



Youth Service Bureau

**Child**  
**Development**  
**Center**



**2015-2016**

# Parent Handbook

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# PHILOSOPHY

The Youth Service Bureau of Illinois Valley (YSB) is a not-for-profit organization licensed by the Illinois Department of Children and Family Services and accredited through the Council on Accreditation for Family and Children Services to provide day care, along with other child welfare services.

The purpose of the center is to provide a caring environment for children whose parents require care for their children.

The programs offered have been specifically designed to meet the needs of children in a comfortable and informal environment. Staff strives to provide learning and developmental experiences to supplement those provided within the child's home and family life.

Policies and procedures of the program are explained in this booklet. We encourage you to study it carefully and to discuss any questions you may have with the Director or staff members.

We trust that the upcoming year will hold many worthwhile and enjoyable experiences in which children, parents and staff can participate and learn together. We hope that your child will grow with us and it will be a positive experience for your child, full of love and learning.

## Youth Service Bureau Child Development Center

### *Mission Statement*

Our Mission is to support children's desire to be lifelong learners. YSBCDC strives to provide a safe; developmentally appropriate and culturally enriched environment for young children. Our focus is to provide stimulating early care and educational experience which promotes each child's social/emotional, physical and cognitive development.

### *Vision*

The vision of YSBCDC is to provide safe, quality care with a variety of experiences and strive to create a positive link between child, family, school system and the community. Parents and teachers support each other, sharing the same vision and encouraging the same goals for their child.

## *Value*

YSBCDC believes in the following values:

### Quality Program

- Developmentally Appropriate Practices
- Individually Appropriate Practices
- Culturally Appropriate Practices
- Trained, Experienced and Qualified Teachers

### Cultural Awareness

- Respect, value and incorporate the cultural diversity of all children and their families

### Family Centered

- Form a partnership with families
- Support families in their care giving and decision making roles while building on their unique strengths and resources
- Respect family and community values

### Partnership

- Communication, collaboration, and accountability between all board members

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Karan Player, Director

## **ABOUT OUR PROGRAM**

### *Hours of Operation*

The center is in session Monday through Friday year round from 5:30 a.m. – 5:30 p.m. The center will be closed during the 2015 -2016 year on the following days: July 3rd, September 7th, November 26th, 27th, December 24<sup>th</sup>, 25th, 31<sup>st</sup>, January 1<sup>st</sup>, March 27th, and May 30th

Local radio stations (WLPO: 1220 AM, WAJK: 99.3 FM, and WLRZ: 100 FM) will announce the closing of the center due to inclement weather or other unforeseen circumstances (e.g. heat, water, or light problems). In general, decisions to close will be made only when storms are severe enough to close the local public schools or when conditions beyond our control lead to a temporary closing.

## *Ages*

YSBCDC serves children ages 15 months to 6 years of age.

## *Staff Structure, Qualification, Responsibilities and Supervision*

Continuous in-service training is expected of all employees. Director and teachers are First Aid and CPR certified and trained in preventing the spread of contagious disease through universal precautions. All staff are mandated reporters for suspected child neglect or abuse and are trained in identifying signs of neglect and abuse.

The **Director** is responsible for overall Center operation, including management and staff supervision. The director has a Bachelor Degree in Early Childhood Education concentrating in Special Education.

The director must have experience teaching young children, and hold a Food Sanitation Certificate. The position is supervised by YSB Director of Community Services.

The **Teachers** are responsible for classroom management, including daily schedule, curriculum and developmental assessments. Each classroom has at least one teacher with an Associates or Bachelor Degree in Early Childhood Education or relate field.

## *Curriculum*

Our center uses Creative Curriculum and Teaching Strategies. The most important goal of Creative Curriculum is to help children become enthusiastic learners. This means our teachers encourage children to be active and creative explorers who are not afraid to try new ideas and think for themselves. The goal of Creative Curriculum is to teach children how to learn, not just here at YSB CDC, but all through their lives. Activities are provided in the areas of: Cognitive Development, Communication Skills, Language Arts, Art, Music, Children's Literature, Math, Science, Social Studies, Self-Help, Dramatic Play, Socialization, and Physical Development.

Each month your child's teacher will send home a letter from Creative Curriculum addressing a specific learning area in your child's classroom.

In order to further prepare your child for kindergarten we also follow the Illinois Learning Standards. You can find more information on the standards at <http://illinoislearning.org/standards/benchmarks.htm>

### ***Licensing***

The Illinois Department of Children and Family Services license the center, and the building is approved by the State Fire Marshall. The center is insured.

### ***Quality Rating***

Gold Circle of Quality through ExceleRate Illinois

## **PARENTAL INVOLVEMENT AND ASSISTANCE**

Parents are the primary teachers in a child's life. Especially from birth to age six when a child's brain develops faster than at any other time in his/her life. This is why it's important for parental involvement with the center is viewed as so important.

*“Family is the first school for young children, and parents are powerful models”, Alice Sterling.*

In fact, research strongly suggests that children whose parents are involved during the crucial stages of development, stand a better chance of achieving academic success. Being involved in your child's Early Education experiences at YSB CDC benefit both you and your child. Being involved strengthens parent child bond and makes the transition between leaving home and attending childcare easier for the child.

### **WAYS FOR THE FAMILIES TO BE INVOLVE:**

- Making things for the program
- Sharing their culture
- Sharing a talent or a job
- Participating in the class activities or field trips
- Contributing to the curriculum

Our center has children and families from many walks of life and cultures. If you have a cultural celebration or unique recipe you're willing to share with the children, please let one of the teachers know. Children love to learn about how other families live, they also feel a special pride when their parent(s) become involved in their "Center life".

### ***Parent Teacher Organization***

YSB CDC PTO's mission is to promote open communication and understanding between parents and teachers. Our dedication is to enhance

and maximize your child's early learning years, while helping to achieve their highest potential.

The Parents group meets periodically to share and exchange ideas and to offer feedback to help make the center more responsive to the parents and children's needs.

### ***Parent/Staff Communication***

Proper communication between the parents and the teachers at YSBCDC is extremely important. Teachers will be sending home information on a regular basis. Toddler parents will receive daily reports. You are welcome to call to arrange a meeting with your child's teacher--even just to become better acquainted! Concerns about any aspect of the center, or your child's care, may be expressed to the Director of the Center. Each child is provided with a mailbox and/or cubby. Please check these daily for billing, notes, newsletters and daily reports.

Reminders of event can also be found on our Facebook page.

Mandatory conferences with teachers and parents include measuring the progress of children, sharing that information with the parents, and are completed twice a year.

### ***Open Door Policy***

We have an *open door policy* for parents; you're welcome anytime. Please feel free to participate in classroom activities, whether it be story time, meal times, or outdoor play.

### ***Clothing***

Children need to wear clothing that is comfortable, washable, and suitable for all activities, including outdoor play. **NO** clogs, flip-flops, sandals, or loose fitting shoes may be worn as these are proven to cause accidents. Please have your child wear tennis shoes for safe play. Mark the inside of the shoes and coats with their name. No boots should be worn except as protective covering for shoes on snowy and/or rainy days.

Keep an extra labeled set of seasonal clothing in your child's cubby at all times. This should include underwear, socks, pants and shirt. These clothes will be used in case of bathroom or playtime accidents or emergencies. If your child uses the clothes, please remember to re-stock their cubby with another extra set the next day.

Please change the extra clothing as the seasons change. If your child is sent home in borrowed clothes from the center, please return promptly.

We emphasize complete warm apparel for outdoor play/exercise during the winter months. This should include hat, mittens, neck scarf (if desired), snow pants and boots.

### *Cubbies*

Each child will have their own cubbies/locker to store their artwork, special projects and personal items. Please make sure you empty your child's cubby daily.

### *Toys, Foods, etc.*

#### **Treasures for Home, but not for school**

No candy, gum, food or money should be brought to the center. No personal toys. We know it sounds harsh, but we have many toys at school that are made sturdy enough for 10+ pair of hands eight hours a day...most home toys don't last half as long. "Home" toys also often result in fights over ownership, sharing, trading and bribing for a "best friend." Books and CD's that are more easily shared are welcome.

## **NUTRITION, REST, BEHAVIOR**

### *Food Program*

In cooperation with the Federal Child and Adult Care Food Program children are offered breakfast, lunch and an afternoon snack. Lunches are catered by Volunteer Action (Oglesby). Breakfast is served from 8:30 – 8:45, Lunch is served at 11:30 and snack is served after naptime. Please review the posted lunch menu daily.

Any medical modifications of a child's diet for food allergies must be on file from the child's physician. If we are unable to accommodate, it is the parent's responsibility to have the food and instructions available for our food server. Food parents bring in must be clearly labeled with complete date, food name, child's full name and intended use (i.e. lunch substitute).

### *Birthday Celebrations*

Parents who would like to bring a "celebration treat" for their child's birthday should contact the teacher. Per DCFS licensing, homemade treat MAY NOT be brought to the center as treats or snacks. Treats must be store-bought and packaged by a grocer or bakery. Please make the treat at least semi-nutritious, meaning not too sugar or fat-filled. We like carrot

cake, ice-cream, banana bread, etc. You are welcome to come and take pictures while we sing to your child. Full-fledged parties are best organized and held elsewhere after hours. Invitations for birthday parties can be put in children's cubby if all children in classroom are invited.

### ***Rest Time***

We provide cots, sheets, blankets and quiet music for quiet times. Each cot is clearly marked with a child's name and only that child uses that cot and bedding. Cots are disinfected and scrubbed weekly. Sheets and blankets are laundered weekly at YSB CDC.

### ***Diapering***

Diapering supplies are the responsibility of each parent. Items that will be needed include: an adequate supply of diapers, baby wipes, and any lotions, creams, ointments or powders that you wish to have applied. Parents will be notified when supplies are low and charged 50 cents per diaper if center supplies are used.

Toddlers are changed on a padded changing table that is sanitized before and after each use. Staff wear latex gloves for bowel movement diapers and plastic gloves for urine diapers. Children's hands are washed after each diaper change. Children will be changed at scheduled times or as needed.

A consent statement by a parent is necessary for the administration of non-prescription, over-the-counter drugs such as any diapering ointments, lotions or sunscreen.

### ***Toilet Training***

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

## **DISCIPLINE/MANAGEMENT PROCEDURES**

Our goal is to help children develop positive self-esteem and control. Styles of discipline can impede or facilitate that goal. We believe positive discipline gives the best long term results. Only constructive methods of discipline shall be used to help promote good behavior. Children under age

two will not be disciplined, but rather redirected to another activity. Teachers will work with the child and cooperate with parents to resolve any problems that may arise.

Positive behavior is encouraged through providing a wide range of stimulating activities, praising good behavior, redirecting children to different activities, and accepting or reflecting the child's feelings.

### *Discipline Measures we won't use:*

If inappropriate behavior arises, we DO NOT use physical punishment such as spanking. Nor do we name call, demean or withhold meals.

### *Our Discipline Practices; How We Manage Children's Behavior*

- 1) Teachers plan the schedule and activities, and arrange the classroom environment to PREVENT behavior problems when possible.
- 2) We tell children what they CAN do. Clear expectations are communicated...and yes, repeated often. We design the classroom environment so it gives children cues on appropriate behavior.
- 3) We recognize children's appropriate behavior with specific encouragement/praise. Example: "Thanks for picking up the blocks. Cooperation really helps!" or "You used your words when you were frustrated."
- 4) Teachers and children learn to manage feelings through appropriate verbal and non-verbal expression. Teachers are role models for using positive methods of communication.
- 5) Teachers guide children in learning positive conflict resolution skills. Children are coached to learn how to negotiate, share, trade, cooperate, creatively problem solve and compromise.
- 6) We firmly—but calmly—state limits or rules that protect children, materials and the classroom living/learning environment. Children are made aware of reasons for limits and rules. They are also involved in creating reasonable classroom rules.
- 7) Children are told of limits and consequences for inappropriate behavior. We enforce limits and consequences consistently in a straight-forward, no nonsense manner.
- 8) Natural and logical consequences are enforced that are appropriate to a child's understanding and abilities. For instance, a child is taught how to clean up their own spilled milk. A child would help a teacher repair a torn book. Sometimes a child will, for a short time, lose the privilege of using a toy if they abused it or disregards rules.
- 9) If a child is disruptive to the environment or harmful to others, he/she may be separated from the group, usually to a chair away

from the activity. After gaining self-control and talking to a teacher, the child may have a fresh start.

- 10) If a child's behavior becomes too challenging, teachers may request a conference with parents so they can shed light on the child's behavior and co-plan discipline measures. *If a child's behavior greatly interferes with or impedes smooth and peaceful classroom operation, or puts him/herself or others at risk of unacceptable bodily or emotional harm, director will discuss with the child's parent(s) recommendation for outside assessment, and—if necessary, dismissal and alternate placement options.*

At times, it may be necessary for children at YSB CDC to be separated from the group momentarily (with supervision) allowing time for the child to think about the situation. The child may rejoin the group when he/she is prepared to cooperate with others.

### ***Biting Policy***

Our Program recognizes that biting is, unfortunately, not unexpected when toddlers are in child care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Reasons children bite:

- Children learn by exploration and toddlers are “oral beings”; thus, they will place everything into their mouths, which may include another child's finger.
- Children bite to relieve the pressure resulting from new teeth breaking through the gums.
- Toddlers' do not have cognitive (thinking) ability to discriminate between animate (live) and inanimate (not live) objects. This means that the child may not be able to distinguish between teething ring and another child's plump arm.
- Biting is a basic response to frustration, hunger, or being tired because toddlers and two year olds do not have the vocabulary to articulate these feelings/emotions and due to limited social skills.
- Toddlers and two year olds bite in order to move children who are in close proximity, too rough, or too intimidating.
- Children bite to get attention whether negative attention verses no attention at all.
- Children bite to protect personal space because they need a certain amount of space around them and do not want intrusion.

Our Program, then does not focus on punishment for the biting, but on effective techniques that address the specific reasons for the biting. When biting occurs, we have three main responses:

1. Care for and help the child who was bitten.
2. Help the child who bit learn other behavior.
3. Work with the child and parents who bit and examine our program to stop biting.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques, and timelines to work on the problem. When children bite, their parents are informed the same day and receive a copy of accident/incident report. When children are bitten, their parents are informed and given a copy of accident/incident report form. The incident/accident reports must be signed by the parents. The original copy is kept in a folder in the office. We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting. We encourage parents to bring their concerns and frustration directly to the teachers. The director is kept informed of the problem and will work with parents and teachers to help bring the biting under control. Communication is very important to help children learn not to bite!

## **EXCLUSION FROM THE PROGRAM**

Whenever there is a problem that may lead to exclusion of a child from the center, whether before or after the start of service, the director will provide written notice of the problem and at the same time request in writing for a meeting to be scheduled to discuss the problem with the parent(s). The parent(s) will be given at least one week to arrange this appointment. If the child is enrolled, no action will be taken regarding exclusion unless the child's behavior presents a clear and imminent danger to the other children in the program.

The purpose of the meeting will be for staff and parent(s) to gather information regarding the nature and severity of the child's special needs, if any. These may include disabilities, behavior problems, and psychological or medical conditions. The information must be sufficient enough to determine the appropriateness of the center's program to the child's needs. Such information may be contained in psychological, psychiatric, or medical evaluations requested and required from the child's parent(s). In

addition to these reports, staff will consult as needed with parent(s), physicians, psychologists, counselors, etc. to determine special needs, compliance with medication schedules, behavior modification techniques, and/or possibilities for new, increased, or changed medications.

In attempting to meet the child's needs, staff will look first to enhancing existing resources by increased or specialized staff training, parent meetings, schedule modifications, and any other practical, doable measures which may be accomplished within the current program using its resources. If the child's needs go beyond the scope of the current program and its existing resources, staff will determine the costs and availability of supplemental resources needed to meet the child's needs. If those resources are reasonable and attainable and within the scope of the existing operating budget of the center, they will be put in place. Only when a reasonable solution for meeting a child's needs cannot be achieved within the parameters of this policy will a child be excluded from participating at the center.

## **EMERGENCY PROCEDURES**

Our center conducts regular scheduled emergency drills.

Schedule:

Fire drills – Second Tuesday of each month

Tornado drills – First Tuesday during the months of April-October

Earthquake – Third Tuesday during the month of January and June

We also conduct random drills in the event of bomb threat or gunman

### ***Pesticide Applications***

We do not use pesticides or herbicides at the center (indoors or outdoors). In the event it is recommended, parents will be notified prior to application with the name of the product and when it will take place. Children will not be present on the play yard during or immediately following application. We follow the health and safety guidelines as laid out by DCFS.

# ATTENDANCE, HEALTH, MEDICINE, AND EMERGENCY TREATMENT

## *Attendance*

When a child is enrolled at the center, he/she is expected to be in regular attendance as per the schedule agreed upon by the parents and the Director. Enrollment is not guaranteed if attendance falls below the agreed upon number of days. Regular attendance is important for the child's development.

If a child will be absent, one of the parents need to notify the center by 9:00 a.m. of the absence and the reason for it. Staff is at the center by 5:30 a.m. Parents, guardians, or adults designated by parents are to accompany the child inside and sign the attendance record. If the child is to leave with an adult who has not been previously designated by the parents as someone authorized to pick the child up, written advance notification must be given to office staff. The pick-up list needs to be updated in the office on a regular basis. We are unable to accept verbal/telephone authorization. This is for the protection of the child.

It is the policy of YSBCDC that if attendance of a child who is eligible for the Department of Human Services subsidized Childcare Fees has dropped below 85% of scheduled days per week, the difference will be billed to you. A child enrolled at this center is eligible for care according to the agreed upon days through The Department of Human Services. This center is paid according to each child's attendance. The schedule through DHS needs to be adhered to unless a Change of Information form is filled out and sent to DHS and in which cases a new schedule is provided. Sporadic attendance with the lack of payment from The Department of Human Services and the difference from you will cause us to drop your child from enrollment.

YSBCDC requires a two week notice prior to vacation. Subsidized families are also required to notify Child Care Connection at 1-800-301-3304 ten days prior to vacation.

## *Health Policies*

The center is licensed to provide care for healthy children. There are no available facilities or medical staff on site to care for sick children. If a child becomes ill during the day, the director or person in charge will contact a parent and the child must be picked up immediately. Children should remain home until the symptom is gone and at least 24 hours have passed. In specific situations a physician may provide written documentation that a child is not contagious and thus allow the child to return with symptoms. An example would be a rash that is diagnosed as an

allergic reaction. Whenever a fever is involved, children MUST be fever-free for a 24 hour period before returning to child care. Please provide children with adequate recuperation time from illness before returning them to day care.

Parents are required to keep their child home if he/she exhibits any of the following symptoms: fever, vomiting, diarrhea, sore throat, skin rash, coughing, sneezing with colds, or evidence of extreme fatigue. If unsure, please call the center and talk with the director.

Health checks will be done daily by the staff when your child arrives at school. Teachers may deny entrance of a sick child into the center for the day. If your child is sent home with a fever, he/she will not be allowed to return to the center the next day.

Per IL licensing standards, a child may not be sent to child care if illness prevents him/her from comfortably participating in classroom activities OR if illness requires greater care than teachers can provide without compromising the health and safety of other children. Children may not attend when symptoms of possible contagious disease are evident.

Please notify the center immediately of any exposure to communicable diseases, so that parents and staff can be notified if other children at the center were exposed. If a contagious illness is discovered, all parents will be notified in writing as to the measures they should take, symptoms to watch for, and what the center's staff are or will be doing about the situations. The local health department will also be notified about any communicable diseases.

Head checks for lice are conducted weekly. Our policy provides that parents must immediately pick up any child found to have a nit or louse in their hair. The child will not be allowed to return to the center until a staff member has rechecked the child's hair for nits and lice and found none. (In the event that this, or any other contagious problem persists, after all reasonable attempts have been made to resolve it, the child may be dismissed from the program).

Each child must have a medical exam on file. Medical re-examination must be submitted every two years.

Each Child is required to have a TB and must be immunized against whooping cough, diphtheria, measles, polio, tetanus, rubella, influenza B and Hepatitis B. and proof of leading screening is required.

If your child has allergies, be sure they are included on the enrollment application form AND be sure to tell the teachers verbally (as a reminder).

### *Administration of Medicine*

We will administer prescription medicines to the child according to medicine consent slip, which must be filled out by the parent. The prescription must be by a physician explicitly for the child. Parents must bring the prescription in the original container which bears the label stating the child's name, the physician's name, the drug store, the prescription number, and date of prescription, and directions for administering the medication.

A consent statement by a parent is necessary for the administration of non-prescription, over-the-counter drugs such as Tylenol, cough syrup, and any diapering ointments, lotions or sunscreen.

**NEVER** leave medicine in your child's cubby, backpack, and diaper bag or on the parent sign in table. Please hand item to a teacher for safe, secure storage.

If medication is given at home, that information needs to be shared with the center in case of side effects of the medicine or a reaction while your child is attending the center.

### *Emergency Treatment*

In the event of an emergency or accident, a parent is immediately contacted. Every attempt will be made to contact parents or other designated responsible adults. When neither parents nor other designated adults can be reached, the child's physician will be called. Please keep all emergency forms current and up to date for your child's protection. Parents will also receive a written accident report stating facts about the incident.

At least three people other than the parent or guardian should be authorized to pick up a child in the event of an emergency when the parent or guardian cannot be reached immediately. Parents and guardians need to notify the office staff immediately of any changes in home or job phone numbers or addresses for emergency reasons.

For the safety of your child, it is extremely important to keep emergency numbers current. Any changes need to be updated in the office.

## SCREENING, ASSESSMENTS, and OBSERVATIONS

Children under 3 are screened periodically by Easter Seals. The screening process is strongly encouraged and parents must complete a Developmental Screening consent/Questionnaire prior to screening. Teachers screen children two weeks after beginning enrollment and periodically throughout the year to assess progress and address any concerns in development.

Children over 3 are screened annually by L.E.A.S.E. During the screening process various skills are briefly assessed. These include fine motor, readiness/cognition, gross motor, speech/language, hearing and vision. Teachers screen children two weeks after beginning enrollment and periodically throughout the year to assess progress and address any concerns in development.

A Mental Health Professional is available to come into your child's classroom and observe their behavior and interactions between peers and teachers. The information is shared with the Director, teachers and parent as requested. Parents must sign a release form in order for their child to be observed and information shared.

If your child has an IEP or IFSP, please share a copy with the director. The information will be shared with your child's teacher in order to assist with their specific goals and to help create a learning experience based on your child's needs.

## REQUIREMENTS FOR ADMISSION

1. A child must be fifteen months old by his/her first day of attendance at the center.
2. An enrollment package from the center including a medical form, enrollment forms, and consent form must be submitted BEFORE the start of attendance. Your child will not be admitted to the center if the forms are not completed before his/her first day of attendance. Forms will be updated on an annual basis. Please be advised that all information is confidential.
3. Certified copy of Birth Certificate
4. Admission to the center is on a first come, first served basis. Priority is given to full time (5 full days per week) children. Slots for part-time care will be filled only if full time children are not available. Part-time care of less than four days per week is considered temporary and their slot may be replaced by a family requesting full-time care. If no space is available, your name will be placed on our waiting list. As soon as a vacancy occurs, you

will be notified. Subsidized day care slots are available for low income families who qualify. The number of subsidized slots is limited by available resources.

5. There is an annual material and activity fee per child, which must accompany the enrollment forms. The fee is non-refundable.

## **NON-DISCRIMINATION GRIEVANCE PROCEDURE**

The center has adopted grievance procedures consistent with section 504 of the Rehabilitation Act. A copy of this grievance procedure is included in your enrollment packet. Should you need an additional copy of this procedure, please stop by the office.

## **FEE AND PAYMENT POLICIES**

Because we base our tuition for day care on a 12 month program, scheduled payment is expected whether or not your child attends.

Payment for the center is based on a weekly fee. Weekly fees are due each Monday. Parents who do not pay on Monday will be given a notice of late payment by Wednesday of the same week. If fees are not paid in full by Friday, child(ren) may be denied admission the following Monday.

Parents with delinquent accounts have the opportunity to enter into a written agreement with the Day Care Director to retire debt by making regular periodic payments.

The terms and conditions of the written agreement will be determined by the Day Care Director after consultation with the fiscal office.

If a written payment agreement is not followed, child care services may be terminated. The delinquent account after a period of 120 days is automatically sent to the collection agency at the expense of the parents.

A late fee of \$5.00 for every 5-minute period or fraction thereof is charged for children left in our care beyond regular hours.

If you find a discrepancy or mistake in your bill, please submit it to the Director and in writing explain the discrepancy. Adjustments, if deemed appropriate, will be made.

### ***Late Child Pick-Up Penalty Fees and Payment Procedure***

We abide by posted Center closing time. If you don't come for your child by closing time, you will receive a penalty bill. *If a parent hasn't arrived by closing time, staff will attempt to contact Emergency Contact individuals the parent listed on the child's enrollment application. Those Emergency Contacts, who are authorized for child release, will be asked to come to the Center to assume responsibility and physical custody of the child.*

After ONE HOUR if no one on the emergency list is reached or a custodial parent(s) hasn't picked up the child, the Department of Children and Family Services (DCFS) will be contacted. At that point DCFS will determine if the police should be called or the child is taken into DCFS custody. Leaving your child after closing time may result in losing your child's enrollment space.

To avoid unnecessary frustration for staff and your child, please arrive promptly by our closing time. Our teachers have personal responsibilities to meet and their own families to meet and their own families who need them.

### ***Exemption Days***

Children enrolled five days per week (5 hours or more per day) will receive 4 exemption days which can be used for holidays, snow days, sick or vacation days. This credit may be used once per year based on the date of enrollment.

### ***Daily Arrival and Departure of Children***

Parents or guardians make arrangements for their child(ren) to be dropped off and picked up at the agreed upon time at enrollment. If there is a change in schedule, the parent or guardian will speak with YSB CDC Director or designee to make arrangements for the child(ren) to be dropped off and picked up at the new agreed time and written in the child's file.

If there is an emergency, there will be an excused late pickup of once per year.

An unexcused late pickup will result in the emergency number called and the late fee of \$5.00 charged starting one minute past 5:30 p.m. which is our closing time. Each 5 minutes will be an additional \$5.00 late fee and will be paid along with receiving a notice to meet with the director or designee.

If once again a late pickup occurs; there will be another meeting with the director stating a plan for the child(ren) to be picked up one half hour earlier each day by someone designated by the parent. If this cannot be arranged with success, the child may no longer be able to attend the center.

### ***Voice Mail***

Our phone automatically use voice mail when we are out of the office or using the phone. Please leave your name, number and time/date of call; we'll respond as soon as we can.

### ***Fees – Effective 7/1/2015***

Annual material/activity fee: \$50 First child  
\$35 for each additional child  
Registration fee: \$25 (\$15 for each additional child)

#### **Early Preschool Classroom: Under 2 years of age**

##### **FULL DAY (more than 5 hours a day)**

5 days	\$33.60 daily	\$168 per week
4 days	\$34.50 daily	
1 to 3 days	\$36.50 daily	

##### **HALF DAY (either morning or afternoon and less than 5 hours a day)**

5 days	\$85.00 per week
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#### **Early Preschool Classroom: 2 years of age**

##### **FULL DAY (more than 5 hours a day)**

5 days	\$28.50 daily	\$142.50 per week
4 days	\$31.00 daily	
1 to 3 days	\$33.50 daily	

##### **HALF DAY (either morning or afternoon and less than 5 hours a day)**

5 days	\$71.25
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#### **Preschool – Pre-K Classrooms: 3 years old**

##### **FULL DAY (more than 5 hours a day)**

5 days	\$24.80 daily	\$124.00 per week
4 days	\$27.50 daily	
1 to 3 days	\$30.00 daily	

##### **HALF DAY (either morning or afternoon, and less than 5 hours a day)**

5 days	\$62.00 per week
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#### **Preschool – Pre-K: 4 years and older**

##### **FULL DAY (more than 5 hours a day)**

5 days	\$23.80 daily	\$119.00 per week
4 days	\$27.00 daily	
1 to 3 days	\$29.50 daily	

##### **HALF DAY (either morning or afternoon, and less than 5 hours a day)**

5 days	\$60.00 per week
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Our goal is to change fees no more than annually if warranted. However, fees may change at any time without notice.

### *Supply List*

Parents are also responsible for the following supplies upon enrollment and on September 1st and February 1st. Supplies are due the first of September and February and upon enrollment.

#### **Supply List:**

##### First Child

- 3 packages of Kleenex
- 1 package of 9 oz. plastic cups
- 1 package of 70 to 100 paper plates
- 1 package of Ziploc bags (gallon)
- 2 packages of 3 oz. plastic cups
- 3 rolls of paper towels
- 1 package of 500 count napkins
- 2 Sippy cups (if child is under 3)
- 2 rolls of masking tape

##### Second Child

- 2 small white (13 gallon) trash bags
- Laundry detergent (Ultra Purex)

If you do not wish to purchase the above items, your account will be charged an additional \$30 for first child and \$15 for each additional child upon enrollment and by the beginning of September and February. All items need to be checked in at the office, so a receipt can be issued.

#### **The follow items are Optional:**

- Lysol spray
- Bleach
- Laundry detergent
- Small white (13 gallon) trash bags
- Glue sticks
- Wipes

### *Periodic Updates*

Every quarter your enrollment packet will be verified to ensure that we have up-to-date information at all times. Please notify the office immediately of any changes in address, phone number, and email address if changes occur before scheduled updates.

## ***Withdrawal***

In the event you withdraw your child from the program, a two week notice is necessary so that we can notify parents on the waiting list. Tuition will be charged until a two week notice is given of the intent to withdraw. A withdrawal form must be signed and your child's belongings must be picked up as soon as possible. If your child is absent one week without notification, your child may be dropped from the program.

## ***How and Where to Pay***

1. Please make your check or money order payable to "YSBCDC". Cash is accepted. You will receive a receipt. Payments should be made to our secretary. Should staff not be available a locked drop box is provided and a receipt will be put in your parent mail box. *Please make sure you place payment in an envelope marked with your name as well as your child's.*

2. There will be a \$10.00 penalty according to fiscal policy for any returned checks due to insufficient funds

## ***Before your child's first day***

### **Early Preschool (15 months – 2 years)**

- Diapers/Wipes
- 2 changes of clothing
- Swimming suit/swimmers and towel
- Family Poster

### **Preschool and Pre K (3 to 6 years)**

- Pull-ups/disposable wipes (if not potty trained)
- 2 changes of clothing
- Swimming suit and towel (summer month)- swimmers required if not potty trained
- Toothbrush and cap (no electric brushes and slim handle brushes only)
- Family Poster

### **Things to do:**

- Read your parent handbook
- Have all required paperwork and documentation ready
- Visit the center with your child before their first official day. This will help ensure a smooth transition on the first day of attendance
- Organize supplies and label them with your child's name
- Complete Verification of Receipt (parent handbook) and Family Interest survey

## Verification of Receipt

I/We, \_\_\_\_\_  
Parent(s) of \_\_\_\_\_;  
hereby certified that I/We have read over the handbook and received a  
current copy of YSBCDC Parent Handbook. I/We have read over the  
handbook and understand the following policies:

- Requirements for Admission
- Hours of Operation
- Fees and Payment
- Late Payment Policy
- Nutrition, Rest and Behavior
- Biting
- Discipline/ Management Procedures
- Daily Arrival and Departure
- Exclusion from Program/Withdrawal
- Supply list
- Medication

Signature of Parent(S) \_\_\_\_\_ Date:

\_\_\_\_\_ Date:

Comments:

Parent Name: \_\_\_\_\_

Please list any special interest or talents that you would like to share with  
the classrooms. (*Examples include sewing, woodworking, gardening, and  
reading*)

Place a check mark next to the time that you would be available to share your interest/talents

	Before 11:30	After 2:30	Monthly Parent Meeting	Saturday Morning
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

If you are interesting in volunteering to help with improvement projects, please check the area(s) in which you would be willing to help.

Spreading Mulch	Painting	landscaping	General repairs	Carpet cleaning	Changing light bulbs
Other					
Place a check mark next to the time that you would be available to volunteer your time					
<input type="checkbox"/> During center hours <input type="checkbox"/> After hours <input type="checkbox"/> Weekends <input type="checkbox"/> Other					

Comments:

# About Youth Service Bureau *of Illinois Valley*

The Youth Service Bureau of Illinois Valley, Inc, is a non-profit, licensed child welfare agency. Established in 1976, it is governed by a local volunteer Board of Directors. As a community based agency, the Youth Service Bureau responds to the needs of children and youth of the counties it serves through a variety of programs with the purpose of enhancing the quality of life for children, youth and families.

Current services include counseling, foster care, sexual abuse treatment, short term crisis intervention for families, transitional living, family intervention, community service programs, Hispanic services, and Child Development Center.

Information about YSB's programs and services may be obtained by calling:

Ottawa (24 hours)	815-433-3953
Mendota	815-261-4101
Streator	815-433-3953
Princeton	815-872-2119
LaSalle	815-223-4151

- **Licensed by DCFS**
- **Nationally Accredited for Children 15 months—6 years**
- **QRS Rated Child Care**



Youth Service Bureau  
*Of Illinois Valley*