

Please note: The school does not participate in fundraising (selling items such as candy, jumping rope for muscular dystrophy, etc.) for any other organization. Please refrain from referring sales persons to us to promote this type of activity. In addition, the school does not promote individual services by parents such as financial planning, insurance, securities, etc.

The school admits students of any race, color, national & ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.



The Gertrude B. Nielsen Child Care and Learning Center aspires to establish a partnership with families to support their children's development and serve as a model for quality early childhood education.



Parent Handbook

3835 Willow Road • Northbrook, IL 60062 • (847) 564-3004 • Fax (847) 564-8288

www.gbnchildcare.com

The school is a not-for-profit organization

Women of childbearing ages should be aware there are viruses such as CMV (Cytomegalovirus) and Fifth's Disease that are common and innocuous for children ages birth to 3. Viruses, such as these, can be a concern for pregnant women. Pregnant women should consult with a physician regarding these viruses.

MEDICATION: The school will administer only prescription medication to a child upon written request of the parent. The school will provide the appropriate form. Medication must be in a pharmacy container with the prescription number, physician's name, instructions, and the child's name. Medications are administered between 11:45 AM and 12:15 PM. We suggest any medications remain at school until it is no longer needed. A suggestion to parents is to have a separate supply at home to ensure continuity of treatment. Upon request, most pharmacies will divide the medication into two containers.

OVER THE COUNTER DRUGS: We will not administer over-the-counter medicines such as aspirin, Tylenol, cough medicines, Orajel, etc. by parent request. We will administer these drugs when treated like a prescription by the physician. This must be done **IN WRITING** on the school's form or on the physician's prescription form. The drug will be administered for a limited time period as indicated by the medication permission form. It will not be considered authorized for an unlimited period of time. Physician authorization is required for diaper cream also, and is good for 1 year.

SUN SCREEN AND VASELINE: The school provides paba free sunscreen for bodies and petroleum jelly for lips and cheeks. A physician's prescription form is required if your child needs an alternative sunscreen or topical skin product and is good for one year.

SAFETY & SECURITY

ENTERING AND EXITING THE SCHOOL: The school is open Monday through Friday from 7AM to 6PM. A child may be at school for a maximum of **ten (10)** hours per day. There may be circumstances when the school requests an adjustment in a child's drop off and/or pick up times. These requests are made in the best interests of the child. These time adjustments need to be adhered to for the child to remain in the program.

The parent is to sign in the child on the proper form in the classroom as the parent is **leaving**. This signature transfers responsibility for the child **from the parent** to the school. Prior to signing the child in, the parent will help the child remove coat, boots, etc., placing them in the child's cubby. The parent then accompanies the child to his teacher to notify the teacher of the child's presence.

At the time of pick up, the responsible person is to sign out the child **immediately**. This transfers responsibility for the child to the parent. After signing out, verbally notify the staff person in charge that the child is leaving. For the health and safety of the infants, we do not allow older siblings to accompany parents into the infant rooms during drop off or pick up.

It is required that parents and children follow the limits set by the program. The most frequent problems are allowing a child to stand on the furniture or planter boxes, running inside, or using outside voices in the school. Parents need to accompany children when exiting the school. The parking lot on Willow Road is very dangerous.

ACCESS DEVICE SYSTEM: Access to the school is limited. The exterior doors are locked. Entry is permitted through an access device system. It is understood that this may be inconvenient at times. However, the security of the children is our primary concern. Families need to be aware that this school is only as secure as we make it. Everyone's cooperation and assistance are needed in monitoring others who enter the school as we exit or enter. Everyone entering the school should have an access device in hand. Do not hold the door open for those individuals without an access device.

AUTHORIZED GUARDIAN PICK UP: Only the guardian who has enrolled the child, and those people the guardian has listed under "Authorized to pick up," will be allowed to take the child from the center. All individuals "Authorized to pick up" must be prepared to provide photo identification when picking up your child.

CAR SEAT SAFETY: Children transported in vehicles are required by law to be buckled securely into car safety seats/seatbelts that meet state requirements. Parents should take whatever steps are necessary to maintain and use car safety seats. GBN is not authorized to provide loaner car safety seats.

CHILD ABUSE: The school conscientiously screens, trains, and supervises all staff members and carefully monitors all visitors to the school. Child abuse and sexual molestation are criminal acts. Insurance coverage against criminal acts is not available. Parents need to understand the school has taken every possible precaution and is not responsible for allegations of child abuse or sexual molestation. All staff are screened through IDCFS with criminal background checks and finger printing. All staff are mandated to report abuse and/or neglect to IDCFS.

STUDENT ACCIDENT PROTECTION: The Center maintains a Special Risk Accident Insurance Policy on all children enrolled. The plan helps supplement payment of medical bills when a child, in our care, is injured. Additional information and claim forms, if needed, are available from the office.

EMERGENCY INFORMATION

PARENT EMERGENCY CONTACT: Voice mail is not considered an emergency telephone number. We must have access to a person who is able to contact a parent immediately in an emergency situation. A pager contact and cellular telephone numbers are additional information that should be provided.

INFORMATION CHANGES: Please use the "change" form, available at the front desk, to notify the school of any change of information from your original enrollment, medical forms, or emergency card. It is critical for the school to have correct telephone numbers in case of emergencies.

RISK MANAGEMENT: The school has a plan in effect. It is available for review by parents and staff.

EMERGENCY SCHOOL CLOSING PROCEDURE: In the event that The Gertrude B. Nielsen Child Care & Learning Center must close for an emergency, it is the responsibility of the parents and staff to refer to the following procedures:

The Director or an Administrator in charge will determine if the school will be closed for the day or if an early closing is necessary due to inclement weather, power outage, water problems, or other unforeseen disasters that would compromise the health and safety of the children. A sign will be posted in the morning to alert parents if there is a possibility of an early closing due to severe weather.

We are registered with the following radio and TV stations: WBBM, 780 AM and WGN 720 AM as well as CBS ch. 2, NBC ch. 5, ABC ch. 7, WGN ch. 9, WFLD FOX and CLTV cable. Parents and staff may also access information on the Internet, from www.emergencyclosing.com Teachers **will attempt** to call families in the event of an early closing, when school is currently in session. **It is imperative that parents make sure that all emergency card information is current and accurate - voice mail is not an appropriate contact.**

SCHOOL SAFETY CONTACT: The school is located in incorporated Glenview, with a Northbrook mailing address. If a child is transported to a medical facility, it will be Glenbrook Hospital, 2100 Pfingsten Rd., Glenview. This would be under the supervision of the Glenview Fire Department paramedics. A staff member from the school will accompany and remain with the child, until a parent arrives. Telephone number is (847)657-5800.

The staff conducts regular drills. The school has an alarm system tied into the Glenview Fire Department and an emergency evacuation plan in place. Should there be an occasion that the school has been evacuated, the Glenview Police Department will have information as to the evacuation location of the children. Parents should call (847) 729-5000 for information regarding this location. (The location would depend on the situation.)

DISCIPLINE & GUIDANCE

SELF-DISCIPLINE: Our primary goal for discipline is to assist the child in the development of internal controls. This builds the foundation for the child as she/he begins to learn to be in charge of her/himself. The basic rules at school are that no child will be allowed to verbally or physically hurt her/himself, others, or the environment.

The environment at school has been created to eliminate many of the problems that frequently result in discipline situations. Children are given acceptable choices whenever possible. Redirection and "natural consequences" are the primary methods of behavior management.

AGGRESSION: The school has formal policies to manage aggressive behavior for each age group. It is the school policy to see that ALL children in our care are safe. Children with language and cognitive reasoning abilities, around preschool age, are expected to resolve conflicts in an acceptable, non-aggressive manner.

COUNSELING GUIDELINES: When behavioral problems arise, the school and family must work together toward a solution. The school will begin the process with a parent conference. *All custodial parents must attend all conferences.* The following procedure will be followed: 1. A parent conference will be held within five days of the school's request. 2. If outside consultation or family counseling is advisable, it needs to begin within two weeks after the first conference. 3. When outside consultation or family counseling is advisable, release forms need to be signed by the custodial parents for the school and the counselor. This procedure allows for mutual cooperation among all parties. If the family is unable or unwilling to cooperate, they will be required to withdraw from the school.

There is a time limit as to how long the school will be able to wait for positive change in the child's behavior. Depending on the severity of the behavior, the time guidelines may be shortened. The primary concerns are the impact of the child's behavior on the classroom, the cooperation of the family, and the severity of the behavior. All children and staff must be assured of a safe environment.

DISMISSAL BY SCHOOL REQUEST: By design, group care is not able to universally meet the needs of every child and every family. If this happens, the entire family will be terminated from the school. The four week notice for withdrawal will be waived. The school's decision will be final.

Circumstances that would necessitate withdrawal may be:

- willful destruction of property or harm to other children or staff
- parent refusal to adhere to school policy
- excessive classroom disruption (including nap time)
- any situation where the goals of the school cannot be accomplished due to conflict with a child, parent, or family
- the child is not prepared to remain in a group situation

TUITION & FEES

SECURITY DEPOSIT & WITHDRAWAL POLICY: Two weeks tuition will apply to the last weeks of school attendance, provided four weeks written notice of intent to withdraw is given. The security deposit is only applicable to child care for the child named on the application. If the child is withdrawn from school without giving the required written notice, the security deposit is forfeit.

The school is not involved with children's personal parties. Therefore, the distribution of party invitations or gifts is not permitted at school. The school will provide a class address list, for mailing purposes. If any parent does not want their name included on this list, please notify the front office, in writing, at the time of enrollment. This list is confidential. The solicitation of goods and services through our school mailing list is strictly prohibited.

HEALTH

FOOD: In accordance with the USDA guidelines, the school will provide breakfast, a hot catered lunch, and two or more snacks daily. The school makes every effort to limit the sugar, fat, and artificial sweetener intake of children. We use 100% fruit spreads, unsweetened canned fruit and applesauce. Snacks consist of items such as whole grain products, fresh fruits daily, and cheese. For beverages, only milk and water are served. *Park is not an ingredient in any menu item. Special dietary needs and/or food allergies should be brought to the attention of the classroom teacher in charge of the room and an administrator.*

PEANUT FREE ENVIRONMENT AND ALLERGIES: We are a peanut free environment. We request that peanuts, peanut butter and any products containing peanuts not be brought in to the school. Even incidental contact can be dangerous. In addition, the school has formal policies and procedures in place to protect children with allergies. Should your child have allergies please inform the school immediately and ask for an "Allergy Action Plan Form" at the front desk.

MEDICAL & IMMUNIZATION REPORT: A medical report must be on file at the Center when a child is admitted. The physical report shall be dated within the six months prior to enrollment and signed by the examining physician or certified by a recognized health facility. The physical report will be valid for two years from its date. Proof of immunizations is required based on current state regulations. When new immunizations are given, a signed statement by the physician is required by the school, indicating the type of immunization and date administered.

ILLNESS: For the protection of all children, we cannot accept a child or allow a child to remain at school requiring 1:1 care, or showing any of the following symptoms:

- Feverish, lethargic, non-functioning in group care (child may return to school when fever free, without the use of fever reducing drugs for 24 hours after being sent home – earliest return date indicated on illness report.)
- Intestinal disturbance accompanied by vomiting or diarrhea not contained in diaper
- Draining sores or discharging ears
- Discharging eyes (child may return to school after being seen by a physician, 24 hours after using eye medication and eye discharge free)
- Persistent green nasal discharge
- Apparent signs of pain or discomfort

Parents should exercise every caution to keep a child home should other unusual symptoms occur.

CONTAGIOUS DISEASES: If a child has a contagious disease, he should be kept at home and the fact of his condition should be reported to the school. Strep throat, pin worms, viral infections, impetigo, discharging infected ears and/or glands, chicken pox, scarlet fever, scabies, pink eye, viral diarrhea, lice, hand/foot/mouth disease, rotavirus, RSV, and Fifth's disease are conditions categorized as "highly contagious." A notice will be posted on the classroom door after a contagious disease has been confirmed by a medical doctor and reported to the school. There will be no exceptions made regarding health and a child going outside to play. The child that is well enough to be in school is well enough to go outside. The school does not have extra staff to monitor a child that is left inside while the class goes outside.

PARENT/SCHOOL PARTNERSHIP

PARENT PARTICIPATION: For the school to fulfill the goals of its philosophy, we need to develop cooperation and mutual respect between home and school. This is most easily accomplished when:

- Parents read the newsletters.
- Staff communicate frequently with families.
- Parents keep the school fully informed of changes in the family's life. (Please call in absences.)
- Staff plan child-centered curriculum to meet the needs of the individual child.
- Parents attend the family functions, educational seminars, and transitional parent meetings.
- Parents participate in class projects and activities.

COMMUNICATION WITH STAFF: To facilitate orientation into the program, the school provides parent meetings prior to their child's transition into the school. Individual parent/teacher conferences are always held prior to the child's entry into a new classroom. In addition, transitional parent meetings are held at each stage when children advance to new classrooms. **Other than brief conversations, we must request that parents avoid engaging staff members in lengthy discussions at drop off and pick up time.**

Please feel free to approach an administrator or the teacher in charge of the classroom regarding any concerns or questions you may have about the program. Conferences may be scheduled at any time to discuss concerns parents may have. Should your concerns still not be sufficiently addressed, you may speak with the Executive Director and/or to the Board of Directors.

STAFF: The key component to a high quality child care center is a consistent, dedicated, nurturing staff. The directors and teachers have formal college training and direct experience in teaching and caring for young children. In addition, we maintain low teacher-child ratios and small group sizes. We are proud of our consistent staff and low staff turnover. Our commitment to staff training is a key component in the high quality program that is provided by the school.

BABY-SITTING: A school policy prohibits staff members from baby sitting, tutoring or providing instruction for enrolled families.

OPEN DOOR POLICY: We welcome and encourage parent visits and involvement. All parents and individuals listed on the child's emergency card are welcome at all times.

ATTACHMENT ITEMS FROM HOME: The school's primary goal is to have happy children. We enthusiastically adhere to parental requests for the use of individual favorite blankets, stuffed animals, or pacifiers. Please make certain that there are no small parts attached to these items that could pose a hazard to the children. If these items provide extra security, we are pleased to accommodate. Please understand the school cannot be responsible for damage or loss of any items brought from home. **Please do not send any pets, war, "super hero", or weapon toys, food, candy, or gum to school.**

CELEBRATIONS: The goals and philosophy of the school are focused on developmental milestones. We recognize and celebrate individual accomplishments such as crawling, zipping, or using sounds to spell words. We are very sensitive to family diversity and believe that religious observations and holidays such as Valentine's Day or Halloween are more appropriately celebrated within a family setting. For this reason, we do not "dress up" for Halloween, exchange Valentine cards, etc. We do provide for family festivals throughout the year such as the Fall Festival in October and Family Picnic in the Summer.

BIRTHDAYS: Each Toddler II and Preschool classroom acknowledges children's birthdays in a developmentally appropriate manner. Parents are welcome to provide disposable birthday tablecloths, plates, cups, and napkins. "Super Hero" themes are not allowed, nor are party favors or "goody bags." The school will provide a special snack for all birthday occasions. The Cook County Health Department does not permit the serving of food prepared off the premises, unless by a licensed caterer.

\$50.00 of the security deposit will be retained as a deposit for the security access device. This will be refunded by separate check when all devices are returned.

A non-refundable registration fee is due with the application and security deposit.

TUITION PAYMENT AGREEMENT: Tuition will be paid in full according to the mutually determined payment schedule. Tuition is always paid in advance. The school retains the right to immediately terminate enrollment of any family for non-payment of tuition.

Tuition must be paid in full without deduction for absences or vacation of any duration or for any cause. The school maintains the continuous costs of staff salary and program expenses regardless of children's absence. There is no tuition reduction for having more than one child enrolled in the program.

If a child is ill on the day tuition is due, tuition is to be paid in full the first day the child returns to school. If the child will be absent due to vacation, tuition should be paid prior to the absence. **There is no reduction in tuition for absences due to illness or vacation.**

Please place checks for tuition payments in the box provided in the reception area, no envelope is necessary. Cash payments need to be paid directly to an administrator. A receipt will be issued.

LATE PAYMENT AND NSF CHECKS: If tuition is not paid at the specified time, a \$10.00 per day late charge will be due. Weekly tuition is due on Monday. Monthly tuition is due by the 8th day of the month. If a tuition check is returned due to insufficient funds (NSF), a \$20.00 fee will be charged AND the NSF check is to be replaced with cash. If there is a second occurrence of an NSF check, the tuition will be changed to a cash only basis.

LATE FEE POLICY: The school closes promptly at 6PM. Teachers are not paid for any time after 6PM. After closing hours, any staff member staying with a child does so as a personal service to the child. There is a late fee for this service in the amount of \$5.00 per five (5) minutes PER child after 6PM for the first two times a child is picked up late. All subsequent late arrivals will incur a late fee of \$10.00 per five (5) minutes per child.

Should you be late, the late fee will be due the next day. You may pay with cash or a check made out to the person who stayed with your child. A collection envelope will be attached to your child's cubby. We do not discuss being late or late fees in front of your child at the time of pick-up.

Late fees continue to accumulate until the parent arrives to pick up the child. It is important for the parent to call the school when the parent is late. This allows the staff to confidently assure the child the parent is safe, what the circumstance is that is causing the delay, and an approximate time that the parent will arrive.

Unless the school has been notified by the parent as to the expected arrival time, at 6:30 PM the child or children will be released to the Glenview Police Department. This will be done after the school has made every attempt to contact the parents and others authorized on the emergency card.

SCHOOL CLOSING: The school will be closed on the following days: A staff orientation day in June or July and a training day in October, Labor Day, Thanksgiving and the Friday following, Christmas Eve and Day, New Year's Eve and Day, a Spring Break Friday in March or April, Memorial Day and Independence Day. In the event a holiday falls on a weekend, the school will close Monday and/or Friday. If a holiday falls on a Tuesday or Thursday, the school will additionally be closed the Monday or Friday that coordinates with the holiday. The school reserves the right to add up to two additional days as may be deemed necessary. Dates will be posted as appropriate.

WE HAVE READ THIS PARENT HANDBOOK, INCLUDING THE SECTIONS ON DISCIPLINE AND GUIDANCE AND LATE FEE POLICY AND ACCEPT THIS AGREEMENT.



Signature of Parent _____

Payment Schedule: (Circle one)
(May be changed quarterly)

weekly monthly

Receipt Requested: (Circle one)

Yes No

Date _____

Date _____ Administrator Signature _____

This form is kept by the center. The handbook is retained by the parent for future reference.