NASZE DOMOWE PRZEDSZKOLE, LLC

PARENT HANDBOOK 2024 - 2025

The purpose of this Parent Handbook is to outline the policies and procedures under which we operate as a licensed child care provider.

- ***Licensing***

Nasze Domowe Przedszkole, LLC Group Home Daycare is licensed and complies with all licensing regulations and standards. The home daycare is subject to inspection by fire and licensing officials.

- ***Privacy Policy***

Nasze Domowe Przedszkole, LLC Group Home Daycare will protect your family's privacy and follow Illinois privacy law. All records and information about your child and your family will be kept private and confidential, unless written permission has been given to reveal specific information. The employees of Nasze Domowe Przedszkole, LLC Group Home Daycare ask that you also respect the privacy of their families by not sharing any information you learn about their families, without written permission. We know that this can be difficult, so please talk with us if you have any questions about this.

- ***No Discrimination***

Nasze Domowe Przedszkole, LLC Group Home Daycare will not discriminate against any child, parent, or family for reasons of race, color, sex, age, disability, national origin, sexual orientation, or public assistance status.

- ***Termination Policy***

The first 10 days of care are considered a trial period, in which case either party can terminate the contract without written notice. There will be NO REFUND of deposit.
After the first 10 days the provider will require a 4 week written notice from parents to terminate the contract in order to get full deposit worth/free of charge last week of care (when all other requirements are met). Daycare provider reserves the right to terminate the contract at any time for any reason- there will be NO REFUND of deposit.

- ***Your Responsibilities /Our Partnership***

Nasze Domowe Przedszkole, LLC Group Home Daycare expects to work together with you to ensure that your child has the opportunity to develop to his or her fullest potential. The staff and parents will communicate often about your child's physical, emotional, social, and intellectual growth. Please inform the staff of any change in the child's schedule, routine, or home environment. The staff will do the same for changes in the daycare that affect your child. You will provide any special instructions in writing for eating, allergies, health issues, etc.

➢ ***Mandated Reporters***

The staff members at Nasze Domowe Przedszkole, LLC Group Home Daycare are state-mandated reporters of suspected physical or sexual abuse of children. This means that if they have reason to believe that any child in the daycare has been neglected or abused, they are required by state law to report this to the licensor or to the local child protection office. If you suspect that any child in the program is being physically or sexually abused, please talk to an employee immediately. If you wish to report suspected child abuse or neglect, you may contact the licensor or the local child protection office.

➢ ***Holidays and Vacation Days (Daycare closed)***

Note:

Nasze Domowe Przedszkole, LLC Group Home Daycare will be closed during these holidays. Daycare will be closed Friday before and/or Monday after if the holiday falls on Saturday and/or Sunday depending when it is observed. **You will be charged a full day's pay for these holidays.**

- Fourth of July
- Labor Day
- Memorial Day
- Thanksgiving Day and Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day

VACATION DAYS

The daycare provider will have up to **15 vacation days(3 weeks)** each calendar year. You will be given at least 3 weeks' written notice when vacation days are used and daycare will be closed because of it, so that you can locate backup care. **Tuition payment will be optional when daycare is closed due to provider's vacation days.**

➢ ***Deposit***

A one-time fee of a nonrefundable deposit equal to one week of care is due at time of enrollment. The deposit can only be credited towards the last week of your child's enrollment when at least **ONE FULL YEAR of full-time care** is completed OR towards the late tuition payment fee but only upon Provider's prior approval.

➢ ***Payment Policy/Attendance***

For your convenience your Yearly Tuition is broken up into weekly payments. You are responsible for your child's tuition amount regardless of any days your child is ill or does not attend our daycare for any other reason. WEEKLY PAYMENT is due on Monday of each week that the child is attending daycare - Cash, Check, PayPal or Zelle will be accepted.

In the event when check is returned, for any reason, the one week deposit will be used for that week. The child will not be able to return to daycare the following week unless the deposit is re-submitted in cash as well the current weekly payment. Return Check Fee is $30.00

There will be a $20.00 fee per child for each day that the payment is received late. *If the payment is not received by Friday the child cannot come back to daycare unless all the late fees ($20 per each late day=$100 per week), plus the past week payment, as well as the current week payment, are received. ONLY Cash, PayPal or Zelle will be accepted in that event, unless prior arrangements are agreed upon by provider. Optionally, some of the Late Fees might be deducted from your Deposit if the Provider sees that as fit.*

➢ ***Backup Child Care Arrangements***

You will be responsible for finding backup child care if the daycare must close or is unable to care for your child for the day. This may include, but is not limited to, the following reasons:

- Your child is sick (You are responsible for full tuition payment).
- The daycare closes due to provider's vacation (NO tuition payment required).
- Daycare closes due to mandatory local, state or federal government due to weather, outbreaks, or any other reason deemed viable by the government authority including closure due to Covid-19 outbreak. (You are responsible for full tuition payment, for up to 30 days per year)

➢ ***Late Pick-Ups Fee (late fees must be paid by Monday morning of the following week)***

HEALTHY CHILD: The sign-in/out clock will be used as standard time. Our daycare closes promptly at 5:00 P.M.

After 5:05 P.M the charge will be $5.00 per minute, with a minimum fee of $10.Time will be clocked out as parent is leaving daycare with child, **NOT** when parent enters daycare. Please do not be late. *Please be courteous, the staff would like to spend time with their families.*

SICK CHILD: Parents will have one hour (60 minutes) from the moment they are contacted by provider about their sick child to have their child picked up from daycare.

Every minute following the hour time period will be charged at $2.00 fee, equaling $120.00 for every sixty minutes. We take the health of the children in our care very seriously and we will not tolerate late pick-ups. *Please make sure you have a plan in place in case your child becomes sick during the daycare hours.*

- ***After Hours Policy***

If you fail to pick up your child by the end of our operation hour which is 5:00 P.M, the staff will make 3 attempts to contact you. If we cannot reach you we will contact the emergency person listed on the Application, to inform them your child is still in our care without notice from you. The daycare will keep your child for 2 hours after the closing time, with late fees accruing, before contacting the local police and/or the Child Abuse Hot-line. The daycare will continue normal responsibilities for the child's protection and well-being.

<u>If for any reason your and/or the emergency person's contact information changes, including addresses and phone numbers for home, work and/or cell phones you need to notify the daycare immediately.</u>

- ***Bulletin Board, Children's Folders, Parent Sign In/Out Cards***

<u>You are required to clock in and clock out your child everyday they are in attendance.</u>

You are responsible for checking the Bulletin/Information Board and your child's cubbies for changing information including but not limited to art work, dates closed notices, monthly newsletters and daily reports, etc.

- ***Activities/Curriculum***

The daycare will conduct a wide variety of activities with your child, including but not limited to: language development, in-group games, circle time, sensory art activities, outdoor play, art and science projects, puzzles, games, fine and gross motor skills, free play, neighborhood field trips, dramatic play and more. All children's activities will be appropriate to the age of your child, which means they will be within the abilities of your child.

>> *EDUCATIONAL PROGRAMS: PRESCHOOL and PRE-K*

As a part of our curriculum we offer Preschool and Pre-K Program 5 days per week, starting in September through May,(this program is for **full-time students only**). In order to participate your child has to be at least 3.5 years of age on September 1st of the given year, show interest in preschool activities and be potty trained (no kids in diapers or pull-ups will be allowed in the class room). Your child must be potty trained in order to attend our educational program. If your child is age appropriate but still in a diaper or a pull-up, they will be excluded from the program until the following year.
Part-time students do not participate in Preschool and Pre-K programs.

➢ *TV Viewing*

Television viewing -if any- will be limited to 30 minutes per day and will be limited to age appropriate and/or educational viewing, for example: PBS and the Disney Channel. On occasions, usually Fridays or days when the weather is not cooperative we may choose an appropriate children's video to watch.

➢ *Holiday Celebrations*

- Valentine's day
- Easter
- Halloween
- Thanksgiving
- Christmas
- Birthdays

NOTE: We will celebrate the child's birthday on the day of their birthday or as close to that day as possible.

Please **DO NOT BRING** treats from home as we cannot serve them due to child allergies and diet restrictions.

➢ *Clothing*

Make sure to dress your child appropriate to the weather.
You are required to bring a clean change of clothing for your child that is appropriate for the season, including a shirt, pants, underwear, and socks. For an infant or toddler you must provide several changes of clothing, disposable diapers. Please label items with child's name to avoid mix-ups. Please have in mind that we have infants and toddlers present in our care and **small accessories are not allowed** as they can cause choking and suffocation hazards for example: jewelry, watches, belts, strings, small hair pins, etc. We are not responsible for your child's lost or broken accessories.

- ***Food and Nutrition***

Nasze Domowe Przedszkole, LLC Group Home Daycare provides quality, homemade meals that are nutritious, healthy, and delicious. Most of our products are *Organic* and *Gluten Free*. A copy of the menu will be posted daily on the menu board.

Our daycare program has the following meal schedule:

- **AM Snack:** 8:30 am
- **Breakfast:** 10:30am
- **Lunch:** 1:00 pm
- **Dinner:** 4:00 pm

NOTE: These are the times that the meals are served to the children of 18 months and up – younger children are on their own meal/snack schedule. If your child arrives after a scheduled meal time or is picked up before a scheduled meal time your child will not be served that meal (breakfast is exception).

At mealtimes, the daycare will offer the meals to the children but will not require them to eat it. You will be notified of any changes in your child's eating habits. If your child has an allergy to any food or beverage, you must notify us in writing. For an infant the daycare does provide formula, however, you can choose to bring your own brand. The daycare does require you to bring bottles. A child requiring a special diet due to medical reasons, allergic reactions, or religious beliefs shall be provided meals and snacks in accordance with the child's needs and the written instructions of the child's parent, guardian, or a licensed physician.

- ***Naps and Quiet Time***

Per Illinois Licensing Standards for Group Daycare Homes, a supervised nap period for all children less than six years of age is required. There is a daily nap/rest period, usually between 1:30 PM and 3:30 PM (time may slightly vary). You may bring a special blanket or other security item for nap time. To minimize the risk of Sudden Infant Death Syndrome, children under 24 months of age shall be placed on their backs when put down to sleep. Children under 15 months may have their own sleep schedule. WE DO NOT PROVIDE SERVICES TO CHILDREN WHO DON'T TAKE/NEED AN AFTERNOON NAP.

- ***Learning to Use the Toilet***

Nasze Domowe Przedszkole, LLC Group Home Daycare does not potty train kids.

The initial start needs to be done at home for at least two weeks with success (no accidents) before it can be effectively started at daycare.
When your child is ready to be potty trained, it is the parents responsibility to teach and make your child comfortable using the potty, that includes recognizing when its time to go to the potty, taking off/pulling down/undressing, getting on the potty and sitting in a way that is proper, getting off the potty, getting dressed, washing hands, etc. Once you have practiced potty at home and your child is comfortable with all the steps by him/her self with no or

minimal assistance, we will start assisting your child in toilet use at the daycare. Because we cannot allow children to just go in and out of the bathroom freely to use the potty, they must learn to tell us or signal us so that we can accompany them into the bathroom and supervise them. At home you can allow your child free access to the bathroom if you choose so, but we are prohibited by our regulations to allow a child to go unaccompanied. Because of this they need to learn to tell the teacher that they have to go BEFORE they "go". We do accept non-verbal signs that the child has to go or non-verbal behavior. Until they are able to do this **we will not start the potty process**.

Things we do to get kids ready to train:

1. We start reading potty books and talking about going potty in the big girl/or big boy potty.
2. We practice with them getting their pants up and down on their own and hand washing.
3. We supervise them and watch for signs that they have to go to the potty. We will also ask them if they have to go potty and if they say "yes", we will take them to the potty.
4. We keep close communication with the parents about any indicators suggesting the child is ready so that the parent can start the training at home if they haven't done so yet.

Things we don't do:

We do not put kids on a potty schedule where they go every half hour or hour. It is very time consuming with little or no benefit and the day pretty much centers on around the potty which just isn't realistic in this setting. We don't clean out pooped underwear- we will dispose of it immediately into the garbage. We will bag pee soaked underwear. We don't do laundry. Soaked clothes are bagged and returned to the parents at the end of the day.

- ***Toy Policy***

NO TOYS FROM HOME ARE ALLOWED during high flu season (from September to March).

Parents are required to check their child's pockets before entering the daycare to make sure the child does not bring anything into the daycare. If coins or small objects are found on your child they will be removed and discarded. We are not responsible for safe keeping any outside toys or objects.

Please understand that we have infants and toddlers playing among your child and that any small object or age inappropriate toy can cause an emergency.

➢ ***Behavior Guidance***

Nasze Domowe Przedszkole, LLC Group Home Daycare uses behavior guidance that is fair, reasonable, and suited to the age of the child. We will impose a "time-out" only if it is age-appropriate for the child, using a guideline of one minute per year of age for kids two years and older. We will remove a child from the play group in order to redirect his or her behavior. If a child persists in problem behavior (hitting, biting, breaking toys, etc.), we will ask you to come and pick up the child from our program. If we have to call you three times within 2 months to pick up your child because of behavior problems, the daycare may terminate your contract.

➢ ***Sick Child Policy***

Anytime your child is not in attendance due to medical reason, mild or severe, you need to inform us about it right away.

You are required to bring a note from your child's physician every time your child is excluded from our daycare due to sickness for 3 or mor days. Note from the doctor needs to include 3 things:

1. **Diagnosis**

2. **Treatment Plan (if any)**

3. **Statement if the child is contagious or not contagious.**

We are a well-child day care. Please assess your child before coming to the day care. If your child is ill he/she cannot attend the day care. Your child must be able to participate in our normal indoor and outdoor activities. Children showing signs of illness upon arrival will not be admitted. Please call in advance to discuss your child's condition if you have any question regarding their communicability or ability to attend the day care. Parents must notify the provider at drop off of ANY medication given to the child within six hours of the drop off. The provider reserves the right to make a final decision if a child is healthy enough to attend our daycare. A note from your child's doctor will not make that decision and will be used only as a form of information regarding your child's illness.

A child is considered ill if they have the following: Fever greater than 100.0 Fahrenheit, vomiting, diarrhea, an undetermined body rash, a persistent runny nose and coughing, extreme changes in behavior. Once a parent receives notice that their child is ill the child must be picked up within 60 minutes of notification (please read *LATE PICK-UP* in the section above). Children must be symptom free for at least a full 48 hours (depending on the illness and symptoms) before returning to daycare. Please have an emergency plan for pick up in hand to avoid any fees.

Fever:
A child with a temperature greater than 100 degrees Fahrenheit will be excluded from the day care. The child has to be fever and symptom free for 48 hrs before coming back to daycare. Please do not give your child Tylenol or Advil to mask the fever so they appear able to attend the day care- we know your child well enough to know if he/she was medicated.

Vomiting or Diarrhea:
Children who have vomited or have diarrhea are not allowed to enter the day care until they are **symptom free for a full 48 hours and they resumed normal eating pattern and have had at least one healthy bowl movement.** We do not exclude on the first diarrhea unless it is accompanied by other illness symptoms such as complaining of stomach pain, loss of appetite

etc. We notify the parent of the first one via a phone call, email, or text. If the child has another bout of diarrhea he/she must be excluded until the child is symptom free for 48 hours. If the child returns to day care 48 hours later and has one bout of diarrhea he/she will be excluded again for 48 hours or until symptom free.

Teething:
Children will be allowed to attend day care if they only present swollen gums and drooling associated with teething and fever of up to 101. It is a common misconception that children get fevers over 101 when they are teething. Children will not be allowed to attend the day care if they have a fever over 101, persistent non-clear runny nose, body rush, coughing, or diarrhea that coincides with teething.

Ear Infection:
Children may attend the day care with an ear infection as long as he/she is able to participate in our normal activities and does not have any fluid draining out of the ear canal. Children will not be allowed to attend the day care if they have a fever, persistent non-clear runny nose, coughing or diarrhea that coincides with an ear infection.

Allergies:
If a child comes to day care with a runny nose, coughing, congestion, and the parent feels this is due to allergies we must have a Doctor's diagnosis stating what the child is allergic to. Children will not be allowed to attend the day care if they have a fever, persistent non-clear runny nose, persistent coughing or diarrhea that coincides with allergies.

Viruses:
We get many reports back from parents stating the child has "just a virus". We must have in writing from the Doctor if the diagnosed virus is contagious. If it is contagious the child may not attend day care until he/she is symptom free for 48 hrs without the aid of fever reducing medication. We have newborns, special needs children, immune-compromised children and newly enrolled children who have not been exposed to the child with a virus. These kids could have serious repercussions from exposure to a viral infection. We cannot accept children into the day care with "just-a-virus" because the Doctor assumes everyone has already been exposed.

Pink Eye and Conjunctivitis: Children are not allowed to attend day care with eyes that are red and/or eyes that are weeping with clear or cloudy drainage. They must be completely free of drainage both running and dried drainage around their eyes before they can return to day care. We do not accept Dr.'s notes allowing children to return to day care after treating conjunctivitis if the redness and drainage are still present.

Medications: We rarely give medication of any sort. Parents may supply an infant bottle of Advil or Tylenol for babies and a children's bottle for kids over two. We would only give that medication with permission from the parent and directions on the weight/dosage for their child. If we feel the child needs medication we will call the parent to discuss before administration. Again, this is VERY rare. We go months without ever giving medication to the children.

We do not give nebulizer or breathing treatments. Please do not ask if we will do this. If your child requires treatments they cannot attend the day care until their condition allows them to be in care without the need of the treatments. We also do not allow parents to give breathing treatments in our home. We will accept a child after receiving a treatment. Please let us know if you have given your child a nebulizer treatment before care.

Head Lice Policy >> Please ask me for a copy of our policy on that matter.

➢ ***Immunizations***

You are required to keep your child current with all immunizations. Each time your child is immunized, you are required to promptly provide Nasze Domowe Przedszkole, LLC Group Home Daycare an updated copy of your child's immunization record. You must update the immunization records yearly.

➢ ***Emergency Care Policy***

The staff will call 911 and get immediate medical care if your child is involved in a serious or life-threatening emergency, we will then call you. If your child is involved in an emergency that is not serious or life-threatening, the staff will call you as soon as possible.

➢ ***Transporting Children by Car***

The daycare will transport the children by car or school bus ONLY with your written permission. Our reasons for transporting the children may include, but are not limited to:

- field trips to the library, the park, swimming pool etc.
- transporting children in the event of an emergency

➢ ***Persons Authorized to Pick-up and Drop-off Your Child***

You must provide the daycare with the name of each person who is authorized to pick up your child. You must notify us beforehand if an unauthorized person will be coming to drop off or pick up your child. We reserve the right to remove anyone from the authorized pickup list for any reason. If a court order limits the rights of one of the parents, you must give us a copy of this court order.

Pickup and Drop-off Policy

You are responsible for your child once you enter the premises of our daycare.

Please do not expect us to take care of your child or discipline your child once you are here and your child is in the pick up area with you. We will always brief you on anything important that might have happened and give you a short update on how the day went but please understand that we have other kids under our care still waiting for their parents to be picked up and we need to take care of them.

If you would like to discuss specific topic or situation regarding your child that would require more time you may request to schedule a phone conference during daycare hours.

If you fail to pick-up your child by closing time.

- The staff will call one of the people who are authorized to pick up the child and ask that person to transport the child (appropriate late fees will be applied until your child is no longer in our care).
- The staff will call a cab to pick up you and your child. You'll be responsible for paying the cab fare (appropriate late fees will be applied until your child is no longer in our care).
- If you have failed to bring an appropriate car seat for the child, we will ask you to drive home without the child and return with an appropriate car seat installed in the car. (appropriate late fees will be applied until your child is no longer in our care)

Signatures

You are responsible for your child's tuition amount based on his/her weekly basis, regardless of any days when your child is ill or does not attend our daycare for any other reason.

By signing this Policy Handbook/Contract, you indicate that you have read Nasze Domowe Przedszkole, LLC Group Home Daycare policies and agree to follow them. A copy of these policies is posted on our websites www.naszedomoweprzedszkole.com and www.ourhomedaycare.com - please always refer to our Policy Handbook posted there as the copy posted there is always up to date.

Photo Release Agreement

By signing this Parent Handbook I, the parent, grant Nasze Domowe Przedszkole, LLC Group Home Daycare the right to take photographs and/or videos of our child(ren) for the purpose of being used as Internet Web content and on the daycare's websites:
www.naszedomoweprzedszkole.com and www.ourhomedaycare.com

X_____ _____

First parent/guardian signature Date

X_____

_____

Second parent/guardian signature Date

X_____ _____

Provider Signature Date