

Hand-In-Hand  
Day Care & Pre-school  
Handbook

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Working hand in hand with  
children and parents for a better  
tomorrow

## I. DAY CARE AND PRE-SCHOOL PURPOSE

Our goal at the Hand-In-Hand day care is to provide loving and nurturing care to children of working parents and student parents. We will provide a stimulating environment to aid in the child's growth through play and developmentally appropriate activities, which will help to build self-confidence and good self-esteem within the child.

Our goal is to provide an environment in which a child will feel secure, and to help them make a successful break from home. Our further goal is to provide new experiences for the children to help them grow and learn.

We will provide nutritious snacks and lunches for the children.

## II. OBJECTIVES FOR DAY CARE AND PRE-SCHOOL

We want to help foster the children's growth by helping them to do the following:

- Make a pleasant break from home
- Interact successfully with other children and adults
- Learn to respect others
- Cooperate, share, and work with others
- Become responsible people
- Be independent
- Take opportunities to be successful
- Gain a sense of security and belonging
- Develop good self concepts
- Learn the alphabet, numbers, shapes, and colors at their own individual interest level
- Learn to recognize and spell their own name
- Create good, positive attitudes toward learning, school, and life
- Express emotions in acceptable channels
- Establish and understand limits
- Follow limits and develop self control
- Learn about their relationship to their environment
- Learn to care for themselves (health and safety)
- Develop motor skills and coordination
- Develop their senses
- Improve their verbalization skills
- Expand their creativity
- Stimulate their curiosity
- Broaden their experiences and familiarize them with their community
- Appreciate art, music, and literature
- Learn to accept and give friendship and love

### III. AGES OF CHILDREN, CLASSTIMES, AND DAY CARE HOURS OF OPERATION

- Day care hours: 7:00am to 5:30pm
- Ages: 2 through 10
- We offer day care for children not yet in school, a morning pre-school program, and a before and after school program.

### GENERAL POLICIES

#### I. CLOTHING AND OTHER NECESSITIES

Since we do paint, play on the floor, and go outside, please send your child in washable clothes. Please provide an extra set of clothes in a bag marked with your child's name, in case they are needed for a change. Included should be socks, underpants, shirt and pants, or dress. Please check them to be sure they are the right size and are appropriate for the season.

#### II. ITEMS BROUGHT TO SCHOOL

THE STAFF IS NOT, AND CANNOT BE RESPONSIBLE FOR ITEMS BROUGHT TO SCHOOL.

Children should not bring money, valuables, ropes, guns, glass or sharp items, make-up, guns or candy. This includes weapons of any kind. Items that promote unacceptable play will be discouraged. Please check with the director if you should have a question about what is appropriate.

Also, Candy may be allowed on special occasions, but should be given to your child's teacher to be distributed at the appropriate time.

Books are permissible, to be read to the class at the teacher's discretion.

If there are other items your child wishes to bring, please check first with your child's teacher. If permission is given, it is with the understanding that the child must be willing to share his/her possessions and know that they could be lost or broken.

#### III. PARENT VACATION POLICY

The personal vacation policy is as follows:

- First week: Free
- Second week: 50% of weekly charge
- Third week: Full time rate

Note: The day care does allow vacation time to be used one day at a time. THE VACATION POLICY IS PER CALENDAR YEAR. We require a two-week WRITTEN notice of an upcoming vacation. If notice is not given, you will be charged the full rate.

#### IV. MEALS AND SNACKS

Nutritional snacks for the day care and pre-school will be provided each day. Lunch will be provided for full and part-time day care children. A menu will be posted monthly. Our lunches will be catered well-balanced meals, with milk to drink.

#### V. BIRTHDAYS AND SPECIAL OCCASIONS

If your child would like to bring a special treat for their birthday or special day, please let the head teacher know ahead of time so that it will be included in the daily planning.

#### VI. NAPTIME

It is our policy that all children rest on their cots during the scheduled naptime. If the children do not sleep, they must rest quietly on their cot.

Children enrolled in the before and after school program will not be required to rest.

#### VII. FIELD TRIPS

We do take field trips during the year and welcome parents who wish to volunteer to drive or help in any other way. If we should be planning a field trip, it will be included in the monthly newsletter. If you have any suggestions for a field trip, please let us know. We are always looking for new ideas.

#### VIII. TRANSPORTATION

Hand-In-Hand does not provide transportation to or from the Unit 7 schools. Hand-In-Hand is a bus stop for children who attend the day care and for nearby residents. Hand-In-Hand is not responsible for children in route. Transportation must be set up with the bus service.

#### IX. SCHEDULE OF HOLIDAYS

The day care center will be closed the following holidays:

- New Year's Day
- Fourth of July
- Day after Thanksgiving
- Memorial Day
- Labor Day
- Christmas Eve
- Good Friday
- Thanksgiving Day
- Christmas

Note: If a holiday falls on Saturday, the day care will be closed on Friday. If the holiday falls on Sunday, the day care will be closed on Monday.

## FINANCIAL POLICIES

The Hand-In-Hand Day Care is on a strict budget in order to keep our costs low to our parents. We would appreciate your cooperation with the following policies.

### I. PAYMENTS

Tuition is due on MONDAY of EVERY WEEK and payment covers your child's care for that week, unless you have made other arrangements with the director.

There is a slot marked "Tuition Drop" for you to place your child's tuition. Please put cash payments in a sealed envelope marked with your name and the amount. Receipts will be given for cash payments. Checks should be made payable to Hand-In-Hand Day Care.

### II. REGISTRATION FEES

There is a one-time, \$30.00, non-refundable fee due at the time of registration for the day care. This fee covers registration and part of insurance costs.

### III. DAY CARE TUITION

The policy concerning tuition is to charge a base price per week for full-time care. There is no additional charge for the pre-school, program if your child is also enrolled in the day care. There are no reductions of tuition if your child is sick or because of a holiday.

If your child is enrolled part-time, we will set the fee accordingly. Fees are determined based on the number of hours and number of days your child will be attending the day care. You and the day care determine a set schedule that your child will be in attendance. You will need to follow this schedule. **YOU WILL NOT BE ALLOWED TO CHANGE YOUR CHILD'S DAYS WITHOUT CONSULTING YOUR CHILD'S TEACHER AND THE DAY CARE DIRECTOR.**

**5:30 PM IS THE DISMISSAL TIME. \$1.00 WILL BE CHARGED FOR EVERY MINUTE A PARENT IS LATE PICKING UP THEIR CHILD. IF THE PARENT HAS MORE THAN ONE CHILD, IT WILL BE \$1.00 PER MINUTE, PER CHILD.**

For every non-sufficient check the day care receives back, there will be a \$15.00 charge in addition to the tuition.

Children who are enrolled in the before and after school program will be charged additional fees when Unit 7 is closed for breaks and holiday observances if they will be in

attendance. The fees will be determined for each child depending on the additional amount of time that the child is at the day care.

#### IV. CREDITS

There is no charge for snow days or closing due to severe weather.

Because room and staff are provided regardless if your child attends, there are no refunds for short vacations or illnesses. Hand-In-Hand allows parents whose child is ill a full calendar week to pay 50% of the regular tuition rate, IF the director is called daily to be informed that the child is ill and will not be present.

### ARRIVAL AND DEPARTURE

HOURS OF OPERATION: The center is open from 7:00 am to 5:30 pm; Monday through Friday.

#### I. ARRIVAL

Please take your child directly to his/her assigned area to remove his/her coat. After removing coat, etc., please take your child to wash their hands. This must be done so that we are operating in accordance with DCFS licensing standards. After your child's hands have been washed please bring him/her to the arrival area for the day and let the teacher on staff know that you child has arrived.

It is very important that you sign the daily attendance sheet with your child's name and the name of the person dropping off the child. Also, there is a place for any messages for the staff (medicine dosages, leaving early, etc.).

BECAUSE OUR PROGRAMS BEGIN AT 9:00AM, CHILDREN ARE EXPECTED TO BE HERE BY 9:00AM. THE CENTER MUST BE NOTIFIED BY 9:00AM IF YOUR CHILD WILL BE LATE OR NOT BE IN ATTENDANCE THAT DAY.

There will be no arrivals during nap hours.

#### II. RELEASE OF CHILDREN

Children will be released ONLY to the persons authorized on the admission application. Authorized persons will be allowed to pick up a child WITHOUT prior notification from parents.

CHILDREN CANNOT LEAVE WITH ANYONE, INCLUDING A RELATIVE, IF THAT PERSON IS NOT LISTED ON THE PICK-UP CONSENT FORM, OR IF HAND-IN-HAND IS NOT NOTIFIED PRIOR TO THE CHILD BEING PICKED UP.

Parents MUST notify the center whenever an unauthorized person will be coming for their child. Written notification is preferable, but a telephone call from the parent to the director will be accepted.

### III. DEPARTURES

You may pick up your child from the departure area. You will need to let the teacher on staff know that you will be leaving.

On the daily attendance sheet, please sign your child out by signing the name of the person picking up the child and time that you have picked up the child.

Please check your child's area for any papers, messages, or perhaps dirty clothes.

The center does close at 5:30 pm; if you are going to be late please call. The fee for late pick-up is \$1.00 per minute, per child.

The late fee that is charged to parents who are late picking up their child should be paid directly to the staff person on duty and not included in the tuition payment.

If late arrival or departure becomes habitual, the problem will have to be discussed with the director.

### HEALTH POLICIES

You are urged not to send your child to school if you suspect that he/she is coming down with an illness. They do not enjoy coming when ill, and other children may be exposed. Please notify the center by 9:00 am, if you child will not be in attendance as scheduled.

If your child has any symptoms of illness, including active cold symptoms, PLEASE keep your child home. If your child becomes ill at school, you will be required to make other arrangements for your child's care within two hours.

If your child has contracted a common contagious disease (chicken pox, mumps, measles, strep, diarrhea, pink eye, etc.), please call the day care so that we can inform the other parents that their child may have been exposed.

*your child must be symptom free for 24 hours (no fever for 24 hours)*

### MONTHLY THEMES

To give continuity to the program that we offer, many of the activities will follow a monthly theme. Special activities and field trips are planned to further develop many of the themes. You will receive notice as these activities and field trips are being planned. Throughout the year we will also be doing activities pertaining to learning the alphabet, numbers, shapes, colors, and the spelling of the child's own name.

- September: the five senses, self-awareness, feelings

- October: colors, shapes, sizes, and textures
- November: community helpers and Thanksgiving
- December: winter weather activities and Christmas
- January: health, nutrition, and safety
- February: transportation and Valentine's Day
- March: the world of make believe (exploring imagination through the use of puppets and other types of media), role playing through dress up
- April: the world of animals and Easter
- May: exploring our environment, focusing on the planting season
- June, July, and August: various summer activities and Fourth of July

#### DAY CARE SCHEDULE\*

7:00 am	Open
7:00-9:00	Arrival/Free Time Each child is greeted as he/she arrives. They are encouraged to hang up their coat/hat and put away their personal items. After each child is checked in, they are free to play within any of the centers that are open to them at the time.
9:00-9:30	Restroom, Hand Washing, Snack Time
9:30-10:45	Indoor Directed Activities During this time we will have structured activities that the children can explore. All of the activities will be age and developmentally appropriate. Each child is free to concentrate on one special area, or move from one center to the next.
10:45-11:00	Clean-up, Restroom, Hand Washing
11:00-11:30	Lunch
11:30-12:15	Outdoor Play (weather permitting) Movie Time
12:15-12:30	Restroom, Hand Washing
12:30-2:45	Story Time/Nap Time



2:45-3:00 Nap Time Clean-up, Restroom, Hand Washing

3:00-3:30 Snack

3:30-5:30 Free Time, Outdoor Play, Group Games, Activities, Homework

5:30 pm Day care closes

\*All Scheduled times and activities can vary and are flexible so that we can adjust the program to fit the children's needs.