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**WOODSTOCK  
EARLY LEARNING  
CENTER**

# **Woodstock Early Learning Center Parent Handbook**

**August 2007**

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## **WELCOME**

We welcome you to Woodstock Early Learning Center. It is our goal to meet the developmental needs of each child-social, emotional, physical and intellectual which are essential to a balanced education. The school's philosophy of education is one of respect for God, others and the environment. We recognize that each child learns at his or her own pace and we recognize the need for a close relationship between parents and teachers so that we may more fully meet your child's needs. The following Parent Handbook will more clearly define our policies and procedures in some of the most common areas of concern.

## **OUR PHILOSOPHY**

Woodstock Early Learning Center believes that learning takes place in an atmosphere that is challenging, hands-on and most importantly FUN!

Our trained and experienced staff provides Christian care, guidance and recreation in a learning environment. We believe children learn best in an atmosphere that fosters curiosity and provides challenges without fear of failure. We include a variety of activities both inside and outside.

Dedicated to enriching the lives of children, Woodstock Early Learning Center cares for children from newborn to school age. Our curriculum is developmentally appropriate for each age group and reflects Christian values of cooperation, equality, and nonviolence. We are committed to making your child's early educational experience a rewarding one.

## **PURPOSE AND PROGRAM**

The Woodstock Early Learning Center is a non-profit child care program; licensed by the Illinois Department of Child and Family Services. The purpose of the program is to provide children who require day time care outside of their own homes not only with warm, nurturing care, but with enriching experiences and developmental opportunities specifically designed to meet their unique needs.

The curriculum is based on the perspective that children learn through experience-through involvement with other people and with the environment. In addition to providing breakfast, lunch, snacks, rest and periods of individual free play, the daily program includes activities in the areas of language, art, dramatic play, creative arts, science/sensory, math, music/movement, and a daily bible focus. The children go outside each day except during inclement weather. Children are periodically taken on field trips to various points of interest in the community.

## **SPIRITUAL PROGRAMS**

We believe that children are never too young to learn about God and His purpose in their lives. Bible stories, songs, finger plays and prayer are part of our daily routine.

We use the Faith Weaver Bible Curriculum for children ages three through 12 to help weave faith in Christ into all areas of their lives. Each week the Woodstock Early Learning Center children study a chosen Bible passage, learn a key Bible verse, and participate in activities that build their faith in Christ.

Our chaplain visits regularly to share a children's Bible story based on the theme of the week and to teach the purpose and value of prayer.

## **INTERGENERATIONAL ACTIVITIES**

One of the benefits of serving seniors and children on one campus is that our Woodstock Early Learning Center children visit with the "Grandmas and Grandpas" of Hearthstone regularly. Intergenerational activities include show and tell, arts and crafts, singing, exercising, cooking and special treats.

## **WOODSTOCK EARLY LEARNING CENTER RULES**

- 1. Follow directions from all Woodstock Early Learning Center staff respectfully and promptly.**
- 2. Be respectful and courteous to other children and staff.**
- 3. Use all Woodstock Early Learning Center equipment properly.**
- 4. Keep hands, feet, and objects to oneself.**
- 5. Use appropriate language and voice levels.**
- 6. Walk properly at all times in the building.**
- 7. Obey the playground rules**
  - a. Respect nature! Refrain from picking leaves off trees.**
  - b. Permission is needed to leave the playground. Please do not climb or hang on the fence.**
  - c. Use playground equipment properly and safely: for example – Up stairs, down slide, no jumping from any piece of equipment.**
  - d. Swing properly on your bottom, keeping hands and feet out of the paths of others swinging. Jumping off the swings is not allowed.**
  - e. Sand toys must remain in the sandbox.**
  - f. Basketballs shall only be used on the basketball court and soccer balls shall only be used in the grassy area at the back of the playground.**
  - g. The rock wall may be used by Red and Blue rooms only.**
  - h. Refrain from throwing sand, sticks, woodchips, and/or rocks.**
  - i. Shoes/boots must be worn at all times.**
  - j. Drink water from the fountain and swallow it – no spitting.**
  - k. Help keep our toys in good condition by returning them to the proper place after each play session.**

## **DAILY SCHEDULE**

6:30-7:00	BREAKFAST
7:00-7:35	FREE PLAY IN GYM
7:35-8:45	CLASSROOM FREE PLAY
8:45-9:00	CLEAN UP/BATHROOM/WASH HANDS
9:00-9:20	SNACK
9:20-10:00	CIRCLE TIME CALENDAR, THEME ACTIVITIES, VOCABULARY, SONGS
10:00-10:30	GYM/LARGE MOTOR/OUTSIDE
10:30-11:30	CENTER TIME ART, SCIENCE, MATH, DRAMATIC PLAY, FINE MOTOR
11:30-11:45	CLEAN UP/WASH HANDS/STORY
11:45-12:15	LUNCH
12:15-12:30	BATHROOM/GET READY FOR NAP
12:30-2:30	NAPTIME
2:30-3:00	WAKE UP/BATHROOM/WASH HANDS/READ BOOKS QUIETLY
3:00-3:20	SNACK
3:20-3:40	LETTER, NUMBER, SHAPE REVIEW
3:40-4:05	MUSIC
4:05-4:15	CLEAN UP
4:15-5:30	FREE PLAY OUTSIDE OR IN THE CLASSROOM

\*THIS SCHEDULE IS MEANT TO BE A GENERAL SCHEDULE ONLY. IT IS FLEXIBLE.\*

## **ENROLLING YOUR CHILD**

There will be a non-refundable enrollment fee for each child due at the time of enrollment. There will be a re-enrollment fee each year which will not be credited against tuition. The fee is listed on the tuition schedule.

An Enrollment Form, Certificate of Health & Immunization Record, Consent Forms, Parent Handbook Acknowledgement, Emergency Card, Emergency Information Sheet, and Verification of Receipt, must be completed and returned by your child's first day of school.

## **TUITION AND FEES**

Tuition and other fees are determined by the management of Woodstock Christian Life Services. You will be notified of fee changes in writing prior to any fee changes.

You will find a copy of the school's fees for programs offered in this handbook. Tuition is due the first day of each week. Policies for payment and late fees are also outlined on the tuition schedule.

A non-refundable enrollment fee is charged for each child enrolled. The fee is listed on the tuition schedule.

A non-refundable Fall Registration fee will be charged annually for each child enrolled.

A **LATE FEE** will be charged to your account when your child is picked up from the Center after the center closes. The fee is \$10.00 per 15 minutes or fraction thereof per child.

## **HOURS OF OPERATION**

WELC offers care for children 6 weeks through 12 years of age, Monday through Friday from 6:30 a.m. to 5:30 p.m.

The school age before/after school program begins at 6:30 a.m. and by 7:00 a.m. the bus transports children to most Woodstock schools. After school the children will be transported back to the center.

Christmas, Spring Break, and Summer Programs are run at WELC from 6:30 a.m. to 5:30 p.m. Monday through Friday. These programs provide full day care for school age children. Children are provided with breakfast, lunch and two snacks. Planned activities, free play and occasional field trips (additional cost) are included.

## **UNSCHEDULED CLOSING**

If the Center closes due to cold, snow, etc. for more than 3 days per 12 month period, July 1st- June 30th, you will be credited the amount equivalent to one day's tuition for each day after the third day.

## **SCHOOL CLOSURE**

Should WELC find it necessary to close due to inclement weather or another situation beyond our control, we shall contact 105.5 – 8.50 AM- WAIT or 1600 AM WMCW to announce the closure.

Should there be a need to close earlier than normally scheduled hours, 105.5 FM- 8.50 AM- WAIT or 1600 AM-WMCW will be notified of the early closures and parents of the children present will be notified by telephone of our intentions.

## **HOLIDAYS (2007-2008)**

WOODSTOCK EARLY LEARNING CENTER will be closed on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Years Day. For holidays that fall on Saturday, we will be closed the preceding Friday. For holidays that fall on Sunday, we will be closed the following Monday. Full tuition will be charged for all weeks in which a holiday occurs.

The school will be closed on the following holidays:

<b>September 3<sup>rd</sup></b>	<b>Labor Day</b>
<b>November 22<sup>nd</sup></b>	<b>Thanksgiving Day</b>
<b>December 25<sup>th</sup></b>	<b>Christmas Day</b>
<b>January 1<sup>st</sup></b>	<b>New Years Day</b>
<b>May 26<sup>th</sup></b>	<b>Memorial Day</b>
<b>July 4<sup>th</sup></b>	<b>Independence Day</b>

The school will be closed for childcare and pre-school purposes on Conference Days (November and April/May dates to be announced). Only school conferences will be scheduled on these dates.

Please direct any question about billing to the office at 815-338-1954.

## ADMISSION

Admission priority will be given to returning students and siblings. Please notify the office in writing of the future need for sibling care. In addition to providing basic identifying and developmental information concerning the child, parents/guardians and child are asked to visit the school on a pre-admission basis so that a further assessment may be made of your child's ability to benefit from and adjust to the program. Notice of enrollment will be given along with additional information and necessary forms at the time of the family interview. To protect and ensure the continued welfare of both individual children and the group as a whole, WELC requires that each child must have a report of physical examination on file, including a record of all necessary immunizations and clearance from communicable diseases as prescribed by the Illinois Department of Children and Family Services at the parent's expense. These and all other enrollment forms are due prior to the admission of your child. The Center is open from 6:30 a.m. to 5:30 p.m. Monday through Friday each week of the year with the exception of legal holidays and one staff in-service day each year. The regular charge will remain the same for weeks with these holidays. Children are admitted for five day per week attendance.

## HEALTH AND SAFETY

In addition to the report of physical examination due prior to admission, parents are also required to arrange for a physical examination for their child bi-annually (after the age of two), except that subsequent examinations for school-age children shall be in accordance with the requirements of the Illinois School Code and the Child Health Examination Code. Parents are also responsible for keeping their child's immunizations current at all times.

Each child is observed daily at arrival time by staff members for any signs of illness or communicable disease which in their judgment would preclude attendance. In the event a child is returning to the program following illness, parents may be required to obtain a medical clearance for the child to resume participation; such clearance will routinely be required following any type of communicable disease.

Parents or other persons they designate when they are unavailable are contacted in any type of emergency. Parents are further required to provide written consent for the staff of the school to obtain such medical services, as they deem necessary for a child when the child's own physician is unavailable for such purposes. **Prescription medication will be administered only when the prescription has been verified by a licensed pharmacist and is brought in the original container.** The staff will, in addition, administer non-prescription medication no more than 5 days.

Periodic fire and tornado drills are conducted. In the event of an evacuation from the building we will walk across the street to Hearthstone Village. Parents/Guardians will be telephoned and requested to pick up their children as soon as possible.

## **CLASSROOM PLACEMENT**

Children are grouped according to age. We reserve the right to place children in different class levels, based on space and the developmental needs of each child.

## **DISENROLLMENT**

A **written notice** must be given two weeks prior to disenrolling your child. Should no notice be given, your account will be charged two full weeks after disenrollment.

A **written notice of intent to disenroll** may be submitted to the parents of any child whose account becomes **past due**.

We reserve the right to disenroll a child when consistent late payment occurs.

If at any time the staff of WELC feel that the needs of an individual child are greater than what the center is capable of offering, a child's care may be terminated.

WELC reserves the right to request immediate removal of any child for the following behaviors:

1. causing injury to other children, such as unmanageable biting, hitting, pushing, fist fighting
2. the use of unacceptable and inappropriate language
3. failure by parents/guardians to follow center policies.

## **ARRIVAL AND DISMISSAL**

### **ATTENDANCE**

The staff of WELC expects your child on the days enrolled. Should time vary greatly, or if your child will not be in attendance, **please call and leave a message**. Our number is (815)338-1954.

All children should be accompanied into the building by the person leaving the child and **a staff member should be made aware of the child's presence**.

Children are to be signed in by the person leaving them in our care. Sign-in sheets are found outside each classroom and are alphabetized for your convenience. **Please sign your name and the time of arrival**.

**NO** child shall be released to a person not listed on your release form. Please inform the staff if someone other than yourself will be picking up your child. Should a staff member be unfamiliar with the person(s) picking up your child, they may call you for verification and/or ask the person(s) for proof of identity. In the case of custody problems, copies of court papers may be required to establish legal permission.

Please be sure the staff is aware that your child is leaving. **All children must be signed out by the person(s) picking them up. Sign your name and departure time.**

Teachers are required to take attendance daily. Your signature is your security of your child's presence should any questions occur.

## **PICK-UP**

**Please note the center closes at 5:30 pm. A late fee will be charged to your account when your child(ren) is picked up from the Center after 5:30 pm. The fee is \$10.00 per 15 minutes or fraction thereof per child.**

**The staff will care for your child(ren) while we wait for you to arrive. The child(ren) will not be held responsible for the situation and the discussion of this issue will only be with the parent/guardian.**

**Please note: If your child(ren) has not been picked up 45 minutes after the center closes, and we cannot reach you at any of the phone numbers that you have provided for us, we will call the local Police Department and we will call the DCFS Child Abuse Hotline to report the incident.**

**Please note: THIS POLICY REINFORCES THE IMPORTANCE OF CURRENT INFORMATION (NAMES & PHONE NUMBERS)**

## **NAPTIME**

All children who spend the full day at school are required to rest. Children are expected to rest quietly (or look at a book) allowing those who need to sleep the opportunity to do so. Children may bring a small pillow, blanket, and/or stuffed animal to use at naptime only. These items will be stored with their cot or in their cubby until the next naptime. Please label all items with your child's name. These items may be brought home weekly for laundering by parents or, if left at school, will be laundered by teachers.

## **TOILET TRAINING**

Please discuss toilet training with your child's teacher when you feel your child displays signs of readiness. Your child's teachers will be happy to work with you to train your child. Toilet training should be a positive experience – we never scold for accidents. Please remember, during toilet training, a child needs to have several changes in clothing. When the last change of clothing is put on, your child's teacher will also put on a diaper or pull up. The teachers and Director may require that a child wear diapers at naptime.

## **OUTDOOR PLAY**

Children should come dressed in comfortable clothes, appropriate for indoor and outdoor play. The policy of the school is to go outside each day except in extreme weather. We ask that clothing be labeled, including hats, boots, scarves, and mittens. This will prevent confusion when picking up your child at the end of the day.

## **PERSONAL BELONGINGS**

Each child is required to have a complete change of clothes, including socks, at the school at all times in case of an accident. Diapers and wipes, when necessary, are to be provided by parents. Parents are likewise specifically requested not to permit children to bring any personal possessions to school except for naptime or designated Show and Tell days. **The school is not responsible for lost, stolen, or broken personal items.**

## **NON-DISCRIMINATION**

Each child shall be recognized as an individual whose gender, ability differences, personal privacy, choice of activities, cultural, ethnic, and religious background shall be respected. No person shall be discriminated against because of race, color, national or ethnic origin; religious beliefs or gender.

## **INFANT/TODDLER CARE**

Parents of all infant, toddlers, and two and three year olds who are not toilet trained are required to provide their own disposable diapers and wipes. Boxes and containers must be clearly labeled with your child's name and replaced when necessary. Each toddler will be provided with a cot. Children may bring a small pillow, blanket, and/or stuffed animal to use at naptime only. These items will be stored with their cot or in their cubby until the next naptime. Please label all items with your child's name. These items may be brought home weekly for laundering by parents or, if left at school, will be laundered by teachers. Changing tables will be cleaned and disinfected after each diaper change. Frequent and thorough hand washing is practiced by the teachers, before and after diapering.

## **MEALS**

In order to meet the nutritional needs for the children, WELC provides a warm and substantial noon time meal in addition to mid-morning and mid-afternoon snacks and, further, provides breakfast for children who arrive between 6:30 a.m. and 7:00 a.m. A special effort is made to make mealtime pleasant, relaxed and unhurried for the children who are also consistently encouraged to eat the food served and to learn to enjoy new foods without undue pressure. In addition, teachers make every effort to teach children good personal hygiene and habits with respect to toileting, hand washing, etc. A sustained period of rest at nap time which follows the noon meal is provided. Parents may bring special treats for birthday parties or special occasions. These treats must be commercially prepared in accordance with the Licensing Standards. We ask that parents not allow their children to come to school with candy or gum.

## **RELEASE OF PERSONAL INFORMATION**

There will be no release of personal information about a child or family to any person or agency without written permission of the parent(s). A consent form must be on file prior to the release of information.

## **CONFERENCES**

Two parent/teacher conferences are scheduled for the school year in November and April (approximately). This is a time for the teacher to formally share insights about your child's development and growth.

There will be an Open House in the spring to which children and families are invited. This is an opportunity for parents to meet and learn about the school's program and philosophy.

## **GUIDANCE AND DISCIPLINE POLICY**

The policy of WELC concerning the discipline of children is precisely as prescribed by the Illinois Department of Children and Family Services for licensed Day Care Centers:

“Discipline measures shall be designed and administrated in such a way as to help a child develop his/her own self-control and to assume responsibility for his/her own actions.” To accomplish this WOODSTOCK EARLY LEARNING CENTER staff shall:

1. establish simple and understandable rules, which set the limits of behavior required for the protection of the group and individuals within the groups. Firm positive statements about behavior or redirection will be used first with all children. (i.e. “It is great to see Tom and Jane working together to pick up their toys.” “Hands are for helping not hitting.” “Teeth are for chewing not biting.”) Positive statements about behaviors and redirection of behaviors as explained above may be the only means of discipline for infants and toddlers. Time outs – removal from the group to help a child gain control - will be used only after 24 months of age. Length of time out will not exceed one minute per year of age.
2. personal discipline will be developmentally appropriate and relevant/logical to the particular problem of the child involved. Infants and toddlers shall be redirected to appropriate activities and teachers shall consistently act as role models of the desired behaviors to optimize each child's learning experiences. (i.e. the toddler teacher walks in the classroom, uses a calm tone of voice, and says “Please use walking feet and inside voices in the classroom.” ) Preschool and school-age children shall have reasonable opportunity to resolve their own conflicts. (i.e. “Please talk to Johnny about why his words hurt your feelings.”)

3. require that discipline be handled with discretion, without bias, and without prolonged delay on the part of the adult involved.
4. under no circumstances use physical or corporal punishment, profane language, humiliation, abuse, withdrawal or threatened withdrawal or rest as a means of discipline.
5. children shall not be disciplined for toilet accidents.
6. discipline shall be the responsibility of adults who have an ongoing relationship with the child.
7. 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.
8. 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.

### **VISITS**

The Woodstock Early Learning Center maintains an open door policy for enrolled parents. Please consult your child's teacher or the Director should issues arise concerning your child, at home or at school. The Director also welcomes suggestions. Referrals to other agencies in the community may be obtained when needed.

### **ILLNESS**

Please keep your child home if he/she has a fever, or symptoms such as vomiting, diarrhea or rash. If your child becomes ill at school and has diarrhea, vomiting, or an oral temperature of 101° F or higher or under the arm temperature of 100° F or higher, we will notify you to pick up your child immediately. Children must be kept home the next day after being sent home for any of the above reasons. Children may return earlier with a doctor's note stating he/she is not contagious.

We appreciate your help in order to prevent the spread of illness to other children and staff.

## **TRANSPORTATION AND FIELD TRIPS**

WELC has transportation to and from most area schools.

Chaperoned field trips are scheduled to plays, movies, parks and other fun and educational locations for children age 3 and older.

## **REPORTING OF SUSPECTED CHILD ABUSE**

We are committed to providing a safe, healthy, and relaxed environment. It is our intent to build a partnership with parents/guardians to provide the best possible center for children. It is important for parents to realize that state laws require that incidents of suspected child abuse or neglect be reported to the appropriate agency. It is the responsibility of this agency to investigate each reported case.

## **TUITION PAYMENT POLICIES**

The Tuition Agreements reflects your current weekly tuition rate, as determined from your Application for Admission, or changes made in writing after admission. This weekly rate, **DUE IN ADVANCE** includes payment for legal holidays, vacation days, and sick days unless otherwise stated in the Tuition Policy.

All tuition is due on the **Monday** of the week of service. If you would like to pay for several weeks at a time, you may do so provided you are paying in advance. You may be asked to withdraw your child if your account becomes past due. Checks returned from the bank for any reason will be charged \$15.00.

Payment should be placed in the payment box in the Center lobby or mailed in time to be received by Monday. Your child's name(s) should appear on the payment.

Bi-monthly and monthly payments in advance are greatly appreciated.

Two week vacations (Monday through Friday) are allowed beginning six months after enrollment. Two weeks written notice is required. Please check with the business office to verify your vacation status.

## **PARENT AGREEMENTS**

I agree to the placement of my child(ren) at the Woodstock Early Learning Center and to comply with its written policies.

### **FEE**

I agree to pay the fee as stated on the Tuition Contract in accordance with the established Tuition Policy. I understand this rate may change due to fee increase or change in my child's attendance program. I agree to pay the variation in rate due to such causes.

### **EMERGENCY MEDICAL CONSENT**

I authorize the staff of the Woodstock Early Learning Center, in case of injury or accident to my child, to administer appropriate first aid and /or to obtain the medical services they judge to be necessary at the time. I understand every effort will be made to contact other emergency contacts listed or me before decisions are made in a serious situation.

### **TRANSPORTATION**

I authorize the staff at WELC to transport my child(ren) to and from the Center/School for planned outings, field trips and/or for attendance reasons. I understand that the staff is responsible for my child(ren) only after I or an authorized person has delivered my child(ren) directly to a staff member. If my child is transported by Dial-A-Ride, the staff is responsible for my child(ren) upon my child(ren)'s entrance into the building and until my child(ren) exits the building. If the public school transports my child(ren) to school from the Center or from school to the Center, a staff member will be at the bus stop to take responsibility for my child(ren).

### **LIABILITY**

The Woodstock Early Learning Center staff is responsible for exercising reasonable precaution to assure the safety of the children in care. The staff is not responsible beyond the exercise of due care for any accidents which may occur inside or outside the Center, or for incidents resulting from lack of information which should have been supplied to the staff by parents/guardians.

### **CLOTHING**

I agree to have an appropriate change of clothing at the Early Learning Center for my child. I will supply disposable diapers and baby wipes if necessary.

### **PHOTOGRAPHS**

I give permission for pictures of my child(ren) to be used in promotional materials produced by the Woodstock Early Learning Center, Woodstock Christian Life Services website or articles released to the newspapers.

### **PRAYER**

I authorize my child(ren) to participate in prayer.

**ATTENDANCE**

The staff of WELC expects your child on the days enrolled. Should time vary greatly, or if your child will not be in attendance, **please call and leave a message.** Our number is (815)338-1954.

All children should be accompanied into the building by the person leaving the child and **a staff member should be made aware of the child’s presence.**

Children are to be signed in by the person leaving them in our care. Sign-in sheets are found outside each classroom and are alphabetized for your convenience. **Please sign your name and the time of arrival.**

**NO** child shall be released to a person not listed on your release form. Please inform the staff if someone other than yourself will be picking up your child. Should a staff member be unfamiliar with the person(s) picking up your child, they may call you for verification and/or ask the person(s) for proof of identity. In the case of custody problems, copies of court papers may be required to establish legal permission.

Please be sure the staff is aware that your child is leaving. **All children must be signed out by the person(s) picking them up. Sign your name and departure time.**

Staff is required to take attendance daily. Your signature is your security of your child’s presence should any questions occur.

**PICK-UP**

**Please note the center closes at 5:30 pm. A late fee will be charged to your account when your child(ren) is picked up from the Center after 5:30 pm. The fee is \$10.00 per 15 minutes or fraction thereof per child.**

**Staff will care for your child(ren) while we wait for you to arrive. The child(ren) will not be held responsible for the situation and the discussion of this issue will only be with the parent/guardian.**

**Please note: If your child(ren) has not been picked up 45 minutes after the center closes, and we cannot reach you at any of the phone numbers that you have provided for us, we will call the local Police Department and we will call the DCFS Child Abuse Hotline to report the incident.**

**Please note: THIS POLICY REINFORCES THE IMPORTANCE OF CURRENT INFORMATION (NAMES & PHONE NUMBERS)**

I have read the Attendance and Pick-UP policies of WELC and agree to comply with the policies/agreements stated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

My child(ren)’s name(s):

\_\_\_\_\_

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## **DISCIPLINE OF CHILDREN**

The policy of the Center concerning the discipline of children is precisely as prescribed by the Illinois Department of Children and Family Services for licensed Day Care Centers:

“Discipline measures shall be designed and administrated in such a way as to help a child develop his/her own self-control and to assume responsibility for his/her own actions.” To accomplish this Center staff shall:

1. establish simple and understandable rules, which set the limits of behavior required for the protection of the group and individuals within the groups. Firm positive statements about behavior or redirection will be used first with all children. (i.e. “It is great to see Tom and Jane working together to pick up their toys.” “Hands are for helping not hitting.” “Teeth are for chewing not biting.”) Positive statements about behaviors and redirection of behaviors as explained above may be the only means of discipline for infants and toddlers. Time outs – removal from the group to help a child gain control - will be used only after 24 months of age. Length of time out will not exceed one minute per year of age.
2. personal discipline will be developmentally appropriate and relevant/logical to the particular problem of the child involved. Infants and toddlers shall be redirected to appropriate activities and teachers shall consistently act as role models of the desired behaviors to optimize each child’s learning experiences. (i.e. the toddler teacher walks in the classroom, uses a calm tone of voice, and says “Please use walking feet and inside voices in the classroom.” ) Preschool and school-age children shall have reasonable opportunity to resolve their own conflicts. (i.e. “Please talk to Johnny about why his words hurt your feelings.”)
3. require that discipline be handled with discretion, without bias, and without prolonged delay on the part of the adult involved.
4. under no circumstances use physical or corporal punishment, profane language, humiliation, abuse, withdrawal or threatened withdrawal or rest as a means of discipline.
5. children shall not be disciplined for toilet accidents.
6. discipline shall be the responsibility of adults who have an ongoing relationship with the child.
7. 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.

- 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.

## **DISENROLLMENT**

A **written notice** must be given two weeks prior to disenrolling your child. Should no notice be given, your account will be charged two full weeks after disenrollment.

A **written notice of intent to disenroll** may be submitted to the parents of any child whose account becomes **past due**.

We reserve the right to disenroll a child when consistent late payment occurs.

If at any time the staff of WELC feel that the needs of an individual child are greater than what the center is capable of offering, a child's care may be terminated.

WELC reserves the right to request immediate removal of any child for the following behaviors:

- causing injury to other children, such as unmanageable biting, hitting, pushing, fist fighting
- the use of unacceptable and inappropriate language
- failure by parents/guardians to follow center policies.

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I have read the Discipline of Children and Disenrollment policies of Woodstock Early Learning Center and agree to comply with the policies/agreements stated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

My child(ren)'s name(s):

\_\_\_\_\_  
\_\_\_\_\_