



Parent Handbook

2413 Mohawk Ave.
Woodridge, IL, 60517
(331) 777- 9153

REV 07/10/2026

Dear Parents,

We are so excited that you chose Little Kids Education Center to care for your child. Our staff is highly qualified in the child development field. Our staff has a passion for helping and raising young children. Our goal is to give your child a sense of security, direction, and most of all progress. We are looking forward to helping your child discover how fun learning can be.

**Sincerely,
Little Kids Education Center**



Statement of Purpose

Our purpose at Little Kids Education Center is:

- To meet the needs of young children with a variety of daily experiences.
- To meet the needs of parents in our community with quality child care.

Our core values are:

- **Safety**
- **Quality**
- **Growth**
- **Fun**
- **Communication**

Our daily programming

In programming activities for the children, we follow the pocket of preschool Curriculum Framework, which follows a play-based learning philosophy. We develop activities centered on stories, songs, math, fine and gross motor skills, circle time, science, music, and arts/crafts. We strive to prepare your children for their early school years by exposing them regularly to letters, numbers, colors, shapes, name recognition, and new vocabulary.

Little Kids Education Center believes that all children have the right to grow and learn in a child friendly atmosphere."



Philosophy

We believe each child is a unique individual and all children learn differently. We believe we must do everything in our power to ensure all children reach their full potential. Our developmentally appropriate program helps children enjoy successful experiences with encouragement and hands-on involvement.

Objectives

- To provide quality care and preschool education to children.
- To make the child's experience a happy one through a variety of enjoyable learning experiences.
- To develop in your child a healthy self-image.
- To help your child to be courteous and follow simple directions.
- To help your child develop skills through experimentation and manipulation.
- To provide opportunities for the development of large and fine motor skills, creativity, language skills, pre-math skills, science skills, and an awareness of the world around us.
- To encourage and develop your child's eagerness to learn.
- To help your child manifest some degree of self-control and self-direction.
- To provide biweekly themes, related activities designed to promote your child's understanding of the world around him or her.



Operating Policies

Hours of operation: 7:00a.m. – 6:00p.m. Monday through Friday

Half –day session: 7:00am to 12:00pm, up to 5 hours (including lunch)

Full day session: 5 or more hours

Center closings

Little Kids Education Center will observe these holidays:

- New Years Eve (2:00 p.m.)
- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Thanksgiving Day and the day after
- Christmas Eve (2:00 p.m.)
- Christmas Day

Happy Holidays!!!



Financial Policy

We wish to explain our financial policy with the hope of avoiding any misunderstandings or problems. We try to be fair to our parents while protecting the interests of all the children and our center. Fees are payable in advance.

Tuition is due Monday morning for the coming week (prepaid). If the tuition is not paid by Tuesday night, a \$10 late payment fee will be charged daily until a payment is made. Payments are due on Monday. If payment is not submitted by Tuesday at the end of the business day, a \$10.00 late fee will be assessed daily until payment is made. **If no payment is made by that Friday and your balance is over \$100, LKEC reserves the right to withdraw your child from the program.**

Infants- 6 weeks - 18 months

Number of Days Contracted

	Flat rate
Full Day (5 hours or more)	\$490.00

Drop In Rate \$170.00

Wobblers-Toddlers-19 months-3 years

Number of Days Contracted

	4/5 Days	3 Days	2 Days	1 Day
Full Day (5 hours or more)	\$445.00	\$343.00	\$254.00	\$152.00
Half Day (5 hours or less)	\$358.00	\$279.00	\$211.00	\$130.00

Drop In Rate \$170.00

Preschool Room/Pre-K 3-4 & 5 years old

Number of Days Contracted

	4/5 Days	3 Days	2 Days	1 Day
Full Day (5 hours or more)	\$419.00	\$324.00	\$241.00	\$146.00
Half Day (5 hours or less)	\$354.00	\$274.00	\$208.00	\$129.00

Drop In Rate \$170.00

- The center reserves the right to refuse admission to any child whose parents fees are more than 15 days past due. Your child cannot return to school until fees & tuition are paid in full.
- A \$25.00 charge will be added to the account for any returned checks. These must be redeemed with cash. CASH OR MONEY ORDERS will be required for all further payments to the center. Same for Declined cards.
- All payments made to the center, including tuition, registration fees, and other charges, are non-refundable. No cash refunds will be issued for any reason. Any approved adjustments, overpayments, or credits will be applied as a credit to the family's account and may be used toward future tuition or program fees.

It is important as childcare givers to maintain a secure and stable environment for your child. In order to accomplish this, we must also offer our staff the security of knowing that their employment with Little Kids Education Center is secure and stable. This becomes an impossible task when some parents feel that they should not pay tuition when their child is absent from school due to illness or vacation. Your tuition is what supports our staff salaries. Therefore, if the tuition is paid only when

your child is in attendance, it does not allow us to guarantee the stability of our staff and quality to all concerned. However, for each calendar week **(Monday through Friday)** a student is absent, the tuition will be discounted 50% as a reservation fee. Little Kids Education Center will require all parents to obligate themselves to their tuition. Should you decide to keep your child at home, for any reason, you will be required to pay your tuition in full for that period of absence as part of your contractual agreement with us. Your child cannot re-enter the center without this payment in full. Should the administration make any verbal agreements to accept your child after this temporary absence, you will still be obligated for the outstanding tuition balance, weekly tuition, and late fees.



Late Drop off Policy

Drop off is expected by 9:30am at the latest. This is crucial for our center to comply with staffing ratios and to have the correct meal count for the day. This policy is also in place so that your child will be able to participate in the learning activities which begin promptly at 9:30. Teachers prepare copies, crafts and other materials in the morning, coming in late will be disruptive to this process and distracting to the other children present in the classroom.

If you bring your child after 9:30am, there will be a \$30 late drop off fee applied to your account.



Late Fee Policy

Dear Families:

Our faculty schedules are based on your children's schedule and state mandated teacher/child ratios. When parents are late to pick up their children, it causes hardships for faculty because they are unable to leave at the end of their scheduled shift. Many teachers have families, classes, and regular commitments for which they are responsible. It can also be distressing for children to be left at the center after hours.

If your child is at the center after 6:10pm and no call was given, faculty will attempt to call parents, if parents do not pick up, we will call the first person on the emergency list, and if they do not answer we will call the next contact on list and so on, and so forth. After unsuccessful attempts to reach all your contact numbers and 30 minutes have elapsed, LKEC will call outside authorities such as the police.

Under all circumstances, the staff of LKEC shall not hold your child responsible in any way for the late pick-up, and discussion of this issue will only be with parents or guardians.

Late fees will be assessed when children are picked up after 6:00pm. The fees are: 6:01-6:10pm is automatic \$20.00 after that it will \$2.00 a minute. This fee will double on early holiday closings. This fee is subject to change.

We appreciate your understanding and cooperation with this important policy.



Admission, Enrollment, and Discharge Policies

- We accept children from 6 weeks old through 6 years and 11 months of age. If a child's needs cannot be met by our center after reasonable attempts, we reserve the right to discharge that child. A one-week notice shall be given to the parent so other child arrangements can be made.
- A one-time registration fee per child is \$130.00 and \$160.00 per family. The first week's tuition is due prior to the child's first day of enrollment. If a child is withdrawn from the center for more than 3 months, another registration fee will be charged upon re-enrollment. This registration fee is not applicable toward tuition and is non-refundable.
- Summer camp fees are at a flat rate and will be added every year for June, July, and August.
- All parents will be asked to guarantee the number of days per week the child will attend.
- The Department of Children and Family Services require the following information to be on file before the child's first day:
 - ✓ Admission records
 - ✓ Certified copy of their child's birth certificate or equivalent documentation
 - ✓ Health examination form (complete along with current TB test results, a schedule of immunizations, and parent's and physician's signature).
 - ✓ Consent/Release forms for every emergency medical care or treatment, daily release information, photograph release and field trip consents.

Please make sure all that information above is correct and updated when given to our center. We must be able to contact you immediately if your child is ill or injured.

In August, when children transition to their new classroom, this is when the new rates apply and change. LKEC reserves the right to refuse admission to any child whose parent's fees are more than 15 days.



State Subsidy

If parents are on the state subsidy aid program, they must be approved into the program prior to admission into the center. In addition to their co-payment, they are responsible for any differences incurred between their co-payment and the center's regular rates. Every Monday the Center co-payment is due. If Center co-pay payment is not received by the end of business day on Tuesday, there will be a daily late fee of \$10.00 until a payment is made. –This applies to full time students, if your child is part-time then you will pay the day your child comes to school. LKLC reserves the right to refuse admission to any child whose parent's fees are more than 15 days.

Care for your child is approved for 9.5 hours a day. If you plan to keep your child at the center for longer, a \$65 late pick-up fee will apply to your account.

If your child is absent for a whole calendar week, the \$50 daycare co-pay still applies. This ensures that your child is still enrolled in our program and saves their spot.

Our daycare doors close promptly at 6:00 PM. If your family leaves the center past 6:00 PM, then a late pick-up fee will be applied. We must enforce this policy as our teachers need to leave on time to get to their classes/ families or appointments.

As a reminder: if you pick up your child between 6:01 – 6:10, the late fee is \$20. After that, it is \$2 per minute.



Termination of Enrollment

Extended Day Enrollment:

We require two weeks' notice prior to withdrawal. We appreciate as much advance as possible.

In certain circumstances, it may be necessary for the director/owner to decide to discontinue a child's attendance. Such a decision would be based on whether it is the best interest of that child, the other children in the class and overall operation of the center to terminate the enrollment. Every effort will be made to correct a problematic situation before the final decision is made. Behavior support plan will be discussed and put in place with the family. If there is no improvement in the behavior, then a transition plan will be implemented with the family to help transition the child into a more appropriate program to meet the child's needs (Early intervention or school district).

Immediate termination of enrollment may be the result of the following:

- Abuse of children, staff, or property
- The center's inability to meet the child's needs
- Continued violation of LKEC policies by the student or parents
- Non-payment of tuition
- Disruptive or dangerous behavior

Whenever possible, written notification of one week will be provided to the parents in the event of termination of enrollment.



Communication between Parents and Staff

Communication between parents and staff is an essential part of what we do. We want our parents to know all the great things that are taking place at our center. Parents should feel welcome to speak with teachers or the director to express your comments or concerns about their child. In an effort to support communication between parents, teachers and students, the teacher will post daily lesson plans for each week on the bulletin board. These lesson plans will be posted for the following week by Friday afternoon. We have an app called Procare, where teachers send parents photos and what your child is doing throughout the day while he/she is here at LKEC. We send all projects home every Friday.

We have an open-door policy here at LKEC, so if you should have any questions or concerns you are more than welcome to let us know. In the afternoons we would also like our parents to come in and speak with the teachers about their child's day to build a bridge between the center and home. Feedback from our parents is very important to us. If you wish to discuss your child's progress, please contact the teacher.

Parents and teachers can work together to ensure their child is as successful as he or she can be!

Providing a safe environment for children is one of our primary concerns. When you bring your child to our center, we want you to feel comfortable that he/she is secure and safe, and we have safety protocols in place in case of any emergency.

Progress of children

As we teach our children here at our center, it is very important to us to follow the progress of all children and to help where we can as educators. We do this assessment every 6 months. (June & December) Parents will receive this report to be familiar with the growth of their child and how we can work together to assist if any issues may arise.



Health and Safety

DCFS requires a physician signed health form and immunizations record for your child.

If your child is to receive medications at the center, you must fill out a medication permission slip. Medications shall only be administered in the original container that the medications come in, complete with instructions, as well as label with your child's name on it. Please do not leave any medication, Chap Stick, Lotion, sunscreen, etc. in your child's bag or cubby. These need to be given directly to the teacher to be stored safely out of the children's reach.

If your child becomes ill at the center, we will notify you immediately and the child must be picked up within one hour of the call. Your child cannot attend if he or she has diarrhea, vomiting, or a temperature within the last 24 hours.

Also:

- *Mouth sores associated with the child's inability to control his/her saliva; need to be seen by a physician or the local health department that states clearance that the child is not infectious.
- *Fever (100 F under the arm) or behavior change.
- *Pink eye until 24 hours after treatment has been initiated.
- *Impetigo, until 24 hours after treatment has been initiated.
- *Strep throat, until 24 hours after treatment has been initiated.
- *Head lice, until the morning after first treatment.
- *Scabies, until the morning after the first treatment.
- *Chicken pox (varicella), until at least six days after onset of rash.
- *Whooping cough (pertussis), until five days of antibiotic treatment have been completed.
- *Mumps until nine days after onset of parotid gland swelling.

*Measles until four days after disappearance of the rash.

Please call the office if your child will not be in attendance.

If there is an accident or injury that requires emergency medical treatment, we will administer First Aid and notify the parents. If they are not available, we will call emergency contacts on the list. If they are unavailable, and immediate care is needed, we will call 911 to ensure that the child receives the necessary care.

If you would like your child to be exempt from emergency medical care on religious grounds, please provide a written letter with that statement.



Arrival and Departure

All parents are required to sign in/sign out their child daily through the Procare app and on the sign in / out sheet at the front desk. Please do not leave your child by the door or drop them off in the parking lot. Safety is a priority.

If someone other than the parent or guardian is to pick up the child, the staff must be informed prior to arrival. Included in the admission packet is the form on which to list anyone other than parent or guardians who are allowed to pick up the child. Ideally, we would like a message from the parent who drops the child off if one of these people is picking up the child. If unforeseen at the time of drop-off, we will take instructions from the parent/ guardian over the phone; we may call a parent back to confirm the request. Anyone other than a parent picking a child up will be asked for a photo ID. (All for the safety of the children)

If there is someone who cannot pick up your child, we will need copies of legal documentation to be provided to the school director before any staff member can actively prevent a non-custodial parent from picking up their child.



Other information about LKEC

Clothing-Children are more comfortable and happier if they have clothing suitable for active participation. Shoes should have a buckle or shoelaces. Slip-ons and sandals are not good for running or climbing. To prevent any loss of your child's belongings, please print your child's name on all articles sent from home. (Clothes, blankets, pillow, toys, etc...)

Toys-Children are not allowed to bring toys to school unless for show & tell.

We are not responsible for lost or damaged toys that have been brought in from home. Show & tell items can only be brought on designated days only.

(*Guns, swords, sabers, or any other weapons are not allowed in the center.)

Blankets and Pillows-Bedding is included in the registration fee. Bedding will be sent home every other Friday to be laundered.

Birthday-Birthdays are special times for children, and we like to give each child special recognition on his/her day. When it is your child's birthday, he/she may bring a special treat for the class. All food items must be store bought that do not contain nuts. Please let your child's teacher know if you will be bringing a treat.

Breakfast-We are asking parents not to bring any food from home. Cold cereal is provided for children arriving by 7:00 a.m. Our nutritious morning snack is served from 7:00 to 9:00 a.m.

Infant Care- Parents provide sleep sack, diapers, wipes, change of clothes, and diaper cream. We will provide formula and baby food; however, parents have the option of bringing their own formula/breast

milk/homemade purees for their infant. Bottles and containers must be labeled and dated daily.

Outdoor Play-Children are taken outdoors for a portion of everyday unless weather conditions pose a danger, such as lightening, blizzard, sub-zero wind chills or 100+ degree heat index. Please be sure your child is dressed appropriately for outdoor play.

Confidentiality- Confidentiality is very important to us. We will not share any private information with anyone. LKEC will only give out information to their parents/ guardians, with the exception of a written letter by the parent/guardian to release information to anyone else other than the guardian.

Fire drills/ Tornado drills- We will follow and conduct fire evacuation drills on monthly basis and tornado drills every 6 months.

Electronic policy- Children who have a cell phone or any electronics, we are asking all children to put them in their book bags or in their cubby. If there is an emergency, please rest assured that we will be contacting parents if anything occurs. By signing this form, you are letting us know that you have spoken to your child about where to leave electronics. **We are not responsible for lost or stolen items.**

Lead Testing- LKEC will test every 6 months to ensure our facility is clear of any lead. We will test kitchen sinks, bathrooms sink, drinking fountain, and in-room sinks. We will call Lead Care Illinois for testing. The building has a water provider, and we will utilize it for further instructions.

We will take immediate action. We use "do not drink" signage. We will communicate with staff and parents. If we need to use filters to help reduce lead, we will perform that as a preventative measure. If needed, the buildings water provider will replace faucets.

Guidance and Discipline Policy

As a part of our support, we give children positive reinforcements and helpful strategies. We will follow up with parents/guardians and let them know of their child's progress. The child has time to think about what has occurred. Then, we talk about what happened and offer advice, we help with words that enable the child to better express their feelings and frustrations in resolving conflicts. If the child continues to have problems cooperating, we then ask that the child be removed from the group somewhere separate from the rest of the children, but where they can still be seen by the teacher. When the child feels that they are ready to come back and they are cooperating or participating in the group activity, they will be allowed to do so. We are asking parents/guardians to help with cooperating and following the school rules. All discipline will be developmentally related to the child and their actions. Physical, verbal abuse or demanding methods of discipline are not permitted. Punishing a child for a toileting accident is not allowed, our staff understands that such accidents could occur anytime to anyone. All rules shall be enforced consistently. Children will be encouraged, but never forced, to participate in daily activities. Food will never be used as a punishment or a reward. Staff will intervene in struggles between the children to prevent anyone from being injured.

A behavior intervention plan is in place in which teachers will observe a child's problematic behavior. A support plan will be conducted accordingly. If a child behaves in a manner that is excessively disruptive to the group, or physically strikes another child, the director will request a meeting with the parents or guardians. At that time, a written explanation of the incident will be written, reviewed and signed by the parents and the director. If the parents/guardians or children are having difficulty cooperating with facility rules, the owner or director can request a meeting to discuss the child. We attempt to be clear and consistent with our school rules so that the children and families know what is expected of them.

Infants, toddlers, and preschool age children who, after documented attempts have been made to meet the child's individual needs, demonstrate an inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be transitioned to a different program.



As a reminder:

If payment is not submitted by Tuesday at the end of the business day, a \$10.00 late fee will be assessed. **If no payment is made by that Friday and your balance is over \$100, LKEC reserves the right to withdraw your child from the program.** To avoid fees, you have the option to enroll in the automatic payment withdrawal.

We close promptly at 6:00pm. If your child is picked from 6:01pm-6:10 it is automatically \$20.00. After that, it is \$2.00 per minute.

If you bring your child after 9:30am, there will be a \$30 late drop off fee applied to your account.

Holiday schedule: School will be closed on the following days. **However, tuition is still due for these holidays.** The Center closes early at 2:00pm on Christmas Eve, New Years Eve. (Late fees still apply) In addition, School may be closed frequently for weather related reasons. Tuition is still due for these days.

- | | |
|-----------------------------------|------------------------|
| -Labor Day | -Independence Day |
| -New Year Day | -New Year Eve (2:00pm) |
| -Christmas Eve (2:00pm) | -Memorial Day |
| -Thanksgiving Day & the day after | -President's Day |
| -Christmas Day | |



In Closing

Each person on our staff respects the rights and needs of young children and provides them with a warm supportive atmosphere in which they can feel a sense of excitement about learning and discovery. You and your child's teacher can work together to make attending our center pleasurable, rewarding, interesting, and fulfilling.

Be aware of the different activities at our center. Participate, if possible, in center related functions and volunteer programs. Help create a positive attitude toward our daycare. Keep the lines of communication open between yourself, the teacher, and your child(ren).

"Children are our most valuable natural resource."
Herbert Hoover

"Children require guidance and sympathy far more than instructions."
Anne Sullivan