**Thank You** for your interest in my **Bright Smiles Daycare!** We believe that all children are special and unique. It is our goal to provide children with a safe environment that nurtures self-esteem and security. We provide an informal education program to promote learning through hands on play and discovery. Bright Smiles Daycare encourages parents to discuss expectations they have and/or want for their child and our staff. We are always open to any feedback about our services. It is important that parents and educators communicate together and establish a good relationship, which is in everyone's best interest...especially the child's.

**Bright Smiles Daycare is:**

A member of the USDA food program.

A DCFS licensed Daycare Center

All staff is CPR and First Aid certified.

All staff is required by DCFS to complete 15 hours of in-service training per year.

Bright Smiles childcare program is semi-structured with individual activities, group activities, supervised free time, and supervised outdoor play. Many of these daily activities will focus on early learning skills such as letters, numbers, colors, and shapes, as well as manners, dressing one-self, self-help skills and age appropriate house hold activities.

**Director Information:** Karen Bunker is the Director of Bright Smiles Daycare, 1705 E 87th Street. Our director can be reached during business hours to discuss daycare information and concerns at 773.757.4797. The assistant director, Tamara Rattliffe, can be reached at 773.727.0778. Additionally, the owner Rami Brown can be reached at 773.398.9216 during normal business hours.

 **Preschool Program:**

 1. Small muscle: coloring, puzzles, play dough, and a variety of blocks and other

activities.

2. Large muscle: crawling, marching, running, jumping, dancing, stretching, exercising,

and sports participation such as: bowling, playing catch, basketball, etc.

3. Creative play: (stimulate child's imagination and language skills) play areas that may

include store, post office, dress up, and puppets.

4. Arts & Crafts: projects emphasizing creativity/technique and most importantly "trying"

rather than final outcome.

5. Music: daily use of songs, rhymes, poems, piano or recorded music.

6. Science: activities that encourage investigations, observing, discovering and problem

solving. Example: cooking, growing a plant, bug hunts, etc.

7. Math: counting is a part of every day. Other activities involving concepts such as

volume, size, shape, and measurements.

8. Language Arts: Story Time will occur daily. Children will be encouraged to

participate in group conversations, social conversations, story telling, and role-play.

9. Outdoor Play: We will go outside daily, weather permitting (if it's too cold, we will remain indoors) On days when we can not get outside, we will have activities planned for large muscle development.

***Admission and Enrollment Procedures:***

Prior to the your child’s attendance, a conference with the parent or legal guardian and child is required to acquaint each new family with the environment, staff, and schedule for child care. During this visit, the parent or legal guardian will have an opportunity to review the “Parent Handbook” and other written materials maintained at the facility. The following forms will be completed and submitted to the office prior to the your child’s first day of attendance. The information in these forms will remain confidential and will be shared with other caregivers only as required to meet the needs of the child.

**Forms:**

Bright Smiles must have the following forms completed and signed prior to your child entering into my care. We will not be able to provide care for your child(ren) without them:

**Application**

**Consent Form**

**Medical Form**

**Verification of Receipt from Licensing Standards Booklet**

**Birth Certificate**

**Signed Contract**

**Supplies:**

 Parents are responsible for supplying the following:

Infants – Diapers, wipes, formula, bottles, baby food, 2 changes of clothes.

Toddlers – Diapers or training pants, wipes, 2-3 changes of clothes including socks, a pair of slippers, blanket for sleeping cot and one pillowcase.

Preschoolers and older – Change of clothing, including socks, a pair of slippers, a blanket for sleeping cot and one pillowcase.

\*Parents are encouraged to bring extra seasonal outdoor clothing such as hats, mittens,

coats, etc. to keep at daycare.

\*I prefer these items to be left here.

***Hours of Operation:***

Bright Smiles Daycare is open from 7AM to 6PM.

**Open Door:**

You are invited and welcome to visit the day care anytime your children are present.

You are asked to avoid visiting during transitional times, feeding times or nap/quiet time as much as possible. Please knock/ring the door bell as the door will be kept locked for safety reasons, but will quickly answer the door as soon as you arrive. Parents are also free to call at any time. If

there is no answer, please leave a message or text. We will return your call soon as possible.

**Behavior & Discipline Policy:**

No child will be hit, spanked, belittled, or otherwise intimidated at the provider's. No corporal punishment will be used. Children will be treated with courtesy, respect, and patience. Discipline will be according to age and understanding level. Younger children, babies, and toddlers, will be redirected to another activity. Older children will be given timeouts depending on the severity of the offense (one minute per year of age) and the child will not be left unattended. If a child's behavior becomes a problem, we will address it with you and we will try to resolve it together.

 \*\*AT NO TIME WILL A CHILD BE SUBJECTED TO PHYSICAL PUNISHMENT OR

SHAMING, FRIGHTENING OR HUMILIATING METHODS, OR ANY TYPE OF

VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR WILL

DEPRIVATION OF A MEAL OR ANY PART OF A MEAL BE USED. NO CHILD

WILL EVER BE PUNISHED FOR BATHROOM/TOILET ACCIDENTS.

**Nap Time:**

All children are REQUIRED by the provider to have a nap/rest period. No child is forced to sleep, however they must remain quiet. Older children, and those who wake early, will be allowed to read a book until rest time is over. Please try not to schedule pick-ups or visits during this time to lessen the disturbance to the resting children. All children will be given clean separate bedding in accordance with the Illinois Day Care Licensing Rules.

 **Toilet Training:**

Bright Smiles Daycare will assist you in toilet training your child with the understanding that it will be successful only if we work together. Underwear/pull-ups supplied by the parent will be used. Please send your child in easy-on/easy-off clothing until they are able to completely undress and re-dress themselves. Two changes of clothing are required at all times. We do no launder soiled items. Soiled items will send them home in a plastic bag. Please replace any clothing sent home the next day.

**Meals/Snacks:**

Nutritionally balanced meals and snacks will be served. The children are offered meals and are encouraged but not forced to eat. Please do not send any food or drink with your child without prior approval.

 Meals/Snacks will be served at the following times:

8:45-am9:15am-Breakfast

11:45-pm12:15pm-Lunch

3:00pm-3:30pm-Afternoon Snack

Please have your child at the daycare no later than the designated times to receive a meal, or please be sure your child has had the meal at home. Children are encouraged to use mealtime to share their experiences with each other. Manners will be taught and encouraged at this time as well. Please list on the child information sheet any food allergies your child may have. If your child needs a special diet, we will attempt to adjust my menus, or ask that you provide some of these foods.

 **Clothing:**

Children should wear clothing for comfort and convenience. For the child's safety, please no clogs, flip flops, etc. Comfortable sneakers or close-toed shoes should be worn. Please dress your child in clothing that is suitable for the weather. This means hats, mittens, and jackets/coats when necessary.

This is a hands-on childcare, children learn by doing. Washable art supplies are provided, but caution never hurts! Children should not be worried about getting dirty or having spills on their clothing. We will always do our best to take care of the child's belongings. However, accidents do happen and the childcare is not responsible for lost or soiled clothing. PLEASE LABEL YOUR CHILDS CLOTHING.

If there is a special occasion that calls for special clothing (a visit or party right after child care or a trip to the photographer), please send the clothing with the child and we will prepare your child and get them dressed prior to your picking them up at the end of the day.

**Illness:**

It is in everyone's best interest that a sick child stays home. If a child has any of the symptoms listed below, they will not be permitted to attend day care until 24 hours after the last incidence of fever, vomiting, severe diarrhea, or until 24 FULL hours after medical treatment has begun as prescribed by a physician.

Symptoms include but are not limited to:

1. Fever of 100 or more

2. Severe diarrhea (cannot be contained by the diaper or toilet)

3. Unexplained rash (child will not be allowed in daycare until a medical exam has

indicated it is not a communicable disease)

4. Vomiting

5. Pinkeye or eye drainage

6. Chickenpox-until all blisters have dried and formed scabs, about 6 days after the onset

of the rash.

7. Sore throat or loss of voice

8. Hacking or continuous coughing

9. Yellow or green runny nose

In the event that your child is ill and needs to miss a day, please call (no earlier than 7am) before your anticipated arrival. If your child has an extended illness (longer than 2.5 weeks), a discount may be arranged to hold the position at the director’s discretion.

If a child becomes ill while at daycare, parents will be notified and he/she must be picked up within one hour. The sick child will, if possible, be isolated from the other daycare children to minimize exposure, although, not in a bad way as to make them feel even worse. If a child is absent for an extended period of more than one week (5 days) due to illness, a doctor's slip is required upon return to care.

Illinois Department of Public Health requires that a child suspected of having or diagnosed as having a reportable infectious, contagious, or communicable disease for which isolation is required, be excluded from the home until they, or the local Health Department, states in writing that the communicable, contagious or infectious stage of the disease has passed and that the child may be re-admitted to the daycare.

 **Health:**

A health care summary must be completed by a physician PRIOR TO ADMITTANCE. Bright Smiles Daycare must have immunization records for each child. Please keep these records up to date as this is required by DCFS.

We will do our best to maintain a healthy environment for the children although no environment can be made germ free, keeping their hands clean can lessen the harmful effects of germs. We will follow all hand and equipment washing rules as stated in the Illinois Licensing Standards for Day Care Centers. We will encourage the children to wash their hands often and require hand washing upon arrival, before eating, and after toileting.

**Medication:**

Written permission is required before any medication, diapering products, sunscreens, lotions, or insect repellants can be given. All prescription medications must have the child's name, name of medication, Doctor's name, name of pharmacy, prescription number, date, and directions for administering/dosage on the label. We also require instructions written by the parent stating the times, dosage, and duration of the medication. The medication must be in the original container as dispensed by the pharmacy. Administration of any medication will be logged on a Medication Administration Record.

**Safety:**

Bright Smiles Daycare is a safe environment for children. We have emergency fire and storm procedures. Practice drills will be completed regularly and recorded in a monthly log provided by DCFS.

Please DO NOT send toys, food, candy, gum, or money with your child unless specifically asked to do so. These items can pose a choking hazard if the provider is not aware of them.

In the event of any injury (other than minor scrapes, bumps, scratches, etc.), the parents are notified immediately.

Although supervision is constantly given, we cannot be by the child's side at all times to prevent falls, tripping, bumps, etc. If the child is injured in a non-life-threatening way, the situation will be assessed and first-aid provided.

In the event of a serious injury, the parents will be notified immediately and necessary

steps will be taken to obtain medical aid. For emergency purposes, PARENTS MUST

KEEP ALL CONTACT NUMBERS CURRENT. If we are unable to reach you, or your emergency contacts, we will transport your child to his/her doctor or to Trinity hospital ,if necessary. If immediate intervention is required, we will take appropriate action, including calling 911 and having your child transported by ambulance to the hospital.

You and your family insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in child care. The childcare is not responsible for any accidents that may happen to your child or for any medical or legal charges.

**Fire:** There is a fire extinguisher located in the kitchen in every kitchen in the daycare center. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so the children will be prepared

in the event of a fire.

**Power outage:** There are flashlights located throughout the daycare. If the power remains

out for some time, there are non-perishables located in the kitchen that will be used to eat.

If the weather is inclement and center is getting too cold for the children, you will be

called to pick up your child.

**Emergency Plan:**

In the event of an emergency the following emergency plan:

1. The caregiver who is with the child and who has had pediatric first aid training will provide first aid.

2. The classroom teacher will activate the Emergency Medical Services (EMS) system by dialing 911 when immediate medical help is required. The Director will contact a parent or legal guardian or, if the parent or legal guardian cannot be reached, the alternate emergency contact person

3. A staff member will accompany the child and remain with the child until the parent or legal guardian assumes responsibility for the child.

4. The classroom teacher will complete an injury report form as soon after the incident as possible. The form will be signed by the parent or legal guardian. Copies will be distributed to the parent or legal guardian, the child’s record at the facility, and the facility’s Injury Log.

5. **Dental Emergencies:** Dental injuries will be given first aid as in 1 above. If emergency dental care is required, a staff member will accompany the child and remain with the child until the parent or legal guardian assumes responsibility for the child.

**Smoking:**

Bright Smiles Daycare is a smoke free environment!

**Television Viewing:**

Television viewing is an important issue for parents. TV time will be very limited and monitored. Viewing time may be allowed in early mornings (prior to breakfast). The programs I allow children to view are shows like Pepa Pig, Super Why, PJ Masks, and other programs on PBS kids, or Nick Jr. If there are any objections to this, please let me know. I will honor parent's personal rules about television viewing. We occasionally watch children's movies which are rated G (or not rated) such as Elmo, Sesame Street, or Baby Einstein videos. Again, please let me know of any objections to any movies.

**Drop-off/Pick-up:**

* *Please do not leave your car running.*
* *Your child must signed in and out by you.*
* *Your child must arrive to child care prior to 10:00am.*
* *There is a 10hr maximum per day for childcare services.*

No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pick-up list, without WRITTEN permission from the parent. Telephone permission WILL NOT DO! Anyone unfamiliar to me will be required to show proof of identification. Please make the alternate pick-up person aware of these requirements.

If the person picking up the child appears to be under the influence of alcohol or drugs (by sight or smell), another authorized person will be called to pick-up both the child and the adult.

**Transportation:**

Parents will be notified in advance as to when a field trip is being planned. Children will not participate on a field trip unless parents have signed the travel authorization form.

All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. The only time we may leave without notice is in case of an emergency, in which case a note will be placed on the door leaving instructions where the children can be found. Unless it is an emergency, you will ALWAYS be notified prior to any outing. You, as parents, reserve the right to refuse. If we do not have your permission to transport your child, you are expected to pick up your child immediately and make alternate childcare arrangements. Bright Smiles may request a car seat be left with me for field trip days.

**Days & Hours of Operation:**

The Day Care is open from 7:00 am until 6:00 pm Monday through Friday. Hours of care are contracted from child to child.

**Birthdays:**

We honor major holidays and all children's birthdays. If you would like to bring a special treat for the children, please let me know ahead of time. You are more than welcome to participate in ANY activities we have planned. Please inform me if you do not wish for a holiday (Christmas, Halloween, etc.) to be focused upon.

**Holidays, Vacation, and time-off:**

 The Daycare will be closed on the following holidays:

The daycare is closed on the following days; New Year’s Eve, New Year’s Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve and Christmas Day. These will be paid with the regular weekly rate. If any of these days fall on the weekend I will close either the Friday before or the following Monday. If there are additional days off for vacation, illness, training and workshops, etc., I will give at least 2 weeks written notice. Parents are responsible to have back-up care available in case of these closings.

In addition, The Provider will close for 2 weeks (10 days) vacation per year.

Notification of at least 30 days will be given prior to any closed days with the exception of emergencies or illness. Please have a backup childcare provider for these occasions.

\*\*\*If care is needed for children at a time that is different than those stated in the contract, parents must request make the request prior to the day the care is needed. A minimum of a 24-hour notice is appreciated. Phone calls and text messages are received between the hours of 7am – 7pm. We understand that situations come up and we will try and help out whenever possible. Please be aware that all requests will be granted.

**Fees:**

***Tuition:***

The tuition at Bright Smiles Infant Suite is $880.00 per month for infants, $750.00 per month for potty-trained toddlers and preschoolers.

Late/Early Fee: $10.00 per 5 minutes per child (after a 10 minute grace period)

 Please note: this is $120 per hour, so please be on time!

 Late Payment Fee: $10.00 per day that payment is not received

 Returned Check Fee: $20.00 plus any additional costs I incur for a returned check.

All co-payments are due on the first business day of each month. Your co-payment is considered late after the 5th day of the month. There will be a $25.00 late fee after the 5th day of the month. If the payment is not received by the 15th day the child will not be allowed attend childcare until the dept is paid.

All cash monthly payments are due on the first weekday of the month for the current month of service. A $25.00 late fee will be accessed if payment is not received by the 5th of the month. If a period of 30 days passes without payment received, the contract will be terminated, the position filled, and the collections process begun. You will be responsible for any costs related to collection of the childcare fees.

Cash or Check is accepted and a receipt will be given. A fee of $20.00, plus any additional costs I incur, will be charged to you for a returned check. All future payments will then be made by cash.

A year end statement of all childcare fees paid will be provided within the first 4 weeks of the New Year, to the address that is on the contract or via email.

Childcare fees are due regardless of whether or not your child attends. You are paying for a position, as well as a service. These fees are due regardless of unforeseen or arranged absences such as illness, or appointments.

Please be courteous and inform the director of lateness and absences, as waiting for children to arrive affects our schedule. All children are expected to arrive to childcare before 10:00am. Children arriving after 10:00am will not be allowed to attend childcare that day.

All childcare services will be contracted. The contract is a legal document obligating Bright Smiles Daycare to provide a service for you and obligating you to pay me for that service. There are other requirements in the contract. Please read the contract and realize that it is legal and you will be held liable for each item of the contract. By signing it, you are accepting it in all of its terms.

**Trial Period:**

There will be a two-week trial period for all children. The contract may be terminated by either me or the child's parents during these two-weeks if either party feels there are reasons to do so with out the need for a two-week notice.

**Terminating Child Care:**

After the trial period a two-week notice must be given prior to terminating childcare services, or to make changes in the contract (i.e. need to change hours or days care is needed). Parents will be responsible for paying for the two weeks after notice is given regardless of whether parents choose to keep children in care or not for those two weeks.

If I feel that the requirements of the contract are not being met or if there is a conflict in caring for a child I may choose to terminate the contract. I will give families a minimum of a two week notice and assist in any way I can to help families find new child care.

If payment is not made and your account remains delinquent, legal actions will be taken.

All collection charges, late charges and legal fees will be added to your account and owed to the childcare.

The child care reserves the right to terminate the service if:

1. Immunizations are not kept current (by IL state regulations)

2. Tuition is not paid in full (or parent fee for subsidized families)

3. If the parent is not supportive of the policies and procedures

4. Any employee is treated in an abusive or derogatory manner

5. Child fails to adjust in the day care

6. If the child's behavior is disruptive, unmanageable, and/or harmful to the other children

or to the employee’s of Bright Smiles Daycare

If immediate termination/dismissal is required (for any reason including non-payment) two weeks payment is required with no further care provided.

**Child Abuse/Neglect:**

I am required by law to report any suspected signs of child abuse and/or neglect. This includes any form of physical punishment by the parents in my home.

 **Liability Insurance*:***

Bright Smiles Daycare is protected by liability insurance as required by the Department of Children and Family Services.

**Confidentiality:**

The information that you supply the director will be kept confidential. At all times, we will respect your privacy. Before any of the information is released to outside persons, the parents will sign a release form. (This does not apply to law enforcement.)

**Communication:**

The purpose of these policies is to keep misunderstandings from happening. Bright Smiles Daycare hopes it provides parents with a clear picture of the expectations the daycare team has for you and your family, as well as clear expectations your family can have for the daycare. If at any time a parent has a question concerning any part of this contract, please contact Rami Brown immediately. Communication is the key to each child getting the best care possible.

\*\*\*These policies are subject to change and will be updated (and must be signed) yearly.

A two week notice will be given when a policy is changed, added, or revised.