Child Development Center
Parent's Handbook



Danville Area Community College

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Table of Contents

Danville Area Community College Child Development Center 1
Statement of Purpose 1
Mission 2
Core Values 2
Philosophy 2
Hours of Operation 3
Maintenance of the Facility 3
License 3
Teacher Qualifications 3
Observers/Student Teachers 3
Lab School Environment 4
Parking 4
Car Seat 4
Photography and Pictures 5
Non-Discrimination Policy 5
Mandated Reporter 5
Prohibition of the Use or Possession of Drugs and Alcohol 5
Payment Policies and Fees 6
Tuition Agreement 7
Enrollment Procedures 7
Attendance 8
Age Requirements 8
School Age Summer Camp 9
Termination of Child Care 9
Child Screening 10
Child Assessment 11
Parent-Teacher Conferences 12
Curriculum 12
Special Needs Children 13
Holidays and In-Service Schedule 14

DACC CDC Emergency Closing Procedure 14
Emergency Procedures 15
Arrival and Departure 15
Pick Up Policy 16
Late Pick Up Policy 16
Home Culture and Linguistic Diversity 17
Your Child's Day at the Child Development Center 17
Appropriate Clothing 17
Extra Set of Shoes 17
Extra Set of Clothing 17
Lost Property 18
Naptime 18
Hand Washing 18
Food Program 19
Diapering/Toilet Learning 19
Communication between the Center and Home 19
Non-Religious Instruction 20
Classroom Celebrations 20
Birthdays 20
Guidance and Positive Reinforcement 20
Discipline/Conflict Resolution 21
Conflict Resolution with Parents/Caregivers 21
Complaint/Grievance Process 22
Biting 22
Accident Report Forms 22
Emergency Treatment 23
Asthma and Allergies 23
Illness 23
Exclusion Standards 24
Medication 25
Communicable Diseases Notification 26
Parent Support and Involvement 26
Individualized Transition Plan 27

Confidentiality 28
Daily Report 28
Babysitting.....28
Cell Phone Policy 29
Resources.....29
Daily Schedule 29

Danville Area Community College Child Development Center

Welcome to the Child Development Center (CDC). We are happy that you have chosen our Center for your child's first day care experience.

We invite and encourage you to become involved with your child's education. Please feel free to share any interesting hobbies, occupation, or talents you may have.

You are a vital part of our program!

Melissa Hollingsworth
Director

Statement of Purpose

The purpose of the Child Development Center is:

- To promote the social, emotional, physical, and intellectual growth of the child;
- To aid in the development of a sound self-concept;
- To further the growth of language skills; and
- To provide an excellent learning environment for the children as well as college students who utilize the Center as a lab for Early Childhood, Elementary Education and Nursing programs.

At the Child Development Center, we believe that a quality preschool program is built on a foundation of sound human relationships. In order for warmth and personal contact to flourish, our day is planned so there are many opportunities for one-to-one encounters. We try to keep groups small and the ratio of adults to children as high as possible. We provide occasions where the children move freely about, making personal choices and individual contacts.

We have designed our program to incorporate concepts of how young children learn as individuals and as group members.

- We promote your child's growth and development.
- We utilize planned activities.
- We incorporate learning through play.
- We provide concerned attention and love to enhance your child's self-concept.

The Child Development Center is a participant in the U. S. Department of Education's Early Reading First Program and the University of Illinois at Urbana-Champaign project.

Mission

The Child Development Center is under the umbrella of Danville Area Community College and is committed to teaching and learning, we serve the community and transform lives.

Core Values

Diverse

Strength in difference. By embracing varied identities and viewpoints, we create a richer, more resilient learning environment that prepares students for a global workforce.

Adaptable

Thriving through change. We remain agile in the face of economic and technological shifts, ensuring our curriculum and services evolve as quickly as the world around us.

Committed

All in, always. We provide unwavering support for our students, recognizing that our dedication is the primary driver of their retention and completion.

Community

United for impact. We are an anchor institution. Our success is directly linked to the prosperity of Vermilion County and the surrounding region through deep-seated partnerships.

Philosophy

It is the intention of the Center to provide an informal atmosphere and a child-oriented, developmentally appropriate curriculum where children learn through play and the exploration of their environment. Children have the opportunity to become independent and successful in this educational environment, begin to successfully solve problems, and learn to express their ideas and feelings. These activities promote success for the child because they are geared towards developmental stages and individual abilities and interests.

DACC Child Development Center general office email cdc@dacc.edu

Hours of Operation

The Center is open Monday through Friday from 7:15 a.m. - 4:30 p.m.

Maintenance of the Facility

DACC Physical plant personnel perform routine and special maintenance work at the CDC. A Building service attendant is assigned to the CDC and cleans the Center twice a day, once after lunch and once after 4:30 pm every day.

License

Danville Area Community College Child Development Center is licensed by the State of Illinois through the Department of Children and Family Services (DCFS). We are licensed to serve children ages fifteen months through five years and school age children 6 to 12 years old. DCFS regulates the service we provide and we are required to meet their standards for staffing, discipline, health, safety, curriculum, equipment, materials, nutrition, transportation, records and reports. DCFS reviews our program by unannounced and regularly scheduled visits.

Teacher Qualifications

Each classroom is staffed by a head teacher and a Teacher's Aid. Head teachers are professional staff employees at Danville Area Community College. They have obtained their degrees in Early Childhood Education or a related field and have had extensive experience leading educational programs for young children. Head Teachers also contribute to the educational experiences of Danville Area Community College through supervising student observations and practicums.

Observers/Student Teachers

The Child Development Center is a lab for students majoring in Early Childhood Education, Elementary Education and Nursing programs. These students will be observing your child(ren) as well as working

with them in small groups in the classroom. Students working one-to-one with children are required to have a completed background check, physical and written authorization from parents or guardians.

Lab School Environment

The CDC is a College based laboratory school. As a Lab School, the CDC supports its academic missions by:

- Facilitating observations of children.
- Serving as a center for teacher training.
- Allowing select teaching projects to occur at the school.
- All teaching projects are thoroughly reviewed to ensure children's safety and well-being.
- CDC classrooms are designed as observational settings. Any time your child is at school he/she is potentially the subject of observation. All observers must follow strict guidelines while observing children.

Parking

Caregivers are expected to hold their child's hand when walking them into the CDC, as well as when walking from the CDC to the parking area.

Please do not leave children unattended in a car in the parking lot while bringing or picking up other children at the CDC. Please do not leave your vehicle running while parked in the circle drive.

Car Seat

Parents must follow the Illinois Department of Transportation guidelines:

- A child should ride in a child safety seat with a harness until they reach the upper weight limit, which is typically 40-60 lbs.
- For a booster seat: In the back seat about age 4 to at least age 8.
- Safety Belts: at age 8 and older and taller than 4'9".

Please remember our staff is required to report situations that put children in danger.

Photography and Pictures

The CDC photographs children for internal purposes, which includes but is not limited to: displays in classroom and hallways, compilation of individual and classroom portfolios, and to show evidence of accomplishing the learning and accreditation standards. Photography for marketing or other external uses will only be allowed upon written consent from the parent. Parents will not be permitted to photograph any child other than their own without written parental consent.

Non-Discrimination Policy

Equal educational opportunities shall be made available to all children without regard to race, color, national origin, ancestry, sex, ethnicity, language, religion, physical or mental disability, or economic or social conditions. No student or child shall be denied, on the basis of sex, equal access to programs, activities, services, or benefits; or be limited in the exercise of any right, privilege, or advantage on the basis of sex. Further, no student shall be denied, on the basis of disability, equal access to programs, activities, services, or benefits; or be limited in the exercise of any right, privilege, or advantage on the basis of disability. The Center prohibits discrimination, harassment, or retaliation on the basis of any of the foregoing characteristics, of or by any student, child, employee, agent, or third party participating in an activity reasonably related to the Center. Any student (or parent on behalf of a student) may file a discrimination grievance by using DACC Complaint/Grievance Procedure or by contacting the DACC Human Resources at (217) 443-8756 or by email hr@dacc.edu.

Mandated Reporter

All CDC staff members are required by law to report any sign of possible abuse and neglect of a child. Reports are given via a hotline designated for this purpose. As required by DCFS, written procedures and training are provided to each staff member.

In the event there is a suspicion of child abuse or neglect among any enrolled child(ren), staff members are required to report this to the Director. The Director or staff member will in turn report the findings to DCFS.

If an intoxicated or impaired person insists on removing children from the Center, the Center shall immediately report the incident to DCFS and local law enforcement.

Prohibition of the Use or Possession of Drugs and Alcohol

The Center is committed to ensuring the safety of all children enrolled at the Center, as well as the safety of all of its staff, employees, and visitors while on Center property and during Center activities. The Center prohibits the use or possession, sale, distribution, transfer, or being under the influence of controlled substances or alcohol while on Center property or during Center activities. Any employee who

suspects that a person is using, possessing, selling, distributing, transferring, or is under the influence of any drug or alcohol shall immediately notify the Executive Director or designated staff member. The Executive Director or designated staff member shall seek the immediate removal from the Center's property of any person suspected of using or being under the influence of drugs or alcohol, and where necessary, shall contact local law enforcement and/or the Department of Children and Family Services in accordance with the requirements of the Illinois Abused and Neglected Child Reporting Act.

Payment Policies and Fees

All accounts must be current prior to participation in any program, and must remain current to assure continued participation. The Child Development Center is prepared and must pay staff to serve all children that are enrolled on any given day. There is no deduction for sick days, absent days of the same week or vacation days. Parents do not pay for the weeks that the CDC has a scheduled closing.

1. A child's spot in child care will only be guaranteed with payment in advance. Registration fees may apply, and will be added to your account upon enrollment.

2. Tuition fees are subject to change.

3. Tuition must be paid a week in advance.

4. Tuition may be paid by cash, check, and money order at the Child Development Center or at the Cashier's Office. Parents will also receive information on how to log in to an online account through DACC.

5. Written notice, two weeks in advance, is required when disenrolling your child from the CDC.

6. Families receiving Child Care Assistance are responsible for payment on their account.

7. A $30.00 fee will be charged for any checks returned by our bank. After two returned checks, further payments will be required in cash, money order, or credit card at the Cashier's Office.

8. Tuition is due weekly.

9. At the Center, we understand that unforeseen things could occur and cause you to fall behind on your bill. In order to ensure the efficient operation of the Child Development Center, parents/caregivers must pay their tuition. At the end of the fall, spring, and summer semester, the Center will review everyone's child care account. If you have a past due balance at the end of the semester, you will have 2 choices.

1. Payment plan
2. Termination of child care

10. Child care accounts are checked before enrolling another child to ensure the account has a zero balance.

11. DACC actively pursues all outstanding balances and will use any and all means necessary, allowed by the State of Illinois and federal law, to collect all amounts due to the college.

12. Services will not be reinstated until payment is made, and all fees are paid.

Tuition Agreement

In order to insure the efficient operations of the Child Development Center, parents and staff must agree to the following guidelines:

1. Payments must be made one week prior to the child's attendance and on a weekly basis thereafter. Subsequent payments must be prompt and consistent for parents who pay weekly.

2. The Center provides full-time care for children 2 to 5 years of age.

3. It is the parent's responsibility to pay for all the days the child is enrolled. Even if they are not in attendance for the whole week (Monday- Friday) the parent is responsible for 1/3 (holding fee) of the regular amount. The holding fee can be utilized for up to three consecutive weeks only unless there is a special circumstance (ex. illness, injury, or bereavement).

4. In the event that an agency is responsible for payment and the payment is less than the Child Development Center charges, the parent will be responsible for the remaining balance. Most agencies will pay the amount agreed upon **only** if the child is attending 80% of the time the Center is open during the month. Also, due to a change in the State of Illinois guidelines, if a child is not in attendance for 5 or more consecutive days, the Child Care Assistant Program will not pay for these days and therefore it will be the responsibility of the parent. **** Copayments are to be made at the beginning of the month.**

The Center requires a yearly $75.00 registration fee (non-refundable) which must be paid at the beginning of the fall semester (for returning students) or on the day your child is enrolled.

Failure to pay the amount agreed upon will result in your child being dropped from enrollment and your child's name will be placed on the existing waiting list.

We reserve the right to refuse service at any time.

Enrollment Procedures

The following records and forms must be completed at time of enrollment:

- Child's personal record.
- Completed physical examination and child immunization form.
- Food reimbursement application.

- Lab observation form.
- Tuition agreement.
- Certified birth certificate.

Parents must bring their child(ren) into the Center and must make sure the child meets their teacher.

Parents must also pick their child(ren) up. If the parent is unable to do this, they must notify Center staff and complete the child release form located in the reception area. **This is very important!** Your child cannot be released to anyone other than the parent or your written designee.

It is imperative that your child's teacher is able to contact you at any time. If you are not going to be at the number that you have written on your child's information form then we will need to know how to contact you. Also, in the event that your address, place of employment or phone number changes from the information given during the enrollment process, please let the Director, Office Coordinator or your child(rens) teacher know. If we are unable to contact you, we will have no choice but to call the emergency number that you provided on your child's form.

***After you have your visit with the Director, you will have one week to complete the above paperwork and/or contact the Director to inform them of any issues or delays. If that is the case, you have an additional week to complete the paperwork or you will be removed from the waiting list (and therefore lose your spot).**

Attendance

Parents whose children are absent for excessive periods of time will be contacted for follow- up. Many of our programs have waiting lists and unexplained absences may result in your child being dropped from the program in order to make room for children in need of care. If your child is absent for more than three weeks in a row, your child may be dropped from the program. The Center will charge a holding fee up to three weeks. Extended absences must be pre-arranged with the Director. If your child is sick, please call by 9 a.m., and let us know why they are staying home. We keep track of illnesses in order to identify trends. If your child does not show up on a scheduled day, one of the teachers or staff will call to follow up on absences.

Age Requirements

At the Child Development Center there are 3 year-round classrooms:

24 months (2yr's) – 36 months (3yr)

36 months (3yr's) – 48 months (4yr's)

48 months (4yr's) – 60 months (5yr's)

The Child Development Center enrolls school-age children ages 6-12 during the summer only.

School Age Summer Camp

School-age summer care is provided during the 10-week summer semester for children ages 6 - 12 years. The enrollment policies are the same for this age group as all others, so please refer to the procedures listed above for more enrollment information.

We realize that school-age children are older and ready for more challenging activities, so we try hard to meet their needs. Children this age often feel they are too "old" for structured care and no longer want to attend day care (after all, babies go here!). There are many school-age programs available in a variety of settings -- ours just happens to be in a child care center. We try to meet both the child's need for more independence and freedom while also meeting the parent's need for a safe and secure environment. We don't allow children to wander around or leave them to their own devices to keep themselves busy. We provide a very busy curriculum along with time for nourishment and rest. Listed below is information which will help give you an idea of what our program has to offer:

- The schedule for their day is similar to that of a preschool classroom but includes more structured activities and time to work on long-term projects.
- Although quiet time is provided for those who need to rest/nap, those who don't are provided with alternative activities and are not required to rest.
- All of the activities and materials are geared toward the abilities of school-age children. Some examples include: gardening, on-campus field trips and walks, arts and crafts, board games, computer, dramatic play, block play, etc.

Feel free to talk with the Director if you would like more information about this program.

Termination of Child Care

DACC CDC reserves the right to discontinue child care if we decide that the center, child, or family is not benefiting from the arrangement. Child care may be terminated for the following reasons:

1. If a child's behavior indicates s/he is not adjusting to the program, has needs the program cannot fill or accommodate, or is detrimental to the functioning of the class as a whole. Staff members will hold consultations with staff, parents, and professionals in order to determine if the child would be better served by another program. If it is determined the Center cannot serve the

child's needs, or if a child significantly disrupts the program for other children, parents will be given two weeks to find alternate childcare.

2. If a parent or guardian exhibits behavior that is detrimental to the health and well-being of the children or staff in a classroom, or negatively interferes with the normal functioning of the classroom, she/he will be given one week's notice and asked to find alternate child care services. In an instance in which a parent is deemed verbally or physically hostile or abusive to Center staff or children, the Center reserves the right to take measures to maintain a harmonious and safe Center environment and child care may be terminated immediately.

3. Failure of a parent to abide by Center policies and procedures may result in the parent's being asked to find alternate child care. Disregard of Center policies and procedures might include, but are not limited to: delinquent payments; leaving a child past closing time; leaving a child unattended; endangering the well-being and safety of children; parents' reluctance to provide information or seek assistance for their child; failure to comply with agreed upon plan of action relating to child's behavior; failure to submit or update medical forms; arriving or departing with a child while under the influence of substances that leave the parent incapable of safely caring for a child.

Although we pride ourselves on serving a diverse population of children and families, with a wide variety of needs, we cannot maintain enrollment for a child or family who requires more time and attention than we are reasonably able to give. Although some children may require extra time and attention on occasion, we cannot continue to provide care for a child who is unable to function within the routine of the classroom, and within the stated ratio. Some examples include a child who needs constant one-on-one, displays chronic aggressive behavior (beyond what is typical), cannot manage transitions or the daily routine, cannot function or behave appropriately in a social setting.

We understand that, as a parent, you are concerned about the welfare of your child but, as a Center, we need to be concerned with the welfare of all children enrolled in our program. Be assured, however, that it is NOT our goal to exclude children and families from our program. On the contrary, it is our goal to work with families in providing the best possible care for their children. There are many times when a parent may decide another child's behavior is inappropriate and warrants dismissal. We want to be clear that there is a range of behavior for children of all ages that although not acceptable (biting, hitting, use of profanity, etc.), may be developmental and manageable within our setting. The Center's professional staff will make the determination if a child's behavior is beyond this developmental range to the extent we feel we are not able to successfully work with him/her.

Child Screening

DACC Child Development Center will use the following developmental screenings twice a year with all children;

Ages and Stages Questionnaire (ASQ) for parents/guardians and teachers

It is used to help to identify any potential challenges in a child's development and to identify special needs. All screenings must be done within 45 days of entry into the program. Your child's teacher will administer the Ages and Stages questionnaire. The results of the screenings will be shared with all parents/caregivers. Families are asked to participate biannually in the screening process by completing the ASQ with their child at home. The ASQ is used to monitor children's development and skills. Results from the screening are shared with your child's teaching team in a confidential manner.

After the screening, a portfolio will be provided with the child's individualized goals and will also be presented to the parents/caregivers during parent/teacher conferences twice a year. Parents will also be provided with additional resources or help with referrals for services.

Child Assessment

DACC Child Development Center (0 to 3 Yrs. old) will use the following developmental assessments twice a year;

Individual assessments will be documented using portfolios with 7 areas of development; Self-regulation, language development, cognitive development, physical development and health, social and emotional and approaches to learning

DACC Child Development Center (preschool) will use the following developmental assessments twice a year;

IGDI (Individual Growth and Development Indicators).
PALS (Phonological Awareness Literacy Screening).
Get Ready to Read-only Kindergarten children.
Individual assessments will be documented using portfolios with 8 areas of development; Social/emotional development, language arts, mathematics, social studies, physical development and health, the arts, English language learning and home language development.

After the screening and with the results of observing the child a portfolio will be provided with the child's individualized goals. The portfolio will be shared with parents during parent teacher conferences, twice a year.

Parent-Teacher Conferences

Families are asked to participate in 2 formal parent-teacher conferences in the Fall semester and Spring semester. During the conference, the teacher shares the results of the Ages and Stages screening and Portfolio assessment with parents/caregivers. All parents/caregivers receive a copy of the reports prior to the conference.

Curriculum

Children's play is the essential component of a developmentally appropriate curriculum.

The teachers will observe and assess the children's play on a regular basis. This is an essential tool in planning curriculum, arranging the classroom environment, selecting the activities to be offered, and providing the appropriate props. Learning is what ***happens*** in the educational environment – not what is planned to happen but what actually takes place when all players are present. Learning is what takes place naturally in an environment that offers a choice of activities created with children's needs in mind. Early childhood curriculum arises from the children's individual and collective interests, actions, questions, and manipulations of the environment.

The CDC staff uses the Creative Curriculum and Trophies. The Creative Curriculum for toddlers and pre-school is based on 38 objectives that covers over 10 areas of development and learning. These objectives are fully aligned with Illinois Early Learning Standards. The curriculum also offers daily opportunities to individualize instruction by meeting the needs of every learner, with a focus on English language development.

Social Emotional
Physical
Language
Cognitive
Literacy
Mathematics
Science and Technology
Social Studies
The Arts
English Language

An additional curriculum is used in the preschool classrooms. The Trophies curriculum is focused on helping children learn emerging literacy so they can perform well in school and become great readers. The Trophies curriculum has 5 areas of Emerging Literacy:

Spoken language
Sounds of Language

Letter Knowledge
How to Print Works
Written Expression

Throughout the Center we place emphasis on:

1) How children develop and learn;
2) How to set up and maintain classroom environment and daily schedule;
3) Essential skills and concepts that children should learn in the areas of literacy, mathematics, science, social studies, the arts, and technology;
4) Utilizing intentional instructional strategies used to teach all children effectively; and
5) Building partnerships with families.

Special Needs Children

A local school district and/or special education cooperative may determine, through the Individualized Education Plan (IEP) team process, that the Center is the most appropriate placement for a child who is eligible for early childhood special education services. The Center will work cooperatively with the local school district and/or special education cooperative, child's parents, and other IEP team members and service providers to ensure that such a child's IEP or Individualized Family Service Plan (IFSP) is properly implemented. The Center urges all parents and guardians to discuss with the Director any special circumstances involving their child prior to registration or the beginning of the Center program(s). While the Center makes every effort to accommodate all children who register, if a requested accommodation would result in an undue burden on the Center's resources or fundamentally alter the nature of the Center's program, admission or continued enrollment may be denied.

If a child has an IEP/IFSP, the parents or guardians of that child must inform the Center of the existence of such plans, and indicate that the child has such a plan on the child's registration form. A copy of the child's current IEP/IFSP should be provided to the Center at the time of registration, and will be made available to the appropriate Center teachers and staff. The Center will schedule a meeting with the parents or guardians of that child to discuss the child's IEP/IFSP and the Center's role in the implementation of the plan. The classroom teacher and if necessary other appropriate Center staff should participate in the child's IEP/IFSP meetings with the child's local public school district.

It is important that the Center staff members be considered part of the team of professionals working to enrich each child's preschool program experience. Center staff members working with a special needs child must have access to information from outside services that would help facilitate each child's adjustment to the Center's program. Reports from agencies and/or private therapists providing services to a child enrolled at the Center should be forwarded to the Director on a timely basis. All information shall be treated with confidentiality. Unless required by law, the Center will not send information to any other agencies, schools, etc. without the written authorization from the parents or guardians. To facilitate an understanding of a child's needs and where appropriate, make adaptations, the Center may require parents to sign a release of information form enabling the classroom teachers, appropriate Center staff, and the Director to talk directly with the agency or therapists providing services to best meet the child's needs in

the classroom. The Center may also require parental consent to permit the Center staff to participate in a child's IEP/IFSP meeting with the public school district. Failure to assist the Center in obtaining information the Center believes is necessary to accommodate a child within the Center may result in admission or continued enrollment being denied.

If a child doesn't have a documented developmental delay or special need, the Center will work with the child throughout the day. We will provide more opportunities to practice areas of developmental delays. The Center provides reasonable accommodations and support for all children.

Holidays and In-Service Schedule

The Center is open 51 weeks a year and will be closed on major holidays. The following days, if occurring on a work day, are considered holidays:

- New Year's Day
- Martin Luther King JR's Birthday
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- December 25 through January 1

The Center will be closed in August on the Wednesday, Thursday and Friday before classes start for the fall semester due to In-Service. Holidays occurring on a Sunday will be observed the following Monday. Holidays occurring on Saturday will be observed the preceding Friday. Parents of children attending full-time year round will be given one (1) week free vacation (one week, Monday through Friday of the same week). This means that the parent will not be responsible for a holding fee for the week their child(ren) is absent. This should be prearranged with the Director or Office Coordinator.

DACC CDC Emergency Closing Procedure

In the event of an emergency or severe weather conditions, every attempt will be made to post cancellation/closing announcements to the DACC website (http://www.dacc.edu), DACC employee and student email accounts, the DACC main switchboard (217-443-3222), and the Emergency Text Message Alert System**. These media are the official channels utilized by Danville Area Community College to communicate with employees and students.

While the College works diligently with local broadcast media to provide accurate and timely information, there exists a possibility for miscommunication or delay via third party. Notice will be given to select area broadcast media (noted below*) and will be posted on the Child Development Center ClassDojo app, College-managed FaceBook (Danville Area Community College and/or DACC Danville) and Twitter (@DanvilleAreaCC) pages; however, none of these are official College communication channels. Messages received through these media should be confirmed via the official communication channels listed above.

In the event that conditions are such that classes are canceled, but College business will still be conducted, an announcement will be posted that, "Classes are CANCELED, but DACC is OPEN, the Center will be open. In the event of an emergency or severe weather conditions resulting in a facility closure, an announcement will be posted that, "DACC is CLOSED" the Center will be closed.

**Please note that users must enroll in the system and download the Rave Guardian app to receive text message alerts.

Emergency Procedures

Emergency procedures for fires and tornadoes are posted in each classroom. Practice drills are conducted on a regular basis. Our building is equipped with emergency weather intercoms that will alert us to any emergency weather situation. Our staff members are all trained in first aid, CPR and AED.

In case of fire, the CDC is connected to the central DACC alarm system. Children will be evacuated, and assemble on the north side by the parking lot outside the building. In the event of a tornado warning, we will gather in the CDC basement until we receive an "all clear" call from DACC or the radio.

Environmental Safety- Our pest control company uses an integrated pest management (IPM) program. This means that the Center is monitored but not sprayed on a regular basis. If needed, spraying is done at a time when children are not present in the Center or on the playground.

Arrival and Departure

Parents/caregivers can bring their children into the Center themselves or they can drop them off at the door to a staff member.

1. Daily health checks will be performed on **ALL** child(ren), parents/caregivers, and staff members as they enter the building. They will take their temperature and if everyone has a normal temperature then they can sanitize their hands before going into the large motor area.

2. Parents/Caregivers will take their child(ren) to the large motor room and help them change into their school shoes and open the door of the classroom for the child(ren) to enter. Parents will not

be allowed to enter the classroom unless you sanitize your shoes. You can watch from the observation window and turn on the speaker.

3. Make sure that your child is here before 8:40 if they need to eat breakfast.

4. The Center has a 9:00 a.m. cut-off time for receiving children. If your child arrives after 9:00 a.m.they will not be allowed to stay unless they are late due to a doctor's or dentist appointment. A note from your child's doctor or dentist must be presented when your child is dropped off.

5. **A child will be released ONLY to the parents/guardians or to a person designated in writing on the Center's child release form, kept on file in the office. This authorized person must follow the same sign in/out procedure as described above and show proper identification.**

6. The Center staff refuses to release a child to any person, related or unrelated to the child, who has not been authorized in writing by the parent or guardians to receive the child.

7. Non-custodial parents will be allowed to pick up children if they are listed on the child's birth certificate, unless there is a court order prohibiting contact with the child. It is the custodial parent's responsibility to inform the Center of any issues regarding custody.

Pick Up Policy

The Child Development Center staff is responsible for the wellbeing and protection of the children until the parent/caregiver or a person over the age of 18 (upon written authorization) picks the child(ren) up. Emergency situations will be assessed by the staff and a decision will be made according to the needs and safety of the child(ren).

Late Pick Up Policy

Children must be picked up and leave the building by closing time of 4:30 p.m.in the building, after 4:30 p.m. will be considered late. Late fees will be assessed for children if not picked up by 4:30 p.m. The late fee is thirty ($30) dollars per child and a fine of $2.00 per child for every minute beyond 15 minutes late.

If your child is at the Center after 4:30 p.m., we will follow these steps:

1. The Center Staff will call a parent/caregiver to come and pick up the child.
2. If no one answers then the emergency and back up contacts will then be called.
3. If after 45 minutes the Center Staff is unable to reach someone listed on the emergency pick up or contact list, the Center Staff will call the police or DCFS child abuse/neglect hotline.

CDC staff is responsible for the wellbeing and protection of the child until the parent/guardian, police or DCFS has picked up the child. The CDC staff understands that the child is not responsible for the situation. Therefore, any conversations related to the situation will only be discussed with the

parent/guardian, never the child. It is extremely important that emergency contacts be kept up to date at all times. You must notify us when a telephone number is changed or no longer in service. The Center updates all student information annually.

Home Culture and Linguistic Diversity

The Child Development Center Staff recognizes practices and believes in the importance of home culture and language in young children. Our early childhood educators can best help linguistic and culturally diverse children and their families by acknowledging and responding to the importance of the child's home language and culture. Administrative support for bilingualism is a goal that is necessary within the educational setting. Educational practices should focus on educating children toward the "school culture" while preserving and respecting the diversity of the home language and culture that each child brings to the early learning setting. Early childhood professionals and families must work together to achieve high quality care and education for all children.

Your Child's Day at the Child Development Center

Appropriate Clothing

Your child will paint, color, cook, play, and eat so please dress him/her in comfortable, easy to wash clothing. Clothing should also be easy for your child to manage in the bathroom. We play outside every day, weather permitting (temperature above 25 F), so please dress your child in appropriate outerwear (jacket, hat, gloves, scarf, boots, snow pants). Your child should have closed toe shoes appropriate for running and climbing. Please remember to label everything!

Extra Set of Shoes

An extra pair of shoes must be left at the Center for the child(ren) to wear while at the school. The child(ren) will change their shoes when they arrive and depart from school. The reason is to cut down on the amount of germs going into the classroom, and keep the child(ren) healthier.

Extra Set of Clothing

A complete set of extra clothing is a must because spills are common occurrences. On the first day, please send an extra set of labeled clothing that includes; underwear, shirts, pants and socks in a plastic Ziploc bag clearly marked with your child' name. Please check periodically to make sure your child's extra set of clothing is the correct size and appropriate as seasons change.

Lost Property

At the Center, the children's belongings can get lost. "Lost property" means any unattended, abandoned, misplaced, or forgotten item, which is found within the premises/ boundaries. All personal property is the responsibility of the owner. The Center does not assume responsibility for loss or damage to personal property brought into school. To ensure that your child is able to identify any items they have misplaced please ensure that you **label clothing/belongings with their name where possible/practical.** At times it may be possible for items to be returned to the child, yet this should not be an expectation of children or caregivers/parents. All unclaimed lost property will be kept in the "Lost and Found" Area located in the Director's office. Caregivers/Parents can ask a staff member if they can look through the lost and found box. Where appropriate, unclaimed items will be gifted to a suitable charity at the end of each semester or disposed of in an environmentally responsible way.

Key Points:

• Caregivers/Parents are encouraged to write/print their names on all personal belongings.
• Caregivers/Parents are encouraged to bring a bookbag for your child's personal belongings.
• Lost items will be kept in the "Lost and Found" Area located in the Director's office.
• Caregivers/Parents may check the lost and found for missing items.
• Caregivers/Parents are encouraged not to let their children bring toys to school.
• Caregivers/Parents are encouraged not to bring items that can not be replaced.
• The Center strongly discourages students bringing large amounts of money or personal valuables to school.

Naptime

The Center will provide each child with a child's sized cot, sheet, and blanket. Each child will have a plastic tub with a lid to keep their cot sheet and blanket from touching other children's belongings. The Center washes all cot sheets and blankets once a week.

Hand Washing

To help control the spread of illness, children are required to wash hands upon arrival at the Center and at other times throughout the day. Washing hands is the best way to prevent the spread of illness. We are happy to provide lotion for children whose hands become dry due to all of the hand washing.

Food Program

● The Center's food program is developed according to the requirements set by the Illinois State Board of Education and the USDA Child and Adult Food Program. These dietary needs are based on each child's age. Food is prepared at the center, and may not be brought from home, unless doctor recommended and documented.
● Menus will be posted at the Center and sent home. If your child has any food allergies or other restrictions, state law requires a note from the child's doctor specifying the allergy and required substitution to meet meal pattern guidelines. Information about allergies will be posted in both the kitchen and classrooms.
● Breakfast is served at 8:15 a.m., lunch at 11:20 a.m., and a 3:00 p.m. snack after rest time.

Diapering/Toilet Learning

Children not completely toilet trained are required to arrive at the CDC in disposable diapers. **Pull-ups are not acceptable.** Your child's teachers will discuss toilet learning with you to determine when your child is ready to come to the CDC in underwear.

Before beginning toilet training, a child must exhibit some sign of readiness.
These include:

- Has a concept of wet and dry.
- Has a regular bowel movement.
- Stays dry at least an hour or two in the daytime.
- Wakes up dry from nap.
- Show interest; wants to imitate children at school and adults at home.
- Have the verbal communication skills to express when they need to use the restroom.

Before beginning toilet training in the classroom, the teachers and parents need to discuss the following:

- Toilet training techniques used at school
- What words the parents will use with the child for the bathroom functions and what we use
- What date toilet training will begin and the procedures we use

Parents must provide disposable diapers and diapering supplies. During toilet training, parents must bring at least two complete sets of clothing, including; underwear, socks, pants, and shirts. These will be kept at the center in the classroom. Please take soiled clothing home each day and return clean replacement clothes the next day. Although the teachers cannot estimate when each child should be placed on the toilet, they will show the child the toilet and allow him/her to sit on the toilet at diaper changing times.

Communication between the Center and Home

We will post newsletters on a weekly basis to ClassDojo, and notes when necessary. We also send information to caregivers/parents in emails. We will not share your email address with anyone else.

Please share information about your child's routines with us. We will take that information, as well as your requests into consideration as we plan for our days.

Non-Religious Instruction

In accordance with state and federal law, the Center and its employees are prohibited from providing religious instruction, conducting worship services, or engaging in any form of proselytization as part of its state-funded early childhood programs.

Classroom Celebrations

Our philosophy includes a Culture of Health which teaches children the importance of health, nutrition, healthy food choices and physical exercise.

DACC CDC respects and honors the diversity of the families enrolled in our programs. When special events and celebrations occur in the classroom or at the center, we ask that families adhere to our culture of health food policies. Please see your child's teacher for healthy food options and a listing of classroom food allergies.

Birthdays

Each child's birthday will be quietly celebrated at school. Snacks and treats are generally served around 3:00 pm. Parents are welcome to bring store bought snacks or bring a cake box mix and the children can prepare the cake.

If you wish to plan a party for your child outside of school, we want to be sure to avoid hurt feelings that occur when not all children are invited to a party. Since many families choose to keep their parties small and are not able to invite all the children in the classroom, please send invitations through U.S. mail. Please put invitations in the Center's parent pockets only if you plan to invite all the children in the classroom. ***Please remember not to bring any party favors such as candy, birthday hats, streamers, etc.***

Guidance and Positive Reinforcement

Discipline policies in our program have been established to encourage and strengthen positive behavior through opportunities for the children to interact with people and materials. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect for one's self and others.

Guidance is non-punitive. Positive techniques include redirection, anticipation and elimination of potential problems and encouragement, rather than competition, comparison, or criticism. Limits are set for children, and the environment is arranged to minimize the number of "no's" throughout their day. Clear consistent rules are explained to the children.

When children exhibit challenging behaviors, (including: disruptive behaviors, physical or verbal aggression to staff or children) the following steps will be followed:

1. The problematic behavior will be studied and documented.
2. The classroom teacher will consult with the director to discuss ways to work with the child and improve the problematic behaviors.
3. Our staff will request a meeting with parents/caregivers to discuss and consider solutions and establish a timeline. Parents/caregivers may be encouraged to seek a consultation with an outside specialist.

If minor changes to the routine, environment, or behavior plan do not seem to be effective, or if the parents are unwilling to work with an outside specialist, the child may be dropped from the program. At any time in this process if the child's aggression seems dangerous to themselves, other students, or staff, the child will be dropped from the program.

A guidance and discipline plan will be provided for caregivers to sign in your child's package.

Discipline/Conflict Resolution

We work with children on the specific skills necessary to solve their own disagreements. Teachers can recognize the possibility of potential behavior problems before they occur and therefore, can redirect the child's behavior before it becomes unacceptable.

Occasionally a child who is being disruptive or losing control may be redirected to an alternative area, be assisted in gaining control, and then be invited to rejoin the group and reminded of appropriate behavior.

Conflict Resolution with Parents/Caregivers

As part of our core values, our staff will implement:

- Being respectful.
- Being honest and sincere.
- Being fair and reasonable.
- Acting responsibly by meeting commitments and obligations.

Integrity and respect is asked from the parents/caregivers when addressing the staff at the center, if this becomes an issue and the problem cannot be resolved the Center's Director will have no other choice but to discharge the child from the program.

Complaint/Grievance Process

When a parent/caregiver of the DACC/Child Development Center community experiences a situation or a conflict in which the parent/caregiver thinks their rights have not been fully recognized or have been compromised in some manner, the parent/caregiver may resolve the conflict or their grievance by following the College's process.

1. Speak with your child's head teacher or the Child Development Center's Director.
2. Submit a "formal" complaint in writing to the President, Vice President, or Academic & Student Affairs (217) 443-8771, Vermilion Hall or by submitting an electronic report through the DACC website at DACC Complaint/Grievance form. The President, Vice President, or Academic & Student Affairs will acknowledge receipt of the complaint, conduct an investigation, and respond to the student in a reasonable amount of time. Parents/caregivers may contact the Provost at any point in time for guidance or to file a report directly.

It is also important to note that the College forbids retaliation against anyone reporting or involved in a reported complaint/grievance. If any parent/caregiver feels that they have been retaliated against, they are to notify the College's general complaint officer, the President, Vice President, Academic & Student Affairs, at (217) 443-8771 or the College's Affirmative Action Officer, or, Director of Human Resources at (217) 443-8756.

Biting

Biting is a behavior that is prevalent with 1 and 2 year old children. Because children of this age have very limited language ability, biting can become a way of expressing their feelings. We have several methods to help stop this kind of behavior. A conference with parents/caregiver will be scheduled should this type of behavior occur.

Accident Report Forms

If your child is involved in a mishap that requires any type of attention or first aid, and the office does not feel that you need to be called, you will be notified with an accident report. You will be advised of what happened, where it happened, and what action was taken. A copy of the incident will be signed by the teacher, the parent and the director.

Should an accident require emergency medical treatment, an ambulance will be called and the child will be taken to the hospital emergency room. The parents will be contacted immediately to meet the staff member and the child at the emergency room. If neither parent can be reached, we will call the emergency contact person designated on the child's information sheet. When you sign your child's information sheet you are authorizing us to implement the plan described above, except if other arrangements have been made.

Emergency Treatment

If a child receives a minor, superficial wound or injury while at the Center, basic first aid will be administered. In the event of a major or minor injury parents will be called immediately and notified in writing at the end of the day when the child is picked up. If a child receives an injury or is ill requiring emergency medical attention 911 will be called, and the child will be taken to the closest hospital. The child will be accompanied by a staff member, and the signed emergency treatment form will accompany the staff. The staff person will stay with the child until a parent arrives. The parent will be contacted immediately after 911 is called. If the parent cannot be reached, and the emergency names cannot be reached, the Center will instruct the hospital to use the signed treatment card and to contact the family's medical practitioner.

Asthma and Allergies

Please notify us if your child has asthma, allergies or any food allergies. Your physician's written instructions concerning medications and specific allergies (eliminations and substitutions) must be on file at the Center. Please notify us in writing if your child has any food restrictions due to religious beliefs. The office will provide an ASTHMA form and we will make a copy for your child's classroom.

Illness

According to State Licensing Standards, a child must be fever free for 24 hours without the use of a fever-suppressant before returning to the Center. Please do NOT administer a fever-suppressant and bring your child to the Center. This is unfair not only to your child but also to the other children and teachers.
The Center would prefer if you suspect your child(ren) has a contagious disease that all children in the household stay home until the contagious child is seen by a medical doctor. Then all children can come back to the Center with a doctor note. Listed below are criteria for EXCLUDING ill or infected children from the Center.

Exclusion Standards

FEVER

The presence of a fever may be a symptom of a more serious communicable disease. Child care staff are not qualified to diagnose the illness; only a doctor can make this decision. Therefore, parents will be notified to pick up their child when:

a) The child's oral temperature reaches a maximum of 100 degrees F.
b) Or the child's axillary (armpit) temperature reaches a maximum of 99 degrees F.

Exclusion from the center will be based on the level of temperature, the behavior of the child, and the judgment of the director. The child may return to the center after being free of fever for 24 hours.

VOMITING

Repeated vomiting, especially when accompanied by other symptoms of acute infection (e.g. fever, diarrhea), may indicate the presence of infection. Vomiting with symptoms such as listlessness and/or dry skin and nasal passages may indicate dehydration and should be treated medically. Exclusion from child care will occur when the child:

a) Vomits and/or experiences diarrhea, fever, listlessness, dry nasal passages, or other symptoms of acute illness.

The decision to exclude a child will also be based on the judgment of the director. The child may return 12 hours after last episode.

DIARRHEA

Diarrhea, which is often accompanied by fever or other symptoms, is usually caused by a viral infection. Exclusion from child care will occur if a child has:

a) Two or more loose, watery, or green stools in a 2 hour period or;
b) Diarrhea is accompanied by other symptoms of acute illness, including but not limited to fever or vomiting.

Exclusion from the center will be based on the presence of at least one of these symptoms and the judgment of the director.

SIGNS OF POSSIBLE SEVERE ILLNESS including unusual lethargy, irritability, persistent crying, difficult breathing.

MOUTH SORES, with drooling unless the child's physician has determined the illness not to be a communicable disease.

RASH, with fever or behavior change until a physician has determined the illness not be a communicable disease.

PURULENT CONJUNCTIVITIS, defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, including a child with eye pain or redness of the eyelids or skin surrounding the eye, until 24 hours after treatment began (usually 2-3 doses).

INFESTATION (e.g., scabies, head lice), until 24 hours after treatment began. The Center is a no nit policy.

IMPETIGO, until 24 hours after treatment began.

STREPTOCOCCAL PHARYNGITIS, until 24 hours after treatment has been initiated and until the child has been fever-free for 24 hours.
PINWORM, until 24 hours after treatment began.

RINGWORM, until 24 hours after treatment began.

CHICKEN POX, until 6 days after onset of rash or until all lesions have dried and crusted.

If your child becomes ill while at the Center, you will be called to pick-up your child as soon as possible, you will have an hour.

Medication

Occasionally, children will need to receive medication while at the Center. If your schedule allows, you may wish to come during the day and give the medication yourself. In order for the Center to assume that responsibility, the following guidelines must be followed:

1) Prescription medication must be ordered by a physician for the child to receive the medication. Do not ask that we administer medication that was prescribed for another child or member of your family. Prescriptions must be in the original container with your child's name on the prescription.

2) No medication, whether prescription or non-prescription, will be administered to a child without written parental authorization. Permission to administer medication forms are available in the office. The medication form must include the following:

A. Name of medication
B. Amount of dose
C. Time to be given
D. Date(s) to be given
E. Parent signature

Medication should be handed to your child's teacher rather than leaving it on the counter or in a cubby. All medication must be in the original container with the child's name printed clearly on the label. Sunscreen, insect repellant and diaper ointment will be applied to children with written permission. Children with chronic medical conditions requiring emergency medication such an Epi-pen must keep the CDC apprised of the medication and status of the child's condition at all times. The parent must train the CDC Staff on proper instructions to use the medication. In the event of an emergency the CDC staff will contact emergency services/911 in the best interest of the child.

Communicable Diseases Notification

You will be notified should your child be exposed to a contagious disease, by posting information by the signup sheet and on the doors of all the classrooms. Please notify the Center should your child become ill so that we may notify other parents of a contagious disease, we will always keep the child's identity anonymous.

Parent Support and Involvement

- Fall open house and Family Events done twice a year.
- Emails to individual parent/parents and group classroom emails.
- Parent-Teacher Conferences twice a year - If it cannot be done in person then the Center will use Facetime, Zoom, or phone call to reach parents. Child care is provided during this time.
- Binder for any parent/teacher related concerns or issues to be recorded.
- Classroom weekly newsletter sent via ClassDojo every Friday.
- Ongoing verbal communication.
- Weekly menus sent home.
- Text message alert system that sends announcements for the CDC on school closings and weather alerts.

- Photography Services offered in the Spring semester only
- Information and/or referral to supportive services regarding family issues
- Adult Classes through DACC
- Tuition Scholarships through DACC Foundation office
- Lending library with books and games for parent to borrow
- Parent Advisory Committee (meets 2 times a year or as needed)
- Discount coupons for community events or services

Individualized Transition Plan

The transition plan is to help the children become familiar with the new program, teachers and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together.

The child's teacher and director will determine when children are ready to move up to the next classroom using several factors including:

- Being physically ready, emotionally ready, cognitively ready, and socially ready.
- Chronological age.
- Capacity of room.
- Individual needs.

After determining if a child is ready, the transition process will begin. The Transition Plan has several steps:

Step 1. Teacher/Director meeting with parents to discuss the transition process allowing for parent/guardian, family member or caregivers to express concerns and give feedback.

Step 2. Monday through Friday

- Monday-Child will visit classroom after breakfast and stay until lunch
- Tuesday- Child will visit before breakfast and stay until lunch
- Wednesday- Child will visit before breakfast and stay through lunch
- Thursday- Child will visit the entire morning session until nap
- Friday- Child will visit classroom for the entire day

Step 3. The director and teacher will evaluate the progress of the transition week and make the final decision on the child's transition. If for any reason the child does not adapt well with the transition or the transition does not meet the individual needs of the child then a re-transition will be set up for a later date.

Monday following a transition week, the child will be dropped off by parents in the new classroom as long as transition goes accordingly.

Step 4. Transition to Kindergarten will include if possible, a visit to a kindergarten class, 1 week or longer of a kindergarten-graduation lesson plan. Children kindergarten bound will be tested with the Get Ready to Read program and if the children are attending the Center during the summer, they may be able to visit the 6-12 year old summer camp, but only if room is available.

The plan allows flexibility in order for us to best meet the needs of each child. Each child's individual need is different therefore the transition plan may vary quite a bit from child to child.

Confidentiality

The CDC staff will make every effort to protect your family's privacy. This encompasses such things as children's behavior, family situations, and children's personal files. Only full time DACC Employees will have access to children's files. The information includes the enrollment packet of information provided at the time of enrollment. The teachers in the classroom maintain an information sheet on each child in their classroom. Children's files are locked daily and birth certificates are kept in a different area of the center.

Daily Report

Teachers will keep daily records concerning your child's activities and behaviors during the day. Special needs will also be noted.

We ask that you share information concerning any event or happenings that may affect your child's behavior during the day. Were they up late? Is a parent ill or at home? Is your child teething?

Babysitting

Occasionally parents may ask teachers to baby sit. The Center does not encourage this practice and assumes no responsibility for employees after their scheduled work hours.

Cell Phone Policy

DACC Child Development Center has a "no cell phone" policy inside the classrooms and large motor room. If you must take or make a phone call, please step outside to do so. Transitions are made easier when children have your full attention at drop off and pick up. Your full attention allows for clearer communication between teachers and parents/caregivers. It is the caregiver's responsibility to inform anyone who will drop off or pick up their child of this policy.

Resources

Child Care Resource Service
http://ccrs.illinois.edu/

Illinois Department of Human Services
http://www.dhs.state.il.us

Centers for Disease Control and Prevention
http://www.cdc.gov

Illinois Department of Public Health
http://www.idph.state.il.us

Illinois Sex Offender Information
http://www.isp.state.il.us/sor/

Daily Schedule

This is a general daily schedule; each classroom has a schedule representing the age group that they are serving. In the class schedule you will find the same or more activities at different times of the day and/or different amounts of time spent on each activity according to the child's age.

TIME	ACTIVITY
7:15 A.M. – 8:00 A.M.	Free Choice/Arrival

8:00 A.M. – 8:15 A.M.	Clean Up
8:15 A.M. – 8:50 A.M.	Breakfast
8:50 A.M. – 9:00 A.M.	Clean Up/Preparing for Circle time
9:00 A.M. – 9:15 A.M.	Circle Time
9:15/30 A.M. – 10:30/45 A.M.	Activities Time/Together Time
10:30/45 A.M. – 11:15 A.M.	Outdoor Recreation
11:15 A.M. – 12:00 P.M.	Lunch
12:00 P.M. – 12:30 P.M.	Quiet Time
12:30 P.M. – 2:30 P.M.	Nap
2:30 P.M. – 3:00 P.M.	Snack
3:00 P.M. – 3:15 P.M.	Clean Up
3:15 P.M. – 4:30 P.M.	Outside Time/Free Choice/Departure