to pick up your child if needed. ****THERE WILL BE NO EXCEPTION TO THIS POLICY.**** This is for your child's safety. Persons who do not pick up the child on a regular basis will be asked for photo identification which will be copied.

CALL AND INFORM US IF YOU WILL BE LATE. Please see Late Policy Sheet and *Late Pickup Fees*.

State standards mandate that a child is only allowed to stay in the home child care for 12 hours within a 24 hour time period.

Court Order- If there is a court order restricting someone from the child, I must have a notarized copy of that court order in my file to that effect, otherwise I cannot prevent a non-custodial parent from taking the child.

Child Care Hours/ Schedule

We are open Monday through Friday. We are closed some holidays. If you need extended hours, please contact Ms. Darlene at least 24 hours in advance. We cannot guarantee availability of extra hours.

Please see the regular schedule. The scheduled times may be varied due to the weather (more outside time for good weather, less for poor) and needs of the children in our care. **Meal and snack times are regulated by the state and must be kept to stated times.** **Naps and rest times for children are required daily.** We will not wake up a sleeping child until the child is being picked up. Efforts will be made to follow the child's normal routine for infants and toddlers. Those allowed up after resting while children are sleeping must be able to play or work independently and quietly, without disturbing the others.

Common activities include:

Outdoors – Weather permitting: sandboxes, climbers, slides, sea-saws, balls, bats, scooters, bowling, sprinklers, wading pool, gardening, walks to local ponds or playgrounds, running, rolling down hills, sledding, wagon rides, cars, tricycles, riders, push toys, connecting track, nature observations, train and traffic observations, etc.

Indoors - Toys for various age groups including but not limited to: puzzles, dramatic play kitchen, workbench, dolls, various accessories, beads, art easel, art supplies, books for all age groups, educational toys, cars, trucks, people, blocks (several types), puppets, riding toys, climber, play doh, musical instruments, games, binoculars, sensory table, stringing/lacing, and connecting track. Cooking occurs on a regular basis.

Outdoor Play

We will go outside to play as often as possible, weather permitting. All children go outside, biased on weather conditions. If there is active precipitation or it is less than 28 F, children may or may not be outside. If it is below 30F, infants and toddlers may or may not go outside. We do our best to ensure children remain healthy and this includes taking children outside to play. DCFS rules stipulate taking children outside daily, weather permitting. In very cold or very hot weather, our outside time is shorter. In warm weather, our outside time is longer. Participants and duration of activities are biased in part on current local weather conditions.

Expect your child to get dirty while outside.

It is your responsibility to bring clothing/shoes, marked with their name, appropriate to the weather for the day for your child.

Please remember that weather changes throughout the day. Children are not left inside because of inappropriate clothing. We are not responsible to provide appropriate clothing for outside activities.

We do not usually see what your child was dropped off with, so marking clothing is important. **Parents are encouraged to bring shoes, footie's or extra socks for non walking infants for extra warmth.** **Infants do go outside throughout the year.**

Field Trips/Going off Property

Parents are always welcome to accompany us on field trips.

We will often take walking field trips to a local park, pond or store. You may or may not be notified of these. Most field trips are taken in the morning and we are typically back by 11:30AM. We occasionally walk around the block in the afternoon.

General permission for local trips is included in entry permission forms. If you do not grant your child permission to attend any field trip, you will be responsible to find child care for the time we are on the field trip.

We do not go on driving field trips at any time.

Wading Pool/Sprinkler

During warm months a wading pool/sprinkler may be used. Swim suits or shorts, 'wet' shoes and a t shirt are requested for pool and sprinkler water activities. Wading pools will be no deeper than 6". Permission slip must be completed for use of wading pool.

. If a child does not have separate 'wet' shoes, they will wear the shoes they wore to ABHCC.

Meals and Snacks

All meals and snacks are healthy foods, prepared on the premises. Menus samples can be found on the website or in the childcare kitchen. Any children with special food requirements, due to medical reasons or religious beliefs will be given an alternate food choice. Parents are to provide alternate foods. Substitute foods will not be offered because of dislike. Notification of the need for a special diet must be given to the provider at the time of registration in writing, or when the diet goes into effect. All special dietary needs will be on file, and posted in the food preparation area. Children should not arrive eating food. **If a child arrives with food, it will be taken away and thrown out. We do not refrigerate food or cups from home.** The only exception is food brought to share, due to allergies or infant food.

Meals are served modified Family Style. Adults will help serve items as needed; however, children are encouraged to be as independent as possible. Assistance will be given as needed. As children grow and become used to our routine, they will naturally become more independent. Tableware is appropriately sized for young children, encouraging independence.

Any food provided by parent/guardians must be labeled with the child's name, date and content. Food must be in original packaging and conform to DCFS and Food Program policy. Homemade foods can only be eaten by that child or can be sent home with all children.

Religious Acknowledgement

We say a short prayer before meals. We may also say a simple prayer at different times during the day with the children. Prayers and discussion will be age appropriate and will encourage talking to God. The Christian view will be reflected.

Toilet Training

Toilet training usually begins when the parents feel that they and their child are ready to start, often around 1 ½ -3 years old. **Toilet training is a cooperative effort.** During training, please communicate with us what works at home and we will share what works in child care. Do not expect us to train your child if you are not following through at home; it will only confuse your child. Toilet training must be a joint effort. --- SEE Potty Learning sheet at the end of the handbook.

Children who are toilet training should be in clothing that it is easy for them to remove and either pull ups or underwear used with plastic pants. NO JEANS. No buttons, snaps or ties, no onesies. No overalls. If inappropriate clothing is regularly used, training may be delayed and tuition may reflect the need for extra help. Elastic waistbands are appropriate.

All soiled clothing goes home for washing. **At least 4 changes of clothing will be needed.**

We take children to the bathroom several times throughout the day. They are given books to read while they are sitting on the toilet or potty seat. We give incentives (verbal praise, hugs, stickers, hand stamps) for various types of success.

Tuition reflects level of potty training; therefore, your child must be FULLY potty trained for the reduced tuition to be in effect. **The new fully trained child must have no accidents for a minimum of 2 consecutive weeks** at child care and be going to the bathroom without reminders. This does not include nap time. Child may wear a pull up for nap time. If a child reverts after training is completed and has several accidents for 2-3 weeks, the tuition will reflect the reversed potty training status. You will be notified of the new tuition amount.

Fully potty trained includes lowering and raising clothing as needed, all wiping for cleanliness, flushing and washing hands with little to no supervision. The child must also be able to notify provider of the need to go to the bathroom without reminders. After child is potty trained there is a clean up fee of \$10 for any accidents.

Rules of Behavior, Responsibility

We understand that the younger the child, the simpler the rules need to be. Therefore, our basic rules are:

Respect for Others

Good Manners

All children are given reasonable opportunity to resolve their own conflicts. Guidance and redirection is given as needed. Staff in the room is responsible for discipline. Staff is expected to be immediate, consistent and use logical consequences for negative behavior. Any incidents, calls and notes or letters will be included in the child's file.

You will be responsible for any loss, damage or destruction by your child of any property of the child care and for any damages for which the child care becomes liable or chargeable because of your or your child's actions. Cost for item/s will not exceed replacement cost of item. You may replace item with similar item only if approved by Mrs. Darlene Huston.

Behavior management plans developed by the parent/guardian and a professional clinician to meet needs of specific students will be implemented by staff working with the child. The plan must be documented in the child's file.

Discipline

At ABHCC, the child is guided gradually to develop a personal sense of inner self-discipline based on his or her own interior positive motivations. **Positive reinforcement, redirection, behavior modification, 1, 2, 3 Magic, hand over hand, and the use of time to reflect are used to help each child grow in self-discipline.** Disruptions are handled immediately. Use of correct behaviors will always be encouraged. Children younger than 2 years of age are not given time outs. They will be removed from a situation where they are having repeated difficulty behaving in an appropriate manner. This may include an opportunity be away from other children and stimulation. Parents are always informed and involved in discipline needed for extreme, repetitive or violent behaviors.

A child may be asked to sit out from a game or activity if needed. Parents will be informed of inappropriate behaviors and disciplines used. We appreciate your help in discussing this issue with your child to attempt to solve it. If unacceptable behaviors continue the parent/guardian may be called and asked to remove the child. We make every effort to understand why the child is misbehaving. Your help is appreciated. Cooperation between parent/guardians and staff is expected at all times.

The use of physical punishment, loss of food, profane language, humiliation, or abuse is NEVER ALLOWED. Food is not used as a reward or punishment. Children are not disciplined for toilet accidents.

Clothing and Items from Home

All children should be in play clothes and G rated. Clothes should be comfortable, simple, and washable. Clothing may become dirty from outdoor play, eating, painting or other activities.

If there is mud or puddles outside expect your child to come home with muddy clothes and shoes.

Paint is always the washable type.

Clothing should be of a type that makes it easy for them to walk and use the bathroom. We do not wash children's clothing here.

Jeans are not comfortable clothing for children and are discouraged.

Shoes should be comfortable, safe and easy for the child to put on by themselves. **Tennis type shoes with velcro are strongly advised.** Sandals, open toes shoes and shoes with any type of heel are not allowed because of the danger they pose to children. **We are not responsible for injury due to shoe choice.** A lack of suitable shoes can and will lead to exclusion from activities for the safety of the child. All children who have started walking, including wall or finger walking, should arrive with shoes. Shoes are for outside only.

All clothing must be labeled with the child's last name and first initial to prevent loss or confusion. This includes coats, shoes and boots. All children must be provided with a complete change of clothing that is appropriate for the season. An appropriate 1 piece bathing suit, or shorts and t shirt, will also be needed. We do not always know what clothes the children arrive in. **ABHCC is not responsible for unmarked clothing/shoes which go home with the incorrect child.**

Do not let your child bring toys, money, jewelry, gum, stuffed animals, candy or other items from home. We cannot be responsible for lost or broken items. Items from home will be: taken away, thrown away, kept in the foyer or sent home upon entry. The only exceptions are infant items (pacifiers, etc) and nap items. We do not rinse or wash personal cups from home. It is the parent's responsibility to request item at the end of the day to take it home. There are many other primary responsibilities which have a higher claim on the providers focus. Items which have been unclaimed by Friday will be thrown out or donated. **Do not put small items in cubbies. Put them in your child's mailbox.**

NO COMPUTER GAMES FROM HOME ARE ALLOWED. We are not responsible for lost or broken computer games or equipment. No weapons or toy weapons are ever allowed. No fighting toys are allowed. No toys may be used in dramatic play to depict weapons or perform violent behaviors. Our child care is a 'safe zone'.

Holidays and Gatherings

Food for Special Days including birthdays

Treats are welcome as long as they are nutritious and follow Health Department rules. Treats need to be store bought and sent in the original, sealed package. There should be enough treats for all children, including your own. Be sure to send extra or ask for an amount. Homemade treats will be sent home with children. We request that no candy or high sugar items be sent in and prefer non-food items. NON FOOD items are welcome. We may have special activities the week of the holiday: Christmas, Easter, etc.

Halloween

Costumes of friendly story, nursery rhyme, fairy tale, or movie characters or Saints are welcome. NO witches, devils, ghosts, scary costumes or weapons of any sort are allowed. Masks are not allowed as they limit children vision and may cause accidents. Face paint is discouraged. Children have chosen wonderful costumes such as: clouds, community workers, M&M's, trees, and other similar items. We will not go out trick or treating.

Valentines Day

Valentine cards should not be addressed. If your child wants to practice printing, a list of first names can be supplies on request. A card should be sent for each child enrolled. Red and pink are the colors of the day.

These special days are a part of the American Child's culture which we respect and enjoy at school. Learning to relax and enjoy a festive occasion is as much a part of early childhood education as is learning to count, read, listen or share. Learning to laugh, love and be loved is a part of every day at school, but it receives the spotlight on special days.

Parent Conferences

Individual conferences will be scheduled at least twice per year to discuss each child's progress and any childrearing issues. These conferences will be held at the provider's convenience, either during or after normal childcare hours. Care for child will be provided during conference. If conference cannot be held face-to-face, a phone conference is acceptable. We also discuss child's day at pickup and drop off.

Family Activity Days

In order to support unity and help the childcare home, parents are requested to aid in the maintenance of the childcare area. This can include improvements to landscaping, cleaning or maintaining toys and play equipment or other activities. Children and adults may participate in the activity. Family Activity Days will be listed on the annual calendar and will include one Friday and one Saturday.

Planned Social Activities

Planned Social Activities will occur throughout the year.

Butterfly Release - Each year there will be a butterfly release (usually in late May) which may be timed throughout the week for all parents to participate and a main release of most butterflies on a weekend morning to which all current and past clients are invited. The date will be posted on the childcare website and facebook page.

Sign With Me - 1-4 times per year a Sign N Sing class will be offered to all parents with a small fee, with an option to continue classes for up to 5 weeks and includes take home supplies. Sign with Me is mainly for parents of children under 3 years of age.

Praying Mantis Release - There may be a Praying Mantis Release offered annually for a late afternoon or evening release. This is typically a spring release. Parents are welcomed. Mantis's are released soon after hatching.

General Meeting - At least two general parent meetings/gatherings will be scheduled to discuss child development, childrearing issues and support our childcare unity at some time throughout the year, typically in August. Parents will be polled to determine the best time for the largest amount of parents to participate. Outside sources may be invited to come and speak on topics of interest.

Smoking

The provider and her family do not smoke and due to IL state law, **all daycares are required to be smoke free at all times**. Smoking is NEVER permitted anywhere on the property. According to the regulations effective 1/1/2016, even smoking in cars on our property is illegal. Since cigarette butts are toxic to children, if you smoke please make sure no butts end up on our property- including the start of the driveway. Excessive smoke odor on children or belongings may be grounds for termination.

Communications

General Communications

The children are our greatest concern; therefore, we request that communications from parent/guardians regarding information about their child be **put in writing**. If you would like a conference, talk to Ms. Darlene for an appointment. If you have special instructions to be followed on a specific day the information **must be written down**. **We are not responsible for remembering verbal communications**. We ask that parents of infants please share information about your child's day, including when your child woke up, last ate and was last changed, you can use the Daily Connect application to share this information.

We supply forms for medication and registration. They can be found on the website or you may ask for them. We will make copies of completed forms at your request. Most can be copied immediately, however; we reserve the right to request up to 24 hours to complete your request. There is no charge for a first request. A second request may incur a charge of \$.50 per page.

Separated Parents

We provide a safe, nurturing and educational environment for your child. Please **do not attempt to involve us in domestic issues**. It is our policy to remain neutral in the best interest of the child. Please **inform us of any court orders in place for your child's safety**. We will need to make a copy of any such court order from the original for your child's file.

Parents sharing custody and childcare arrangements or payments will each need to sign contract, late payment policy and other forms as stated in *Registration, Tuition*. Information will be shared with both parents to an equal extent as much as possible. Requests for required supplies which are needed will be addressed to both parents until requested items are supplied. Payments will be credited to the parent who pays that portion and each will receive their own information unless a court order is given that has determined otherwise.

Parent Communications

Telephone calls ABHCC should be limited to emergencies. We understand your concern when a child is new to ABHCC and will make exceptions. **Use a note/email/text to the Provider when possible**. Please keep in mind that our first and main responsibility is the care of your child. We will respond as quickly as possible. If you have concerns that you wish to discuss, an appointment will need to be made. **Texts will typically be seen before an email or face book message**.

Provider Communications/ Your Childs Day

We realize that you are often at work and may not be able to receive calls unless there is an emergency. We will limit our phone calls to information that we need to properly care for your child or for informing you of possible health or other concerns about your child. If your child had a rough transition to child care we may also contact you to let you know how your child is currently feeling. **We use Daily Connect (app and available online) for daily communication**.

Parents will be notified online through Daily/Parent Connect. Parents will receive verbal information daily about their child's activities. Completion of information will depend on activities, attendance and other variables.

All artwork will be sent home at various times throughout the week. Parents/guardians are responsible to make sure art and other items sent home do not remain at ABHCC, such items can be thrown out if left behind for 1 week.

Photos and Video

Throughout the week we may take photos or video of childcare activities. Parents may be shown or given, through CD, DVD, email or other media, photos or video taken during childcare hours. Since these will be taken during activities, there may be more than one child included. Children's faces will be on photos and videos emailed or otherwise given to parents. ABHCC has no control over photos, video or other media after they are given out.

Children's pictures, portraits, likeness and/or testimonials, may be used with whatever visuals, copy or other elements chosen by ABHCC for advertising or other purposes. Children's full front facial view will not be published on the child care website or facebook page for up to 3 years after dismissal from ABHCC.

Suggestions and Comments

Your suggestions and comments are most welcome at any time. We care about your children and the job we are doing with and for them. You can help us to help them by letting us know what you like as well as what you feel we may be able to improve. We always wish to improve our service to you and your child.

Health and Safety

Illness, Isolations, and Exclusions Guidelines

Any child who is ill should remain at home. Children may not return to childcare until they have been symptom free for 24 hours. If a child exhibits any of the following symptoms, they must remain home; if the symptoms occur here, we will notify the parent/guardians to pick up the child (within 45 min) and place the child in our designated sick area under supervision:

Fever of 101 degrees oral temperature or more.

Diarrhea, vomiting, rash, conjunctivitis (Pink Eye), convulsions.

Any infectious, contagious, or communicable illness, including but not limited to: Parasitic Infestations (lice, scabies, worms, etc), and Chicken Pox (child may not return until all blisters have dried and formed scabs)

In the event of infections, contagious or communicable illness, the child must be treated and cleared by a doctor's note before returning to child care. All families will be notified of exposure to contagious illness, disease or infection in the program within 24 hours of when we become aware of it. In an emergency, if the child's parent/guardians cannot be reached, Emergency Medical Services and Personnel will be called. **The best form of prevention is washing the hands.** All children and staff will wash their hands upon arrival and throughout the day. **Parents are responsible for washing their children's hands upon arrival.**

Children may not attend childcare for 8 hours after vaccinations are given.

Reactions to vaccinations may be serious and require a 911 call, ie seizures, weakness, not moving, fever over 104F, and anaphylaxis. Severe reactions are rare and usually start within 2-4 hours of being vaccinated although mild reactions may occur up to 4 weeks later. *per seattlechildrens.org, Seattle Children's Research Hospital. See sheet at the end of handbook for more details.

First Aid Treatment for Minor Injuries

Injuries will be treated by washing, bandaging and recommended first aid treatment, as well as hugs and sympathy. Essential oils may be used to increase wellness. They will be used highly diluted and according to recommended guidelines only.

Parent/guardians will be informed how the injury occurred at the time of pick up. We are not responsible for minor injuries to children engaged in normal activities. Minor injuries, cuts and bruises are a part of childhood. While we provide excellent supervision and adequate safety, the creative minds and active bodies of children, on occasion, cause minor accidents. **The continued treatment for injuries is the responsibility of the parent/guardians.** Parents are responsible for any expenses due to child's injury.

Medication

All medicines will be given to Ms. Darlene with the **Medication Form.** This form must be signed by the child's parent/guardian.

Medicine must be prescription, in original container with the child's name on it. No medication can be kept on the property without a current form. Forms remain effective for no more than 1 week (7 days) from date of signing. You must specify on the form when you last gave medication.

Screenings and Testing

Screenings may be done annually or as needed at the providers and/or parents discretion. Testing is done throughout the year, typically during everyday activities. Testing determines children's knowledge and developmental ability as they grow. Mrs. Darlene Huston or other qualified personnel may be brought in by Ms. Darlene Huston perform assessments or screenings on children at least once per year. Assessments/Screenings may include, but are not limited to: Vision, Hearing, Motor, Social/Emotional, Developmental, Ages & Stages, ASQ: SE, Redleaf FCCC Developmental Assessment, Temperaments and Atypical Behavior Scale (TABS) and Infant-Toddler and Family Instrument (ITFI). Most include parental input or family survey. You may be required to sign additional permission forms from other agencies for specific assessments. If an assessment recommends further action you will be notified. We may request that you contact the local CFC or Preschool district. ABHCC uses the Redleaf Family Child Care Curriculum Developmental Assessment system for children Birth through 5 years old. You will be given the booklet upon unenrollment.

It is recommended that all children, Infant through 5 years old have annual developmental screenings. Free evaluations for Preschoolers (3-5 years old) are available through your local school district. Please call your school district for more information. Free screenings for children Birth-3 years old are done by one or more of the following:

Caregiver Connections – Child Care Resource & Referral (815) 741-1163 ext. 266

Early Childhood Mental Health Consultants for Will, Grundy, Kendall, & Kankakee Counties

Child and Family Connections 1-800-323-4769

CFC is the entry point for Early Intervention services for children ages 0-3 in Illinois.

Early Intervention – Illinois Department of Human services 1800-323-GROW

Illinois' Early Intervention program's mission is to assure that families who have infants and toddlers, birth to three, which diagnosed disabilities, developmental delays or substantial risk of significant delays receive resource and supports that assist them in maximizing their child's development, while respecting the diversity of families and communities.

Security Precautions

In order to serve you better, we have chosen to take several types of child protection precautions.

- We have an open door policy. You may stop by at any time to observe or visit. Please do not stop by during nap time. The front door is usually locked for safety. Knock and/or text to let me know you are here.
- Please notify the emergency contact that they will be requested to furnish a photo ID when picking up your child. Photos of parents/guardians and/or families are posted in the child care area. Parents are welcome to furnish photos of any family members or those who would be picking up your child.
- The play room area, except the bathroom, is equipped with security cameras. The home child care entrance/exit is also monitored. Security video/DVD will be used for security and safety only. These are not online and no one else has access to them.
- Front or full facial views of children enrolled in ABHCC are not published on the website or on facebook and will not be for at least 3 years after unenrollment. *Photos and video shared with parents is not under our control.*
- Staff and volunteers have background checks and are fingerprinted through the agency/ies required by DCFS and more training than mandated by DCFS.

Release of Personal Information

Each child has their own file, which is kept in a locked file cabinet and in an online program called KidKare which has limited access. Only custodial parent/guardian(s), DCFS and other required personnel will be permitted access to these files. File information shall not be released to any other source unless written release is signed by the custodial parent/guardian(s) or mandated by a court order.

Risk Management and Emergencies

In the event of an emergency the procedures are stated below:

Fire – Everyone in the child care is evacuated to the trees outside the fence next to the driveway gate. Phone calls are made to local fire department, EMS, and the families or emergency contacts after leaving the house. Fire extinguishers are located in both up and downstairs kitchens as well as other locations.

Severe Storms/natural disasters—Everyone is sheltered in the ground floor bathroom. Flashlight, first aid kit, books and other items are available to wait out the storm.

Power Outage – Com Ed will be notified and we have a backup generator on the premises which will be utilized. Bottled water is also kept on the premises for use. Flashlights and emergency lighting will be used. Flashlights are located throughout the house.

Trips Outside – An emergency bag is kept ready by the main entrance and includes a first aid kit and travel potty seat. These go with any time we are outside the house or property.

Accident -- In case of severe accident in the child care, on a field trip or by vehicle, 911 is called for emergency care, parents/families are called and notified where to pick up children as needed. If accident is not severe, parents are called and allowed to determine if they wish to pick up their child to take the child to their doctor.

Hazmat Spills – Hazmat Spills requiring evacuation of the property will be dealt with on an individual basis under the supervision of the government designated emergency personnel. Parents/families will be called with information regarding child pick up.

To maintain the safety of people, property, equipment and materials, universal precautions are taken to ensure the property is clean and free of hazards. Cleaning is completed as needed. Items are sanitized as required and needed. Detailed information is available on request.

Other Risk Management, Health and Safety Issues

- No one living at our home smokes and we do not drink alcoholic beverages before or during child care hours.
- State law prohibits smoking on our property during child care hours. Our home is a smoke-free environment.
- We utilize air purifiers, steam cleaner, bleach water, vinegar, Norwex cloths, Essential Oils and other similar methods to insure cleanliness. All toys are washed on a regular basis, in addition to items we see being mouthed. Air and water filters are changed a minimum of once every 3 months.
- There is no large pool on our property. We may use a 6” deep wading pool and sprinklers during the summertime.
- Provider may, at her discretion, trim fingernails and/or toenails of children in child care to reduce possible injury.

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Please return to ABHCC
Release Forms

I/We _____ Parent/guardians of _____

1) Hereby certify that I/We have received a Parent/guardian Handbook Dated _____ and have read and understand all of ABHCC policies. Initial each.

_____ Welcome	page 3	_____ Communications	page 13
_____ Introduction	page 4	_____ Health and Safety	page 14 – 15
_____ Financial	pages 5 - 7	_____ Vaccination Information	page 20
_____ Programs	page 7	_____ Toilet Learning	page 21
_____ Basic General Information	pages 8 - 12		

I/We agree to cooperate with all such policies, procedures, terms and conditions listed, including discipline, security video/DVD and financial obligations of my child/ren.

2) I understand my child/ren may utilize the child care home’s wading pool and sprinklers. (over 6 months old only)
Children will be under close adult supervision at all times.

3) I understand vaccination information must be updated for every vaccination and the health form updated at least every 2 years. The health form MUST have “For use in a DCFS facility” on it. Failure to comply can exclude my child from care.

4) I understand the provider will trim my children finger/toe nails as needed for the safety of all children and adults in the child care.

5) I understand my child/ren will join the others in expressing a general belief and love of God as his or her Creator and Heavenly Father. I understand my child will hear other children engaging in these activities. They may include:

- Short prayers to God
- Songs to God
- Simple explanations of the meaning of Christmas and Easter as the Birth and Resurrection of Jesus

6) I understand my child may not attend childcare when sick as listed in Health and Safety and that my child may not attend for 8 hours after receiving a vaccination.

7) I understand that ABHCC and Mrs. Darlene Huston use Young Living Essential Oils in the childcare and my child will be exposed to them.

I have read all of the above. By signing this you acknowledge that you have read the policies, procedures, terms and conditions in the complete Parent Handbook dated _____ and agree to follow them. Amending policies may be done at any time by giving you, the client, a new copy at least 2 weeks before they go into effect.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

Screening, Assessment and Observation Release

I/We _____ Parent/guardians of _____

1) I have read, understand and agree that my child may be given assessments and/or screenings throughout the year while in ABHCC. Assessments/Screenings include those listed in the handbook as well as those determined necessary by observations or previous assessments and may be performed by Mrs. Darlene Huston, Mr. Jerry Huston or others from agencies as listed in the _____ handbook

2) I give my permission for Mrs. Darlene Huston DBA American Butterflies Home Child Care, to request observations and allow observations of the child care home and/or my child/children at any time. I further understand that the person performing observations may be associated with CCR&R, SELF or other agencies not named. I will be notified as soon as possible that someone will or may be coming to observe.

3) I give my permission allowing Mrs. Darlene Huston DBA American Butterflies Home Childcare, to observe my child when for general assessment and testing, to be recorded and relayed at least annually. (similar to a report card.) Testing is done throughout the year, typically during everyday activities. Testing determines children's knowledge and developmental ability as they grow.

4) I understand that there may be persons unrelated to ABHCC personnel who come and observe the childcare, including but not limited to: DCFS, ExcelebrateIllinois or other Rating Scales or accreditations, students, ICCB FP, and ISBE.

I have read all of the above pertaining to screenings, assessments and observations.
Agencies may request signing of a release form specific to them.

Signature of Parent/Guardian Date

Form 2 of 3 from handbook

Photography Agreement and General Release

I/We _____ Give permission for photographs and video of our child/ children _____ to be used for publicity, advertising or other home child care need. I acknowledge that the permitted use includes any medium now or hereafter known, without restriction as to manner, frequency or duration of usage, and shall be without compensation of any kind. I further agree that my child’s picture, portrait, likeness and/or testimonial, including works done by my child, may be used with whatever visuals, copy or other elements chosen by ABHCC. I know that parents are given copies of some of the general photos and video throughout the year.

I know that security cameras are in place around the Child Care Home and are for safety and training purposes only. Children’s full front facial view will not be published on the child care website for up to 3 years after dismissal from ABHCC. Children’s faces will be on photos emailed to parents. I understand that ABHCC has no control over photos which have been emailed out.

I acknowledge that if in the future I submit a written withdrawal of the foregoing permission to ABHCC, such withdrawal of permission will pertain only to future or new materials and will not terminate the permitted use with respect to any material previously produced or used.

Email addresses (Parent/Guardian Only)

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Signature of Parent/Guardian	Date	
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Signature of Parent/Guardian	Date	

Sunscreen, Insect Repellent, Diaper Rash Lotion

My child/ren _____

- ✓ may have sunscreen lotion applied before going out to play and as needed.
- ✓ may have insect repellent or outdoor HM protective spray applied before going out to play and as needed.
- ✓ may have diaper rash lotion applied as needed.
- ✓ may have lotion applied as needed.

Any exceptions or explanations

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Signatures of Parents/ Guardians	Date

Vaccination Information

If you choose to vaccinate your child, please understand the reactions that may occur.

Children are not allowed to attend for 8 hours after being vaccinated so plan dr visits accordingly.

A new, updated vaccination form is required after EVERY vaccination and must be signed and dated by medical personnel.

Children who are not vaccinated according to the state schedule, must have a doctor's note explaining the alternate schedule or an exemption letter.

According to Seattle Children's Research Hospital, one of the top Children's hospitals in the country, these are typical symptoms of vaccine reactions. <https://www.seattlechildrens.org/conditions/a-z/immunization-reactions/>

Symptoms of Vaccine Reactions

- **Local Reactions.** Shot sites can have swelling, redness and pain. Most often, these symptoms start within 24 hours of the shot. They most often last 3 to 5 days. With the DTaP vaccine, they can last up to 7 days.
- **Fever.** Fever with most vaccines begins within 24 hours and lasts 1 to 2 days.
- **Delayed Reactions.** With the MMR and chickenpox shots, fever and rash can occur. These symptoms start later. They usually begin between 1 and 4 weeks.
- **Anaphylaxis.** Severe allergic reactions are very rare, but can occur with any vaccine. They start within 2 hours.

When to Call for Immunization Reactions

Call 911 Now

- Trouble breathing or swallowing
- Not moving or very weak
- Can't wake up
- You think your child has a life-threatening emergency

Call Doctor or Seek Care Now

- Age less than 12 weeks old with fever. Caution: do NOT give your baby any fever medicine before being seen.
- Fever over 104° F (40° C)
- High-pitched crying lasts more than 1 hour
- Crying nonstop lasts more than 3 hours
- Your child looks or acts very sick
- You think your child needs to be seen, and the problem is urgent

Call Doctor Within 24 Hours

- Redness or red streak starts more than 48 hours (2 days) after the shot
- Redness around the shot becomes larger than 3 inches (7.5 cm)
- Fever lasts more than 3 days
- Fever returns after being gone more than 24 hours
- Measles vaccine rash (starts day 6 to 12 after shot) lasts more than 4 days
- You think your child needs to be seen, but the problem is not urgent

More information on Vaccines and reactions can also be found on the CDC website here:

<https://www.cdc.gov/vaccines/vac-gen/side-effects.htm>

Potty Learning

We are here to help during the Potty Learning/Potty Training experience. Potty learning can be a rough time for any child, but can also be difficult on adults. An adult cannot force a child to use the toilet. By letting your child set the pace, we can help ensure that Potty Learning is a positive experience! Children may be ready to start potty learning as young as 12 months or as late as 3 years. Each child is different.

When should we think about Potty Learning?

Review this list and if you can check off four (4) or more signs, your child *may* be ready to start Potty Learning.

We will allow and encourage your child to sit on the potty fully clothed as soon as your child shows interest in doing so, even if not ready for the next steps yet.

- _____ Your child can stay dry for 2 hours or more during the day or is dry after nap.
- _____ Your child wants to sit on the toilet with clothes on.
- _____ Your child's bowel movements are regular and predictable.
- _____ Your child can indicate by words, facial expression, action or posture that he/she is about to urinate or have a bowel movement.
- _____ Your child is able to push when having a bowel movement.
- _____ Your child can follow simple verbal directions.
- _____ Your child is uncomfortable in soiled diapers and wants them changed.
- _____ Your child is able to remove his/her own clothing alone or with little assistance.
- _____ Your child asks to use the toilet/potty.
- _____ Your child asks to wear "big kid" underwear or panties.

When your child has been successful at home for 2 weeks: able to stay dry, indicate the need for the bathroom in advance, control urine and bowel activity to some extent, lower and raise pants/shorts, your child can-AFTER discussion with Mrs Darlene- begin wearing cloth learning pants with rubber pants to contain any accidents or pull ups.

We will encourage your child to tell us when he/she has to use the potty. We will remind your child about using the potty throughout the day, especially before going outside and nap and after eating.

Information about your child's toileting will be recorded on Daily Connect. Please use the app to record your experiences at home as well so we can better track successes.

- Children are not considered fully potty trained until they are accident free for 2 full weeks.
- Children may not wear underwear/panties without other protective underclothing items until they have been accident free for 2 weeks.
- Talk with Mrs Darlene BEFORE dropping your child off in underwear alone.
- If your child is not ready or for whatever reasons has accidents, each accident will incur an extra cleaning fee.

Thank you,
Ms Darlene Huston