



Parent Handbook
Chicago Latvian Childcare and Preschool

6201 W. Peterson
Chicago, IL 60646
Phone: 773 308 4977
Fax: 773 774 2660
www.starins.org
director@starins.org

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Introduction

Please note that this handbook is subject to change based on the requirements of the Department of Child and Family Services of Illinois.

Mission Statement

The *Chicago Latvian Childcare and Preschool (CLCP)* is an extraordinary scholastic environment structured to develop the social, emotional and physical needs of the child by offering a stimulating program with a strong focus on the family and values that support acceptance and respect of Latvian and other cultures.

Core Values

Children come first!

Teachers are mentors!

Atmosphere nurtures!

Parents add value!

Curriculum prepares!

Vision

By setting the highest standard of childcare and preschool curriculum, and proactively understanding the ongoing demographic marketplace, the CLCP will become the required extended family for the newest Latvian generations within the greater metropolitan Chicago area.

CLCP Staff

Director/Teacher	Dana Šaltane BA, Early Childhood Education Coursework in Waldorf Pedagogy
Teacher	Andārtē Phillips Majoring in Early Childhood Education Case-aid, <i>Children's Home and Aid Society of Illinois</i>
Teaching Assistants	Zinta Lucāne
Office Manager	Larisa Kīns

Board of Directors

CLCP is an Illinois 501 (c) (3) non-profit corporation with bylaws that were written and developed in the spring of 2004. The Board of Directors serve on a voluntary basis and have oversight and advisory responsibilities regarding the management of the center. The Board does not concern itself with day-to-day design and management of the program except in its role of overseeing the Program Director. It does concern itself with evaluating and approving the long range development of services offered by the corporation (e.g., program size and type). As the legal body responsible for the corporation, the Board carefully reviews the legal and financial implications of all activities of the corporation, its agents, and membership.

*The 2011/2012 school year Board of Directors:

Larisa Ozols - President
Svens Kīns – Vice President
Māra Jauntirāns - Secretary
Evita Gailuma - Treasurer
Māra Blumberg – Special Projects
Aija Kīns – Education Liaison

Volunteers

The CLCP encourages and supports the participation of volunteers in the classroom. The purpose of volunteers is to enrich the daily program. The responsibility of the CLCP to volunteers is to assist them in meeting their goals, which may be as simple as having a joyful experience of giving, or as complex as fulfilling a practicum requirement for a college class.

Operating Funds

CLCP does not rely on charitable gifts for operating expenses. The center is managed so tuition fees are the primary source in meeting budgetary requirements. Charitable gifts are always welcome for special purchases or to assist with the center's program. CLCP is a tax-exempt Section 501 (c) (3) organization.

Religious Affiliation

CLCP does not have a religious affiliation. The center encourages the children to feel comfortable with their faiths and be proud of their family's values, and have respect and understanding for the values of others.

Curriculum and Philosophy

It is important for children to have many opportunities to develop observation, questioning and listening skills, and to have many opportunities to express themselves. The main objective of the program at CLCP is to provide a developmentally appropriate and positive atmosphere which encourages children to develop cognitively (intellectually), creatively, physically, socially, and emotionally. The curriculum is developed by teacher observation, evaluation of individual children, and careful creative planning. The school's curriculum has a focus on Latvian traditions and celebrations.

The CLCP believes in;

- Acceptance of children as they are, valuing their uniqueness.
- Facilitation of children's self-understanding through provision of accurate, non-judgmental feedback on their behavior.
- Maintenance of a secure environment through provision of clear, consistent limits for behavior and by clear, accurate explanations of behavior and events.
- Encouragement for children to develop self-sufficiency through taking responsibility for themselves, their actions, and their environment.
- Encouragement of clear communication, verbal expression of feelings, sensitivity to others' needs and attunement with one's own needs.
- Assisting children to perceive their world holistically, recognizing the connection and interdependence among all things, valuing uniqueness and diversity.

An Inquiry/Play Based Learning Program

The CLCP promotes **inquiry** as a pedagogical approach to student learning. Through structured inquiry and play, young children learn to make sense of the world around them and to explore big ideas, which are important in their lives. By inquiring, the child is moved to a new and deeper level of understanding by:

- **Exploring**
- **Wondering**
- **Questioning**
- **Collecting information**

Daily Schedule

A sense of routine of knowing that there is an order and predictability to events is extremely important to children as they form their ideas about the world. The daily schedule reflects a balance between adult-initiated and child-initiated activities, active and quiet times and indoor and outdoor use of space. Every day there are small and large group experiences as well as individual free choice periods and transition times. The length of time spent in any one period varies depending on the particular needs and abilities of the group as well as their attention span and interest levels.

Sample Daily Schedule

8:00-10:00	Children's arrival Free choice play in activity areas/ individual and small group activities/ art activities
10:00-10:45	Snack, children's preparation for the day
10:45-11:10	Circle time
11:10-11:20	Getting ready for outdoor play
11:20-12:45	Outdoor play/ return to school
12:45-1:00	Finger-plays, songs and dance
1:00-1:45	Lunch, getting ready for nap
1:45- 3:15	Nap
3:15- 4:15	Nap/ quiet individual work/ free choice play in activity areas
4:15-4:35	Circle time/ story time/ songs/ dance
4:35-5:00	Snack
5:00-5:45	Art activities/ free choice play in activity areas
5:45-6:00	Clean up time/ quiet activities/ getting ready for dismissal

Activity/Play Centers – Centers promote independence, foster decision making and encourage involvement. During exploration times, the children are encouraged to independently explore the environment and the materials in it, and to interact with their peers. During this time the teachers work to spark interest in children, to reinforce creativity, to protect the rights of individuals and to maintain a happy, productive environment. Activities and centers will be planned around units of study and around acquiring the Latvian language and culture.

Large Group – During large group activities, children gather together to participate in an activity at the same time. Some examples of large group activities are; stories and songs related to the current unit of study, rhythm, folk games and movement, circle games, learning of letters and

numbers, art and craft activities, science experiments, etc. Large group activities give the children an opportunity to function in a group and learn to consider the needs and rights of others (cooperative play). Teachers use many varied group management techniques to keep the attention of the group and foster a creative and unique learning environment.

Meals (Lunch and Snack) - Meal times for young children are important times of the day. Not only do the children refuel their bodies, they are also given a time to socialize with one another and practice various essential skills, such as pouring, spreading, cleaning up after themselves, etc.

Outdoor Play - The children will have the opportunity to play outdoors every day, weather permitting. The children spend time running, climbing, riding, sliding, jumping, digging. All of these (gross motor) activities help develop the child's agility, coordination, muscle strength and overall physical health. Outdoor play also provides endless opportunities for peer interaction and social skill development.

Going outside to get fresh air, even for a few minutes, is what we want our kids to experience every day. We understand that reported temperatures in the news vary from temperatures at the school itself. We will not go outside if the temperature at the school is 10 degrees Fahrenheit or below including wind-chill. The Director and teachers will use their discretion when making a decision about outdoor recess depending on factors such as wind chill, rain, snow, wind, fog or other weather conditions.

Nap/Quiet Time – At quiet time, the children lie on their cots and relax. They look at picture books, are quietly read to and listen to soothing music. This time allows children to recharge their bodies and minds so that they can play hard and work hard for the remainder of the afternoon.

Classroom Organization and Curriculum Areas

The environment in the classroom is set up with different interest centers to spark children's inquiry. These centers might include the following: dramatic play, block building, sensory area, rug area for large group activity, investigation centers (to explore the world of science, mathematics and nature), and quiet reading areas.

Language Development

The CLCP mission is to offer a stimulating program with a strong focus on the family and values that support acceptance and respect of Latvian and other cultures. Although all children will be accepted into the CLCP, the main language of instruction will be Latvian at all times. Children will be encouraged at all times to communicate in Latvian and will be positively supported in their journey of learning the language. At no time will students be punished for incorrect use of language.

Written communication to parents and other outside sources will be in English.

Approach to Discipline

It is vital to the well-being and successful development of young children that they have clear, consistent, and appropriate limits on behavior. Because of our commitment to developing a positive sense of self-esteem, and independent, responsible, and caring behavior on the part of children, we approach "setting limits" (discipline) in a predictable, clear, and sensitive manner. The limits we set arise from two areas of importance: not hurting oneself or others, and respecting everything in the physical environment. We also set up the environment to minimize the necessity of limits, and share control with children in the decision-making process.

If a child's behavior is inappropriate or unsafe, an educative consequence appropriate to the behavior, age and individual child is applied. The first two courses of action are positive redirection (for instance a child may be simply directed to another activity) and facilitation of "win-win" problem solving. Generally, these two approaches are successful. If they are not, other strategies are utilized, which may include removing a child from an area or limiting access to materials for a brief time until the child is more in control and able to respond to or follow safety guidelines. Toddlers and two year old children receive many, many messages and reminders from the teachers regarding what is appropriate and safe. With children who are four and five years old "time away", may be utilized. Time away is not a punishment and is not intended to be humiliating. It is used as a mechanism to assist the child in calming down, reassessing the situation, and re-establishing some inner control. It also provides the teacher and child an opportunity to talk about feelings. Ideally the child determines the length of time away by letting the teacher know when he/she feels ready to participate in an appropriate manner.

**AT NO TIME WILL A CHILD BE STRUCK, ROUGHLY HANDLED,
VERBALLY ABUSED, OR DemeanED AS A DISCIPLINARY MEASURE.**

Tuition

Following is a description of the schedule options and tuition charges for the 2009/2010 school year. Lunch is included in tuition costs. Because the CLCP is a small and developing organization, it can currently offer only a full day option.

There are four monthly rates based on the number of days per week your child attends school.

Additional Days – Enrolled students may add additional days with **one week** advanced notice to the Director. The Additional Day fee is \$80.00 per day. Payment must be made on the day of attendance.

There is an option to purchase a 6-pack of drop-in days at a 10% discount. All 6 days need to be paid upfront and the days can be used any time during the 2009/2010 school year and are transferrable only within a single family. This prepayment package will be available for purchase throughout the school year.

* Enrolled Stariņš families, traveling more than 75 miles to school one way may choose using long-distance drop in days instead of enrollment for regular school days. The families have to contact center two weeks before the chosen drop-in day to make the necessary arrangements. There may be occasions when the center cannot accept an additional student on a certain day. The long distance drop-in day fee is \$ 100 per day. Payment must be made on the day of attendance or before that.

MONTHLY PAYMENTS

	September 2011 - May 2012	June 2012
Enrollment	100%	50%
4 days/week	\$ 1,205.00	\$ 602.50
3 days/week	\$ 1,010.00	\$ 505.00
2 days/week	\$ 773.00	\$ 386.50
1 day/week	\$ 412.00	\$ 206.00

Tuition is charged for all week days each month, including holidays, whether or not your child is in attendance. It may be helpful to think of tuition as you might rent an apartment. It holds a place for your child at the center. Just as a landlord is unable to fill your apartment for a few weeks while you go on a vacation, we are unable to fill your child's space for a brief vacation period while our operating expenses remain constant.

Students, attending school one day a week, will be offered one make-up sick day and students, attending school two or three days a week, will be offered two make-up sick days per school year. These make-up days can be used within ten consecutive school days following the absentee day. A \$15 service fee will be charged for each used make-up day. The families must contact the center before the child returns to school after illness and make arrangements about the date of the make-up day. Students will not be able to make up additional sick days.

In the event of severe inclement weather, those families traveling more than 75 miles one way to school may swap the day their child is unable to attend with a day that falls within ten consecutive school days following the absentee day. These families must contact the center on the day the weather conditions are preventing them from attending school and make arrangements about swapping days.

There is an additional discount on prepaid tuition. Families will receive a 2% discount on their tuition if the entire school year's tuition is paid by September 1st or if the tuition is paid in two equal installments, September 1st and February 1st. Please note that if a prepaid student is withdrawn from Stariņš, the family will be refunded the remaining balance of the tuition.

CLCP offers families a 10% tuition discount for each additional child attending simultaneously where tuition is of equal or lesser value. This discount does not apply to additional drop in days.

Additional details regarding tuition (see also Tuition Agreement):

- Checks should be made payable to the *Chicago Latvian Childcare and Preschool*, mailed or placed in the Director's mailbox at the sign-in table.
- Tuition is due on the **first of each month**. Payments are recorded on the date the check is received. Post dated checks are not acceptable. If fees are not received by the 5th of the month, a **\$40.00 late fee** will be charged. If fees are not paid in full by the 10th of the month, enrollment may be terminated.
- Any early drop-off or late pick-up charges (explained later) have to be paid directly to the teacher who has supervised the child.
- Due to bookkeeping costs, we are obliged to charge a \$20.00 processing fee to cover the costs of checks dishonored by the bank.

Annual administrative and curriculum material fee

In order to fund all of the school supplies we use, the first invoice of the school year will include a \$100 per child nonrefundable administrative/curriculum fee. This fee covers:

- Lysol or disinfecting wipes
- Paper towels
- Disposable toilet wipes
- Kleenex and facial tissues
- Toothpaste
- Colored pencils, markers, crayons
- White copier paper
- White and colored construction paper

- White watercolor/ painting paper
- Elmer's glue and glue sticks
- Paints and watercolors
- Play-dough
- Different arts and crafts materials
- Special event expenses

Types of insurance coverage for children

The CLCP follows all Illinois state requirements regarding insurance coverage. The center carries public liability insurance in the single limit minimum amount of \$300,000.00 per occurrence. The center also carries Director and staff insurance.

Admissions Policy

Enrollment is open to children 2 years to 6 years of age of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the center. It does not discriminate on the basis of race, sex, color, religion or national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs, provided the child will benefit from the program offered, and not pose a threat to the health and safety of other children enrolled or to the staff.

Application Process

Families interested in enrollment at CLCP are asked to complete the following activities in the process of applying to the program:

- First, after requesting application and information, be sure to read the *Parent Handbook*, the student enrollment form and any attached materials thoroughly and carefully. If you have any questions, please call the Director at 773-308-4977.
- Second, return the completed enrollment form with the \$200.00 one time registration fee.
- Third, make arrangements to visit the center with your child.
- Fourth, meet with the Director prior to enrollment.

Home Visits

The Director or teacher of CLCP will be contacting you following your child's enrollment in the center to schedule a home visit. The reason for this is to help the child make a smooth transition from home to school. The Director is able to make a connection with the child in an environment safe to him/her and is able to better understand the home environment to support their learning in school.

Transition

Starting school can be a challenging and new experience for a parent and a young child. We encourage parents and children to visit the center after the initial visit and prior to actual enrollment. One or more visits to the center during activity time, lunch, and nap (if the child is staying all day), provides an opportunity for children to become comfortable with the new environment before setting off on their own.

First Day of Attendance

On the first day of attendance, the child needs to bring:

1. A complete change of clothes, labeled, with extra underpants
2. A small pillow, labeled
3. If the child is not using the toilet routinely, you will need to provide diapers and disposable wipes, labeled

4. Toothbrush, labeled (please supply a new toothbrush if you are a returning student)
5. Indoor shoes or slippers, labeled

Operational Details

Dates and Hours of Operation

CLCP is open from the beginning of September to mid-June. Please check the CLCP calendar posted on the CLCP website at www.starins.org. CLCP is open from 8:00 a.m. to 6:00 p.m. To the best of our ability, we try to accommodate scheduling that effectively meets the needs of the parent, child, and our center.

Holidays

The CLCP holiday schedule is listed on the annual calendar disseminated at the beginning of the school year. The calendar can also be located on the web site www.starins.org.

Staff Training Days

Staff training takes place one day per quarter on Friday (school closed for students) in order to fulfill the Illinois State requirements for continuing education. These dates are noted on the school calendar. These dates allow for staff collaborative planning and training.

Arrival

Signing your child in and out each day is a state law requirement. Parents must assume the responsibility for signing the time their child is in and out each day. If someone other than the parent will be doing this, the center must be notified **in writing**. Signing in is our only record of attendance. Your child will not be released to someone unfamiliar to us without prior notification and a photo identification.

Immediately upon arrival at CLCP, children should proceed to the classroom. In addition, the parent or authorizing adult is requested to provide information about the child's demeanor that day. The information is especially needed if one of the following areas of the child's life has changed or is not routine:

- How the child slept the night before (i.e. change in hours of sleep)
- The child's mood and demeanor that day
- If the child has eaten well, or what he/she has eaten so far that day
- If there has been any change in routine/activities for the family at home, which may impact the child.
- If there has been any sign of illness: fever, skin eruptions, vomiting, diarrhea, discolored mucus with frequent sneezing or coughing, extreme fatigue, swollen glands, discharge from the eyes, or a sore throat.

Please note: When dropping off or picking up your child, please park your car in the church parking lot or on the street. **You may not park your car, even for a few minutes, outside the school door.** This is a fire lane, which needs to remain accessible at all times. Also, during drop off/pick up times, please check that the door is fully closed to ensure the safety of our children. The door tends to stick in the summer months.

Departure

After a very busy, activity filled day, the transition of going home is often the most challenging time for children, parents and teachers. In order to make this time as smooth and conflict-free, we suggest the following:

- Discuss expectations of pick-up times with your child at home (i.e. who will come to pick up child, getting dressed to go home, behaviors and saying good-bye, etc.)
- If you would like to speak to the teachers in length about your child's day, phone them later in the day or the following day. It is challenging for staff to individually speak to all parents, while leading activities for those children who remain in school.
- Please sign out your child as soon as you arrive and help them get ready to go home in a timely manner. If you would like to visit with other parents and families after pick up, please do so outside of the classroom.

It is mandatory to sign your child out every day.

Authorization to Pick up Child

Your child will only be released to you or an authorized person. When you complete the Enrollment Form, you are asked to list persons who may pick up your child from preschool without prior notice to the teacher. Please have at least three back-up people that your child may be released to if you are not able to pick up your child. Under no circumstances will a child be released to anyone whose name is not on this form without written authorization from the parents. We recognize that it is legal for either parent to pick up a child unless we have a copy of a court order restricting visitations.

It is crucial to keep up-to-date emergency contact information numbers on file at the school.

Parking

The parents and visitors of CLCP are allowed to use the side parking lot for drop off and pick up. Please do not park your car directly outside of the doors of Stariņš as this is a fire lane. Street non-permit parking is also available on many side streets.

Early Drop-Off and Late Pick-Up Penalty Fees

The CLCP reserves the right to impose a penalty for dropping off and/or picking up your child(ren) up before/after hours. If your child is dropped off earlier than the time the center is open, there is a **\$1.00 per minute** early drop-off fee. If your child is picked up after the center is closed, the late pick-up charge is **\$15.00 for the first 15 minute period** after closing and **\$1.00 per minute** after that. The charge of these fees goes directly to the teacher who stays late.

If a parent does not pick up their child within ½ hour after the center is closed, staff will begin notifying those persons on the emergency contact form. If nobody can be reached on the emergency contact form within one hour the local authorities will be notified.

IF YOU ARE GOING TO BE LATE, PLEASE CALL TO NOTIFY THE CENTER.

Cubbies and mailboxes

Each child has a cubby in the room in which spare clothes should be kept. Every family has a mailbox designated for important messages. Please check your child's cubby/mailbox during each visit to CLCP. Please help us keep these areas clean!

Visiting

The center encourages parents to visit during the day at a time scheduled with the Director. This makes the child feel special and facilitates communication between the center and home. Parents are also warmly invited to join scheduled field trips and other outside activities. Please arrange with the school's Director.

Birthdays and Name Days

Because each child is special and needs a time to feel very important, we do recognize and celebrate birthdays and name days. Please speak to the Director to make arrangements for your child's birthday or name day celebration.

Toys and Accessories

Napping children may bring a pacifier or a special sleeping toy which can be kept in their cubby. State licensing regulations require each child to have a pillow and small blanket for rest time. It is permissible to bring a toy to play with here at the center during the first month of the child's enrollment to facilitate the transition. Please understand, however, that these toys are subject to being damaged or lost. Occasionally such a toy generates excessive conflict among the children and the staff places it in the child's cubby. Please label all of your child's toys and accessories.

NO GUNS OR WEAPONS OF ANY KIND ARE PERMITTED IN SCHOOL.

Clothing

- **Comfortable Clothing:** Children should be dressed in comfortable, washable, play clothes. In order to fully explore the media used, children should not be concerned with spills, spots, or rips. The general rule is that children will get messy!
- **Shoes:** Since we encourage outdoor play, sports shoes are the best choice for running and climbing. Slick soled shoes are discouraged. Snow boots are mandatory for play in the winter and spring. Please make sure they fit well, and that children can get them on and off without assistance.
- **Winter Clothes:** It is very important to make sure children have warm, appropriate clothing to enjoy their time outdoors. A snowsuit or coat and snow pants are critical for playing outdoors. Children should also have mittens, scarf, and a hat. Simplicity is important at the center. If children can put on their own outdoor clothing they gain a sense of independence. For ease of dressing, zippers should have large pull tabs and fastenings should be velcro or large buttons and buttonholes (if possible). Please put your child's name on every piece of your child's outerwear.
- **Rain Clothes:** Children enjoy splashing in puddles and watching raindrops fall on the playground. Please have at the center: rain boots, raincoat (with hood) and rain pants.

Reminder: Cubbies will be provided for each child attending the center in which to store clothing.

Communication

Messages, Notices and Newsletters

Please be sure to check your mailbox for daily messages. An email newsletter will be disseminated, as needed (usually once every two weeks). This is our primary means of communicating CLCP information to you. **PLEASE READ IT CAREFULLY.** Other notices will be distributed or posted as necessary. A parent bulletin board also exists in the center for advertisement of community wide events and information of interest.

Web Site

Please check our web site www.starins.org for any upcoming school events, newsletters, forms, etc.

Communicating Concerns

Open communication is the key for a safe and harmonious environment at the school. Please feel free to communicate your needs and concerns as they arise. The teachers and Director are the persons directly responsible for the operation of the center and have the training and experience to answer your questions and solve any problems that may arise.

Parent Concerns about Children – Conferences

We care about your concerns for your children. If you desire a parent/teacher conference before or after school hours to discuss any concerns that you may have, please schedule one with the center's Director. The staff is here to meet your needs concerning you and your children.

At the end of the school year, there will be a planned parent/teacher/child conference with the staff. This conference will last approximately 30 minutes. At this conference, you will have a chance to discuss your child's overall growth and development. Your child will have the opportunity to share his/her classroom and various projects that they have worked on throughout the year.

Health and Hygiene

Illness

The State of Illinois forbids any sick child to attend the program. Parents are asked to exercise good judgment and keep children at home while ill, seeking medical attention as appropriate.

Symptoms which are signs of possible impending infection or disease include:

1. Fever over 101 F., rectal or oral
2. Signs of a new cold: cough, sore throat, watery eyes, etc. , green mucus
3. Headache or head pain
4. Loss of appetite
5. Excessive irritability or unusual passivity
6. Vomiting
7. Diarrhea
8. Inflammation of the eye (conjunctivitis)
9. Abscess or draining sores
10. Rash, unless the cause is determined to be non-contagious
11. Behavior not normal for the child

Our policies and procedures are as follows:

1. Sick children must be excluded from the center until they are no longer contagious, so as not to expose other children. **If your child has a fever of 101.0 F (rectal or oral) or above, do not bring him/her to school until 24 hours after the temperature becomes normal.**
2. If your child arrives at the center with symptoms or possible illness or disease s/he will be sent home. If above symptoms manifest while your child is at school or if s/he has a significant accident, we will contact you immediately. Children are isolated and parents are requested to pick them up. If we are unable to contact you or you cannot pick up your child, we will phone the person(s) you list as alternates for us to call in an emergency. If the child seems particularly sick or injured, we will attempt to call your

child's doctor, or clinic for further instructions. In a real emergency, we will call the paramedics for treatment, and simultaneously call you.

3. If your child contracts a contagious illness, please notify us so we can pass the information on to other parents, along with our consulting physician's recommendations.
4. In the event that a situation arises with a child that is beyond the capacity of the staff to properly care for and, at the same time ensure the smooth functioning of the program, parents will be asked to pick up the child as soon as possible.

Contagious disease

If your child contracts a contagious disease, you must notify the center immediately. The center will then notify other parents and/or the Illinois Dept. of Health of any exposure so that they may take appropriate action.

Medicine

Although we encourage parents to administer medication to their children outside of school hours, we understand that at times your child may need medication during the day. Children will not be permitted to keep medication in their own bags or cubbies. We will administer prescription or non-prescription medicines to your child only with your written instructions. If you bring medicine to school, you must:

1. Provide medication in original container. **NO OTHERS WILL BE ACCEPTED!!!** Over-the-counter medication shall be clearly labeled with the child's first and last name. The container shall be in such condition that the name of the medication and the directions for use are clearly legible.
2. Fill out a *Medical Dosage Release Form* stating what the medicine is, when it is to be given, and how much. This must be done for each day the child is to receive medicine. Forms can be obtained from your child's teacher.
3. Make sure that the prescribed medicine's container is labeled by the pharmacy with the child's name and dosage.
4. Put the medicine in the locked container/cabinet provided in the classroom.
5. Post the *Medical Dosage Release Form* on the refrigerator in the classroom

Emergency policy

In the case of a serious medical emergency, staff will call 911 immediately. In the case of an emergency involving poisonous substance, staff will notify 911, as well as the poison control center.

Nutrition and meal service

Lunch for the children is provided by the catering service *Quality Catering for Kids*. Snack is served twice a day, once prior to lunch and once after lunch. There will be a family rotation plan for providing healthy snacks to the children. The snack rotation plan, as well as the monthly lunch menu will be submitted monthly in your child's cubby.

Commercially prepared foods may be brought in occasionally by parents as part of holiday or birthday celebrations. According to state law, food brought in for this purpose must arrive unopened as packaged by a bakery or manufacturer.

If your child has any dietary restriction, a written note is required to be kept on file at the center.

Diapering/toilet training procedures

The center will have a designated diapering area. All staff and parents must follow the posted diapering procedures. Toilet-training equipment will be provided for children being toilet-trained.

Smoking and Alcohol Policy

The use of tobacco, in any form, is strictly prohibited in the center. The use of alcohol, drugs and controlled substances is prohibited in the center.

Emergency Procedures

The CLCP is well prepared for both individual and larger emergencies. Several procedures have been established in order to provide for protection against and care in the event of an emergency.

Individual Emergencies

The Director and members of the staff of CLCP are certified in Red Cross CPR and First Aid. All staff receives ongoing review of procedures in the event of an individual emergency.

Mass Disaster Preparedness

The CLCP conducts monthly fire and tornado drills, in which children and staff practice evacuation to predetermined areas when the drill bell is sounded. The CLCP has also taken steps to assure special safety in the classrooms.

School Closing/Severe Weather

The 2006/2007 School Board made a decision that CLCP would follow the school closing of one of the primary schools in the area. In the event of severe weather, the Director will watch the local news beginning at 5:30am. If the primary school is closed, CLCP will also close. In the event of severe weather or an unplanned emergency, the Director will contact families by 7:00am. We understand that this may cause inconvenience; however, we must ensure the safety of all families and staff. We are unable to give a refund for these days. However, in the event of school closure, children who regularly attend school on this day, may be brought for an additional drop-in day at no cost any time during the rest of the school year.

We strongly encourage parents to use their own judgment when the weather is questionable for both you and young children to travel to and from school.

Child Abuse/Neglect Reporting

In accordance with state law, center staff will report any suspected incidence of child abuse and/or neglect to the Illinois Department of Human Services.

Confidentiality of Records and Information

Information pertaining to the admission, progress, health, or discharge of an individual child will remain confidential and limited to the CLCP staff, its Director and to the Department of Child and Family Services representative, unless the parents of the child have granted written permission for disclosure or dissemination.

If ever a situation would arise in which confidential information would need to be shared, the parent of the child would need to fill out a *Confidentiality Release Form*. This form would specify to whom information may be released and the length of time that the release form is valid.