Table of Contents

Quick Reference .................................................................................................................. 1
Welcome ................................................................................................................................. 1
Parent Responsibilities .......................................................................................................... 1
Center Responsibilities .......................................................................................................... 1

About Our Program ............................................................................................................ 3
Mission ................................................................................................................................. 3
Who We Serve ..................................................................................................................... 3
Hours and Days of Operation ............................................................................................. 3
Our Classrooms .................................................................................................................... 3
Teaching Team ....................................................................................................................... 3
Staff to Child Ratios ............................................................................................................... 4
New Family Orientation ....................................................................................................... 4
National Accreditation ......................................................................................................... 4
Our Approach to Learning and Teaching (Philosophy) ....................................................... 4
Our Goals for Children ......................................................................................................... 5
DCFS Licensing .................................................................................................................... 6
ExceleRate Illinois Quality Rating and Improvement System ............................................. 6
Relationship to Kishwaukee College .................................................................................... 6
Daily Schedule ...................................................................................................................... 6
Child Guidance and Discipline ........................................................................................... 7
DCFS Regulations Regarding Discipline ............................................................................ 9
Confidentiality ....................................................................................................................... 10
Building Security ................................................................................................................ 10

General Operating Policies and Procedures ..................................................................... 11
Arrival at the Center ............................................................................................................... 11
Departure from the Center ................................................................................................... 11
Child Care Release Policy .................................................................................................. 11
Failure to Pick-Up a Child .................................................................................................... 12
Campus Security .................................................................................................................. 12
Parking ................................................................................................................................. 13
Illinois Child Passenger Protection Law ............................................................................... 13
Sign In and Sign Out ............................................................................................................ 13
Outdoor Play ........................................................................................................................ 14
Clothing ............................................................................................................................... 14
Self-Care Development ....................................................................................................... 15
Toilet Learning ..................................................................................................................... 15
Rest Times ............................................................................................................................ 15
Family Information Center ................................................................................................. 16
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Pockets</td>
<td>16</td>
</tr>
<tr>
<td>Kishwaukee College’s Website</td>
<td>16</td>
</tr>
<tr>
<td>Director’s Mailbox and Payment Box</td>
<td>16</td>
</tr>
<tr>
<td>Changes in Policies</td>
<td>16</td>
</tr>
<tr>
<td>Children’s Cubbies and Art Mailboxes</td>
<td>16</td>
</tr>
<tr>
<td>What to bring to KCECC</td>
<td>16</td>
</tr>
<tr>
<td>What not to bring to KCECC</td>
<td>17</td>
</tr>
<tr>
<td>Meal Times</td>
<td>17</td>
</tr>
<tr>
<td>Child Care Food Program</td>
<td>17</td>
</tr>
<tr>
<td>Campus Exploration Walks</td>
<td>17</td>
</tr>
<tr>
<td>Birthdays</td>
<td>17</td>
</tr>
<tr>
<td>Holidays</td>
<td>18</td>
</tr>
<tr>
<td>Participation in Educational Training</td>
<td>18</td>
</tr>
<tr>
<td>Photographs/Video Recordings of Children at the ECC</td>
<td>18</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>18</td>
</tr>
<tr>
<td><strong>Enrollment and Financial Policies</strong></td>
<td>19</td>
</tr>
<tr>
<td>Enrollment Procedures</td>
<td>19</td>
</tr>
<tr>
<td>Tuition Payment Schedule and Enrollment Agreement</td>
<td>19</td>
</tr>
<tr>
<td>Financial Policies</td>
<td>19</td>
</tr>
<tr>
<td>Changes in Child Care Schedule</td>
<td>20</td>
</tr>
<tr>
<td>Notification of Absences</td>
<td>20</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>20</td>
</tr>
<tr>
<td>Dismissal Policy</td>
<td>20</td>
</tr>
<tr>
<td>Non Re-Enrollment Policy</td>
<td>21</td>
</tr>
<tr>
<td>Emergency Closings</td>
<td>21</td>
</tr>
<tr>
<td>Final’s Week Schedule</td>
<td>21</td>
</tr>
<tr>
<td>Extra Hours</td>
<td>21</td>
</tr>
<tr>
<td>Tax Information</td>
<td>21</td>
</tr>
<tr>
<td><strong>Health, Safety, and Emergency Management</strong></td>
<td>23</td>
</tr>
<tr>
<td>Health Examinations</td>
<td>23</td>
</tr>
<tr>
<td>Child Illness</td>
<td>23</td>
</tr>
<tr>
<td>Child Accidents and Injuries</td>
<td>24</td>
</tr>
<tr>
<td>Administration of Prescription Medicine</td>
<td>24</td>
</tr>
<tr>
<td>Preventing Illness</td>
<td>25</td>
</tr>
<tr>
<td>Chronic Infectious Disease</td>
<td>25</td>
</tr>
<tr>
<td>Food Allergies, Sensitivities, and Intolerances</td>
<td>25</td>
</tr>
<tr>
<td>Special Health Needs</td>
<td>25</td>
</tr>
<tr>
<td>Evacuation Drills</td>
<td>25</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>26</td>
</tr>
<tr>
<td>Integrated Pest Management Plan</td>
<td>26</td>
</tr>
<tr>
<td>Radon Testing</td>
<td>26</td>
</tr>
<tr>
<td>Child Product Safety</td>
<td>26</td>
</tr>
</tbody>
</table>

*Kishwaukee College Early Childhood Center Family Handbook, Updated June 2018*
FAMILY INVOLVEMENT ......................................................... 27
Overview ............................................................................ 27
Ways to Become Involved .................................................. 27
Parent Conferences ............................................................ 27
Family Communication ...................................................... 27
Kish Notes Newsletter ....................................................... 27
Family Nights ..................................................................... 27
Family Visits ...................................................................... 27
Family Surveys ................................................................... 28
Suggestion Envelope .......................................................... 28
Family Resource Center ..................................................... 28
Fund Raising ...................................................................... 28
Parent Provided Supplies .................................................... 28
Parent Satisfaction/Grievances ............................................. 29
Parent Advisory Committee ................................................ 29

SUPPORT SERVICES ............................................................ 31
Vision and Hearing Screening ............................................. 31
Ages and Stages Developmental Screening ......................... 31
Preschool Screening .......................................................... 31
Community Coordinated Child Care (4-C) ......................... 31
4-C Workshops .................................................................. 32
Kishwaukee College .......................................................... 32
Transportation ................................................................... 32

REPORTING OF CHILD ABUSE AND NEGLECT ............... 33
Who Should Report? ........................................................... 33
How Should They Report? .................................................. 33
What Do They Report? ....................................................... 33
Welcome to Kishwaukee College Early Childhood Center! We are pleased that you have chosen to enroll your child in our Center. Choosing an early childhood program for your child is one of your most important responsibilities as a parent. We believe you have made an excellent choice! Please review this Family Handbook in its entirety so you may get to know us better.

Below you will find a quick summary of what we ask of you, as well as what you can expect from us...

**Parent Responsibilities**

- Sign your child in and out each day.
- Remember your door access codes and keep them private.
- Keep an extra supply of clothes in your child’s cubby at all times.
- Review your Welcome Newsletter and provide all requested items for your child’s use at the Center.
- Keep your child home when they are feeling ill (see Illness, p. 23).
- Notify the office when there is a change in address, phone, emergency numbers, or persons authorized to pick up your child.
- If your child will be picked up by someone other than yourself, please provide a note indicating this to your child’s teacher upon arrival. (This is also a DCFS requirement.)
- Be sure we can reach you at emergency contact numbers at all times. If you will be at a place different than you specified on enrollment forms, please be sure to update us.
- Put your child’s name on all belongings which they bring to school.
- Make all payments by scheduled due dates.
- Be knowledgeable regarding our financial policies by reading our Enrollment and Financial Policies.
- Read all information on the Parent Information Board and Information Station Computer Monitor.
- Call the Center if your child will be absent for the day. Please call prior to their scheduled arrival time (825-9880). You may also e-mail us at ECC@kish.edu.
- Let our Director know if your child has been diagnosed with a contagious illness or infection.
- Ensure children’s vehicle safety by using appropriate child safety restraints and shut your vehicle off when dropping off and picking up your child. NEVER LEAVE ANY CHILDREN UNATTENDED IN YOUR VEHICLE.
- Read monthly Kish Notes Newsletters.
- Pick up children before the Center closes—we have families at home too!
- Talk about concerns in a respectful way with the appropriate staff member.
- Help us improve our school by completing surveys and providing comments and suggestions.
- Read the remainder of this Handbook for additional important information.

**Center Responsibilities**

- Provide a loving and safe learning environment.
- Help children develop a lifelong love for learning.
- Give loving attention and care for each child attending KCECC.
- Provide an appropriate learning environment that stimulates each child’s growth, learning, and development.
- Provide interesting learning activities which will challenge your child to develop to their fullest.
- Communicate clearly and regularly with parents regarding a child’s experiences at KCECC.
- Work as your partner in providing care and education for your child.
- Take action to continually improve the program that we offer for you and your family.
ABOUT OUR PROGRAM

Mission

The Kishwaukee College Early Childhood Center works in partnership with parents to provide high-quality early childhood education and care for young children. Our Teaching Team believes that young children learn, grow, and develop through playful interaction with other children, adults, and learning materials. We believe that children function best in an atmosphere where they feel safe, secure, and loved. Our primary goal is to provide a supportive environment where children are challenged to grow socially, emotionally, intellectually, and physically.

Who We Serve

The Kishwaukee College Early Childhood Center provides child care services for families having children between the ages of two and five. The Center offers care to all children in the College’s District independent of their association with the College. As a community childcare center, children may attend our Center whether or not their parents attend or are employed at Kishwaukee College. Parents are classified as: Student, Employee, or Community.

Hours and Days of Operation

The Center is open during the Fall and Spring Semesters from 7:15 a.m. to 5:15 p.m., Monday-Friday; Summer Term hours are 7:45-5:15, Monday-Thursday. The Center’s calendar follows that of Kishwaukee College; therefore the Center is open whenever Kishwaukee Classes are in session. The Center does offer limited care during times when the College is closed (Winter Session and Spring Break Session) contingent on sufficient enrollment interest and available staffing. Calendars are distributed at the beginning of the Fall Semester, upon initial enrolment, and are also available on our webpage. Scheduled closings and calendar updates will also be stated in the Kish Notes Newsletter and posted on the Family Information Board/Information Station Monitor.

Our Classrooms

Our Center is composed of two classrooms. Our Younger Classroom consists of children from age 2 through approximately 3 ½ and our Older Classroom consists of children ages approximately 3 ½ - 5. Our classrooms typically combine in the early morning, in late afternoon, and on lower enrollment days including during our Summer Session. (Children are typically enrolled in either the Younger or Older Classroom for the entire academic year (Fall, Spring, and Summer Term). Children are typically moved from the Younger to Older Classroom at the beginning of the Fall Semester when they become age-eligible.)

Teaching Team

Our Teaching Team consists of: Lead Teachers, Assistant Teacher(s), Teacher Aides (Student Employees), and Student Teachers (Kishwaukee College students enrolled in the Early Childhood Education curriculum). Each classroom is staffed by two Lead Teachers and varying numbers of Teacher’s Aides and Student Teachers. Our Center employs one Director who, with the assistance of Teaching Team members, is responsible for the overall operation of the Center. Our Director is responsible to Kishwaukee College’s Vice President Student Services for an effective Early Childhood Center operation. All Teaching Team members work together in providing children with quality learning experiences.
Our Lead Teachers and Director all have specialized training and preparation in early childhood education. All Lead Teachers have Associate’s or Bachelor’s Degrees in Early Childhood Education; our Director has a Bachelor’s Degree in Psychology and a Master’s Degree in Early Childhood Education. Our Lead Teachers participate in a minimum of 20 hours of in-service training each year to gain new knowledge and skills for use in working with young children. Our Director completes a minimum of 30 hours each year.

Staff to Child Ratios

The Center is required per Licensing Standards to maintain adequate staff/child ratios. Staff/child ratios specified by the Department of Children and Family Services are as follows: when two-year-old children are present in a group, one adult must be present for every eight children; when three-through-five-year-old children are present in a group, one adult must be present for every ten children. We recognize that these ratios are for minimal requirements; we strive to have adult-child ratios of one adult for every five or six children.

New Family Orientation

The Center hosts a New Family Orientation prior to the start of each semester. Orientations provide an opportunity to tour the Center, to meet our teachers, to learn about the services and supports that we provide, to learn how to get into our building, and to have your questions answered by our Teaching Team and Director. Each family is required to attend an Orientation prior to their start date. If your child is starting mid-semester, we will schedule a personalized orientation time when you can spend some time with your child at the Center and help them become comfortable. In addition to the Orientation, we ask you to read all printed materials about our program to learn more about our Center. Written materials include: Family Handbook (operational procedures, health requirements, discipline policy, daily schedule, etc.); Enrollment and Financial Policies (fees, due dates, etc.); and Calendar (closings during the semester, start and end dates).

National Accreditation

The ECC is nationally accredited by the National Accreditation Commission for Early Care and Education Programs (NAC)!!! As a NAC Accredited center, the ECC is recognized as an early care and education program that exemplifies excellence in the care of young children. The ECC ensures a high quality program for children that is conducive to their individual growth and development, provides professional training opportunities for staff, and demonstrates that the center exceeds minimum state licensing requirements for child care programs. As a parent you can rest comfortably knowing you have chosen an outstanding program for your child! A copy of NAC Accreditation Standards can be found in our Family Resource Library. The ECC submits Annual Reports to NAC and is required to earn re-accreditation every three years.

Our Approach to Learning and Teaching (Philosophy)

The educational curriculum of the Kishwaukee College Early Childhood Center is based on the following premises:

- **Children learn through play!** Children learn about the world in which they live through active, hands-on and minds-on involvement with other children, adults, and materials. For example, when a child builds with unit blocks they are developing **intellectually** (working with different geometric shapes, using language to describe what they are building, learning about fractions and proportions, learning physics concepts such as balance, developing creativity in building unique constructions, sorting by sizes and shapes, etc.), **physically** (using fine muscle skills to pick up blocks, using muscle coordination to move blocks, etc.), **emotionally** (taking pride in
accomplishments, gaining assurance in creative expression, etc.), and socially (cooperating with other children, problem solving with others, role play, etc.). In this example you can see how a child’s total development is fostered through a single, hands-on, minds-on, play activity.

- Our teachers support children’s development and learning by:
  - Preparing the learning environment so that the materials, equipment, and activities provide children with the opportunity to explore and discover;
  - Modeling appropriate behavior and language for children;
  - Communicating with parents regarding their children’s growth and development;
  - Providing children with a warm and secure base from which they feel safe to venture outward and explore their environment;
  - Setting and enforcing clear behavioral guidelines; and
  - Encouraging children to make choices regarding the activities they wish to engage in.

- The learning activities which we provide focus on the process of learning. Therefore, the emphasis is on the experiences of the children rather than on the results of those experiences. For example, painting is more important than what is painted, and building with blocks or manipulatives is more important than what is built. Art experiences that we offer focus on the process of creation (painting, cutting, drawing, gluing, etc.) rather than on the product that is created.

- Each child is unique. Each child comes from a diverse background and has different life experiences. Teaching and learning practices communicate respect, appreciation, and acceptance of differences and similarities.

**Our Goals for Children**

- To develop social skills needed for interpersonal relationships. To learn how to get along well with others, form caring relationships with others, compromise and negotiate, work cooperatively, solve problems, and communicate well.

- To develop intellectual skills and abilities. To learn about the world in which they live. To learn and master concepts in the areas of math, science, social science, music, reading and writing, speaking and listening, and creative arts. To develop problem-solving skills. Cognitive skills are learned through active play and experimentation with teacher support, rather than through teacher-directed lecture.

- To develop emotional awareness and skills. To become aware of and control personal feelings; to recognize the feelings of others; to feel safe, secure, and loved; to learn to express feelings appropriately toward others; and to learn to take pride in one’s efforts and accomplishments. To develop a positive self-concept knowing that they are valuable, capable, and loveable.

- To develop physical skills. To develop the ability to use both small and large muscles effectively. To develop self-help skills needed for eating, dressing, using the bathroom, and personal hygiene. To have a life-long desire to develop and maintain physical health through eating well and exercise.

- To develop a life-long love for learning and school. To be interested in learning new things, eager and excited to attend school, and curious in new situations.

- To develop a sense of responsibility for caring for self, others, and the learning environment. To learn how to take care of self (self-help skills), help and serve others, and care for their surroundings (put toys away, etc.)
DCFS Licensing

The Center is licensed by the Illinois Department of Children and Family Services (DCFS). DCFS provides a set of regulations governing various policies and procedures to be observed by child care centers. Areas covered by Licensing Standards include staffing, child guidance, health and safety, nutrition, curriculum, equipment and materials, transportation, records, and reports. A copy of the Licensing Standards is available for your review in the Center office. DCFS evaluates compliance with regulations through unannounced visits and scheduled relicensing visits. The Center's license is posted near the building's front entrance. The Center license must be renewed every three years.

ExceleRate Illinois Quality Rating and Improvement System

ExceleRate Illinois is a statewide quality rating and improvement system designed to make continuous quality improvement an everyday priority among early learning providers. The program establishes standards for helping infants, toddlers and preschool age children develop intellectually, physically, socially and emotionally. It provides a framework for early learning professionals to identify opportunities for improvement, increase their skills and take steps to make positive changes.

The Gold Circle of Quality recognizes programs that meet or go beyond the highest quality goals. Gold Circle programs have met the highest quality standards in three areas: learning environment and teaching quality; administrative standards; and staff training and education. Programs are actively engaged in continuous quality improvement.

Relationship to Kishwaukee College

The Early Childhood Center is part of the Student Services division of Kishwaukee College. Along with departments such as Financial Aid and Student Services, the Early Childhood Center is designed to be a tool to support students in their attendance at Kishwaukee College. Just as Kishwaukee College serves the entire community, so does the Early Childhood Center. Children may attend the Early Childhood Center whether or not their parents are involved at the College—enrollment is open to all! The Vice President of Student Services oversees the operation of the Early Childhood Center. The Center also serves as a lab school for the College's Early Childhood Education curriculum.

Daily Schedule

The Daily Schedule which the Center follows is posted on bulletin boards in each classroom. These schedules state the routine which the children and teachers follow during a typical day. Following a consistent routine or order of activities helps children gain a sense of security as they are able to predict what will happen at different times throughout the day. All times stated on schedules are approximate and vary with changes in conditions and with child interests.

Some items included on the daily schedule include:

- **Child Choice Time**—children choose from a variety of classroom Interest Centers in which they wish to play. Typical Interest Centers available for children include:
Book Corner—books available for children’s reading and enjoyment.

Block Area—children build with blocks and provided accessories.

Manipulatives—children construct using various toys such as Legos, stacking cubes, etc.

Science Table—children explore various materials.

Math Table—children explore concepts such as number, shape, size, order, etc., using math manipulatives.

Large Motor—children exercise large muscles using various equipment such as climbers, balance beams, balls, hoops, trikes, scooters, etc.

Housekeeping—children practice various family roles as they play in this area that includes kitchen appliances, tables and chairs, etc.

Dramatic Play—children engage in role playing in various Dramatic Play Centers. Dramatic Play Centers offered throughout the year may include: restaurant, hair styling shop, post office, wood working shop, etc.

Free Art Area—children create using paper, crayons, markers, scissors, glue, chalk, etc.

Easels—children are encouraged to paint or use markers at classroom easels.

Media Table—children measure, pour, mix, etc. using media placed in these tables. Media offered includes sand, water, flour, paper punch holes, etc.

Technology—the ECC has four iPads that teachers use with children to help children learn skills and become tech savvy.

**Group Times**—children and teachers gather together for songs, movement activities, book reading, and/or group games.

**Outdoor Time**—children engage in play with other children and teachers using a wide variety of playground equipment. Outdoor time offers learning opportunities similar to child choice time. (We are in the process of creating a true outdoor classroom where children can enjoy all of the same “indoor” learning experiences on our outdoor playground.)

**Snack Times**—morning and afternoon snacks are provided offering nutritious offerings.

**Lunch Time**—lunch is provided at approximately 12:15. The Center contracts with a food service provider that delivers catered lunches to the Center.

**Bathroom Times**—children use the bathroom and gain skills in learning to care for themselves.

**Rest Time**—children that are present from 12:45-2:45 take supervised rests on rest cots. Children are not required to sleep, but are rather encouraged to rest quietly. Children who do not fall asleep within a reasonable amount of time are allowed to read books or engage in other quiet activities on their cots.

**Child Guidance and Discipline**

One responsibility of parents and teachers alike is to help children learn how to get along well in a variety of settings. At KCECC, we hope to help children learn to live successfully while attending the Center and throughout their lives. To do this we use what we call “child guidance.” Behaving appropriately includes things such as treating other children with respect, caring for the classroom and playground surroundings, having positive interactions with adults, and engaging in meaningful learning activities. Our focus is on teaching children how to behave in various situations.

We use a variety of approaches or tools to help children learn these things. Some of the approaches we include:
<table>
<thead>
<tr>
<th>Approach</th>
<th>Description/Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form caring, nurturing, and supportive relationships with children</td>
<td>Children show greater respect for and are more responsive to adults with whom they have respectful relationships. Adults work to develop mentoring relationships with children where there is mutual respect.</td>
</tr>
<tr>
<td>Set clear limits and behavioral guidelines</td>
<td>We communicate to children various behavioral guidelines and limits that we have. Examples of limits are: blocks are used for building, we use books gently, we sit on chairs, we treat others with respect, etc. These limits are designed to keep children safe and engaged in meaningful play experiences, to help children get along with other children and adults, and to help children take responsibility for their classroom.</td>
</tr>
<tr>
<td>Communicate limits and behavioral guidelines to children using positive phrasing</td>
<td>Children need to know what is expected of them to behave appropriately. We use clear and simple words to describe expectations. For example, “Please keep the sand in the table,” or “Please draw on the paper.” In these examples, we have used positive phrasing—we have told the child what we want to see them doing without making reference to any inappropriate behaviors.</td>
</tr>
<tr>
<td>Model positive behavior for children</td>
<td>Children learn by doing and by observing. As teachers, we model turn taking, sharing, using materials for their appropriate use, negotiating, expressing needs and wants, etc. Children learn how to get along well with others and benefit from learning by watching us.</td>
</tr>
<tr>
<td>Create a well-organized and interesting learning environment</td>
<td>We want for children to be engaged in meaningful play. If children are involved and interested, they will not be bored, and will most likely not engage in negative behaviors. Because children learn best through play, we arrange our classrooms into Interest Centers. This provides an environment that supports children’s positive behaviors.</td>
</tr>
<tr>
<td>Encourage positive behavior through affirmation</td>
<td>When we see a child show a positive behavior, we comment on what we observe, and thereby affirm desired behavior. For example, “John, I noticed that you asked Renee for the puppet and she gave it to you. Asking her really worked well,” or “Thanks for walking in the classroom,” or “You’re keeping all of the paint on the paper.”</td>
</tr>
<tr>
<td>Explanation with reminder of limits</td>
<td>If a child doesn’t follow a request, we may simply remind them of the expectation using clear language. For example, if a child is leaning back on his chair putting himself in a dangerous position, we would remind him to keep his chair flat on the floor for safety.</td>
</tr>
<tr>
<td>Use redirection</td>
<td>If a child is having a tough time playing in a certain Interest Center or with a group of peers and they don’t seem willing to make changes, we will redirect the child to a different play area in hopes that they will have greater success in the new area.</td>
</tr>
<tr>
<td>Use logical and natural consequences</td>
<td>If a child crosses a limit, we use consequences that are logically and naturally linked to the mistaken behavior. For example, if a child knocks puzzles off the puzzle shelf to the floor, the logical consequence will be that she needs to pick the puzzles up before playing elsewhere. If a child knocks over a Lego structure that another child has built, the logical result is to help rebuild it. If a child hurts another child, the outcome may be to spend a short time away from other children.</td>
</tr>
</tbody>
</table>
If a child’s behavior is disruptive to the play of other children or if a child is injuring other children, we may separate the child from other children for a short time. We will select an area where we want the child to be while they regain control.

If it is time to pick up the manipulatives and a child refuses, we will state, “Would you like to pick up the Legos first or the Star Builders.” We are not giving the choice of whether to pick up or not, but rather a choice of what to pick up first.

We strive for children to be “first time listeners.” First time listeners respond promptly to requests from adults. For example, if a teacher announces that it is time to clean-up, first time listeners clean up right away. To help children listen the first time, adults use consistent follow through. If a child does not begin cleaning up when asked to do so, the adult will move into the area and provide further encouragement. Children learn that teachers mean what they say and say what they mean. (We do not use any “1-2-3” strategies because we believe that they could teach children that they can wait to be responsive to adults.)

If a child has struggled acting appropriately in a certain situation, we will observe the child the next time in the same situation. When the child has success, we will affirm them for their success.

We want children to grow from doing things because that is what an adult expects of them to doing things because they are the right thing to do. We want a child to learn to share toys because that is the best way to get along with others rather than sharing toys because a consequence will follow if they don’t.

In instances where a child’s behavior is especially challenging—making learning difficult for the child and his/her peers or endangering the safety of other children and staff, we will share our concerns with the child’s parent(s) to discuss possible approaches for helping the child to succeed in the classroom. We may also request a visit from a 4-C staff member to gain another professional’s perspective and suggestions. (For more information about 4-C, see Support Services later in this handbook.) While our goal is to help children learn how to get along with others and participate well in a classroom, it may be necessary to terminate enrollment of a child if their behavior is judged to be too disruptive or dangerous to others.

**DCFS Regulations Regarding Discipline**

DCFS Regulations state:

The following behaviors are prohibited in all child care settings (by teachers and parents alike):

1. Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching, and other measures intended to induce physical pain or fear;
2. Threatened or actual withdrawal of food, rest or use of the bathroom;

Kishwaukee College Early Childhood Center Family Handbook, Updated June 2018
3. Abusive or profane language;
4. Any form of public or private humiliation, including threats of physical punishment;
5. Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.

Confidentiality

Information concerning your child and your family are shared on a need-only basis. The Director oversees all written information and provides it to appropriate staff and outside agencies only when deemed necessary. Information contained on billing statements is provided to the College’s Business Office which is responsible for processing payments. Representatives from the Department of Children and Family Services (DCFS) may also review your child’s file during licensing visits. If you have any concerns or special requests regarding confidentiality, please see the Center’s Director. We request that you also help maintain family and staff privacy and confidentiality by avoiding speaking about other children, parents, and Center staff unnecessarily.

Building Security

Measures have been taken to help ensure that only appropriate individuals may enter the Center’s classrooms. Appropriate individuals include: current staff, currently enrolled children, parents/guardians of currently enrolled children, college maintenance personnel, and other individuals as approved by the Center’s Director.

The Center’s main entrance has two doors: an exterior door that is unlocked during normal business hours and an interior door that is magnetically locked during normal business hours. The interior door leading to the classroom space is controlled by a touch screen computer control system. Approved users of the Center must “touch” two unique individual security codes to gain entry to the building. After “touching” your codes, your child’s name will appear. You will then touch your child’s name to check him/her in or out of the Center. During this check-in procedure, you will also be able to see other information such as messages from the Center, your child’s schedule, and more.

Security codes are assigned by the Center’s Director and are activated while a family is enrolled in the Center. Codes are deactivated on a child’s last day of attendance. Please keep your codes private by not giving it out to anyone else. Also, please do not allow others to follow you into the Center (piggyback) after you have released the door. The system is designed to help keep your children safe; please protect the integrity of the system by protecting your security code and not allowing piggybacking or giving out your code!

Furthermore, please understand that only family members/guardians are allowed in the ECC. We request that friends wait in our waiting area while you are dropping off or picking up your child.

Please DO NOT allow children to touch the touch screen—it’s very expensive and we want to protect it!

In addition to gaining access to the Center, each time your security code is entered, the office computer will also record the time you opened the door, which is useful for tracking attendance and knowing the number of children/staff present in the building at one time.

Please check your child OUT every day when you pick up. If your child is not properly checked out, the system will not allow you to check IN on following days until the Director corrects the entries.

Please see the Center’s Director if you have any questions about building security or the check-in procedures.
General Operating Policies and Procedures

Arrival at the Center

Please do the following upon arrival:

- Sign your child in on the Parent Sign-In/Out Board.
- Help your child put his or her belongings in their cubby. [Please do not send your child to their cubby or to wash hands without you; our regulations require that children may not be unattended at any time.]
- Assist your child in washing their hands (a DCFS requirement). Please follow “Hand washing Procedure” signs posted in the bathrooms.
- Take your child to his or her classroom.
- Make certain that your child’s teacher knows that he or she has arrived.
- Inform your child’s teacher of any important things they should know about (ex., if you are going to be at a different place while your child is at the Center, if they had a restless night, any difficulties they are having at home, etc.)
- Say goodbye to your child before leaving—no sneaking out please!
- To meet DCFS regulations, your child’s teachers will do an informal “health screening” each day to make sure your child doesn’t have any obvious signs of illness. (See Child Illness, p. 23.)

If your child has a tough time separating from you in the morning, we will gladly help. Our teachers will first approach you and ask if you would like help. If you would like help, we will typically hold your child, wave goodbye to you, and then try to find something interesting to do. Separation can be difficult and we’re prepared to help. Please see your child’s teacher for tips on making separation successful. (If a teacher doesn’t step in to help and you need to leave, please ask!)

If you cannot find your child’s class upon arrival, please look for a note as to their whereabouts. Occasionally we take campus walks and may not be at the building. We attempt to schedule campus walks based upon when your child is scheduled to arrive. Please note that if your child arrives later than when scheduled, you may need to find your child’s class. Please do not leave your child unattended at the Center if his or her class is not present. Please note that children may not be left with Teacher’s Aides (Student Employees) or Student Teachers. Teacher qualified staff members whom children may be left with include: Lead Teachers and the Director.

Departure from the Center

When picking up your child, please be sure to let your child's teacher know that your child is leaving. If your child is engaged in play when you arrive, please walk over to them and let them know that it’s time to go. Please give them the time they need to clean up the materials they were using. Please avoid yelling across the classroom or playground to get your child’s attention. Please check your child out on the touchscreen computer every day!

Child Care Release Policy

For the protection of all children, children will only be released to “authorized adults” who are listed on your Application for Enrollment (on-line app or blue form). On this form anyone listed as a parent or guardian automatically has the right to pick-up the enrolled child. In addition, any persons listed

Kishwaukee College Early Childhood Center Family Handbook, Updated June 2018

11
in the “Authorized to Pick-Up Child/Emergency Contact Information” section may pick up the enrolled child.

- If you would like your child to be picked up by a person on your list other than the regular “pick-up” person as a Contingency Contact, please provide your child’s teacher with a written note upon arrival telling who will be picking up that day. This written permission is required by DCFS.
- If you would like to have your child picked up by a person not included on your Application for Enrollment, please add this person to your Application prior to the date when they will be picking up.
- All individuals picking up your child must provide photo identification for verification. If the Center Staff has not previously met the individual picking up a child and the individual does not have photo identification, we will be unable to release your child to this person.
- If you would like to have any individuals added to or deleted from your pick-up list, please see the Director. Please note that if a birth-parent has been named on your application, and later you wish to revoke permission for them to pick up, you will need to provide a court document indicating that you have the sole authority to pick up your child.
- We will not release any child to a person less than 16 years of age.

The Center reserves the right to deny the release of a child to any individual (including a child’s parent) who appears to be under the influence of alcohol and/or drugs. In the event that a person, whom we judge to be impaired, attempts to pick up a child, we will attempt to detain the person and try to contact an alternate adult listed on the Application for Enrollment to pick up the child. If we are unable to safely detain the parent, and the parent insists upon taking the child, we will call 911 to contact the Sheriff’s Department responsible for Kishwaukee College security.

Failure to Pick-Up a Child

Parents are expected to pick up their children at their scheduled “departure” time. If you are running late, please call the Center before your pick-up time to let us know when you will arrive. If your child remains at the Center after our 5:15 closing time, we will do the following in the order indicated:

1) Attempt to contact Primary Contact persons at numbers you provided to us on your Application for Enrollment;
2) If Primary Contacts cannot be located, we will attempt to contact other Contingency persons that you have authorized to pick your child up;
3) If Primary and Contingency contacts cannot be located by 6:00 p.m., we will contact the Department of Children and Family Services and the DeKalb County Sheriff’s office and follow directives provided by DCFS.
4) We will release the child into the custody of the Department of Children and Family Services or other agent as directed by the Department of Children and Family Services.
5) We will place a note on our front door indicating what actions we have taken.
6) Please note that this policy is in place as required by DCFS and that a child who is not picked up on time will remain well-cared for at the Center by our Director or a teacher as long as is reasonable.
7) We will not hold your child responsible for the situation and will discuss the issue only with the enrolling parent and never with the child.
8) Late Fees for failing to pick-up a child are specified in our Enrollment and Financial Policies document.

Campus Security

Kishwaukee College security is provided by the DeKalb County Sheriff’s Department. The Center’s staff utilizes this resource to ensure safety at the Center. The Sheriff’s department also monitors traffic in our parking lots and use of child safety restraints—be sure to buckle up!
Parking

Parents are welcome to temporarily park in designated spaces in front of the Early Childhood Center when dropping off and picking up children. To avoid receiving a ticket, please do not park in these spaces for an extended time period. To ensure safety, please turn your vehicle off and bring your keys in when your vehicle is in our drop off area. Also, please do not leave any children (i.e., siblings) in the vehicle unattended when you bring your child into the Center. This is considered to be neglect and we have been advised to report this to DCFS if it occurs. (During a licensing visit, a parent was reported by the licensing representative for leaving a child unattended in a car and a DCFS investigation was completed.)

Illinois Child Passenger Protection Law

The Center reserves the right to deny the release of a child to any adult who will not be providing safe and legal transportation for a child. The Child Passenger Protection Act requires that anyone who transports children in Illinois in noncommercial vehicles must do so according to the following rules:

- Children under the age of eight years must be secured in an appropriate child restraint system, more commonly called a child safety seat. Child safety seats include infant seats, convertible seats (rear-facing for infants and forward-facing for toddlers) and booster seats that are used with the vehicle lap and shoulder belt system.
- Children and young people eight and up to 16 years of age must be secured in a properly adjusted safety belt in any position in the vehicle.
- The parent or legal guardian of a child under the age of eight years is responsible for providing a child safety seat to anyone who transports his or her child.
- You may leave your car seat for an alternate pick-up person, but please understand that our staff are not permitted to help that person install the seat in their vehicle.

Please be advised that our staff is obligated to report occurrences where the Illinois Child Passenger Protection Law is not observed. If you need information regarding how to obtain a child seat, please see the Center Director. This policy is designed to protect the well-being of all children enrolled in the Center as well as fulfill the staff’s reporting requirements under the Law.

Sign In and Sign Out

Please remember to complete the Sign-In / Sign-Out sheet located outside of the Director’s Office. Licensing Standards require that all parents complete this form daily. The Center also uses this form for attendance records and for emergency evacuation drills. In addition, each time you enter your Security Code to check your child in or out, an electronic time registry is made on the Center’s computer.
Outdoor Play

Outdoor play is an integral part of the KCECC program. We have a spacious playground which features an assortment of play equipment including our Tree House Climber, spacious sandbox, musical instruments, dramatic play house, balls, bikes, etc. Weather permitting; we will be going outside at least one time each day for a play period. **We will go outside provided that it is not raining, that the wind chill temperature is at or above approximately 20 degrees Fahrenheit and that the heat index is not uncomfortably high (at or above approximately 90 degrees).**

During warm weather months, we will attempt to go outdoors early in the day to avoid the most intense heat. **Children should arrive at school properly dressed for the day and season.** In cold weather months, please supply your child with snow pants, coat, hat, boots, waterproof mittens, etc. to keep them warm during play. Please be aware of our outdoor policy, and provide appropriate clothing and accessories so your child can fully enjoy outdoor play. **If your child arrives at school unprepared for outdoor play, we may require for you to bring appropriate clothing prior to our outdoor time or pick your child up prior to our outdoor play time.** We do not have a sufficient supply of extra clothes to equip children adequately for outdoor play.

“Children benefit from the outdoor fresh air by breathing air that has fewer germs in it than indoor air and outdoor exercise will increase their general fitness and resistance to infection. Colds and flus are more common during winter months because they spread easily when people spend more time in closed, heated, and stuffy rooms. Breathing warm dry indoor air irritates tissues in the nose and throat making it easier to catch a cold. Therefore, outdoor experiences help promote health not illness” (Community Coordinated Child Care Nurse and Health Advisory Committee).

All children well enough to attend the Center will be expected to partake in outdoor play. Due to teacher-child ratios, it is not possible for a teacher to remain indoors with a single child while the remainder of his/her class plays outdoors.

Clothing

The typical day at the Center entails many different activities for each child. Please help your child choose clothes for active play. Please choose clothing which is durable, lightweight, and comfortable. Children will participate in numerous art activities. We will help children **attempt** to keep paint and other media off their clothing. However, please make sure that it is acceptable if children get paint and other media on their clothing. Sometimes it is impossible to keep children's clothing clean in the "messy" experiences involved in active learning!

**Sandals and other open-ended shoes are not permitted at the Center** because they hinder children's running and do not provide protection for children's toes. Please provide your child with rubber-soled shoes which will not slip on floors and climbing equipment. **Each family is required to provide a complete supply of extra clothing for their child.** Occasionally young children need to change clothing due to becoming dirty while outside, spilling food and drink, and toileting accidents. **Please see that your child has extra: shirt, pants, shoes, socks, and underwear.** Each child is provided with a cubby basket where their extra clothes will be stored. **Please be sure to label all items which your child brings to school.**

If your child prefers to wear a dress, please make sure tights or shorts are worn underneath to ensure proper coverage and cleanliness while at play.

If your child wears diapers, please bring a supply of disposable diapers along with wipes. **If your child is in the toilet-learning process and you choose to have your child wear “Pull-Ups”, PLEASE make sure the pull-ups have Velcro closures on the sides. Pull-ups lacking Velcro require our teachers to take shoes and pants off when**
changing a diaper—a time consuming requirement in an already busy day! Individual baskets are placed in the bathroom where disposable diapers and supplies will be stored. Please check your child’s supply of diapers periodically and replenish as necessary.

Self-Care Development

One goal of our program at KCECC is to help children gain the self-help skills needed for their growing independence. Throughout the day as children are eating, using the bathroom, or getting ready for outdoors, teachers encourage children to care for themselves. Teachers assess children's capabilities and help them to become more capable. You can help us do this by encouraging children to take responsibility for their own self-care such as getting dressed, eating, putting shoes on, and using the bathroom. You can also help your children gain these skills by providing them with clothes that are easy to put on and remove. Thanks!!!

Toilet Learning

For parents of children who wear diapers, when you feel your child is ready for toilet learning, please tell us so we can help you achieve this goal. We ask that children remain in diapers until they are able to tell a teacher that they need to use the bathroom. Be sure to help your child to choose clothes which are easily removed to assist in this learning process. In addition, please be sure to provide extra sets of clothes while your child is learning to use the toilet. Your child’s teacher will be happy to let you know how your child’s toilet learning is progressing at school.

Rest Times

Each day children who are present at 12:45 will be required to take a supervised rest period as mandated in Licensing Standards. The rest period will not exceed two hours. Each child will be provided with a cot, sheet for resting. If your child feels more comfortable sleeping with a special blanket, pillow, and/or stuffed animal, feels free to bring these things, in reasonable amount, for their use. Please note that your child’s item(s) will need to fit easily in their cubby. Please do not bring toys which children will play with during rest time.

Teachers assist children in resting by providing soothing music and rubbing backs. Children are not required to sleep, but are asked to rest quietly on their cots. Our staff is not able to prevent a child from falling asleep at a parent’s request. If you prefer for your child to not sleep, you may make this request known to your child’s teacher. We will not rub this child’s back, but we are not able to prevent a tired child from sleeping. Our staff wash sheets weekly and we ask you to take blankets home each weekend for laundering.
Family Information Center

Our Family Information Board and Information Station Computer Monitor are located near the Director’s Office. You will find the Weekly Menus, Weekly Curriculum Sheets, Parent Notes, Sign-In/Out Sheets, Center closings, and other relevant information on these communication tools. Please check daily for important information!

Parent Pockets

Located near the front door is a collection of parent pockets. Please check your parent pocket daily for any information it may contain. Parent Pockets are labeled using your child’s last name.

Kishwaukee College’s Website

Please check out the ECC on the College’s website, kish.edu/ecc. On our webpage you will find important documents, current menus, staff bios, links to family resources, and more. Please check our website regularly to see what we’ve added. We’re also on Facebook! Please like us and share the ECC with others who may benefit from the services we provide.

Director’s Mailbox and Payment Box

Notes and forms may be placed in the mailbox located outside the Director’s Office. Tuition payments (checks only payable to “Kishwaukee College”) may be placed in the payment box.

Changes in Policies

We will attempt to provide parents with at least two weeks’ notice when changes in this Family Handbook and other policy changes are necessary.

Children’s Cubbies and Art Mailboxes

Children’s cubbies are a place for children to store their extra clothes as well as coats, snow pants, etc. Each child also has an “Art Mailbox” in their classroom where completed art work goes. Please remember to check cubbies daily and take home any art work your child has created.

[Important! Please be sure to empty your child’s cubby at the end of your child’s enrollment. If you fail to empty your child’s cubby, the Center will keep all items for 10 school days after your official date of withdrawal and then dispose of all items. If you do not officially withdraw your child from the Center, items will be disposed of 10 days after their last day of attendance. The Center assumes no responsibility for items not picked-up as stated above.]

What to bring to KCECC

Children are permitted to bring the following items to the Center: comforting items for rest time such as a blanket, a small pillow, a stuffed animal; and an extra set of clothing to place in their cubby. Please be sure that all items brought to the Center are clearly labeled with your child’s name.
What not to bring to KCECC

The Center maintains a generous supply of materials and equipment for children’s use. **We therefore do not want children to bring toys from home for use at the Center.** Items brought from home are easily lost and/or broken and are not welcomed in the Center. In addition, please **do not** bring food, gum, candy, or money to the Center. Please do not bring foods containing peanuts or peanut butter to the Center.

Meal Times

The Center provides three meals during the day: Morning Snack (9:15 a.m.), Lunch (12:15 p.m.), and Afternoon Snack (3:15 p.m.). Morning and Afternoon Snacks are planned and prepared by Center staff, while Lunch is catered by a food service vendor. All meals meet the guidelines established by the **Child and Adult Food Program**. This program is sponsored by the United States Department of Agriculture. Meals are provided at no extra cost to all enrolled children without regard to race, color, national origin, disability, sex, or age. **Weekly menus will be posted on the Family Information Board.**

**Our Morning Snack should not be considered a child’s first meal of the day. Please provide your child with breakfast at home before coming to the Center.**

Any child needing a specific diet due to food allergies must have a statement to this effect from his/her physician on a form provided by the Center. This statement must state which foods cannot be consumed as well as what foods should be substituted. In cases in which special diets are required, parents may be asked to provide a supplement to their child’s meal. **Please see the Director for further clarification.**

Child Care Food Program

The KCECC participates in the Child and Adult Care Food Program sponsored by the Department of Agriculture. This program provides financial reimbursement to the Center for providing nutritious meals for children. Upon entrance, and each fall thereafter, you will be asked to complete a **Food Program Application** which will determine whether the Center is eligible to receive reimbursement for food served to your child. If your income or family status changes during your child’s enrollment, please see the Center Director to see whether your child now qualifies for food program benefits.

Campus Exploration Walks

Children enrolled in the Center will also participate in on-campus exploration walks to places such as the College's gymnasium, greenhouse, prairie, soccer fields, etc. When your child's class goes for an on-campus walk, a notice of their whereabouts will be posted.

Birthdays

You are invited to bring in a snack on or near your child's birthday to assist the Center in honoring your child's special day. Birthday snacks are by no means required. If you would like to bring a snack, please be sure it is healthy and simple to serve. **DCFS Licensing Requirements state that “commercially prepared foods may be brought in occasionally by parents as part of holiday or birthday celebrations. Food brought in for this purpose must arrive unopened as packaged by the bakery or manufacturer, or it shall not be accepted.”** Products containing peanuts may not be brought into the Center. In other words, foods must be “store bought.” We are unable to accept homemade goodies! Please see your child’s teacher for a count of the number of children who will be present and for suggestions on types of food to bring.
Holidays

For several reasons the Kishwaukee College Early Childhood Center remains low-keyed during holiday seasons. Our staff understands that children in attendance come from diverse religious, social, and cultural backgrounds. Some families celebrate certain holidays while not celebrating others; some families choose not to celebrate holidays at all. We believe that the choice of whether to celebrate holidays and how this celebration takes place belongs in the family. We believe that it would be inappropriate to celebrate holidays of some cultures and faiths, while not celebrating those of others. Furthermore, the way in which we might celebrate a holiday may “water down” the meaning of the holiday, taking away the importance or significance of the holiday.

The Center staff will not have parties or art activities related to holiday themes. Please remember that we will not be celebrating Halloween and children should not wear costumes to school. In addition, we recognize that during holiday seasons young children, as well as adults, receive a great deal of stimulation from their environment. During these times of potentially excessive stimulation, we choose to maintain the consistency which your children have come to expect and take comfort in. We hope that you will be able to appreciate and respect this policy.

Participation in Educational Training

The Center serves as a training site for Early Childhood Education and Nursing students enrolled at Kishwaukee College. These students will periodically observe children as they participate in our program as well as interact with children in our classrooms and playground. The students will also create written reports based upon their observations. If you have any concerns about your child's participation in educational training, please see the Center Director.

Photographs/Video Recordings of Children at the ECC

To protect the privacy of children and staff at the ECC, ECC staff is permitted to take pictures of children for ECC purposes using only ECC owned devices (iPads and digital cameras); not with personally owned devices. Similarly, we request that parents interested in having pictures of their own children’s involvement at the ECC take only pictures of their own child, not of classmates. In the age of social media, we want to avoid having pictures of ECC children hit the web without parental permission and have implemented these policies for that reason.

Non-Discrimination Policy

It is the policy of Kishwaukee College, including the Early Childhood Center, not to tolerate sexual harassment in any form or to discriminate on the basis of sex, age, race, creed, religion, national origin, disability status, or sexual orientation in its enrollment, educational programs, activities, or employment practices. Inquiries regarding compliance may be directed to the Director of Human Resources at (815) 825-9370. Individuals requiring accommodations to access the Kishwaukee College Early Childhood Center should contact the Center Director at (815) 825-9781 (Voice) or (815) 825-2457 (TTY).
ENROLLMENT AND FINANCIAL POLICIES

Enrollment Procedures

Families enrolling children at the Kishwaukee College Early Childhood Center are required to complete an Application for Enrollment (on-line or blue form) for each term for which their child will be attending. Completing a new Application for Enrollment each semester provides parents with the opportunity to make changes in their schedule and update information. Applications for upcoming terms will be provided to parents as follows:

- Fall Semester Applications will be distributed in April-May.
- Spring Semester Applications will be distributed in October-November.
- Summer Term Applications will be distributed in April.

Bulletins regarding enrollment and enrollment deadlines will be posted in the Parent Information Area. Enrollment for each term is first completed for current families, and then enrollment is opened to new families. For continuing families, your requested schedule is guaranteed if your Application for Enrollment is returned by the stated deadline. If you do not meet this deadline, your child’s space in the Center may be offered to a new family.

After Applications for Enrollment have been returned to the Center Office, the Director will send a confirmation packet to the enrolling parent stating those hours and days for which the child has been enrolled. At this time you will be provided with any additional forms which need to be completed as well as be informed of any additional requirements. It is essential that all forms be completed by you and returned to the Center Director as specified.

Tuition Payment Schedule and Enrollment Agreement

The Center Director completes a Tuition Payment Schedule and Enrollment Agreement and Payment Plan Statement for each semester your child is enrolled. These documents state the tuition amounts which you owe as well as due dates. You will be required to sign and return a copy of this document. This document serves as an agreement for services between the enrolling parent and the Center. (Failure to sign and return this document in no way cancels your requirement for making stated payments for your enrolled schedule.)

Tuition payment can be made via check or money order directly at the Center. All checks should be made payable to “Kishwaukee College”; NOT KCECC. Cash and credit card payments may be made at the Kishwaukee College Business Office located in the C2140 (second floor in the KC Student Center). All payments must be made by the due date stated on the Tuition Payment Schedule and Enrollment Agreement.

Financial Policies

A listing of our Enrollment and Financial Policies is included on a separate document which is provided for you upon initial enrollment and as revisions are made. Additionally, more general policies are listed in the following paragraphs of this Handbook. Please read and become aware of all financial policies included on this document. Policies include: current fee schedule, enrollment versus attendance, scheduling of hours, schedule change, payment, extra hours, delinquent accounts, school closings, and funded parents. You are responsible for following all financial policies set forth in the Financial Policies document and in this Family Handbook.
Changes in Child Care Schedule

If you need to change your enrollment schedule, please complete a Schedule Change Request form (located near Parent Pockets). Schedule change requests should be made at least two weeks before the change is needed. The Director will attempt to grant all changes you request. Changes requested will be made provided that they do not adversely affect staff/child ratios and classroom functioning.

If you completely withdraw from our program anytime during the semester or decide to decrease your child’s schedule, a two week notice is required. You will be charged tuition for the two weeks of care according to your initial schedule, whether or not your child is in attendance. If you withdraw your child from the Center (with the exception of taking the Summer Term off) and wish to re-enroll at a future date, you may be required to pay an additional enrollment fee.

Notification of Absences

Please notify the office if your child will not be in attendance. Please call the Center at 825-9880 PRIOR to your child’s scheduled arrival time. Alternatively, you may e-mail the Center at ecc@kish.edu. Such notification assists us in staffing and meal preparation. If your child is absent due to contagious illness, please let us know so we can properly inform other families.

Financial Assistance

Child care assistance may be available to families with who need help paying for childcare. If you would like to learn whether you qualify, you are encouraged to contact Community Coordinated Child Care (4-C) at 758-8149. 4-C Financial Assistance Specialists will inform you of eligibility requirements and application procedures. 4-C will determine your eligibility based upon family income and work/student status. Please see the Center’s Director if you would like more information or help in applying for financial assistance. Families receiving assistance are required to abide by all Early Childhood Center, 4-C, and Illinois Department of Human Services policies.

Dismissal Policy

The Center reserves the right to discontinue childcare services for the following reasons:

- Failing to make timely tuition and co-payment payments;
- Picking up children late from the Center;
- Failing to provide or update medical and other required forms;
- Failing to abide by Center policies and procedures;
- Child behavior issues that place other children and/or staff at risk of harm;
- Care beyond what classroom teachers are able to reasonably provide (for example, If the child’s needs require one-on-one attention from a staff member or greater care than a staff member can reasonably provide without compromising care for the group of children);
- Threatening or disrespectful behaviors from parents or other adults;
- Any other behavior or action that is detrimental to the operation of the Center.

When a dismissal occurs, the Center will attempt to provide a family with adequate notice in order to allow them time to find alternate care. Extreme situations; however, may warrant immediate termination of childcare.
Non Re-Enrollment Policy

The ECC reserves the right to refuse re-enrollment to the ECC for the following reasons:

- The customer leaves the ECC without properly withdrawing their child. For example, the customer stops showing up without informing the ECC that the child would no longer be attending.
- The customer leaves the ECC with an outstanding financial balance owed to Kishwaukee College.
- The customer has demonstrated behaviors detrimental to the operation of the ECC.

Emergency Closings

The Center will close due to adverse weather conditions when the main campus of the Kishwaukee College closes. To be promptly notified of closings, please sign up for Text Alerts on Kishwaukee College’s website. Alternatively, you may listen to local radio stations for closing information, call the College’s switchboard at 825-2086 for a recorded message, or check the KC website at kish.edu.

If Kishwaukee College closes, the Center will also. In the event that the College closes midday, you will be expected to pick-up your child by the announced closing time. Parents are responsible for staying abreast of weather closings and picking up children when required to do so. If the Center is forced to close due to building problems (ex., loss of heat or water), we will attempt to call parents to notify you of our closing. We will also try to post sign on the front door indicating why we have been forced to close.

Final’s Week Schedule

The last week of the Fall and Spring Semester are “final exam” weeks at Kishwaukee College. If you are a Kish student, you may need to alter your KCECC schedule to accommodate your exam schedule. For this purpose, you will receive a notice approximately two weeks prior to the start of Final’s Week. If you request a schedule change, this change will be granted. If you do not request a schedule change, your child’s enrollment will remain the same and your tuition amount will remain unchanged.

Extra Hours

If you would like for your child to attend the Center in addition to their enrolled schedule (ex., add an extra day, extend a day for studying, etc.), please complete an Extra Hours Request form (located near Parent Pockets) and submit it to the Director or your child’s teacher. We will check our classroom schedules to see if we can accommodate your request. If your child uses “extra hours,” you will be billed for these hours through an extra-hours billing form.

Tax Information

Parents are encouraged to maintain records of payments made for childcare services for personal tax purposes. The College will not automatically distribute a year end summary of payments; however, parents may request such a statement from the ECC’s Director if necessary. The College’s FEIN number is: 36-2610920.
HEALTH, SAFETY, AND EMERGENCY MANAGEMENT

Health Examinations

DCFS Licensing Standards require that all children attending child care programs have a physical examination and a TB skin test within six months prior to enrollment. An up-to-date record of immunizations is also required. A Certificate of Child Health Examination form containing all of the above listed information must be completed by your child’s physician or nurse practitioner and be placed in your child’s file at the Center before a child is allowed to attend the Center. No child may attend without completion of the appropriate medical form. The physical examination must be renewed every two years.

Child Illness

As is required by DCFS, please do not bring your child to school if he or she shows any of the symptoms or illnesses listed below:

- Fever (Oral temperature more than 101 degrees Fahrenheit.)
- 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 the other children;
- Fever with behavior change or symptoms of illness;
- Unusual lethargy, irritability persistent crying, difficulty breathing, or other signs of possible severe illness;
- Diarrhea;
- Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable 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 the child in noninfectious;
- Rash with fever or behavior change, unless a physician has determined the illness to be non-communicable;
- Purulent conjunctivitis (pink eye), until 24 hours after treatment has been initiated;
- Impetigo, until 24 hours after treatment has been initiated;
- Strep throat 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 by the Illinois Department of Public Health.

If a child has or develops any of these symptoms while at the Center, they will be isolated from other children under teacher supervision and a parent will be called/contacted to pick up the child. The parent will be expected to pick up the child immediately for their child's comfort and to protect the well-being of other children and staff members. If your child becomes ill while at the Center, our staff will complete an “Illness Report” describing the illness and any actions that we have taken to help your child.
Excluded children may return to group care when fever no longer meets exclusion criteria without the use of fever reducing medication. They must also be free of other symptoms or have a note from their physician that they may return for group care.

Please respect and comply with this policy—it helps us to provide a healthy environment for all children and adults attending or working at our Center.

Please notify the Center if your child has a communicable illness such as chicken pox, head lice, or strep throat. In the event that a child in attendance has been diagnosed with a communicable illness, the Center will post a written note on the Family Information Board and/or Information Station to inform all parents of the illness.

Child Accidents and Injuries

If your child becomes injured while at the Center, the following procedures will be followed:

For serious injuries...

- If deemed necessary, we will call 9-1-1 to request assistance from the Malta Fire Department and the DeKalb County Sheriff’s Department.
- We will contact you at your emergency contact numbers. (Please make certain that all contact numbers that we have for you are current. Please let us know if you will be at a different number than we have.)
- If necessary, your child will be taken to Northwestern Medicine Kishwaukee Hospital. Our Director or Director Designee will accompany your child.

For minor injuries...

- We will apply appropriate first-aid. Our Director, Lead Teachers, and Assistant teachers are all certified in Pediatric First Aid and CPR/AED.
- If we judge the injury to be “serious,” we will contact you and let you know what happened and what treatment we have given. For “minor” injuries, you will be notified when you pick up your child.
- For all injuries we will complete an Accident/Incident Report summarizing the conditions surrounding the accident and injury and describing actions taken by our staff. You will receive a copy of this at pick-up. You will be asked to sign one copy and return it to the Center for our records (a DCFS requirement).

Administration of Prescription Medicine

Parents are encouraged to administer all medications at home. Oftentimes medications are needed twice daily and it is possible to give medication before and after your child’s day at the Center. If your child must have medications given during the day, the following policy applies.

According to Licensing Standards, child care staff may administer prescription medications under the following conditions: “Prescription medications shall be labeled with the child’s name, directions for administering the medication, the date and the physician’s name, the prescription number, and drug store or pharmacy.” Over-the-counter medications must be accompanied by a written statement from your physician indicating dosage, times to be administered, and duration of administration. Fever reducers such as Tylenol cannot be administered by our staff.
Please bring all medications to the office and complete a Medication Form. The Director or Lead Teacher will place the medication in a locked storage container. No medication will be administered without a completed Medication Form. We will not administer the initial dosage of any medication. We will not administer expired medications. We will not administer a different dosage than that printed on the container.

For any children having medication such as an inhaler or nebulizer for the treatment of asthma or other breathing conditions, in addition to the requirements stated above, we also require specific directions from the physician stating when the treatment shall be given. In other words, we require a note that specifies the physical symptoms that should be present requiring a treatment. We don’t want to give unnecessary treatments or not give a treatment when a child truly needs it.

**Preventing Illness**

Regular hand washing is one of the most effective ways to avoid the spread of illness. As required by DCFS and recommend by health professionals, children attending the Center will wash hands several times throughout the day including: upon arrival to the Center, before and after eating, after using the toilet, after diaper changes, after handling pets or animals, after wiping or blowing his or her nose, after touching items soiled with bodily fluids, before and after cooking or other food experience, before playing in the media table when it is filled with water and similar media, after coming in from outdoor play.

Proper hand-washing procedures followed at the Center include: getting hands wet under running water, applying foam soap, rubbing hands vigorously for at least 30 seconds, rinsing hands well, and drying hands with a paper towel. The ECC has installed hands-free faucets and soap dispensers to avoid the risk of touching “contaminated” faucets with freshly washed hands.

**Chronic Infectious Disease**

Enrollment of children with a chronic infectious disease will be assessed on an individual basis. The Center will consult with a professional review team as well as with the family to determine our ability to provide needed services for the child.

**Food Allergies, Sensitivities, and Intolerances**

We are required by DCFS and the Child and Adult Care Food Program to serve children the food that appears on our menu at each snack and lunch. If a child requires a special diet due to medical reasons such as allergic reactions, the child’s medical provider must provide written instructions to the Center on a Medical Exception Statement for Food Substitution form that you may request from the Center Director. If a child does not eat a food due to religious beliefs, the child’s parents must provide written instructions to the Center. If a parent prefers that a child not eat or drink a certain type of food or drink, we still must serve the food or beverage but the child may choose not to eat or drink it. Please see the Center’s Director to discuss any special dietary requirements that your child may have. Products containing peanuts may not enter the Center.

**Special Health Needs**

Please advise us if your child has any special health needs such as allergies, chronic illnesses (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions), or other ongoing health problems such as seizures or diabetes. We will request your assistance in creating a plan for how your child is to be cared for.
Evacuation Drills

As a part of our ongoing safety program, the Center will practice evacuating the building for fire and tornado conditions. Fire drills will occur at least once a month and tornado drills will occur regularly during the summer months. A record of emergency evacuation drills is posted on the Parent Information Board near the Director’s Office.

Emergency Management

While a serious emergency is improbable, the Center’s Teaching Team follows Kishwaukee College’s emergency procedures which outline the steps to take in the event of an emergency such as severe weather, a bomb threat, a violent crime, medical emergency, etc. A Kishwaukee College “Emergency Information” flip chart is posted at each phone in the Early Childhood Center.

In the event that the Center (and surrounding area) needs to be evacuated, children and staff will relocate to the Kishwaukee College’s Student Center (room C1150—bus waiting room).

Integrated Pest Management Plan

As required by the Illinois Department of Public Health, the ECC has developed an Integrated Pest Management Plan. To maintain a healthy environment with minimal presence of pests such as flies and mice, the Center does the following:

- Limit access of pests to building (keep doors closed, screens on windows, minimize holes in exterior of building, etc.).
- Keep things clean (keep kitchen clean, clean up in classrooms after meals, empty garbage daily, sweep and mop floors nightly, etc.)
- Store food safely.
- Monitor for the presence of pests. Report presence promptly to Kishwaukee College’s Director of Environmental Services.
- Contract with pest control service for treatment and elimination of pest problems.
- Please note that a Kishwaukee College contracted pest control company visits the Center regularly to monitor and treat pest issues. Contractors use effective methods that are of least hazard to humans.
- If you would like to know when pest contractors will be in the Center and any details of their approaches, please request more information from the Center’s Director.

Radon Testing

To meet DCFS requirements, the ECC now conducts radon testing. A letter summarizing testing results is located near the Parent Pockets adjacent to the Center’s DCFS license.

Child Product Safety

Wondering if a toy or product has been recalled? Please visit www.saferproducts.gov.
FAMILY INVOLVEMENT

Overview

We believe that parents and families (grandparents, siblings, extended relatives) are the most important people in children’s lives. Our teaching staff would like to work with you as partners in caring for and providing for your child. We highly encourage and welcome your involvement in our program! Several opportunities for family involvement are offered throughout the year. Please consider below some ways in which you would like to participate in our program.

You are the expert on your child. We welcome your insights and recommendations for how to best work with your child. Please feel free to speak with your child’s teacher to help him/her learn all about your child.

Ways to Become Involved

Do you or a family member (ex. grandparents, siblings, etc.) have a special talent or skill that you could share with your child’s class? Do you play a musical instrument or have an interesting hobby? Do you enjoy reading to or singing with children? If yes, we invite you to speak with your child’s teachers to set up a time or times when you can share yourself with your child’s class! We welcome your family’s participation in our Center!

Parent Conferences

Parent conferences are offered whenever parents or teachers feel a conference is necessary as well as towards the end of the Fall and Spring Semesters. If you would like to speak with your child’s teacher at any time concerning any topic related to your child’s participation in the Center, please see your teacher and arrange a mutually convenient time. Also, watch for sign-up sheets to schedule a semester-end conference. We ask that all parents attend at least one conference per school year. The Center’s Director may also participate in Parent-Teacher conferences as is appropriate.

Family Communication

Family communication is important to us! Daily conversations give you and your child’s teachers a great way to share information about your child and our school. You are invited to speak with classroom teachers and the Director at any time concerning Center matters. (Please be aware that the primary responsibility of the classroom teacher is to interact with the children in his/her classroom. Teachers may not be able to speak extensively with you while they are in the classroom; however you may be able to arrange a mutually convenient time to visit.) Please also read daily updates which teachers write on dry erase boards in each of our two classrooms.

Other communication methods we use include: Check-In Screen messages, telephone, e-mail, parent letters, Information Station slides, Parent Information Board notices, door signs, voicemail, Parent-Teacher conferences, and more.

Kish Notes Newsletter

Parents receive a Kish Notes Newsletter approximately each month. This newsletter contains important information regarding enrollment and other policies at the Center. This newsletter also contains information about children and parenting. Please take time to read each issue of the Kish Notes as it is a vital means of the Center staff communicating with parents.

Kishwaukee College Early Childhood Center Family Handbook, Updated June 2018
Family Nights

Family Nights will be offered each semester. Family Nights provide you with the opportunity to meet other parents, spend time with your children at their school, and explore issues concerning children and families. Recent Family Night topics include:

- Family Fun and Fitness (a fun evening at Kish’s Gym to participate in lots of movement activities);
- Playground Potluck (sharing yummy food while visiting with other parents on our playground);
- A Day in the Life of KCECC (a chance for parents to see how their children spend their time at the Center);
- An Evening of Art (a chance for parents to enjoy process art activities with their children); and
- A Lifetime of Literacy (an opportunity for parents to learn more about the importance of reading aloud to young children). Please join us for these enjoyable evenings.

Family Visits

Parents and extended family members are always welcome at the ECC! Please feel free to visit the Center at any time. If you are available during the noon hour, you may wish to come to the Center and eat with your child. If you will be joining us for lunch, please let your child’s teacher know upon morning arrival. The Center is also equipped with an observation booth where you may view your child as he or she participates in the classroom. (This is a good option if you want to observe your child without being seen.) Please take advantage of the Center’s open doors policy by visiting whenever you are available.

Family Surveys

We distribute Family Surveys toward the end of the Fall and Spring Semesters. These surveys give you the opportunity to tell us what you like about our Center as well as share with us areas in which you would like us to consider making changes. We seek a 100% return rate—please help us by returning your surveys.

Suggestion Envelope

Have any ideas? Please drop your idea in our Suggestion Envelope located near our Parent Pockets.

Family Resource Center

We have gathered a nice collection of information that may be helpful to you in your role as a parent. These resources are located on a rack adjacent to our Observation Booth. You are encouraged to look at the materials at the Center or see the Center’s Director if you wish to take an item home.

Fund Raising

Each parent is invited to participate in fund-raising efforts undertaken by the Center. Fund raising is done to establish money for purchasing new equipment for the Center. Fund-raising campaigns will be announced during the school year along with explanations of how you can assist.
Parent Provided Supplies

If you are interested in donating anything to the Center, please first visit with your child’s teacher to see if the ECC may benefit from what you want to donate.

Parent Satisfaction/Grievances

Our aim is to provide you with excellent early childhood services! However, if you are dissatisfied with any aspect of our program, we would like to talk with you about it. Please ask to meet with either the Director or your child’s Lead Teachers to discuss the situation. If your question or concern is regarding Center policies, please speak with the Center Director. If your concern or question involves your child and/or his or her classroom, please speak with your child’s Lead Teachers. If you discuss a situation with your child’s Lead Teachers and a resolution cannot be reached, please discuss the situation with the Center Director.

If a resolution cannot be reached with the Center Director, you may contact the Vice President of Student Services. The Vice President of Student Services is located in the Student Center and can be reached at 825-9807. We will strive to resolve any concern which you may have in a timely manner.

We also welcome your satisfactions! Please encourage your child’s teachers by letting them know ways in which you feel they are doing excellent work with your child.

Parent Advisory Committee

The ECC’s Advisory Committee consists of a group of parents interested in serving in a consulting role with the Center’s Director. The Advisory Committee meets with the Center’s Director as needed for the purposes of creating/reviewing/revising policies, planning growth/improvement, brainstorming, etc. If you are interested in serving on the committee, please see the Center’s Director.
**Support Services**

**Vision and Hearing Screening**

Vision and Hearing Screening takes place each fall at the Center. The purpose of this screening is to identify children who may be having difficulties in seeing and/or hearing. Screening is seen as a first step—its purpose is simply to identify children who may benefit from further assessment. Prior to screening dates, parents will receive information in their Parent Pockets as well as a history form to complete and return to the Center. All children in attendance who are two-years, ten-months and older will be screened. Please advise the Director if you do not want for your child to be screened. **If you do not request that your child not be screened, this will serve as consent that we may complete Vision and Hearing Screening with your child.**

**Ages and Stages Developmental Screening**

Our Center utilizes the *Ages & Stages Questionnaires: A Parent-Completed, Child Monitoring System* to help identify children who may have developmental delays and benefit from further evaluation. Periodically throughout the year, we will distribute short questionnaires geared to your child’s current age. We ask that you take a few minutes at home to complete the questionnaire and then return it to the Center. We will then review your responses and then communicate with you regarding your child’s development.

Your child’s teachers also use this screening tool at our Center to monitor children’s development. If you do not wish for your child to be screened using *Ages Stages*, please see the Center’s Director. **If you do not request that your child not be screened, this will serve as consent that we may use the Ages & Stages Questionnaire with your child.**

**Preschool Screening**

In addition to Ages & Stages screening, we believe that the preschool screening is offered by all school districts is important. Because our Center serves children from a variety of surrounding school districts, we do not provide in-house preschool screening, but rather encourage you to take advantage of screening in your local district. Please watch for newspaper announcements for screening dates in your community. Screening takes just a few minutes and helps identify any concerns that need to be addressed.

**Community Coordinated Child Care (4-C)**

The Kishwaukee College Early Childhood Center is a member of Community Coordinated Child Care (4-C). 4-C staff provides the Center with the services of a nurse (health consultant), social worker, parent educators, and other professionals. 4-C staff also administers the Center’s childcare financial assistance program.

4-C specialists regularly visit our Center. During visits, they ask our staff if we have any questions or any concerns with children in our care. Specialists then spend time observing in our classrooms. During their observation they observe ALL children that are present. Lastly, the specialist consults with our staff to discuss their observations. Occasionally a 4-C specialist will bring a health (or other concern) to our staff. In such instances, we will inform you of the concern when necessary.

If we face a challenging situation that we’re not sure how to best handle, our staff will seek 4-C’s assistance. 4-C specialists have helped our staff over the years to handle challenging situations.
Because the Center is a member of 4-C, parents may also enjoy the services offered by 4-C including assistance from the social worker and parenting classes. If you would like more information on 4-C, our relationship with them, or the services they provide, please see the Center Director.

**4-C Workshops**

Each semester the ECC, in cooperation with 4-C, offers workshops designed to help parents and family members learn more about the challenging task of raising young children. Past workshops have covered topics including establishing family routines, kindergarten readiness, and child guidance. Please watch for information on upcoming 4-C workshops right here at the ECC. Workshops are facilitated by 4-C professionals and free child care is provided for enrolled children.

**Kishwaukee College**

Parents are encouraged to take advantage of all that Kishwaukee College has to offer. If you’re looking to strengthen your work skills or prepare for a new career, Kishwaukee College has what you’re looking for. Please check out the College’s course offerings at [www.kish.edu](http://www.kish.edu).

**Transportation**

Bus transportation is provided daily to Kishwaukee College from DeKalb, Rochelle, and Sycamore. Several ECC families have taken advantage of this convenient and lower-cost form of transportation to the ECC. For more information on bus routes, times, and costs, please search “bus” on Kishwaukee College’s homepage at [www.kish.edu](http://www.kish.edu).
REPORTING OF CHILD ABUSE AND NEGLECT

Who Should Report?

Teachers and directors within child care centers are required by law to report suspected child abuse and neglect. They need only suspect child abuse or neglect to make a report. The Department of Children and Family Services (DCFS) is responsible for determining if the abuse report is unfounded or indicated. All persons who are mandated to report suspected abuse and neglect are presumed to be acting in good faith. Thus, they are immune from legal liability as a result of a report.

How Should They Report?

Call the Child Abuse Hot Line: 1-800-ABUSE. Reporting individuals must also send written confirmation of their call to the appropriate DCFS field office within 48 hours.

What Do They Report?

By law, information cannot be withheld on grounds of preserving patient or client confidentiality. Include the following in all oral and written reports:

- The names and addresses of the child and his/her parents or other persons having custody;
- The child's age and condition, including any evidence of prior injuries or disabilities; and
- The name of the suspected abuser and their relationship to the child, as well as any other information that would be helpful in establishing the cause of abuse and the identity of the abuser.