



Charger Child Care, Inc.

Parent Handbook



# Charger Child Care, Inc. Parent Handbook

Revision 2.3

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## Contact Information

### **Charger Child Care, Inc.**

1112 Division Street ~ Lower Level

Orion, IL 61273

Phone: 309~526~5777

Website: [www.ChargerChildCare.com](http://www.ChargerChildCare.com)

### **Beth McAvoy**

Owner/Director

Email: [director@chargerchildcare.com](mailto:director@chargerchildcare.com)

## Introduction

The goals of Charger Child Care's preschool and child care program begin with the desire to provide a safe, educationally and socially enriching environment in which children learn to be self-confident away from home. Our programs seek to stimulate the child's curiosity, and encourage well-rounded growth for all children based on their individual levels of development. Children learn to relate well to their peers, and to trust and respond to a variety of adults. They are helped to understand and respect their own and other children's cultural traditions.

Program activities are designed to meet the needs of diverse ages and developmental levels. Our curriculum is developed from observation of the children's interests, and we build whenever possible on encounters beyond the classroom. All children are encouraged to participate in activities to develop their whole body coordination, hand-eye coordination, expressive language and listening skills. Art experiences involve a variety of materials. Music is presented with games, instruments and a growing repertoire of songs.



Efforts are directed towards nurturing creativity and self-esteem through such activities as block building, clay modeling, sand and water play, dramatic play, cooking, experimentation, and arts and crafts. Moreover, through these "hands on" activities, children are introduced to concepts in math, reading and language.

The organization of the classrooms as well as time for the children to choose their activities allows freedom to explore areas of interest and help to develop the children's own independence. The children have many opportunities to spend time in small groups and they are encouraged to solve problems in their own

relationships and interactions; of course, the staff is always there to assist the children find solutions if needed.

## Enrollment and Withdrawal

Charger Child Care offers enrollment to children 24 months to 6 years of age, we do not discriminate on the basis of race, sex, color, religion or physical or mental disability. Your child's personal information will not be released.

During the enrollment process each family is presented with an enrollment packet which includes the following:

- Parent Handbook
- Enrollment Application
- Contract Agreement
- Medical Form (must be returned within 30 days or care may be denied)
- Immunization Form
- Parent Consent Form

We require two weeks written notice of withdrawal from our program. If this is not submitted you will be billed for those two weeks of child care.



# Fees and Tuition

Tuition is due one week in advance. Checks may be made payable to Charger Child Care, Inc.

Payments received after closing on Friday are late, and a \$25 late fee will be charged to the account.

Child care will be denied if tuition is more than one week overdue unless prior arrangements have been made with the director.

The parent/guardian is responsible for all fees incurred from a returned check.

Occasionally throughout the year the children will have special projects to build/create. Those expenses will be passed on to the child's family.

Charger Child Care's tuition and fees are evaluated each year. A small increase to cover costs of staff raises and inflation can be expected. These increases will take effect the first full week of February.

A discount is offered for families with two or more children enrolled at Charger Child Care.

Registration Fee	\$45 per child
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## Tuition

- |  |                 |
|--|-----------------|
| ○ Daily tuition  | \$29 per child  |
| ○ Weekly tuition   | \$130 per child |
| ○ Weekly tuition for families with two or more children enrolled | \$120 per child |

# Hours of Operation

Charger Child Care is a full year program.

We are open 6:30 a.m. ~ 6:00 p.m. Monday ~ Friday

Please notify us if your child will be coming in late or not attending for the day.

Families that pick-up their child after 6:00 p.m. will be charged a late fee of \$20.00 for every ten minutes they are late. This is payable directly to the closing staff member within 24 hours. You will be asked to sign a form stating the time you entered the building.

If a child is not picked up by closing . . .

- The closing staff member will call the parent/guardian's work, cell and home phone numbers.
- If we are unable to reach the parent/guardian we will begin calling people from the emergency pick up list.
- If no one can be reached the director will be notified.
- An hour after closing the director will call the Department of Children and Family Services at 794-3500 to report an abandoned child.

# Closings

Please tune into KWQC TV6 for unscheduled center closings.

Below is a list of scheduled center closings. These are normally charged days.

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Years Eve Day (close at 2:30)



We schedule all national holidays on the day designated by common business practice.

## Family Vacation

Every child enrolled full-time at Charger Child Care may take up to two weeks vacation per calendar year at half tuition. The vacation time must be taken one full week at a time, and your child must not be in attendance during the week.

## Illness

The Health Department prohibits the admittance of any child into a child care center that exhibits any of the following symptoms: a fever (100°f or higher), diarrhea, vomiting, discharge from eyes or ears, an unexplained rash, or lice. Also a child will not be allowed admittance if they have any communicable disease such as chicken pox, measles, mumps, pink eye, influenza, etc.

Your child may return to the center when the incubation and contagious period has passed and your child has been symptom free for 24 hours (without the aid of fever reducing medication).

If your child requires medication during the day you will need to fill out a Medication Log and hand deliver it to a staff member.

We try to go outside everyday, weather permitting. If you feel your child is not well enough to participate in this daily experience they may need to remain at home.

## First Aide Plan for Minor Injury

If the skin is broken

- The wound is washed with soap and water.
- A bandage is applied if needed.
- Ice may be applied if needed.
- An Accident Report is filled out, which the parent/guardian must sign
- If the wound is serious, the parent/guardian is called.

If a child falls

- Staff applies an ice pack.
- An Accident Report is filled out, which the parent/guardian must sign.
- If the wound is serious, the parent/guardian is called.



## Emergency Plan for Serious Injury

- The staff observes the accident scene.
- The child is then checked for vital signs.
- CPR is administered if needed while someone else calls 911.
- Emergency care for the child is given until the emergency crew arrives.

## Emergency Plan for Traveling

Each child has emergency care information on file. This information includes phone numbers, allergies, special medical needs, etc. The file is taken along every time the child leaves the center for walks, field trips, etc.

When a child needs emergency care while away from the center the staff takes the following steps

- Assess the situation
- Assess child for proper first aid treatment
- Applies first aid or other emergency care as needed
- Has another staff member call 911 and then the director
- The director calls the parent/guardian
- When the emergency technicians arrive, reports on the situation

## Pest Management Plan

The Charger Child Care, Inc. building located at 1112 Division Street Lower Level, Orion IL is treated for pests twice a year by a licensed pest control company. Parents and guardians are notified prior to treatment. Information sheets on the chemicals used are kept on file and are available upon request.

## Insurance

Charger Child Care, Inc. has an insurance policy that meets DCFS guidelines.

## Communications

DCFS requires each child to be signed in and out each day with the time and your initials.

**Important:** Please notify us if someone different is picking up your child. That person must show a photo I.D. before your child is released from our care.

Each classroom has a weekly theme and activities unit. This lets you and your child know what to look forward to during the week. Please feel free to contribute to our themes.

Please visit our website, [www.ChargerChildCare.com](http://www.ChargerChildCare.com), for announcements, lunch menu, daily schedule, an electronic version of the Parent Handbook, and lots of photos of our projects and events.

If you need to contact our staff during the day please call during naptime (12:30 p.m. ~ 2:30 p.m.) or leave a message and we will return your call during naptime. Of course, if it is vital that you reach us immediately we are here for you.

# Guidance/Discipline

The health and safety of each and every child at Charger Child Care is our primary concern at all times. We encourage the children to be kind and considerate to everyone. We will not let them hurt themselves, others or the environment around them.

If a child breaks these rules our teachers will

- Clearly define limits and consistently maintain them.
- Help the child find the words or actions necessary to connect with his/her peers.
- Redirect the child toward other areas of their interest.
- Use positive methods and words to change undesirable behavior that will not lead to loss of self-respect. No child will be shamed or labeled.
- Remove the child from the group to help the child regain control. This will not exceed one minute per year of age.

If a child repeatedly violates these rules the following actions will result

- The child and director will talk about the problem and try to reach the best solution.
- The parent/guardian will receive a written notice or a personal call from the teacher or director and a conference will be set. The purpose of the conference is to find the best solution for everyone.
- If unacceptable behavior continues the child may be sent home and another meeting set up to decide if Charger Child Care is the best placement for the child.

- Bringing any life threatening weapons to Charger Child Care is cause for immediate dismissal.

## Personal Belongings

Please write your child's name on their personal belongings (e.g. coats, extra clothing, blankets, back pack, and toys). If a child brings a toy from home it will be shared with everyone. The children may bring a special item such as a blanket or favorite soft toy to use during naptime, that item will be placed on their cot throughout the rest of the day.

## Food

Two snacks and lunch are served daily. Look for our posted monthly menu on the Parent Bulletin board and on our website. Morning snack is served at 8:40 a.m. A well balanced lunch is served at 11:40 a.m. Afternoon snack is served at 2:45 p.m. Children are encouraged to eat with us, but never forced. Please do not send candy or gum with your child.



## Supplies

Children that are still in the potty training stage will need to have two full sets of clothes at the center. Parents/guardians are responsible for diapers/Pull-Ups, and wipes. If panties or underwear are being used please bring rubber pants for each pair of under garments. Soiled panties and underwear are bagged and sent home. The child will be encouraged to sit on the potty approximately every 45 minutes throughout the day. We understand that potty training can be a stressful time in the child's life as well as their family's. We ask for your support and patience in this endeavor.

Each child has a hook for coats and cubby to hold their prized possessions, please keep in mind our space is limited.

Each child is required to be appropriately dressed for all weather conditions throughout the year. We go outside daily except in extreme weather. If you would like to bring sunscreen, we will apply it to your child before going out.

## Field Trips and Excursions

On occasion we will take the children on walking trips and special field trips in the area. All such trips are under the supervision of staff members and parent volunteers. All health and safety precautions are taken, which includes bringing a First Aide kit and a cell phone for emergency use. Field trip details are posted in the classrooms so parents know where we are going, when we left, when we will return, and the number of the cell phone we are carrying.



## Visitors

We have an open door policy. Please feel free to stop in and visit anytime. All visitors at Charger Child Care are under staff supervision the entire time they are at our center.

## Guest Reader Program

As part of our effort to promote literacy and enhance our preschool program we have a Guest Reader Program. Through this program we invite community members and public figures to read stories to the children and tell us about their career. If you or someone you know would be interested in reading to our children please contact the director.



## Family Recruitment Incentive Program

The Family Recruitment Incentive Program is our way of thanking you for helping us grow. We know that word of mouth is our best advertisement. We want to reward our parents for helping us spread the word.

The way it works is, you refer a new family to Charger Child Care, and when they enroll and meet the requirements you get free days credited to your account.

Please see Miss Beth for more details.

