



# PARENT HANDBOOK

[www.abcd4children.com](http://www.abcd4children.com)

*ABCD Academy for Children, INC. NFP • 4910 W. Addison St. Chicago IL 60641*

Welcome Letter .....	2
Mission Statement.....	3
ABCD Academy for Children, INC. NFP Theory.....	4
General Information.....	5
Enrollment – Class Placement.....	5
Student Records.....	6
Section 407.80 Confidentiality of Records and Information.....	6
Attendance.....	7
Parent Access.....	7
Parking and Speed Limit.....	7
Arrival and Departure.....	7-8
Transportation.....	8
Release of Children.....	8-9
Registration Fee.....	9
Tuition Payments and Fees.....	9-10
Withdrawal.....	10
Additional Days / Hours.....	10
Holiday & Birthday Celebrations .....	10
Health Policies.....	11-13
Health Requirements.....	13-14
Medication Procedures.....	14-15
General Information on Medications.....	14
Request for Medications to be Dispensed.....	15
Diaper Creams, Powders, Sunscreen, etc.....	15
Allergies that May Require Medication.....	15
Accidents & Injury.....	15
Toys from Home.....	16
Insurance Coverage for Children.....	16
Items to Bring to School.....	16
Preschoolers.....	16
Meals & Snacks.....	17
Rest / Nap Time.....	18
Smoking Policy.....	18
Emergency Closings.....	18
Safety Drills.....	19
Guidance & Discipline.....	19
Parent Guidelines.....	20
Parent Communication.....	20
Parent Boards.....	20
Parent / Teacher Conferences.....	20
Daily Feedback.....	20
Closing Comment.....	21
Information to Parents.....	21-22
Price List.....	23-24
Educational Programs.....	24-25

## **Welcome to ABCD Academy for Children, INC. NFP**

At ABCD Academy for Children, INC. NFP, we recognize that the early childhood years are an extraordinary time in your child's development. There are many changes that take place within the early years of life. Children learn to communicate with each other, develop a sense of independence, grow and succeed physically and experience the world as an active learner. ABCD Academy for Children, INC. NFP recognizes the importance of this period and we have designed a curriculum that meets the developmental needs of every child.

The philosophy at ABCD Academy for Children, INC. NFP is to provide hands-on learning in an environment that is creatively stimulating and developmentally appropriate. Our highly qualified staff makes it easy for your child to adjust to our program and develop a sense of confidence, trust and security. With our state of the art materials and curriculum, our program exceeds the standard of excellence.

The educational goal at ABCD Academy for Children, INC. NFP is to encourage learning and exploration through a variety of quality experiences. The *Creative Curriculum* promotes learning in a way that supports children's academic progress while respecting the way they grow and develop. These academic areas are displayed through interest areas that allow for child choice and self-directed play. The *Creative Curriculum* supports both small and large group teaching that prepares children for academic success, and provides them with the skills for elementary school.

As a parent, I know that communication between you and your child's school is crucial. You are very important to the ABCD Academy for Children, INC. NFP staff. We encourage you to contact the school about any questions or concerns you might have. It is recommended that you review the daily reports highlighting your child's activities. Please let us know if there is anything we can do to make your child's experiences more valuable.

The staff at ABCD Academy for Children, INC. NFP would like to welcome you, and we look forward to working with you and your child. Thank you for choosing our school.

Sincerely,

Mariusz Bugara  
Owner

## **Mission Statement**

At ABCD Academy for Children, INC. NFP, we are devoted to giving your children a valuable learning experience in a happy, safe and secure environment.

Our exceptional teachers create their own activities and lessons to help children develop at their own natural pace. The staff at ABCD Academy for Children, INC. NFP continues their education and training on a regular basis.

Every child is treated as a very special individual. We provide materials and plan activities which help develop the entire child, while giving them a safe, accepting environment to explore, create and grow.

We will strive to make the transition between home to school a positive experience. Our school is a safe, secure, clean and happy place where children can learn and succeed.

We encourage open communication between parents and staff. It is important to communicate on a daily basis to monitor the progress and development of your child.

At ABCD Academy for Children, INC. NFP, our main priority is to provide the best in high quality child care and development. Our program is structured so children can achieve academic excellence.

## **ABCD Academy for Children, INC. NFP Theory**

Children learn through play and experience.

Children are curious about their surroundings.

Children want to feel competent.

Children go through stages of development, moving from concrete to abstract thinking, from impulsive to controlled behavior.

Children develop at their own rate.

Children learn in a loving, nurturing environment.

Children need gentle boundaries to organize experiences.

Children learn from each other.

Children want to make sense out of everyday experiences.

Children build strong self-concept through many experiences of success.

At ABCD Academy for Children, INC. NFP, we will attempt to provide each child:

- ~ A variety of materials and time to explore them;
- ~ A chance to overcome difficulties and meet challenges;
- ~ A stimulating environment with many interest centers that promote child-choice and self-direction;
- ~ An individual curriculum in which his or her needs and styles are the center of the learning process;
- ~ A warm but challenging environment where learning is individualized;
- ~ A chance for all to succeed and know the feeling of accomplishment;
- ~ A creative environment of objects and people and encouragement of problem-solving, critical thinking and creative thinking;
- ~ An opportunity to socialize freely, with teacher support in times of conflict.

## **General Information**

ABCD Academy for Children, INC. NFP is licensed by the Illinois Department of Children and Family Services.

ABCD Academy for Children, INC. NFP is open 12 months a year from 7 a.m. to 6:30 p.m. Monday through Friday. We offer a variety of full-time and part-time programs. Your child's hours of attendance will be designated at the time of enrollment.

**We will be closed on holidays, and you will not be charged for these days:**

- Memorial Day
- Labor day
- Thanksgiving Day
- The Friday following Thanksgiving Day
- Christmas Day
- New Year's Day
- July 4<sup>th</sup> – Independence Day

ABCD Academy for Children, INC. NFP observes various holidays throughout the year. We pride ourselves in being a center free of discrimination in regards to race, religion, and beliefs. In order to respect the diversity of our center, we include as many cultural activities as possible. Religious practices and figures are excluded from curriculum, while teachers focus on the other basic principles of the holiday. We also welcome families to share their culture, traditions and customs with the center and their child's classroom.

## **Enrollment – Class Placement**

**E**nrollment is open to any child 2 years to 6 years of age provided ABCD Academy for Children, INC. NFP meet the child's needs. Enrollment shall be granted without discrimination in regard to sex, race, color, religion, or political belief.

Upon the decision of enrollment, all interested parents and children are invited to tour the center and review the information about the program. You can meet the staff and complete all the necessary paperwork prior to enrollment. Upon receipt of the completed application and registration fee, placement will occur on a first-come, first-serve basis. Once your child is enrolled, we do recommend you to visit the school with your child prior to his/her first day. This helps you and your child become acquainted with the school, staff and daily schedule. Children are grouped according to age and developmental level.

## **Student Records**

**E**very child enrolled at ABCD Academy for Children, INC. NFP must have an updated school record with all state and school required forms. Your child's file is confidential, and will only be shared with other staff members if needed for meeting the needs of the child.

All emergency contact information in your child's file must be reviewed by the parent every six months to keep the information up to date and accurate. Medical records must be updated annually or whenever the child's receives immunizations.

### **Section 407.80 Confidentiality of Records and Information**

**T**he facility personnel shall respect the confidential nature of the child and personnel records.

Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential and limited to facility staff designated by the child care director and Department representatives unless the parent(s) of the child has granted written permission for disclosure or dissemination.

- 1) The facility shall have confidentiality release forms signed by the parent(s) which specify to whom information may be released and the length of time the release form is valid. Such release forms shall be on file at the facility prior to the release of confidential information.
- 2) If information is requested by outside persons or agencies, a specific written request signed by the person requesting the information shall be obtained and placed on file at the facility prior to the release of the information.
- 3) Except in extreme emergency or when there is evidence of child abuse or neglect, any child 12 years of age or older must be informed of such disclosure of information.

Authorized Department licensing representatives, Department child protection investigators, or other Department representatives who have the Department Director's written authorization (specifying the statutory authority or administrative rule under which access is granted) shall have access to the day care center's records and reports. All persons with access to records and reports shall respect their confidential nature.

## **Attendance**

Whenever your child will not be attending, please notify ABCD Academy for Children, INC. NFP by 9:00 a.m. by calling 773-205-2020. The teachers will try to wait until everyone has arrived before starting their morning activities, so early notification is appreciated. If your child is ill, please notify the Director so that the staff can monitor any other illnesses throughout the school.

## **Parent Access**

A parent who has a child in our care shall be permitted free access, at any time, throughout the center whenever their children are in our care. In legal cases that pertain to visitation or custody rights, a copy of the orders must be provided to ABCD Academy for Children, INC. NFP. The orders of the court will be strictly followed unless the custodial parent requests a change or variation of the court order in writing.

Visitors at ABCD Academy for Children, INC. NFP are asked to come by scheduled appointment only. They are allowed in the building at the discretion of the Director, and must be accompanied by a staff member at all times.

## **Parking and Speed Limit**

The speed limit through the parking lot is 5 mph. Parent parking is located around the front of the building. For safety reasons, we ask that children be accompanied by a parent into the building and have a hand held in the parking lot. Parents and children should only enter through the front door. Parking in the fire lane is not permitted at any time.

## **Arrival and Departure**

Children must be signed in on the attendance sheet in the vestibule area each morning upon arrival. Parents should bring their child to their designated classroom and drop them off with their child's teacher(s). Children attending the morning programs should be settled and ready for the programs by 9:00 a.m. It is required by law that children are to be under adult supervision at all times. To help with the adjustment period, it is recommended that parents help their child get settled in with the staff and morning routine. If there are any concerns about the morning transition, parents should not hesitate to ask the staff members for assistance.

When picking up your child at the end of the day, parents must sign out their child. The sign in/out sheets are kept on file and reviewed by the state licensing representative to help determine our staffing requirements.



## **Arrival and Departure (continued)**

### **Section 407.260 (subsection c)**

Children served in a day care center shall not remain on the premises for more than 12 hours in any 24-hour period, unless the parent's employment or training schedule requires more than 12 hours of day care and this has been confirmed in writing, by the parent. The written confirmation shall be kept on file for licensing review.

The staffing of the school is based on the drop-off and pick-up times you have designated when you enrolled your child at ABCD Academy for Children, INC. NFP. If possible, please adhere to the times you have given. Once you have picked up your child from the supervising staff member, it then becomes the responsibility of that person for the child.

## **Transportation**

ABCD Academy for Children, INC. NFP will not be transporting children off the grounds at this time.

## **Release of Children**

At ABCD Academy for Children, INC. NFP, safety of the children is our greatest concern. We maintain a strict policy in regards to the releasing of a child. During the enrollment process, the parent is required to appoint at least two individuals to whom the child may be released either on a regular or emergency basis.

We require advance written notice for authorization to pick up a child from ABCD Academy for Children, INC. NFP. In case of an emergency, a parent may notify the Director by phone and give the name, address and phone number of the person who will be picking up the child. We also ask that you give a brief physical description so the Director is aware prior to pick up. Upon the arrival of this individual, the Director or a staff member will need to verify the individual's identity by requesting 2 forms of identification. One of these forms will need to be photo identification, such as a driver's license. This person must then sign, initial, and record the time of the child's release.

In the case where a non-custodial parent is not included among the individuals authorized by the custodial parent to pick up the child, please notify the Director. We require a copy of the legal documentation for the child's record. This information is kept confidential and will only be shared with other staff members to meet the needs of that child.

## **Release of Children (continued)**

If an unauthorized individual arrives to pick up a child, a parent or emergency contact person will be notified by phone immediately. If we are unable to reach a parent or emergency contact person, the child will not be released. Should an unauthorized individual become difficult or uncooperative on the school grounds regarding the release of a child, the Chicago police will be notified.

ABCD Academy for Children, INC. NFP will not release a child to any parent, relative, or authorized person who appears to be impaired by the use of drugs or alcohol. Under this circumstance, a phone call will be made to the parent or emergency contact person.

## **Registration Fee**

No deposit required. A \$75.00 non-refundable registration fee is charged to all students at the time of initial application.

## **Tuition Payments and Fees**

At ABCD Academy for Children, INC. NFP half of the monthly tuition is due before or on 25th of the previous month. The remaining tuition is due on the 10<sup>th</sup> day of the next month when your child will be attending classes. If account is not paid on due dates (25<sup>th</sup> and 10<sup>th</sup>), you will be assessed a \$15 late fee per child for each late payment. After 25<sup>th</sup> your child's spot might be open for a new student awaiting registration if the first payment has not been made. Your child will not be allowed to attend school until your account is paid in full, including all late charges.

Checks can be made payable to "ABCD Academy for Children, INC. NFP". We also accept American Express, MasterCard, Visa and Discover. If payment is made in cash, please leave it with the Director. Please obtain a receipt for any cash payment at the time payment is given. There will be an additional \$50.00 fee for any checks returned by the bank. This fee will be added to the next month's tuition.

There will be one week of credited vacation time per year after one year of enrollment at ABCD Academy for Children, INC. NFP based on your child's days of enrollment. These days do not have to be used consecutively and can be applied at any time at your discretion. Unused vacation days do not roll over into the next year and there is no refund for unused days.

If your child is not enrolled for a full month but for selected days in a month, the tuition rate for one day is the same as the rate for one day of classes depending on the age group of the program that your child attends in a given month: Two year olds: \$65, Three year olds: \$60, Four to six year olds: \$60.

If you know that your child will miss classes, you can change the day of attendance. You are required to inform the ABCD Academy for Children, INC. NFP at least one day before the planned absence. A fee of \$10 will be charged for each change of the attendance day.

ABCD Academy for Children, INC. NFP is open twelve months a year, and tuition continues throughout the year as well. Registration and enrollment are ongoing.

## **Tuition Payment and Fees (continued)**

If you suspect payment difficulties, please contact the Director so alternative arrangements can be made. There is no tuition credit for the child's absences, vacation or sick days.

The operating hours at ABCD Academy for Children, INC. NFP are 7 a.m. to 6:30 p.m. There will be a fee applied for children who are dropped off prior to opening hours and who are not picked up before the school's regular closing time. This charge shall be \$15.00 per child for the first 15 minutes and an additional \$1.00 per child per minute period thereafter. This also applies to half day programs if picked up after 1:30 p.m. If we have not heard from the parent or guardian and the child has not been picked up by 7:00 p.m., we must notify the local authorities. If there is a problem with consistent lateness after 6:30 p.m., it may be cause for the child's dismissal from ABCD Academy for Children, INC. NFP.

We do offer an adjusted tuition rate for the families who have the summer months off (June – August). If your child does not attend for a full month, the tuition rate will be a one week payment (of your typical monthly tuition). This payment will guarantee placement in the classroom for the following month. If there is a reduction in the amount of days attended each week, then the tuition will be adjusted accordingly.

A \$10 fee for a cot sheet is due whenever a new sheet is needed.

A \$10 fee for a 2-pocket folder is due whenever a new folder is needed.

## **Withdrawal**

We require two weeks written notice for withdrawal for any reason. If this advance notice is not given, parents will be charged for that period. There is not refund or credit for not used days.

## **Additional Days / Hours**

At ABCD Academy for Children, INC. NFP, we require you to adhere to the scheduled days that your child will attend. Additional days may be added based on the rates given in your child's enrollment agreement. If you plan to bring your child on an unscheduled day, please let the Director know at least 2 weeks in advance. Additional days are offered based on enrollment and may not always be available. We will honor last minute requests only if adequate space and staff are available to meet the needs of an additional child.

## **Holiday & Birthday Celebrations**

If you would like to bring in treats for your child's classroom for any holiday or birthday celebration, please make sure that the treat is store bought and does not contain nuts. If you will be distributing birthday party invitations for your child, please use the children's cubbies. Also, we ask that you be discrete and courteous when distributing invitations, so that other children do not feel left out.

## **Health Policies**

**We** believe in maintaining a healthy environment at ABCD Academy for Children, INC. NFP. By observing the health status of the children each day, teachers can provide a better learning environment for the whole class.

Children's hands shall be washed routinely and frequently with soap and water, at least at the following times:

- Upon arrival at the center;
- Before and after each meal or snack;
- After using the toilet or having diapers changed;
- After handling pets or animals;
- After wiping or blowing his or her nose;
- After touching items soiled with body fluids or wastes (e.g., blood, drool, urine, stool or vomit);
- Before and after cooking or other food experience;
- After outdoor play time; and
- Before and after using the water table.

If a child is ill and unable to participate in classroom activities, including going outside, they should not attend school. The staff at ABCD Academy for Children, INC. NFP understands that it may be difficult to find alternative arrangements for a child who is ill and unable to attend our program. With parents' cooperation in keeping their child home when they are showing symptoms of illness, we can maintain a healthy environment for all the children in the school.

If a child arrives in the morning with symptoms of illness, we will notify the parent to come pick up the child. The exception to this policy would be that a licensed physician has indicated in writing that there would be no health risk to your child or to any other children or staff.

Health symptoms that require exclusion from ABCD Academy for Children, INC. NFP include:

- 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 (101 degrees Fahrenheit or higher) with behavior change or symptoms of illness;
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
- Diarrhea ( 2 or more episodes in a 24 hour period);
- Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration;
- 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 noncommunicable;

## **Health Policies (continued)**

- 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).

If a child becomes ill during the day, a parent will be notified immediately. During the time in which the child is waiting, they will be given the choice to either rest or do a quiet activity in a separate area. If the child hasn't been picked up within one hour, we will try to notify the parent again. If no one can be reached, we will notify the emergency contact person. When children are sent home due to illness, they cannot return to school for 24 hours. The exception to this policy would be that a licensed physician has indicated in writing that the child does not present a health risk to others and is able to participate in school activities.

In the case of certain communicable diseases, ABCD Academy for Children, INC. NFP is required to file a report with the Department of Health in 24 hours so that control measures can be used. We ask that parents and staff notify ABCD Academy for Children, INC. NFP within 24 hours if a child or family member has developed a known or suspected communicable disease. If there is an outbreak of a vaccine preventable illness in the school, we will exclude the children who have not yet been fully immunized for these diseases. (due to child's age, medical condition, religious reasons, etc.)

Examples of "Reportable Diseases include (but not limited to):

- Hepatitis A
- Tuberculosis
- Mumps
- German Measles
- Whooping Cough
- Rubella
- Giardiasis
- Shigellosis
- Spinal Meningitis
- Measles
- Salmonellosis
- Lyme Disease

## **Health Policies (continued)**

If a communicable disease is reported, all parents will be notified in writing. ABCD Academy for Children, INC. NFP follows the reporting guidelines as established by the Illinois Department of Public Health's General Procedures for the Control of Communicable Diseases (77 Ill. Adm. Code 690). We have a copy of these guidelines on file and available for your review.

### **Health Requirements: Section 407.310**

**A** medical report on forms prescribed by the Department shall be on file for each child.

- The initial medical report shall be dated less than six months prior to enrollment of infants, toddlers, and preschool children. For school-age children, a copy of the most recent regularly scheduled school physical may be submitted (even if more than six months old) or the day care center may require a more recent medical report by its own enrollment policy. If a health problem is suspected, the day care center may require additional documentation of the child's health status.
- If a child transfers from one day care center to another, the medical report may be used at the new center if it is less than one year old. In such a case, the center the child is leaving shall maintain a copy of the child's medical form and return the original to the parent.
- The medical examination shall be valid for two years, except that subsequent examinations for school-age children shall be in accordance with the requirements of the Illinois School Code [105 ILCS 5/27-8.1] and the Child Health Examination Code (77 Ill. Adm. Code 665), provided that copies of the examination are on file at the day care center.
- The medical report shall indicate that the child has received the immunizations required by the Illinois Department of Public Health in its rules (77 Ill. Adm. Code 695, Immunization Code). These include poliomyelitis, measles, rubella, mumps, diphtheria, pertussis, tetanus, haemophilus influenzae B, hepatitis B, and varicella (chicken pox) or provide proof of immunity according to the requirements in 77 Ill. Adm. Code 690.50 of the Department of Public Health rules (<http://www.idph.state.il.us>).
- If the child is in a high-risk group, as determined by the examining physician, a tuberculin skin test by the Mantoux method and the results of that test shall be included in the initial examination for all children who have attained one year of age, or at the age of one year for children who are enrolled before their first birthday. The tuberculin skin test by the Mantoux method shall be repeated when children in the high-risk group begin elementary and secondary school.

## **Health Requirements: Section 407.310 (continued)**

- The initial examination shall show that children from the ages of one to six years have been screened for lead poisoning (for children residing in an area defined as high risk by the Illinois Department of Public Health in its Lead Poisoning Prevention Code (77 Ill. Adm. Code 845)) or that a lead risk assessment has been completed (for children residing in an area defined as low risk by the Illinois Department of Public Health).
- In accordance with the Child Care Act of 1969, as amended, a parent may request that immunizations, physical examinations and/or medical treatment be waived on religious grounds. A request for such waiver shall be in writing, signed by the parent or parents, and kept in the child's record.
- Exceptions made for children who should not be subject to immunizations or tuberculin tests for medical reasons shall be indicated by the physician on the child's medical form.
- Day care centers shall maintain an accurate list of all children enrolled in the center who are not immunized, as required by Illinois Department of Public Health rules (77 Ill. Adm. Code 695.40, List of Non-Immunized Child Care Facility Attendees or Students). The number of non-immunized children on the list shall be available to parents who request it.
- Medical records shall be dated and signed by the examining physician, advance practice nurse (APN) who has a written collaborative agreement with a collaborating physician authorizing the APN to perform health examinations, or physician assistants who have been delegated the performance of health examinations by their supervising physician, and include the name, address and telephone number of the physician responsible for the child's health care.

## **Medication Procedures**

### **General Information on Medications**

The Director is responsible for dispensing the medication and monitoring the medication log. The Director will administer the medication at the appropriate time and sign and date the log when the medication is given. There must be authorization given by the parent to administer medication. The authorization forms and medication log are located in the Director's office.

Both prescription and non-prescription medication shall be accepted only in its original container. Prescription medications shall be labeled with the full pharmacy label. Over-the-counter medications may be dispensed in accordance with manufacturer's instructions when provided by the parent with written permission. Check expiration dates on all medications. We will not be able to administer expired medications even if the log and forms are completed. Every medication needs to have the child's first and last name printed on the container. Siblings may not share containers of medication. The container shall be in such condition that the name of the medication and the directions for use is clearly readable.

## **Medication Procedures (continued)**

### **Request for Medication to be Dispensed**

There are two forms that need to be completed for a child to receive medication. The first form is the medication log. The log needs to be completed for each day that the child is on the medication. A parent must indicate a specific time and dosage of medication to be dispensed. The second form is the authorization for dispensing medication. The authorization form needs to be completed for each new cycle of medication. It will only be dispensed for the dates indicated on the form. The authorization form cannot exceed one month's time period. Another authorization form needs to be completed for each month. This form should only be given to the Director and it will remain in the child's file.

### **Diaper Creams, Sunscreen, Powders, etc.**

If a child needs over-the-counter diaper ointments, lotions or powders, they must be labeled with the child's first and last name. The parent must complete an authorization form for each type of ointment. This authorization form is good for the entire school year.

### **Allergies that May Require Medication**

If a child has an allergy that may require emergency medication, an authorization form must be completed and on file. If there is an emergency situation where the child is need of this medication, a staff member will administer and document this in the medication log. The Director would notify the parent of this situation and they could sign the medication log when they arrive to pick up their child.

The administration of medication is provided strictly as a professional courtesy and not required by law. ABCD Academy for Children, INC. NFP reserves the right to refuse the administration of medication to any child if proper procedures are not followed.

## **Accidents & Injury**

**If** a child has an accident or becomes injured, we will notify the parent by means of an incident report form. Upon pick up of the child, the parent will be asked to sign the form and a copy of this form will be included in the child's file. If the injury is severe, we will notify the parent by phone immediately.

Should a child become severely injured and need medical assistance, we will call an ambulance and the child will be transported to the nearest hospital or emergency room facility. During this time, a parent will be contacted to meet the staff member at the facility.

We ask that parents make sure that their emergency contact information is kept up to date. A child can only be transported for care or receive any kind of emergency care if the waivers for emergency care have been signed.



## Toys from Home

At ABCD Academy for Children, INC. NFP, we ask that all personal toys remain at home. Every classroom has a variety of toys that the children can play with each day. Especially with the younger age groups, it is very difficult for the children to share their favorite toys with each other. These toys may even have small pieces that could break and be a choking hazard in the classroom.

Children may bring a favorite toy to school if it requested by the child's teacher. Show and tell items include books, pictures, or special items that are theme related. Any toys that are violent in nature (guns, slingshots, army toys, etc.) will not be permitted at ABCD Academy for Children, INC. NFP. Items that are brought to school should be age and developmentally appropriate.

## Insurance Coverage for Children

ABCD Academy for Children, INC. NFP carries liability insurance coverage which includes;

**Coverages are as follows:**

- Premises / Operations
- Personal Injury
- Medical Payments
- "A+" Rated Carrier

## Items to Bring to School

### Two's and Preschoolers

Parents must provide the following items for each Two's and/or Preschooler:

- Diapers and wipes, and/or extra sets of underwear or pull-ups if child is "training"
- Blanket (lightweight). **Please NO PILLOWS.**
- One full change of clothing including socks
- A smock or oversized shirt (for art activities)
- Appropriate outdoor apparel for outside time (seasonal)
- **An extra set of indoor shoes (Close Toed Shoes) that stay at the school.**  
**Please NO SLIPPERS.**

All items brought to school should be labeled with the child's first and last name. (The child's outdoor apparel should be labeled as well) We require closed-toe shoes such as sneakers or gym shoes as they are the most appropriate for outdoor play.

In severe cases of illness (vomiting, diarrhea, etc.), children shall have a sponge bath when necessary to ensure bodily cleanliness. The portable bathtub can be used in each bathroom. Parents will be notified if their child has received a bath. Children will not be left unattended when bathing.

## **Meals & Snacks**

ABCD Academy for Children, INC. NFP provides breakfast / morning snack, lunch, afternoon snack and evening snack on a daily basis. ABCD Academy for Children, INC. NFP contracted “Quality Catering for Kids, Inc.” Smart meals for growing minds as a catering company serving ORGANIC meals and snacks for our day care center. Daily menus will be posted in the kitchen area and in the hallway. ABCD reserves the right to change catering company if needed.

Breakfast / morning snack may be provided for children who arrive between 7 a.m. and 8:15 a.m. Children who arrive after 8:45 a.m. should eat breakfast at home as morning activities begin around this time. Lunch will be served between 11:45 a.m. and 12:30 p.m. Afternoon snack may be served at 3:30 p.m. Evening snack will be served at 6:00 p.m. The afternoon/evening snack may include such items as crackers and cheese, pretzels, graham crackers and goldfish. We serve 100% fruit juice, organic whole milk with all snacks and a variety of fresh fruits and vegetables will be served each week.

Every child will be encouraged to eat the balanced meals that are provided each day. If a child does refuse to eat certain foods, they will not be forced to finish the meal.

## **Rest / Nap Time**

The resting time for the children can vary from classroom to classroom. It is required that all children shall have the opportunity to rest or nap.

Children in the preschool classes are required to have a rest period each day. A cot shall be provided for each preschool child and shall be appropriate to the child's level of development. Children of this age generally shall not nap for more than two hours or rest without sleeping for more than 60 minutes. Children in this age group who do not sleep may be permitted to have a quiet time with books, puzzles or activities which will not disturb the napping children.

We will attempt to fulfill every child's resting needs each day. Even though this can be difficult at times, we feel that it is healthy to have a quiet time so children can unwind and prepare themselves for the afternoon activities.

Cots shall be maintained in clean and sanitary conditions. At no time shall two children be allowed to share the same cot unless it is thoroughly cleaned and then sanitized with a germicidal solution before each child's use.

## **Smoking Policy**

ABCD Academy for Children, INC. NFP is a smoke-free environment inside the building. We feel that the children should be in an environment that is clean, safe and healthy. Parents, staff and visitors are asked to respect this policy.

## **Emergency Closings**

In the case of inclement weather, ABCD Academy for Children, INC. NFP will make every attempt to open on time and remain open for our regular operating hours. If the surrounding districts are closed, there is a chance ABCD Academy for Children, INC. NFP will be closed. ABCD Academy may observe a maximum of two snow days per fiscal year without tuition credit. These snow days will be based on the weather conditions and accumulations that make commuting dangerous. If the road conditions become dangerous or there has been a state of emergency declared, it may be necessary for the school to delay opening or close early. Parents can call the school as early as 6:00 a.m. to find out any information regarding school closings or delayed openings, as there will be an updated message on the school's answering machine. We apologize for any inconveniences this may cause.

Parents should notify the school if they are having difficulty reaching the facility due to weather conditions. We will staff accordingly until all the parents have safely picked up their children.

Should there be an emergency evacuation, all the children will be evacuated safely and the staff-child ratio will be maintained. Every teacher is responsible for a group of children and their emergency contact information and attendance records. As soon as the children are safely at the new location, all the parents will be notified by telephone as to where they are.

## **Safety Drills**

Children will participate in monthly fire drills and semi-annual tornado drills (in the spring and fall). We will talk about fire safety and encourage children to practice fire drills at home with their family.

## **Guidance & Discipline**

At ABCD Academy for Children, INC. NFP, we believe that the purpose of discipline is to help a child develop self-control and to learn to assume responsibility for his or her own actions. We use positive discipline, such as, redirecting inappropriate behaviors and allowing children choices, to help children develop this self-control.

Staff members will encourage each child to use self-control and reflective communication to express their feelings. The staff will also know what behavior expectations are developmentally appropriate for the child. We consistently reinforce positive and caring behavior in the classroom.

We encourage each child to resolve simple behavior disputes. Staff members will respect each child's independence, and will only help out if the situation becomes frustrating. The staff is trained in the process of positive discipline, and will encourage the child to work out the problem.

Redirection is our main approach to discipline. The staff member will suggest to the child a more appropriate behavior for the situation. In most cases, redirection is all that is necessary to alleviate a problem. Should discipline be necessary, the relationship between the act and the consequence shall be clear to the child. Staff members will speak to the child at eye level using a direct and gentle tone of voice.

A "separation time" may be used for children over 24 months of age who are at risk of harming themselves or others. We only use this "separation time" as a last resort after several attempts of redirection have been made. The time period of "separation time" will not exceed one minute per year of age of the child. It is just long enough to help a child regain control of him or herself. During this "separation time" the child will be in an area where they may be visually observed by a staff member.

Any physical behavior that is aggressive in nature (hitting, fighting, biting, etc.) by a child toward another child or staff member is unacceptable. If this type of situation occurs, staff members will intervene immediately to protect all of the children and model more acceptable behavior. The staff member or Director will call, or conference with the parent if a child's behavior is consistently inappropriate. They will discuss effective guidance techniques that could be used in both the home and at school. Consistency being the key, parents are encouraged to follow through with the suggestions discussed within the home.

ABCD Academy for Children, INC. NFP reserves the right to terminate enrollment of children who demonstrate behavioral patterns, which are deemed to be harmful to themselves or others. The staff at ABCD Academy for Children, INC. NFP will use their discretion at what is considered to be harmful and/or appropriate. At no time will children be subjected to physical corporal punishment (hitting, biting, shaking, etc.), humiliated, frightened, or verbally abused by the staff at ABCD Academy for Children, INC. NFP. Children will never be disciplined for toilet accidents, food consumption or sleep habits. Discipline matters will always be conducted in a developmentally appropriate manner, and the child's age and history will also always be considered

## **Parent Guidelines**

ABCD Academy for Children, INC. NFP expects parents to display themselves appropriately at the school and on its grounds. We will not accept the following behavior in the school or on the grounds.

- Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce pain or fear to your children or other children
- Abusive or profane language or gestures
- Threatening staff, other parents or other children
- 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
- Disputing with other parents or staff
- Not supporting policies that are intended to protect everyone in the school

## **Parent Communication**

ABCD Academy for Children, INC. NFP provides many different ways for parents to receive information on the progress of their child. These include parent boards, parent conferences and daily feedback.

### **Parent Boards**

There is an information board for parents located outside of your child's classroom. These boards contain the current monthly lesson plan, staff schedules and any news regarding upcoming activities or events in the classroom. Parents should check these boards periodically for any new information.

### **Parent / Teacher Conferences**

Conferences between the parent and the teacher may be scheduled twice a year at the parent's leisure. These meetings are scheduled at the parent's convenience and are no more than 30 minutes in length. The development and progress of each child is discussed as well as any other parent or teacher concerns.

### **Daily Feedback**

Communication on a daily basis between parents and staff is very important in regards to the child's health, temperament, etc. It may not be possible to speak with a staff member for a long period during drop-off or pick-up times as they need to be observant of the actions in the classroom. If you have any concerns that need to be discussed, a conference could be arranged either in person or on the telephone.

## **Closing Comment**

The Owner/Director at ABCD Academy for Children, INC. NFP reserves the right to refuse, cancel, suspend or terminate the services of any child, without notice, for any reason, so long as judgment is not based on race, color, creed, religion, age gender, sexual preference, national origin or disability of the child or the child's parents.

ABCD Academy for Children, INC. NFP reserves the right to revise any of the information contained in this handbook at any time. If there are any questions or concerns regarding this parent manual, please feel free to contact the Director.

In the event that child abuse or neglect is suspected, ABCD Academy for Children, INC. NFP has a responsibility to report such suspicion to the Illinois Department of Children and Family Services.

## **Information to Parents**

ABCD Academy for Children, INC. NFP is required to be licensed by the Department of Children and Services of Illinois. We have a copy of our current license displayed in the office.

ABCD Academy for Children, INC. NFP shall distribute a summary of the licensing standards, provided by the Department, to the parents or guardian of each child at the time that the child is accepted for care in the facility. In addition, consumer information materials provided by the Department including, but not limited to, information on reporting and prevention of child abuse and neglect and preventing and reporting communicable disease shall be distributed to the parents or guardian of each child cared for when designated for such distribution by the Department. The school shall give parents adequate information about the program so parents can make an informed decision regarding the enrollment of their child. At the time of enrollment, the parents shall receive a copy of all written policy statements required by Section 407.250(c).

If you have any questions or concerns regarding the policies and/or program, we would be happy to review and discuss those issues with you.

Our facility must have a policy pertaining to the release of children to parents or other authorized people to be responsible for the child. The daily arrival and departure at the center shall be conducted in a way that protects each child's physical and emotional well-being.

The staff shall refuse to release a child to any person, whether related or unrelated to the child, who has not been authorized by the parent or parents to receive the child. Persons not known to the staff shall be required to provide a driver's license (with photo), a photo identification card issued by the Illinois Secretary of State or other photo identification to establish their identity before the child is released to them. The time of each child's departure from the center shall be noted on a daily departure log and initialed, signed or otherwise documented by the person to whom the child is released.

## **Information to Parents (continued)**

ABCD Academy for Children, INC. NFP must have guidance and discipline policy for staff use that is also provided to parents. Staff shall sign the guidance and discipline policy at the time of employment and parents shall sign the policy when their child is enrolled. Please let us know if you have any questions after reviewing this information.

All parents who have children enrolled at ABCD Academy for Children, INC. NFP may visit at any time without prior approval from the Director. Our parents are always welcome, and we encourage you to visit when you can.

Anyone who has reason to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by an adult, whether as a staff member or not, is required to report the concern immediately to the Child Abuse/Neglect Hotline as required by the Abused and Neglected Child Reporting Act, as amended. The Child Abuse Hotline is 1-800-252-2873.

## Price List:

ABCD Academy for Children, INC. NFP offers family discount. A second child in the same family shall receive a **20%** discount on the lower of the two tuitions. Additional children in the same family shall receive a 20% discount on the lowest tuitions.

No deposit required. A \$75.00 nonrefundable registration fee is charged to all students. A \$10 fee for a cot sheet is due whenever a new sheet is needed. A \$10 fee for a 2-pocket folder is due whenever a new folder is needed.

Half of the monthly tuition is due before or on 25<sup>th</sup> of the previous month. The remaining tuition is due on the 10<sup>th</sup> day of the next month when your child will be attending classes. If account is not paid on due dates (25<sup>th</sup> and 10<sup>th</sup>), you will be assessed a \$15 late fee per child for each late payment. After 25<sup>th</sup> your child's spot might be open for a new student awaiting registration if the first payment has not been made. Your child will not be allowed to attend school until your account is paid in full, including all late charges. We will be closed on holidays, and you will not be charged for these days. The fee for NSF check is \$50.

ABCD Academy for Children, INC. NFP will open at 7 a.m. and close at 6:30 p.m. There will be a fee applied for children who are dropped off prior to opening hours and who are not picked up before the school's regular closing time. This charge shall be \$15.00 per child for the first 15 minutes and an additional \$1.00 per child per minute period thereafter. This also applies to half day programs if picked up after 1:30 pm. .

The child's absences (due to a sickness or for other reasons) do not affect the amount of tuition payments. The ABCD Academy for Children, INC. NFP does not refund or credit any tuition payments due to the child's absences.

There will be one week of credited vacation time per year after one year of enrollment at ABCD Academy for Children, INC. NFP based on your child's days of enrollment. These days do not have to be used consecutively and can be applied at any time at your discretion. Unused vacation days do not roll over into the next year and there is no refund for unused days.

If your child is not enrolled for a full month but for selected days in a month, the tuition rate for one day is the same as the rate for one day of classes depending on the age group of the program that your child attends in a given month: Two year olds: \$65, Three year olds: \$60, Four to six year olds: \$60.

If you know that your child will miss classes, you can change the day of attendance. You are required to inform the ABCD Academy for Children, INC. NFP at least one day before the planned absence. A fee of \$10 will be charged for each change of the attendance day.

### I. Full Time Day Care Center

Schedule:                      Mon – Fri                      7:00AM-6:30PM

Days per week	INFANTS	TODDLERS	Two years old	Three to four years old	Four to five years old
5	\$325	\$237	\$235	\$227	\$225
3	\$240	\$180	\$180	\$160	\$160
2	\$170	\$130	\$130	\$115	\$115



## II. Part-time Day Care Center:

### 3-5 years old (5 hours ).

Schedule: Mon - Fri

8:30AM - 1:30PM

Days per week	Three to four years old
5	\$40 per day
3	\$45 per day
2	\$49 per day

## EDUCATIONAL PROGRAMS

The curriculum of ABCD Academy for Children, INC. NFP supports the development and learning of children. Our goal is to provide appropriate activities to develop each child socially, emotionally, physically, linguistically and cognitively by applying modern teaching methods. Our program is designed to build children's self-confidence, to develop their curiosity, initiative and love of learning.

### A. 2 years old

**Play** - Children learn to interact with each other. They are given the opportunity to sort, match and manipulate toys. They also learn to obey the group's rules.

**Music** - Children are exposed to a variety of music experiences: singing, dancing and movement, musical instruments, and listening to songs.

**Art** - Children learn creative art through painting, drawing, gluing, cutting and collage. The art activities stimulate children's expressiveness and imagination

### **B. 3 years old**

**Play** - Children learn to interact with each other. They are given the opportunity to sort, match and manipulate various toys. They also learn to obey the group's rules.

**Singing** - Children learn traditional rhymes and songs. They develop vocabulary; improve their hearing coordination and memory.

**Math** - Children learn math concepts including colors, shapes, numbers, counting, geometry, measurement and time. They also learn the names of days and seasons of the year.

**Dramatic Play** - Children listen to stories that stimulate their imagination. They answer questions related to the stories. They reenact the stories and build their vocabulary through play.

**Art** - Children learn creative art through painting, drawing, gluing, cutting and collage. The art activities stimulate children's expressiveness and imagination.

**Music** - Children are exposed to a variety of music experiences: singing, dancing and movement, musical instruments, and listening to songs

### **D. 4-6 years old**

**Play** - Children learn to interact with each other through play.

**Singing** - Children learn traditional rhymes and songs. They improve their hearing coordination and memory. They also learn to memorize some rhymes. They improve their vocabulary and syntax.

**Math** - Children learn math concepts including the numbers from 0 to 10, counting from 0 to 10, recognizing geometrical shapes, names of days, seasons, months, directions. They improve their perception and psychomotor coordination.

**Dramatic Play** - Children reenact scenes from their favorite fairy tales and stories, make props. They also watch plays and improve their memory.

**Art** - Working on various art projects helps children develop their manual skills and lets them express themselves. They create simple figures and forms by using differential materials such as paper mass, molding clay, wool, sand and color paper.

**Music** - Music and movement activities include vocal improvisation, determining the mood of musical pieces, recognizing musical instruments, expressing the mood and atmosphere of music through movement. They improve their musical hearing, vocal skills and their sense of rhythm.