

Family Development Center

Parent Handbook

INFANT, TODDLER, TWOS, AND PRESCHOOL CHILD CARE



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Welcome

Welcome to the Family Development Center (FDC). We are glad that you chose us as your child's educators. The staff and administration of the FDC have designed this handbook to communicate the policies and procedures required of us as grantees of Early Head Start, licensed, and (soon to be) accredited education providers. We have an open door policy. If you have questions, please call or visit us at any time.

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Mission Statement and Core Values

The Family Development Center at Governor State University's College of Education provides accessible and exceptional education for children, their families, and GSU students, encouraging lifelong learning and the development of the whole child - providing high quality care with an educational touch.

- ***Making a Difference in People's Lives***
We value and respect the recipients of our services and the trust they place in us. We affect change in people's lives by using an approach that builds on an individual's strengths.
- ***Life-long Learners***
We lay an educational foundation for our students; we promote learning for our parents and ourselves as professionals.
- ***Quality and Excellence in our Work***
As professionals in our field, we are at the forefront of excellence in early childhood education.
- ***Demonstrate Inclusiveness and Diversity***
We embrace diversity among students, staff, and faculty as well as members of the broader community, and we encourage acceptance of wide-ranging perspectives.

Building Hours

The Family Development Center is open from 7 a.m. to 8 p.m., Monday through Thursday, and from 7 to 6 p.m., on Friday. The state licensed infant, toddler, twos, and preschool child care program is open from 7 a.m. to 6 p.m., Monday through Friday.

Parking

If you are dropping off or picking up children you may park in the loading zone for up to 15 minutes. Please be aware that illegal parking in the fire or handicapped zone will result in the Department of Public Safety (State Police) issuing a ticket. For longer periods of time, you may park in West lot 1 or 2 across for the FDC in the FDC parking lot on the south side of the building. Also, be aware that the area in front of the FDC is a school zone with a speed limit of 20 mph. State Police will issue tickets for speeding or improper stopping at the stop signs. Please do not leave your child in a parked car while you 'run into' the FDC for a minute. Terrible accidents and tragedies can occur in a parked car that you think is safe. Please bring your child into the center with you. Always remember to use child safety seats and seat belts.

Programs at the Family Development Center

The FDC offers several different program choices for families depending on the ages of their children and their needs. The Infant, Toddler, Twos and Preschool child care is a licensed child care facility under the State of Illinois Department of Child and Family Services. It is the only licensed program in the FDC building at this time. **Please be aware that, although our building is open long hours, no child may be left in our care more than twelve (12) hours according to DCFS regulations.**

Infant, Toddler, Twos Child Care Program and Policies

The Infant, Toddler, Twos child care program at the FDC is open from 7 a.m. to 6 p.m., Monday through Friday. Our program uses a mixed age approach, to more closely approximate the family where siblings of various ages are raised together. We enroll children from six weeks through two years of age. Beginning at two and one half years of age, we work with parents to begin the process of transitioning the child to a preschool classroom at age three. A transition plan is developed with the parents and classroom teachers of the child's current and future classrooms, and the actual transition begins three weeks prior to the child's third birthday.

Each classroom is staffed by two teachers.

Classrooms are limited to no more than eight children ranging in age from 6 weeks to 36 months. Children under fifteen (15) months sleep in a crib, at 15 months they are transitioned to sleep on a cot at nap time. All children will be put to sleep on their backs. Cribs will contain only the child, a tight fitting sheet and a blanket as prescribed in the Back to Sleep campaign.

No Shoes Policy

Infants and toddlers spend a great deal of their time playing on the floor. We do not want your child to pick up rocks or road salt and ingest any foreign substance. Therefore, no street shoes will be allowed in the classroom at any time. Staff will wear slippers or classroom shoes only. Parents and visitors will be asked to remove shoes before entering the classroom. They will be allowed to stand inside the door and sign their child in and out if they are in a hurry.

Curriculum and Developmental Program

The Family Development Center uses the Creative Curriculum for Infants and Toddlers with parent input to individualize each child's developmental program to their needs. Each classroom has a regular routine that is altered to meet the needs of the children. Infants and toddlers are fed and nap on demand, twos follow a meal and nap schedule. The classroom schedule is structured so that all age groups may play and interact with materials at specified times, keeping in mind the flexible needs of the age group.

We believe that all children need to move and explore in order to learn. Children in the FDC infant toddler child care move freely about the room. No swings or walkers will be used in any classroom. Children will go outdoors on a daily basis, as long as the weather is 25 degrees or above and not inclement.

Non mobile infants will be moved about the room on a regular basis. No child will be placed in a crib or playpen to play.

Continuity of Care

The Family Development Center believes that children learn best when they bond with one caregiver. Therefore each child will be assigned a primary caregiver (teacher). The child will not be moved between caregivers or classrooms based on arbitrary milestones or ages. A mixed age approach fosters attachment and bonding and leads to better care giving and learning for all children. When children need to transition to another classroom such as preschool, there will be a written plan for that transition that will include the individual needs of the child as well as the input of the parent and the accepting classroom staff.

Communication

Parents will receive a written daily report documenting each child's mood, diaper changes, activities, and feedings. Parents are encouraged to ask questions and interact with the staff and caregivers of the classroom as well as share information that may impact the classroom. Parents are encouraged and welcome to visit the classroom at any time.

Preschool Program and Policies

The Full Day and Half Day preschool program at the Family Development Center enrolls children ages three years old until entering kindergarten. The maximum number of children in a classroom is 19, with a student: staff ratio of 10:1. Each classroom of 10-19 children is staffed with 2 DCFS qualified teachers. A classroom with 10 or less children may be staffed with only one teacher. In each classroom, the prekindergarten portion of the day is taught by 2 staff members: A lead who teacher who has an Illinois Type O4 Teaching Certificate in Early Childhood Education and an assistant teacher who meets DCFS teacher qualifications.

Full Day /Child Care

The full day program is open from 7 a.m. to 6 p.m., Monday through Friday. The full day program meets year round, with the exception of Governors State University closings, and teacher inservices. During the school year, the full day program may be staffed by a certified teacher and an assistant teacher during the prekindergarten portion of the day and assistant teachers for the remainder of the day. Our summer program and other days that are not considered part of the school-year program are led by staff members who meet DCFS teacher requirements and standards.

Half Day Preschool

The half day program meets Monday through Friday from 9 to 11:30 a.m. or 12:30 to 3 p.m., following a typical school year calendar. Each half day classroom is led by an Illinois Type 04 Early Childhood teacher. Classes with more than 10 children will also be staffed with an assistant teacher who meets DCFS teacher qualifications.

Curriculum

The FDC preschool believes strongly that children learn best by doing and therefore have a hands-on, experiential approach to educating children. The curriculum and instructional practices are aligned with the Illinois Early Learning Standards and the National Association for the Education of Young Children (NAEYC) Standards. The FDC preschool uses the Creative Curriculum as a guide, integrating other creative methods and developmentally appropriate practices. The following domains of development are addressed: vocabulary, visual-motor integration, language and speech development, fine and gross motor skills, social and emotional skills, and cognitive development. We believe that education is fun and joyful and bring those attributes into our classrooms.

Assessment

The Family Development Center preschool assesses children on an on-going basis through observation, documentation, anecdotal records, as well as the Teaching Strategies Gold system. Parent-Teacher conferences are held two times a year to go over your child's progress. However, if you wish to have a conference at any other time in the year, please schedule one with your child's teacher.

Communication

Two-way communication between school and families is an important part of your child's preschool experience. Classroom teachers will send home newsletters approximately once a week. Other notes may come home as well. Please pick these newsletters up from the classroom and check your child's backpack daily. We encourage you to spend a moment each day checking in with the classroom staff, but we also want to maintain confidentiality. Our classroom teachers are very dedicated and we want them to be teaching during class time. If you would like to have a discussion about your child please schedule a conference with his/her teacher. You do not need to wait for the scheduled parent-teacher conferences to do this. If at any time you have questions or concerns, please do not hesitate to talk with your child's teacher or the Early Childhood Program Coordinator.

Helpful Hints

- We get messy. We want children to experience their environment and enjoy themselves while they are learning. We try our best to keep children clean, but...we get messy. We have sand, water, paint, markers, clay, etc. When you help your child dress each morning, please take this into consideration.
- We go outside. Even in snow and cold. We will go outside if the temperature is 25 or above, unless it is too inclement to really play. Please dress your child accordingly.

- Spills happen, and so do toileting accidents. We ask that you send a complete set of clothing, labeled with your child's name, to keep in the classroom. Please put everything in a Ziploc bag with your child's name on the bag. If your child is being toilet-trained, please send extra clothes in his/her backpack. Don't forget to replace these when we send home a set of dirty clothes!
- Be on time! Our curriculum begins at 9 a.m. for full day and morning session prekindergarten and at 12:30 p.m. for the afternoon classes. If you are late your child misses valuable educational experiences and may not meet the goals and benchmarks set by the Illinois Early Learning Standards.
- Please keep us informed of any changes in your home or life circumstances. This may include job changes, guests in the home, permanent or temporary change in residence, etc. This information helps us understand your child better in order to provide an exceptional experience for him/her.

Sharing of Space with the University

The Family Development Center is located on Governors State University property. The building in which the Center is located is also used by the university to conduct classes three times a week. Most of the classes occur after 4:30 p.m., but can occur during the day. The classroom is located at the NORTH end of the Center building. University students attending class are directed to enter and exit the building from the North Classroom Entrance, and to use the public restrooms when necessary. University students are prohibited from entering any other area of the building in which the Center's program is housed. The university classroom shall remain locked at all other times when the art class is not in session. The classroom is equipped with a magnetic lock, requiring a university issued swipe card for access. The state licensed child care program has the exclusive use of their classrooms and Atriums. Exclusive use of space is maintained by having the classroom doors locked from the inside at all times.

University Research

The Family Development Center is part of Governors State University. Accordingly, university students enrolled in education and education-related courses may seek to observe Center programs, including the teachers, staff members, and children enrolled at the Center, strictly for research purposes in accordance with the university's academic requirements. University students are required to conduct this research in accordance with the university's Policy for Protection of Human Research Subjects. To protect the integrity of such research, university students and faculty may use the Center's observation rooms to conduct their research. The Center's observation rooms are located between the Heart and Rainbow rooms, in the Shooting Stars room, and between infant toddler classrooms. They are equipped with two way mirrors and microphones in the ceiling with a self contained sound system to allow university students and faculty to observe the Center program in its normal environment outside of the audible and visible ranges of Center staff and students. University students and faculty are required to abide by all Center policies and applicable state and federal laws while on Center property.

Photography and Pictures at the FDC

The FDC photographs children for internal purposes, which includes but is not limited to: displays in classroom and hallways, compilation of individual and classroom portfolios, and to show evidence of meeting learning and accreditation standards. Photography for marketing or other external uses will only be allowed upon written consent on the Publicity Release and Waiver Form. Parents wishing to take their own photographs may take pictures only of their own children. Parents will not be permitted to photograph any child, other than their own, without written parental consent.

Non-Discrimination Policy

Equal educational opportunities shall be made available to all children without regard to race, color, national origin, ancestry, sex, ethnicity, language, religion, physical or mental disability, or economic or social condition. No student or child shall be denied, on the basis of sex, equal access to programs, activities, services, or benefits; or be limited in the exercise of any right, privilege, or advantage on the basis of sex. Further, no student shall be denied, on the basis of disability, equal access to programs, activities, services, or benefits; or be limited in the exercise of any right, privilege, or advantage on the basis of disability. The Center prohibits discrimination, harassment, or retaliation on the basis of any of the foregoing characteristics, of or by any student, child, employee, agent, or third party participating in an activity reasonably related to the Center. Any student (or parent on behalf of a student) may file a discrimination grievance by using the Center's Uniform Grievance Procedure described below.

Mandatory Reporting of Child Abuse and Neglect

The Family Development Center is committed to fulfilling its reporting responsibilities under the Illinois Abused and Neglected Child Reporting Act (the "Act").

Mandated Reporters

Any and all Center personnel having reasonable cause to believe a child known to them in their professional or official capacity may be an abused or neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services by phone or in person. The responsibility for reporting child abuse or neglect rests with the individual identifying the suspected abuse or neglect. The individual making the report shall also notify an administrator that such report is being made, and shall take all other necessary and appropriate actions in accordance with the Center's Mandatory Reporting of Child Abuse and Neglect Procedures.

Definitions

Family Development Center Personnel

For the purposes of this policy, Center personnel includes school administrators, certified and non-certified school employees, directors, staff assistants, and any other child care worker.

Abused Child

An abused child is one whose parent or immediate family member, or any person responsible for the child's welfare, or any individual residing in the same home as the child, or a paramour of the child's parent:

1. inflicts, causes to be inflicted, or allows to be inflicted, physical injury by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
2. creates a substantial risk of physical injury to the child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
3. commits or allows to be committed any sexual offense against such child;
4. commits or allows to be committed an act or acts of torture upon such child;
5. inflicts excessive corporal punishment;
6. commits or allows to be committed the offense of female genital mutilation; or
7. causes an illegal controlled substance to be sold, transferred, distributed, or given to a child.

Neglected Child

A neglected child includes any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care, or otherwise is not receiving the necessary support or medical or other remedial care or other care necessary for his or her well-being, including adequate food, clothing, and shelter; or who is abandoned by his or her parents or other person responsible for the child's welfare without a proper plan of care.

Restraints on Reporters

The Act provides that under no circumstances shall any person in charge of a school or facility, or his or her designated agent to whom such notification has been made, exercise any control, restraint, modification, delay or other such change in the report or the forwarding of such reports to DCFS. Further, employers cannot discriminate in any manner against employees who made good faith reports of suspected child abuse or neglect or who act or will act as witnesses to testify in any investigation or proceeding concerning a report of child abuse or neglect.

Notifying Parents

If a report is made to DCFS, the Executive Director or other Center personnel shall use discretion in notifying parents/guardians of a child regarding a report of suspected abuse or neglect; or when a DCFS investigator is going to see the child pursuant to such a report. DCFS Investigators have access to the center and children enrolled at all times. Parents may not be contacted and notified if DCFS is called or comes to the center.

Immunity

The Act provides that any person, institution, or agency participating in good faith in making a report or referral, or in the investigation of such a report or referral, or in the taking of photographs, or in retaining a child in temporary protective custody, or in making a disclosure of information concerning reports of child abuse and neglect in compliance with the Act as it relates to disclosure by Center personnel and, except in cases of willful or wanton misconduct, shall have immunity from any liability, civil, criminal, or that otherwise might result by reason of such actions.

Non-Custodial Parents

Parents/guardians, including non-custodial parents, shall have access to information and records regarding their children in accordance with the Center's Student Records Policy and Procedures. Unless the Center has actual notice of a court order restricting an individual's access to a student or the student's educational records, non-custodial parents, whose names are listed on the child's birth certificate as the biological parent, shall be permitted to obtain information regarding their child's education. The Center shall only permit the release of children to individuals other than the custodial parent/guardian in accordance with the Center's Arrival/Departure Policy.

Non-Religious Instruction

In accordance with state and federal law, the Center and its employees are prohibited from providing religious instruction, conducting worship services, or engaging in any form of proselytization as part of its state-funded early childhood programs.

Prohibition of the Use or Possession of Drugs and Alcohol

The Center is committed to ensuring the safety of all children enrolled at the Center, as well as the safety of all of its staff, employees, and visitors while on Center property and during Center activities. The Center prohibits the use or possession, sale, distribution, transfer, or being under the influence of controlled substances or alcohol while on Center property or during Center activities. Any employee who suspects that a person is using, possessing, selling, distributing, transferring, or is under the influence of any drugs or alcohol shall immediately notify the Executive Director or designated staff member. The Executive Director or designated staff member shall seek the immediate removal from Center property of any person suspected of using or being under the influence of drugs or alcohol, and where necessary, shall contact local law enforcement and/or the Department of Children and Family Services in accordance with the requirements of the Illinois Abused and Neglected Child Reporting Act.

Payment Policies and Fees

All accounts must be current prior to participation in any program, and must remain current to assure continued participation. The Family Development Center is prepared and must pay staff to serve all children that are enrolled on any given day. There is no deduction for sick days, absent days, or vacation days. Days missed cannot be made up. Vacation days are built into the FDC schedule, with closing at Winter Break and August Break. Parents do not pay for the weeks that the FDC has a scheduled closing. The week of the Thanksgiving holiday will be prorated at 75%. We will not prorate a co-pay under any circumstances for those families receiving child care assistance.

1. A child's spot in child care will only be guaranteed with payment in advance. Registration fees may apply, and will be credited to your account upon enrollment.
2. Tuition fees are subject to change.
3. Tuition must be paid at least bi-weekly, at least two weeks in advance.
4. Tuition may be paid by cash, check, money order, or credit card at the Family Development Center.
5. Written notice, two weeks in advance, is required when dis-enrolling your child from the FDC.

6. Families receiving Child Care Assistance are responsible for payment on their account. Any child care assistance payments received will show as a credit to your account.
7. A \$25 fee will be charged for any checks returned by our bank. After three returned checks, further payments will be required in cash, money order, or credit card.
8. Tuition is due no less than two (2) weeks in advance. Payment for the first week of the month is due by the 15th of the previous month.
9. If payment for the first week of the month is not received by the 20th of the month prior, parents will receive a past due notice, with a late fee assessed.
10. Payment not received by the 25th will result in services being stopped by the last day of the month. GSU students, staff, and faculty will have a Child Care hold placed on their account, which will prevent registration, release of transcripts, and graduation.
11. Services will not be re-instated until two (2) weeks of advance payment is made, and all fees are paid.
12. Any account over 30 days past due may be sent to an outside collection agency.
13. In accordance with (15 ILCS 405/10.05) any account 90 days or more past due may be sent to the State of Illinois Comptroller's Offset system for involuntary withholding from any payments you receive from the State of Illinois.

Payment Chart

Month	Payment Due	Past Due, Late Fee Added	Services Stopped
September	August 15	August 20	August 31
October	September 15	September 20	September 30
November	October 15	October 20	October 31
December	November 15	November 20	November 30
January	December 15	December 20	December 31
February	January 15	January 20	January 31
March	February 15	February 20	February 28
April	March 15	March 20	March 31
May	April 15	April 20	April 30
June	May 15	May 20	May 31
July	June 15	June 20	June 30
August	July 15	July 20	July 31

No Fee Policy

The Center's Early Head Start and Preschool programs are funded in part by the federal Early Head Start and ISBE Preschool for All programs. Accordingly, parents/guardians and their children who meet the eligibility criteria under Early Head Start and ISBE Preschool for All shall not be charged any tuition or fees to enroll and participate in those programs.

Eligible parents/guardians shall remain responsible for tuition and fee charges associated with the child care portion of the program.

Gift Policy

As State employees, the staff of the Family Development Center are prohibited from accepting personal gifts of any kind. If you feel the need to give a gift, please give a gift to the classroom. Feel free to contact the Early Childhood Coordinator for ideas.

Admission, Enrollment, and Discharge Policies for Children ***Student Enrollment***

Enrollment Procedure

All children must register for school and/or child care each year on the dates and at the place designated by the Executive Director.

Prior to entering the program, children enrolling in the Center for the first time must present:

- A certified copy of the child's birth certificate or other reliable proof of identity and age. Upon receipt, the Center shall promptly make a copy of the certified copy of the child's birth certificate for the Center's records, and shall return the original certified copy to the person enrolling the child.

Upon the failure of a person enrolling a child to provide a certified copy of the child's birth certificate, or other reliable proof of identity and age and an affidavit explaining the inability to produce a copy of the birth certificate, the Executive Director shall immediately notify the local law enforcement agency and shall also notify the person enrolling the child in writing that, unless he or she complies within 30 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 30 day period, the Executive Director shall so refer the case, and notify the person enrolling the child that he/she has an additional 10 days to comply with the requirement. The Executive Director shall immediately report to the local law enforcement authority any affidavit received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

- Proof of disease immunization or detection and the required physical examination(s), as required by State law.

The Family Development Center staff shall ensure that all required documents for a child are in the Center's possession prior to that child attending their first day of the program.

Attendance

Parents whose children are absent for excessive periods of time will be contacted for follow up. Many of our programs have waiting lists and unexplained absences mean that a child may be asked to leave so that the program can serve children more in need of programming. If your child does not maintain 80% attendance, we may dis-enroll your child so that another child may enroll in the slot.

If your child is sick, please call by 9 a.m., and let us know why they are staying home. We keep track of illnesses in order to identify trends. If your child does not show up on a scheduled day, one of the teachers or staff will call to follow up on absences.

Vision and Hearing Screenings

Vision and hearing screenings will be offered once yearly to all enrolled children.

Children with Disabilities

The Family Development Center accepts children with special needs in accordance with our established program registration policies. A local school district and/or special education cooperative may determine, through the Individualized Education Plan (IEP) team process, that the Center is the most appropriate placement for a child who is eligible for early childhood special education services. The Center will work cooperatively with the local school district and/or special education cooperative, child's parents, and other IEP team members and service providers to ensure that such child's IEP or Individualized Family Service Plan (IFSP) is properly implemented. The Center urges all parents and guardians to discuss with the Executive Director any special circumstances involving their child prior to registration or the beginning of the Center program(s). While the Center makes every effort to accommodate all children who register, if a requested accommodation would result in an undue burden on the Center's resources or fundamentally alter the nature of the Center's program, admission or continued enrollment may be denied.

If a child has an IEP/IFSP, the parents or guardians of that child must inform the Center of the existence of such plans, and indicate that the child has such a plan on the child's registration form. A copy of the child's current IEP/IFSP should be provided to the Center at the time of registration, and will be made available to the appropriate Center teachers and staff. The Center will schedule a meeting with the parents or guardians of that child to discuss the child's IEP/IFSP and the Center's role in the implementation of the plan. The classroom teacher and, if necessary, other appropriate Center staff, should participate in the child's IEP/IFSP meetings with the child's local public school district.

It is important that the Center staff members be considered part of the team of professionals working to enrich each child's preschool/program experience. Center staff members working with a special needs child must have access to information from outside services that would help facilitate each child's adjustment to the Center's program. Reports from agencies and/or private therapists providing services to a child enrolled at the Center should be forwarded to the Executive Director on a timely basis. All information shall be treated with confidentiality. Unless required by law, the Center will not send information to any other agencies, schools, etc. without the written authorization from the parents or guardians. To facilitate an understanding of a child's needs and, where appropriate, make adaptations, the Center may require parents to sign a release of information form enabling the classroom teachers, appropriate Center staff, and the Executive Director to talk directly with the agency or therapists providing services to best meet the child's needs in the classroom. The Center may also require parental consent to permit the Center staff to participate in a child's IEP/IFSP meeting with the public school district. Failure to assist the Center in obtaining information the Center believes is necessary to accommodate a child within the Center may result in admission or continued enrollment being denied.

Holidays

The Family Development Center closes for the following holidays:

Labor Day

Thanksgiving Day and the following Friday

Martin Luther King Birthday

Lincoln's Birthday

Memorial Day

Independence Day

Winter Break - including Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and the days between those holidays.

Vacations/Closing

In addition to holidays, the Family Development Center closes for August Break each year. Parents will be notified in advance of these closings and do not pay for these closings.

The Family Development Center is prepared and must pay staff to serve all children that are enrolled on any given day. There is no deduction for holidays, sick days, or other absent days. Days missed cannot be made up. Vacation days are built into the FDC schedule, with closing at Winter Break and August Break.

Arrival and Departure

1. Parents are required to accompany their children into the building and to sign in at the classroom. You need to indicate the time of arrival and your signature. You must be sure that a staff member knows your child is in the room. Under no circumstances will a child be allowed to find his/her own way into the center without an adult.
2. Staff members directly responsible for your child should be alerted to any special circumstances which may require a special touch or attention during the day. Feel free to approach the classroom staff or Infant Toddler Coordinator with any concerns.
3. Parents must sign their child out in the classroom or front desk. Again, we require a signature and time of departure. Once your child is signed out, they are under your responsibility.
4. A child will be released ONLY to the parents/guardians or to a person designated in writing on the centers Pick Up List, kept on file in the office. This authorized person must follow the same sign in/out procedure as described above.
5. The center staff refuses to release a child to any person, related or unrelated, to the child who has not been authorized in writing by the parent or guardians to receive the child.
6. Non-custodial parents will be allowed to pick up children if they are listed on the child's birth certificate, unless there is a court order prohibiting contact with the child. It is the custodial parent's responsibility to inform the Center of any issues regarding custody.

Your Child's Day at the Family Development Center

Appropriate clothing

Your child will paint, color, cook, play, and eat so please dress him/her in comfortable, easy to wash clothing. Clothing should also be easy for your child to manage in the bathroom. Weather permitting, (temperature above 25 F) **we play outside everyday** so please dress your child in appropriate outerwear (jacket, hat, gloves, scarf, boots, snow pants). Your child should have closed toe shoes appropriate for running and climbing. Please remember to label everything!

Extra Set of Clothing

A complete set of extra clothing is a must because spills are common occurrences. On the first day, please send an extra set of labeled clothing that includes underwear, shirts, pants and socks in a plastic Ziploc bag clearly marked with your child's name. Please check periodically to make sure your child's extra set of clothing is the correct size and appropriate as seasons change.

Children's Personal Belongings

A goal of early childhood programs is to develop group sharing skills. Toys and items from home create confusion for children over ownership of personal items. Therefore, we request that toys and other items be left at home. There may be some exceptions to this rule, please consult your child's teacher. Clean sheets and blankets will be provided. These will be kept on your child's cot/crib. They will be washed as needed and on a twice weekly basis in hot water.

Meals and Snacks

All of our meals and snacks are planned for optimum nutrition, based on regulations from DCFS and the USDA, Child Adult Care Food Program, administered by the Illinois State Board of Education.

Feeding Infants at the Family Development Center

All food and formula will be provided by the Family Development Center. We will provide one brand of formula that will be milk based and iron fortified. If you or your child **prefers** a formula different from that offered by the Family Development Center, you may bring in enough formula on a daily basis and we will be happy to serve it to your child. Bottles must be dated and labeled with the child's name.

We will also provide bottles for all infants. If you or your child prefers a different bottle and/or nipple you may bring in enough bottles with nipples for each day and we will use that bottle for your child. Bottles must be dated and labeled with the child's name.

The Family Development Center will provide diapers and wipes for your child. Again, if you prefer a different type of diaper or wipe, feel free to bring in enough for at least a week at a time. Boxes must be dated and labeled with the child's name.

Formula Policy

- Only ready-to-feed formula will be provided by the Family Development Center for the center based children.
- If you bring in formula please label and date the bottles.

If you prefer that your child continues to receive breast milk we will provide a quiet place in which you may nurse your baby, or you may provide expressed milk as outlined in this policy.

Breast Milk Policy

- Mother expresses milk into sterilized container and refrigerates or freezes milk.
- Container is labeled with child's name and date/time expressed.
- Refrigerated milk is used within 48 hours.
- Frozen milk is used within two weeks.
- Breast milk thawed from frozen state is used within three hours.
- Breast milk is maintained in the Family Development Center kitchen at 45 degrees F. or below.

The Family Development Center follows the DCFS Child Care licensing rules and American Academy of Pediatrics guidelines on feeding infants and toddlers. Infants from birth through three months will receive formula or breast milk only. No other food or drink except water will be offered in a bottle or by spoon.

Infants four through seven months may be offered formula or breast milk with several tablespoons of infant cereal, or infant fruit or vegetables as directed by the parent or the physician. Juice may be introduced at six months of age and will be served from a cup.

Infants eight through eleven months will be offered formula/breast milk, cereal, fruit or vegetables and cheese, meat, or egg yolk as directed by the physician or parent.

At twelve months of age, all children will receive table food from the Family Development Center menu, with adaptations to meet the needs of toddlers. Whole milk will be served unless a physician provides written orders to the contrary. We cannot accommodate personal preferences on menus.

Infants and toddlers will be fed on a flexible schedule, and will be held while bottle fed. All meal times, amounts, and food eaten will be documented by the staff and copies given to the parent.

Older infants, toddlers, and two year olds will be encouraged to feed themselves.

Food from Home

Children receive nutritious snacks and meals while at the Family Development Center. Our meal planning follows the State of Illinois Child Adult Care Food program (CACFP). One of the guidelines in place from the CACFP is that all food served must be prepared in a licensed kitchen. Therefore, we require that all food in the center be served from our kitchen. We cannot serve homemade items.

Communication Between the Center and Home

Please provide your child with a backpack or school bag to make it easy for teachers and staff to send information home. Don't forget to check your child's backpack/bag every day! You are welcome to call or visit at any time of the day or evening. We will send home newsletters on a regular basis, and notices when necessary. If you have e-mail we may use your e-mail address to provide general information such as meeting notices or newsletters. We will not share your e-mail address with anyone else.

Please share information about feeding, routines and naps for infants and toddlers with us. We will take that information, as well as your requests, into consideration as we plan for our days. Feeding, elimination, naps and other important information will be recorded for infants and toddlers. This information will be shared with parents.

Birthday Policy

At the Family Development Center we are happy to celebrate each child's birthday upon the request of the parents. We know that children enjoy celebrating their birthdays with their friends, but we also need to do what is best for all of the children in our classrooms.

These are the guidelines for birthday celebrations:

- Children may bring only *non-food items to share and pass out to the children
- **Food will not be permitted**
- There must be one for every child in the classroom
- We will sing "Happy Birthday" to the child
- Please keep your child's teacher informed, let him/her know in advance if you will be bringing something in or if you do not want the class to sing to your child
- Please bring a few extra items in the event that some get broken or lost. At dismissal, we will return any that are leftover to you

All items must be age appropriate and non choking for under age three. Please check with the teacher prior to distributing items.

Student Records and Release of Information

All records of a preschool student will be handled in compliance with the Illinois School Student Records Act, 105 ILCS 10/1 et seq. and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g. Student records are any writing or other recorded information, regardless of format, created or maintained by the Center, or at the Center's direction, or by an employee of the Center, by which a student may be individually identified. School student records do not include writings or other recorded information maintained by an employee of the Center for his or her exclusive use.

State and federal law grants students and their parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge student records. State and federal laws provide that parents and students must be annually notified of these rights. The Center has developed a policy and accompanying procedures regarding student records. The complete policy and procedures regarding student records is available for inspection in the Center's Main office.

The Center may release directory information as permitted by law, except when students or parents/guardians object to the release of directory information. The process for filing such objections are enumerated in the procedures. The Executive Director shall designate a records custodian who shall maintain student records at the Center.

Weapons Policy

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered or looks like a weapon, on Family Development Center grounds shall be disciplined. A "weapon" means possession, use, control, or transfer of 1) any gun, rifle, shotgun, or a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act [430 ILCS 65/1.1], or use of a weapon as defined in Section 24-1 of the Criminal Code; 2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or billy clubs; or 3) "look alike" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, or pen, is considered to be a weapon if used or attempted to be used to cause bodily harm.

Required Notices

A Family Development Center staff member shall immediately notify the office of the Executive Director in the event that he or she observes any person in possession of a firearm on Family Development Center grounds. Such notice, however, may be delayed if immediate notice would endanger the health, safety, or welfare of the staff member or of the students under his or her supervision until he or she and/or the students are no longer under immediate danger. A Family Development Center staff member should also immediately notify the office of the Executive Director in the event that he or she observes or has reason to suspect that any person is or was involved in a drug related incident, or observes a battery committed against any staff member. Upon receiving such a report, the Executive Director or designee shall immediately notify the Governors State University Department of Public Safety, and any involved student's parent/guardian. Family Development Center grounds includes modes of transportation for any FDC activity and any public way within 1,000 feet of the school, as well as the FDC property itself.

Late Pick Up Policy

Children must be picked up and leave the building by closing time of 6:00 p.m. Any parent and child still in the building after 6:00 p.m. will be considered late.

Late fees will be assessed for children if not picked up by 6 p.m. The late fee is **twenty (\$20) dollars** per classroom and \$2 per child for every minute beyond 5 minutes late. FDC staff will call all emergency and back up contacts for families twice.

If after 45 minutes the Family Development Center staff is unable to reach someone listed on the emergency pick up or contact list, the FDC staff will call the police or DCFS child abuse/neglect hotline. FDC staff is responsible for the well being and protection of the child until the parent/guardian, police or DCFS has picked up the child.

The FDC staff understands that the child is not responsible for the situation. Therefore, any conversations related to the situation will only be discussed with the parent/guardian, never the child. **It is extremely important that emergency contacts be kept up to date at all times. You must notify us when a telephone number is changed or no longer in service.**

Guidance and Discipline Policy

Philosophy and Implementation

We provide learning experiences in an environment which encourages a child to find that he/she is a valued and unique being. We help each child develop a sense of self-discipline and self-control. A positive approach to discipline encourages a higher self-esteem.

1. Staff will set limits, and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action.
2. Children shall be involved in the development of classroom rules.
3. Discipline shall be developmentally appropriate and logically related to the child's act and shall not be out of proportion to the particular inappropriate behavior. The child shall be made aware of the relationship between the act and the consequences.
4. Staff will use firm positive statements about behaviors at all times.
5. Staff will redirect and give choices that result in positive behaviors.
6. Removal from the group to help a child gain self control shall not exceed one minute per year of age. Removal from the group shall not be used for children less than 24 months of age. Removal from the group is always used as a last resort **ONLY** with children at risk of injuring themselves or other children.
7. Preschool age children shall have the opportunity to resolve their own conflicts.
8. Discipline shall be the responsibility of the adults who have an ongoing relationship with the child.
9. When there is a specific plan for responding to a child's pattern of unacceptable behavior, all staff who affect the child shall be aware of the plan and cooperate in its implementation.
10. Clinical behavior management plans may be developed to meet the needs of a particular child if developed with the parent and a professional clinician. This must be documented in the child's file. All staff working with the child shall receive training on implementing the plan.
11. Staff will communicate with parents, as needed, if there are ongoing behavioral concerns in the classroom.

Rules

Rules shall include, but not be limited to:

1. All children will be engaged in safe behaviors.
2. Children will remain with the group or accompanied by a staff member at all times.
3. Conflicts will be resolved verbally, with assistance of staff member when needed.

Rules will be written and posted in classrooms, using age-appropriate language for each class and will be made available to all parents and children.

The following disciplinary practices are **NEVER** used:

1. Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching, and other measures intended to induce physical pain or fear;
2. Threatening children or youth with objects
3. Threatened or actual withdrawal of food, rest, or use of the bathroom;
4. Abusive or profane language;
5. Any form of public or private humiliation, including threats of physical punishment;
6. Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating Child; and
7. Children will never be disciplined for toileting accidents.

Termination of Enrollment

The FDC staff will make reasonable accommodations to insure success of each child in the program, however in the event that a child has needs that are beyond the scope of the Family Development Center, the FDC staff will help the family find resources to assist the family and will refer the family for Early Intervention or Special Education, if necessary.

If the Family Development Center determines that enrollment in its programs is inappropriate, the FDC reserves the right to terminate enrollment. Reasons for termination may include, but are not limited to; failure to observe center rules, special needs that cannot be adequately met with current staffing, behaviors that may be unsafe for other children or adults, physical and/or verbal abuse of staff or children by adult or child, or non-payment of fees.

Integrated Pest Management

The Family Development Center uses an integrated pest management plan to eliminate the use of pesticides in the center, except for pest emergencies. FDC will never use pesticides while children are present in the building and will give notice to families if pesticides are going to be used. By following a integrated pest management plan the FDC will make all efforts to keep pests out, remove their source of food , water and shelter, and will monitor for pests in order to eliminate pests without the use of pesticides.

Visits, Trips, Excursions off FDC grounds and off GSU campus

The GSU campus offers many cultural and natural experiences. Children enrolled in FDC programs will take walking trips on campus, especially when the weather permits. When large groups of children take walking trips off the grounds of the FDC, the campus police are contacted to assist with traffic control in the front of the building. Safety is always at the forefront when taking any type of trip at the Family Development Center.

HealthCare–Provisions for Emergency Medical Care, Treatment of Illnesses, and Accidents

Parents must recognize that Governors State University and its Family Development Center do not carry medical accident insurance for injuries sustained in its programs. Therefore, each person registering themselves or a minor child for a program or activity should review their own health insurance for coverage. It must be noted that the absence of a program participant's health insurance coverage does not make Governors State University or the Family Development Center responsible for the payment of medical expenses.

Children's Health Requirements

The child must be kept up to date on a preventive schedule of health care as defined by the Illinois Early Periodic Screening, Diagnosis and Treatment (EPSDT) and the American Academy of Pediatrics. This includes lead testing for children at age 12 and 24 months, a hemoglobin or hematocrit completed at 9 and 12 months of age and a dental exam at 24 months.

In order to enter our program, evidence of **all up to date well baby checks** must be provided. If the child is not up to date, staff will assist families in finding a medical home and bringing their child up to date.

Short Term Exclusion Policy

In order for the children who utilize the programs offered by Governors State University Family Development Center to fully gain from the enrichment offered, they must be in good physical health. Parents are expected to keep their child's health related needs up to date, and the staff will assist families in this endeavor. The Health Service Coordinator can give referrals, can assist in arranging transportations and will assist families in learning the requirements of the state EPSDT. Children need to have current physicals, shots, and other exams appropriate for age upon enrollment. As the child ages, additional exams, shots and other exams are required, and the parents are responsible for obtaining these exams and shots, and submitting the results to the center in a timely manner. If parents need assistance in obtaining these further required exams, or find their child's physician is not responding to them in a timely manner, again the staff is ready and willing to assist.

However, if after assistance is offered, all barriers are removed and the parent has still not kept their child on a schedule of preventive health care the following will be implemented. If parents refuse to comply with health requirements, their refusal will be documented. To continue attending the center, children must be kept up to date per DCFS regulations, and NAEYC Accreditation requirements.

- Children attending center based and combination option will not be allowed to continue attending the center and will be placed in home visiting until the necessary information is obtained and submitted. Should this process take more than 30 days, the child's spot in the center will be filled by another child on the waiting list, and the child will be placed on the waiting list for the center until the needed information is obtained and another spot opens up.

Emergency Treatment

If a child receives a minor, superficial wound or injury while at the Center, basic first aid will be administered. In the event of a major or minor injury parents will be called immediately and notified in writing at the end of the day when the child is picked up.

If a child receives an injury or is ill requiring emergency medical attention 911 will be called, and the child will be taken to the closest hospital. The child will be accompanied by a staff member, and the signed emergency treatment form will accompany the staff. The staff person will stay with the child until a parent arrives. The parent will be contacted immediately as soon as 911 is called. If the parent cannot be reached, and the emergency names cannot be reached, the Center will instruct the hospital to use the signed treatment card and to contact the family's medical practitioner. In the event a family subscribes to Christian Scientist practices, the Center will make every attempt to contact the listed practitioner.

Sick Child Policy

Children cannot attend the Family Development Center and will be sent home if they have:

- A minor illness which prevents the child from participating comfortably in program activities or if the staff cannot care for the child;
- Diarrhea, defined as three or more loose stools (ie, not contained in diaper or child unable to make it to the bathroom) within the previous 24 hours. Child **may** be sent home with less, if accompanied by other symptoms. Child will be allowed back when it is resolved.
- Two or more instances of vomiting within previous 24 hours (readmitted after 24 hours of no vomiting);
- Rash with behavior change or fever until a physician has determined the illness to be noncommunicable;
- Ringworm at the end of the day (re-admit after treatment started);
- Fever defined as oral temperature above 101 degrees or axillary above 100 degrees. Children can return when they have been fever free without medication for 24 hours;
- Persistent (more than two hours) abdominal pain, or intermittent pain associated with fever;
- Mouth sores with drooling, until a medical professional determines the child is noninfectious;
- Purulent Conjunctivitis, until 24 hours after treatment has been initiated;
- Head lice, from end of day until after first treatment;
- Scabies, until treatment is completed;
- Tuberculosis, until a healthcare provider releases the child to attend;
- Impetigo, until 24 hours after treatment started;
- Strep Throat, until 24 hours after initial antibiotic treatment and cessation of fever;
- Chickenpox, until all sores have dried and crusted; or
- Pertussis, mumps, measles, hepatitis A; until a medical professional releases child to attend.

Infants with fever

- Very young infants may have serious illness without much change in behavior. In the early stages of illness, axillary temperatures of 100 degrees and above, **without behavioral change** is considered to be serious in infants under the age of four months. Therefore it is the policy of the Family Development Center to exclude children four months of age and younger with a fever of 100 degrees and above, until the child is fever free for 24 hours or the child's physician releases the child to return to child care.
- Children older than four months will follow the Sick Child Policy for exclusion.
(*Caring for Our Children, National Health & Safety Performance Standards 3.065 p. 124*)

Medication Administration Policy

The Family Development Center staff will administer medication to children only when the medication is in its original container and only with written parent permission **and physician authorization.**

- Prescription medications shall be labeled with the full pharmacy label, in the original container. FDC personnel will only administer medication according to pharmacy instructions.
- Parents will sign a release for each medication to be administered.
- Only trained staff in the Center will administer medication.
- The Family Development Center will maintain a record of each time the medication is administered, by date, time and the name of the person administering medication.
- If handwritten prescriptions are not legible, FDC personnel will contact physicians for clarification prior to administration of medication.

Over the counter medications such as cough medicine and Tylenol will only be administered with written directions from a licensed medical professional. Parents are responsible for supplying over the counter medications, in their original containers, labeled with their child's name.

Sunscreen, insect repellent and diaper ointment will be applied to children with written parent permission.

Children with chronic medical conditions requiring emergency medication such as an Epi-Pen must keep the Family Development Center apprised of the medication and status of the child's condition at all times. If emergency medication is to be administered by FDC, the parent must train the staff on the proper conditions to use the medication as well as the proper use of the medication. In the event of an emergency that the FDC staff feels they are not able to control with the use of the emergency medication alone, the staff of the Family Development Center will contact emergency services in the best interests of the child.

Communicable Disease Notifications

The Family Development Center will notify the health department and all parents of enrolled children when there is any communicable disease to which their child was exposed. In addition, if there is any unusual level or type of disease to which your child was exposed, we will notify you of any measures you should take at home, in accordance with the Illinois Communicable Disease Prevention Act and applicable state and federal privacy laws. We will work with the local Will County Health Department in these cases.

Family Involvement at the Family Development Center

Parent Teacher Conferences

Parent teacher conferences take place twice yearly in the fall and the spring. You will be given a choice of time slots to sign up and meet with your child's teachers regarding your child's development and educational progress. If at any time in between these scheduled times you would like to meet with the teachers, please feel free to call and make an individual appointment with the teacher.

Family Events/Meetings

The Family Development Center has scheduled events approximately one per month during the calendar year. Various topics of interest to parents will be presented by staff and faculty of the Family Development Center, GSU students, or GSU faculty as well as outside speakers and volunteers. Parents are encouraged to attend any of these free educational and informative events, and child care will be provided at no cost.

Classroom Daily Schedules

Half Day Preschool

Heart Room
Room 9
Ages 3-5 yrs.

Daily Schedule

A.M. Class

9-9:10	Arrival/Wash Hands/Sign in
9:10-9:25	Morning Meeting/Group time: calendar, language development, songs,
9:25-10:35	Open Centers/Free Choice Time: writing, art, science, blocks, manipulatives, dramatic play, snack center
10:35-10:40	Clean Up
10:40-10:55	Story time
10:55-11:25	Gross Motor/Playground*
11:25-11:30	Dismissal

P.M. Class

12:30-12:40	Arrival/Wash Hands/Sign in
12:40-12:50	Morning Meeting/Group time: calendar, language development, songs,
12:50-2:00	Open Centers/Free Choice Time: writing, art, science, blocks, manipulatives, dramatic play, snack center
2-2:05	Clean Up
2:05-2:20	Story Time
2:20-2:55	Gross Motor/Playground*
2:55-3	Dismissal

Buckeye Room
Room 10
Ages 3-5 yrs.

Daily Schedule

A.M. Class

9-9:10	Arrival/Sign in
9:10-9:25	Morning Meeting/Group time: calendar, language development, songs
9:25-10:35	Open Centers/Free Choice Time: writing, art, science, blocks, manipulatives, dramatic play, snack center
10:35-10:40	Clean Up
10:40-10:55	Story Time
10:55-11:25	Gross Motor/Playground*
11:25-11:30	Dismissal

P.M. Class

12:30-12:40	Arrival/Wash Hands/Sign in
12:40-12:50	Morning Meeting/Group time: calendar, language development, songs,
12:50-2:00	Open Centers/Free Choice Time: writing, art, science, blocks, manipulatives, dramatic play, snack center
2-2:05	Clean Up
2:05-2:20	Story Time
2:20-2:55	Gross Motor/Playground*
2:55-3	Dismissal

Full Day Preschool

Windchime Room

Room 11

Ages 3-5 yrs.

Daily Schedule

7-7:15	Arrival/Early Morning Snack
7-8:55	Free Play
8:55-9	Clean Up
9-9:45	Breakfast
9:45-10	Circle Time: Songs, stories, calendar
10-11:15	Centers: Writing, puzzles, blocks, dramatic play, computers, manipulatives, art, science
11:15-11:30	Clean Up
11:30-12	Large Motor: Outside or Gym*
12-12:30	Lunch
12:30-12:45	Wash Up, use bathroom, brush teeth
12:45-1	Story Time
1-3	Nap/Rest Time
3-3:15	Snack
3:15-4:15	Centers: Art, science, music, blocks and building, dramatic play
4:15-4:50	Large Motor: Outside
4:50-6	Free Choice, dismissal

Rainbow Room

Room 12

Ages 3-5 yrs.

Daily Schedule

8:30-9	Centers: Writing, puzzles, blocks, dramatic play, computers,
9-9:45	Breakfast
9:45-10	Circle Time: Songs, stories, calendar
10-11:15	Centers: Writing, puzzles, blocks, dramatic play, computers, manipulatives, art, science
11:15-11:30	Clean Up
11:30-12	Large Motor: Outside or Gym
12-12:30	Lunch
12:30-12:45	Wash Up, use bathroom, brush teeth
12:45-1	Story Time
1-3	Nap/Rest Time
3-3:15	Snack
3:15-4:15	Centers: Art, science, music, blocks and building, dramatic play
4:15-4:45	Large Motor: Outside
4:50-5	Clean up/dismissal

**In inclement weather large motor will take place in the gym.*

Room 9: 11-11:30 and 2-2:30

Room 10: 9-9:30 and 2:30-3:00

Room 11: 10:30-11 and 3:30-4

Room 12: 11:30-12 and 4-4:30

Infant, Toddler, Twos Daily Classroom Schedule

7-9	Drop off/free play/diapers changed and toilet use as needed
9-9:30	Wash hands/Breakfast/brush teeth
9:30-10:30	Inside playtime with activities such as table top toys, dramatic play, blocks, reading stories and art
10:30-10:50	Hands washed and snack time
10:50-11:20	Outside (weather permitting) or large motor activities
11:20	Wash hands/change diapers and toilet use
11:30	Lunch time
Noon-2	Naptime on demand
2-2:30	Wake up/diapers changed and toilet use
2:30-3	Hands washed and snack time
3-4	Outside play (weather permitting) or large motor activities
4	Diapers changed and toilet use
4-6	Pick-up/Inside play time such as table top toys, books, self-directed play

Infants will be fed according to their own schedules.

Infants and toddler will sleep on demand.

Diapers will be changed as need.

Infant Detailed Daily Schedule

(6 weeks to 15 months of age)

7-9	Staff greets children and parents. Those children who do not eat or have a bottle before arriving at the Center may be given food upon arrival at the request of the parent. (All food and drinks are to be supplied by the family). One bottle of either breast milk or formula must be brought in prepared to be served.
9	Daily sheets are checked to see if a child needs a diaper change at this time. Diaper changes take place every 2 hours unless needed more frequently due to a BM. Daily sheet logged by staff.
9-10	Nap time for younger infants (upon parent's request) or play time for those older infants. Infants will wake up from nap on their own time.
9-10	At this time play time will take place. Play time will consist of floor time with a staff person which could include ball play, rolling, blocks, puppet play, stacking blocks, peek-a-boo, bubbles, etc. Mats are placed on the floor during this time. Story time takes place 1 – 2 times daily. Older infants will also be involved in art projects from time to time.
10-11	Outside play (weather permitting). Infants will be placed in swings or play yards. Those infants that walk will be allowed to do so at their leisure. Buggy rides may also take place at this time once or twice a week at the staff's discretion. Younger infants will be placed in double strollers and the older infants will be taken in the buggy. A buggy is a wagon with seats that holds up to 6 children at a time and pushed by a staff member. Each child is supported in a child size seat with a seat belt. The children love buggy rides and stroller time.
11-noon	If outside, infants are brought in. Hands and faces are washed. Diaper changes take place. Lunch time. Daily sheet logged by staff. Infants are fed on demand as often as necessary.
Noon	Infants sleep on demand. Daily sheet logged.
1-2	Infants changed upon waking. Daily sheet logged.
2-3	Snack time for older infants and bottle time for younger infants or both for some. Daily sheet logged.
3	Play time inside or outside time (weather permitting)
4-6	Diaper changes take place and bottle feedings when necessary. Daily sheet logged. Pick up time and free play.

Family Development Center Parent Handbook

INFANT, TODDLER, TWOS, AND PRESCHOOL CHILD CARE

*Thank you for taking the time to read through this Parent Handbook.
We thank you for entrusting your child's education to us.*

Please sign and return this page. Cut off page along dotted line.

I acknowledge that I have received a copy of the Governors State University Family Development Center Infant, Toddler, and Preschool Child Care Handbook.

Parent/Guardian Signature

Date

