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# **OPERATIONAL POLICY AND FAMILIES MANUAL**

Welcome to Mon Jardin Child Care Learning center. This handbook introduces the operating policies and procedures for the guidance of the staff, board, volunteers, and parents of Mon Jardin Co. All parties associated with Mon Jardin Co. are expected to read and acknowledge these policies. Parents are expected to read these policies as part of the enrollment process.

For the future reference this Manual can be viewed on company's website at [www.MonJardinCo.com](http://www.MonJardinCo.com) in "Documents Library" under "Contact Us" section.

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## **MISSION STATEMENT**

### **MON JARDIN CHILD CARE LEARNING CENTER**

The mission of Mon Jardin Child Care Learning center is to provide high-quality child care and age-appropriate education for children.

- We believe that a positive start during the first five years of life is critical to a child's future.
- We believe that each child is unique and deserves respect.
- We believe that a child's preschool experience is enhanced when parents and teachers work together as partners.
- We believe that having an ethnically diverse clientele and staff leads to a richer experience for all.

We seek to provide:

- a positive work environment, treating our staff as professionals by paying reasonable wages and providing generous benefits, and by allowing them autonomy and support in their classrooms.
- an environment that is rich in language, art, and sensorial exploration, thus complimenting the children's home life.
- ample opportunities for the children to develop and practice self-expression and social skills.
- a sense of community among the families served by the center.
- a brand new facility with modern, computerized security systems of building entrance and operations, 24-hour video recorded security and, most importantly, a highly-trained, provident staff.

## **I. Introduction**

Mon Jardin Co. is an independent, full-time preschool child care facility. It provides quality care and age appropriate education in a loving, stimulating, and secure environment. The center operates on private property.

The children attending the center are diverse in terms of race, creed, and socioeconomic status. The center's curriculum is designed to enhance social interaction and develop emotional, physical, and cognitive skills. We recognize that each child is unique and special. We value each child's cultural heritage and respect the differences among us.

The center serves up to 100 children, ranging in age from 6 weeks to 6 years, or old enough for entry to kindergarten. Operating hours are from 7:00 am to 6:00 pm, Monday through Friday, year-round (except for designated holidays and teacher professional development days (see current Annual Calendar).

The staff consists of one director, one assistant director, 25 teachers and teacher assistants, one chef and the cleaning team of two. All employees are selected for their special qualities and talents in the care and nurturing of young children. A work-study student from nearby colleges, substitute teachers and qualified volunteers sometimes provide additional assistance as well. All of them have completion of background checks as required by 89 III. Adm. Code 385.20.

The administrative operation is provided by the Director and the Board of the center, composed of representatives from the Mon Jardin Co. and the parents. Parents are encouraged to participate in the life of the center by maintaining knowledge of, and involvement in, the center's activities; helping to reduce costs; and assisting in the enrichment of the program.

**Welcome to Mon Jardin!**  
**It is an honor to serve your child care needs.**

## II. Daily Operations

### A. Hours

The center is open for operation from 7:00 am to 6:00 pm Monday through Friday. The center will be closed for predetermined holidays and closing dates, as is further described.

### B. Holidays and Closing Days

The Holiday Schedule is listed below. The entire calendar for the current year may be found in the our website [www.MonJardinCo.com](http://www.MonJardinCo.com)

- New Year's Day
- Martin Luther King Jr's Birthday
- Presidents' Day
- Memorial Day
- Independence Day (July 4<sup>th</sup>)
- Staff Development Day - August 17 and 18
- Labor Day
- Thanksgiving Day and the following Friday
- Week of Christmas Eve - December 24<sup>th</sup> to December 31<sup>st</sup>

### C. Inclement Weather Policy

Any announcement concerning the closing of the center due to inclement weather will be made by the Director. In addition, the Director will leave a message about the closing on the center's answering machine. The decision to close the center will be made as early as possible. Criteria for closing will be driving and road conditions, as well as availability of staff. The Director *will attempt* to make the decision by 6:15 am.

In the event the weather worsens during the day, the directors will contact all parents by telephone to notify them of the closing time. Parents are urged to pick up their children within the time frame given by the Directors, as the staff has the same concerns with driving and arrangements for their own children.

### D. Insurance Coverage

Mon Jardin Child Co. provides Public Liability Insurance.

### E. Fees and Tuition

**Tuition Fees:** Varies by the age group (see Tuition). Fee covers hot breakfast, morning & afternoon snacks, nutritious lunch, consumables and supplies.

**Registration and other fees:** Registration fee is non-refundable \$250.00 per family and due at signing. Annual registration fee is \$60.00 per family and \$40.00 per child book fee due at every Agreement anniversary. All registration fees are non-refundable.

**Security Deposit\*:** Is \$250 per child. It is refundable upon 2 weeks written notice. Refund will be applied as a credit to the last statement when child is withdrawn from the center. If child is not going to attend school for a period longer than two weeks of parent/guardian received enrollment application, and parent/guardian wants to keep reserved space for their child, those \$250 are considered waiting list fee until child's first day at the school. Waiting list fee is non-refundable as Mon Jardin has to refuse business to other clients thereby holding available spot unproductive for the company.

\*Security Deposit and first week tuition are due at the time parent/guardian receives child's enrollment application.

**Tuition Payments:** Tuition is billed weekly or monthly. **Monthly payments** must be made on the 1<sup>st</sup> day of the month. There is 5 days grace period. Late fee for monthly tuition schedule is three percent of monthly amount. All **Weekly payments** should be made on the first business day of the week. There is a 2 days grace period for weekly payments. When tuition is late for the first time, a \$25 late fee will be charged to the account. All accounts with balances in excess of \$25 are subject to Late Fee on each Wednesday that no payment is made. Thereafter, an extra 10% charge will be added to the account balance every payment cycle until the balance is paid in full. Mon Jardin Co. reserves the right to expel any child if payment is not made for two consecutive weeks. Full payment is required regardless of how many hours the child attended care, or if they are absent for any reason. If a child is absent due to illness, payment is still due in full for the first three days. If the sickness lasts longer than that, you can receive a 50% discount from the fourth day until they return to care (a doctor's note clearing them to return will be required). In order to qualify for a 50% vacation discount, families must let Company know of their intent in writing at least two weeks prior to leaving. If there is an extended leave (more than 2 weeks and up to 10 weeks), the family will pay 50% tuition for the first two weeks they are absent, and then the spot will be held until they return. If the extended leave goes past 10 weeks, the family forfeits their child's spot and their security deposit. A late pick-up fee of \$1.00/minute will be charged after 6:05 pm. Mon Jardin Co. reserves the right to change tuition and other charges providing customers with two weeks written notice.

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**Tuition:** Mon Jardin accepts payments in form of personal or business checks, Zelle bank electronic payments, cash, or credit card payment. Credit Card payment has a fee of \$3.50 per transaction or 3% per transaction, whichever is greater. Parents in a monthly payment schedule must pay the tuition on the 1st day of the month. All checks should be made payable to Mon Jardin Co and deposited into the payment box located next to the door in the foyer. Cash payments should be deposited in provided envelop with written child's name and amount of the payment deposited into the payment box located next to the door in the foyer. When tuition is late for the first time, a \$25 late fee will be charged to the account. All accounts with balances above \$25 are subject to Late Fee each Wednesday that no payment is made. After that, an extra 10% charge will be added to the account balance every payment cycle until the balance is paid in full. Mon Jardin Co reserves the right to expel any child if payment is not made for two consecutive weeks.



Full payment is required regardless of how many hours the child attended care or if they are absent for any reason. If a child is absent due to illness, payment is still due in full for the first three days. If the sickness lasts longer than that, you can receive a 50% discount from the fourth day until they return to care (a doctor's note clearing them to return will be required).

In order to qualify for a 50% vacation discount, families must let Company know of their intent in writing at least two weeks prior to leaving. If there is an extended leave (more than two weeks and up to ten weeks), the family will pay 50% tuition for the first two weeks they are absent, and we will hold the spot until they return. If the extended leave goes past ten weeks, the family forfeits their child's spot and their security deposit.

We will charge a late pick-up fee of \$1.00/minute after 6:05 pm. Mon Jardin Co. reserves the right to expel any client consistently late picking up their child.

Mon Jardin Co. reserves the right to change tuition and other charges providing customers with two weeks' written notice.

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### **III. Arrivals and Departures**

#### **A. Arrivals**

Parents may drop off a child at the center beginning at 7:00 am. An adult must accompany the child inside the center and entrust the child to the care of a staff member. Child/Children shall not walk alone to their classroom without a parent/guardian. Parent must walk their child/children to their classroom(s) and wash their child/children's hands upon arrival. Parents shall ensure that their child/children arrive at the center in a harness car seat either rear facing or front facing given their height or weight (cyberdriveillinois.com – child safety seat guidelines). It is illegal to leave children in the car without adult supervision! It is illegal to park on the driveway unless it's marked for parking. It's illegal to park and/or double park on the side street adjacent to the center! The adult must also sign in each child he/she brings to the center on the appropriate Mon Jardin Child Care Learning center Sign-in/Sign-out Form and/or dedicated Computer Screen.

Please note that parents are to include a daily reminder of any important information such as the administration of prescription medications when signing in a child and that the teacher is to initial verifying that the required information concerning arrival and/or medications has been provided.

Parents are responsible for checking the child's "cubby" to ensure that all necessary items are in place. The daily reports for the infants, toddlers and twos (picked up by parents upon departure) will include information to help parents keep track of their child's needs for the following days. On days when the parent and child arrive before the child's teacher, parents are encouraged to leave messages for the teacher on the child's daily report form (for example, "My child did not sleep well last night," or "I forgot the sippy cup—will bring it tomorrow").

Please notify the center by 9:00 am if a child is to be absent or arriving later than 10:00 am. Parents are encouraged to have their children at the center by 9:00 am so the child does not miss morning group time, morning snack, as well as any of the day's activities. Parents shall not drop off their child/children at the center during nap time (12:00 – 2:24 pm) prior notifying the Director. Consistent late arrivals will be addressed by Mon Jardin Co. Administration.

## **B. Departures**

Children may leave at any time of the day during the center's operations hours. The parents must inform the staff that they are picking up their child. A parent or an authorized representative of the parent needs to sign out each child on the appropriate Mon Jardin Child Care Learning center Sign-in/Sign-out Form. Signing the children in and out keeps the center in compliance with state regulations, and it adds an extra measure of protection and security for all children.

Parents must inform the staff in writing or by a telephone call to the Director if someone other than the parent is to pick up the child. Persons not known to the staff will be required to provide a driver's license (with photo) or a government photo identification document before we release the child/children to them.

Parents should inform the staff if a child is leaving earlier than their regular time so that the child is ready. This is most important during nap time (12:00-2:45 pm) to prevent the disturbance of the other children.

## **C. Late Policy**

The center's hours of operation end promptly at 6:00 pm. Tardy departures of children impose an unfair burden on the staff at the end of their work day as well as on the child/children who are eager to get home. After the stated pick up time, Mon Jardin Co will continue normal responsibilities for the child/children's protection and well being until a parent/guardian, emergency contact person or authorities arrives, with late fees of \$1 per minute accruing after 6:15 pm. Mon Jardin Co will make three attempts to contact the parents/guardians. If we are unable to contact a parent/guardian after 45 minutes of closing time, we will contact the emergency contact person(s) listed on your child/children's emergency form. If we are unable to contact a parent/guardian and the emergency contact person(s) after one hour of the center's closing time, Mon Jardin Co will contact the police to request assistance in contacting a parent or emergency contact person.

Late charges are due the day of the incursion. Charges will be collected and recorded by the staff member on duty that day. If tardiness becomes repetitive, the Director may be forced to discuss it with the parents, and if the situation continues, the Director has the authority to suspend care.

## **D. Returns**

There are times when it is necessary for a child to leave and then return to the center. These situations are generally for doctor or dental visits, or scheduled appointments. When this type of situation occurs, the parents shall notify the staff in advance (no later than the day before). Parents shall avoid returning the child to center during nap times (12:30-2:45 pm) to prevent the disturbance of the other children.

## IV. Daily Activities

### A. Daily Routines

Daily routines are posted on each class' Parent Board. They are class-specific and age-appropriate. They are reviewed and updated twice a year by the teacher(s) and the Director.

**Infants:** Children from 6 weeks through 12 months. They are ambient with loving and nurturing attention in small groups. Their everyday activities include dramatic play, sensory/art activities, literacy, music and curiosity.

#### Infants Day Schedule:

7:00am	Arrival and Play
7:00-8:00 am	Free Play
8:00-9:00 am	Breakfast
9:00-10:30 am	Morning Nap
10:30-10:45 am	Finger Snack
10:45-11:30 am	Story and Play
11:30-12:00 pm	Lunch
12:30-3:00 pm	Afternoon Nap
3:00-3:30 pm	Afternoon Finger Snack
3:30-4:00 pm	Sign Language/Songs
4:00-5:00 pm	Floor Play
5:00-6:30 pm	Free Play/Departure

**Toddlers:** From (14 to 23 months) children begin to walk and dine on table foods. They begin to need more attention, which is provided in our “toddlers club” with love. Their daily activities include dramatic play, sensory/art, literacy, music, curiosity and construction.

#### Toddlers' Day Schedule:

7:00-8:00 am	Arrival & Bathroom Breaks
8:00-8:30 am	Breakfast

8:30-9:30 am	Free Play/Bathroom Breaks
9:30-10:00 am	Circle Time
10:00-10:15am	Snack
10:15-10:45 am	Outdoor Play
10:45-11:15 am	Bathroom Breaks
11:15-11:30 am	Quiet Time, Movie
11:30-12:00pm	Lunch
12:00-2:00 pm	Quiet time/Nap Time
2:00-2:30 pm	Bathroom Breaks
2:30-2:45 pm	Snack
3:00-3:30 pm	Outside Time
3:30-4:00 pm	Water, Cool Down Time
4:00-4:30 pm	Bathroom Breaks
4:30-5:15 pm	Story and Dance
5:15-6:30 pm	Free Play/Departure

**Preschoolers:** These are children of **2, 3 and 4** years of age. At this age, children have a limited attention span. This is why we provide them with small-group, half-hour classes to keep them interested as they gain new skills and prepare for school.

Activities for **two-year-olds** include dramatic play, art, creative movement/gym, story time/language development, numbers play, music, and colors/shapes/size.

Activities for **three-year-olds** include dramatic play, art, creative movement/gym, story time, music/dancing, emergent mathematics, pre-writing skills, social studies and science.

Activities for **four-year-olds** include dramatic play, art, creative movement/gym, story time, music/dancing, mathematics, pre-writing skills, social studies and science.

**Preschoolers 2 - 3 Year-olds Days Schedule:**

7:00-8:00 am	Arrival Time and Free Choice Time
8:00-8:30 am	Breakfast and Quiet Activities

8:30-9:00 am	Rest Room Breaks/Transition
9:00-9:15 am	Free Choice Time
9:15-9:30 am	Story Time
9:30-9:45 am	Large Group Good Morning and Circle Time
9:45-10:15 am	Group Time – Daily Lesson
10:15-11:15 am	Project Time and Center Time
11:15-11:45 am	Large Motor Time – Outdoor Play, Group Game, etc.
11:45-12:15 pm	Lunch
12:15-2:45 pm	Rest Time
2:45-3:00 pm	Free Choice Time and Rest Room Breaks
3:00-3:15 pm	Afternoon Snack
3:15-3:30 pm	Story Time
3:30-4:00 pm	Center Time and Individual Activities
4:00-4:30 pm	Large Motor Time – Outdoor Play, Group Game, etc.
4:30-4:45 pm	Rest Room Breaks
4:45-6:30 pm	Free Choice Time and Departure

**Preschoolers 4 – 5 Year-olds Day Schedule:**

7:00-8:00 am	Quiet Activities/Arrival Time
8:00-8:30 am	Breakfast/Story Time
8:30-8:50 am	Transition/Rest Room Breaks
8:50-9:20 am	Outdoor Play/Large Motor
9:20-9:30 am	Transition/Hand Washing
9:30-10:00 am	Writing
10:00-10:20 am	Morning Snack & Rest Room Breaks

10:20-10:40 am	Group Time
10:40-11:30 am	Daily Lesson
11:30-12:00 pm	Lunch
12:00-12:30 pm	Outdoor Play/Large Motor
12:30-2:30 pm	Rest Time/Quiet Activities
2:30-3:00 pm	Wake-Up/Transition Time
3:00-3:20 pm	Snack & Rest Room Breaks
3:20-4:20 pm	Afternoon Project & Center Time
4:20-4:30 pm	Clean Up Time
4:30-4:45 pm	Rest Room Breaks
4:45-5:15 pm	Outdoor Play/Large Motor
5:15-5:30 pm	Story Time/Water Break
5:30-6:15 pm	Table Activities & Departure

**Kindergarteners:** These are children of approximate five years. At this age, children begin to gain an increasing interest for learning. With the help of our teachers, children expand their knowledge and interest about the world, which widens their experiences and prepares them for more advanced learning. Their daily activities include dramatic play, art, creative movement/gym, story time, music/dancing, mathematics, reading, handwriting, social studies, virtues program and community awareness.

**Après School:** Homework Assistance, Art, Music, Sports, Community Involvement, Class Projects...

## **B. Meals and Snacks**

Meals and snacks are provided for each child, infants excluded. Children will receive two snacks and two meals daily, at the following times:

- 08:00-8:30 am Breakfast
- 10:00-10:15 am Morning Snack
- 11:30-12:00 pm Lunch
- 03:00-3:30 pm Afternoon Snack

Parents may wish to provide a snack as part of a special occasion, such as a birthday or any other. Please include the teacher in your planning. If your child has special dietary needs, please coordinate with the director and with the teacher in the child's room.

## **A. Necessary Items for Your Child**

Each child is provided with a "cubby" for storing items they may need during the course of the day. Parents are responsible for ensuring that their child has a complete change of clothes, including socks and underwear that are appropriate for the weather at that time. A towel, water shoes, and swim suit are requested for water play during the summer months. Younger children will also require diapers and wipes for their cubbies. Teachers will assist the parents by notifying them on the daily report forms when these items are running low, and need to be replenished.

## **D. Toys from Home Policy**

Parents are asked to assist the teacher by adhering to the following policy regarding personal toys from home. Infants, toddlers and preschool children often use specific toys from home as “**comfort toys**”. Comfort toys can help a child in their emotional development by providing a support as they adjust to separation from their families and learn to cope with all the stress that being away from home for long hours can cause. “Comfort Toys” are often stuffed animals or dolls, but can also be items such as a blanket, a special hat or T-shirt, or even toys such as footballs, trucks, horses, dinosaurs, etc. Family members should let staff know what their child’s “comfort toy” is. If children have a comfort toy, they may bring it into the center and store it in their cubby. Comfort toys will not have to be shared and will be readily available to the child throughout the day. Children will also be taught that if they do not need their comfort toy they should place it in their cubby, especially if they do not want anyone else to touch or play with it. Please also note that we will not take responsibility for any toy brought into the center, should it become lost or broken.

In addition, toys depicting violent themes, i.e. toy guns, knives or swords, action figures, etc. will not be permitted to be brought to the center from home. If staff have knowledge that children have these types of toys in the center, the toy will be removed from the classroom, stored in the Director’s office and a family member will be contacted. Toys and games brought to the center may not depict violent themes. If a child is found to be playing this type of game at the center they will be in violation of the Toys-From-Home Policies, and the toy/game will be removed from the classroom.

## **F. Food Policy**

Children are allowed to bring food to the center as long as the **Food from Home Guidelines - Appendix G** is followed. The same guidelines apply for bottles and baby food for infants. Meals are served without discrimination on the basis of race, creed, color, national origin or disability. Menus are posted in the center so that you can be aware of what your child is being served. Your child will receive nutritious breakfasts, snacks, and hot lunches according to the classroom’s schedule. Children need to be present during scheduled meal times in order to take advantage of the meal. Parents are responsible for notifying the center their child needs to avoid so as to provide alternative foods, if necessary, and is indicated in an accompanying note from the child’s physician.

## **E. Field Trips**

Field trips are an exciting part of a child's life at the center. Trips range from a day at the Zoo, the Botanical Garden, the Kohl Children's Museum, to brief trips to the Fire Station, or Pet Shop at the mall. Special transportation buses are used whenever possible. If riding in cars, all children must use car seats or safety belts, and parents are responsible for providing car seats. State law requires that every child under 40 pounds or 4 years of age be in a car seat. To participate, children must have signed permission slips and fees (if needed) turned in to their teacher ahead of time. Parent participation is essential for the success of this special event.

## **V. Health Policy and Care of Ill Children**

### **A. Medicine Administration Policy**

Mon Jardin Child Care Learning center will administer medication to children for whom a plan has been made and approved by the child's physician. Because the administration of medication poses an extra burden for the center and having medication in the center is a potential safety hazard, parents should check with the child's physician to see if a dosage schedule can be arranged that does not involve the hours when the child is at the center. Whenever possible, the first dose of medication should be given at home so that parents can monitor the child for any type of adverse reaction. Parents may come to administer medication to their own child during the child-care day.

#### **1. Procedures--Prescription Medicine**

The Director of Mon Jardin Child Care Learning center (or in the Director's absence, the Assistant Director) will administer prescription medicine only if the parent has provided written consent and the medicine is in the original container with a current prescription label from the pharmacy. A parent provides written consent by filling out the Permission to Administer Medication form. Forms are available in the office.

Parents are advised to whenever possible divide the medicine so that what is needed at the center can remain at the center. If medicine is not so divided, the medication in its original bottle with the current prescription label must be brought in each morning and taken home each afternoon. The parent is responsible for locking the medication up in the lock box and for notifying the teacher in charge that medication has been brought. Parents are also responsible for getting the medication out of the lock box at the end of the day.

A medication log will be filled out following the administration of the medication. The Director or Acting Director will fill out this form and make the appropriate notations on the child's daily report form.

Medication will not be used beyond the date of expiration on the container, or beyond the instructions by the physician. On the last date of the prescription, the container (empty or not) will be returned to the parent. The completed Permission to Administer Medication form will be placed in the child's permanent file.

#### **2. Procedures--Over-the-Counter Topical Medication**

The following over-the-counter topical medication to be administered by the staff at Mon Jardin Child Care Learning Center :



- Diaper cream
- Sunscreen
- Insect repellent

The Permission to Administer Medication form must be completed by the parent, and filled in by the staff member when the topical medication is applied. If the instructions state that the item is not age-appropriate for the child, we must have a physician's note to administer it. Topical medicine must remain in the original container and be clearly labeled with the child's first and last names.

### **3. Procedures--Over-the-Counter Internal Medicine**

Over-the-counter internal medication will be administered by the Director or Acting Director using the following guidelines:

- A physician's note that includes the name of the medicine, dosage, and frequency must accompany the medicine. The physician's note must be updated every six months.

#### **B. Immunizations**

Illinois Day Care Licensing laws require that each child have a medical form filled out and signed by a licensed health official. Each child must be up to date with all required immunizations. That record must be updated with each new immunization and also on a yearly basis.

#### **C. Allergies and Dietary Restrictions**

All allergies and dietary restrictions should be listed on the medical form. Please keep both the Director and the teacher informed in the event of any change.

#### **D. Care of Sick Children**

Sick children belong at home. Children who become sick while at the center will be isolated one-on-one with a staff member. The parent will need to pick up the child promptly to take the child home. The Director will call the responsible person to pick up the child, and that person will have 1 hour after being contacted to take the child home (the Director may grant a 2-hour grace period in special circumstances). It is not in the best interest of all the center's children to have staff one-on-one with a sick child. In such instances, the center will have to call an additional Substitute Teacher to come immediately to work so as to maintain the Child/Teacher Ratio required by Law. To cover this additional cost, parents will be assessed a \$10 per half-hour fee if their sick child is not picked up by the end of the specific time period. If the parent cannot be reached, then the emergency contact person listed for the child will be called.

The following items are specific guidelines concerning common illnesses. These guidelines are in compliance with those set by the State of Illinois.

#### **Contagious Illnesses:**

##### **a. Fever**

##### **1. Temperature ranges:**

- 100.4 degrees F auxiliary temperature
  - 101 degrees F orally
  - 101 degrees F rectally
2. Reasons for taking temperature - child exhibits outward signs of illness; child is flushed, has chills, or feels warmer than usual; child is irritable or lethargic for a length of time.
  3. Child must be fever-free for 24 hours before returning to child care.

b. Vomiting

1. Most common cause is stomach viral infection
2. Main concern is dehydration
3. A child will be sent home if he vomits at the center. A child may return to the center the following morning if he/she does not vomit again in the interim.

c. Diarrhea\*

1. Child will be excluded if:
  - liquid or runny stools increase to 3 or more per day for non potty trained, or 2 or more per day for other children
  - there is a change in stools to liquid or runny regardless of cause
2. If there is blood present in the vomit or stool, seek immediate medical attention.
3. Child may return to the center when stools are returning to normal.

**\*ALL FORMS OF DIARRHEAS ARE A HEALTH CONCERN IN THE CLASSROOM!**

d. Cold

1. Child may be sent home with 1 or more of the following symptoms: congestion/runny nose, chills, post nasal drip/sore throat, red, watery eyes, neck, head, muscle aches, sneezing, dry cough/hoarseness, breathing difficult, listlessness/loss of appetite, fever, copious or profuse discharge, yellow/green discharge, etc.
2. Frequently involves ears and chest

e. Bronchitis

1. Symptoms similar to cold, plus fever and cough
2. Viral or bacterial infection
3. A child will be excluded from the center if he/she has excessive cough or symptoms listed for cold

f. Impetigo

1. Usually on face, hands, and/or limbs
2. Spreads by contact
3. A child may not return if there are still open or draining sores
4. A child may return following 1 treatment of antibiotics (topical or oral.) Affected area should be covered with a bandage.

g. Pinkeye/Conjunctivitis

1. A child will be sent home if eye is draining cloudy or colored discharge
2. A child can return to the center when:
  - A. Symptoms are gone
  - B. A child has been on antibiotics for 24 hours
  - C. Accompanied by a doctor's note stating that drainage is caused by a non-contagious condition such as a blocked tear duct.

3. If a child returns to the center and the symptoms worsen, reevaluation may be required.

h. Ringworm/Tinea

1. Usually appears on face, arms shoulders, or groin
2. A child can return to the center after 1 treatment

i. Roseola

1. High fever followed by a rash
2. A child may return to the center when the fever is gone and with a doctor's note stating that the child is no longer contagious

j. Strep Throat

A child must be on an antibiotic for 24 hours before returning to the center

k. Thrush

1. Yeast infection of the tongue and mouth
2. A child may return to the center after one treatment

l. Chicken Pox

1. Contagious from one day before rash appears
2. Child will be excluded from the Center until all blisters are dried and crusted over (about 7 days)

m. Exanthum

1. Viral rash
2. No treatment
3. Rash must be fading before a child may return to the center

n. Lice

A child may return to the center eggs can no longer be found on the child

**Non-Contagious Illnesses:**

a. Rash

1. Any undiagnosed rash must be checked
2. Acceptable: diaper rash, heat rash, eczema, food allergy, antibiotic rash, or rash from immunization

b. Cough

Usually a symptom of another condition

c. Ear Infection

1. Usually accompanied by cold symptoms
2. Sometimes accompanied by a fever
3. Treated with antibiotics

**Out-of-Sorts Children - Will be sent home if:**

1. Demands constant holding and attention
2. Inconsolable for a long period of time
3. Severely limits attention other children could and would receive

**E. Readmission after an Illness**

A child must be well enough to participate fully in all center activities, both indoors and out, in order to return to the center. Please see specific readmission requirements in Section D. The Director has the right to require a doctor's authorization for a child's return if there is any question concerning a child's condition or ability to participate.

### **F. Emergency Illness or Accident Policy**

In the event of serious, sudden illness or a serious accidental injury, the EMS will be called and the child will be taken to *Healthy Trust Immediate Care* at 342 S. Milwaukee Avenue, Wheeling - (847) 243-0333 or to the *Highland Park Hospital* Emergency Room at Homewood Avenue, Highland Park, as per EMS operator's decision. Parents will be contacted immediately to meet the Director at the Emergency Room. An emergency medical plan is posted in the hallway of the center. Staff members have been trained in First Aid and CPR. In the event of an accident, a form will be completed by the teacher who witnessed it, and to be signed by the parent before being placed in the appropriate file. The center will not provide a certified practitioner for a child who is exempt from medical care on religious grounds. **WE WILL PROVIDE IMMEDIATE MEDICAL ATTENTION!**

### **G. Minor Injuries**

Minor injuries such as bumps and scrapes will be treated by the staff. When parents pick up their child at the end of the day, they will be informed verbally and asked to sign and return the report form filled out by the staff member who witnessed the incident.

### **H. No Nit Lice Policy**

If a child has head lice, the parent will be called to pick him/her up within the hour. Head lice are very contagious and require immediate treatment with appropriate medication, or by using one's fingernails to pull the nits out of the hair. **Children cannot return to the center until they are free of live lice and nits.** When a child returns to the center, the Director or designated staff person, along with the parent present, will check his/her head to confirm that the child is free of live lice and nits before the child is allowed to return to the program.

## **VI. Tuition and Fees**

### **A. Fee Schedule**

Tuition arrangements are a matter to be discussed and arranged between the Director and the parent. Tuition is due on the first day of each week. Automatic payments will be deducted electronically from the bank account or credit card that the parent authorizes. There is a \$25.00 fee for "Insufficient Funds" on the account at the time of any kind of payment transaction. The Director has the authority to resolve any fees in arrears by more than one month with parents using all legal means. Repeated instances could lead to termination of care for the child. For current fees, please request them from the director or you may find it in page 8-9 of this Manual.

### **B. Procedures for Payment**

Mon Jardin Co. accepts all types of payment for your convenience. All tuition paid by credit card transactions provided by the parent is a subject for credit card surcharge\*. Checks, Cash, Zelle are accepted without any surcharges. All tuition must be paid by Tuesday 6 pm of each week to avoid late fee charges if paid on weekly basis. If other payments schedule selected, such as monthly tuition payment must be made no later than 6<sup>th</sup> day of the billed month.

\* Weekly electronic transactions are subject to \$3.50 or 3% of the paid amount (whichever is greater) credit card surcharge; monthly credit card payment surcharge is 3% of the paid amount.

## **VII. Enrollment Procedures**

### **A. Required Information**

Enrollment is filled from a waiting list. In order to reserve a place on the waiting list, parents must complete an application accompanied by a \$99.00 application fee. Parents are strongly encouraged to visit and observe at the center prior to the enrollment of their children. The Director will be more than happy to make these arrangements, so you and your child (or children) can spend time with both the staff and the other children. Once an enrollment decision is made, \$250.00 or one week's tuition (whichever is less) is required in order to reserve a space. This amount serves as a security deposit. A minimum of two weeks written notice of cancellation will be required to receive a refund of this deposit. The first week's tuition is due the first day the child attends. Tuition may be pro-rated for the first week only. Listed below are forms that must be completed before enrollment:

- Medical Form, signed by a health official
- Discipline Policy Form
- Operations Policy Form (verifies that the parents have received, read, and understood the Operational Policy and Parent Manual)
- Emergency Information Form (included in application)
- Parent Contract
- Activity Permission Form

Priority for enrollment will be given to the following:  
siblings of children currently enrolled;  
children of center staff.

### **B. Withdrawal**

A minimum of two weeks written notice is required to refund deposits for children leaving the center. Additional time is preferred if parents are aware of any change in circumstances.

### **C. Ages and Limitations of Children Served**

The center offers programs for children ranging in age from 6 weeks to 6 years. The center is limited in its ability to accommodate children with special needs. Decisions about acceptance to the center will be handled on an individual basis.

## **VIII. Discipline Policy**

### **A. Policy**

Praise and positive reinforcement are effective methods for managing the behavior of children. When children have positive, non-violent, and understanding interactions with adults and other children, they develop good self-concepts, self-esteem, problem-solving abilities and self-discipline. Based on this belief of how children learn and develop values, the center practices the following discipline and behavior policy:

We:

1. DO praise, reward and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences for their behaviors.
8. DO treat the children as people, and respect their needs, desires and feelings.
9. DO ignore minor misbehavior.
10. DO explain things to children on their levels.
11. DO use short supervised periods of "Time-out."
12. DO stay consistent in our behavior management program.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave children alone.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or belittle children's parents, families, or ethnic groups.

The staff at the Mon Jardin Child Care Learning center assumes the responsibility for assuring every child's right to quality care and educational opportunity. We further assume the responsibility for assuring an atmosphere conducive to positive growth and development, to learning, and to the expression of the individual's character, while protecting the individual rights of all the children.

Teachers are required to maintain good order and discipline. Our staff asks families to join in support of every reasonable effort to meet this obligation.

Discipline is necessary for the orderly growth of the child's personality in the world we all share. It is difficult for the child to see the connections between action and result. The child spontaneously acts out his need to try different roles and experiences without thought for possible negative consequences.

It is the teacher's responsibility to help a child understand and enjoy the positive feelings of sharing, cooperating, and being an important part of our school community. It is our goal to help

the child along the path of self-discipline and to help him become a positive, productive citizen. This goal is reached through a gentle controlled tone, a calm attitude, and a continuing concern for the wellbeing of the child being disciplined.

Children are by nature good; we expect their best. If correction is needed, we provide firm, positive, and loving discipline. A positive vocabulary is used. Example: "This is Eric's work now; you may use it when he has put it back on the shelf." "Jimmy wants to do his best work. If we touch the table, it will disturb his work." This type of vocabulary enables the child to hear about and remember the behavior that is expected.

If a child is seeking attention from others by not cooperating, he needs to be removed from the group (see the next section on "Thinking Time"). In such cases, we have the child sit in a chair on the edge of the activity, and we say, "Please sit here and think about what happened; when you are ready, you may join us again."

If a child has carelessly carried out an activity, we invite him to do it over properly. Example: If a child runs through the room, he must walk back to the starting point and proceed again. "Please show me the proper way to ... (walk through the room). Thank you; I did not hear a sound."

A child's participation during a group activity is never demanded since social consciousness is a developmental process that each child gradually develops at his own rate. If a child exhibits disturbing behavior during a group work, the teacher either sits next to the child, places him in a chair, leads the child to another room, or invites the child to choose another type of work. The teacher's choice depends on the extent of the disruption. Under no circumstances is corporal punishment ever used. The teacher explains quietly: "Let's listen now," or "You may be our audience if you do not want to take part," or "You may join us when you are ready to be attentive and cooperative."

On the playground there is a fine line between interfering with active play and protecting the children from physical harm or injury. Trained staff is able to make this distinction. Participants in active play are asked "Is everyone enjoying that game? Do you want to be chased? I am concerned about that person on the bottom. Please tell your friend you do not like that. Please stop that."

Temper tantrums are an extreme bid for attention. In such a case the child is immediately removed from the group. The teacher waits to talk with the child later, when he is receptive. The office is always available for out-of-the-classroom removal. If the child has difficulty regaining control or remains extremely disruptive, we may ask the family to remove the child from the center for the rest of that day.

As caring adults, we do not prolong discipline, such as removal from the group, beyond the time the child feels he would rather be "in" than "out". We always give the child a positive expectation of our confidence in his ability to behave appropriately. We let him know there will be another time to try again.

It is our intent that these positive procedures of discipline will enhance a child's self-esteem, enabling him to become a confident self-directed member of our society and a contributing citizen of the world.

If a child is unable to gain control following the aforementioned procedures, then the following steps will be implemented with consideration for the individual factors of each case. Behavior requiring immediate dismissal for the day includes: intentionally hitting an adult; violating the biting policy; or behavior that is so severe that the staff and the Director(s) make the decision that the child is out of control and can no longer function in the classroom.

#### Process for an Ongoing Behavior Concern in the Classroom

1. If behavior problems appear to be of a chronic nature or concerns arise, the staff shall inform the Director and communicate with the family of the child. Active and ongoing communication is the responsibility of both the staff and families. Documentation of behavior incidents and their impact on the classroom shall be used to conference with families as we develop a plan to redirect and/or eliminate behavior concerns.

2. If the behavior or concern persists, the Director will ask the family to seek outside help. The Director will be willing to assist with referrals or alert parents to potential resources. It is the Director's responsibility to be involved in this process and be fully informed of the course of action. The Director will inform the family, and the family will have 30 days to respond in writing as to their intentions to seek assistance for their child. If the parents choose to seek help or guidance for their child, they must present evidence of such to the Director(s) for approval. If, against the advice of the Director, the family chooses not to seek outside help, and the behavior continues, the Director may terminate child care.

3. If the situation continues without improvement, the Director may ask the family to withdraw their child from the center. This is a serious and difficult step, taking into consideration the best interests of the center. All behavior management decisions are the responsibility of the Director, who shall keep the Board informed of these decisions.

Chronic behavior problems affect everyone in the classroom. The Director will communicate with affected families as deemed appropriate. Any family may request a conference with center staff. The center can also assist families in obtaining additional educational resources.

### **B. Thinking Time (Time-Out)**

The phrase "Thinking Time" means children are given the opportunity to sit apart from the group after several attempts by staff to redirect negative behavior. During "Thinking Time," the child has a chance to think about the misbehavior that led to his/her removal from the group. After a brief interval of no more than 1 minute per year of age, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over, and the child is treated with the same affection and respect shown the other children.

### **C. Biting**

Children may bite for a variety of reasons and this behavior is unfortunately not unexpected. Developmental issues such as teething, sensory exploration, expression of feelings (such as frustration, tension, or over-stimulating environments), can be contributory factors to the behavior.



Intermittent biting will be handled in the following manner. Children who have bitten will be redirected and reminded that teeth are not used on our classmates. The family will be notified and staff will discuss strategies the families can use to support positive behavior. Biting that is taking the direction of chronic behavior will be observed and documented by staff. A conference with the family will be called to discuss classroom strategies and possible solutions. We will require the family to schedule an appointment with their child's pediatrician to specifically discuss biting behavior.

Children who have made several attempts during the day to bite may be sent home at the discretion of the staff. Children who bite and break the skin will be sent home for the balance of the day. An authorized adult must pick up the child within one hour. Exception to time constraint may be made with the Director's approval only. It is not in the best interest of the center's population for the staff to "shadow" a child in an effort to alleviate biting incidents. To this end, parents will be assessed a \$10.00 per half hour late fee if their child is not picked up by the end of the specified time period. If the parent cannot be reached, then the emergency contact person listed for the child will be called for pick up.

## **IX. Parent Involvement**

### **A. Building a Community**

The Board wishes the center to be a place where families can feel a sense of belonging, a sense of community. Currently, there is no formal policy requiring parental involvement in the daily life of the center. However, a child's experience in a child care setting can be greatly enhanced by parent participation. Therefore, parents are strongly encouraged to contribute their time and talents to the center in numerous ways. A good starting place is to ask your child(s) teacher(s) or the Director.

Opportunities include: reading a story to a class, bringing a special program to a classroom or the center as a whole, if appropriate; chaperoning a field trip; working on the annual wreath sale, sharing your profession. Parents as well as extended family members are welcome to come in and visit in the classroom.

In addition to these opportunities, the center hosts an Annual Parent Meeting/Open House usually occurring in late September. Parents are strongly encouraged to attend. This event is designed to be both fun and informative providing parents with a formal introduction to center - wide, as well as individual classroom policies/procedures. The center also sponsors other opportunities throughout the year for parents and teachers to come together, including general clean up days in the fall and spring, holiday celebrations and other social events.

### **B. Fund Raising**

The Board asks parents to support the Annual Wreath Sale, the center's main fund raiser. The sale is held late in the fall, and the proceeds usually help make some improvement that would not ordinarily be in the budget. The dispensation of the profits is decided by a committee of volunteers that reports to the Board. A limited number of fund raisers may also be held to supplement the center's funding.

## **C. Personal Information**

Mon Jardin Co. values our families, their interests and needs, and it takes great pride in its relationships with its patrons and guests. Mon Jardin Co. takes a number of steps to protect the privacy of information about you and your children that we collect. We keep information under physical, electronic or procedural controls that comply with, or exceed, governmental standards. We authorize only dedicated employees of Mon Jardin Co to get information about you and your child only when they need it to do their work for us. We will not sell, rent nor share information that we have gathered about you and your child with companies outside our family of companies without your prior consent. All information that you provide us will be used for internal purposes to improve our services to our customers.

## **D. Board Members**

Mon Jardin has an open door policy for parents and family members to come in and speak about any issues or comments they may have about the classrooms, the center, or the staff. Mon Jardin welcomes at least three parents to serve on the board along with the executive director, the vice president, and the CEO.

## **X. Communication**

### **A. Between Parents and the Center Staff**

#### **1. Director**

The Director's hours are 7:00 am to 12:30 pm and 3:00 pm to 5:30 pm

The best time to contact the Director is between 8:30 and 11:30 am. E-mail is preferable, but phone calls are welcome.

#### **2. Teachers**

Teachers are available to talk on the telephone or via e-mail at any time during the day. Their first responsibility is the care and supervision of the children, however, and they are unable to be away from the classroom for extended periods of time. Parents who need to meet with a teacher for an extended period of time are encouraged to make appropriate arrangements with the teacher and director.

#### **3. Conferences**

Teachers are willing to discuss a child's progress at any time throughout the year. Conferences are scheduled as requested, and can be initiated by the parent or the teacher.

#### **4. Exchange of Information**

Please notify your child's teacher of any change or variation from normal events that may affect your child's behavior or attitude. Examples include: parents out of town; a serious illness or death in the family; or getting to bed late. The teacher can then be more responsive to your child's needs. Please notify the teacher when a child has to be away from the center for a scheduled appointment. Please try to schedule these appointments in the early morning or late afternoon to minimize the disruption in the child's day.

Please notify the teacher if your child will be absent from the center for an entire day or longer for illness, vacation, or other reason.

#### **5. Parent Representatives**

There are 3 to 5 parent representatives on the Board at the center. Please feel free to contact any or all of the representatives if you have a concern, question, or suggestion. See Appendix C for the names of the current Board members.

#### **6. Parent Meetings**

The Director or the Board can convene parent meetings to address center changes or issues of importance to parents. Parent attendance and participation are essential to the success of these meetings.

#### 7. Staff Meetings

The Director and staff meet monthly to discuss center issues, licensing updates, allow for additional prep time and room arrangement. The center will publish an annual calendar of meeting dates, as the center will close promptly at 4:30 pm.

### **B. Written Communication**

#### 1. Daily Report Forms

A daily report form is kept for each infant, toddler, and 2 year-olds. In the morning, parents may leave messages for the teacher on these forms, and parents should remember to pick up the completed form with their child at the end of the day.

#### 2. Newsletter

The center staff puts out a monthly newsletter. Each class makes a contribution.

#### 3. Memos

Memos are occasionally sent out to parents. They are distributed in the parent mailboxes or children's cubbies.

#### 4. Postings on the Doors

Reminders are often posted on the front door. They include tuition payment reminders, closing dates, and social events.

#### 5. Parent Boards and Bulletin Boards

Information about daily and monthly activities and routines are posted on each class' Parent Board. Several other bulletin boards are located in the center hallways. Items posted include the newsletter, agenda for the monthly Board meetings, menus, the yearly calendar, field trip sign-ups, and calls for volunteers. Please check these on a regular basis for current information and items of interest.

#### 6. General

Parents are asked to check their mailbox and child's cubby daily for schedules, notes from the teacher, memos, and artwork.

### **C. Grievance Procedure**

The following procedures apply in situations where parents disagree or are concerned about actions or policies at Mon Jardin Child Care Learning center. These procedures apply to disagreements with the center staff members, administrators, or members of the Mon Jardin Co. Board. Grievances must be initiated within 10 days of the matter in question.

#### **Parent or Teacher Conflict:**

**Step 1:** If there is an issue involving a specific teacher, parents should first raise the issue with that teacher.

**Step 2:** If parents are dissatisfied with the discussion with the teacher in question, the issue should be raised with the center Director.

**Step 3:** If parents are still dissatisfied after discussion with the center Director, parents should make a written request to the Personnel Committee.

**Step 4:** The Personnel Committee will decide, after further study and discussion with the parents and committee members, how to resolve the grievance. This may include action by the Board.

#### **Parent and Center Director:**

**Step 1:** Any disagreement with the administration of the day to day operation of the center must be first discussed with the center Director.

**Step 2:** If still dissatisfied, parents must make a written request to the Chair of the Board. The Chair will refer the matter to the appropriate committee for consideration. The committee may forward recommendations to the full Board for consideration.

#### **Parent and Center Policy:**

**Step 1:** Any concerns or disagreements about the policies governing the operation of the center should be discussed with the center Director. A complete copy of the center's Operational Policies and Procedures will be given to parents at time of enrollment.

**Step 2:** If still dissatisfied, parents must make a written request to the Board Chair. The Chair will then schedule a time for the Board to take up the issue.

**ALL BOARD DECISIONS ARE FINAL.**

### **XI. Employee – Parent Relations, Babysitting.**

Dear Parents,

Please keep in mind that our first priority is safety and quality to every child at our care. We believe that personal “friending” with the employees of Mon Jardin, sets the stage for favoritism and miscommunication between the families we serve and the employees; therefore, favoritism will not be tolerated by Mon Jardin Co.

Employees of Mon Jardin Child Care are not allowed to care for Mon Jardin enrolled children outside the company. Please do not ask a staff member to care for your child at any other times other than when your child is attending our center. Asking a staff member to care

for your child poses a conflict of interest for both parties involved, if a parents asks a staff member to care for their child during non- operation hours the staff member is inclined to say no.

We would like to express our concerns in using Facebook and other social media as an avenue of direct communication with our teachers and employees on the personal level.

We have asked our teachers to not use Facebook or any other social network sites as a source of personal communication with our families that are in our care outside the Mon Jardin Facebook page or other Company approved media. We feel that this can also lead to the unfair treatment of children involving possible preferential treatment to the families who are “friends” with our employees.

This will not be tolerated by Mon Jardin Co, and our employees are aware of our policies and rules as well. We are asking that you respect the rules and policies of Mon Jardin and please understand that if you choose to become “friends” with an employee of Mon Jardin, that Mon Jardin Co. is not liable for any statements or misinformation issued on social networks.

Thank you for your cooperation and continuing support and understanding.

## XII. APPENDICES

### APPENDIX “A”

#### ZERO TOLERANCE DISCIPLINE POLICY

Mon Jardin Child Care Learning center has adopted a zero tolerance policy as it relates to violence and unruly behavior. We believe every child has the right to a safe, fun, and loving experience while at our facility. It is our hope this policy will help to ensure a positive experience for all children.

The following conducts (1) and (2) will not be tolerated:

**(1) Getting Physical:**

*Definition:* Hitting, Slapping, Punching, Kicking, Pushing, Spitting, Pinching, Poking, Tripping, Choking, Biting, Hair Pulling, Head Butting, Throwing Objects at others, or ANY OTHER ACTION THAT CAUSES ONE OR MORE CHILDREN OR STAFF TO BE HURT OR FEEL THREATENED.

**(2) Bullying:**

*Definition:* Name calling, Threats, Teasing, “Play” fighting, Ganging up, Cliques, Confronting, OR ANY OTHER ACTION THAT CAUSES ONE OR MORE CHILDREN OR STAFF TO FEEL THREATENED OR BULLIED.

***Consequences for conduct (2):***

**1st time:** 10 minutes away from the group. After the 10 minutes, a staff person will have a one on one talk with the child to make sure he/she understands why he/she had time away. Depending on the age of the child he/she will be expected to verbally apologize to the child he/she bullied.

**2nd time:** The child will sit out of all activities for the day (when the children are allowed to make a choice about how to spend their time) but he/she will be required to participate in activities the staff have planned (clubs, assemblies, reading, etc.) If the child chooses not to participate he/she will lose their free time for the next day as well. A staff person will place a call to the parent in order to inform them of the child’s inappropriate behavior. The parent will speak with the child and try to redirect the inappropriate behavior. A staff person will also call and inform the Child Care Director of the child’s inappropriate behavior.

**3rd time:** Expulsion from the Day Care Facility

**Note: The Facility reserves the right to expel the child from the Facility upon the first occurrence if it is serious in nature and/or threatens the safety and well-being of other children or personnel.**

Parent/Guardian Signature \_\_\_\_\_

**APPENDIX "B"**  
**ENROLLMENT AGREEMENT**

Mon Jardin Child Care Learning Center  
 20630 Milwaukee Avenue, Deerfield IL 60015  
 Phone: 847-465-8080 Fax: 847-465-8686

FOR OFFICIAL USE ONLY

**Child's Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ City State Zip Code

**Phone #:** \_\_\_\_\_

**Child resides with:** Mother Father  other: \_\_\_\_\_

**Who has granted custody of the child?:** \_\_\_\_\_

Enrollment date: _____
Classroom: _____
Schedule: M T W TH F
Hours: _____
Weekly Tuition: _____
Starting Date: _____

**Does your child have any of the following: (If yes, please explain)**

**Dietary Restriction:** \_\_\_\_\_

**Illnesses / Medication :** \_\_\_\_\_

**Allergies:** \_\_\_\_\_

**Mother**  
**Name:** \_\_\_\_\_  
**SSN:** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**Home Phone:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_  
**Other Phone:** \_\_\_\_\_  
**Employer Name:** \_\_\_\_\_  
**Employer Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**Work Phone #:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Father**  
**Name:** \_\_\_\_\_  
**SSN:** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**Home Phone:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_  
**Other Phone:** \_\_\_\_\_  
**Employer Name:** \_\_\_\_\_  
**Employer's Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**Work Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**\$ 250.00 Initial Registration Fee**  
 (per family)  
**\$ 250.00 Security Deposit\*\***  
 (per child, due on enrollment paperwork)  
**\$ \_\_\_\_\_, \_\_\_\_\_ Tuition**

**\$ 60.00 Annual Registration Fee\***  
 (per family)  
**\$ 40.00 Annual Book/Supply Fee\***  
 (per child for Toddlers thru Kindergarten)

\* Due on each Agreement anniversary date. \*\*Or one week's Tuition, whichever is higher. Security Deposit will be applied to the last week of child care when a child is withdrawn from the center. Two weeks written (e-mail/SMS) withdrawal notice to the [info@monjardincoco.com](mailto:info@monjardincoco.com) is a required to receive the refund. No verbal notices will be honored. See page 8 of Operational Policy for details.

This is a contract between \_\_\_\_\_ (herein called **Parent(s) or Guardian(s)**) and Mon Jardin Child Care Learning center. Mon Jardin Co will provide child care services for the named above child. Parent(s) agrees to pay the initial amount of \$ \_\_\_\_\_ for registration, tuition & security deposit fees. I understand that I will pay a \_\_\_\_\_ tuition of \_\_\_\_\_ the first business day of each week. I understand that there is grace period for payments until Tuesday 6 pm. After payment grace period my account will be charged Late Fee. It is my understanding that tuition payment will be made 100%, regardless of my child's absence or the observance of Mon Jardin's approved Holidays and Closing Dates (see annual school calendar). I agree to give the Mon Jardin center two weeks advance written notice if I should decide to terminate my child's enrollment. If that notice is not given, I agree to forfeit Security Deposit and pay the remainder of the 2 weeks tuition owed to the center, in lieu of the full two weeks' notice. I have read the Mon Jardin Child Care Learning center Policies and Operational Manual and will honor said policies.

Mon Jardin Co. reserves the right to expel any child if payment is not made for four weeks. Late fee \$25 will be charged to the account. Thereafter, a 10% will be added to the account balance every payment cycle until balance is paid in full. All checks should be made payable to Mon Jardin Co. Full payment is required if a child arrives later than the scheduled time. If a child is absent from center in case of sickness, the first week full payment is required. Thereafter, in case of continued sickness, if parents would like to maintain their child enrolled, payment shall be 50% off regular rate ("Permission to Return to Group Care" form, sign by Physician is required).

We accept following forms of payments: Checks, Cash, Zelle®, ACH or Credit Cards. Following info is for Zelle® set up. Name is: Mon Jardin Co; email is: [info@monjardinc.com](mailto:info@monjardinc.com). For Credit Card payments there is a payment surcharge of \$3.50 per transaction for weekly tuition or 3% Credit Card surcharge if paid bi-weekly or monthly. That will be passed to the parent's account. There is no surcharge for any Checks, Cash, Zelle® or ACH payments on weekly, biweekly, or monthly basis. All "declined Credit Card transactions" are subjected to \$25 fee. There is a \$25.00 fee for "Insufficient Funds" for returned checks. Parent(s) agrees to pay the Insufficient Funds Fee plus the amount of the balance due to Mon Jardin Co. within 24 hours of receiving notice of a returned check. The Director has the authority to resolve any fees in arrears by more than one month with parents using all legal procedures available to collect. Repeated instances could lead to termination of care for the child.

Mon Jardin's closing time is 6:00 pm. late pick-up fees will be charged after 6:05 pm and parent(s) will be charged the amount of \$1.00 per minute late. If a parent is a no-call/no-show, then after 45 minutes the alternate contact will be called to pick up the child(ren). If the parent(s) or alternate contacts are not available and no one has shown to pick up the child(ren) in the lapse of 2 hours after the center's closing time, for the child/ren safety we will continue care but local Police will be notified.

Mon Jardin Co. reserves the right to change tuition and other charges any time upon two weeks prior notice.

By signing this agreement as a Parent (Guardian) I acknowledge of receipt of Operational Policies and Families Manual as part of the enrollment process. I understand that it is my responsibility to familiarize myself and everyone whose name is stated on this Agreement with all Mon Jardin Policies copies of which were provided to me for our future reference.

Director's Signature	Date	Parent's Signature	Date
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**Referral Sources:** (please circle one)

ADVERTISEMENT

- Drive-by
- Online Search
- Local Bulletin
- Flyer
- Newspaper

REFERRAL

- Mon Jardin's Parental Referral (parent name) \_\_\_\_\_
- Center Referral (center's name) \_\_\_\_\_
- Friend Referral (friend's name) \_\_\_\_\_
- My Work HR Dept. Referral

\*\*\*All fees quoted above apply to the current fiscal year only. It may be necessary to increase fees at the beginning of our fiscal year (July 1) to cover the cost of annual increase of Property Lease, Staff salaries, increases and center supply needs, or at any other time in extreme emergencies if needed.



## APPENDIX “C”

### INFORMED CONSENT Mon Jardin Child Care Learning Center 20630 Milwaukee Avenue, Deerfield IL 60015 847-465-8080

I grant my informed consent for my child \_\_\_\_\_ to participate in the Mon Jardin Child Care Learning center program.

#### **Program:**

It is my understanding that this program will consist of planned group and individual activities as well as opportunities for free play both indoors and on the playground. Pictures of the children may be taken and used in center related activities. I understand that my child will occasionally go on short trips in the area to parks, stores, municipal buildings, etc., and that during these trips my child will be accompanied by sufficient adult supervision.

#### **Staff:**

I understand that a qualified staff will be present at all times in ratios required by State and Federal regulations.

#### **Meals:**

It is my understanding that my child will have Breakfast, Nutritious Lunch and Afternoon Snack as meals provided by Mon Jardin Child Care Learning center. Parents are responsible for notifying centers of any foods to avoid for their children and provide alternative foods if necessary.

#### **Emergency and Medical Procedures:**

I have been informed and agree to the following medical procedures:

1. In case of illness, I will be called and required to pick up my child immediately.
2. In case of simple injury (such as scrapes, splinters, etc.) I understand that the center staff will perform routine hygienic measures, such as washing wounds and applying band-aids.
3. In cases requiring the attention of a physician (for stitches and X-ray) I understand that I will be called. If I, or the listed emergency contacts cannot be reached, I give my permission for Dr. \_\_\_\_\_

to be called and for that doctor to provide the necessary treatment. I agree to assume financial responsibility for the same.

4. In case of medical emergency, I will be called immediately. If circumstances require, the EMT will also be called. The center's staff will respond as necessary until the Medical Emergency Team arrives. In the event hospitalization is required, I give my permission for my child to be hospitalized and treated by a qualified physician. I agree to assume financial responsibility for such treatment.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## APPENDIX “D”

### BIRTH CERTIFICATE POLICY

The Department of Children and Family Services (DCFS) requires that parent or guardian of any child to be enrolled for the first time in a child care facility to provide within 30 days of enrollment a certified copy of the child's birth certificate or other reliable proof of identity and age of the child.

After the receipt of the birth certificate or other reliable proof of identity, Mon Jardin Co. will make a duplicate and return the original certified copy to the parent or guardian no later than the end of the next business day.

If a certified copy of the birth certificate is not available, the parent or guardian must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of birth certificate.

Mon Jardin Co. is required by law to notify the Illinois State Police or local law enforcement agency if the parent or guardian fails to submit proof of the child's identity within the 30 day time frame.

After the Illinois State Police or local law enforcement agency has been notified, Mon Jardin Co. will notify the parent or guardian in writing that the Illinois State Police or local law enforcement has been notified as required by law, advising the parent or guardian that he or she has 10 additional days to comply by submitting the required documentation.

In addition, Mon Jardin Co. will report to the Illinois State Police or local law enforcement agency any affidavit received which appears inaccurate or suspicious in form or content;

Mon Jardin Co. will flag the record of a child enrolled at the day care that is reported by the Illinois State Police as a missing person, and will immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing child.

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Print Parent's Name

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Parent's Signature

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Date

(Source: DCFS 407 Licensing Standards for Day Care centers, section 407.250, i) 4 /Rules 407 – p63-64)

## APPENDIX “E”

### DEPARTURE OF CHILDREN AND LATE PICK UP POLICY

Parent(s) or guardian(s) are expected to contact the center director to notify when alternative arrangement has been made to pick the child(ren) when parent(s) is not able to pick up child(ren) from child care center for any given reason or amount of days.

Mon Jardin Co. give emphasis to parent(s) or guardian(s) the importance of having up-to-date emergency contact numbers of your child's file in order to avoid undesirable situations.

Director or staff will not release a child(ren) to any person, whether related or unrelated to the child, who has not been authorized by the parent(s) or guardian(s) to receive the child.

Persons not known to the director or staff will be required to provide a driver's license (with photo), a photo identification card issued by the Illinois Secretary of State or other photo identification to establish their identity before the child is release to them.

Mon Jardin Co. will maintain a record of the person's name and the date and time, documenting the person whom the child(ren) is released to.

Late pick-up fees will be charged after 6:05 pm and parent(s) will be charged the amount of \$1.00 per minute late. If a parent is a no-call/no-show, then after 45 minutes the alternate contact will be called to pick up the child(ren). If the parent(s) or alternate contacts are not available and no one has shown to pick up the child(ren) in the lapse of 2 hours after the center’s closing time, the police will be notified.

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Print Parent's Name

Parent's Signature

Date

(Source: DCFS 407 Licensing Standards for Day Care centers, section 407.260, e-f)/Rules 407 – p65-66)

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## APPENDIX “F”

### FOOD ALLERGY POLICY

**Reason this policy is important:**

Food allergies are becoming more common among infants and young children. Allergic reactions can range from mild skin rashes to severe, life-threatening reactions with breathing difficulties. It is important to reduce the likelihood that these reactions will take place while the child is at the center.

**Procedure and Practices, including responsible person(s):**

When children with food allergies attend the child care setting, director(s) will provide the family with the Food Allergy Action Plan\* to be filled out by the child’s health care provider. This action plan must be filled out and returned to directors’ office before child begins program.

- Based on the child’s Food Allergy Action Plan, caregivers will receive training and put into practice:
  1. Preventing exposure to specific food(s) that trigger allergy
  2. Recognize symptoms of allergic reaction
  3. Treating allergic reaction
  
- Parents and staff shall arrange for setting to have appropriate medication (if necessary) on site, proper storage of medication, equipment and training to use while at the center. Director(s) will promptly take proper steps outlined in Action Plan if a reaction occurs at the center. Director(s) will notify emergency medical personal if epinephrine has been given. Director(s) will notify parents of any allergic reaction or possible contact with food that may cause an allergic reaction.
  
- Individual child’s food allergies will be posted prominently in classroom and/or wherever food is prepared (care will be given to confidentiality issues).
  
- Action Plan and medication will be taken on field trips, including playground and/or field trips.

**When the policy applies:**

For all children with food allergies.

**Communication plan for staff and parents:**

Teachers and aides will receive a written copy of this policy in their orientation packets before beginning work at the center. The director(s) will share Food Allergy Action Plan with caregivers and provide training (if necessary). Food allergies are posted in classroom and food preparation areas. Confidentiality of the child’s allergy shall be assured.

## APPENDIX “G”

### Food from Home Policy and Guidelines

All families who choose to bring in food or beverages including water bottles for their children, **MUST** label each container with the child’s full name. Food must also come in a lunch box which is labeled with their name and an ice pack.

All food brought in that is not in the original package **MUST** be *dated*, as well, and labeled with the identity of the food. For example: if you bring in a cheese sandwich, please write on the package the *child’s name, date, and cheese sandwich*.

Please also note that any food package brought in that has *previously been opened*; even if still in original packaging **MUST** be dated with the date that the food package was opened.

If food or beverage arrives in our center *without these requirements*, Mon Jardin *cannot serve the food to your child*. Please also be aware that children have access to cold and room temperature water in all classrooms available at all times. All classrooms are equipped with a water cooler and cups. Water bottles are not necessary to bring to school, and take up room in classrooms and cubbies.

#### **Why This Policy?**

According to DCFS guidelines section 407.330.j.5 “Special foods provided by parents shall be clearly labeled with the child’s name, date and identity of the food and shall not be shared by other children”. This policy ensures that no child is exposed to allergens while accommodating the special diet requirements of our students.

#### **Guidelines:**

- If food is brought from home, it must be in a labeled plastic container (no bags or glass containers allowed) along with being brought in a LUNCH BOX. Plastic bags are against DCFS standards and lunch boxes with names on them must be provided.
- The container **MUST** be labeled with the child’s first and last name, the date it is to be fed, and the contents of the food.
- **NO NUTS/PEANUTS.** Our classrooms are nuts and peanut free to reduce the risk of exposure to allergens.
- Please make sure that you are sending a nutritional meal. If possible, send food from the same food group that is being replaced (e.g. child cannot have chicken provided by school, send another form of protein). We work hard to make sure each student receives a well-balanced diet each day.
- If you are bringing in previously opened pre-packaged food (i.e. box of crackers), please label the box with the date it was originally opened.
- **PLEASE DO NOT BRING IN EXTRA FOOD OR DRINK IF NOT NECESSARY.** Leaving food and drinks in the child’s cubby can potentially make your child sick, especially

drinks such as juice and milk, as bacteria can grow quickly without refrigeration. It also encourages pests to come into our building in search of food from food wrappers and crumbs.

- Any item that is not labeled CANNOT BE GIVEN TO THE CHILD.
- We discourage parents from allowing children to bring in unnecessary food to school. For the students who choose not to eat something that day, we have a variety of options that they can choose from instead of bringing snacks from home.
- Along with this food policy, any supplies/additional clothing brought for children in individual cubbies MUST be brought in a canvas bag/backpack. Please no plastic bags – they are a safety hazard to the center!

### **Birthday Treats:**

We encourage families to bring in healthy treats for the classroom such as fruits and vegetables. If you are bringing a bakery item, please be sure that it is NUT FREE, and store bought. We may not serve homemade items including cookies and cupcakes. If your child is in the infant room, we may not serve the students baked goods.

### **Jar Food for Infants:**

- Please bring homemade baby food in a plastic container (no glass) labeled with your child's first and last name, date, and contents.
- If you bring homemade baby food we follow the same procedure as we do with feeding jar food.
- DCFS section 407.210.f.25 states "Foods stored or prepared in jars shall be served from a separate dish and spoon for each child. Any leftovers from the serving dish shall be discarded. Leftovers in the jar shall be labeled with the infant's name, dated, refrigerated and served within 24 hours or discarded".
- Infants will not be served food considered a choking hazard (berries, candies, raisins, corn kernels, raw carrots, whole grapes, hot dogs, nuts, seeds, popcorn, raw peas or peanut butter DCFS 407.210).
- No sweetening agents (such as honey) can be used for infant foods.
- Juice is not served to infants or toddlers.

As always, your child's health and safety are our biggest concerns. We ask that you follow these policies in order to help us keep Mon Jardin safe and fun for everyone.

## APPENDIX “H”

### SAFE INFANT SLEEP IN CHILD CARE POLICY

Providing infants with a safe place to grow and learn is very important. For this reason, **Mon Jardin Co** has created a policy on safe sleep practices for infants. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is “the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation.” The staff, substitute staff, and volunteers at Mon Jardin Co follow the AAP safe sleep policy.

#### **Sleep Position:**

- Infants will be placed flat on their backs to sleep every time unless there is a note from the child’s pediatrician and one signed sleep position waiver from the parents up to date on the child’s file. In the case of a physician’s waiver, a waiver notice will be posted at the infant’s crib without identifying medical information. The full waiver will be kept in the infant’s file.
- Infants will not be placed on their side for sleep.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they fall asleep.
- Pacifiers will be washed and sanitized between each use or when falls on unclean surface with, checked for tears, and will not be coated in any sweet or other solution.
- Parents are asked to provide replacement pacifiers on a regular basis.
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep.

#### **Sleep Environment:**

- Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
- Crib slats will be no more than 2” apart
- Infants will not be left in bed with drop side down
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.
- The crib will have a firm tight fitting mattress covered by a fitted sheet and will be free from loose bedding, toys, and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, bumper pads, etc.)
- Each crib is labeled with the name of the infant
- Cribs will be cleaned twice per week and then sanitized with a germicidal solution
- Freshly laundered sheets and blankets will be provided and changed twice per week or whenever soiled.
- If a blanket is used, the child’s feet will be placed to the foot of the crib and a light blanket will be tightly tucked in along the sides and foot of the mattress. The blanket will not come up higher than the infant’s chest. Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets.
- Bibs and pacifiers will not be tied around an infant’s neck or clipped on to an infant’s clothing during sleep.

- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- If babies fall asleep in a swing, car seat or other surface, they will be moved to complete nap in assigned crib.

### **Supervision:**

- When infants are in their cribs, they will be within sight and hearing of staff at all times.
- In addition a staff member will closely check on the sleeping infants every 15 minutes
- Every infant will have a daily sleeping chart
- When an infant is awake, they will have supervised “tummy time.” This will help babies strengthen their muscles and develop normally.
- Infants will spend limited time in car seats, swings, and bouncer/infant seats when they are awake.

### **Training:**

- All staff, substitute staff, and volunteers at **Mon Jardin Co** will be trained on safe sleep policies and practices.
- Safe sleep practices will be reviewed with all staff, substitute staff, and volunteers each year. In addition, training specific to these policies will be given before any individual is allowed to care for infants.
- Documentation that staff, substitutes, and volunteers have read and understand these policies will be kept in each individuals file.
- All staff, substitutes, and volunteers at **Mon Jardin Co** will be trained on first aid for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

### **When The Policy Applies:**

This policy applies to all staff, substitute staff, parents, and volunteers when they place an infant to sleep in **Mon Jardin Co**.

### **Communication Plan for Staff and Parents:**

Parents will review this policy when they enroll their child in **Mon Jardin Co** and a copy will be provided in the parent handbook. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in our center as well as any other health and safety practices will be shared if any changes are made. A copy will also be provided in the staff manual.



## APPENDIX “I”

### TOILET (POTTY) TRAINING POLICY

#### **Reason this policy is important:**

Learning to use the toilet is a big event in a young child’s life. Because toilet training is a complex process, there are many issues caregivers and families must consider before and during the process of toilet training for it to be a successful experience for everyone.

#### **Procedure and Practices, including responsible person(s):**

When a parent and caregiver believe a child is ready for toilet training (generally between 2–4 years of age) both the parent and caregiver will fill out the Toilet (Potty) Training Checklist. The child’s teacher(s) is responsible for reviewing checklist and establishing communication with the family.

#### **1. How to tell if a child is ready? The Child:**

- Follows simple directions
- Remains dry for at least 2 hours at a time during the day.
- Dry after nap time.
- Regular and predictable bowel movements. (Some may have bowel movements every day and some may have go 2-3 days)
- Walks to and from the bathroom, pulls down own pants and pulls them up again.
- Seems uncomfortable with soiled or wet diapers
- Seems interested in the toilet.
- Has asked to wear grown-up underwear.

If the child has most of these skills, then they are probably ready to start toilet training. If they do not have these most of skills or have a negative reaction to toilet training, wait a few weeks or months until most of the skills are checked off.

Starting too soon can actually delay the process and cause tears and frustration. Toilet training is much easier when the child is ready.

#### **Sanitation and Safety:**

- Child size toilets or modified toilet seats with step stool are recommended. Potty chairs are not recommended to be used in a child care setting because sanitary handling of the potty chairs is difficult.
- The toilet and equipment should be cleaned with soap and water and disinfected when the seat or area is visibly dirty and at least once daily.
- Wet or dirty cloths should be placed in a plastic bag that can be sealed tightly. Rinsing is discouraged because there is more of an opportunity to contaminate hands and other surfaces. Each child should have a complete set of extra cloths at child care.
- Encourage children to wipe from front to back.
- Caregivers and children should properly wash hands after toileting, helping with toileting, cleaning area and handling contaminated items.

### **Toilet Training Techniques:**

- A calm easygoing approach works best.
- Caregivers will learn the words the child's family uses for body parts, urine and bowel movements to be consistent with what the child is doing at home. Also consult with family about strategies used at home so the process is consistent. (Checklist)
- Toilet training involves many steps (discussing, undressing, going, wiping, dressing, flushing, hand washing) reinforce the child's success at each step.
- Help children recognize when they are urinating or have a bowel movement. They must be aware of what they are doing before they can do anything about it.
- Children should be shown how to use the toilet by watching other children who are trained or discussing each step and practicing each step without actually using the toilet. (Example: have child sit on toilet dressed, flushing toilet).
- Caregivers should include toilet training into the daily routine such as reading books, songs and games that reinforce the skills needed to toilet train.
- Encourage parents to dress children in easy to remove clothing to help children be successful in undressing and dressing.
- When a child is giving the signs of having to use the toilet or tells you they have to use the toilet, take the child in and help undress them and on to the toilet. Sit by the child for a few minutes. Try not to push for immediate results. After a few minutes, help the child with the rest of the routine and give praise for the effort or any successes they had.
- Never force a child to sit on the toilet against their will or for long periods of time if they do not want to. This could set up a power struggle and negative feeling toward the toilet training.
- Never punish for accidents. Occasional accidents are normal. Clean and change the child immediately. Be positive and reassuring that they will be successful. Punishment does not make the process go faster and may delay it.
- Supervise children during toilet training.

Some children with special needs may need additional help and strategies to create a successful toilet training experience. Help will be sought from health professionals and support personal.

### **When the policy applies:**

To all children who are considered to be in the toilet training years (2-4 years generally).

### **Communication plan for staff and parents:**

- Teachers and aides will receive a written copy of this policy in their orientation packets before beginning work at the center.
- Staff in two rooms will receive additional training and parent information.
- A toilet training checklist is administered to families of children starting the toilet training process (see checklist).

## APPENDIX “J”

### TOILET (POTTY) TRAINING CHECKLIST

#### Is your child ready to be Potty Trained?

Check those that apply to your child:

- Follows simple directions.
- Remains dry for at least 2 hours at a time during the day.
- Dry after nap time.
- Regular and predictable bowel movements.  
(some may have bowel movements every day and some may have them less frequently)
- Walks to and from the bathroom, pulls down own pants and pulls them up again
- Seems uncomfortable with soiled or wet diapers
- Seems interested in the toilet.
- Has asked to wear grown-up underwear.

If the child has most of the skills marked, you can assume the child is ready to start potty training. Potty training may best be accomplished by starting at home first and then at child care.

If the child does not have most of the skills marked then wait a few weeks or months and refer to the checklist again.

Toilet training is much easier if the child is truly ready to master this skill.

To try to be consistent in the Potty training process, please share with us some information about your child’s and family’s preferences in this process:

1. What words or gestures does your family use for body parts?

Urine?

Bowel movements?

2. What strategies have been tried at home? (Example: reading books, trying on big kid underwear, sitting on potty, etc.)

3. Does your child have a special need or circumstance that needs to be taken into consideration?

The following are some helpful hints in Potty training your child:

- A calm easygoing approach works best.
- Toilet training involves many steps (discussing, undressing, going, wiping, dressing, flushing, hand washing) reinforce the child's success at each step.
- Help children recognize when they are urinating or have a bowel movement. They must be aware of what they are doing before they can do anything about it.
- Children should be shown how to use the toilet by watching other children who are trained or discussing each step and practicing each step without actually using the toilet. (Example: have child sit on toilet dressed, flushing toilet).
- Included toilet training into the daily routine such as reading books, songs and games that reinforce the skills needed to toilet train.
- Dress children in easy to remove clothing to help children be successful in undressing and dressing.
- When a child is giving the signs of having to use the toilet or tells you they have to use the toilet, take the child in and help undress them and on to the toilet. Sit by the child for a few minutes. Try not to push for immediate results. After a few minutes, help the child with the rest of the routine and give praise for the effort or any successes they had.
- Try to encourage going to the potty after meals or snacks. This is time they may actually need to go.
- Never force a child to sit on the toilet against their will or for long periods of time if they do not want to. This could set up a power struggle and negative feeling toward the toilet training.
- Never punish for accidents. Occasional accidents are normal. Clean and change the child immediately. Be positive and reassuring that they will be successful. Punishment does not make the process go faster and may delay it.

Potty Training is a big skill to learn. Be patient. Let the child decide when he/she is ready. If you do, the child will most likely be trained in a very short period of time. However, nighttime dryness may take an additional six months to a year. Set backs are common and should be expected. This does not necessarily mean failure. The child may be taking a temporary step back to a more comfortable place, which helps support later progress. Additional information can be found at [www.nccc.org/guidance/toilet.train.html](http://www.nccc.org/guidance/toilet.train.html)

## APPENDIX “K”

### POISON CONTROL POLICY

#### STORAGE AND USE OF HAZARDOUS MATERIALS

**Reason this policy is important:**

Children are naturally curious and are unaware about what substances may be harmful to their health. Adult caregivers are responsible for safeguarding children from harmful items including medications, plants, chemicals, and animal waste.

**Procedure and Practices, including responsible person(s):**

- Poisonous plants will not be permitted in the childcare program. Staff must identify plants and determine “safe” prior to bringing to the facility (see poison plant list). If the plant is not on the poisonous plant list, please contact the poison control center (1-800-222-1222) for guidance.
- Outdoor plants will be labeled and whenever possible removed if poisonous.
- The Poison Control center phone number will be posted on the list of emergency numbers by the telephone. Poison emergencies or requests for poison information will be made by contacting the Poison Control center Hotline at 1-800-222-1222 first – unless the person who has been poisoned is unconscious, not breathing, having trouble breathing or is having convulsions. If any of these conditions are present, CALL 9-1-1 FIRST.
- Chemicals, medications, pesticides, paints, cleaning agents and other potentially harmful substances will be stored in locked areas that are inaccessible to children.
- Toxic substances will be stored away from food and food preparation areas.
- All chemical products and medications shall be stored in their original containers with original labels intact.
- Kitchen staff will be trained in and follow Integrated Pest Management practices for prevention of pests.
- If additional pest control is necessary, only a licensed exterminator will apply pesticides. Pesticides must be Department of Public Health (DPH) approved with natural pesticides that are non-toxic to humans given first consideration.
- Pesticides and other potentially toxic chemicals will not be applied while children are present. Application shall be in a manner that prevents skin contact and other exposure and minimizes odors. A staff member will observe the application of the chemicals and verify that they are applied according to instructions on the label or otherwise directed by a regulatory authority.
- Director(s) will notify parents and staff at least two days but no more than 30 days in advance before using pesticides and/or herbicides.
- Following use of pesticides, herbicides or other potentially toxic chemicals the treated area shall be ventilated for the period recommended on the product label, the DPH, or by a nationally certified poison control center before being reoccupied.
- Children will not have access to animal waste. Staff will do all cleanup of animal waste after hours.
- All staff purses and personal belongings will be securely stored to prevent access by children. Purses and other personal belongings may contain items unsafe for children including medications, lighters, pocketknives, and etc.
- Sanitizing solutions will be mixed fresh daily prior to arrival of children. Sanitizers will be in a marked spray bottle available for staff use, out of reach of children.
- Ipecac will not be kept on premises.

**When the policy applies:**

This policy is applicable at all times.

**Communication plan for staff and parents:**

- Director(s) will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. They will sign that they have read, understand, and agree to abide by the content of the policies.
- During enrollment this policy will be reviewed by the director(s) with the parents. Parents will sign that they have read, understand, and agree to abide by the content of the policies.
- A copy of all policies will be available during all hours of operation to staff and parents in the policy handbook located in the directors' office.
- Parents may receive a copy of the policy at anytime upon request. A summary of this policy will be included in the family handbook.
- Parents and staff will receive written notification of any updates.

# APPENDIX “L”

## CURRICULUM

Mon Jardin Child Care Learning center utilizes the Creative Curriculum® (for more information visit [www.teachingstrategies.com](http://www.teachingstrategies.com)) in the classrooms. Classroom environments are designed to meet the developmental needs of each age group we serve. Materials are available for both self selection and during planned activities. Teaching teams plan based on their observations of the individual children in their group. This process is called an Emergent Curriculum where ideas emerge from the children’s interests, developmental stages and changes in the environment. Planned activities include a wide range of curriculum areas (Math, Literacy, Science, Arts, etc...) which provide children with a solid foundation and support for their academic success in the primary grades and beyond. On the following pages you will see some examples of how children of all ages are learning through play in their program.

### HOW CHILDREN LEARN\*

#### **When Children Do This:**

Put blocks in trucks and dump them out

Argue about where to place the next big block

Balance one large block on top of another  
*Coordination*)

Put on dress-up clothes

Pretend to be grown-ups

Separate cups and plates at clean-up time

Put pegs in a pegboard

Finish an alphabet puzzle

Sort pictures that are the same

Gather papers, scissors, and glue for a project

Draw a picture of a person

Make boats sink

Play beside other children

Follow directions in preparing a recipe

Turn pages of a book from beginning to end

Listen to a story

Talk about what happened in a story

#### **They Are Learning To:**

**Understand size, weight and number concepts** (*math, Science*)

**Express ideas and cooperate with others** (*language, social skills*)

**Control and coordinate muscles** (*Physical*)

**Use their small muscle skills** (*self-help, writing*)

**Understand the roles of people in society** (*life skills*)

**Group objects in categories** (*math*)

**Coordinate the actions of their eyes and hands** (*reading and writing readiness*)

**Complete a task** (*study habits, self-esteem*)

**Match and classify** (*math*)

**Plan and carry out a task** (*study habits, independence*)

**Use symbols** (*reading and writing readiness*)

**Recognize cause and effect** (*science, logical thinking*)

**Get along with others** (*social skills*)

**Understand measurement** (*math*)

**Use their small muscle skills** (*physical coordination*)

**Read a book from left to right** (*reading and writing readiness*)

**Love books and develop a desire to read** (*reading Readiness*)

**Remember details and express ideas** (*language development*)

\*This table is reprinted with permission from Diane Trister Dodge and Joanna Phinney, *A Parent’s Guide to Early Childhood Education*, copyright. Teaching Strategies, Inc., Washington, DC, 1990, pp. 8-9. For more information, please contact Teaching Strategies, Inc., PO Box 42243, Washington, DC 20015 or call 800-637-3642.

## **ACCREDITATION**

While accreditation is a voluntary process, Mon Jardin Co made a commitment to provide higher learning program that exceed DCFS (Illinois Department of Children and Family Services) standards. Accreditation is the tool that is used to monitor, assess, and evaluate the standards and quality of the education your child receives at our center. Because of the process of accreditation, families and staff can trust that the education they are paying for is valuable and worthwhile and achieve positive learning outcomes. There are several accrediting agencies available to our programs including INNCRA and the National Association for the Education of Young Children (NAEYC). Mon Jardin Co has obtained the Silver Level by ExceleRate Accreditation Parents are encouraged to actively participate in the ongoing accreditation process through planning, implementing improvements and giving valuable ongoing input.

## **WHAT SHOULD YOUR CHILD WEAR?**

Since your child will be painting and playing on the floor, we suggest that children wear washable clothes. All clothing should be marked with your child's name (a magic marker works well). Mark all boots, coat, hat, sweater, and mittens. This helps the staff keep track of each child's clothing. Children should wear comfortable clothes that are appropriate for active play. This allows children to have more freedom, develop physical skills, and reduces the possibility of injury. State Board of Education Licensing Regulations require daily "---periods of outside play." Please be sure that your child has adequate clothing (example: warm jacket, mittens and hat in the winter) for outdoor play in every season. Each child should have an emergency change of clothing at the center, marked with his/her name. Each child should have a change of:

- Shirt
- Pants
- Underwear
- Socks
- Extra pair of closed toes shoes

## **REST TIME**

Rest time is a part of each daily routine for all children that have been in our programs for more than four hours, including school age children on ½ days, “no school” days and during Summer Adventures. In fact, this time is required by DCFS which states that child care centers need to provide “the opportunity to rest”. This is **not a time that children must sleep**, but this opportunity often meets the needs of young children who do benefit from a nap. Individual cots are available for younger children to sleep on and families provide blankets and/or kids size pillows. For school age children and children who are not in need of sleep at this time, guidelines are followed to ensure that appropriate quiet choices are available.

## **CELEBRATING DIVERSITY**

Mon Jardin Co is a reflection of our communities and we choose to honor and celebrate our diverse cultures. Teaching children acceptance and encouraging them to embrace each other’s cultures in a positive manner is an important goal for our center. Mon Jardin Co has a zero tolerance for discrimination of any kind, and encourages families and staff to share their cultural practices with the children as appropriate.



## APPENDIX “M”

### EARLY CHILDHOOD REQUIRED SCREENING POLICY

Mon Jardin CCLC, to continue providing academic excellence for the children in our care, requires that all children enrolled in our program be screened within sixty (60) days of enrollment into one of our programs and yearly after that or earlier if needed. Parents/guardians have the choice of providing one from an Early Childhood Screening Professional or a comparable screening by a non-school provider (e.g., Head Start, trained professional or health care provider) or by signing Mon Jardin CCLC consent form to be screened by one of our nurse consultants or one of our trained teachers.

**Why This Policy:** The screening is not a diagnostic. Screening is a brief, simple procedure used to identify potential health or developmental problems in infants and young children who may need a health assessment, diagnostic assessment, or educational evaluation. Screening in early childhood supports children's readiness for kindergarten and promotes positive child health and developmental outcomes.

From birth to kindergarten, the early childhood years are an important time of rapid learning and growth. For many children, Early Childhood Screening can mean the difference between success and failure in school. We see an increase in parental awareness of development, and by identifying red flags in early childhood, the educational benefits are substantial. Many of these red flags could go undetected. We also see an increase in the number of possible concerns. If a potential concern is detected in any of the five screening areas, the child then has the opportunity to receive specialized help before entering kindergarten.

That help the child receives can come in several different forms. If a child were to be not performing at the expected level or have behavioral or emotional issues, they would be referred to the Early Childhood Special Education Professional for a full assessment. If a health concern arises, children may be referred back to their health care providers, i.e., a pediatrician or dentist. A child that shows speech difficulties may be referred to the school district's speech and language evaluation team. We might also look to community partners such as the Child & Family Connection (CFC); if they have a speech issue, we may refer them to public speech therapy through their health insurance. Like the screenings themselves, many of these services are free to the families involved; a family's health insurance plan may cover others.

#### **The screening process:**

- Provides an opportunity for young children and their families to access a wide variety of services and early childhood programs; and
- Promotes and supports parents' understanding of their child's health, development, and learning.

The developmental screening instruments used at Mon Jardin CCLC are recommended by our nurse consultants – Ages & Stages Questionnaires (ASQ) by Diane Bricker and Jane Squires (<http://agesandstages.com>)

#### **Assessments Include:**

- Vision and hearing (3 to 5 years old), developmental screening (cognitive, fine and gross motor, language and social-emotional development), immunizations, physical growth, risk factors that influence learning, referral for health care coverage, summary interview with the parent.

**How parents/guardian can prepare their child before the screening:**

- Record your observations about your child's growth and development and include any questions or concerns.
- Complete the Child Health and Developmental History form

**Follow up:**

Our program may keep track of a child's development with annual screening. The child's family and primary health care provider may also do developmental screenings and developmental surveillance as part of the treatment plan. We ask parents to take their child's screening results to their primary health care provider.

As a result of this policy, many young children will have developmental needs identified earlier in their childhood when there is the greatest likelihood of effective treatment.

**APPENDIX “N”**

**CHILD HEALTH & DEVELOPMENTAL SCREENING  
PARENT CONSENT FORM**

Child’s Name: \_\_\_\_\_

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

Parent’s Name: \_\_\_\_\_

Please check one:

Yes. I \_\_\_\_\_ give permission for the Nurse  
Consultant/Trained Teacher to complete screening my child as described on the Mon Jardin  
CCLC Early Childhood Required Screening Policy.

No. I chose not to have my child screened.

I will provide a screening from an outside source.

Parent/Guardian Signature: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX “O”

### REALISTIC HEALTH EXPECTATIONS WHEN YOUNGSTER ENTERS GROUP CARE

Parents need to be aware that almost **every** child goes through a period of frequent colds and related illnesses when in a group situation for the first time, whether that child is an infant in child care or a 6 year old entering first grade. The bad news is that, just as many parents begin to assume life will settle into a routine now that the little one is in care, the child begins to get sick frequently and may not be able to attend that care every day. The good news is that, after children have been exposed to their first group experience and get through the initial batch of colds and coughs, the frequency of the illnesses usually decreases and life does settle down.

Processes are going on in a little child’s body between the ages of 6 months and 3 years (the same time many youngsters have their first group care experience) that contribute to the number of illnesses kids pick up during this phase. Sometime around 6 months of age, children begin to lose the temporary immunity they acquired from their mothers before birth and start to develop their own immune systems. Just as learning how to communicate with others is one of the ongoing developmental tasks of childhood. When exposed to new germs – usually viruses – kids may get some symptoms of illness while their bodies acquire defenses to that germ. Even children who stay at home with a single caregiver and are not in group care will get sick more often during these years.

The CDC estimates that there are over 200 different viruses that can cause colds. It’s estimated that the average child can expect to have from three to eight\* (some sources say twelve is more realistic) colds each year. The younger the child, the more likely that that number will be on the higher side. Each cold may last 7 to 10 days. If the little one is too sick with his or her cold to participate comfortably at child care and needs to be home, this can add up to **a lot** of days that parents are left scrambling to come up with an alternate child care situation. It’s important to think through what your family’s alternate child care plan will be **before** the first time your youngster wakes up sick.

When we enroll our children in child care, it often seems like they are getting sick more often than their stay-at-home counterparts, particularly infants and toddlers. And they probably are, because colds spread more when children are clustered together inside. On average, children in group care during the first three years of their lives get about twice as many colds as their peers during those years. But here is the good news: Each time a child fights off a cold, he/she develops immunity to that virus, reports the February 2002 issue of the Archives of Pediatrics and Adolescent Medicine. By 6 to 11 years of age, the children who had been enrolled in large child care centers were reportedly 60% to 70% less likely to have frequent colds than their peers who stayed at home. In other words, children in child care are spared through the elementary school years when being home sick might make a bigger difference. The Archives of Pediatrics and Adolescent Medicine adds, “it is hard to see our children suffer through common childhood maladies, such as the common cold, but this is an inevitable part of the development of their immune systems. Whether they acquire that immunity during preschool or elementary school, it will be acquired on their way to a healthier future.”

Some authorities believe children who are in small group care (family day care with five or fewer children) may be exposed to and get fewer illnesses than those in larger group care. Every family tolerates illness differently; if you cannot deal with the number of colds and coughs your

little one picks up at child care, or you find yourself becoming angry at and blaming the school for “making” your child sick, a different care situation may be more comfortable fit for your family. Be sure you have talked your concerns over with your child care provider so everyone understands the reasons for the change – let me know if I can be of any help.

Working to keep the kids at care safe and healthy.  
Renee Bevis, RN  
Child Care Health Solutions

\*<http://www.nlm.nih.gov/medlineplus/ency/article/000678.htm>

## APPENDIX “P”

### HOW TO KEEP A BABY CLEAN HYGIENE EXPECTATIONS DURING INFANTHOOD

Because babies aren't yet dealing with all of the secretions and body odors that puberty brings, they may not require daily bathing. But, how do you know if your infant is “clean enough”? Where does a busy parent find the sensible balance between having an overly clean kid and one who's just plain dirty? Every family needs to decide what's acceptable for them, but here are some minimal suggestions from those of us who spend time with groups of small children.

#### Bodies

Babies can certainly smell bad if they're not clean, even if the diaper area is cleaned regularly. A daily bath or shower may not be necessary, but a little soak a minimum of twice a week, using a gentle soap or liquid cleanser, will keep a little one smelling reasonable sweet. Never leave a baby alone around any amount of water – keep your hands on that slippery child!

#### Faces

Twice a day will do. Make sure to wipe the corners of his or her mouth and eyes, under the nose, and behind the ears and in the little neck folds where feedings can hide. Soap may be too drying for some children; if that's the case, plain water is fine.

#### Hair

If your baby has hair, a once or twice a week shampoo may be enough, using a mild shampoo or liquid soap. If s/he has no hair yet, just wipe the scalp daily when you wash his or her face. Talk with your doctor if your infant has cradle cap – it can be treated.

#### Teeth/Mouths

Wipe your child's mouth out with a soft, damp cloth after every feeding. Begin cleaning your child's teeth as soon as the first baby tooth erupts, and take him or her to a dentist for a first visit sometime between one and three years of age.

#### Hands

Frequent, proper handwashing is the best way to cut down on the spread of many illnesses – even for little babies – and is something we teach every child every day at school. Please help us in this by washing or wiping your infant's hands with soap and water after each diaper change, before each feeding, and when coming in from outdoors. Fingernails should be trimmed short once a week. Short nails are easier to keep clean, are less likely to harbor pinworm eggs (or other undesirables), and are less likely to cause scratches.

#### Clothes

Changing play clothes at least twice during the school week may be enough for older children, but babies drool, burp and get feces and urine on themselves all the time. A daily or almost every-day change of clothing is in order. **Always change the night-time diaper to a fresh one before dropping him or her off at care.** Whenever your child's clothing is obviously soiled or smelly, provide him or her with something clean to wear to school.

Thanks for your help in keeping child care a pleasant learning environment for everyone!

Child Care Health SolutionsLine 12/08

## APPENDIX “Q”

### HOW TO CLEAN A LITTLE KID HYGIENE EXPECTATIONS IN THE PRE-SCHOOL YEARS

It’s nearly universal – little children dislike bathing, brushing teeth, and washing their hands. And, if it were up to them, they’d wear that favorite shirt and pair of socks every day of the year, no matter what they looked (or smelled) like. Because preschoolers aren’t yet dealing with all of the secretions and body odors that puberty brings, they may not require daily bathing. But, how do you know if your youngster is “clean enough”? Where does a busy parent find the sensible balance between having an overly clean kid and one who’s just plain dirty? Every family needs to decide what’s acceptable for them, but here are some minimal suggestions from those of us who spend time with groups of small children.

#### Bodies

Toddlers and preschoolers perspire when they play hard. They fall in the dirt. They’re often too busy to wipe up, the way an adult would after using the bathroom. Although puberty hasn’t yet given them classic body odor kids can certainly smell bad if they’re not clean. A daily bath or shower may not be necessary, but a minimum of twice a week, using a gentle soap or liquid cleanser, will keep a little one smelling reasonable sweet. Always stay in the room when a small child is in the bathtub to prevent accidents and to teach them how to wash!

#### Faces

Once a day will do. Make sure the child cleans the corners of this or her mouth and eyes, and under the nose. Soap may be too drying for, some children; if that’s the case, plain water is fine. This is also a good time to scrub any obviously soiled knees or elbows if a daily bath isn’t planned.

#### Hair

Once or twice a week may be enough for your child, as long as shampoo is used and a parent helps with lathering, rinsing, and combing afterward. At least once a week after shampooing, check your child’s hair for lice and/or nits as you comb.

#### Teeth

We all know that everyone should floss and brush after every meal for optimal oral health. As a daily minimum, help our child brush after breakfast, and brush and floss before bed. Little children may or may not need to use toothpaste (ask your dentist), but they must have your help with brushing to do the job right. Begin cleaning your child’s teeth as soon as the first baby tooth erupts, and take hi, or her to a dentist for a first visit sometime between one and three years of age.

#### Hands

Frequent, proper handwashing is the best way to cut down on the spread of many illnesses, and is something we try to reach the children every day at school. Please help us in this by insisting that your youngsters wash their hands with soap and running water after each trip to the bathroom, before every meal, and when coming in from outdoors. Fingernails should be trimmed short once a week. Short nails are easier to keep clean, are less likely to harbor pinworm eggs (or other undesirables), and are less likely to cause scratches when playmates spar over a toy.

## Clothes

Clean underpants every day and fresh play clothes at least twice during the school week should do it. If our little one is still in diapers, always **change the night-time diaper to a fresh one before dropping him or her off at care.** If your child's clothing is obviously soiled or smelly, provide him or her with something clean to wear to school.

Remember that parents are their young children's best teachers in these matters, and that the above suggestions can apply to grownups, too. If you model good personal hygiene every day, your youngster will naturally grow into similar routines. Thanks for your help in keeping preschool a pleasant learning environment.

Child Care Health Solution Line 12/08



# APPENDIX "R"

## PHOTO, VIDEO, VOICE, WORLD WIDE WEB PERMISSION FORM

### Waiver

Children are photographed and /or videotaped daily at the center for a variety of uses. You will be receiving child observation and assessment pictures and video using the World Wide Web\*. Internal uses include children's portfolios, recording activities and events for posters, photo albums for the center, newsletters and other official use. All children are videotaped daily on the center's Surveillance System. Also, Mon Jardin's teachers and directors often photographed the children for projects for classes and other situations where photo and / or video are necessary. External uses include business flyers, Mon Jardin center Facebook page, Company Website, news reports on the center by local newspapers or television stations. By signing this form I / We attest understanding that Mon Jardin Co is hosting all of its picture / video content with well-known third party hosting companies such as GoDaddy, Google's own You Tube and the others. All releases of center's photographs and video recordings will be only for official, center -approved applications.

I/We hereby consent to allow the use of voice, video, image or likeness in photographs and/or video for all the reasons stated above for my child(ren):

\_\_\_\_\_, by Mon Jardin Co. employees in highly  
(Your Child's name is here)  
ethical manner.

I understand this Waiver is in effect until I provide, in writing, a cease order. I/We also agree to forego any right or entitlement I/We might have to any compensation or fees, except for a waiver fee of one dollar (\$1.00). Finally, I/We agree that I/We am/are the legal guardian(s) of the above named children.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Distributed using web based reputable news letter applications to the current parents list which may include former and prospective parents and Mon Jardin employees.

## APPENDIX “S”

### MON JARDIN CHILD CARE LEARNING CENTER CHECKLIST

These are a list of what your child should bring to keep at school.  
All items should be clearly marked with child's name.

- Filled bottles for babies / infants (to be taken home at the end of each day).
- Two extra sets of clothes (shirt, pants, underwear, socks and shoes).
- Alternate weather clothes are needed also.
- Sun hat and sun screen in the summer.
- Bathing suit, water shoes and towel in the summer for use in the wading pool.
- Diapers and wipes if necessary.
- Desitin, cornstarch, powder, lotion, etc. as desired
- Picture of child and family to share.

Come into the classrooms with your children, let the teachers know how your child's night and morning were.

Wash your children's hands upon arrival.

Let your teachers know any information that will help us throughout the day with your child.

**Any medications for your child must be put in the office with the Director.**

**APPENDIX "T"**

**MON JARDIN CHILD CARE LEARNING CENTER  
MEDICATION PERMISSION**

Child's Full Name \_\_\_\_\_

Reason for Medication \_\_\_\_\_

Name of Medication \_\_\_\_\_

Amount of Medication to be given\* \_\_\_\_\_

Times of day to be given\* \_\_\_\_\_

Length of time to be given \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\*Please make sure the dosage agrees with the dosage on the medication label. If the label indicates that a doctor should be consulted, we need written permission from your doctor indicating the appropriate dosage in order to give the medicine to your child.

---

Information below to be filled in by Mon Jardin center staff:

Medication was given

to: \_\_\_\_\_

\_\_\_\_\_  
By    Date    Time

\_\_\_\_\_  
By    Date    Time

\_\_\_\_\_  
By    Date    Time

\_\_\_\_\_  
By    Date    Time

\_\_\_\_\_  
By    Date    Time

\_\_\_\_\_  
By    Date    Time

**APPENDIX “U”**

**PERMISSION TO RETURN TO GROUP CARE**

Date \_\_\_\_\_

Your child, \_\_\_\_\_ is being sent home today with fever or a contagious illness. According to our health policy, he or she will be allowed to return to the center when symptoms are gone without medication or when otherwise indicated by a medical professional. In the event that your child has been treated by a physician, and his or her diagnosis is that your child can return to group care at an earlier time, please have the doctor fill out and sign this form.

Illness: \_\_\_\_\_

Date and time seen: \_\_\_\_\_

Date and time child may return to group care \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

## APPENDIX “V”

### INTEGRATED PEST MANAGEMENT POLICY

It is Mon Jardin Co. (center) policy to implement Integrated Pest Management (IPM) procedure to reduce the risk of pests and unnecessary pesticide. The center promotes the IPM by providing support, resources and training for the staff. By reducing reliance on pesticides and incorporating low-risk control options, IPM reduces both pests and pesticide risks.

#### **Integrated Pest Management**

IPM relies on pest monitoring and the most economical and least hazardous combination of cultural, physical, biological, and/or chemical controls to prevent unacceptable levels of pest activity and damage. The center will develop a plan with specific management tactics in the event that the center may experience pest problems.

The full range of management options, including no action at all, will be considered. The choice of using a pesticide is based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Non-chemical pest management methods are used whenever possible. Direct action will be used only when specific pest thresholds are reached. When it is determined that a pesticide must be used, the least hazardous material and method of application will be chosen. Pesticide applications will be timed to minimize their impact on the center. All pesticides will be handled according to state and federal law.

#### **Pest Management Objectives**

- Maintain a safe and sustainable environment at the center.
- Protect human health by suppressing pests that threaten public health and safety.
- Reduce exposure of children and staff to pesticides.
- Reduce or prevent pest damage to the property.
- Reduce environment pollution.
- Reduce the costs of pest management.
- Prevent pests from spreading beyond center’s property.
- Enhance the quality of life for the children and staff.

#### **IPM Coordinator**

The center’s Director is responsible for overseeing implementation of the IPM Policy and site plans. The coordinator’s responsibilities will include:

- Recording all pest sightings by center staff and children.
- Recording all pesticide use and making those records available.
- Making pesticide labels and material safety data sheets for all products applied available.
- Coordinating appropriate activities with pest control contractors.
- Approving appropriate pesticide applications-methods, material, timing, and location.

- Posting and notification of pesticide application.
- Evaluating the center's progress in implementing the IPM plan.

## **Education**

The center staff will be educated about potential pest problems and IPM methods used to achieve the pest management objectives. From the very beginning, IPM should involve all staff members.

## **Record Keeping**

Pest sighting data sheets and pest control records will be kept current and accessible to verify the need for treatments and track the effectiveness of management activities. Pesticide records shall be maintained on site and meet the requirements for the State of Illinois Department of Public Health.

## **Notification / Posting**

A notice will be provided to families and staff prior to the application of pesticide. The notice must explain how the center will provide written notification at least 5 days before each high-risk pesticide application done during the regular hours of operation and how signs will also be posted two working days before until 48 hours after high-risk treatments are applied at any time of the year.

## **Pesticide storage and purchase**

Pesticide purchase will be limited to the amount needed for use during the year. Pesticides will be stored in an appropriate, secure site that is not accessible to children or unauthorized personnel and disposed of in accordance with label directions and state regulations.

## **Pesticide Applicators**

Any person applying pesticides on center grounds will be trained in the principles and practices of IPM and licensed as a commercial pesticide applicator by the State of Illinois. Applicators must follow state regulations and label precautions and must comply with the center IPM Policy and pest management plans.

## **Success**

The success of IPM at the center is dependent upon:

- Full cooperation of administrators, staff, maintenance/custodial staff, families, and children.
- Center-based safety meetings shall include pest management and pesticide policy as part of their agenda.
- Center shall designate a staff member to coordinate the IPM program and maintain pest management records.

## **APPENDIX “W”**

### **RISK MANAGEMENT PLAN**

In order to keep Mon Jardin facility as a safe and dependable place of business we have identified potential operational risks. We specify ways to reduce or eliminate the risks and establish procedures to be followed in an emergency or crisis.

#### **Staff Risk Training**

Our Risk Management Plan specifically address issues of training Mon Jardin staff including universal precautions, provided to staff to identify and minimize risks, particularly as it relates to the care and supervision of children. In addition to other duties, center’s Director will have training with center’s staff once a month. Registered Nurse will visit our facility once a month and provide necessary training to our teachers.

Mon Jardin Program is designed to avoid children illness through proper hand washing and other hygienic practices while promoting good health through well balanced nutritious meals and adequate rest.

#### **Health and Hygiene**

Our facility is designed that each area serving children wearing diapers will have a designated diapering area with non-absorbent surface, easy accessible hand washing sink, covered receptacles for soiled diapers next to changing station and supply boxes of latex gloves. Regardless that all personnel expected to be knowledgeable and trained we are displaying Procedures for Diaper Change Poster next to the each changing station.

Our schedule shall have at least one staff member who has successfully completed training and is currently certified in First Aid, CPR, Heimlich maneuver and First Aid for Choking Infants on duty at all times. We also display Choke Saving Methods Poster in a conspicuous location visible to all employees.

#### **Transportation Maintenance**

Transportation of children to and from center is a parent’s responsibility.

When transportation is needed for field trips center will hire specialty Transportation Company to provide safe and reliable transport.

#### **Building Maintenance**

The building and indoor space shall be maintained in good repair and provide a safe, comfortable environment for the children. Constant visual observation of our building and building’s systems is important day-to-day duty of our personnel. Employees are expected be alert and channel their remarks through Director to the Board of Directors, who will make a correction to insure proper function of all systems and the building itself.

#### **Food Services Sanitation & Equipment Maintenance**

One of Food Preparation Specialist’s most important responsibilities is making sure that food is stored properly. That includes frequent checking on food’s temperature as it is required by Health Department. Sanitation and maintenance of food related equipment is a top priority of Food Preparation Specialist on premises.

### **Educational Materials, Toys and Playground Equipment**

The center shall be cleaned daily and kept in a sanitary condition at all times. At least once a day wet cleaning of every room will be performed during the day. Every morning children will walk into the rooms that clean and inviting.

Mon Jardin will provide necessary cleaning and maintenance equipment.

Toys, table tops, furniture and other similar equipment in and out of facility (that includes playground equipment) used by children shall be washed and disinfected when soiled or contaminated with matter such as food, body secretions or excrement immediately after occurrence.

### **Cleaning of Building and Grounds**

Cleaning equipment, cleaning agents, and other hazardous chemical substances shall be labeled and stored in a space designated solely for this purpose. These materials will be stored in a Janitor's Closet which is inaccessible to children.

Once a year, usually in a spring time, Director will organize parents to participate as volunteers in annual Spring Clean Day, as a part of the effort keep outside equipment clean and ready for children' use.

### **Fire and Tornado**

Center 's Director will supervise Fire and Tornado drills. All Mon Jardin staff will be trained on their action in emergency situations. Director will keep records of such drills. Center 's management team including Architect and Framing Contractor determined the most structurally safe area in case of Tornado force winds. This area does not have glass objects and have most structural support though out. It has metal guarded door leading to the back yard of the building without nearby structures, poles or trees.

Floor Plans shall be posted in every classroom with description of actions in case of Tornado as well as primary and secondary escape routes in case of Fire.

### **Communication in Emergencies**

Mon Jardin has sufficient means for communication in emergencies.

An operable telephone system shall be on the premises, easily accessible for use in an emergency and for other communications which by design will continue to operate in case of power failure. Furthermore, by job description center's Director will have a mobile phone available at all times.

A list of emergency telephone numbers, such as the fire department, police department, poison control and emergency medical treatment, along with the full address of the day care center, will be posted next to each telephone.



**APPENDIX “X”**

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## **APPENDIX “Y”**

### **POLICY AND PROCEDURES FOR INCLUDING CHILDREN WITH SPECIAL NEEDS**

At Mon Jardin, we pride ourselves on helping all types of families, and those with special needs are no exception. We provide equal opportunity for children, parents and others with disabilities to participate in our program. Families may not be excluded solely on the basis of disability under the Americans with Disabilities Act (ADA). Mon Jardin is happy to work with families of children with special needs under the following guidelines:

1. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
2. All families will be treated with dignity and with respect for their individual needs and/or differences.
3. Mon Jardin will be notified during the enrollment process that the child has special needs and what modifications are required.
4. The parents will meet with the director and teachers prior to starting the program to share expectations and concerns with one another. This will ensure a direct line of communication and that every staff member involved with the child understands how best to work with him/her.
5. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, Mon Jardin may consult with agencies/organizations as needed, provided parental permission is granted. Inclusion of program staff on IFSP (Individual Family Service Plan) and IEP (Individual Educational Plan) case conferences is desired to ensure the child care program provides the most supportive environment possible.
6. All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classrooms may need. The knowledge of parents and healthcare professionals involved in the care of the child with special needs will be consulted to determine accommodations and or therapy requirements.
7. The individual written plan of care for children with special care needs will be followed in all emergency situations.

8. All personal information about the child with special needs and the family will be kept personal. All staff members that interact with the child will understand the basics of the child's disability and how best to work with him/her.

Mon Jardin understands that every child is different and brings something special into each classroom; therefore we welcome all families to participate in our program.

*For more information about child care and the ADA please visit:*  
<https://www.ada.gov/childqanda.htm>

## APPENDIX “Z”

### CHILD ASSESSMENT POLICY AND PROCEDURES

#### Assessment

Childhood assessment is a process of gathering information about a child, reviewing the data, and then using the information to plan educational activities at a level the child can understand and learn from it.

At Mon Jardin, assessment is a critical part of a high-quality, early childhood program. When teachers do the evaluation, they observe a child about what he knows and what he can do.

Observing and documenting a child's work and performance over a year allows us to accumulate a record of the child's growth and development. With this information, we can plan an appropriate curriculum and effective individualized instruction for each child.

This assessment record is also a great tool to share with parents to follow their child's progress at school, understand their child's strengths and challenges, and plan how they can help extend the learning into their homes.

Assessments are done three times during the year. The first assessment period is scheduled in fall, the second one in winter, and the last one in spring. In addition to the planned assessments, Mon Jardin will schedule a screening for each child once a year during springtime. The screening will be done by a specialist (e.g., nurse, mental health consultant, or psychologist), and the results are shared with the child's parents/guardians.

#### Procedures for Child Assessment

Mon Jardin performs two types of assessments: 1) an informal (conducting natural observations, collecting data and children's works for portfolios, using educator and teacher ratings) and 2) formal (using assessment tools such as questionnaires and standardized testing). Both methods are effective and can help inform educators and parents about a child's progress.

Tools Mon Jardin utilizes the Teaching Strategies GOLD assessment kit. This strategy bases its assessment around 38 objectives that are important to early childhood education.

<http://www.teachingstrategies.com>

Observations are made with minimal or no intrusion into children's activities. Teachers can observe all development facets, including intellectual, linguistic, social-emotional, and physical development, regularly.

Portfolios are created that include a record of data collected through the work children have produced over time. The collection clearly shows the progress of a child's development. Portfolios can be an essential tool in helping facilitate a partnership between teachers and parents.

Teacher Ratings are useful in assessing children's cognitive and language abilities as well as their social-emotional development. These ratings can be linked to other assessment methods, such as standardized testing or other assessment tools. (See the next question below.)

Parent Ratings integrate parents into the assessment process. Parents who are encouraged to observe and listen to their child can help detect and target important milestones and behaviors in their child's development.

#### Parent-Teacher Conference

Parent-teacher conference provides valuable opportunities to help the teacher understand more about their child and provide parents the opportunity to ask questions and find out more about the information on their child's report. Also, it allows parents to become further involved in their child's learning and give support where needed. The parent's involvement in this process is essential to build strong relationships between home and school.

Mon Jardin twice a year, schedules parent-teacher conferences during the child's assessment period. One assessment is performed in the fall, and the other one in spring. Parents will also receive the reports from the evaluations done in the winter period. We encourage parents to sign-up for the conferences on the dates sheets and meet with their child's teacher. They are brief meetings, lasting about 30-40 minutes. The parent-teacher conferences are typically scheduled 1 to 2 months in advance. Conference dates and times are set on specific days of the week, but Mon Jardin will try to find a mutually convenient time or even a phone conference if schedules conflict with family schedules. Also, parents and teachers are welcome to request a parent-teacher meeting during the year.

Parent-teacher conference is an excellent opportunity to:

- Share academic progress and growth based on classroom observations, testing data, assessments, portfolios, and assignments.
- Learn from parents or guardians about students' strengths, needs, behaviors, and learning styles.
- Discuss enrichment or intervention strategies to support students' learning.
- Discuss issues that may be interfering with students' learning and growth.

While the main focus of parent-teacher conferences should be learning, it's also important to discuss factors that can affect learning, such as students' behavioral and social development. Other topics might include individualized education programs (IEPs), peer relationships, classroom behavior, motivation, work habits, and students' strengths and challenges.

### **Teacher-Parent Conference Follow-up**

Mon Jardin administration is aware that many parents have to take time off work to attend conferences. We thank the parents who participated in the meetings, supported their child's learning, and contacted the teacher if they had any further questions or concerns.

For the parents who could not attend, we offer alternative ways to communicate about their child's progress which might include a conference with their child's teacher at their request. The child's assessment report is given to them in a closed envelope.

## **APPENDIX “AA”**

### **TRANSITION POLICY AND PROCEDURES**

At Mon Jardin, we recognize how important new beginnings are in each child's development and to each child's family. We take great effort to make transitions as unique and as smooth as possible for children and their families. The transition is done by slowly integrating children into a new program and customizing care and communication throughout the transition period.

Transition planning will consider each child and family's individual needs and support parents in their role as their child's primary teacher. Children with Individualized Family Service Plans (IFSP) enter our program with specialized needs that all staff must understand to ensure that they have a high-quality, individualized educational experience. Children may require physical accommodations in a classroom set up, unique education materials or services, and have special transportation needs. To properly plan and coordinate these services, we follow specific transition policies and procedures as follows:

#### **TRANSITION INTO THE PROGRAM**

Before the enrollment process begins, we invite the parents and child to come in for a center tour.

We are ensuring that the parents and child are comfortable with the feel of the center. We provide information about the classroom and the center as a whole and give them a chance to meet the teacher.

We also discuss what they are looking for in a child care center and what they feel is most important in their child's development during the tour. After the visit is completed, we check in with parents to see if they have chosen a center and if they would like to enroll with us, we make an appointment to discuss the enrollment process further. Once the students are enrolled in our school, we ask the parents to come in a day or two early to drop off the students' items and to meet the teacher.

We prepare the child's cubby before they arrive and set up the login codes for the parents. When the parents drop off the items, we introduce them to the classroom and their child's cubby. We spend a few minutes talking to the parents and getting to know them and their children. The parents are invited to have their child stay in the classroom for a few hours to get used to the teachers and other students. The goal is to make the child feel comfortable with the new environment before starting full-time. This may include bringing a favorite toy from home or a family picture to comfort a sad or scared child.

#### **LEAVING THE CENTER PERMANENTLY**

For the students leaving the center to move on to public school, we throw an end-of-the-year graduation party. The students receive diplomas, and we have a party for the students and their families to celebrate their achievements while at Mon Jardin. We then proceed with the next step when they are prepared to leave the center.

When a child leaves the center, we have the parents give us a two-week notice to prepare the classroom items, including work on display. The security deposit will then be applied as part of

the tuition payment on the child's last week. On the child's last day, the teachers gather the student's items to be sent home. We spend the day saying our goodbyes and making sure the student has a chance to say goodbye to all of their friends in the school. When the parents come at pick up, we close their account, and a final statement is being provided to the parents. We make sure the family has everything, and we say our final goodbyes, wishing them well and asking them to keep in touch.

## **DAILY TRANSITIONS**

- Morning drop-off transition.

Infants and toddlers are dropped off in their classrooms each morning. The parents speak to the morning teachers, hang up the child's items, and wash hands together. We ask the parents four main questions: How did your child sleep? Has your child eat breakfast? How has your child been since waking up? When was your child's last diaper change?

- These questions help us determine how the child's day might progress.

Twos, preschoolers, and kindergarteners are all dropped off in the same room together.

- We follow the same routine at drop-off as the infants and toddlers, but we have an extra transition when the other classroom teachers arrive at 7:30. Those teachers get their classrooms ready before coming to pick up their students. When they come in, they greet their students and ask them to line up before walking down the hallways to their classroom to wash their hands and prepare for breakfast.

- End of Day transition

During the last half hour of the day, the preschool and kindergarten classes will combine in one classroom for teachers to clean and close their classrooms.

When this happens, the children are usually playing, so we ask them to clean up the classroom while giving a verbal notice that we will be combining. Once the toys are cleaned up, they line up and walk down the hallway into the other room—the teacher relays information about anything that parents may need to know.

- Once that is finished, one teacher goes to sanitize and close the classroom that is now empty. This group of students now works on quiet table toys, or the teacher reads a story to them. The students are now combined until they are picked up for the day.

## **AFTERNOON SHIFT CHANGE**

In the afternoon, we have a new set of teachers come in so the morning teachers can leave. We ask the afternoon teachers to arrive thirty minutes before the transition of teachers occurs. This allows them to put their things away and speak to the morning teacher before they have to take over the classroom. The teachers will relay the information to one another about daily sheets or Life Cubby, any exciting things that happened that day, and any students who need more supplies (diapers, wipes, extra clothes, etc.).

Once the afternoon teacher is prepared to take over the classroom, the morning teachers say goodbye to their students and gather their things to leave.

## **TRANSITIONING TO PUBLIC SCHOOL**

Some students attend our center for before and after school care. For these students, there are many transitions throughout the day. In the morning, the students eat breakfast and then collect their coats and school supplies.

The director (or acting director) picks up all the school-age students from their classrooms to wait for their buses.

The bus is here by 8:20, and the director walks the students to their bus.

The first drop-off from school happens at noon. The director helps the students off the school bus and walks them to their classroom, asking them about their day and what activities they did. The students drop off their bags and go into their classrooms.

The classroom teacher has lunch saved for them, and the students wash their hands to eat. The second drop-off from school happens at 3:40 PM. The director helps the students off the bus and converses with them as they put away their things. The classroom teacher has an afternoon snack saved for them, so they wash their hands to eat.

If the school bus is late to pick up or drop off, the director calls the school to see if there are any problems. If any students are not on the bus, the parents are called to see if they stayed home that day.

### **COMMUNITY WORKERS IN THE CLASSROOM**

Some of our students receive outside services from various therapists. We always welcome those services to be met in the classroom if necessary. When a therapist first comes into the building to work with a child, they usually stay inside the classroom to observe the interactions and behavior patterns to help the child. The therapist takes a few minutes to speak with the classroom teacher about which services the student is receiving and if the teacher has any concerns.

At the next meeting, many therapists may decide to bring the student to a quiet area with no distractions. Each week, the therapist comes in and greets the students and the teachers, spending a few minutes with the students while they play. The therapist then helps the child clean up and walks with him or her to a quiet classroom to work. When they are finished, the child is brought back into the classroom. The therapist usually plays for a few minutes and speaks with the classroom teacher about how the session went and anything they should relay to the parents before leaving.

### **MOVING A CHILD INTO A NEW CLASSROOM**

When a child is moved up into a new classroom because of age, we follow the same procedure to help them transition. For two weeks, the child is dropped off in his or her regular room and then brought to the new classroom later on in the day to spend a few hours there. After that time, the child is moved back to their regular classroom for the end of the day. This helps the child get used to the rules and routines for the new classroom. The parents are sent a letter informing them that their child will start in the new room. Before the child begins, the new teachers make sure there is a cubby waiting and helps move their things over. When the child is first dropped off in the new classroom, the teacher spends a few minutes talking to the parents and child before helping the child ease into the daily routine.