

Parent Handbook

August 2011-July 2012



1333 W Chicago Ave
Chicago, IL 60642

Phone 312-929-3575
Fax 312-929-2910



Dear Family,

Welcome to the Noble Day Care family! We truly strive to be an extension of your family for your child and you. We invite you to take advantage of our open door policy and stop by often. We believe that children need a caring place that can be an extension of their home and family. We will embrace your child as a part of our family here. We also believe that every moment in a child's day is a teachable moment. We must provide a variety of activities throughout every day to reach every child's potential and encourage many different levels of developmental growth. We will achieve this by providing a good balance of self-directed and teacher-directed activities throughout the day to provide as many opportunities as possible for your child to develop and grow socially, emotionally, academically, and physically. We strive to be a foundation building block for your child's education, preparing him/her for success in school from the very beginning. We will have a set schedule in which children will have a sense of security in a predictable day.

We are very excited to have the opportunity to provide a quality day care/preschool environment for your child. We thank you for allowing us to join with you in providing for the care, loving, and nurturing of your developing child.

Sincerely,

Jamie Thomas
Director
jthomas@noblenetwork.org

Yesenia Espinoza
Assistant Director
yespinoza@noblenetwork.org

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Hours of Operation:

Noble Day Care is open Monday through Friday from 7:00 a.m. until 6:00 p.m.

Holiday Schedule:

We will be closed for all national holidays including:

- September 5, 2011: Labor Day
- November 24-25, 2011: Thanksgiving and the day after
- *December 26-27, 2011: Christmas Eve and Christmas Day
- *January 2-3, 2012: New Years Eve and New Years Day
- January 16, 2012: Martin Luther King, Jr. Day
- February 20, 2012: Presidents' Day
- May 28, 2012: Memorial Day
- July 4, 2012: 4th of July

*When a holiday falls on a weekend, we will observe days off at the beginning or ending of those weeks instead. This is to remain consistent for paid time off each year for our staff members.

Full tuition is due for these weeks due to our operational budget. Parents/guardians are responsible for finding their own child care on these days. We reserve the right to be closed for other holidays as well.

Emergency Closings:

In rare circumstances, Noble Day Care may need to close. We will post closings on our website, on television via the Emergency Closing listings, via email, and on our voicemail. We will provide as much notice as possible.

Enrollment:

Current families will have the chance to re-enroll for fall each April. Noble Network staff members will have priority enrollment for the fall on the first Monday of May. And other community members will have access to fall enrollment the first Monday of June. Enrollment will be for one calendar year. There will be an annual registration fee of \$100 for each child. When your child is enrolled in our program, the following forms must be completed at least one week before the first day of care:

- ✓ Application for Enrollment
- ✓ Child Introduction Form
- ✓ Mutual Performance Expectations Statement
- ✓ Emergency Contact and Permission to Drop Off and Pick Up (please update this form as often as necessary)
- ✓ Medical Record Form
- ✓ Authorization for Medical Treatment
- ✓ Travel and Activity Authorization
- ✓ Acknowledgment and Acceptance of Procedures and Policies
- ✓ Late pick-up policies
- ✓ Photo Release
- ✓ Summary of Standards (given at time of enrollment)
- ✓ Copy of a birth certificate

Waiting List:

We will keep a yearly waiting list where Noble Network staff will have first priority and families with siblings already enrolled will have second priority when openings occur during the year. The waiting list is only good for the current enrollment year. At the end of the year, a family must either register for the new year or ask to be added back on the waiting list.

Tuition and Fees:

Please note that tuition is based on the classroom your child is in, not the age your child has reached. This is directly related to the ratio of staff members to children. Your child will be moved up to the next classroom when they are old enough AND when space is available.

Annual Registration Fee: \$100

*** Noble Network Employees have subsidized tuition from their employer.**

Infants	\$250/ week	Infants	\$190/week
Toddlers	\$250/ week	Toddlers	\$190/week
Twos	\$240/week	Twos	\$180/week
Preschool	\$240/week	Preschool	\$180/week

Note: If you are interested in part-time care, we will offer a tuition share option; if there is someone who would like care on the opposite days as you, in the same classroom space, then you will be allowed to share tuition on a first-come, first serve basis. However, if there is no match for you or a tuition share child ages up to the next room, you will be responsible for the full tuition. Please note: we do not offer tuition share in the infant room.

Payment Policies, Sibling Discounts and Late Fees:

- **Late Payment Fee: \$10**
- **Late Pick-up Fee: \$5 until 6:10PM, \$1 every minute after**
- **Returned Check: \$10**
- **Sibling Discount: 10% for lowest priced tuition**

Payments will be due bi-weekly, on the Friday before services begin on Monday. If no payment has been made by Monday, after your child has been dropped off, a late fee of \$10 will be applied. If no payment is made by the next Friday, the child(ren) may not attend school on Monday until payments have been settled and they risk losing their spot to someone on a waiting list. We will offer a 10% discount for siblings on the smallest priced tuition. Late pick-up fees will apply after 6:00 p.m. to encourage on-time pick-ups. There will be a \$5 late fee for the first ten minutes a parent/guardian is late, and then an additional \$1 per minute thereafter. This fee must be paid in full before your child can return for care the next day. There will also be a charge of \$10 for any returned check.

Statement of Non-Discrimination:

Noble Day Care enrolls children of any racial, national, religious, ethnic origin, or ability level from all backgrounds, belief systems, family dynamics, and orientations. In short, we recognize and invite the participation of all people, not discriminating on any basis in the administration of our programs. We will work together with families to decide if our services can meet the needs of their children.

Confidentiality:

All children's records will remain confidential and limited to staff designated by the director and the Department of Children and Family Services representatives. There will be no exception to this policy unless the parents of the child grant written permission for disclosure.

Communication Plan:

Information for parents will be posted at the entrance to the center and or at the entrance to the classrooms. These items will include a calendar, meals served to children for the day, curriculum themes for each classroom, and any other special announcements. Monthly newsletters will come home from the director to keep families updated on any important information. Teachers will also send home daily or weekly communications, depending on the ages and needs of the children, updating families about classroom activities. We invite you to call or spend time with us at the center at any time. We strive to be an extension of your home, so please make yourselves at home! We encourage you to stop by and share in story time, play time, or lunch time with your child if you have a break of your own.

Program Withdrawal

Parent/Guardian withdrawal

If a parent/guardian chooses to withdraw their child, they must give a two-week notice to Noble Day Care, and will be responsible for tuition for those two weeks.

Provider withdrawal:

Noble Day Care reserves the right to terminate care for a child under certain circumstances. We will give a two week notice in most cases. Care can be terminated immediately if there are severe problems or misconduct that may cause emotional or physical harm to others in attendance. Habitual late payments may be cause for service termination as well.

Parent/Guardian Responsibilities

Attendance

When you know that your child will not be in school for any length of time, such as illness or vacation, please notify the teacher or director as soon as you can. Payments for any days missed will need to be paid in order to hold your child's position in the classroom. We cannot lower or refund tuition for the days your child is absent because we will still have to pay our teachers and other bills for those days.

Sign In / Sign Out (Arrival & Departure)

***The earliest sign-in time is 7:00AM**

We will be responsible for the care and safety of your child during the time that they are signed in to the center. Parents/Guardians are responsible for the transportation to and from the center. The person dropping off a child must sign the child in using their first and last name on the sign-in / sign out sheet at the entrance to the building. The parent/guardian should accompany their child to the classroom and sign them in with a teacher as well to acknowledge that they are now in the care of an approved adult. A copy of this sheet is attached in the appendix. If a parent or guardian comes to pick up a child, they must sign the child out using their first and last name. If another person comes to pick up a child, they must be listed on the Emergency Contact and Permission to Drop Off and Pick Up form, and they must present photo identification before signing the child out. If they are not on the list and/or do not have a photo identification, they will not be allowed to pick the child up and the parents/guardians will be notified. Please understand this is for the safety of your child. Please see the Late Pick-Up Policy form in the appendix for more information about late pick-up.

Bedding, Clothing, etc...

- Toddlers and older children will need to bring a pillow (optional) and blanket for napping with on their cot. Parents are expected to take these items home on Fridays for washing and returning on Monday. Sheets will be provided and washed for infant cribs and all cots.
- Your child should be dressed in comfortable clothing for daily attendance at our center. Tennis shoes are preferred for comfort and lesser incidents of foot injuries. Your child will be exploring in many ways and may have messy experiences, so we ask for your understanding and consideration as you dress your child each day.
- Please send in at least one extra set of clothing for your child, including shoes, that is appropriate for that time of year. If your child is potty training or prone to spills/accidents, please send two extra sets of clothing.
- We also ask you to send in an art smock or old button-up shirt for painting and art projects.
- Parents of children in diapers or pull ups are asked to provide and keep current supplies of disposable diapers and wipes. We strongly suggest bringing in enough supplies on Monday to last the whole week. When the center must supply these, there is a \$1 charge for each diaper used or each day of wipes needed.
- Infant parents should keep a supply of food or formula at the center.

Please label all items with your child's name. Noble Day Care is not responsible for lost or damaged items.

Field Trip Fees

We will have scheduled field trips for older children two's and preschool. We may walk to a nearby park or library, or we may be transported by a safe vehicle with proper insurance, licensing, and appropriate child safety seats. When field trips are planned, parents will be asked to pay the cost for each trip. You will be notified ahead of time for each trip and asked to sign a permission slip.

Meals:

Meals for infants will need to be provided by families until children are able to eat all foods on our menu. Breakfast, morning snack, lunch and afternoon snack will all be provided for children in attendance at these times. Please note that children should arrive by 8:00AM to be served breakfast for food safety reasons as well as maintaining classroom schedules. Please ensure your child eats breakfast before arriving if you will arrive after 8:00AM. All meals will meet nutritional guidelines as we work toward teaching good nutritional habits and healthy lifestyles. If your child has specific nutrition requirements for health or religious reasons, please speak with the Director to make arrangements. We must have documentation in order to allow substitutions and parents must provide the substitution on the day it is to be served, labeled with the child's name, the date, what the food is and when to serve it.

Birthday Celebrations:

We are excited to celebrate your child's birthday here! You are welcome to bring in treats, but they should be store-bought and nut-free for the safety of all children. We prefer healthier snacks like fruit, but understand the tradition of sweet treats that we ask be in a mini version, if possible. Birthday treats will be given out after all of our meals have been served here around 3:30 PM.

Daily Schedules:

Following are sample schedules that are subject to change based on the needs of each group of children.



Infant Room Schedule

7:00-8:00	Arrive, rest, quiet free play
8:00-8:30	Diapering
8:30-9:00	Snacks/Feedings
9:00-9:30	Songs/Stories (ABC's, rhyming songs, CDs/board books)
9:30-10:00	Tummy time/naps
10:00- 10:30	Diapering
10:30	Snacks/Feedings
11:00	Outdoor play/walk (weather permitting)
11:30	Free Play
12:00	Lunch
12:30	Diapering
1:00	Naps/ One-on-one play
2:30	Diapering
3:00	Snack/feedings
3:45	Infant massage/large and small muscle development play
4:30	Diapering
5:00	Tummy time/free exploration time
5:30-6:00	Diapering time/Time to leave

*This is a very loose schedule to allow staff members to meet the needs of the infants.

**Diapering will also be done as needed on an individual basis.



Toddler Sample Schedule

7:00-8:00	Arrive, rest, quiet free play
7:45-8:00	Diapering
8:00	Breakfast
8:30-9:30	Outside play (weather permitting)/Manipulative Play
9:45-10:00	Diapering
10:00-10:15	Snack
10:15-10:45	High Reach Structured Learning
10:45-11:15	Centers Choice
11:15-11:45	Circle Time
11:45-12:00	Diapering
12:00-12:45	Lunch
12:45-2:45	Nap
2:45-3:00	Diapering/Restroom as children wake up
3:00	Snack
3:30-4:15	Free Play
4:00-4:15	Diapering
4:15-5:00	Outside walk
5:00-5:15	Craft
5:15-5:45	Music
5:45-6:00	Getting ready to leave/Diapering

**Diapering/Restroom will also be done as needed on an individual basis.



Two's Room Schedule

7:00-8:00	Arrive, rest, quiet free play/Art
8:00-8:30	Breakfast
8:30	Diapering/Restroom
8:45-9:15	Circle Time/Structured Learning using High Reach
9:15-9:45	Free choice/One on one/small group
9:45-10	Restroom
10:00-10:15	Snack
10:15-10:35	Restroom
10:35-11:30	Outside play
11:30-11:45	Fitness
11:45-12:00	Diapering/Restroom
12:00-12:30	Lunch
12:30-12:45	Diapering/Restroom
12:45-2:45	Nap
2:45-3:00	Diapering/Restroom
3:00-3:15	Snack
3:15-3:30	Story Time
3:30-4:15	Outside play
4:15-4:45	Manipulative Play/Centers
4:45-5:00	Diapering/Restroom
5:15-6:00	Free play



PLEASE HAVE PRESCHOOL CHILDREN ARRIVE BY 8:30 TO TAKE ADVANTAGE OF STRUCTURED STANDARDS-BASED LEARNING ACTIVITIES THAT WILL HELP PREPARE THEM FOR SUCCESS IN KINDERGARTEN AND BEYOND.

Preschool Room Schedule

7:00-8:00	Arrive, rest, quiet free play, restroom
8:00-8:30	Breakfast
8:30-8:45	Restroom
8:45-9:15	Circle Time and High Reach Curriculum
9:15-9:30	Free Choice Centers
9:30	Restroom
9:45	Story
10:00-10:15	Morning Snack
10:15-10:30	Restroom
10:30-11:30	Outside Play
11:30-11:45	Restroom
11:45-12:00	Story
12:00-12:30	Lunch
12:30-12:45	Restroom
12:45-2:30	Nap
2:30-2:45	Restroom
3:00-3:15	Afternoon Snack
3:15	Restroom
3:30-4:15	Outside walk/Free Choice Centers
4:15-5:00	Manipulatives
5:00-5:15	Restroom
5:15-5:45	Free Choice/Room Clean up
5:45-6:00	Time to leave

**Restrooms are always available as needed on an individual basis.

Health:

Health Requirements for Children

- A medical report indicating that your child has been appropriately immunized must be on file or a waiver completed by a physician.
- The medical report is valid for two years for infants and preschool children, but you must provide updated immunization records from your doctor after each visit.
- Children aged one must have a blood lead screening (required in Chicago) and TB test or indication that a TB test is not needed.

****Please note, these are requirements and children cannot attend without these records on file****

When Illnesses or Accidents Occur

- Space will be provided for a child who becomes ill at the center.
- Parents/Guardians will be notified and expected to pick their child up as soon as possible.
- If parents are unable to be contacted, individuals listed on the Emergency Contact and Permission to Drop Off and Pick Up form will be called in the order they are listed.
- The center is required to report any known or suspected case or carrier of communicable disease to local health authorities and comply with the Illinois Department of Public Health's Control of Communicable Diseases Code (77 Ill. Adm. Code 690).
- If your child needs emergency care because of an accident or illness that occurs while in care, we will attempt to contact you at the phone numbers provided for that purpose. If we are unable to contact you, we will contact someone from the Emergency Contact and Permission to Drop Off and Pick Up form.
- Major and minor accidents or illnesses which happen to your child at the day care center will be recorded in his/her file, and you will be notified. A copy of the illness/incident report is included in the appendix.

Medication

Prescription and non-prescription medication will be accepted only in its original container. Medication can only be administered in amounts according to the label directions. Parents/Guardians will be required to sign an authorization to dispense medication. A copy of this form can be found in the appendix. Please label all medication and utensils to dispense medication with your child's name. We can only keep medication at the center during the time it is currently needed.

Mandated Reporter

Illinois state law requires that all suspected cases of abuse or neglect be immediately reported to the state child abuse hotline and the Department of Child and Family Services. No consent is needed or required. All staff at Noble Day Care are required to report any suspected cases whenever reasonable cause leads staff to believe that a child in the center may be abused or neglected.

Health, continued:

Children will be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the child will be sent home. This is for the protection of all children enrolled. Children need not be excluded for a minor illness such as a mild cough.

Reasons for Exclusion of Care

- Illness which prevents the child from participating comfortably in program activities;
- Illness which calls for greater care than the staff can provide without compromising the health and safety of other children;
- Fever with behavior change or symptoms of illness;
- Fever above 101 (children must be fever free for 24 hours before they can return)
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
- Diarrhea;
- Vomiting two or more times in the previous 24 hours
- Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious;
- Rash with fever or behavior change, unless a physician has determined the illness to be non-communicable;
- Purulent conjunctivitis (pink eye), until 24 hours after treatment has been initiated;
- Impetigo, until 24 hours after treatment has been initiated;
- Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours;
- Head lice, until the morning after the first treatment;
- 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 have been completed;
- Mumps, until nine days after onset of parotid gland swelling;
- Measles, until four days after disappearance of the rash; or
- Symptoms which may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690).

Emergency Procedures:

Medical Emergencies

- First Aid will be administered (all staff will be required to be First Aid/CPR certified)
- An ambulance will be called and paramedic recommendations will be followed
- Parents/Guardians will be notified as soon as possible
- If parents/guardians cannot be contacted, emergency references will be called—a copy of the Emergency Contact form is attached in the appendix
- Parents/Guardians shall be responsible for any expenses as a result of ambulance, emergency room care, or other medical treatments

In Case of Fire

A fire alarm system directly linked to the fire department is installed at the center. Smoke detectors are also installed and checked monthly for proper function. There are two possible exits for evacuation in the event of a fire—the front door and the back door. A copy of the evacuation plan is attached in the appendix. Fire drills will take place once a month. In the event of a fire, children will be immediately evacuated from the building, and parents will be called as soon as possible.

In Case of Power Outage

Flashlights will be stored in each room in case of a power outage. If possible, activities will continue as normal. If it becomes too hot or too cold in the building, families or emergency contacts will be notified to pick up their children as soon as possible.

In Case of Tornado

Tornado drills will be conducted twice a year (seasonally). If there is sufficient warning, children can be picked up by their parents/guardians. Children at the center will be kept indoors and taken to an inner hallway or wall away from doors and windows. Children should be instructed to duck and cover as practiced in tornado drills. A portable radio will be used to keep informed of the progress of the tornado and of predictions and/or any special instructions from local officials.

In Case of Terror Threat

If a threat has been made to our center directly, the police department will be notified immediately. If a threat has been made to our larger community, we will follow the instructions of police or other officials. If we are to remain in the building, we will follow procedures for a tornado. If we are to evacuate the building, we will follow fire evacuation procedures.

Discipline:

Behavior Goals

One of our goals at Noble Day Care will be to help children learn and display appropriate behavior and to take responsibility for their actions. We will encourage and guide children to act with self-control, respect for themselves and others, and to follow directions given to them by staff members. We will encourage and guide children to behave in this manner by:

- modeling the behaviors we expect from them
- establishing clear and consistent limits and consequences
- teaching children about safety, care of property and consideration for others

Policies/Procedures

Discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding (firm positive statements about behaviors or redirection of behaviors are the accepted techniques for use with infants and toddlers);
- Directed toward teaching the child acceptable behavior and self-control;
- Logically related to the child's act and will not be out of proportion to the inappropriate behavior;

Children will not be disciplined for toilet accidents.

Staff may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development (not permissible for children less than 24 months of age), which is limited to no more than one minute per year of the child's age.

The following behaviors are prohibited in all child care settings:

- 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; and
- Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.

Preschool children will have reasonable opportunity to resolve their own conflicts.

Noble Day Care reserves the right to terminate care for a child under certain circumstances. We will give a two week notice in most cases. Care can be terminated immediately if there are severe problems or misconduct that may cause emotional or physical harm to others in attendance. When there is a specific plan for responding to a child's pattern of unacceptable behavior, all staff who affect the child will be aware of the plan and cooperate in its implementation. We will use an illness/incident report to communicate with parents and to keep a record regarding any common incidents. A sample copy of an illness/incident report is attached in the appendix. We will also record these incidents in an "incident journal" in order to keep a record and so that details of the incident can be verified even if the person who wrote the report is not available. In the event that Noble Day Care terminates care, referrals will be made as necessary to help find another childcare setting.

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