

Parents

If your child has:

- A temperature of 100.4 F or above
- Vomiting (2 or more times in 24 hours)
- Diarrhea (2 or more watery stools in 4 hours)
- Pink eye
- Rashes (contagious)
- Communicable Disease
- Ring Worm
- Scabies
- Chicken Pox
- Whooping Cough
- Mumps
- Measles

According to State of Illinois, there is a mandatory 48 hours waiting period before the child can return to school that will now be implemented.

Thank you,

Live and Learn

Guidance and Discipline Policy

Live and Learn Child Development Center believes that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try to teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the daycare frequently, so they know what is expected of them. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (hitting, biting, aggression, etc), hurts others, or property, the following developmentally appropriate guidance techniques will be used:

- **Positive Reinforcement:** The child will be encouraged when he/she is demonstrating acceptable behavior.
- **Use of problem solving instead of punishment:** Teachers and children will talk through the situation.
- **Redirection:** The child is redirected to another activity and given a opportunity to try again at another time.
- **Time-Out:** The Child is separated from the group for an age appropriate amount of time (One minute per year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type of behavior, or hurting oneself, others or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again. Not to be used on children under the age of two years old. We also have a chair the kids are asked to sit in and think about making better choices to allow them to reflect on the decisions they may have made that were unacceptable.
- **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problem cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Child Abuse Policy

All staff of the Live and Learn Child Development Center are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment of the part of any employee, parent, or volunteer. Any abuse or maltreatment of a child is prohibited. Any means of corporal punishment is prohibited. If any type of abuse is suspected it will be reported to the State Registry.

Parent Signature: _____ Date: _____

STATE OF ILLINOIS

DCFS

(Department of Children and Family Services)

LICENSING STANDARDS FOR DAY CARE CENTERS

All parents are required to read and sign the Licensing Standards Handbook

Parent Name _____

Child(ren) Names _____

Date _____

CFS 581
Rev. 12/2000

State of Illinois
Illinois Department of Children and Family Services

VERIFICATION OF RECEIPT

I/WE, _____

Please Print Name(s)

parent(s) of _____

Name(s) of Child(ren)

hereby certify that I/we have

received a copy of a summary of licensing standards printed by the Illinois Department of Children and Family Services.

Signature of Parent

Date

Signature of Parent

Date

THIS COMPLETED FORM IS TO BE PLACED IN EACH CHILD'S FILE AT THE DAY CARE FACILITY.

Dear Parents,

We are near the end of our summer session. Fall semester will begin the day after Labor Day. We here at Live and Learn Child Development Center are committed to excellence in education each and every day. Our teachers have been diligently working on Lesson plans to ensure that each and every child is inspired to learn to their fullest capacity by providing an engaging academic experience that fosters independence in a safe and nurturing environment.

Our goal is to help our children become cooperative learners, critical thinkers, and strong leaders who will positively impact the world around them.

You can help us ensure your child's academic success by:

- Sending him/her to bed at an appropriate hour
- Making sure your child has breakfast or is here by breakfast time (8:15 -8:50)
- Checking completed work/homework to monitor their progress
- Asking him/her about their day at school
- Participating in school assignments that may involve family
- Reading aloud to your child for **20** minutes a day
- Having open communication with your child's teacher
- Being open to suggestions, concerns, or change

On our first full day into our Fall program, in September (the day after Labor Day), we ask for your cooperation in getting your child the best start possible by making sure that your child is in class and ready to learn no later than 9:00am sharp. No child arriving after 9:15am will be admitted. This allows teachers to give the children in class their undivided attention during lesson time without any interruptions.

Please remember to sign your child and out each day. Not only is this a safety measure, it helps us keep track of programs that are implemented and ones that we will be participation in the upcoming year.

If your child is ill, please remember to keep your little one at home until they feel better. If the illness keeps them out more than three days, please bring them back with a doctor's note clearing them to return to school. Temps will be taken upon arrival, to gain entry. Temperatures can not be over 100.4.

Please be sure to fulfill your child's supply list for the upcoming school year. Your child success begins with these fundamental tools.

Please remember to read and sign the Parent Agreement Form in the back of you updated Parent Handbook.

Thank you and we look forward to a great and productive upcoming year.

Live and Learn Child Development Center

Live and Learn Child Development Center

Parent Agreement

1. Students shall attend school every day. Parents must write or call the school for any absence. A child absent three (3) days or more must have a doctor's statement to return to school. There will be make-up work for doctor and dentist appointments only.
2. Students can be detained, suspended, or expelled from Live and Learn Child Development Center due to extreme behavior. The center reserves the right to cancel your child's enrollment for non-compliance with behavior policies and procedures.
3. The students shall obey all rules and directions: the parent shall support the school in its decisions. The school and the parents are partners together for the benefit of the child.
4. Parents will cooperate promptly with requests for documentation, evaluation, or other professional services. Such requests should not exceed 15 days.
5. Each child shall always have an annual physical and up to date immunizations signed by a physician on file with the center's office or an exception affidavit. Parents will provide the center with a copy.
6. Parents shall help with homework and promote study in the evenings. Homework is a reinforcement of what has been taught in the classroom.
7. Parent-teacher conferences are mandatory. Parents will attend on scheduled dates; parents unable to attend will reschedule with the child's teacher for a later date, not to exceed 10 business days from original date.
8. Parents will ensure their children are in bed at a reasonable time on school nights.
9. Parents are required to update all emergency information as needed. This includes but is not limited to; address, phone numbers and individuals authorized to pick up your child(ren).
10. Parents will provide their email address to secure and read the monthly newsletters and updates.
11. Cell phone use is prohibited in the center. Please end your call before entering the building.
12. Parents are to remember that they are conducting business in a professional and Christian environment. With this in mind, the use of profanity, loud or disrespectful tones/behaviors to any staff member is prohibited in any situation. Failure to follow policy will result in the termination of your child's enrollment. The first time of any such belligerent behavior or abusive language will result in an official written notice; 2nd offense will result in any interruption of childcare for two days; 3rd and final offense will result in a dis-enrollment.
13. Parents will comply with all state regulations and center rules as set forth in the Parent's Handbook.

Child's Name (Print)

Parent/Guardian Name (Print) _____ Date _____

Parent/Guardian Signature _____ Date _____