

PARENT HANDBOOK



BROWN COUNTY EARLY LEARNING CENTER

210 Country Lane
Mt. Sterling, IL 62353
217-773-5017
tiffanyr@browncountyelc.net

browncountyelc.org

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WELCOME TO BROWN COUNTY EARLY LEARNING CENTER

Mission

To provide quality care for children ages 6 weeks through 5 years.
To provide a safe and loving environment.
To provide a quality center for children to learn and grow.

Purpose

The Brown County Early Learning Center's philosophy is based on meeting the emotional and developmental needs of children in our care. The daily activities provide children experiences that enrich and enhance each child's cognitive, language, social, emotional and creative development. Children develop a positive self-concept through a balance between child and teacher directed activities. The children will be given opportunities to create, explore, problem solve, and learn interaction skills. Staff serve as role models and provide care that is supportive, nurturing, warm, and responsive to each child's individual needs. We believe parents and teachers are partners in child care and education.

Program Goals

The Brown County Early Learning Center strives to set a standard of excellence in early childhood education. The center strives to provide high quality care and education in a family environment. Brown County Early Learning Center will help build a foundation for our children to be successful in all areas of life.

The Brown County Early Learning Center reviews the Mission, Purpose, and Program Goals yearly. Tiffany Risley (Director) and Jeff Summers (YMCA Executive Director) are responsible for the review and changes made to the Mission Statement, Purpose, and Program Goals.

Licensing Information

The Brown County Early Learning Center is licensed by the Illinois Department of Children and Family Services. The license number is 595727. The license is posted in a visible place at all times. DCFS inspects Brown County Early Learning Center periodically and unannounced to ensure that all requirements are met.

Insurance Coverage

The Brown County Early Learning Center has accident/medical coverage for the staff and children. A public liability insurance in the single limit minimum amount of \$300,000 per occurrence.

Hours of Operation

The Brown County Early Learning Center will be open from 6:00 a.m. to 6:00 p.m Monday through Friday except for holidays that are listed in the handbook. (p.4)

Persons Legally Responsible for the Program

Tiffany Risley	Brown County Early Learning Center Director 210 Country Lane, Mt. Sterling , IL 217-773-5017
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Jeff Summers	YMCA Branch Executive Director E Street, 896 IL-99, Mt Sterling , IL 217-773-2230
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Curriculum

The Brown County Early Learning Center uses Creative Curriculum in all the Infants, Toddlers, Twos, and Preschool classrooms. The Creative Curriculum for infants, toddlers, twos and preschool is an early childhood curriculum that focuses on project-based investigations designed to foster social/emotional, physical, cognitive, and language development in children. It is our goal that children learn through play. The center provides developmentally appropriate lesson plans and activities to provide a safe and fun learning environment.

Parent and Teacher Meetings

Parent and Teacher meetings will be offered every six months to discuss how your children are progressing. The teachers will keep a portfolio on each child. The portfolio will contain learning objective checklists, work samples and evaluations. If you have any concerns you may schedule a meeting with your teacher at any time.

Description of Daily Schedule

The Brown County Early Learning Center provides a safe and nurturing environment to learn and grow. It is very important that the children have a consistent and predictable routine. Children are more alert and their behavior is better if they know what to expect and when. Below is a typical daily schedule at the center.

- 6:30 a.m. Children arrive, put backpack in cubby, go potty, wash hands,
Free play
- 8:00 a.m. Children pick up their toys, and wash their hands for breakfast/ children
who arrive after 8:30 a.m. must eat breakfast at home before coming to
the center.
- 8:30 a.m. Children potty, wash their hands, pick out a book, and sit on the big
rug, Staff reads with the children and the other staff clean up breakfast
while overseeing children.
- 9:00 a.m. Circle time, sing a song, go over the days events, potty break, wash
hands
- 9:30 a.m. Children will go outside for gross motor or go to the gross motor room.
- 11:00 a.m. Children will go inside, potty, wash hands, sit at the table, lunch will be
served .
- 11:30 a.m. Children will clear their plates, wash hands, get ready for art
- 12:15 p.m. Children will pick up art table, wash hands
- 12:30 p.m. Children will go potty, get their blankets (from cubbies) and lay on their cots,
And listen to a story.
- 2:00 p.m. Children will wake, go potty, wash hands, go outside or gross motor
Room.
- 3:00 p.m. Come inside, potty, wash hands, snack
- 3:30 p.m. Centers
- 4:00 p.m. group game or activity
- 4:30 p.m. Small groups for math, science activities
- 5:00 p.m. Potty, wash hands free play/ center time
- 6:00 p.m. Pick up toys, get things in backpack, potty if needed, play /read, pick
up
- 6:00 p.m. Center closes

Each classroom's schedule will vary daily.

Holiday Schedule

The center is closed the following Holidays:

New Years Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

The Day after Thanksgiving

Christmas Eve

Christmas

December 26th

We will close at 4:00 p.m. on New Year's Eve in order to provide the opportunity for our staff to enjoy time with their family.

If a holiday falls on a Saturday, it will be observed on the Friday before. If the holiday falls on a Sunday, it will be observed on the Monday after.

Normal full-time rates will apply to weeks that include the above holidays. If we are closed for severe weather or other emergency instances in which the building is unsafe the full weekly tuition will be charged.

Continuing Education Days

The Brown County Early Learning Center will be closed on **2 days** each year for Continuing Education Days. These days will be used for training days for the staff. The date of these training days are subject to change yearly but will be communicated as early as possible. One training day will be in the fall and one will take place in the spring. The staff are required to receive 20 hours of continuing education each year. These training days are vital to having a high quality staff to teach and care for your children.

Religious Observance or Instruction

The Brown County Early Learning Center does not recognize religious observances and does not provide religious instruction.

Enrollment

Parent's will use the following forms to enroll their children in The Brown County Early Learning Center:

- Filling out an Application.
- Paying a \$25.00 Annual Enrollment fee and 1st week's tuition.
- Completing a physical form with immunizations(must be less than 6 months old) and must have a lead test and tb test or waiver from the doctor. (every 2 years)
- Must provide a copy of your child's certified birth certificate within 30 days of enrollment.
- Must complete all required forms.
- A tour of the center will be given prior to enrollment.

Birth Certificate Requirement

The Brown County Early Learning Center requires that all children enrolled must have a certified copy of his/her birth certificate on file. If a certified birth certificate is not available, the parent or guardian must submit a passport, visa or other governmental documentation

as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate. The center is required by law to notify the Illinois State Police or local law enforcement agency if the parent or guardian fails to submit proof of the child's identity within the 30 days of enrollment. The Director will make a copy of the certified birth certificate and place it in the child's file. The original will be returned.

If the birth certificate is not provided, the center will notify the parent and/or guardian that the State Police or local authorities have been called. This notification will be in writing. The center will let them know they have 10 additional days to produce the certified birth certificate or documents. If the documents produced appear to be inaccurate or suspicious in form or content, the center will contact the police.

The center must also flag the record of a child enrolled at the day care who is reported by the Illinois State Police as a missing person, and shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing child.

Tuition and Fees

Infants	\$225.00 per week (YMCA members save \$15.00)
Toddlers	\$215.00 per week (YMCA members save \$15.00)
2 years	\$205.00 per week (YMCA members save \$15.00)
Preschool (3 yr olds)	\$195.00 per week (YMCA members save \$15.00)
Preschool (4-5 yr olds)	\$185.00 per week (YMCA members save \$15.00)
Sibling Discount	\$10.00 per week

Annual Enrollment Fee

An annual enrollment fee of \$25.00 will be charged to your account at enrollment and each year on your child's anniversary date.

YMCA Membership

If you are a member of the Mt. Sterling YMCA you will receive \$15.00 off each week per child for full time children.

All Tuition and Fees Payable Each Week

All weekly charges will be paid whether we are open or not. All weekly charges will apply whether the child/children are here or not.

Child Care Assistance Program

(CCAP) families are expected to keep their monthly copays and any other charges paid weekly (monthly co-pay and fees divided by 4).

Auto Withdraw

All childcare will be paid by auto withdrawal (forms should be in packet), tuition payments will be withdrawn from your account on Fridays by 6:00 p.m. Occasionally, the Tuition Express program will do a security update and the charges will come out Monday the next week. I will notify you via tadpoles text message if this occurs.

Delinquent Fees

\$25 will be charged for each auto withdrawal not accepted by the bank. The tuition and the \$25 must be paid in full by the next day. Your child/children will not be able to return until fees and late charges have been paid. If late payments become a problem, other arrangements will need to be made for the care of your children.

Collection

If your account balance is not paid within 60 days of the due date and arrangements have not been made to get it paid in full, the center will refer the matter to a collection agency.

Late Pickup

Each parent will fill out the hours of care on the enrollment papers. Please make sure you have included driving time. Parents must have their child picked up by that time. If something arises and you cannot pick your child up at that time, call the center and let the administration know. Child/staff ratios must be followed at all times and are based on times scheduled. If you have not called, you will be charged a \$10.00 fee per child per 15 minutes you are late. All children and parents/guardians must be out to the center by 6:00 p.m. If not picked up by 6:00, the administration will call the parents/guardian. If no one answers the administration will call the emergency contact. If the center has waited 30 minutes and cannot reach anyone on the list of contacts, the center will call the police.

Failure to Pick Up Policy

The Brown County Early Learning Center closes at 6:00 p.m. If your child is at the center beyond 6:00 p.m, the child's teacher will call the parent/guardian immediately. If there is no response from the parent or guardian, the emergency contact will be called. If Brown County Early Learn Staff cannot get a hold of a parent/guardian or someone on the pick up list within 30 minutes, the center will contact the Police and /or DCFS hotline. Center staff will stay with the child/children until the authorities have arrived. This Policy is required by

the Illinois Department of Children and Family Services. Brown County Early Learning Center is only licensed until 6:00 p.m. and all the children must be out of the building. Brown County Early Learning Center will charge \$20.00 per child if you are late picking up.

Withdrawal

A two weeks written notice is required when withdrawing a child for any reason. If two weeks are not given, you will be billed for those 2 weeks of tuition.

Refund Policy

All fees and tuition are non-refundable.

Arrangements for Arrival and Departure of Children

1. Parents/guardians will check in on the Procare fingerprint scanner.
2. Parents will take a child to their classroom and sign them in on the attendance/departure sheet.
3. Brown County Early Learning Center is only authorized to let the parents/guardians and anyone on the DCFS consent form pick your child up. If an emergency arises and you need someone different to pick up, give the person's name to the administration and the pickup person must show an ID at arrival.
4. Parents/Guardians will sign a transportation form that designates how your child will get to and from school.
5. Best practice.....Drop off can sometimes be very stressful for children and parents/guardians. Please be consistent with your child. Never leave without saying good-bye to your child, kiss and hug your child and let them know who will return to pick them up. We will not let your child cry. We will comfort them and redirect them with fun activities. If we cannot get your child calmed down, we will contact you.
6. Administration must have on file, drop off and pick up plans of each child. These plans must list drop off time and pickup time daily.
7. If any child shows up late and misses the bus, the parent/guardian must provide transportation to get to school.
8. Drop off can sometimes be very stressful for children and parents/guardians. Please be consistent with your child. Always assure your child that he/she is safe and that you will return.
9. Please show up a few minutes early so you do not have to hurry the drop off procedures or the pickup procedures.
10. Parents are welcome to park and bring their child to the building or use our circle drop off location. If using the circle drop off please make sure that you are courteous to other parents/guardians and do not stay parked in the drop off very long.

Mandated Reporter

All staff employed at the Brown County Early Learning Center are mandated reporters. Under the Abused and Neglected Child Reporting Act, mandated reporters are required to report abuse and neglect suspicions to DCFS. Under the Act, mandated reporters can be held criminally responsible if they fail to report. Brown County Early Learning Center takes this responsibility very seriously and will make all warranted reports to the DCFS hotline.

Communication Policy

Verbal communication is encouraged daily between staff and parents, at arrival and departure. The center will also communicate via email, phone and the Tadpoles Parent App. The center will have a parent board to post important parent information.

The center communicates with families in their primary language and utilizes resources as needed to communicate. Please share your home language, beliefs, culture, and childrearing practices on the back of the DCFS Form CFS 428 (Application of Child Information). Your language, beliefs, culture, and childrearing practices are very important to us. If you need more room please attach a separate piece of paper. The staff and I will do our very best to achieve consistency between home and center whenever possible.

Surveys

Brown County Early Learning Center will distribute surveys at least once per year. We want to know how we are doing! Surveys are a great way to let us know if something is going right or wrong.

Visits, Trips, or Excursions

We do not provide transportation to and from school. Parents will be notified prior to any field trips. Parental permission is required before children may go on a field trip. Parents may be requested to join a field trip event. All events must be within walking distances of the center. Please watch for special event information.

Required Supplies:

Infants

An infant must be at least 6 weeks old at the time of enrollment. Brown County Early Learning Center follows a feeding plan that has been implemented by the parents. Feeding and changing times will be recorded and given to the parents daily through the Parent Tadpoles App. Parents are required to bring:

- Formula or Breast Milk -label with child's full name and date
- Bottles- label with child's full name

- Disposable diapers and wipes- label with child's full name
- Diaper rash ointment- label with child's full name
- Sunscreen- label with child's full name
- At least 2 sets of extra clothes (kept at center). Please change out each season. Please put the child's name on clothes if possible.

Toddlers

Toddlers approximately 15 months through 23 months. Parents are required to provide the following:

- Disposable diapers and wipes- label with child's full name
- Diaper cream- label with child's full name
- Sunscreen- label with child's full name
- At least 2 sets of clothing (kept at center). Clothes should be changed out each season and labeled with the child's name if possible.

2's

Twos are approximately 24 months to 3 years old. Parents are required to provide the following:

- Disposable diapers and wipes-label with child's full name
- Diaper cream-label with child's full name
- Sunscreen-label with child's full name
- At least 2 sets of clothing (kept at the center). It is recommended more if the child is potty training. Clothes should be changed out each season and labeled with the child's name if possible.

Preschool

Preschool students are 3 through 5 years old (not in kindergarten). Parents are required to provide:

- At least 1 set of clothing (kept at center) and must be changed out every season. Please label with the child's name if possible.
- Sunscreen- label with the child's name
- If not potty trained please bring pull-ups and wipes- label with child's name

Preschool (in all day public or private pre-k)

- At least one set of clothing (kept at center) and must be changed out every season. Please label with the child's name.
- Sunscreen- label with child's name
- If not totally potty trained please bring extra, underwear, wipes and/or pull-ups- label with the child's name.

Handwashing (Children)

Children's hands shall be washed routinely and frequently with soap and water. Diaper wipes and hand or hand sanitizers are not acceptable. Soap and running water is the only acceptable way to wash hands. Hand washing shall occur at least at the following times:

- 1.) When children arrive
- 2.) After using the toilet or after diaper changing
- 3.) Before and after meals and snacks
- 4.) After handling pets
- 5.) After blowing or wiping their nose
- 6.) Before and after using the sensory table
- 7.) After being outside
- 8.) After touching any bodily fluid (blood, urine, drool, vomit)

Handwashing (staff)

- 1.) Staff should wash hands at arrival
- 2.) After handling soiled items (diapers, kleenex, drool , vomit, blood)
- 3.) After helping children in the toilet
- 4.) After handling pets
- 5.) Before and after eating or drinking
- 6.) Before giving a child medication
- 7.) After caring for a sick child
- 8.) Before preparing, handling, or serving food
- 9.) Before and after administering first aid or cpr
- 10.) Before entering a new room

Thorough hand-washing technique (will be strictly followed)

- 1.) Wet hands under water (warm)
- 2.) Lather both hands well
- 3.) Scrub vigorously for at least 15 seconds
- 4.) Rinse hands well under warm running water.
- 5.) Dry both hands with a single use towel
- 6.) For hand-held faucets, turn off the water using a disposable towel instead of bare hands.

If children are too young to wash their hands independently, staff shall wash their hands using the above technique. As children age, staff will teach them the proper hand washing technique and help them when needed.

Meals and Snacks

Brown County Early Learning Center provides all children with a nutritious breakfast, lunch and an afternoon snack. All meals and snacks meet the USDA Child and Adult Food Program. All allergies are posted and followed to keep children safe. All food brought into the center should be nutritious and pre-packaged or baked in a kitchen that has been inspected by the local health department. Menus will be provided on request. Menus will be posted in classrooms and on the parent board.

Food will be offered at intervals of not less than 2 hours and no more than 3 hours apart, unless a sleep.

Allergies

If your child has an allergy or intolerance you must have your doctor fill out an allergy form. It should contain your child's name, birthdate, the name of the allergy, and any medicine needed. If your child has an allergy to food, please ask me for a substitution form. All allergies will be posted in all rooms.

Absence

Parents are required to inform the center by 9:00 a.m. if a child will not be attending that day. If your child is coming in later please call the center and let them know.

Illness

Please contact the center with the nature of the illness. This enables the administration to keep track of any illnesses that may occur at the center. If the child has a communicable disease, the center will post the disease and the symptoms on the parent board. Brown County will always protect your child's confidentiality.

Symptoms which exclude your child from the center or will lead to a child being sent home are as follows:

- A child with a fever of 100.4 degrees fahrenheit or higher will be sent home. Cannot return till fever free without medicine for 24 hours.
- A child with diarrhea and /or rash combined with a fever of 101 degrees or higher. Cannot return until all symptoms subside without medicine
- Illness that prevents the child from participating in activities.
Illness that calls for greater care than the staff can provide without compromising the health and safety of other children.
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of distress.
- Vomiting 2 or more times in the previous 24 hours. Cannot return until 24 hours after the last episode.

- Mouth sores associated with the child's inability to control his or her saliva.
- Conjunctivitis (pink eye), cannot return till 24 hours after treatment has started.
- Strep throat and cannot return until 24 hours after treatment started.
- Impetigo and cannot return until 24 hours after treatment started.
- Head Lice and/ or scabies- child must be free from lice and nits(eggs)
- Chicken Pox, cannot return until 6 days after the onset of the rash (need to be scabbed
- Whooping Cough, cannot return until 5 days of antibiotics are taken.
- Mumps cannot return until 9 days after onset of parotid gland swelling.
- Measles cannot return until 4 days after the disappearance of the rash.
- Other symptoms not listed may require your child to be sent home.
- If you are seen at a clinic or hospital please bring a note with the date you may return to daycare.

In any case that one of the mentioned conditions start during the day, the parents will be notified by phone and will be asked to pick your child. Please be prompt for the safety of staff and other children. All charges for the week will be required.

Covid-19

If a child tests positive for Covid-19, he/she will be isolated for 5 days. Anyone exposed to a person who tests positive to Covid-19 can bring in a negative Covid-19 test or isolate for 5 days. These guidelines will be subject to change according to the risk levels. (High, Moderate, Low)

Incident/Accident Policy

Should your child be involved in an incident/accident during the course of the day, a staff will fill out an Incident/Accident Report. The parent will read and sign the report and it will be filed in the office. In some cases a courtesy call will be made to the parent.

If a child needs emergency care due to an accident or illness, the parents will be contacted immediately. If the parent is unable to be reached, the emergency contact will be called.

Emergency Policy

In the event of an emergency the following actions will be taken.

- First aid and/or CPR will be initiated
- Parents/Guardians will be notified.
- If emergency medical care is required 911 will be called.
- The Brown County Early Learning Center will follow up with the parents/guardians.
- The Director will contact DCFS and fill out the required paperwork.

The following emergency numbers will be called depending on the type of emergency:

BROWN COUNTY (NON EMERGENCY #).....	217-773-3961
POISON CONTROL.....	1-800-222-1222
CULBERTSON MEMORIAL HOSPITAL (Rushville).....	1-217-322-4321
PASSAVANT AREA HOSPITAL(Jacksonville).....	1-217-245-9541
BLESSING HOSPITAL (Quincy).....	1 -217-223-1200
BROWN COUNTY FIRE DEPT.....	1-217-773-2113
BROWN COUNTY AMBULANCE SERVICE.....	1-217-773-2113

Provision for emergency medical care, treatment of illness or accidents

The parents will fill out a DCFS form stating; their doctor and preferred hospital, and who their emergency contact is.

Child Exempt from Medical Care on the Grounds of Religion

Parents/guardians must have a written plan to obtain prompt services of a certified practitioner for a child exempt from medical care on religious grounds. This plan must be on file prior to the child starting care.

Medication Policy

Parent leaves medicine at the reception desk. The person at the reception desk will fill out a medicine form and the parent will sign it. The medicine form will indicate the kind of medicine, the time and date given, the dosage, and who dispensed the medicine. The medicine will be kept in a locked cabinet in the staff room. The cabinet is labeled medicine. When the child needs the medicine, the teacher will call the receptionist or director to go get the medicine. The teacher will give the medicine to the child and fill out the medicine form. The teacher will call the receptionist or teacher to return the medicine to the locked cabinet. The medicine form will remain in the classroom until the child is no longer taking the medicine. When the child is no longer taking the medicine the form will be placed in the child's file.

Medicine delivered by a device must be turned into the office with written instruction and in the original package. Medications that require that the staff be trained will be assigned to a

staff member trained in giving the medicine. Training will be offered to staff yearly for the types of medicine given.

Over the counter medications must be brought to the center in the manufacturer's packaging, labeled with the child's name on it. A form will be filled out with a dosage recommended on the package and be kept in the office.

Family and Community Engagement

The Brown County Early Learning Center promotes family and community engagement on a daily basis. Strong relationships between families, staff, and the community have a positive impact on child development. Brown County Early Learning Center offers many supports such as:

- Family meetings
- Information on services in the community
- Scholastic Book Club
- Facebook Page
- Website
- Open House Events
- Tuition Scholarships
- Attend local job fairs
- Collective Goods (books and more for sale)

Parents are always encouraged to visit the classroom. Activities that the parents can help with include: Art, Story Time, Gross Motor Activities, and lunch with their child. Let us know if you are able to visit!

Child Transitions

The Brown County Early Learning Center strives to make each child's transition to a new class or school as smooth as possible. Approximately 1 month before your child will move to another room, the child's teacher and the center director will have a meeting. In the meeting the teacher and director will discuss the readiness of the child to move classrooms. A letter will be sent to the parent that says when the transition will start, the new teacher's name and projected start day in the new room. If the teacher, Director and parents are all in agreement, the child will begin transitioning by going on visits to the new classroom. All visits will be documented.

Other Child Transitions

The Brown County Early Learning Center recognizes the many transitions in children's lives. Some of these transitions include:

- Parent's to caregivers

- Daycare to kindergarten
- Room to room

Complaint Procedures

If for any reason a family has a concern, they are encouraged to contact Tiffany Risley (Director). The Director will take all concerns very seriously. The Director can be reached by email (tiffanyr@browncountyelc.net) or at the center (217-773-5017).

Personal Belongings Policy

The center provides all games, toys, books, ect. necessary for all children to enjoy and learn. Children are not permitted to bring their personal toys to the center due to the risk of damage, sharing issues, and loss. If a child has a “special toy” for nap, it will be put in the cubby until nap time. Parents and staff are responsible for enforcing this policy. Parents or children should not bring in food on a daily basis. Parents can bring a prepackaged treat to celebrate his/her child’s birthday only.

Guidance and Discipline Policy

Appropriate behavior is built upon mutual trust between the children and their caregivers/teachers. This does not happen immediately but rather over time. It also requires the support from parents/guardians. Parents/guardians and caregivers/teachers are partners in this process. Brown County Early Learning Center will do our best to gain your trust and your child’s trust. Discipline means teaching and training and is the key to the way children behave. Guidance by our staff helps children develop self control; respect the rights of others; express their emotions appropriately; build self esteem; become self reliant and develop organizational skills.

Possible reasons children misbehave:

- Tired
- Hungry
- Sick
- Never learned certain behaviors were not acceptable
- Angry
- Jealous
- Afraid
- Hurt feelings

Understanding the cause of a child’s misbehavior can help us choose an effective method of changing inappropriate behavior.

- Set realistic limits

- Set developmentally appropriate limits
- Share your expectations with children
- Share consequences of actions
- Encourage children to talk about their feelings
- Redirection
- Cool off period to give children time to gain control of their feelings.
- Provide encouragement
- Always point out the good
- Be consistent
- Be a good role model
- Children will never be disciplined for toilet accidents or spills.

Re-direction will always be used with children under 2 years of age. Children over 2 years will be redirected to another activity as much as possible. If the behavior continues, time out can be used but we always talk to the children about the event.

There will be no physical punishment of any kind.

Positive Redirection

The Brown County Early Learning Center makes every effort to understand your child's needs. We reward positive behavior through use of praise, smiles, hugs, and "Thank you".

Brown County Early Learning Center discourages misbehavior firmly, fairly and consistently. It is our responsibility to see that every child has the atmosphere in which they can learn and grow to the best of their ability.

If a child after many attempts does not grow and learn in the center setting a meeting will be called between the Director, teacher and parents. The center will give the parents information on different avenues outside the center setting.

Expulsion and Discharge

If a child has repeatedly demonstrated a lack of control of his/or her actions or does not want to comply with the rules of the center, they may be asked to not return for a certain amount of time. All incidents would be recorded and the center would try everything in its power to redirect the child. Expulsion would only be used in extreme cases. The center will find resources in the community that can offer counseling, behavior management and offer the information to the child's parent or guardian. All of the documentation and counseling information will be put in the child's file. The center will also help the parent/guardian find alternate care if the child cannot return to the center.

CPR and First Aid

All staff are trained in First Aid and CPR. All staff are recertified every 2 years.

First Aid Stations

First aid boxes will be in the office and the staff room. All first aid boxes will be checked monthly and replenished according to DCFS standards. Bandages and disposable gloves will be available in all rooms. Staff will provide first aid. If something is very serious the staff will call 911 and call for the administrator to help with First Aid.

Release of Personal Information/Confidentiality Policy

The Brown County Early Learning Center will treat the personal information of each child and parent as confidential and private. Personal information will not be shared unless requested by the parent/guardian in writing and a consent has been signed.

Fire and Severe Weather

The Brown County Early Learning Center staff and children participate in Fire and Disaster drills regularly. Evacuation plans are posted in each room. Please call a head to verify the center is open in severe weather. Brown County Early Learning Center will post closings on all local television stations and on our facebook page.

Special Needs Policy

The Brown County Early Learning supports the full inclusion of children who require additional support because of a physical, cognitive, social, or emotional need. Indoor and outdoor areas are arranged so all children can move around freely. We provide developmentally appropriate group experiences for all children and encourage the socialization of every child with peers. We respect and value input from the parents and encourage them to be part of the decision making process for their child. We are committed to learn more about various disabilities and full inclusion as part of our annual training plan. Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the Brown County Early Learning Center, will be referred to agencies and /or facilities to meet his or her needs. A plan will be written that includes; how and when the transition will be made and all referral information. A copy of the plan and all documentation will be put in the child's file.

The center may ask parents to share professional evaluations during the enrollment process when necessary, to determine how best to meet the needs of their child. Parents shall be informed of any variation in the regular procedures undertaken to meet the specific needs of their child.

Integrated Pest Management

- ❖ No pesticides will be applied when children are present. Children will not be allowed to return for 2 hours.
- ❖ All garbage and refuse containers containing food, diapers, or bodily fluids will be taken out at least 2 times a day.
- ❖ All trash cans and diaper pails will be emptied 2 times a day and be washed at least weekly.
- ❖ All toys will be removed before spraying pesticides or washed after spraying pesticides.
- ❖ The center is cleaned daily and the staff make sure no food is left out to attract pests.
- ❖ All windows are screened.
- ❖ A quarterly inspection will be conducted by a pest management company.
- ❖ All pesticides will be recorded in a pesticide log with the name of pesticide and the date administered. This log will be kept in the Director's office.

Advertising and Media

The Brown County Early Learning Center staff often take pictures of the children and publish them on the center's facebook page. The center will never tag a child or share to another page. The center also posts pictures in the local newspaper. Children that are wards of the state shall never have their pictures posted outside their classroom. If you do not want your child's pictures or videos shared to the public please write NO on the Parent Handbook Verification.

Vacation Schedule

All charges will apply when gone on vacation. Please let the center know if you will be gone and how long.

Lead Testing

Brown County Learning Center will have the water tested for lead. The lead test will be posted on the parent board, along with any mitigation plans.

Radon Testing

Brown County Early Learning Center will have the center tested for radon every 3 years as required for DCFS. The radon score and any mitigation plans will be posted on the parent board.

Nondiscrimination Policy

Brown County Early Learning Center does not discriminate against any person on the basis of race, color, national origin, disability, sexual orientation or age.

Notice of Subject to Change

Everything in the handbook is subject to change at any time, including tuition. All changes will be in writing and given to parents/guardians.