**Mission Statement**

The mission of Chance after Chance, is to provide quality child care and learning experiences for children in a safe and caring environment, helping them develop socially, creatively, emotionally, physically and

Intellectually. The Chance after Chance will strive to work cooperatively with the community.

We take pride in our highly qualified teachers and in our communications throughout the center. We

strive to provide a safe and nurturing environment where children can express their individuality, while

we provide them with a variety of experiences and enhance their development. Chance after Chance takes pride in its reputation and strives to uphold and promote values principles, which encompass fairness and honesty.

**Philosophy Statement**

*We believe in the value of human diversity and the fair treatment of all people. It is our number one goal*

*to provide the kind of environment and the kind of influences that encourage all children to become*

*creative, independent, responsible, well rounded, self-directed adults who can make decisions for*

*themselves. Our desire is for excellence in meeting the needs of children and their families for nurturing,*

*growth and development, relationships and understanding. Our values and beliefs about children are*

*deeply rooted in the history of Early Childhood Education.*

*We believe All children have the right to feel good about themselves and it is the responsibility of all*

*teachers to nurture the child’s self esteem.*

*We believe The home is the most important factor in a child’s development. We will always strive to*

*support and complement the family in order to promote the healthy development of*

*children and parents.*

*We believe Loving, trusting and respecting each child enables that child to love, trust and respect*

*others. Each child and family is due the respect for personal privacy demanded by*

*professional ethics.*

*We believe It is important to meet each child’s needs for physical, social, emotional and intellectual*

*growth by providing diverse experiences in a supportive environment.*

*We believe Each person is a unique individual and has his or her own needs. Each person has a*

*right to meet this need their own way and in their own time. However, one of the*

*responsibilities of having rights is recognizing and respecting the rights of other.*

*We believe Children deserve to have teachers who are capable and caring and whose values enable*

*them to be excellent role models. Our educational and guidance decisions must be based*

*on our knowledge of child development.*

**Board of Directors**

*Chance after Chance, is a non-profit organization whose operation is overseen by a CEO and a board of directors. Board* *meetings are open to the public, with agendas posted in the center prior to each meeting. Parents are* *invited to address the whole board at any scheduled meeting.*

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**ADMISSION POLICY**

**Admission to Chance after Chance Day Care and Preschool**

1. Hours of Operation: Chance after Chance is open year round, Monday- Friday, from 8:00 am to 6:00 pm. The center is closed for major holidays. Chance after Chance will reserve the right to open with the first scheduled child and close with the last scheduled child’s departure. A posting will accompany opening times that differ from 8:00 AM 6:00 PM.

 2. Any child three years through twelve years of age may enroll at Chance after Chance. Chance after Chance has a licensed capacity PENDING

of \_\_\_\_\_ children.

 3. All children are welcome into our program regardless of race, sex, handicap, color, national origin, or age. The child must be emotionally capable for participation in an all day program.

4. Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest, and/or if the child does not require an inordinate amount of staff time that would detract from other child care, in accordance with Title III of the ADA (Americans with Disabilities Act).

5. Each child will be enrolled on a 30-day trial basis to assure a happy adjustment for all concerned. If the Chance after Chance staff and administration determine at any time that placement is inappropriate, the child will be dismissed. Referral will be given to parent for more options ( a paper trial will be discussed before a last result of dismissal).

**How to Enroll**

Enrollment **WILL NOT** be accepted over the telephone. Prior to the child's first day, the parents are required to meet the Director/ Program Director to tour the Center, obtain required forms, and discuss the philosophy and program of the Center. At this time, all policies are discussed and fee schedules explained to the parents. We ask that parents bring their child in prior to his/her first day, just to "look around" and get acquainted with the Center.

**Enrollment Forms**

Child Care Enrollment form and Health History & Emergency Care Plan must be completed prior to attending Chance after Chance. The Child Health Report and the Day Care Immunization Record must be completed within one month of your starting date at Chance after Chance. Any change of address, telephone number (work or home), or other pertinent information must be shared with the

Director as soon as the change occurs.

Illinois state law requires every child to have a physical examination form signed by a doctor. The examination may be not more than six months prior to, nor later than three months after admission to a child care program. Subsequent physical exams will be required every two years with a TB test thereafter for children over the age of two. An immunization form indicating dates of all shots is also required. It is the parent's responsibility to keep the immunizations updated and inform the Center as additional immunizations occur.

**ENROLLMENT INFORMATION AND FEES**

**Enrollment Fee and Policies**

A child will be un-enrolled once the family has given official notification of withdrawal from the center to the Director/Program Director or Director/Program Director has officially determined that the child will no longer attend. Also, when a child leaves for more than four weeks, a place will not be guaranteed if the child wishes to return to Chance after Chance at a future date.

An optional holding fee may be paid to hold a position. Holding fees are: $50.00 per week to hold a position per child or $25.00 per week to hold a part-time position per child. Parents who choose not to pay the holding fee will not be guaranteed that their child’s spot will be open when they return.

State required forms must be turned in to the office prior to the child's first day of attendance. Accounts are billed biweekly and payment is due within 5 days from the statement date. If a child is late in getting picked up after closing time (6:00 pm) a $1.00 per child/per minute late fee will be charged.

**There is no "credit" for sick or missed days.**

You must schedule your child off if they will not be attending after a week of attendance. Your total co-pay is based on the month. If a child is absent, holiday or school closed, your monthly fee does not change if you are a discounted family.

The parent/guardian must notify Chance after Chance immediately with any schedule changes in regards to the child’s attendance. Chance after Chance Staff will attempt to contact the parent/guardian if a child is not in attendance after 30 minutes of their scheduled time if notification is not received. Repeated failure to report schedule changes/absences may result in dismissal from Chance after Chance.

The Center is closed on the following days: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. Chance after Chance reserves the right to close the center the day before or after a holiday if enrollment will be low. Parents will be surveyed for those days to determine if child care is needed and will be given at least one week's notice if the center will be closing.

**Check-in and Dismissal Procedures**

Parents should bring their child directly to his/her classroom and make sure that the teacher is aware of the child's arrival. This is often a busy time within the classroom. Please allow extra time to ensure that this transition is a positive one. A daily attendance record is kept in each classroom. Each room also has an Emergency Information.

Chance after Chance has each parent fill out a child enrollment form for each child enrolled which includes people authorized to pick their child/children up from Chance after Chance. Only the people who are on the list will be allowed to pick the child/children up,

unless, the center receives written or verbal permission from the parent before the time of pick up. The

Director/Director may require both parents’ signatures to approve an update to areas pertaining to authorized pickup of a child on the child’s enrollment form if the individual designated to pick up the

Child is someone whom we have not met, they will be required to provide the center with identification for the child's release or the child will not be permitted to leave the center. Chance after Chance staff has

the right to ask any person to present positive identification before permitting a child to leave. Chance after Chance will contact the Chance Police Department to report any person who fails to display an ID at the request of any Chance after Chance Staff. Chance after Chance cannot refuse the right of a parent or legal guardian to pick up their child/children unless there is a court order in effect that prohibits such contact. If a court order prohibits a parent or other individual from having contact with the child/children, you must provide a copy of the order to the Director. Verbal notification alone is not sufficient. If the party who is prohibited from having contact with the child/children arrives at the center, our staff will notify you immediately.

**Fee Schedule Rates**

Refer to Fees for Chance after Chance (separate attachment). Your weekly billing rate will be determined based on your scheduled hours plus any additional hours. These rates are subject to change with Board approval. Additional copies or replacements may be requested from the Director or Program Director.

**Late Charges/Delinquent Accounts**

There will be a $10.00 late fee charge added to your child care bill if your account is not kept current. After four weeks of late charges, your child’s spot is forfeited and the account turned over to a Collection Agency. A collections fee of thirtythree (33%) percent of your account balance will be charged to your account when submitted to the collections agency. A $35.00 fee will be charged for insufficient funds. Charged will be presented only once and fees must then be paid by money order, to include the check return fee.

**GENERAL POLICIES**

**Confidentiality**

All of the forms and information contained in your child's file, as well as other personal information about your child, whether written documents, or Chance after Chance employee observations and perceptions, is confidential information and will be accessible only to the parent(s), legal guardian or custodian, Director, child care employees (on a need to know basis), State Licensing Examiner, who is designated by the state licensing department (hereafter “Department”) to review our records for licensing purposes, and a county department of health and family services or licensed child welfare agency. Information will not be given to others without the consent of at least one parent.

A parent, legal guardian or legal custodian, upon request, has access to all records and reports maintained on his or her child and may obtain further information regarding the child’s progress with an appropriate Chance after Chance employee in the presence of the Chance after Chance Director or other designated Chance after Chance official. Any parent, legal guardian or legal custodian or person or agency authorized in writing by the parent, requesting to review a child’s file may contact the Director for

an appointment to view the records or meet with the appropriate Chance after Chance employee as set forth herein. Such records and information shall be provided to the parent within a reasonable time, not to exceed three (3) working days. If Chance after Chance has not already confirmed the identity and status of the person requesting the information, such identification shall be presented to Chance after Chance prior to any records other information being provided.

Chance after Chance shall permit parents, legal guardians or legal custodians to visit and observe their child’s class at any time during Chance after Chance hours of operation, unless access is prohibited or restricted by court order. A copy of such court order must be on file with Chance after Chance. Chance after Chance shall make opportunities available at least twice each year for parents, legal guardians or legal custodian communication with Chance after Chance staff regarding the child’s adjustment to the Chance after Chance program and the child’s growth and development.

All records required by the Department for licensing purposes are available to the appropriate licensing representative and those agencies authorized above. Any original paper record may not be removed from the premises of the Chance after Chance site, excepting response to a court order subpoena specifically requesting such document. A charge of $0.25 per page for photocopies of your child’s records

will be payable at the time of the request.

**Observation**

Upon arrival, each child shall be observed by a staff member for symptoms of illness. Any evidence of unusual bruises, cuts, or burns shall be noted in the Medical Log Book and reported immediately to the Director.

Food allergies and other allergies of specific children shall be made known to the Kitchen, Director, staff members, and substitutes having direct contact with these children.

**Ill Child Procedure**

When an apparently ill child is observed in the Center, the following procedures shall apply:

All universal or standard precautions will be taken. Vinyl gloves are available when handling bodily secretions. Soiled garments/bedding will be stored in plastic bags. Children will be supplied clean articles if necessary. All staff and children will practice proper hand washing procedures. Toys, equipment and areas will be cleaned and sanitized. Children with a sore throat, inflammation of the eyes, fever of 101 degrees or higher, rash, vomiting, diarrhea, lice, ring worm, or other illness or condition shall be isolated and the parents will be contacted. Any child removed from the center due to illness will not be readmitted within 12 hours and may be subjected to policy regarding communicable diseases. When a child shows signs of being uncomfortable or fussy, Chance after Chance has the right to ask the parent to pick up the child if the symptoms do not subside after a 2-hour period. The child shall be provided with a sleeping bag and pillow in the isolation area with a staff member within sight and hearing of the child. If the area is not a separate room, it shall be a space separated from other children by a partition, screen, or other means. Isolation shall be used until the child can be removed from the center. Parents should remove the

child from the center no longer than one hour after notification. If you cannot pick up your child within one hour after you are called, you are responsible to have another RELIABLE emergency person come for your child. If you cannot be reached first, a reliable emergency contact person will be called to pick your child up. The child's parent, or a designated responsible person when a parent cannot be reached, shall be contacted as soon as possible after the illness is discovered. Arrangements shall be made for removing the child from the center. Any child who attends the center shall be considered well enough to participate in indoor and outdoor activities. When a child is diagnosed with having a communicable disease, the center should be notified immediately so that other parents can be notified. A child may be readmitted without a statement from a physician after having had a communicable disease only if the child has been absent for a period of time equal to the longest usual incubation period for the disease.

Chance after Chance reserves the right to have a doctor's written permission for a child to be readmitted. Chance after Chance will report any reportable communicable diseases to the County Health Department. A notice will be posted if a communicable disease occurs in a child at the center. Please notify us if your child is exposed to, or develops any communicable disease.

**Medication**

No prescriptive medication or non-prescriptive medication such as, but not limited to, aspirin, cough medicine, or nose drops may be given to a child by staff.

**ACCIDENT/INJURY**

Chance after Chance Staff will take whatever steps may be necessary to obtain medical care. These include, but are not limited to the following:

Injury to a child procedure: (If the injury requires no outside attention)

- All universal or standard precautions will be taken. Gloves are available.

- Standard first aid procedures will be used. Treatment of minor injuries will consist of: washing the injury with soap and water and cover with a band-aid if needed, or apply ice.

- Injuries are recorded in the Medical Log book by the staff member in whose care the child was at the time of the accident/injury. The Medical Log Book is available upon request for parental review.

- Parents will be notified of the injury when the child is picked up from the Center.

Emergency Medical Procedure:

If a medical emergency arises, the child care provider in charge will first attempt to contact the child's parent/s, and then, if parent/s cannot be reached, will attempt to contact the child's designated emergency contact person. If contact is unsuccessful, and immediate medical attention is necessary, the Director/designated staff member may transport the

child to West Suburban Health Center Emergency Room, if the staff can get the child there faster than the ambulance.

However, if unable to move the child, 911, Ambulance will be called. The Center will continue to try to contact the parent/s or emergency contact person. Off premises injuries will be handled in the same manner.

The Parent/s will be held responsible for all incurred fees related to the injury requiring any outside attention. Every precaution is taken at Chance after Chance, to assure the safety of the children. If, however, a child should be injured and medical attention is required, please file any expenses incurred with your medical insurance carrier or with Medical Assistance. The Chance after Chance insurance policy has a liability insurance policy which only covers personal injuries for which Chance after Chance is legally liable. It does not pay for injuries that are the result of accidents.

**Child Guidance Policy**

It is the teacher's responsibility to, as much as possible; prevent discipline problems through behavior guidance that helps the child to acquire a positive self-concept. They will model appropriate behavior through vocal tone and actions. Activities should be interesting and stimulating to encourage child participation. Dividers will be used to enhance and assist grouping of children as necessary. Positive reinforcement in the forms of praise or tangible rewards, such as stickers, will be used to encourage cooperation and achievement. When necessary, redirection, setting clear limits, and time-away will be used to remove an uncooperative child from a situation. In the event that time-away is used, a staff member will always be within sight and hearing of the child.

A time-away will be used when a child is in danger of causing injury to him/herself or to others. When spitting, hitting, kicking, and biting happen, it will be discussed, time away will be used and both children will be given an opportunity to express their feelings. The maximum time allowed for a time-away will be five minutes for children three years and older. Time-away will not be used for children under three years.

Discipline and behavior guidance used by each caregiver will, at all times, be constructive, positive, and suited to the age of the child. Prohibited punishment for misbehavior include, but are not limited to: Spanking, hitting or other corporal punishment; verbal abuse or derogatory remarks; tying, binding or confining; withholding or forcing foods or naps; punishing for lapses in toilet training, even at the request of the parent.

For recurring and/or severe behavior problems, parent/s must meet with the Director and teacher to discuss the problem and possible solutions. Parent/s, teacher, and Director will sign a form outlining the problem and the steps to be taken in the future. If the behavior problem still cannot be resolved, other actions can be taken or the child may be dismissed from the center as decided by the Director.

**Nutrition Program**

A monthly menu is posted near the kitchen area. Meals are included in fees. Chance after Chance, Inc. will provide a nutritionally balanced breakfast, lunch, snack to the children as established by federal, state, and local agencies. Due to extended hours of operations, an additional snack/light meal is also offered later in the day.

To maintain our standards of nutrition at the Center, children are not allowed to bring in food, unless for special occasions (see section Birthdays and Special Occasions). Our meals are served family style. Staff sit and eat with the children and encourage good table manners. At designated time Children are encouraged to serve themselves and to sample new foods. No child will go without nourishment at any time, food and water are offered throughout the day.

Special dietary meals are available upon request as approved by a physician. If your child requires a special diet, please discuss the situation with the Director. The Director is responsible for making sure that all staff are aware of the special diet request. A substitute food will be provided under physicians instructions by the center. Confidentiality will be considered in all cases. The Center must be notified of any food allergies.

Chance after Chance is a participant in the Child Care Food Program. The Child Care Food Program is operated in accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at

(800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**Food Allergy Policy**

When a child with an identified food allergy enrolls/attends Chance after Chance, the Director will provide the family with the Food Allergy Action Plan to be filled out by the child’s health care provider. This action plan must be filled out and returned to the Director.

 Based on the child’s Food Allergy Action Plan, caregivers will receive training and put into practice:

 Preventing exposure to specific food(s) that trigger allergy

 Recognize symptoms of allergic reaction

 Treating allergic reaction

 Parents and staff shall arrange for setting to have appropriate medication (if necessary) on site, proper storage of medication, equipment and training to use while in child care.

The child’s assigned teacher(s) will promptly take proper steps outlined in Action Plan if a reaction occurs in child care. Initiate 1st and Initiate 2nd responder team.

Identify student

Access environment

Administer epinephrine

Stay with child

 2nd Responder

Check child(s) files for allergy form ( make sure child is not allergic to epinephrine)

 They will notify emergency medical personal if epinephrine has been given.

 They will notify parents of any allergic reaction or possible contact with food that may cause an allergic reaction.

 They will take the Action Plan and medication on field trips, including playground or walks, and off-campus activities.

Individual child’s food allergies will be posted prominently in child(s) files, classroom, and kitchen and/or wherever food is prepared (care will be given to confidentiality issues).

**Off Premise Injury**

If a child is injured and requires medical attention while off Chance after Chance premises, the lead teacher or designated staff member will go to the nearest available telephone and call Chance after Chance. The Director or designated staff will go to the site to help provide medical attention or to help transport the child back to Chance after Chance or the Cook County Health Center Emergency Room. A designated staff person at Chance after Chance will attempt to contact the parent/s or emergency contact person. The other on-site staff shall stay with the other children.

**Locating a Missing Child**

All teachers, aides, and adults, in the Chance after Chance building will be questioned as to the last sight of the missing child. The Director and a designated staff person will search the building and the outside premises. If the child is not located the Director will contact the parents. The Cook County Sheriff's Department will be notified if the child is not located.

**Toilet Learning**

**Children are 3-5 years of age and are expected to be toilet trained before admissions.**

**In case of accidents, children should have two complete change of cloths.**

**Cultural Diversity**

Chance after Chance Staff strives to provide the children with a wide range of cultural diversity. We provide this by the use of items such as toys, equipment, books, songs, and posters. We stress to the children that we are all unique and special.

**Birthdays and Special Occasions**

Unless your child is on a restricted diet, please do not send food with your child. Gum and candy will only be allowed on

certain occasions such as birthdays or special occasions after school hours. This is a safety

precaution against choking, and for proper nutrition. If your child is celebrating a birthday, parents may send a healthy treat for the child's group or center. **In regards to allergies or special diet requirements, treats will not be distributed to** c**hildren unless they have met prior approval from the center**

**Rest/Nap Time**

In compliance with State regulations, children under 5 years of age in care for more than 4 hours shall have a nap or rest period. Child care workers shall permit a child who does not sleep after 30 minutes and a child who awakens to have quiet time through the use of equipment or activities which will not disturb other children. The children do not have to sleep, but are encouraged to lie quietly.

Blankets and sheets are provided by center. Childs blanket is stored in a sealed Ziploc bag after every nap. No outside sleeping items are needed. Child’s name is posted on designated bed. Blankets and sheets are washed weekly. Beds are disinfected weekly.

**Night Care**

In compliance with State regulations DCF 251.10, Chance after Chance Child Care & Preschool during the hours of 1:00-3:30 am shall comply with the requirements for night time care. Staff will accommodate Children an opportunity to sleep apart from wake children and center activities.

In accordance with safety regulations, Chance after Chance is equipped with Emergency Back-up Lighting. Staff will receive training in evacuating sleeping children in an emergency situation yearly. Fire drills shall be practiced monthly.

**Sudden Infant Death Syndrome**

In order to reduce the risks of Sudden Infant Death Syndrome all employees and volunteers working at Chance after Chance with children receive training on the steps taken to reduce SIDS prior to working with children. The State of Illinois requires that these steps be taken.

Place infants under 12 months of age on their backs in a crib to sleep (some infants might have health conditions that might require them to sleep on their tummy or side as specified by the child’s physician due to breathing, lung, or heart problems or other medical problem).

Use a safe crib – babies should sleep in a crib on a firm tight-fitting mattress and there should be no soft blankets or comforters under the baby. Remove pillows, quilts, comforters, stuffed toys, bumper pads and other soft items from the crib.

If a blanket is used, the infant should be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant’s chest. Keep the infant’s head uncovered during sleep. Do not place the baby to sleep on a soft surface such as a waterbed, sheepskin, pillows, sofa, or other soft surface. Soft toys should not be kept in the crib.

Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping. When infants can easily turn from supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep. Unless a doctor specifies the need for a positioning device that restricts movement with the children’s crib, such devices shall not be used.

**Shaken Baby Syndrome**

Shaken Baby Syndrome Prevention Training is required for all employees and volunteers prior to beginning employment with Chance after Chance, Inc. The State of Illinois requires training in this area.

Shaken Baby Syndrome (SBS) occurs when an infant or young child is violently shaken. The shaking may only last a few seconds, but it can cause severe brain damage and even death. The neck muscles in a baby or young child are underdeveloped and weak and are unable to support the baby’s large head. When a child is violently shaken, the brain bounces back and forth inside the skull, tearing blood vessels and causing damage to the brain.

Have a plan to cope with your baby’s crying. Crying is how babies communicate their need of hunger, attention, discomfort, frustration, sleepiness, boredom or sickness.

Have a plan to reduce your stress. Proper diet, exercise and rest, along with a good support system will help minimize stress levels. Talk with everyone that cares for your baby and make sure they know the dangers of shaking a baby. Tell them how to cope with your baby when he/she cries.

And remember to ask for help when you feel frustrated or need a break. Never shake your baby.

**Child Abuse or Neglect**

Any staff member or employee who knows or has reasonable cause to suspect that a child has been abused or neglected, as defined in S. 48.981 (1), Stats, shall immediately take steps to notify the county welfare agency, or local law enforcement agency in compliance with S. 48.98 1, Stats. It is requested that staff members inform the Director and/or Program Director about the incident to ensure good communication. Staff members will log all suspected signs in the medical logbooks. Abuse contract must be signed by staff before employment.

**Sunscreen Policy**

Chance after Chance will provide sunscreen protection with SPF 30 or higher for each scheduled child in attendance at Chance after Chance Child Care & Preschool with a signed written permission form. Parents may choose to provide their own brand of sunscreen protection with a signed permission form. This authorization will be kept on file and updated annually. Specific information regarding the product will be listed on the authorization form.

**Field trip and Transportation Policy**

Parents are responsible for providing transportation to and from the Center. Chance after Chance participates in field trips by walking, biking and bussing. The teachers will take the Attendance Sheet and the Emergency Information with them to account for each child present during all off-campus events. Roll call will be done by name and sight. At no time will the children be left in the vehicle unattended

Any vehicle that is owned, leased or contracted for by a child care center must have a vehicle safety alarm installed before children care transported. This requirement is the result of a new law effective August 1, 2009. The law defines a child care vehicle as “a vehicle that has a seating capacity of 6 or more passengers in addition to the driver………that is used to transport children to and from the child care provider”.

Children may participate in fieldtrips arranged through Chance after Chance if the child has a signed field trip permission form on file. Chance after Chance Director, assigned staff and Chance Ministries Bus Service driver will have a copy of the children’s scheduled attendance sheet during the duration of each field trip. Chance after Chance staff will take attendance by both name and sight at all points of transition when on a field trip. Chance Ministries Bus Service drivers are required to check vacancy at the conclusion of each bus trip as well. Both agencies will work together to ensure safety and accountability for all children scheduled for attendance with proper field trip permission forms on file.

Chance after Chance encourages parents to join field trips. HOWEVER, Chance after Chance discourages parents from joining field trips in progress or picking up your child during an arranged field trip. THEREFORE, if a parent must intercede during a field trip, a written note must be presented to the Chance after Chance staff in charge of the field trip and the Director must be notified. Parents must also inform Chance after Chance staff at the time the child is leaving with the parent to ensure proper dismissal procedures.

Field trips are an exciting, enriching part of an early childhood program. A release for field trips form needs to be signed prior to participating in field trips. Destinations and dates will be announced in advance of such trips.

**Child Car Seat**

State law requires all children under the age of eight or 80 pounds or 57 inches must be in appropriate car seats according to their age, weight and size. Chance after Chance Staff will notify parents if they view inappropriate car seat requirements and/or may reserve the right to contact authorities.

State law does not require the use of a child car seat during bus transportation. Our contracted agency providing the transportation is Chance Ministries Bus Service. You will be notified if transportation to a field trip does require car seat usage. If your child still uses a car seat, we will need you to leave your child's car seat for field trips.

**EMERGENCY EVACUATION PLAN**

**Fire**

If a fire breaks out, the smoke detectors emit an alarm signal. When the alarm is sounded, children have been instructed to stop what they are doing and meet the teacher for guidance to the nearest emergency exit.

The teachers will take the attendance sheets and the emergency information with them prior to evacuating the room with the children. Teachers and children will exit single file to the nearest exit. Maps of the most efficient fire exit routes are posted in each room. All staff members will be oriented in the designated fire exit procedure from each location.

Children will remain as a group with their assigned teacher as they exit the building. The teacher's attendance sheets will be used to account for each child present by name and sight. Once all children are accounted for outside the building, the group will advance to Memorial Health Center Emergency Department. **The children will not re-enter the building** **without the proper approval from the fire department.**

Chance after Chance staff will call the parent/s of the children. Parent/s are required to pick their child/children up immediately after being notified. When picking up your child please use the hospital main entrance, as you will then be assisted/directed to a designated area for your child.

**Tornado**

When the alert monitor is sounded and tornado warning issued, Administration will alert all rooms. Teachers and children will move in single file to the following areas:

**Main Sanctuary ..................................................................................................** Naomi Room.

**Hallway:** ………………….................................................................................... Esther Room.

The children will assume the tornado drill position (crouched, arms covering heads). The teacher's attendance sheets/emergency information will be used to account for each child present by name and sight. A battery operated radio will remain tuned to the local station to receive storm or tornado watches or warnings. Flashlights and extra batteries will be kept in the center.

In the event that Chance after Chance was destroyed by a tornado, staff and children will evacuate to West Suburban Health Center emergency department. Parents will then be contacted and told where to pick up their child/children. It will also be announced on designated radio station.

**Severe Weather**

Inclement weather usually does not close the center. The center may remain open if schools in the area close for the day. Chance after Chance will close when the major manufacturing centers in Medford close because of weather. Parents will be notified through television announcements if the center closes because of weather conditions. Chance after Chance follows Chicago Public School schedule in cases of school closing incidents

**No Heat, No Water, National Emergency**

In the event that Chance after Chance was to lose water and/or heat, or a National Emergency was declared staff and children will evacuate to West Suburban Health Center. Parents will then be contacted and told where to pick up their children.

 **Dress/Jewelry**

**Chance after Chance uniform is kaki bottoms and navy blue tops. Also, in the event parents can’t locate the navy blue tops, powder blue tops can be worn in place of emergency. Appropriate shoes with toe in are advised. Boys cannot wear earrings to school. If your child (boy) has an earring, parents are advised to cover it up.**

**Age Appropriate Activities**

Developmentally appropriate programs are both age appropriate and individually appropriate. Programs designated for a specific age group are based on the knowledge of how children learn, with attention to the needs and differences of the individual child. Lesson plans are based on motor skills, cognitive, social emotional and language developments, art, science, and math exploration.

Children are taken outdoors every day except when it's raining or the temperature is too cold. We have trucks, and large climbing activities. There is a flexible balance of indoor/outdoor; active/quite; group/individual participation.

**\*\*\*LABEL ALL CLOTHING PROMINENTLY WITH YOUR CHILD’S NAME.\*\*\***

Parents will be asked to provide the following:

 wipes

 appropriate attire for outdoor activities for each day

 an extra set of clothing, including underwear and socks

 back pack to take home child's projects

**Personal Belongings**

Children are welcome to bring things from home to share at show and tell times. However, the Center cannot assume responsibility for loss or damage to these items. Parents are asked to help the child understand that it is not wise to bring toys that he/she may not want to share. There may be certain times when your child has something special to show on a certain day. Please talk to your child's teacher before doing so.

Children's clothing looks very much alike and it is very important that your clearly mark all clothing with your child's full name. Please be sure your child is dressed appropriately for the weather for outside play time. An extra set of clothing is desirable "just in case".

**PROGRAM DESCRIPTIONS**

**Inclusive Child Care Program**

Chance after Chance is designed for children three years through six years of age. The children are cared for through programs designed to provide for developmentally appropriate care and learning experiences.

A positive experience is the result of careful attention to the child’s physical environment, to the activities available, and to the ways teachers interacts with the child. The physical environment is structured to encourage experimentation, exploration and expression by providing daily opportunity for active and quiet activities, group and individual activities, and indoor and outdoor activities. In providing these opportunities, the child will be allowed time or free selection, be protected from fatigue and over stimulation, and be given the freedom to progress at his/her own rate. In promoting the above opportunities, examples of activities that will be incorporated into the daily schedule are: self-esteem and positive self-image, social interaction, self-expression, large and small muscle growth and intellectual growth. This growth will be assisted by trained staff using a variety of preschool curricula.

Our day care program is designed for children’s growth and development. It includes programs and activities to help children develop socially, creatively, emotionally, physically and intellectually. Each child's development is recorded and shared with the parents during conferences and when requested by parents.

Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest, and/or if the child does not require an inordinate amount of staff time that would detract from other child care.

**Chance after Chance Preschool Programs (3PreK and 6)**

Chance after ChancePreschool Programis designed to promote skills associated with socializing, structuring and transitioning. The Preschool Program is purposely flexible so each child may grow and develop at his or her own pace. Care is taken in choosing equipment and planning curriculum to provide a wide variety of activities and experiences for your child designed to meet his/her physical, emotional, social, and intellectual needs. Trained staff will introduce your child to structured environments, work stations, name recognition, color awareness, geometrical shapes, and phonics. A child centered learning process respects individual differences and fosters self motivation. Chance after Chance Preschool offers flexible scheduling and prorated tuition according to your weekly needs. Educational curriculum and learning environments are available Monday – Friday to meet all your child’s needs.

**Chance after Chance Before/After School Programs**

Before School Program is designed for children who are in school all day and need a secure environment before school hours, 4:00 a.m. to 6:30 a.m., while their parents are at work. The Before School Program offers a breakfast at8:00 a.m. The children will be allowed to relax or play games before the school bus comes to pick them up. All students are supervised to the bus shelter and boarding the bus.

After School Program is designed for children who are in school all day and need a secure environment after school hours. The After School Program provides childcare from 3:00 p.m. to 6:00 p.m., Monday through Friday, only on the days school is in session. Homework assistance is offered from 3:00 – 5:30 pm Monday –Thursday, with free choice options available after homework is completed.

**Summer Enrichment**

Summer Enrichment is a program tailored for children with developmental/cognitive delays. Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest.

**SUMMER PROGRAMMING:**

**Summer Fun Program (Ages 3 – 6)**

The Summer Fun Program promotes learning through fun and exciting adventures throughout the summer months. Children will focus on “summer” fun themes like Backyard Barbecue, Camping, Gardening, Insects, Construction and lots more. Field trips begin with the popular “City Drive” through town in a Yellow School Bus. Other favorites include: Library, Parks, Local Fairs, Millennium Park and a couple bigger trips to a zoo, museum and/or theatre event.

**FACILITY POLICY AND INFORMATION**

**Where to Find Information**

There are bulletin boards in the main entrance of the center where you can find information. A copy of the Licensing Rules for Group Child Care Centers and Chance after Chance Parent Handbook are available to parents within each room or contact the office for assistance. You will also be informed of field trips, menus, upcoming events, parent resources, child illnesses, and other important news. In addition, your mailbox will hold billing, newsletters, and any other information. Your child's classroom will have information on a daily basis as well. Terms of our license and results from the licensing visit will be posted in the main entrance of the center.

Child mail boxes are to be checked on a daily basis for parent newsletters, billings, etc. Cubbies, charts, messages on doors or bulletin boards, and children's daily sheets are also to be checked daily. Please check your child's cubbies located in each of the classrooms.

**Open Door Policy**

The open door policy allows for parents to visit at any time without notice. We encourage parent participation and involvement in their child's experience.

The staff at Chance after Chance work to communicate information about every aspect of your child's day. Written information is provided to parents as needed. Verbal communication is provided to parents of older children, along with a twice yearly written progress report. We welcome opportunities to discuss your child with you and conferences are available upon request. State Licensing Rules for Day Care Centers and Chance after Chance policies are available to parents within each room or contact the office for assistance.

**Parent Involvement**

We encourage parents to become involved in the Center. We hope you will visit your child's room and get to know the teachers. Feel free to come in and observe the center at any time. Volunteers are welcome. Talent sharing is welcome. If you have any items you would like to donate, the teachers would appreciate any items to share with the children. Parent meetings may be called at any time by the teacher, Director, or parent/s. However, formal parent teacher conferences will be offered twice per year for all parents who wish to discuss their child's development.

Parents are encouraged to chaperone field trips. The children love having their parent/s come along on trips. We take pride in our communication with our parents and our commitment to children. Your input and feedback is what will constantly help us grow and become the best we can for your child/children. Suggestions are always welcome! Thank you for letting us share a special part of your child's day!

**Termination of Enrollment**

A two week written request to terminate enrollment is required from the parent/guardian and submitted to the Director. Failure to notify the Director may result in further charges (see Weekly Attendance Schedule). You will be held responsible for all charges to your account (see Late Charges/Delinquent Accounts). The administration must be notified if a child is to be removed from the center. Any absence exceeding one week without notice shall be considered withdrawal, and another applicant will fill the child’s slot. Parents are responsible for incurred day care bills. No notification is needed if a mutual decision between parent and the center has been reached and found that placement is inappropriate. Chance after Chance holds the right to dismiss a child from Chance after Chance.

**Complaint Procedure**

In addition to those constitutional rights offered to all citizens of the United States, children and families of Chance after Chance are contractually entitled to additional rights and services. If for any reason a child or family feels he/she/they are not receiving the considerations due them or are treated in such a way that is abusive in nature, such circumstances should be immediately brought to the attention of the Director.

If the child or family does not receive satisfaction from the Staff, a written complaint should be mailed to:

Belinda Martin

309 North Cicero Chicago Illinois 60644

**Suspected Intoxication of a Parent/Authorized Person**

If an authorized pick up person arrives at Chance after Chance and appears to be under the influence of alcohol or a controlled substance Chance after Chance staff will offer to contact someone else to come in and pick up the child/children. If the offer is denied, Chance after Chance cannot refuse the right of a parent or legal guardian to pick up their child/children and the staff member is to obtain the license plate number of the vehicle and will immediately call the Chicago Police Department with the information.

**Smoking Policy**

There is a policy of no smoking within the Chance after Chance building and on the facility grounds. This policy is in accordance with DCF licensing regulations.

**Conceal & Carry Policy:**

Illinois Administrative Code DCF 251.06(2)(c) prohibits the possession of any dangerous items including, but not limited to, firearms, ammunitions, knives, and explosive devices on the premises of a state licensed child care facility.

*DCF 251.06(2)(c) addresses the presence of firearms and ammunition in a licensed group child care center as follows:*

*DCF 251.06(2)(c) Firearms, ammunition and other potentially dangerous items may not be kept on the premises.*

*This code applies regardless of whether or not the individual is licensed to carry a concealed weapon under Illinois*

*State Law.*

**DCF 251.06(2)(c) code does not apply to law enforcement officers while engaged in their official capacity.**

**Visitor Policy**

All visitors are to report to the Office. All visitors must have written authorization from a parent/guardian prior to a schedule visit. Unscheduled visitors will a detained in the office area while a parent/guardian is contacted. If no contact can be made, the visitor will be asked to leave. Proper identification must be presented upon request.

**Staff / Teacher's Education**

All teachers are certified or in process of certification in Early Childhood Education and are highly qualified individuals. They are required to be certified in CPR and First Aid. Staff will receive training in Child Abuse/Neglect (CAN). They are also required to obtain 25 hours annually of continuing education through classes, seminars, workshops, conferences, and other related early childhood events. Monthly staff meetings are mandatory. The teachers strive to create a warm, fun-loving atmosphere for each child enrolled at Chance after Chance.

**Pets**

Parents will be informed of the number of pets in the center and their degree of contact with enrolled children. If pets are added after a child is enrolled, parents shall be notified in writing prior to the pet’s addition to the center

**Cut and return this portion to the office**

Chance after Chance Child Care & Preschool Parent Handbook:

I have read this handbook and agree to uphold the policies as stated in the Handbook. No reply received will be

regarded as full acceptance to all terms herein stated.

*Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Thank you for choosing Chance after Chance as your child care provider. Please contact the office if you have any questions*

*regarding the policies or services offered.*

**A Basic Scheduling Pattern for Chance after Chance Child Care & Preschool**

The Basic Daily Schedule is subject to modification to allow for flexibility to meet the special needs of the day.

Standard bathroom times are scheduled every 2 hours, before/after meals and outside times, or as needed.

**TIME SCHEDULED ACTIVITY**

7:45 AM 8:00 AM Breakfast

Prepare for Meal time

 Clean-up after Meal time

8:00 AM 9:00 AM

Free Choice of Centers (fine motor, art, block area, dramatic play, nature science,

math, cozy book area, and puzzles)

9:00 AM 9:30 AM Outdoor Time / Gross Motor Activities

9:30 AM 10:00 AM Large Group (Music or Art)

10:00 AM 10:30 AM

Center Time (dramatic play, nature/science, fine motor area, book area, block area)

Observations/Child Assessments

10:30 AM 10:45 AM Circle Time (Teacher read story time)

10:45 AM 11:15 AM

Center Time (dramatic play, nature/science, fine motor area, book area, block area)

Observations/Child Assessments

Hand washing

Prepare for Meal time

 12:00 PM 1:00 PM LUNCH

Hand washing

1:15 AM 3:15 PM Rest Time / Quiet Time. Puzzle activities, fine motor and books also available.

 Clean-up after Nap time

3:15 PM 4:00 PM Snack

Clean up/Prepare departure time

4 PM Outdoor Time / Gross Motor 1.5PM Outdoor Time / Gross Motor 1.5

Free Choice of Centers (fine motor, art, block area, dramatic play, nature science)