

# OVERVIEW OF OUR PROGRAM

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**Programs to meet individual needs:**

Infant Care • Toddler Development • Preschool Education •  
Pre-Kindergarten Education • Full Day Kindergarten •

**Professional teaching staff:**

Experienced • Caring • Qualified • Loving

**Learning experiences in:**

Music • Art • Science • Reading • Math • Computer Experiences •  
Multicultural Experiences • Dramatic Play • Water Play • Cooperative Play •  
Self-Esteem Building

**Four food services per day:**

2 meals and 2 snacks provided with emphasis on good nutrition •  
Manners • Appropriate table conversation • Prayers



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## PHILOSOPHY

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The primary goal of The Methodist Family Child Care Center (MFCCC) is to provide a warm, loving and intellectually stimulating environment for children. We serve families who are employed by Methodist Medical Center of Illinois (MMCI) and its ancillary services and offices, as well as families from the community.

Our Center is designed to serve children six weeks of age through Kindergarten. We can accommodate up to 160 children at any given time. It is our intention to work in close cooperation with you, the parent/guardian, to meet the individual needs of your child. If you inform the staff of your child's needs, we can, for example, provide that little extra attention when a new brother or sister arrives.

We try to provide you with the maximum amount of flexibility in scheduling your child's attendance within the framework of delivering a healthful and developmentally sound program. By accepting your child into our program, we make a commitment to both you and our staff. We are reserving time, space, food, education, and nurturing spirit for your child. In return, we look forward to a cooperative, responsible attitude on your part as a parent. Turning in schedules, calling when your child will not attend, requesting your vacation time two (2) weeks in advance, reporting communicable illnesses, and keeping your child's clothes bin stocked appropriately all contribute to maintaining your child's enrollment.



## PROGRAM

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Our program provides opportunities for both active and quiet play for all ages. Developmentally appropriate activities may include dramatic play, music, science, painting, gardening and nature, exercise and dancing, creative movement, singing, pet care, reading, indoor and outdoor climbing, organized games, celebration of holidays and birthdays, multicultural experiences, play dough art, counting, letter and number recognition as well as excursions and play on our grounds. In addition to free play with toys, puzzles and manipulative equipment.

At age three, your child receives full day Preschool education and age four, full day Pre-Kindergarten education. In addition, picnics and field trips are included regularly to stimulate interest in the world outside the Center. Computer experience is offered to Preschool through Kindergarten children.

Schedules vary according to age groups. Specific classroom schedules are posted outside each room. Typically, the hours between 11:30 a.m. and 2:30 p.m. are devoted to hand washing, lunch, toileting, story time and rest period. From 12:30 p.m. to 2:30 p.m., we discourage any visits or pickups to allow uninterrupted rest for the other children. Naptime is over at 2:30 p.m. and classroom programs resume.

**As a parent of an enrolled child, you may have access to your child's classroom at anytime.**

*Infants* follow "home" schedules until they are approximately 12 months old. They start a gradual transition at age 12-15 months. At this time, children will begin to be fed and offered naps according to child care scheduling. *Toddlers through Kindergarten* follow the child care schedule. Children will be advanced to the next age group when there is space available and when the child is chronologically and developmentally ready.

Our trained faculty members enjoy helping your child grow to value him- or herself and others, to take turns and to share, to solve his or her own problems, and to become aware of him- or herself in relation to family, peers and teachers.



## STAFF

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The Methodist Family Child Care Center is staffed by qualified, professional educators who are well trained and experienced in working with young children. Methodist Medical Center volunteers and members of the Foster Grandparents Program are also an important part of our child care center. CPR and First Aid certified staff are scheduled daily. Parents, guardians, and grandparents are welcomed and valued as volunteer helpers on field trips and during holiday celebrations.



## HOURS OF OPERATION

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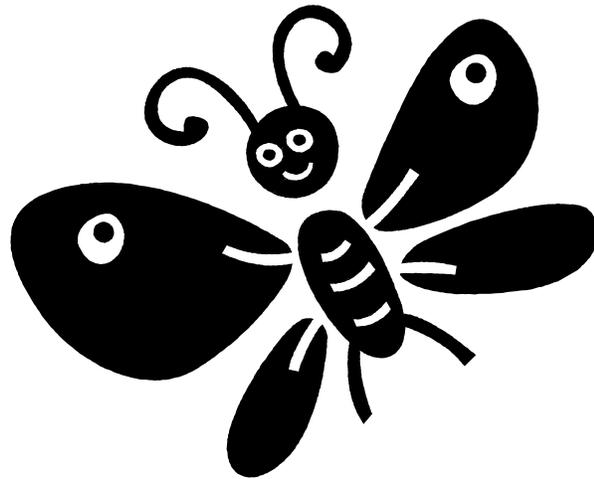
The Center is open **Monday through Friday** from **6:00 a.m. to 6:00 p.m.**



## HOLIDAYS

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The child care center recognizes the six hospital holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. No child care is offered on these days. You are financially responsible for the number of days per week for which you have signed up; however, if a holiday falls on one of your *set* days, you will not be charged for that day. If your schedule *rotates* or *varies*, you will be responsible for the minimum number of days scheduled or days attended, whichever is the greater of the two.





## ENROLLMENT

All required forms found in the "Enrollment Packet" must be returned to the Child Care office to facilitate your child's enrollment and entry to our program. Some of the forms include:

1. A "Certificate of Child Health Examination" (physical that is dated no more than six months prior to entering the Center), including the dates of all immunizations required by the Health Department: polio, measles, rubella, mumps, diphtheria, pertussis, tetanus, HIB, Hepatitis B, & varicella (chickenpox) or proof of immunity. It should also include TB skin test results (if tested) and lead risk assessment information. This document is valid for two years.
2. A *certified* copy of your child's birth certificate or other reliable proof of identity and age of the child within 30 days of enrollment. If a certified birth certificate is not available, you must submit a passport, visa, or other governmental documentation as proof of your child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate. MFCCC is required by law to notify the Illinois State Police or Peoria Police if you fail to submit proof of your child's identity within the 30 day time frame.
3. A parental "Consent Form" for field trips, publicity photographs, art displays, medications, and emergency medical treatment.
4. A signed "Schedule Form" reflecting your child's permanent schedule.
5. The signed "Financial Responsibility Agreement".

We collect a \$30.00 enrollment fee per child. This fee is non-refundable and does not apply toward tuition. For MMCI employees, it is a payroll deduction from the payroll check immediately following your child's first week of attendance. For those who are not MMCI employees, the enrollment fee is due at the time you enroll your child.

Current fee schedules are available in our office.

On the day your child starts the program, all of the enrollment materials must be in our files, as required by the State of Illinois. Your child may not start the program until all the required papers are on file.

**Contact Information** - The information on the first page of your "Enrollment Form" is important. It enables us to reach you or others in case of emergency. Please include all cell phone and pager numbers. It is your responsibility to keep it current by informing the Child Care office of any changes in address, work or home telephone numbers, or doctors. Information on file about both parents must be accurate and up-to-date. If you change employment or work areas, you must submit your new location and telephone number in writing to the Child Care office. All people listed as substitute or emergency pickup individuals must also have correct information on file. This must be updated as soon as any changes occur. This is your responsibility as parent/guardian of the enrolled child. Your child's continuing participation in our program depends on your cooperation in this and all areas of parent accountabilities. With your cooperation, we can be of great assistance in your child's growth.

It is just as important to let the Child Care office know if your marital status changes. If you are the custodial parent and wish to prevent the non-custodial parent from picking up your child, copies of court documents must be on file in our office. We cannot regulate pickup situations without this documentation. Thank you for your timely assistance in these critical matters. You can obtain forms for changes in the Parent's Cove or the Child Care office.



## SCHEDULING

To secure a spot in our Center (excluding PRN), your child must be enrolled a minimum of two days per week, Monday through Friday. The center enrolls children with a set schedule, rotating or varied schedule, or PRN (as needed) schedule.

**Set Schedule** - A set schedule means that your child will attend specific days each week. You are financially responsible for all scheduled days whether your child attends or not.

**Rotating or Varied Schedule** - If you have a rotating/varied schedule, you must tell us the number of days per week your child will attend. It is your responsibility to submit a "Scheduling Card" two weeks in advance of the week of care in order to secure the days you need. We reserve those days for you, and you are financially responsible for them whether your child attends or not. For example, if you are a 2-3 day varied schedule and you schedule 3 days for a week but your child is ill on one of the days, you must still pay for all three days. You are financially responsible for the number of days scheduled or days attended, whichever is the greater of the two.

The MFCCC reserves the right to refuse to provide care and may terminate enrollment if you fail to accurately schedule specific days for your child two weeks in advance.

**PRN (as needed basis) Schedule** - Any PRN scheduling is done as a courtesy to you and you are financially responsible for those dates. Your schedule is PRN if your child attends the center a few random days each month or 1 day per week. PRN schedules are subject to classroom availability. A scheduled day may be cancelled with a minimum of 24 hours' notice in advance with no financial obligation to you.

**Low Census (MMCI Employees Only)** - On days when your MMCI supervisor releases you from duty because of low census, your MMCI supervisor *must* either call or fax the office with confirmation of low census. If care is not used on this scheduled day, you will not be financially responsible.

**Vacation Days** - Your child is permitted two weeks of tuition-free vacation per calendar year (excluding PRN schedules). Eligibility for these days begins after he or she has been enrolled six weeks from his or her start date. Vacation weeks are defined as twice the number of days per week you reserved for your child. (See chart below.) For example, if your child attends four days per week, your vacation time is 8 days per calendar year. You may use a vacation day in the event of an absence due to family vacation, illness, emergency, family schedule, or any other reason you wish. Vacation days will not automatically be used for days absent; it is your responsibility to specify to the office when you want to use a vacation day. Please submit a "scheduling card" reflecting your vacation days as soon as possible. MFCCC respectfully requests two (2) or more weeks' advance notice; however, advance notification is not required.

### Vacation Days – Calculation Chart

5 days/week = 10 vacation days per calendar year

4 days/week or 4-5 varied days/week = 8 vacation days per calendar year

3 days/week or 3-4 varied days/week = 6 vacation days per calendar year

2 days/week or 2-3 varied days/week = 4 vacation days per calendar year

## SCHEDULING (Continued)

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### Other notes about vacation:

- If your child enters or leaves the program mid-year, your vacation days will be pro-rated.
- If your child is entering Kindergarten in the fall, your child's vacation will be prorated to half allotted days on the "vacation days-calculation chart".
- If your child attends the MFCCC Kindergarten, see your Kindergarten Handbook.
- If you withdraw your child from the Center, you must provide at least two weeks' written notice but your remaining vacation days cannot be used for the two-week notice period.

**Interruptions in scheduled care** greater than allotted vacation days are discouraged and risks readmission. There may be number of reasons why you would consider interrupting care (i.e. between semesters, summer break, visits out of the country, maternity leave, etc...). To secure your child's placement upon return, you are expected to pay your scheduled days after vacation days are depleted.



## TRANSITIONS

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It is sometimes necessary for your child to visit another classroom within his/her own neighborhood or another neighborhood for all or part of a day. This may happen due to a variety of reasons, such as low or high census; rotating, varied, and PRN schedules; illnesses; vacations; holidays; etc... as well as each classroom having a maximum DCFS license capacity and child-teacher ratio based on the age of the children.

In addition, as your child approaches his/her next birthday (or 15 months of age for infants) we will begin the transition process to the next neighborhood. Movement to the next neighborhood will happen once we have a space available and your child is ready. This typically means that your child will remain in his/her current neighborhood beyond his/her next birthday (or 15 months of age for infants). To prepare for the move and determine when your child is ready, children will periodically visit the next neighborhood for all or part of a day.

Our teachers strive to know all the children at the Center. When they receive a visiting child, they make every effort to make the child feel welcomed and comfortable. Children will visit within his/her own neighborhood, an older neighborhood, or a younger neighborhood in the following circumstances:

1. Children preparing to move up to the next neighborhood.
2. Unscheduled children. (Note: We cannot guarantee a spot for your child without a schedule.)
3. Children with PRN schedules.
4. Children with varied or rotating schedules.
5. Children who volunteer to visit.

Parents, here is what you can do to help:

1. Rotating, varied, or PRN schedules: Submit your scheduling cards at least 2 weeks in advance. The sooner you submit you schedules, the better we can plan to accommodate your child.
2. Vacation: Submit planned days off on a scheduling card at least 2 weeks in advance.
3. If you suddenly need care or need to make scheduling changes, call the office to check availability. If approved, follow up with a "revision" scheduling card to the office.

## TRANSITIONS (Continued)

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4. If you report a schedule change to your classroom teacher, follow up with a “revision” scheduling card to the office.
5. As always, discuss concerns or questions with your child’s teacher, Charge Teacher, Child Care Coordinator, and/or Director.



## PAYMENT

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**Methodist Employees** - Payment is made through payroll deduction. Each deduction reflects the previous two weeks' child care. If for some reason you have not worked enough hours to cover your child care deductions or you end employment with Methodist, please contact the office immediately.

**Non-Methodist Employees** - For those who are not eligible for payroll deduction, payment is due in the office in advance of using care in order for your child to attend. There will be **NO EXCEPTIONS**. Payment by check, money order, credit card (VISA, MasterCard, or Discover) is an acceptable method to keep your account current and your child's enrollment active. Checks sent to us through on-line banking are also accepted. *No cash payments, please.* Any tuition that is not paid by the last day of the first full week in which it is due may result in an immediate suspension until the fees are paid in full.

**Returned Checks** - Any check that is returned for insufficient funds, will incur a \$25.00 fee.

**Child Care Assistance (MMCI Employees Only)** - The MFCCC accepts payment from the Illinois Department of Human Services Child Care Assistance Program (CCAP) and Illinois Department of Children and Family Services (DCFS) on behalf of **eligible MMCI families**. It is the responsibility of the families to establish and sustain eligibility through the CCAP or DCFS agencies. It is also the responsibility of the families to pay any and all co-payments determined by the agencies as well as rate differences through payroll deductions. The MFCCC office will assist you with completing the necessary forms. Until eligibility is established and/or after eligibility ends, the MMCI employee will pay full tuition through payroll deductions.

**Account Statements** are distributed weekly for non-Methodist parents that owe a balance, bi-weekly for all MMCI parents, and upon request. Statements are distributed in your child’s cubby.





## SUPPLIES

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**Linens** (sheets) are provided for the cots and baby cribs.

**Toys** - Your child should **not** bring toys to the center, except on show-and-share days. No toys of pain and destruction are allowed. Money, candy, and gum are also not permitted.

### ***Infant Care Supplies*** (6 weeks through 15 months)

You need to supply the following **labeled** items for your infant:

- Diapers
- Baby wipes (disposable)
- Bibs
- Blanket -shall be made of *thin, light weight* material and large enough to be tucked on all 3 sides of the crib. (Taken home and laundered weekly.)
- Two changes of clothing, including socks
- Light-weight sweater (year round)
- Ointment (if needed) and sunscreen
- Bottles (enough for the entire day and an extra one for water)
- Infant formula or breast milk. If you prefer, you may use the Center's formula through 11 months of age. (See "Food")
- Baby food (unopened jars) and cereal. If you prefer, you may use the Center's baby food & cereal through 11 months of age. (See "Food")
- Pacifier (if needed)

### ***Toddler Care Supplies*** (15 months through 2 years)

You need to supply the following **labeled** items for your toddler:

- Diapers or pull-ups
- Baby wipes (disposable)
- Bibs
- Blanket, cot-sized for nap time (Taken home and laundered weekly.)
- Soft toy or pillow for nap time (optional)
- Two changes of clothing (more if potty training), including socks
- Light-weight sweater (year round)
- Ointment (if needed) and sunscreen

### ***Three to Five Year Old Care Supplies***

You need to supply the following **labeled** items for your child:

- A change of clothing, including underwear and socks
- Light-weight sweater (year round)
- Blanket, cot-sized for nap time (Taken home and laundered weekly.)
- Soft toy or pillow for nap time (optional)
- Sunscreen





## FOOD

The Department of Children and Family Services (DCFS) and The Illinois Department of Health set the standards for the preparation, serving, and storage of food at MFCCC. Our meals and snacks are nutritious, healthful, and ample. Menus are posted weekly on the parent bulletin board in the Parents' Cove. We serve fresh fruits and vegetables, fruit juices, and snacks with low sugar content. Due to the increased occurrences of allergies in young children, our Center no longer serves foods prepared with peanut butter or nuts; however, our food is prepared in a kitchen that cooks with peanut butter and nuts for other customers as our meals are prepared by Methodist Medical Center's Food Service.

You may not bring extra food to be served as a substitution for a scheduled meal unless we receive a "*Physician Statement for Food Substitution*" form for allergies or medical reasons or a letter from you because of personal or religious beliefs. If you have appropriate documentation for any exclusion of food or drink item and supply food as a substitution, the regulations below must be followed:

- Food or drink substitutions **must meet** the Child and Adult Care Food Program and DCFS Meal Pattern's **food component and quantity**. Please ask the office for a copy of the Meal Pattern to ensure you are meeting this expectation.
- All food brought to the Center **must be labeled with your child's name, date, and identity of the food.**
- Potentially hazardous and perishable food shall be refrigerated immediately upon arrival.
- Leftover food will be discarded immediately.

Water will be offered to the children (all ages) throughout the day. Infants will need to bring an extra bottle for water.

Children do enjoy sharing birthday treats with their friends. Any treats brought in for special occasions to share with other children **must be store bought or bakery made** in accordance with DCFS regulations. Please notify your child's classroom teacher of your plans prior to the event so we can check for food allergies and make any necessary arrangements. Please include all classmates in your child's celebration held at the Center.

To help teach children to be thankful, classroom teachers offer prayer before meals; however no child will be forced to participate in any activity contrary to his or her family's beliefs.

### *Infants*

- We cannot reheat and offer unused portions of infant formula or breast milk after 2 hours. We must discard unused portions.
- Frozen breast milk may not be stored longer than 2 weeks from its date in the Center's freezer.
- We dispense jarred baby food into a bowl for feeding. Unused portions still in the jar will be recapped and refrigerated for possible use later in the day. We must immediately discard any leftover food in the serving bowl.
- DCFS standards prohibit the serving of fruit juice in a bottle.
- Beginning at age 12 months,
  - all children will eat from the Center's menu, including whole milk.
  - all children begin to drink mostly from a cup.
  - the Center will no longer provide formula, baby food, or infant cereal.
  - if you want to bring in food to supplement a meal it must be labeled with your child's name, date, and identity of the food. Potentially hazardous and perishable food shall be refrigerated immediately upon arrival. Leftovers will be discarded immediately.



## FOOD (Continued)

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### *Toddler through School-Age*

- Upon entering the Toddler Area, all children eat from the Center's menu and drink from a cup. We do not offer or store any bottles.
- We help children develop self-help skills and the use of utensils so they are able to consume ample food.

*In the operation of child feeding programs, no child will be discriminated against because of race, color, national origin, sex, age or handicap. Any person who believes he or she has been discriminated against in any United States Department of Agriculture related activity should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.*



## DRESS POLICY

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Your child should be dressed comfortably in clothing suitable for indoor and outdoor play, whatever the weather. Children of all ages will be going outside daily, weather permitting and “feels-like” temperatures ranging 25° to 90°.

A change of clothing is a must since accidents do happen, especially with active, inquisitive children. Each child is assigned a “cubby” to hold his or her extra change of clothes at the Center. Please launder and return the extra clothing to his or her “cubby” when used. Each child must have at least one complete set of clothing (the right size and season) in his or her “cubby” at all times (i.e., underwear, socks, pants, shirt, sweater, etc.).

Simple fastenings on clothing help your child become more independent in dressing and undressing, and make the school experience more enjoyable for him or her. Since your child goes outside each day, it is your responsibility to make sure his or her outer clothing and changes of clothing are adequate for the day’s weather. All items must be labeled and in a bag for “cubby” storage.

Flip-flops, thongs, and backless sandals are NOT allowed for safety reasons. Please send your child in close toed shoes with socks. Please save your child’s extra nice wardrobe for other occasions. Play clothes are the order-of-the-day here at the Center. During the potty training stages, please send additional changes of clothes.



## ARRIVAL AND PICK UP POLICY

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**Arrival** - When you arrive at the Center, you must sign the attendance sheet in the Parents' Cove. DCFS requires children to wash hands upon arrival. Please assist your child with this task each day. You, or an adult designated by you, must accompany your child until he or she is with the classroom teacher.

**Pick Up** - At the end of the day, the departure time and person's signature with whom the child is leaving must also be recorded. If your child is to leave with an adult who has not previously been authorized by you to transport him or her, *advance written notification* to the child care office is required. The office reserves the right to verify the notification by telephone. The staff will request picture identification of any adult with whom your child is leaving.

**Late Pick Up - The MFCCC closes promptly at 6:00 p.m. Late pick up is not an option.** If your child is not picked up by closing time, late fees will be assessed due to the cost of maintaining staff past the Center's posted closing time. A charge of \$10 for the first five minutes and \$5 for each additional five minutes, or portion thereof, will be charged per child if you are late in picking up your child(ren). Sibling discounts do not apply.

A late charge slip will be issued at the time of pick up and charged to your account. If prior arrangements have been made by the parent/guardian for an authorized person to pick up their child, and this person is late, the parent/guardian will still be charged the late fee.

In accordance with DCFS licensing standards, each parent/guardian of the child will be contacted at the home, cell, pager, and work numbers to be reminded that the child is still at the Center. If we are unable to reach the parent/guardian, the listed emergency contacts will then be called. If we are still unable to reach the parent/guardian or the emergency contacts within 30 minutes after closing time, the MFCCC employees will request police assistance in finding a proper parent/guardian or emergency contact. MFCCC employees will contact outside authorities, such as DCFS, Child Abuse Hotline, etc. for any child left in our Center one hour beyond closing time without communication with parent/guardian or emergency contacts. Late fees will also be assessed.

The MFCCC employees are responsible for the protection and well being of your child(ren) until the parent/guardian or outside authorities arrive. No child will be held responsible for the actions or situation created by the parent/guardian due to late pick up. Discussion of this issue will be conducted with the parent/guardian and never with the child.

### **Important Notes Regarding Arrival and Pick Up Policy**

The MFCCC reserves the right to refuse to provide care, and may terminate enrollment if:

- You fail to accurately record your child's arrival & departure times and/or your signature on the sign in/out sheets.
- You fail to pick up your child by 6:00 p.m.



GROW WITH US



## **GROWTH AND DEVELOPMENT**

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The teachers and staff at MFCCC are professionally trained in child growth and development. Using a developmental tool called the Portage Guide and/or Ages and Stages; they will assess your child's development. They also use this tool to help plan activities that will help your child progress along a typical growth and development sequence. If they observe some potential developmental delays, they will refer you for additional screening. You may also ask your child's teacher about any concerns you are observing as well.

If your child has special needs and an Individualized Family Service Plan (IFSP) or Individual Education Plan (IEP) is written, we would appreciate you sharing the plan with us. We are willing to collaborate with you and your child's specialist to make every effort to assist with your child's development.



## **FAMILY PARTICIPATION**

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**Visits** - Please feel free to visit your child's classroom at any time. You never need to make appointments to visit unless scheduling a conference or eating a meal with your child. If your child is a toddler or older, please give us six weeks to bond with him or her before you call for a lunch reservation. With your permission, grandparents and other extended family members may visit during the day as well.

**Involvement** – Family members are encouraged to participate in classroom routines, such as special events, parties, field trips, reading books, helping with art projects, etc.... Participation on the Parent Steering Committee, attending Family Night events, helping with Teacher Appreciation Week, and supporting fundraising activities are also good ways to be a part of our Center's happenings. Please feel free to share your ideas and suggestions, too. This is a team effort for the good of the children in our care.



## **COMMUNICATION, RESOURCES, & FAMILY SUPPORT**

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It is critical for staff and parents to have opportunities to engage in open communication. We want to know if you have questions or suggestions. This can be accomplished in a variety of ways, informally and formally.

**Parent/Teacher Communication** - Please speak with your child's homeroom teacher if you have a question or concern regarding your child. No matter how small the problem, if a solution is not sought, it can turn into a bigger problem. The Director, Child Care Coordinator, or Charge Teacher is also available to answer questions and help with concerns.

Feel free to call us during the day, too. We are happy to answer your questions, check on your child for you, or speak with you about your child's growth and development. The office phone number is (309) 671-5153. If you are calling within the Methodist Medical Center campus, you may dial the Infant Area at 8695, otherwise call the office and asked to be transferred to the Infant Area.

Your child's teacher needs your cooperation in order to understand and help your child most effectively. Please let the teacher know about any changes in your child's habits or daily routine at home

## COMMUNICATION, RESOURCES, & FAMILY SUPPORT (Continued) \_\_\_\_\_

**Parent/Teacher Conferences** are formally scheduled twice each year at times convenient for you. Child care is provided during the conferences. This gives you the opportunity to spend some uninterrupted time with your child's teacher. We encourage you to request additional meetings with your child's homeroom teacher anytime. The finest child care we provide supplements and supports the care you give your child at home. We need your help and insight, as well as your questions, to provide the best experience for your child.

**Written Notifications** - You will receive daily reports from your child's classroom teacher. Center and classroom newsletters are sent home periodically with each child. Notices of all field trips and other important events are posted in your child's classroom. In order for your child to participate in a field trip off campus, you must sign a release form or field trip notice in the classroom. Letters and other notifications may also be mailed to your home address.

**Child's Cubby** - Check your child's "cubby" daily. It is important for you to retrieve written communications, information, children's projects and soiled clothing every day.

**Parents' Cove** - Menus, illness notifications, and other pertinent information are posted in the Parents' Cove and your child's classroom. Be sure to check the bulletin boards for center and community news and events, too.

**Website** - Posted on the website are current events; Parent Steering Committee minutes; applications for enrollment to the Center or Kindergarten; a copy of the handbook; and so much more. Check it out at: [www.mymethodist.net/employees/childcarecenter](http://www.mymethodist.net/employees/childcarecenter).

**Contact Information:** Please keep your contact information current and updated. We will need this information to call you in the event of an emergency. Letters and other notifications will be mailed to your home address. If we have your e-mail address, we will also send you periodic e-mail notifications to keep you informed.

**Parent Steering Committee (PSC)** - The PSC is a group of parents who partner with teachers and administrators of MFCCC to provide support, ideas and overall involvement in the Center's activities and future planning. Informal meetings held monthly and are a great way to meet other parents, help plan special events and provide suggestions for the Center's advancement. The parents of PSC also determine how the funds raised in different PSC-sponsored fundraisers are spent. The PSC dollars allow us to fund nice "extras" for the Center. You are a member of the PSC if you have a child enrolled. Minutes from the monthly meetings are located in the Parents' Cove and on the website.

**Absences** - If your child is going to be absent or on vacation, please notify the office of the reason for the absence as early as possible.

**Surveys**-Your feedback is very important to us. An annual survey is conducted to help us identify where we can we improve and what we are doing well. Other periodic surveys may be sent out throughout the year. We appreciate the time it takes for you to give us this important feedback.

**Resource Library** - You will find a family resource library in the Parents' Cove. There are many parenting type books available for you to check out.

## COMMUNICATION, RESOURCES, & FAMILY SUPPORT (Continued) \_\_\_\_\_

**Infant Massage Instruction** – Kathy Culbertson is a Certified Infant Massage Instructor. She is available to teach families about infant massage. Call the office to ask about this FREE program!

**Photography** - We arrange for a school photographer to come to the Child Care Center annually. This is an opportunity for you to get professional pictures of your child and group composite pictures. Our teachers also take random snapshots of the children to send home with you so you can see what he/she is doing during the day.

**Social Functions** – The Methodist Family Child Care Center hosts center-wide Family Nights twice a year. This is a great time for you and your family to meet and interact with other families enrolled. The children have a great time, too! We also have an annual daytime, summer carnival and Breakfast with Santa in December. Other outings are occasionally scheduled through the Parent Steering Committee or classroom neighborhoods. Watch for announcements and plan to attend! Check the Parents' Cove from time to time for discount coupons to community events or services.

**Community Outreach** – At select times throughout the year, we may choose to help other agencies in the community who are in need of donations; or we may participate in a special event such as a “hop-a-thon” or “trike-a-thon”. It is a great way to teach children how to give and help others.





## **GUIDANCE AND DISCIPLINE**

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It is the Methodist Family Child Care Center's philosophy to provide an enriched, stimulating environment that is guiding, loving, warm, and respectful. The teachers work to create such an environment that reduces the need for direct discipline. They provide visible reminders of tasks completed, directions followed, help given, and efforts made. The teachers also provide lots of praise and hugs to help reinforce positive behaviors.

Children are encouraged to verbalize their feelings to learn to positively work through strong emotions. It is important for them to develop self-control and assume responsibility for their own actions. Teacher and parents/guardians act as role models, encouraging children to learn appropriate behaviors, too.

Approaches to discipline will be positive in nature and will be appropriate for the developmental level of the child. Teachers deal with undesirable behaviors by using consistent approaches and redirection. Firm positive statements about behaviors or redirection of behaviors shall be the techniques for use with infants and toddlers specifically, as well as for older children. For children 2 years of age or older, "time out" or removal from the group may be used to give the child a chance to slow down, regain control of emotions, and rethink situations while maintaining self respect. Time out shall not exceed one minute for each year of age. Additionally, the child shall be made aware of the relationship between the act and the consequences. It is important for children to receive suggestions for better behavior. Preschool age children shall have reasonable opportunity to resolve their own conflict.

If a behavior problem persists, parents will be notified and a joint effort will be made to help resolve the problems. Parent-teacher conferences will be arranged as needed to establish a plan for helping the child develop inner control so that they can manage their own behavior in socially approved ways. All staff interacting with the child shall be aware of the plan and cooperate in its implementation. Resources from a professional clinician may be available to assist teachers and parents/guardians, as well. This shall be documented in the child's file. All staff working with the child shall receive training on implementing the plan.

We reserve the right to request withdrawal of any child from the program who obviously is unable to function in group care or whose needs cannot be reasonably accommodated at our Center. Should this become necessary, the child's and parents' needs shall be considered by planning with the parents, including referrals to other agencies or facilities. NOTE: Immediate removal from the program can result from behavior that results in injury of another child(ren) and/or staff or significant property damage.

### **The following behaviors are prohibited in the child care setting for both staff and parents/guardians:**

- Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear;
- Threatened or actual withdrawal of food, rest or use of the bathroom;
- Abusive or profane language;
- Any form of public or private humiliation, including threats of physical punishment;
- Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child; and
- Disciplining a child for toilet accidents.



## ILLNESS

MFCCC's policy on illness and exclusion is set by DCFS, the Illinois Department of Public Health, and Methodist's Infection Control Department. A child suspected of having or diagnosed as having a reportable infectious, contagious or communicable disease for which isolation is required, shall be excluded from the Center.

Symptoms such as a temperature of over 100 degrees, diarrhea, vomiting, rash, skin sores, wound infection, cough or runny nose should be an alert to the strong likelihood of an infectious disease. The behavioral characteristics of the child make for easy transmission of infections. It is important that when an infection is recognized, alternate care be arranged. Bringing your child to the Center with any of these symptoms may cause other children to get sick. If ALL parents keep sick children at home, everybody's child can stay healthier. In the end, this means fewer lost work days and fewer illnesses for parents too. Upon enrollment, you need to have alternate child care arrangements in place for when your child is ill and cannot attend.

### *Common Signs and Symptoms of Childhood Infection*

If your child shows signs of any of the following, then keep him or her at home until symptoms disappear OR your physician decides he or she can return to the Center without danger to self or the other children and staff.

|  |   |
|--|---|
| Diarrhea   | Multiple infectious agents including Salmonella, Shigella, Camphylobacter, Giardia, Rotavirus, enterovirus and parasites (Diarrheal diseases spread very easily among young children. If parents keep children with diarrhea at home, all children will get diarrhea less often.) |
| Fever  | May be a general symptom of viral or bacterial diseases   |
| Headache and/or stiff neck                         | May be a symptom of many illnesses but with fever may represent bacterial or viral meningitis   |
| Infected skin or sores                             | May represent impetigo or wound infection   |
| Irritability that is unusual or unexplained crying | May be a symptom of many illnesses but with fever may represent bacterial or viral meningitis   |
| Itching of body or scalp                           | Close observations for sores or agents such as scabies or lice  |
| Lethargy (sluggish)                                | May be a general symptom of viral or bacterial diseases   |
| Pink Eye   | Tearing, itching of eye, swelling and tenderness, along with redness to eye, represents conjunctivitis, either viral or bacterial in nature   |
| Rapid or altered breathing, Coughing               | Respiratory infections, bronchiolitis, sinusitis, pneumonia caused by respiratory syncytial virus, parainfluenza, adenovirus, pertussis, Haemophilus influenza, pneumococcus and others   |
| Rash with a fever                                  | Generally must be evaluated on a case-by-case basis; whenever there is a question of the cause, a physician should be consulted.  |
| Sore Throat  | Respiratory infections, pharyngitis, tonsillitis, viruses and group A streptococcus (strep throat)  |
| Stomatitis (inflammation of the mouth)             | May be a symptom of viral gingivostomatitis (Coxsackie, herpes)   |
| Vomiting   | May be a general symptom of viral or bacterial diseases   |
| Yellow skin and/or eyes                            | May be a symptom of hepatitis   |

## ILLNESS (Continued)

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Your child shall be excluded from child care under the following circumstances, including, but not limited to:

- **Fever** (101 degrees or above) - Until 24 hours after the fever has returned to normal *without* the use of fever reducing medication.
- **Diarrhea** - Until symptoms disappear.
- **Vomiting** - Until 24 hours after vomiting has subsided.
- **Rash** - With a fever or behavioral change, unless physician determined the illness non-communicable.
- **Conjunctivitis** - Until 24 hours after treatment has been initiated.
- **Impetigo** - Until 24 hours after treatment has been initiated.
- **Strep throat** - Until 24 hours after treatment has been initiated and until the child is without fever for 24 hours *without* the use of fever reducing medication.
- **Head lice** - Until 24 hours after the first treatment and free of nits and bugs.
- **Scabies** - Until the morning after the first treatment.
- **Chicken pox** (varicella) - Until at least six days after onset of rash.
- **Whooping cough** (pertussis) - Until five days of antibiotic treatment has been completed.
- **Mumps** - Until nine days after onset of gland swelling.
- **Measles** - Until four days after disappearance of the rash.
- **Pinworms** - Until treated.
- **Roseola**- Until 24 hours after the fever has returned to normal *without* the use of fever reducing medication and child is able to interact in general activities.
- **Rotavirus** - Until symptoms disappear.
- **Shigellosis** - Until 5 days of antibiotics and until stool cultures are negative.
- **Tuberculosis** - Until physician releases child to return.
- **Hepatitis A** - Until 10 days after onset of symptoms.
- **Hepatitis B** - Children with chronic hepatitis B surface antigen who bite or cannot contain secretions should not return to child care center.
- Any illness which prevents the child from participating comfortably in program activities.
- Illness which calls for greater care than teachers can provide without compromising the health and safety of other children.
- Unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness.
- Mouth sores associated with the child's inability to control his/her saliva, until the child's physician states that the child is non-infectious.
- Symptoms which may be indicative of one of the serious, communicable diseases identified by the Illinois Department of Public Health.

**If your child begins to demonstrate any symptoms of illness while in care**, the Center will notify you so you can make arrangements to immediately come pick up your child. Your child may be taken to the office to be isolated from the other children until you are able to arrive. **You must make arrangements to pick up your child promptly.**

**If your child is ill at home**, please call and let the Center know so we can watch for the same symptom in other children, inform other parents if necessary, and also report to the local Health Department as needed. By state law we must report the following **confirmed** cases to the Health Department: measles, mumps, rubella, diphtheria, meningitis, strep throat, chickenpox, etc... You must submit to the office a permission/release form from your child's doctor assuring that he or she can safely return to the center **or** after symptoms of illness are no longer present.

**Your child MUST be kept home for 24 hours  
after a fever has returned to normal  
without the use of fever reducing medication.**

**Medication** - Our staff administers to your child only medications specifically requested by his or her physician. This is true for both prescription drugs (such as antibiotics), and over-the-counter drugs (ibuprofen, Tylenol, cough remedies, cold medicines, etc.). **All physician-requested medications must:**

- be in the original container and prescription medications shall be labeled with the full pharmacy label.
- be labeled with your child's first and last name.
- have directions for administration.
- be accompanied by a **completed** medication form that is updated on a daily basis with parent signature. "Medication Sign In/Record Sheets" are available in your child's room and the Parent's Cove.
- have current dates on the medications and have a new physician's order renewed every 30 days if medication is continuous or intermittent.

**Topical Ointments** - According to DCFS policy, we need your permission to apply any topical ointment to your child. This could include diaper cream, sunscreen, lotions, and/or insect repellent. A "Topical Ointment Permission Form" is in your enrollment packet for you to sign and return to the office. All topical ointments must be kept in the classroom medication cabinet and labeled with your child's name.

We also want to take this opportunity to remind parents of the importance of applying sunscreen to your child everyday as part of your "*getting dressed*" routine before arriving to the Center.

**Outdoor play** is an important part of a child's growth and development and it is a vital part of every day activities at the Center. Children of all ages will be going outside daily, weather permitting and "feels-like" temperatures ranging 25° to 90°. During outside play, staff are on the playground and unable to supervise children left inside. A good rule to follow: if your child is too ill to be outdoors, he or she is too ill to be at the Center.

**Emergency Care** - In an emergency situation, we will call 911 and contact you immediately. Please be sure that you have provided adequate information so that we will be able to reach you in the event of an emergency. If deemed necessary, by the Director, Child Care Coordinator, Charge Teacher or you, your child will receive emergency medical treatment at the Methodist Medical Center emergency room or other area hospital agreed upon your registration form.

While your child is under the care of Methodist Family Child Care Center, his or her insurance needs are covered by your personal policy.



#### **INTEGRATED PEST MANAGEMENT PLAN**

The MFCCC has an agreement for an "Integrated Pest Management Plan" with American Pest Control. This plan combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with preference for products that are the least harmful to human health and environment. Notices will be posted at least 2 days prior to a pesticide application. To be listed on the registry for written notification, please contact the office.





**SECURITY**

Our front doors are locked and our personnel will restrict entrance to any unknown individuals. Security force members can be alerted by calling 3333 from any MMCI phone. NO person will be allowed to take a child from the Center without written approval from the parent AND a photo ID.

Please park in any of the parking spaces in our parking lot and **lock your car** when unattended.



**WITHDRAWAL**

You must submit a two week **written** notice to withdraw your child from the program without financial liability. However, we appreciate as much notice as possible so that we can offer our program to other children and their parents. Vacation days cannot be used during this two week period.

If you fail to submit a two-week notice, you will be financially responsible for your current weekly tuition whether or not your child is in attendance. MMCI employees will continue to receive payroll deductions until a two-week notice is submitted. If you are not a MMCI employee, you will be billed for the tuition until a two-week notice is submitted.

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**Student Withdrawal / Stand-by Form  
The Methodist Family Child Care Center**

Child's Name \_\_\_\_\_ Room \_\_\_\_\_

Child's Name \_\_\_\_\_ Room \_\_\_\_\_

Child's Name \_\_\_\_\_ Room \_\_\_\_\_

I am giving **TWO WEEKS' NOTICE** for the withdrawal of the child/children listed above from the active enrollment of The Methodist Family Child Care Center. **My child's last day of attendance will be:** \_\_\_\_/\_\_\_\_/\_\_\_\_.

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

I understand that vacation days may not be used during the two weeks and that the appropriate tuition will either be deducted from my paycheck or will be paid on the Monday of that week reflecting actual attendance of my child or regularly scheduled days.

- I would like my child to re-enter the program : \_\_\_\_/\_\_\_\_/\_\_\_\_  
I understand that re-entry may not be possible at this time, but would like my child to be placed as close to this date as can reasonably be scheduled.
- I will not seek re-entry for my child/children and ask that my child's file be dropped from the program.

\_\_\_\_\_  
Parent's Signature \_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\*\*\*\*\*

**FOR OFFICE USE ONLY**

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by \_\_\_\_\_

Record deleted from system by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



**ACKNOWLEDGEMENT FORM** \_\_\_\_\_

*Please sign and return this form to the Methodist Family Child Care Center Office.*

- I acknowledge receipt of my copy of the Parent Handbook (R2012-08).
- I will read this handbook and will contact the Director, Child Care Coordinator, Charge Teacher, Child Care Representative, or Homeroom Lead Teacher with any questions I may have.
- I recognize that this handbook is subject to change and that the Methodist Family Child Care Center may establish new policies and revise or revoke its existing policies at any time and from time to time. I also understand that this handbook supersedes any and all prior handbooks.
- I recognize that this handbook is not a child care contract and does not establish contractual rights.

Names of children in care: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Parent/Guardian (print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee ID Number (if employed by MMCI): \_\_\_\_\_

