

The Caring Place

AT THE CARLE FOUNDATION

6:00 a.m. – 6:00 p.m. | Monday – Friday



809 West Park Street | Urbana, IL 61801
P 217-383-3277 | F 217-383-4534

www.carlecaringplace.com

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MISSION STATEMENT:

To foster the development of the whole child in a safe, nurturing, non-pressured atmosphere through play and varied experiences.

Throughout the day your child will be encouraged to explore activities that will allow him/her to learn about the world. Language, math, science, art, and practical life skills are all areas that are integrated into our daily routines in every classroom.

Many people have the mistaken impression that preschools prepare young children for kindergarten while child care centers or day cares do not. But, the fact is you can't separate the two. Any good child care program will include educational care offering the same kind of school readiness curriculum provided in a preschool.

ENROLLMENT POLICIES:

The Caring Place is open to children ages six weeks through twelve years. Enrollment is subject to availability. Our waiting list is an important part of our day to day operations. The Caring Place works hard to accommodate everyone's needs but we do give priority to Carle Foundation Hospital first, and secondly to all other families who wish to enroll.

We ask that you call to schedule your initial visit to The Caring Place so the director or assistant director can show you the facility. We then encourage you to drop in at various times to see the center throughout the day.

Once enrollment is scheduled, we ask that you make an appointment to receive the necessary paperwork. This includes an enrollment information sheet, physical and immunization record sheet, daily information sheet, to help us get to know your child, Child and Adult Care Food Program forms (CACFP) and D.C.F.S. regulations. You are welcome to take these papers with you, but all paperwork must be completed and returned to the center prior to your child's enrollment date. You will also be requested to provide a copy of your child's official birth certificate. We are not able to allow a child to attend until all paperwork is completed by both the parents and your child's physician.

TYPES OF CARE:

- **Full Day Care:** Full day care is available between the hours of 6:00 a.m. and 6:00 p.m. Full week schedules are preferred but 2 day (Tuesday/Thursday) and 3 day (Monday/Wednesday/Friday) options may be offered depending on availability at the time of enrollment. The days must be designated in advance and must be the same days each week.
- **After School Care:** We provide transportation from several schools in the Champaign/Urbana area. The school schedules must coordinate with our van run schedules to allow this transportation. If at some point there are not enough children to warrant a van run, we will make adjustments at that time. If your child will not need to be picked up or time out of school is different than usual please inform us as soon as you know of the change.

If schools have early dismissal due to inclement weather, pick-up by The Caring Place will be determined as needed or parents will be notified if other arrangements need to be made.

- **Drop-In Care:** Drop-in care is based on daily enrollment. If you are in need of care for your child for additional days or on an as-needed basis, your child may attend the center if space allows. Arrangements should be made in advance, if possible, or plans can be made on the day needed if the space is available. If space is reserved, payment is required whether or not your child attends. Payments are due by the end of the arranged drop-in care.
- **School Age Summer Camp:** During the summer, children ages six to twelve years can participate in summer camp. This camp includes frequent field trips for an additional, nonrefundable registration fee that is required to reserve your child's place. This fee will not be prorated. This camp is located in our Camp Caring Place facility.

FEES AND CHARGES:

- **Registration Fee:** A non-refundable registration fee shall be paid at the time of enrollment. This is a one-time fee, as long as the child is enrolled or uses the center's drop in service once every 120 days. This fee is due prior to your child's start date, or arrangements for payroll deduct need to be arranged.
- **Tuition Fees:** Rates are based on the child's age (classroom) and number of days attending. Rates include infant cereal, a milk-based iron fortified formula, table food, juice, milk (2% and whole), and wipes. Tuition includes breakfast, lunch, and one snack per day.

All payments are due in the payment box by noon on Tuesday. You are welcome to pay in advance or for several weeks at a time, as long as you are paying for the current week. Payments accepted include cash, check or money order made payable to The Caring Place or TCP, Tuition Express and Carle payroll deduction.

- **Late Payment Fee:** Payments not made by noon on Tuesday will be assessed a \$10.00 late fee. Continuous late payments may result in discontinuance of service. These payments are due upon notification of the charge and subject to further fees if not paid by the date specified.
- **Late Pick Up Fee: THE CARING PLACE CLOSSES AT 6:00PM.** Parents are expected to make arrangements to have their child(ren) picked up by 6:00p.m. There will be a late charge of \$10.00 for the first 10 minutes or portion thereof and \$1.00 per minute thereafter, unless previous arrangements have been made. Fees should be paid to TCP by the following Tuesday at noon or arrangements should be made to have the payment payroll deducted. DCFS standards state that no child can remain on the premises for more than 12 hours in any 24 hour period, unless the parent's employment requires more than 12 hours of day care and the schedule has been confirmed in writing by the parent for the child's file.

****If a child remains at the center an hour after closing without any contact from the parents and emergency contacts are unreachable we will contact the police and place the child in their care.**

- **Absence and Vacation Credit:** Absence credit is half of your child's weekly tuition rate. Two weeks of vacation/absence credit is allowed per each calendar year. To use vacation/absence credit, your child must not come any of their scheduled days that week. We will credit your account automatically unless you indicate that you wish to save your credit. If you do not wish to use your vacation credit, you must notify us in advance. There are no credits given for missed days nor are "make-up" days allowed.

Receipts:

Flex spending accounts: Please notify management by e-mail or by a written letter stating when you prefer to receive your receipts for flex spending (typically printed the first Monday of the month for submission of the previous month).

Checks/Cash: You will receive a weekly statement.

Discounts:

- **Carle Foundation Employee Discount:** Carle Foundation employees receive a 10% discount. This discount applies to all children of these employees.
- **Multi-Child Discount:** A 10% discount is given to the oldest child if multiple children in a family attend The Caring Place. This discount is given after all other discounts have been subtracted.

WHAT TO BRING AND WHAT TO WEAR:

Children are required to have at least one complete set of clothing in their cubbies at all times. This should include pants/shorts, shirt, socks, and underwear. If your child is in the potty training stages, several extra sets of clothes are recommended. Please label all clothing with your child's name and make sure that it is weather appropriate.

During the summer months, each child should bring a swimsuit and a bath towel for water play. If your child is in diapers, please also provide swim diapers.

We provide blankets for nap; however, you may wish to bring a labeled blanket or sleep toy from home to help with nap time. We ask that other toys be left at home unless cleared with your child's teacher. Books are welcome, if your child's name is clearly written in them to ensure their return.

Children should dress in washable clothing in which they can play comfortably and manage with minimum help; we cannot ensure that clothing will stay clean. Children being toilet trained should dress in loose fitting pants they can manage themselves. Please make sure all clothing is weather appropriate.

*****The Caring Place is not responsible for any items that are lost or stolen.***

CONFIDENTIALITY:

Any information parents discuss with the director or staff regarding their child, family or other matters will be held in the strictest confidence. Information only will be shared if the matter pertains to the care of your child and only will be shared with directly related staff.

DISCIPLINE POLICY:

Discipline is guidance. The use of reasons and explanations along with clear expectations and consistent rules are important in guiding children's behavior. We use a positive approach to discipline where each child is treated with respect and his/her feelings will be considered at all times. We will guide your children without the use of humiliation, intimidation, fear, or force.

Our first step in guiding young children is to use redirection. Perhaps move the child to a different area of the room to allow them to calm themselves. If this does not settle the child, we use "time out" for children 2 years and over (using one minute per the child's age). If a child has persistent difficulty, we will keep you, the parent, informed and ask your help in dealing with the situation. If needed, a meeting with the director and teacher(s) may be called to discuss the situation.

If at any time a child is in danger of serious injury to themselves or other children/staff, the parent will be required to pick up the child for the remainder of the day. Incidents will be documented using an incident form and parents will receive a copy. The director and the parents will work together to come up with ideas and solutions to help the child.

The director may suggest a mental health consultant to do further observations. After several attempts to help a child with behavioral issues, the center reserves the right to have the child expelled or suspended from the program if the behavior does not improve.

The Caring Place reserves the right to require parent(s) to spend time at the center observing continuous problem behaviors in order to help assist in finding a common solution.

No two children are cut from the same mold and not every child enjoys group care. Some children cannot adjust to the child care structure; however, a month is not an unusual adjustment time. If your child does not seem to be adjusting to the group setting, we will make suggestions to try and help them adjust. However, any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from our care offered at The Caring Place, or whose presence is detrimental to the group, shall be discharged from the facility. In these instances we will offer suggestions or referrals for alternate arrangements at other agencies or facilities.

PARENT VISITATION:

Parents are invited and encouraged to call or visit the center at any time. You are welcome to eat lunch with your child or observe the classroom. We also encourage parents to join the children on field trips. The Caring Place reserves the right to limit the amount of time a parent spends if their time in the classroom becomes excessive, or is in any way disruptive to the program or to other children in the classroom.

You are more than welcome to take your child out of the center throughout the day. Please sign your child in and out with the time clock when you take them out of the building. We do ask that you try to not disrupt nap time for the other students.

COMMUNICATION WITH PARENTS:

We feel that communication with parents is very important and we try our best to keep you informed of the comings and goings of the center.

Infants through 2 yr. classrooms: Each day, you will receive an information sheet giving details of your child's day. If there is additional information that you would like to know about your child's day, please ask your teachers.

Each classroom publishes a monthly newsletter, giving updates on the different activities and any upcoming events. If you have anything you would like to share in the newsletter, please give the information to your child's teacher.

ARRIVAL AND DEPARTURE:

All children must be escorted directly to their room by the adult bringing them to day care. Please be sure to drop off older children first and to pick up last so that we can limit the amount of traffic in the younger rooms. Infant I room parents are asked to either take off their shoes or put on protective shoe covers to help reduce dirt on the floors.

All children are required to wash hands upon arrival to their classroom.

When dropping off or picking up your child, please use the time clock located at the front door. The time clock is a precise record of check in and out times. It recognizes a unique fingerprint for each authorized employee or pick-up person. This system is also an information hub, relaying important messages, balances, and immunization data for parents. If someone other than parents will be picking up your child, you must inform the center in writing (email also is an acceptable method). This consent includes people listed on your enrollment sheet. In emergency cases only, your verbal permission to release your child will be accepted after verification. Please remind those picking up your child to bring a picture ID into the building so that we may release the children to their care and to ring the doorbell.

The staff of The Caring Place reserves the right to call the person who is next on the child's emergency list if, in our opinion, the person picking up the child is unable to care for the child in a safe manner.

For your convenience, there is a loading zone near the front entrance that will accommodate three vehicles. Please be considerate of those with children who need to be carried and allow them to use these parking areas. To avoid congestion and for the courtesy of others, we ask that parking in this area be limited to those dropping off or picking up and not to be used by those who plan to stay more than five minutes. In addition, any vehicle parked in the drop off zone must be turned off to avoid unnecessary fumes from entering the building. We appreciate your cooperation.

There also is one handicapped parking space in the lot. Please do not misuse the spot.

BIRTHDAYS OR SPECIAL OCCASIONS:

Commercially prepared foods may be brought in occasionally by parents as part of a holiday or birthday celebration. Food brought in for this occasion must arrive unopened as packaged by the bakery or manufacturer or it will not be accepted. Party celebrations will take place during afternoon snack unless otherwise arranged with your child's teacher.

WEB CAMERAS:

Each of the classrooms are equipped with web cameras. Each family sets up a user name and password to log onto our secured website. You may give this information to those you feel comfortable having access. We hope this will help you feel more familiar with your child's day.

PHYSICAL AND IMMUNIZATION UPDATES:

DCFS regulations require that your child have an updated medical form, including the date and physician's signature every two years for all children. Forms may be obtained from the office or from most physicians. We also must have a current record of your child's immunizations with a signature from a medical provider. We periodically review files and will require you to find any missing information.

Those forms can be sent to us through Carle's courier system or picked up from your doctor's office.

CHANGE IN PROGRAM/SCHEDULE/TERMINATION OF SERVICE:

A one week written and signed notice is required on all parent initiated changes in schedule or program. A two week notice will be given to parents when a child is scheduled to make a room change.

Two weeks written notice must be given to the director/assistant director when service is terminated. If the director/assistant director does not receive written notice, parents will be charged for two weeks tuition.

The Caring Place needs to be given written notice of any change of address and phone numbers of parents or emergency contacts. It is very important that your child's records stay current.

HOLIDAYS:

The center will be CLOSED for the following holidays:

New Years Day
Labor Day
Memorial Day
Thanksgiving Day
Independence Day
Christmas Day

SHOULD ONE OF THESE HOLIDAYS FALL ON A WEEKEND, THE MONDAY OR FRIDAY CLOSEST TO THE ACTUAL DAY WILL BE THE OBSERVED HOLIDAY.

You are still required to pay for a full week. Make-up days for holidays and occasional absences are not permitted.

MEALS AND SNACKS:

Breakfast, lunch, and afternoon snack will be served to the children who are here during the designated times. **PLEASE DO NOT BRING FOOD INTO THE CENTER, UNLESS YOU HAVE CLEARED IT WITH THE DIRECTOR.**

A child requiring a special diet due to medical reasons, allergic reactions or religious beliefs shall be provided with meals and snacks according to the written instructions of the child's parents, clergy and/or the child's physician. If providing a special diet causes undue hardship or additional expense to The Caring Place, meals may be provided by the parent after attending a meeting with The Caring Place administration to review the DCFS standards. A signed agreement will be mandatory stating that you, the parent, understand the special requirements put forth by DCFS and assume the responsibility of safety and nutrition of the food brought into the center. All food brought into the center must be ready to serve and clearly labeled (child's first name, last name, and date) and any leftovers must be thrown away or taken home at the end of the day.

We participate in the Child and Adult Care Food Program (CACFP) all children enrolled are required to have the appropriate forms filled out annually.

Infants: Parents of infants can provide unmixed formula or breastmilk and food until their child is on table food. If you wish to premix your child's bottles and/or bring in homemade food, you assume the responsibility of nutrition provided for your child.

MEDICATION:

The Caring Place will administer medication according to the Department of Children and Family Services requirements. Parents can bring in over the counter or prescription medications in their original container, labeled with the child's first and last name. Please fill out the medication sheet in your child's room to specify; list the medication by name, the dosage, and the time to be given. At enrollment, you will need to sign a general medication consent form on the last page of this handbook giving us permission to administer medication. The teacher who administers the medication will sign the sheet and indicate the time medication was given to the child, then at pick-up, please be sure to sign that you were notified that your child received said medication.

Prescription medications must be labeled with the full pharmacy label. The container shall be in such condition that the name of the medication and the directions for use are clearly readable. All medications must come in the original containers.

Medications must be given to the teachers for proper storage. Medications must not be left in diaper bags at any time. Over the counter medications can be left at the center overnight in our locked cabinet if the general medication consent has been signed, however it is preferred if your child will not need the medication regularly that it is taken home. Moreover, we will go through all medication often and will dispose of all outdated medication.

Any medications given for preventable purposes, such as diaper ointment and sunscreen, whether supplied by the parent or by the center, are approved to be administered by the general medication consent and do not need to be signed up daily.

EMERGENCY MEDICAL CARE:

All children requiring immediate medical attention will be transported to Carle Foundation Hospital Emergency Department unless otherwise noted by the parent. If there is any question about urgency, Carle will always be used. If necessary, an ambulance will be called. Parents will be called first only if time allows, but will be notified as soon as possible.

For less serious injuries, parents will have the option of picking up their children to take them for medical treatment from their physicians. Accident reports will be provided for all injuries that occur on site.

CHILD ILLNESS POLICY:

Should your child develop one or more of the following symptoms or conditions while at The Caring Place, we will contact the parent/guardian to arrange for your child to be picked up. Your child must be picked up as soon as possible. If we are not able to reach a parent/guardian within 15 minutes, we will begin contacting emergency pick-up persons.

If your child displays any combination of the following symptoms, the teacher may contact you. This way you can best decide treatment for your child.

Nose: Stuffy, runny nose, watery eyes

Throat: Sore throat or trouble swallowing

Non-specific: Exhibits unusual behavior such as unusually cranky, less active, cries more, loss of appetite, generally uncomfortable, severe headache, or stomach ache

Fever:

Temperature of 101°F rectally or orally.

Temperature of 100°F auxiliary (under the arm)

May return when: Fever free for 24 hours (without the use of ANY fever reducing medications)

Vomiting:

You will be notified after your child has vomited once.

Your child must go home after vomiting a second time.

May return when: Free from vomiting for 24 hours

*See special note

Diarrhea:

2 episodes in a 2-hour period (no chronic bowel syndrome)

4 episodes in a 3-hour period (in MD diagnosed chronic bowel syndrome)

May return when: Free from diarrhea for 24 hours

*See special note

Conjunctivitis:

Unusual tearing, redness of eyelid lining, irritation followed by swelling and/or discharge

May return when: Note from physician stating the child does not have conjunctivitis or 48 hours after antibiotic treatment has been initiated.

Skin rashes:

Yellowish, unusual or persistent rash, severe itching of body or scalp, potentially infectious skin patches that are crusty, dry, scabbed, weepy or gummy.

May return when: Note from physician that child is not contagious or condition has been resolved.

Impetigo:

Blistering rash that when blisters are open, produce a thick, golden yellow discharge that dries, crusts and adheres to the skin.

May return when: 24 hours after treatment has begun and there is no longer discharge.

Chicken Pox:

Low grade fever, vesicular rash (blister-like rash or bumps)

May return: At least six days after the onset of rash and when the child's blisters are completely scabbed.

Strep throat:

Severe sore throat, fever, headache and swollen glands.

May return when: 24 hours after antibiotic treatment has begun.



Head lice:

Tiny insects that live primarily on the head and scalp that appear as tiny white or dark ovals and are especially noticeable on the back of the neck and around the ears.

May return when: the morning after treatment with a Permethrin containing shampoo and is free from live insects. Admittance with nits will be reviewed on an individual basis, drop off will not be not allowed until the child's head has been checked by management.

RSV:

Infection of the upper and lower respiratory tract ranging from a cold to serious respiratory illness.

May return when: Note from physician that condition has been resolved.

Breathing:

Difficult, labored or rapid breathing (over 60 breaths per minute), severe wheezing (especially in infants under 6 mo.)

Note: In the event of a respiratory emergency, the child will be taken to Carle Foundation Hospital for evaluation and/or treatment.

May return when: Note from physician that condition has been resolved.

Ringworm:

Red skin patches with a non-red center, dry and itchy. Mildly contagious, requires direct skin contact.

May return when: As long as rash is covered to prevent spreading. Anti-fungal cream is recommended.

***Special note regarding vomiting and diarrhea:** A note from the physician will not be accepted unless the physician has examined the child. The child must be seen each time they return with a note. The exception is if the child is on medication that is causing the vomiting or diarrhea or has been diagnosed with Shigella.

***The Caring Place reserves the right to not accept a Doctor's note if the child is consistently showing any contagious illness or illness is spreading excessively through the center.*



SAFETY/SECURITY:

To help keep your children safe and secure we have a security system at the front door that requires a registered fingerprint to enter the building. Additional security includes: Carle security officers periodically stopping in to check on us, emergency buttons directly connected to Carle security in every classroom, a weather alert radio in the office, and panic buttons throughout the building.

Tornado/Disaster Procedures: In the event that the National Weather Service issues a weather watch, The Caring Place administrators and teachers will be notified and prepared to react. If a weather warning is issued by the National Weather Service the children will be immediately moved from the classrooms into the center hall of the building. In the instance that the Caring Place is not safe for the children to remain, they will be moved to the main hospital cafeteria and parents will be called. Emergency drills are conducted semiannually.

Fire Procedures: In case of a fire or suspected fire the school will be evacuated and roll will be taken to ensure all children are out of the building. If the building is not cleared for the children to return, we will walk the children over to the main hospital and coordinate in the cafeteria. Teachers will then call all parents to pick up their children. Monthly drills help us prepare the children and teachers for such an occurrence.

Anytime a classroom leaves The Caring Place premises they will take with them the class roster and emergency information to contact parents in case an emergency occurs while away from the school.

PEST MANAGEMENT:

Orkin Pest Control is the agency that provides The Caring Place with pest and termite management. They routinely come and walk the building and talk to the teachers to determine if there is any pest control necessary. If, at any time, it is determined that the use of pesticides is necessary, parents will be given a 24-hour prior notice (most likely posted on the front door of the facility) and, if possible, treatment will occur on a Friday evening. This is the procedure for non-emergency pesticide usage. In the case of a pest emergency, parents will be notified as soon as possible if pesticides are used.

Name of Child: _____

Date: _____

General Medication Consent

This form gives permission for my child to receive general over the counter or labeled prescription medications that I provide while attending The Caring Place. Medication such as Tylenol, Sunscreen, and Neosporin are included. However, when/if these medications are administered you will be notified.

I understand that this consent can be revoked at any time only by written letter, however any medications administered before that time would be valid under this consent.

Parent's Initials _____

Web Cameras

We have live feed web cameras in every classroom for you to check in on your child periodically throughout the day. If you could please fill out the following information we will let you know as soon as your account is set up.

Username: _____

Password: _____

My child's weekly tuition fee will be _____ .

My child's scheduled days to attend will be _____ .

I agree to abide by the policies and procedures as stipulated in this parent handbook.


Parent's Signature _____

Parent's Signature _____



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