



CHICAGO, ILLINOIS

ENROLLMENT PACKET

Hello and thank you for enrolling with Sunnyside Daycare. As a new family to Sunnyside, there are many things about us and our place we would like to share with you.

Inside this enrollment packet you will find the necessary forms that need to be filled out and returned to us. Please provide us a copy of the Child's Birth Certificate and State of IL Certificate of Child Health Examination Form as soon as possible. You will also find enclosed the parent handbook and the DCFS summary of licensing standards for your family to keep. Feel free to ask any questions about the policies that are unclear to you. Full cooperation with and adherence to these policies are required. We look forward to caring for your child and working together with you.

Please return the following items:

- o Enrollment Form
- o Emergency Release Form
- o Child Physical Examination
- o Guidance & Discipline Policy
- o Copy of Birth Certificate
- o Signed DCFS Summary Verification
- o Signed Consent Agreement Form
- o CACFP Enrollment Forms

Please keep the following items:

- o Parent Handbook
- o DCFS Summary of Licensing Standards

COVID-19 NOTICE

**I understand that if my child is showing symptoms of Covid-19 (s)he will not be allowed admittance. **

ENROLLMENT APPLICATION

Picture
To be done
by Staff

CHILD INFORMATION

Child's Full Name: _____

Birth Date: _____ Sex: M / F Days Requested: ALL M T W T F

Child's Home Address: _____

SCHOOL AGE CHILD INFORMATION *(please fill if your child attends elementary school)*

Elementary School Name: _____ Grade: _____

Parent Information

Parent #1 Name: _____

Home Address: _____

Cell Phone: _____ Relationship to Child: _____

Work Phone: _____ Home Phone: _____

Driver's License Number or State ID: _____

Parent #2 Name: _____

Home Address: _____

Cell Phone: _____ Relationship to Child: _____

Work Phone: _____ Home Phone: _____

Driver's License Number or State ID: _____

Parent signature

Date

EMERGENCY RELEASE / CHILD PICKUP FORM

**I authorize the following persons to pick up my child for release and
for emergency contact/pick-up in case I cannot be reached**

Primary Person Name

Phone

Address

Relationship to Child

Contingency Person Name

Phone

Address

Relationship to Child

Emergency Person Name

Phone

Address

Relationship to Child

Parent signature

Date

CHILD PROFILE

In order to better meet your child's needs please answer the following questions as they relate to your child. Feel free to add any more information that you would like us to know in the box at the bottom.

☐ Does Not Apply Medical Concerns: _____

☐ Does Not Apply Allergies: _____

☐ What family or cultural traditions are important to you: _____

CONSENTS FORM

EMERGENCY MEDICAL CARE

I authorize Sunnyside Childcare to secure EMERGENCY medical care for my child. In the event of such an emergency, I understand that Sunnyside Childcare will contact emergency services first and then contact me. I understand that I will be responsible for any and all emergency medical charges.

Parent signature

Date

ADMINISTER PRESCRIPTION MEDICINE

I authorize and understand that Sunnyside Childcare will only administer doctor-prescribed medication to my child that I have provided and will be administered according to prescription instructions. I understand that Sunnyside Childcare will not administer any medication without a prescription with the child's name and instructions.

Parent signature

Date

FIELD TRIPS, WALKS AND TRANSPORTATION

I authorize Sunnyside Childcare to take my child on walking trips, excursions, visits to local community areas and to nearby public park facilities. I authorize my child to ride as a passenger in the vehicle owned, leased or contracted by Sunnyside Childcare. I authorize Sunnyside Childcare to drop off and pick up my child from school. I am responsible for informing the school of this arrangement and I have put Sunnyside Daycare Center on the pick-up list for my child. I understand all such trips are under the supervision of Sunnyside Childcare and that health and safety precautions are taken in compliance with DCFS standards.

Parent signature

Date

PARENT HANDBOOK RECEIPT

I have received the Sunnyside Childcare Parent Handbook and will abide by its policies. I have also received a copy of DCFS summary of licensing standards. I understand that failure to adhere to Sunnyside Childcare policies may result in fees and/or termination of childcare services.

Parent signature

Date

MEDICAL POLICY AGREEMENT

MEDICINE

Only **prescribed** medicine that you provide will be administered to your child. The permission form must be completed by the parent prior to the administration of any medications. The instructions should state the name of the medicine, dosage and the time(s) that it shall be given. This form is valid only for time limit set forth by the doctor's order on the prescription. Of particular note, we do **NOT** provide or apply sunscreen or burnt ointments to your child.

EMERGENCIES

Scratches and scrapes which are inevitable when children play and will be treated with water to clean the surface and with ice to reduce the swelling. Every effort will be made to inform you when picking up the child. This is done verbally and/or through the use of an accident report. The center's entire staff undergoes a yearly training class of CPR and First Aid.

If a child is injured at the center, depending on the extent of the injury, we will first call 911 then the parent. The ambulance will take your child to Swedish Covenant Hospital located at 5145 N. California Ave, on the corner of California and Foster, their main number is (773) 878-8200. It is very important for all parents to keep their phone numbers and the numbers of the pick-up people updated at all times.

If you would like to access the services of a certified practitioner for a child exempt from medical care based on religious grounds you must write a detailed plan to be given to the Sunnyside and approved by the director prior to enrollment of the child.

ILLNESS

Your child will not be permitted to the center if they are obviously sick and/or running a fever. If a child becomes ill at the center, he/she will be isolated and the parent will be called to come and pick up the child. If your child has been absent from the childcare center for 3 or more days due to illness, they will need a doctor's note in order for the parent/guardian to have the child return to the child care center. **I understand that if my child is showing symptoms of Covid-19 (s)he will not be allowed admittance. **

The health and wellbeing of all of the children here are the utmost importance to us. It is for the protection of the children that we must insist on a strict adherence to the Illness Policy. Please read it carefully.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE

*I understand that if my child is showing symptoms of Covid-19 (s)he will not be allowed admittance. *

Communicable Diseases: Not permitted by federal law in child care. Some of those illnesses are but not limited to: Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Lice, and Strep Throat. If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up immediately. Your child will be accepted back into care when no longer contagious along with a letter from a doctor allowing the child to return to the center. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for.

Fever: Not permitted. A child needs to be fever free for a minimum of 24 hours before returning to child care; that means the child is fever free without the aid of any fever reducing substance. ***Administering Tylenol to reduce your child's fever so that you can bring him/her to childcare is grounds for immediate termination of enrollment in the facility.***

Diarrhea: Not permitted.

Vomiting: Not permitted. If your child vomits while at childcare, you will be expected to come within the hour to pick up your child. The child must stay home until 24 hours have passed with no vomiting episodes.

Runny nose: Your child may be brought to childcare if he/she has a common cold (slight occasional cough, clear runny nose, occasional sneezing). Discharge of any color other than clear is not acceptable in child care. A constant runny nose which needs wiped continually is not acceptable in child care.

Rashes: Not permitted. Any rash other than diaper rash must accompany the child with a note from the doctor stating it is not contagious.

Runny and/or Crusty Eyes: Not permitted. Watery, matted, and/or red/pink eyes are not acceptable in child care under any circumstances.

Lice: Not permitted back to child care until after the second hair treatment.

24-hour Rule: Your child must be free from any of the previous symptoms for a minimum of 24 hours before you can return to child care. **No exceptions.**

Please take the above rules seriously. It is always best to call us and ask if you are unsure whether or not you may bring your child.

Parent signature

Date

GUIDANCE & DISCIPLINE POLICY

Discipline is used to teach a child, not as a punishment. We achieve this through love, consistency, and firmness. We stress two main patterns of behavior: respect for people and respect for property. The children are explained the rules of the child care center frequently, so they are all familiar with the guidelines.

General Rules

- *No running, jumping, or screaming permitted inside the center.
- *No hitting, pushing, biting, grabbing, kicking, spitting, or pinching others.
- *No standing or climbing on toys, chairs, tables, or furniture.
- *No mistreatment of toys - i.e. standing on, throwing, bashing, hitting with.
- Parents will be asked to pay for or replace toys if the child breaks a toy.**
- *No name calling, teasing, swearing or bad language.
- *No gun or violent play allowed.
- *No roughhousing, climbing or sitting on, pulling, or lifting/carrying other children.
- *No walking around the center with food, cups, or bottles.
- *No going out the door or gate at pick up time without an adult.
- *These are general rules - Sunnyside staff may add rules as needed**

As teachers, our job is to teach and guide the children to make good decisions which include the importance of recognizing right from wrong; and instruct them on how to acknowledge inappropriate behavior and learn to correct it. In order for us as teachers to be effective, both teachers and parents must work as a team in order best educate the child. Below is the Sunnyside discipline process

1. A child who is having problems in one area of the classroom will be redirected by the teacher to another area and/or activity. This is the most effective technique allowing the child the opportunity to refocus their behavior without a "negative correction" from the teacher.
2. The teacher will speak with the child to see what may be the reason for the misbehavior. At which point the teacher will instruct the child on what the inappropriate behavior is. Afterwards the child will be redirected to another area or activity or be returned to the group depending on the current activity.
3. If a child continues a behavior that they have been asked to change or has already been redirected, then a timeout will be used. The maximum length of a time out is one minute for every year of the child age.
4. If the child is continually being disruptive and the teacher constantly has to take attention away from the class to deal with a child, he/she will be sent out of the classroom and into the office wherein the director at their discretion can decide at which time it is appropriate to return the child to the classroom or to contact the parent/guardian to pick up the child.
5. If the child continues to be disruptive then the child may receive a discipline write up. The write up will explain the behavior of the child. It will then be shown to the parent who will then be asked to sign it. Parents are asked to sign the report to show acknowledgement of a negative behavior.

6. If your child receives 1 discipline write up, the parent will be required to have a conference with the director before the child can return to the center. The director, parent, and teacher will develop a plan of action to improve the behavior. If the behavior persists and 1 additional write-up is given totaling 2 write ups, the child's enrollment will be terminated.

If a child is asked to leave the center for reasons other than physical threats, contagious disease or another reason that warrants immediate removal, a two-week notice will be given by the center to allow parents the opportunity to seek alternate childcare arrangements.

If a child's actions are seen as dangerous to themselves and/or another person, or another reason that warrants immediate removal, Sunnyside Childcare reserves the right to remove the child from the room and to have you pick up the child immediately as well as immediate termination of the child's enrollment in the facility with or without notice.

Rules for Parents

*No outside food or drink can be eaten in the classrooms. Any outside food must be eaten in the office.

*No gum. It will be disposed of.

*Always come to the front entrance unless there is a note posted there stating otherwise.

*No smoking is permitted on or near the premises.

*Please refrain from talking loudly on cell-phone while on premises.

*No corporal discipline of children while on Sunnyside premises.

Parent signature

Date

Sunnyside Daycare



CHICAGO, ILLINOIS

Parent Handbook

Phone: 773-588-6150

Fax 773-588-5157

Email: main@sunnysidechildcare.com

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Welcome to Sunnyside Daycare Center!!

You have selected one of the best centers in town! As a new family to Sunnyside, there are many things about our place we would like to share with you.

Sunnyside is a not-for-profit child care center that has a history of providing quality care to the children of Albany Park Community and surrounding areas. Sunnyside was started in 2009 to fill a recognized need in the community for full time daycare, preschool and school age care. Sunnyside has maintained its reputation as a model center since that time.

What do we mean by a model center? Sunnyside is a place where children are cared for and challenged to succeed; where parents are welcomed as a partner and as a friend; and where staff members are respected as professionals.

Please read over this Parent/Guardian Handbook and feel free to ask any questions about the policies that are unclear to you. Full cooperation with and adherence to these policies are required. We look forward to caring for your child and working together with you.

ABOUT US

Service

The basic service that we administer is the care and education of children from ages two years to twelve years. Within this care we offer teaching in all subjects from math to phonics, a safe environment, and a positive, encouraging atmosphere for children to be in while the parents/guardians are away.

Purpose

At Sunnyside our purpose is to give children the tools to learn and grow to be productive members of society. Through thorough teaching methods, a well-thought out schedule plan, stimulating and educational activities, and a nurturing environment.

Goals

1. To provide children with the finest start in life possible
1. To give parents a secure place to bring their children
1. To provide a nurturing environment for the children
1. To be not just a good, but an exceptional place for people to work, and a leader in the hiring/promotion of minorities and women.
1. To be a company that provides outstanding customer service.
2. To be a respected part of the communities where we do business.

SERVICES DESCRIPTION

The main service we provide is childcare. Within that parameter we provide care for children 2-3 years through our daycare program; children 4-6 through our preschool and kindergarten programs and children 6-12 through our before and after school programs

HOURS OF OPERATION

We are open Monday to Friday from 7am to 6pm. We are open all year round. We ask that all children are in school by 9am.

DAILY PROGRAM DESCRIPTION

Children are inquisitive explorers and ready learners. The classrooms are organized by age groups and developmental capacities which provide the type of activities that will challenge and nourish the children's interests. Areas in which we focus are sensory awareness, creative and expressive arts, dramatic play, block building, fine and gross motor manipulations, language and reading skills, outdoor play, computers, music and movement, science and discovery learning. Each age group has very different needs, and all of our teachers are experienced in handling these needs.

Fees and Payment Policy

Payment is due no later than drop off time on the first contracted day of each week. If the child is ill, the payment is expected unless other arrangements have been previously made. Payments may be made by credit/debit card, check or cash. No post-dated checks will be accepted. There will be a late fee of \$10 for each day that payments are received late beginning the following morning for all payments not made before your contracted drop off time. If the check is returned due to insufficient funds, the parent will be billed \$35 plus all bank fees incurred as a result. The parent will be given a minimum of a 30 days' notice of any increases in child care fees.

LATE PICK-UPS

We do not charge extra for late drop-offs but we do ask that you call if your child will be late or absent. Any parent/guardian or pick up person are charged at \$1.00 per minute after 6:00 p.m. This rate changes to \$3.00 per minute after 7:00 p.m. The child cannot return back to school until the late fee is paid.

ORIENTATION

Orientation is a time when the parents can come in and see the center and discuss the type of care that we can offer their children. It is a time for the parents to be reassured so that they know what will be going on during the day while their child is in our center. This is also a time where parents can ask any questions about the center. After your child enrolls, if you have any questions concerning our policies, please contact the daycare center director.

TRIAL PERIOD

All new children will be cared for on a two-week (14 calendar days) trial period beginning on your child's first actual day of care. During that time the parent or child care center may terminate the child care agreement with 24 hours' notice. No pre-paid fees will be credited upon cancellation during the trial period. After the trial period, a two-week's written notice is required by parents to terminate the agreement (See Termination Policy).

TERMINATION

Sunnyside Childcare reserves the right to terminate services to families if policies and procedures are not adhered to or if fees are not paid on time. Based on the circumstances termination can be immediate. At the discretion of the director termination may occur where we cannot meet the needs of your child or your own child care needs, Sunnyside Childcare will provide you with two week notice if circumstances allow and termination of your child's placement will take place.

SIGN IN/SIGN OUT

Each child must be signed in and out every day in our log sheets that are located outside your child's classroom. This lets us know who is dropping off and picking up your child along with the time of their arrival and departure.

DROPPING OFF AND PICKING UP

Only those people who the parent/guardian authorizes through written consent will be allowed to pick up the child. The mother/father is always allowed to pick up their children from school regardless of being on the pickup list. **[A court order is the only document that prevents a biological parent from picking up their child.]**

Pick up people must be on the pickup list, age 18 and over and must have a photo ID. Please make sure who you put on the list, is able to be a permanent pick up person. We do not allow for people to be added and then taken off and then re-added. If you have to add someone to the list, please let the Director know. **Just because someone dropped off the child does not mean that they can pick them up.** Anyone can drop the child off; taking them out of the center needs to be done with written authorization on file by the parent or legal guardian. The above rules need to be followed for the safety of the child.

It is the responsibility of the parent or the person picking up or dropping off that they must take the child to their classroom and take off their coats. All of the child's items shall be put in their classroom locker so it does not get lost. The same policy goes for picking up; children are not allowed to leave the building by themselves. Once the parent or guardian arrives and greets the child, the child is now the responsibility of the parent/guardian.

After-School Pick-Up

Our goal with respect to after-school pickup is to assure the safety of the children between the time they are released from class and picked up. It is the parent's responsibility to coordinate transportation for the child from school to after-school, but the child is not allowed to walk from school to after-school by themselves under any circumstances. In addition, if your child is scheduled to attend after-school but you have made alternate arrangements, it is important that you notify the classroom teacher and the after-school staff. Sunnyside Daycare does provide transportation to and from certain schools.

DAILY ROUTINE

7:00 a.m. - 9:15 a.m. Arrival Time – Free Play Time - Breakfast

9:15 a.m. – 10:00 a.m. Morning Activities – Circle and Group Time

10:00 a.m. – 10:30a.m. Individual Project Time

10:30 a.m. – 11:00 a.m. Out-side Play

11:00 a.m. – 12:30 p.m. Lunch

12:30 p.m. – 2:30 p.m. Naptime

2:30 p.m. - 3:30 p.m. Snack Time

3:30 p.m. - 4:00 p.m. Afternoon Activities - Arts and Crafts

4:00 p.m. – 4:30 p.m. Table Toys

4:30 p.m. – 6:00 p.m. Out-side Play, Pick-up Time

Our schedule changes due to the weather and seasons. In the cooler months we tend to go outside later in the morning, while waiting for it to warm up outside. In the warmer months we tend to go outside earlier in the morning, when it tends to be cooler.

NUTRITION

Menus are posted on the parent board.

Breakfast- We serve breakfast from 8:15 a.m. to 9:15 a.m. Our breakfast is prepared on-site.

Lunch- We serve lunch from 11:30 a.m. to 12:30 a.m. Our lunch is delivered by Basehit Catering and prepared fresh daily and served hot. The meals are a variety that the children may or may not be used to. All meals meet the United States Department of Agriculture Nutrition Guidelines.

We encourage the children to try all of the food that is placed on their plates. Sometimes they are surprised by what they like!

Snacks- We serve snacks from 3:30 p.m. to 3:45 p.m.

Parties- On festive days, each class may have a party. All classes put up a notice of an upcoming class party. The teacher may ask you to bring/send a treat for the entire class.

Birthdays- If you wish to celebrate your child's birthday at the center, you may bring a treats, but cake and cupcakes are not allowed. Birthdays are celebrated in the afternoons after naptime.

All food items are to be store bought. No homemade food items will be allowed. If your child has food allergies or does not eat certain foods due to religious beliefs, please speak to the director so that alternatives can be worked out. No child is allowed to bring in outside food to the building for a missed meal. It is unfair, against health codes and can cause an allergic reaction of another child if your child brings in a donut, a happy meal, candy or a sippy cup. Parents are more than welcome to wait outside while their child finishes their meal.

NAP-TIME

Our state License requires there be a rest period mandatory daily up to 2 hours. Each child will be assigned a cot to sleep or rest on. If your child does not go to sleep he/she must be quiet as not to disturb the other children, if your child has a favorite blanket they may keep it at the center for naptime. The center provides cot sheets which are washed weekly. Parents provide the blanket and pillow. If you would like your child's pillow and blanket to be washed, it is your responsibility to do so. You can ask your child's teacher to put them aside every Friday afternoon. Naptime is monitored by the staff.

FIELD TRIPS

We go on field trips occasionally; field trips are an additional expense to the weekly tuition charge. Your fee includes the admission to the event and the transportation. Before going on a trip, the teachers discuss with the children what we do and do not do on a trip. When going on a trip we encourage as many parents as possible to come along and volunteer. Parents who do not want their child to go on the field trip will need to make alternative forms of childcare for the day. If you miss the field trip for any reason, we are unable to offer any refunds.

CLOTHING/SPARE CLOTHES/PERSONAL BELONGINGS

Children should come to the center dressed in clothing that is comfortable for play and easy to take off for toileting purposes. All children will be required to wear a smock when painting or playing in water, but that is no guarantee they will not get paint, glue or etc. on them. All children must have at least three entire sets of spare clothing which is weather appropriate at all times at the center. We are not responsible for any lost, damaged or stolen clothing. There are many reasons why a child may have to change clothing during the day such as wetting themselves, spilling juice or milk, or an overenthusiastic art project. Please make sure that your child has their name on their spare clothes. Extra clothing consists of undershirt, underwear, shirt, pants, and socks. It is also a good idea to put your child's name on all jackets because many children may have similar items. Children should not bring toys to school; they tend to get broken or

lost. Jewelry and watches should not be worn at school as well. Sunnyside Daycare is not responsible for any items that may be lost, broken or stolen.

MEDICINE

Only prescribed medicine by a doctor will be administered to your child. The prescription should state the name of the medicine, dosage and the time that it shall be given. This form is valid only for time limit set forth by the doctor's order on the prescription.

EMERGENCIES

Scratches and scrapes which are inevitable when children play will be treated with water to clean the surface and with ice to reduce the swelling. Every effort will be made to inform the parent/guardian when picking up the child. This is done verbally and/or through the use of an accident report. The center's entire staff undergoes a yearly training class of CPR and First Aid.

If a child is injured at the center, depending on the extent of the injury, we will first call 911 then the parent. The ambulance will take your child to Swedish Covenant Hospital located at 5145 N. California Ave, on the corner of California and Foster, their main number is (773) 878-8200. This is why it is very important for all parents to keep their phone numbers and the numbers of the pick-up people updated at all times.

If the parents wants to access the services of a certified practitioner for a child exempt from medical care based on religious grounds the parents must write a detailed plan to be given to the daycare center and reviewed by the director prior to enrollment of the child.

PHONE NUMBERS and COMMUNICATION

It is very important for parents and pick up people to notify us of changes to your phone numbers. Please let us know if you move, change numbers, change jobs, and change cell phones. There are many reasons on why we may call, for example your child has a fever, an accident, late pick up or an emergency at the school. The main resource to contact parents is the phone especially in cases of emergency. Other means of communication may include a document given to parent when picking up such as an accident report, email or verbal communication.

FORMS

Before a child is admitted into the center, there must be a complete application filled out. We must have these forms in our office before the child can begin enrollment. [No exceptions]

In accordance with Cook County Department of Health and the Illinois Department of Children and Family Services regulations, each child must have a birth certificate and a completed medical form filled out and signed by a physician and on file before the first day of attendance. The medical form must have the doctor's signature and office stamp on it. The medical form must include the parent survey, child immunization history, TB test with result not older than 6 months and a lead test; Your child's medical form needs to be updated annually.

ILLNESS POLICY

Your child will not be permitted to the center if they are obviously sick or running a fever. If a child becomes ill at the center, he/she will be isolated and the parent will be called to come and

pick up the child. If your child has been absent from the daycare center for 2 or more days they will need a doctor's note in order for the parent/guardian to have the child return to the daycare center.

The health and well-being of all of the children here are the utmost importance to us. It is for the protection of the children that we must insist on a strict adherence to the Illness Policy. Please read it carefully.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE (no exceptions)

Communicable Diseases: Not permitted by law in child care. Some of those illnesses are but not limited to: Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Lice, and Strep Throat. If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up. Your child will be accepted back into care when no longer contagious along with a letter from a doctor allowing the child to return to the center. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for.

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Diarrhea: Not permitted.

Vomiting: Not permitted. If your child vomits while at daycare, you will be expected to come within the hour to pick up your child. The child must stay home until 24 hours have passed with no vomiting episodes.

Runny nose: Your child may be brought to daycare if he/she has a common cold (slight occasional cough, clear runny nose, occasional sneezing). Discharge of any color other than clear is not acceptable in child care. A constant runny nose which needs wiped continually is not acceptable in child care. If your child has a clear runny nose which lasts longer than a week and you suspect it may be due to allergies, I will require you to bring a doctor's note stating the same.

Rashes: Not permitted. Any rash other than diaper rash must accompany the child with a note from the doctor stating it is not contagious.

Runny and/or Crusty Eyes: Not permitted. Watery, matted, and/or red/pink eyes are not acceptable in child care under any circumstances.

Lice: Not permitted back to child care until after the second hair treatment.

24-hour Rule: Your child must be free from any of the previous symptoms for a minimum of 24 hours before you can return to child care. No exceptions.

Please take the above rules seriously. It is always best to call us and ask if you are unsure whether or not you may bring your child. Please have a backup plan available to you in the event your child is ill and you feel you cannot miss work.

DISCIPLINE POLICY

Discipline is used to teach a child, not as a punishment. We achieve this through love, consistency, and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the child care center frequently, so they are all familiar with the guidelines.

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- *No hitting, pushing, biting, grabbing, kicking, spitting, or pinching others, including your parents.
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1. A child who is having problems in one area of the classroom will be redirected by the teacher to another area and/or activity. This is the most effective technique allowing the child the opportunity to refocus their behavior without a "negative correction" from the teacher.
2. The teacher will speak with the child to see what may be the reason for the misbehavior. At which point the teacher will instruct the child on what the inappropriate behavior is. Afterwards the child will be redirected to another area or activity or be returned to the group depending on the current activity.
3. If a child continues a behavior that they have been asked to change or has already been redirected, then a timeout will be used. The maximum length of a time out is one minute for every year of the child age.
4. If the child is continually being disruptive and the teacher constantly has to take attention away from the class to deal with a child, he/she will be sent out of the classroom and into the office wherein the director at their discretion can decide at which time it is appropriate to return the child to the classroom or to contact the parent/guardian to pick up the child.
5. If the child continues to be disruptive then the child may receive a discipline write up. The write up will explain the behavior of the child. It will then be shown to the parent who will then be asked to sign it. Parents are asked to sign the report to show acknowledgement of a negative behavior.
6. If your child receives 1 discipline write up, the parent will be required to have a conference with the director before the child can return to the center. The director, parent, and teacher will develop a plan of action to improve the behavior. If the behavior persists and 1 additional write-up is given totaling 2 write ups, the child's enrollment will be terminated.

If a child is asked to leave the center for reasons other than physical threats, contagious disease or another reason that warrants immediate removal, a two-week notice will be given by the center to allow parents the opportunity to seek alternate childcare arrangements.

If a child's actions are seen as dangerous to themselves and/or another person, or another reason that warrants immediate removal, Sunnyside reserves the right to remove the child from the room and to have you pick up the child immediately as well as immediate termination of the child's enrollment in the facility with or without notice.

Rules for parents

- *No gum can be brought into the center for your child. It will be disposed of.
- *Always come to the front entrance unless there is a note posted there stating otherwise.
- *No smoking is permitted on the premises.
- *Any willful destruction of property will be charged to the parent

SUPPLIES

Each parent is responsible for bringing certain items for their children. The items vary depending on the age group and the times that your child is in our custody please see us to find out what these items are.

HOLIDAYS

The center's holidays are as follows: Independence day, Labor day, President's Day, Memorial Day, Veteran's Day, Thanksgiving day and the day after, and our 2-week winter break. If a holiday falls on Saturday the Friday before will be observed, if the holiday falls on a Sunday the following Monday will be observed. Sunnyside Daycare also reserves the right to close 15 additional days throughout the year for staff in-services. Notice for these in-service days will be posted a month in advance.

Celebrations -- BIRTHDAYS

Each child's birthday is his/her "Special Day. You may supply a special food treat such as cookies, pizza and ice cream for all the children on your child's special day if you'd like. These treats MUST be commercially prepared and arrive at the center unopened as packaged by the manufacturer. We also have holiday parties occasionally throughout the year.

INSURANCE INFORMATION

Sunnyside Daycare carries an accident insurance policy for all children enrolled in our program which provides primary coverage with a limit of \$3,000,000. This policy has a claim notice provision, so the company must be notified of a claim within 30 days after a covered loss begins.

FIELD TRIPS

We love to go on Field Trips!! Some of the places we love to go to are museums, local parks, and the zoo. All children will be placed in safety-approved car seats as required by Illinois State law by an insured transportation company. There are additional fees in order to attend field trips and parents are always welcome to come along. If you do not wish for your child to attend our

field trip, your regular fee is due like for any absence, and it is your responsibility to obtain alternate care for the day.

PHOTOGRAPHS/VIDEO/MEDIA

We periodically take pictures of the children in the center to let parents see what goes on during the day. Children are at the center for long hours every day and this is one way to let parents be a part of their child's day. These photographs are the property of Sunnyside Daycare and at its discretion may be posted online on our website, social media and/or any other media.

CHILD ABUSE REPORTING

The state of Illinois requires that all members of childcare institutions look for and report to the state any and all cases of child abuse and a neglect towards a child. The telephone number for the reporting hotline is 1-800-252-2873

PARENT NOTIFICATIONS

If your child is not going to be in school because they are sick or on vacation, we ask that you please call and let us know. The telephone numbers are listed on the front page of this handbook. Spots will be cancelled automatically after two weeks of non-attendance; your account will be billed accordingly.

Sunnyside Daycare is a corporate entity and those persons legally responsible for the program as well as having immediate responsibility for the daily conduct of the program are Valentine Honore and Johnathan Honore. The business address is 3542 W. Sunnyside Chicago, IL 60625. The contact number is 1-773-588-6150

Commitment to Privacy

Sunnyside Daycare respects your right to privacy and will let you know why we need such information and how it will be used. Sunnyside Daycare is committed to complying with relevant laws and respecting high standards in handling our own and our client's and their children information. We recognize the importance of protecting personal information and individual privacy and would like to assure you that we will not collect personal information from you unless you provide it to us and will not provide or sell your name and address to outside vendors.

Please be aware that the policies described in this handbook are subject to change at the sole discretion of Sunnyside Daycare at any time. Failure to adhere to the policies set forth in this handbook can result in discharge from the center. We ask and thank you for your cooperation in the observance of the policies set forth in this handbook.