



A Solid Foundation Learning Center

Parent Handbook

Last Revised for 2023

What you can expect from A Solid Foundation:

- You can expect us to love and care for your child as you would.
- You are asked to return the care and respect that we show you and your family.
- You are expected to work with and communicate any concerns regarding your child with the center staff and director.
- We are all here to learn and grow together, if mistakes happen we all try to learn from them together.
- Playing and learning can be dirty and messy work sometimes. Please don't expect our center to be perfectly cleaned when you arrive for pickup, and please understand that your child may not go home perfectly cleaned either, as we have fun and get messy sometimes.

Adjustment Periods:

It may take time for your child to learn, interact, and grow with us. We are building new relationships and experiencing a new environment. Please expect short term behavior changes and possibly separation anxiety, it is part of normal development.

Do not feel guilty about leaving your child(ren); they are in a safe and loving environment.

There may be times when your child experiences separation anxiety again after they've been here for awhile. It may just be the developmental stage they are passing through. Please feel free to discuss this so we can work through it together.

Many children experience some illness shortly after entering a new childcare setting, this is normal, and they will adjust and develop immunities.

Sick Care:

No child can be accepted with any of the following: In addition, if your child is sent home with any of the following from daycare, they may NOT attend the facility the following day. All children must be symptom free, without the assistance of medication, for 24 hours prior to returning to daycare. This protects healthy children from catching contagious illnesses.

- Fever of 100 degrees or higher
- Vomiting
- Diarrhea – More than twice in one hour
- Any potentially contagious illness

Please be respectful to the other families when deciding if your child is healthy enough to attend. If unsure, please call and we can discuss the situation. Playing outdoors at A Solid Foundation is NOT optional, and is actually required per DCFS Illinois Daycare codes 407. If you feel that your child is too ill to go outside, then please understand we view them as too ill to attend daycare. Germs are what make people sick, and cold weather is actually recommended to cut down on the spread of germs during the fall and winter months.

If the child becomes ill during the child care day the parent/guardian will be contacted. We will together decide the best plan of action, which may lead to going home. Children that are sick and go home need to be picked up within 1 hour of being notified.



All medication requires a signed medical authorization form that is given to parents from A Solid Foundation. All medications MUST come in a clearly labeled prescription bottle with dosage information. Non-prescription medication, if needed must be provided by the parent with written instructions for the provider, on a health form provided from the center. All medication including over the counter medication MUST be kept in the office in the locked medication box. Please DO NOT leave medicine in your children's bags or on the counter for your child's teacher. We do not want any unsafe handling of medication.

Learning Environment:

A Solid Foundation does offer a full structured curriculum. The center operates on weekly themes followed by all of the classrooms. Daily reports of your child's learning activities can be found by signing in to your HiMama account! This features pictures, daily learning activities, and menus! It also provides direct communication into your child's classroom as well as serves as a report for your child on behavior or illnesses throughout the day.

We try our best to prepare your child for the next step in their development. We hope that you will continue working with your children at home on skills and concepts that we learn in the classroom, so together we can encourage them to learn and grow.

We are now using quality, state-aligned curricula through Funshine Curriculum. In conjunction with the curriculum, we are also including in our program The Ounce Scale which is an observational assessment for evaluating infants' and toddlers' development from birth to 3 years, and The Work Sampling System is a criterion-referenced observational assessment for children ages 3+.

Should concerns arise regarding any part of your child's development, we will address them with you. Some developmental issues may be best treated by a professional and recommendations may be of such. We do use The Ages and Stages Questionnaire as our screening tool for development here at A Solid Foundation. You will be given a consent form prior to teachers completing the screening and will be given the results in a written format. This screening tool is used for children ages birth to five.

While we acknowledge that this is a learning center, we want your child to be able to create close relationships and establish this environment as their home away from home. We will include them in many daily responsibilities so that they can feel as important as they truly are in establishing a comfortable place to spend their time.

The State of Illinois mandates that we provide you with the information within your community that can assist you if you need help with your child's development. Please don't hesitate to discuss this with us, as we are full of resources. Your child is important to us and we want them to be able to grow and learn successfully.

Should your child need additional assistance for development, it is expected that you take your child to be evaluated by their pediatrician. Early intervention is a key in assisting children who may need it, and the first person that can help your child is you. If your child is under the age of three, they are entitled to developmental screening opportunities through Early Intervention, and we can provide that contact information to you!

We will happily assist you and your child in anyway we can. However, if a child is denied the assistance needed to function in the day care they will not be permitted to attend.



Hours of Care:

Monday – Friday from 6:00 AM – 6:00 PM.

The daycare closes at a specified time so staff and children can spend valuable time with their own family. Please be respectful of this. Also, our DCFS license ends at 6:00 PM promptly, so if your child is in care after 6:00 PM then you are personally causing the center to be out of compliance, and this will NOT be allowed.

We count on you to honor your contract hours just as you count on us to be available during those hours. Do NOT assume we are available before or after your contracted time unless prior arrangements have been made with us. We have our own families to care for, and our own activities to attend with our families. If you are running late and will not be able to make it on time, please have the courtesy to call and inform us so that we are not wondering what has happened. You would expect your job to inform you if they need you to stay late, and we expect the same.

Parents Responsibilities:

The following items need to be provided by the child's family:

- Diapers, special creams, or ointments
- Bottles
- Formula
- Change of clothes to be left at the daycare center for your child (REGARDLESS OF AGE)
- Weather appropriate clothing (swim suits in the summer, winter boots, mittens, hats, gloves, in the Winter)
- Any special blankets that your child may want to use

Please know that if your child does not have the items that they need to have a successful day, you will be notified to bring them the items needed. It is not fair to the other children to have their activities changed for the day due to lack of necessary items by other children.

Toys or electronics from your home:

Please do not send toys or electronics from your home to daycare.

In the event, your child attends daycare with a personal belonging not required or requested for care needs: ASF will not be responsible for searching for item, or responsible for their condition upon your return.

Behavior: Congratulations! You've gotten this far. Text Jen 847-366-2585 "I'm not always hungry; sometimes I'm sleepy too.", and we will credit your account a surprise Ten Dollars for reading your Parent handbook.

All parents and children are expected to show mutual respect for each other.

There will be no use of language that is not appropriate for your child's age.

Children will be kind to others. Inappropriate behaviors like hitting, biting, pinching, etc will not be allowed. It is developmentally normal for all kids to go through stages of inappropriate behavior, but it is important that we communicate with what is appropriate and what is not.

Personal space concepts will be taught, staying far enough away from people when talking to them, not touching other people when unnecessary, not taking toys from others and allowing other children to play in their own space without crowding.



We strive to provide children with strong social emotional development as to avoid the need for consequences, but, when necessary, brain breaks and redirection may be used for children ages 3 and over. Please consider that this is the only form of acceptable discipline in the center, and we cannot and will not spank, or physically punish any child.

Parents are expected to work with their child on any challenging behaviors. We do have resources and we work directly with local mental health coordinators that can assist us in the classroom and assist you in your homes as well.

Food:

Meals/snacks will be supplied to your child from 4 months and up.

At NO time will cereal be given to infants in a bottle, this is a choking hazard and is illegal for us per DCFS of IL.

Beginning at 4 months we can provide infant cereal for your baby.

Beginning at 6 months we will provide fruits and vegetables for your child along with their infant cereal.

Your child will be provided with infant meats beginning around 9 months depending on when they are ready and the family is ready.

Your child will be given finger foods when they are developmentally ready, as well as introducing a cup to your child (usually around 6-8 months).

We will happily give your infant bottles until they reach the age of 12 months.

If a family has special instructions that do not meet the USDA standards above, a medical note stating the instructions will be required from the child's physician and still must be in compliance with DCFS requirements.

Transportation:

Transportation to and from school or other activities, is not provided unless otherwise arranged. You are responsible for transporting your child to and from the daycare center.

We do take field trips and excursions. You will be notified in advance of any travel that may take place. If you chose for your child not to attend due to a traveling experience, you will need to use one of your vacation days or pay for the day like usual. No care will be provided for you if you chose for your child to not attend.

Potty Training:

It is the parents' responsibility to discuss with the staff when they are ready to begin potty training.

Potty training will begin when your child is in the Green Room. The toilet in their classroom is child sized. They will be sat on the potty each time that they get their diaper changed, as this is the first step towards potty training. We will send you home a letter when we feel that your child is ready to transition to underwear.

Soiled clothes will be sent home in a sealed plastic bag, as it is against public health code for us to wash or rinse soiled clothing.



Parents are responsible for providing necessary underwear, pull-ups, training pants etc, per the parents' preference.

Emergencies:

Should an emergency occur that requires urgent care, your child will be escorted by a staff member to the hospital. You will then be notified by center staff as to the situation that is going on and where to meet your child.

Child Abuse:

The parent is hereby advised that under DCFS regulations, the center and its employees who have knowledge, or observed the child in their professional capacity, or within the scope of their employment, are mandated reporters. If the provider or employee know or reasonably suspects that the child is a victim of child abuse or neglect, a report to the child protective agency will be made.

Address and Phone changes:

Any changes to personal or work phone numbers or address will be given to the center as soon as possible. Names and phone number on the Emergency Form must be kept current at all times.

Please remember that if for any reason you do not have a cell phone on a given day...you MUST provide us with a phone number of how to reach someone for that day in an emergency. The Zion Police Department will be our only other option...and if that happens, your family may risk losing their daycare services, for lack of responsibility on your part.

Releasing of your child/ren:

Note that your child will only be released to persons other than the parent or legal guardian if their name appears on your signed Emergency Form. Anyone picking up the child other than their guardians should be prepared to show photo identification.

The daycare center is protected by a secure entrance using fingerprint coding for access. If your child needs to be picked up by someone who is not in the fingerprint database, they will be required to gain access from the director and sign the child/children out manually.



We have read and understand the parent handbook for A Solid Foundation. We agree to the policies stated. Please return only this page, and the rest of the handbook is yours for you to keep.

Signed: _____ Date: _____

