

## **The Brightest Future for Our Youngest Children**



**Established 1996**

**Welcome to Kiddie Kollege of Fairfield, an early childhood learning center accredited by NAEYC (National Association for the Education of Young Children) and have attained Gold on ExceleRate Circle of Quality. Because the early years of a child's life sets the stage for later years, the educational program you choose for your child will be one of the most important decisions you ever make. Kiddie Kollege is committed to providing a safe, healthful, happy, drug free and educational environment, within a nurturing atmosphere, for every child we serve. We are committed to helping your child grow mentally, socially, physically, and academically under the guidance of a certified and dedicated staff. Your child will also have access to other educational collaboration programs on-site at no extra charge. Inquire upon enrollment to see if you child qualifies for these additional services. Our facility has an open-door policy and you are welcomed to visit, call, email, or write or talk to program personnel at your convenience.**

**Please visit our website: [www.kiddiekollegeoffairfield.com](http://www.kiddiekollegeoffairfield.com) and check us out on Facebook!**

**Administrator: Jill Andrews, Ph.D., IL Director Credential Level 3**

**Director: Angie Lane, B.A.E.C., IL Director Credential Level 2**

**Asst. Director: Kristen Harwell, A.S.**

**Our Goals:**

- I. For your child:
  - A. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships;
  - B. To provide appropriate play experiences that contributes to the developmental needs of your child;
  - C. To provide opportunities for meaningful play that are based on the child's individual needs, interests, special needs and abilities and that will build important foundations for future reading skills and other academic pursuits.
- II. For the Parents:
  - A. To provide opportunities to meet with and work with other parents and teachers who have as their common concern the interests and needs of the pre-kindergarten and primary child;
  - B. To provide care for the child while the parents pursue their own work or other interests;
  - C. To provide opportunities to grow in the understanding of child development through their child's educational program.
- III. For the Community:
  - A. To help meet the needs of the community for an early childhood education facility;
  - B. To contribute to the wholesome growth and development of the future citizens of the community;
  - C. To enhance the role of the community service clubs as an integral part of the community;
  - D. To provide a setting where people of various religious and ethnic backgrounds can work together for a common interest.

**We provide services and refer families (parents and children) to other services without regard to race, color, religion, creed, handicap or disability, gender, national origin, limited English proficiency, age, sex or sexual orientation and marital or family status.**

**The center is licensed and inspected by the State Department of Children and Family Services, the State Fire Marshal and Wayne County Health Department. We are licensed to serve 150 full time children. We are a drug-free establishment and permit no smoking on the premises.**

**Enrollment:** The center is open to all children. Age requirement is age six weeks through twelve years. Parents and child are encouraged to visit the center in advance in order that both may become familiar with the new surroundings and teachers. Application forms and medical forms may be picked up at the early childhood center office. Children needing full-time care are given slot priority. All forms must be turned in prior to the child's first day of attendance. In emergencies, we will need the emergency consents and other DCFS forms completed on the first day of attendance. Physical forms and immunizations must be signed and dated by a physician. A TB skin test, lead screening and current immunizations are required within 30 days of enrollment. If a child is overdue for any routine health services an appointment card is required.

**Health Requirements:** Children cannot be in a group setting if their temperature is 101 or above, if they have diarrhea or if they are vomiting. This is for the child's well-being as well as for the protection of the other children. If symptoms develop during the day, the child will be isolated until someone can come and get them. The children must be free of symptoms for 24 hours before returning to the center. Parents will be notified of communicable diseases contracted by any child at the center, so symptoms can be watched. (Licensing #407.31) If it is necessary to give medication during the day, all medicine must be accompanied by written instructions on the bottle: child's name, doctor, dosage, method and time. Medicine slips must be filled out at the beginning of each month and given to the child's teacher. Medicine slips can be picked up in the Director's office or in the child's room. Teachers may only give medication when it is authorized by the parent on the medication sheet including the time, date, amount, method and type of medication. After medication is given, each teacher is to keep a record of the same on the medication sheet. Medication will be properly labeled and stored in a designated refrigerator, outside the classroom and out of the reach of children. Prescription and non-prescription medication must be in the original container and properly labeled and stored in a locked container or in a refrigerator with non-food items. At no time will medication be given to a child if the expiration date on the bottle has passed. Over the counter medication requires BOTH written permission from the parent/legal guardian and instructions from the licensed health provider. Tylenol may be given with Director's approval under special circumstances (Licensing #407.36).

**Drug Free Premises:** Kiddie Kollege are drug, alcohol and smoke free working environments. Smoking will not be allowed on the premises. No firearms are allowed for any reason on the premises. All employees are subject to random drug testing and can be tested for reasonable suspicion. Medical cannabis is not allowed on the premises.

**Discipline:** No form of corporal punishment or verbal abuse is ever used and staff do not engage in psychological abuse or coercion when disciplining a child. Redirection is used as a first resort. Positive Discipline training has been provided to our staff on an annual basis. It is our belief that positive behaviors will increase when they are reinforced and negative behaviors will decrease when they are not reinforced. No child be deprived of regularly scheduled meals or any part of meals as punishment or punished for toilet accidents. Discipline shall never be associated with rest periods, toilet training, or food. Discipline shall be the responsibility of adults who have an ongoing relationship with the child. The Director will work with the parents to discuss any behavior issues and find a solution. Restraint may only be used for safety reasons.

Our center has an Expulsion Prevention Policy and Procedures to follow in order to ensure that every effort is made for children to remain enrolled in our care.

**Classroom Continuity of Care:** Each group of children will be assigned teaching staff who have primary responsibilities for working with that group of children. These teaching staff provide ongoing personal contact, meaningful learning activities, supervision and immediate care as needed to protect children's well-being. The center will keep infants and wobblers/toddlers together with their teaching staff for nine months or longer.

**Classroom Promotion Policy:** Promoting a child to another classroom will be based on the following criteria: age, maturity, physical development, wishes of the parent, and the ability of the child to adapt to the new room. Children will "visit" the new room in order to get to know the new teacher and children. After two weeks, if a child has been promoted and has not adapted well, a decision may be made to return the child to the previous room until the child has matured or is able to make the transition.

**Arriving/Departing:** Children must be accompanied into the center by the parent or designated person and personally taken to their classroom to be signed in with their teacher. The center is not responsible for a child who enters the center unaccompanied. No child will be released to an unauthorized person at any time this is for the protection of the child. The center must be notified if someone else is to pick up the child. This person will have to show some form of I.D. before the child is released. All parents will use the computer ID system to sign their child into the center and as they take their child from the center. DCFS requires that all children be signed in and out by an authorized person. Always say "Good-bye" to your child and let them know who will pick them up. Never sneak away, even if it means tears, but do not prolong the farewell. It is very normal for children to cry when separating from their parent. However, they will seldom continue to cry

after the parent is out of sight. If a child continues to cry for any extended period of time, we will contact the parent.

**Building Security & Access:**

Everyone entering the center will be required to use the Keyless Entry System located in the foyer on the right side of the doors. Codes will be assigned to each person entering the building. This code will be specific to each person and is not to be used with any other individual.

**Attendance:** Our operating costs are paid from the income generated by the weekly fees. We charge full fees each week. Our private pay half-day rates apply to less than five (5) hours attendance. If a child is absent for 5 consecutive days for vacation with parents or due to an illness, the parent will not be charged for that week. However, the days must be consecutive, and parents must advise the office of the scheduled vacation/illness prior to the week absent.

**IDHS Childcare Assistance Program:** We have a contract with IDHS to provide income-based early childhood services to those parents whose income meets the guidelines. Parents are required to pay a small co-pay. Inquire at the Director's office for information.

**ISBE Pre-Kindergarten Program:** Children age three to five can be screened to attend one 2.5 hour session per day in our pre-kindergarten program. This is a free program.

**School Age Bus Drop-Off Policy:** If a child is scheduled to be dropped off by a bus at Kiddie Kollege, then the child must be signed in at our facility. When picked up, parents must come in the building and sign them out. If a child has a schedule that requires the bus to bring them to Kiddie Kollege, then the parent is billed for that day, regardless of whether the parent is here to pick the child up or not. We are responsible for determining if every child is safely in our building after being dropped off by the bus. So, every child must be signed in/out each day so that we are able to determine the location of each child and can ensure their safety.

**Holidays:** The center will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day if it falls on a week day. If the holiday falls on your scheduled attendance day, you do not have to pay for that day of care.

**Rates:** Payment for all children is due weekly. After an account is over 30 days in arrears, all early childhood services will be discontinued until the account is paid up in full. There is a one-time enrollment fee for each child - \$20.00 for first child

and \$10.00/each for all other children in a family. Half day rates apply to less than 5 hours per day. If a child is approved by IDHS during summer months, then any daily activity fees associated with school age summer activities that the child attends, such as swimming, are to be paid by the parent separate from their copay.

**Re: Assistance Program:** If a child's attendance falls below the required 80% attendance rate, Kiddie Kollege has the right to terminate services.

**Private Pay Child Care Prices (May 2019):**

Infant/Wobbler .....	\$35.00
Infant/Wobbler-Half Day.....	\$17.50
Twos - Full Day .....	\$29.75
Twos - Half Day.....	\$15.50
Preschooler (3-5 yrs.).....	\$25.00
Preschooler-Half Day.....	\$12.50
After school.....	\$12.50
School Age (full day).....	\$25.00
School Age (summer months).....	\$25.00

**(Additional fees for School Age Activities)**

There is a 4 half/full day minimum attendance for all children pre k age and under. Fees are based on individual enrollment agreements, not attendance. This attendance policy does not apply to school age children attending holidays or summers. Families will be given one week unpaid days for vacation and any time a child is hospitalized. Families whose children attend during the regular school year may “drop in” during the summer months (Kiddie Kollege site only). Parents should provide their work schedule to the office each week so staff can be scheduled accordingly. If you do not notify the office when your child will not be attending a scheduled day, you will be charged a lunch fee of \$2.00.

**Hours:** The center is open Monday through Friday, from 6:30 a.m. until 5:00 p.m. (unless posted differently).

**Late Fees:** Please remember closing time. A charge of \$1.00 per minute after closing time will be made for each child picked up late. Ongoing tardiness can result in dismissal.

**Refund Policy:** If after all childcare costs are paid and there still remains a credit balance on a parent account, a refund will be made within 2 days upon request of the parent.

**Foods:** A well-balanced breakfast (7:45-8:30) and lunch (11:00-11:30) and afternoon snack (2:30) is provided daily. Please advise your child's teacher of any food allergies your child may have. A doctor's report is required if a diet change is necessary. Children eat together with the same age children. This provides opportunities to learn desirable table manners, good food habits, and give and take of conversation. Food requirements for children between six weeks and the age of eating table food shall be geared to the needs of the individual child and determined by consultation with parents within the guidelines of the ISBE food program. Kiddie Kollege will provide infant formula comparable to Enfamil with Iron, baby cereal and baby food at no charge, if requested by the parent. The center supports breastfeeding by providing space storing milk and instructing staff on handling procedures. The lunch meals of all children will be nutritionally balanced, conforming to age-appropriate portions and variety as reflected on the meal pattern chart for children 0-12 years of age, located in the kitchen of Kiddie Kollege, unless otherwise indicated by the child's physician. Teaching staff may offer solid foods to infants beginning at four months, unless the infant is developmentally ready and the practice is approved by the families. All meals of children one year and older will also be provided with age-appropriate portions and variety as reflected on the CACFP meal pattern chart, located in the kitchen. The main meal shall be a hot meal, except during the months of June through September. Children are encouraged (but not forced) to taste all foods which are placed on the table. All Staff receive Food Handler Training every 3 years.

**Menu Requirements:**

- Menus shall be planned, dated, and posted for parent review.
- Menus shall be planned with consideration for cultural and ethnic patterns but must also be nutritionally equivalent to the requirements of the meal pattern chart, located in the kitchen of the center.
- A child requiring a special diet due to medical reasons, allergic reactions, or religious belief shall be provided meals and snacks in accordance with the child's needs and the written instructions of the child's parent or guardian, or licensed physician.
- Children shall be served small servings of bite-size pieces no larger than ¼ inch square for infants and ½ inch square for wobbler/toddler, according to each child's chewing and swallowing capability.
- All meals shall be suitable for children and shall be prepared by methods designed to conserve nutritive value, flavor, and appearance. Staff will not serve children younger than four years of age the following foods: hot dogs, whole or sliced into rounds, whole grapes, nuts, popcorn, raw peas,

hard pretzels, spoonful of peanut butter, or chunks of raw carrots, or meat larger than can be swallowed whole.

- Adults shall sit at the tables with the toddler and pre-K children and engage them in conversation during snack and meal times.
- Meals shall be relaxed and unhurried.
- Tables, chairs, dishes, glasses, and eating utensils shall be of a design and size suitable for children of the age served.
- The facility shall have drinking water freely available to all children.
- If 100% juice is served, those children above the age of 12 months are limited to no more than four ounces per day.
- Water shall be offered at intervals to infants and toddlers. The center will not feed cow's milk to infants younger than 12 months. The center serves whole or reduced-fat cow's milk to children of ages 12 months to 24 months.
- Children are not allowed to bring foods from home for mealtime as it interrupts the class and we must ensure that all children receive the same nutritious meals.

**Birthdays:** A child may celebrate his/her birthday and provide special treats for all the children in their classroom, if parents notify the teacher in advance.

Cupcakes, cakes or cookies may be provided, but must be prepackaged. Please do not send gum, hard candy, or gifts.

**Absentees:** If your child is not going to attend a day of their regular schedule please notify the director by 9 a.m. If scheduled child is absent for 5 consecutive days for a vacation with parents or due to an illness, the parent will not be charged for that week. However, the days must be consecutive and parents must advise the office in writing of the scheduled vacation prior to the week absent.

**Clothing:** Children should always be dressed in comfortable play clothes and should wear shoes that do not inhibit play. Sneakers have become acceptable year round and provide a safe form of footwear, just right for running, climbing, etc. Footwear is required for all children. Parents of Infants, Wobblers and Twos should also bring diapers and wipes for daily use. A complete change of clothing: pants, underwear, shirt and socks, should be at the center at all times, no matter what the age of the child. It might be helpful to place these extra clothing items in a bag with your child's name. It will then be placed in your child's mailbox. When the extra clothing is used, be sure clean replacements are sent to the center. All garments should be marked with the child's name.



**Sleep/Rest Periods:** Regular time will be set aside in all classrooms for a sufficient rest period not to exceed 2.5 hours, except for ISBE Pre-k. This period is designed to allow those children who need to sleep the opportunity to do so. It will also provide a quiet restful period for those children who do not normally sleep. Non-sleeping children will be encouraged to listen to music, read books, etc., during this quiet time. No child will be forced to take a nap but all will be encouraged to respect the needs of others during this time. All shoes, necklaces, and restrictive clothing will be removed for sleep periods. Individual cribs and cots will be provided for all the children, as well as appropriate bedding. Toddlers and preschool children (ages 2-5) are allowed to bring a favorite blanket from home, if so desired. Sheets or blankets belonging to the center are to be washed 2 times per week. Children's blankets will be sent home on Fridays to be laundered. (Licensing #407.35) Infants 12 months and younger are placed on their backs to sleep unless ordered by a physician. Pillows, quilts, comforters, sheepskins, stuffed toys, and other soft items are not allowed in cribs or rest equipment for infants younger than twelve months. The infants head will remain uncovered during sleep. After being placed down for sleep on their backs, infants may then be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position. Infants entering the classroom asleep will be removed from their car seat and placed in their assigned crib. All infants will be moved to their assigned crib when sleeping.

**Potty Training:** Potty training will be encouraged when a child is promoted to the classroom for 2-year-olds, with approval of and cooperation with the parents. Children will be taken to the bathroom at regular intervals (normally 1-2 hours). Positive encouragement and reinforcement will be used at all times. Children will be allowed to progress in toileting at their own speed. At no time will any form of discipline or negative response be used. Soiled clothing is to be placed in a small garbage bag and sent home with the child in the afternoon. "Accidents" on the floor shall be cleaned thoroughly with the proper cleaning formula by the teacher (1:10 bleach solution). Unless the child is completely potty trained, the teacher is to supervise and assist each time a child goes to the potty. The teacher will also assist the child in wiping each time they potty. (Licensing #407.34)

**Teacher Conferences:** Parents, feel free to talk to your child's teacher at any time. Parent-teacher conferences will be held twice per year and progress reports will be sent out July/Jan. Please contact the director if you have a special need or want to report any upsetting experience you think will help your child's teacher understand them better. Teachers will communicate with parents openly and honestly concerning their daily activities, eating, sleeping habits, behavior changes and assessment methods that will best meet the child's needs. Parents

will be informed of any minor injury (scrapes, bumps or bruises). If a teacher has information concerning a child and the teacher leaves before the parent arrives, the information will be written down for that parent or communicated to the teacher responsible for that child. (Licensing #407.27)

**Conflict Resolution:** All parents are to first meet with their child's teacher regarding any issue. Then, if they still feel the issue has not been resolved, then the parent is to speak with the Director regarding the issue. The Director will then schedule a meeting with the teacher, parent and Director to resolve any outstanding issues.

**Confidentiality:** Confidentiality is of paramount importance in our center. All of the information provided to us by you, such as address, phone numbers, custody information, and health and safety information is seen and recorded only by the administration staff, the staff directly responsible for the care of your child and to our DCFS licensing representative. At no time will your child's personal/ assessment/ screening information be given out without your consent.

**Teacher/Child Ratio:**

Classroom assignments will be made in the following order  
and child/staff ratio:

Infants (0-15 months):1 teacher per 3 children

Wobblers (15-24 months):1 teacher per 4 children

Toddlers (2-3 years old): 1 teacher per 5 children

Preschool (3-5 years old): 1 teacher per 10 children

School Age (6-12 years): 1 teacher per 20 children

These ratios are lower than required by DCFS because we are NAEYC accredited. However, DCFS rates may be used due to staff illness or other unforeseen circumstances. Every effort will be made to see that the lower ratios are maintained in each room. When only one teacher is present, the age of the youngest child determines the teacher/child ratio. (Licensing #407.19).

**Family Involvement:** We welcome family members into the center at any time. We want to exchange thoughts and information on your child whenever necessary. We have a parent lending library that you may use at your convenience. During class time, you may wish to share your talents with us, or help us with various projects to benefit your child and his/her classmates. You need no appointment to come and visit. We particularly invite parents to share their cultural

background with the children in our facility. We distribute a satisfaction survey on an annual basis.

**Transportation:** The Fairfield and Geff Grade School buses children to our site to our after-school program. Parents must make necessary arrangements with their school if busing is needed for our after-school program. Parents are discouraged from leaving their vehicles idling while picking up their child.

**Field Trips:** Permission forms for trips, excursions and public park facilities are to be completed upon enrollment. Additional specific permission forms may be required. All field trips are under the supervision of Kiddie Kollege staff. Health and safety precautions are taken in compliance with DCFS standards.

**General Information:** Teachers will be responsible for the safety, health, and well-being of each child. Teachers shall strive to help children develop a positive self-concept and attitude toward learning self-control and a sense of belonging. Children are treated with love and affection and our teachers communicate with them on their level of understanding. Each child will be supervised by sight and sound at all times. Children will never be left alone on the playground or in their room. Shoes are to be kept tied, noses wiped, and hands and faces are to be washed as needed. No controlled substances, alcohol use or smoking will be permitted on the premises. Staff members and volunteers shall practice good personal hygiene at all times. Hands are to be washed with soap and water upon arrival to work, before and after giving medication, after each diaper change/toileting, or handling of food or before and after feeding a child.

An Emergency Procedure Handbook, Evacuation Plans and first aid kits are located in each classroom.

Teachers are to wash hands before feeding children and as often as necessary to remove soil and contamination. When washing a child's face, one (1) washcloth shall be used per child. Washcloths are not to be shared or used to clean trays, tables, etc. Children's hands are to be washed with soap and water upon arrival, after diapering/ toileting, before lunch, before snack and after handling bodily fluids. Children are to be kept clean, dry and comfortable throughout the day.

## Rules and Regulations

### Center Rules:

- To prevent accidents, children are encouraged to walk and not run while inside the building;
- Children under the age of two are not allowed to wear jewelry of any kind for safety reasons or hair accessories smaller than 1 inch due to choking hazard. Items will be removed upon entering classroom.
- Children are not to stand on or jump off the tables, boxes, or book shelves;
- Children are encouraged to use inside voices and not yell while inside the center;
- Children will go outside and play every day weather permitting.
- Teachers will follow the playground schedule.
- Children are not allowed to bring toy guns, play weapons, violent videos or violent games of any kind on the premises. Cell phones are also not allowed.
- To prevent arguments, children should not bring toys or other items from home unless it will be used for "show and tell" or special activities designated by their teacher.
- No animals of any kind allowed on the premises.

### Playground Rules:

- Children should not stand in the swings and should always hang on with their hands.
- Children may not run up or down the slide.
- Children are not allowed to climb on the fence surrounding the playground.
- Children may not stand or jump off the top of any equipment.
- When riding the tricycles, children are to sit and peddle; not run and push the tricycles and not sit in the middle of the handlebars.
- Children are encouraged to go to the bathroom before going out on the playground to prevent individual children from returning inside to the bathroom unattended.
- Locks on any gates are to remain locked at all times.
- Teachers are to interact with children on the playground and not sit and talk to each other. (Licensing #407.39)

### **Lesson Plans:**

- **Classroom teachers will prepare lesson plans each week in writing and turn the plans into the Director for review. Comments and suggestions will be made if deemed necessary.**
- **The activities planned for each classroom will be geared toward the age group of the children and governed by developmentally appropriate practices and NAEYC accreditation standards.**
- **Lessons will be planned by each classroom teacher and reviewed by the Director and shall provide experiences in art, music, library, manipulative, block building, science, dramatic play, etc.**
- **Classroom goals and objectives are aligned with Illinois Early Learning Standards and IL Early Learning Guidelines and implemented through “Creative Curriculum”.**

### **Classroom Program Components:**

- **Each classroom will operate on a daily schedule providing a planned program of activities geared to the individual needs and developmental levels of the children being served. These activities shall provide experiences that promote the individual child's physical, emotional, social, and intellectual growth and well-being.**
- **The daily program shall provide experiences in the following areas: Art, music, literature, manipulative, block building, science, dramatic play, nutrition and health, etc.;**
- **Indoor and outdoor play in which the children make use of small and large motor skills;**
- **A balance of active and quiet play, including group and individual activities (visible to the teacher);**
- **Activity areas, equipment, and materials will be arranged so that the child's activities are visible to the teacher;**
- **Regularity of routines will afford the child security of knowing what is coming next;**
- **Sufficient time for activities and routines will assure that children can progress at their own developmental rate; and, there will be no long waiting periods between activities or prolonged periods during which children must stand or sit.**

### **Room Organization:**

- Toys and play materials will be arranged so that the child can easily reach them.
- The room will have a variety of toys and materials so that children do not fight over popular toys.
- The room will be divided into different learning centers so that the children may play without interruption from another learning center/or group.
- Toys will remain in the group in which they belong unless the teacher allows them to move for a special activity.
- The room will be cleaned up before changing activities such as circle time, outside play, etc. The teacher will help and encourage the child to place the toys in the correct area in which it belongs in a neat and organized manner.
- Broken toys will be taken to the Director with recommendations.
- Classroom supplies and toys/equipment must be treated respectfully.
- Extra toys are to be stored in the storage room and the storage room is to be kept neat. No toys are to be kept in the hallway. (Licensing #407.38)

### **Sanitary Procedures**

**Water Table Play:** Children are not allowed to drink the water out of the water table. Children with sores on their hands are not permitted to participate in water play. Water is changed before a new group of children participates in water play activity. The water is drained after each group of children.

**Cleaning Toys:** Infant and toddler toys (ages 0 - 24 months): Infant and toddler toys will be washed daily with the proper cleaning formula. Small stuffed animals and soft toys are to be washed weekly. Preschool toys (2-5 years): Preschool toys will be washed at least once per week. Toys which are frequently put in a child's mouth, such as kitchen toys, are to be washed frequently and dress up clothes is to be washed weekly if used.

**Cleaning Toilet Seats or Potty/Diapering:** Staff will check children for signs that diapers/pull ups are wet or contained feces at least every two hours when children are awake and when children awaken or on an as needed basis. Diapers are changed when wet or soiled within 5 minutes of discovery. A child's toilet seat, toilet handles, toilet bowls, door knobs, and floors will be cleaned and sanitized daily or immediately if visibly soiled. Changing tables shall be disinfected after each use. Diapering, hand washing and table cleaning procedures are posted in each classroom by changing table or in the bathrooms. Adults and children shall wash hands after each diaper change. (Licensing #407.32)

**Child Pick-up and Drop-Off Policies:** Teachers are to pleasantly greet children arriving and help ease the separation transition between parent and child. Children are not allowed to be picked-up by anyone other than their parent or guardian unless written permission has been granted from the parent or guardian. If a child is still at the center after closing time, every attempt will be made to contact the parent or guardian. If the parent or guardian cannot be contacted, the emergency contacts listed on their application are to be called. Parents or person bringing the child will use the computer ID system. This will indicate the time, date, signature of person, and name of child. Teachers in the classroom shall refuse to release a child to any person, whether related or unrelated to the child, who has not been authorized, in writing, by the parents or guardian to receive the child. When this occurs the parent is referred to Director. Custody disputes will require legal documentation provided to the Director. Persons not known to the staff shall be required to provide a driver's license (with photo) or photo identification card issued by the Illinois Secretary of State to establish their identity prior to a child's release to them. (Licensing #407.26)

**Visitors:** From time to time, special guests from the community may be invited to visit the center to provide information and insight into particular areas of interest to the children. All visitors must check with the Director upon entering the center and will meet with the children only in conjunction with staff members. (Licensing #407.26) Therapists will be allowed access to children with written permission from the child's parent or guardian. These visits may or may not be in the presence of center staff.

### **Emergency Procedures**

**Medical Care:** There will be adequate staff trained in CPR and pediatric first aid in and EpiPen procedures an attempt to provide on the spot first aid at all times. If a child's injury or illness warrants urgent medical care, the Director, Administrator, or classroom teacher will immediately call 911 and then call the parent. All children enrolled must have on file a signed medical release form for the emergency care. Child medicine/food allergy procedures will be followed. Teachers shall fill out accident reports when any substantial injury is incurred which requires first aid and/or medical attention. (Licensing #407.31)

Written Individual Medical Procedures will be developed for all children with any conditions that could result in a medical or dental emergency and all staff will be trained on said procedures.

**Accidents:** If a child has an accident which the teacher feels might require medical attention, the child shall be taken to the Director, or designee, who will

contact the parent or guardian immediately. If the parent or guardian cannot be contacted, the person or persons on the emergency contact list on the child's application will be contacted. Accident forms will be kept in the Director's office for the teacher to fill out, and parents be notified in writing or in person. Teachers will review the accident with the Director or Asst. Director as soon as possible in an attempt to note anything that could be done to prevent further accidents.

**Fire Drills:** Fire Drills will be conducted on a monthly basis. The following procedure will be followed:

1. In the event of a fire and/or the fire alarm is set off, all teachers and children in the center will exit through the exits located off each of their classrooms. Teachers will be responsible for counting heads to ensure that all of their students have exited the building.
2. When all persons have evacuated the building the Director or designee, will be responsible for exiting with the master attendance record and will then check the roll.

**Disaster Drills:** Disaster drills will be conducted. The following procedure will be followed:

1. In the event of a tornado warning or earthquake, children will be placed in designated areas throughout the building.
2. Children will be instructed to kneel down and cover their heads and teachers should space themselves among the children.
3. The Director or the designee will take attendance records with her into the hallway.
4. Children will be kept on site until parents arrive to pick up their child.

**Emergency Closing Policy:** If due to a disaster, Kiddie Kollege is closed and parents will be notified through WFIW, Remind 101, and Facebook. For weather-related closings parents will be notified through Remind 101 and Facebook.

**Pest Control:** We will notify parents 24 hours prior to any spraying toxic pesticides. All pesticides will be child-safe that are used inside the building and non-toxic pesticides are used inside and outside the building whenever possible.

**Employee Drug Testing:** All staff are drug tested upon employment and are subject to random drug testing.



**Parent Contact:** In the event of a major disaster, the Director and staff will be completely devoted to providing the safety, comfort, and consoling of the children. They may not be able to contact parents. Following a disaster, parents are expected to reach the center as soon as possible.

**Child Abuse and Neglect/Special Problems & Needs:** All teachers will be trained to recognize the signs and symptoms of child abuse/neglect and pertinent resource materials will be available in their classrooms. Any child identified as a possible victim of child abuse or neglect will be reported directly to the Department of Children and Family Services within 24 hours. The DCFS telephone number will be located in the Director's office and the DCFS will be notified ASAP. All employees will continually assess the needs of each child. Any special needs identified will be discussed between the classroom teacher and Director. If these needs cannot be met within the services of the center, (i.e. hearing, vision, other medical or emotional, etc.) communication will be made with the parents of the child and recommendations will be made as to available resources. The Director will assist the parents in procuring the desired resources and participate in any necessary follow-up. (Licensing #407.25)

**WELCOME TO KIDDIE KOLLEGE EARLY CHILDHOOD CENTER!**

