



Playtime University Biting, Pickup, Guidance and Birth Certificate Policies and Procedures/Photo Release & Audio/Visual Monitoring

Discipline Policy

No child will be hit, belittled, or otherwise intimidated. No corporal punishment will be used. Children shall be treated with courtesy, respect, and patience. Guidance will be by each child's age and developmental level. Younger children, babies, and toddlers will be redirected. Older children will be given time- INS.

Challenging behaviors will be discussed with the child, including behaviors that are undesired. Alternative methods and coping skills will be modeled and taught. Children will be given the words needed to help them define what transpired and how they felt during the incident. Staff members will guide and coach your child to proper social behaviors. It is the philosophy of the center that staff and families of children work together as a team to teach, learn, and model life's lessons and positive behaviors.

All incidents will be discussed with families with the hopes that positive behaviors will be reinforced at home. If a child exhibits a persistent behavior problem that staff members cannot successfully change, a conference will be arranged with the family to discuss alternative solutions.

No child shall be deprived of meals as a form of punishment. No child will be punished for toileting accidents.

Parent Signature: _____ **Date:** _____

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Birth Certificate Policy

Playtime University, by DCFS, requires each child to have a Birth Certificate on file. Per DCFS, the parent and/or guardian must provide the center with a certified copy of the child's birth certificate within 30 days of enrollment, or other reliable proof of identity and age of the child. The center shall make a duplicate and return the original certified copy to the parent or guardian. If the parent/guardian is unable to produce a certified copy of the birth certificate, the parent/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/guardian fails to submit proof of the child's identity within 30 days.

Parent Signature: _____ **Date:** _____



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Biting Policy

Why does one child bite while another does not? There are several possible reasons why children under the age of 3 bite. Almost none of them are the fault of a bad home, bad parents, or bad caregivers. Sometimes we think we have a good idea about what is causing the biting, but most of the time it is hard to guess what is going on inside the child's developing mind.

Some of the most commonly suggested reasons children bite:

- **Teething:** when teeth are coming through, applying pressure to the gums is comforting and infants will use anything available to bite. If this is the cause, then a teething ring or other objects safe to bite will lessen the infants' need to bite other people.
- **Excitement and overstimulation:** When some very young children are excited, even happily so, they may bite. Children's emotions are still developing, and they are learning the correct ways to express them.
- **Impulsiveness and lack of self-control:** infants sometimes bite simply because there is something there to bite. This biting is not intentional in any way, but just a way of exploring the world.
- **Making an impact:** Young children like to make things happen, and the reaction when someone is bitten is usually dramatic.
- **Frustration:** Too many challenges, too many demands, too many wants, too little space, and too many obstacles may lead a child to bite, especially before they can express frustration through language.

Our teachers and staff are highly trained to minimize the biting behavior and may apply one of the following approaches:

- Let the child know in words and manner that biting is unacceptable.
- Remove the biting child from the situation and focus caring attention on the victim. Teaching empathy is an important part of the learning process.
- Examine the context in which the biting occurred and look for patterns. Was it crowded? Too few toys? Too little to do? Too much waiting? Is the biting child getting the attention and care he/she deserves at all times?
- Change the environment, routines, or activities if necessary.
- Work with the biting child on resolving conflict or frustration more appropriately, including using words if the child is capable.
- Observe the child who is a short-term chronic biter to get an idea about when he or she is likely to bite. Some children, for example, may not bite when they are angry or frustrated, but when they are very excited.
- We can't casually attribute willfulness or maliciousness. Infants explore anything that interests them with the mouth., and that includes other bodies.
- If the biting continues, continue to observe the group closely. Apply additional resources as necessary to shadow the child.

What can a parent do if their child begins to bite? Assess the situation. Possibly removing significant stresses on the child at home, such as a schedule that is too demanding or difficult transitions, will make it easier for a child to handle times of stress that do arise. If the child bites other children in your presence, take the same steps suggested above. Immediately after the biting occurs, look for ways to adapt to the environment to prevent biting in the future. If the child is biting at the childcare center, there is very little you can do other than keep in close



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communication with the child's teachers. Fortunately, biting is a state that passes. What if your child is bitten? Seeing a bite mark on your child is very difficult to deal with. All of our parental instincts as your child's protector come into play. It is natural to be upset. However, try to keep in mind that it is a typical phase often seen in children. And as the saying goes, "This too shall pass". If your child is bitten while in care, the teacher shall administer any first aid and ascertain that the child is comforted and safe. Then, the teacher shall produce an accident report and review it with the family at pickup.

How long should the program stick with a biting child? Good childcare centers work very hard to make the program work for every child and take extraordinary measures to help a child overcome the "biting habit." Again, each moment in a child's life is a learning experience. Some children need more support than others. However, if at any time we feel that the child needs additional support or those that cannot be met here, we will schedule a meeting with the family to determine what additional steps need to be taken.

The good news is that all biting children grow out of it, most often in their twos. This happens to the great relief of all: the biting child, the other children, and the family and state.

Parent Signature: _____ **Date:** _____

Pick-Up Policy

Please note- Playtime University will NOT under any circumstances release a child to a person who is not on your pickup list. A telephone call is NOT ok and will not be accepted.

Please be certain that all persons authorized to pick up your child are on the contact list. If the person on your contact list is someone staff members are not familiar with, they will be asked to present a photo ID. If they cannot present a PHOTO ID, the child will not be permitted to leave with that person. It would be best practice to ask all persons picking up to have a current and valid state-issued Photo ID on them at the time of pickup to prevent any upsets.

Also, please be aware that all persons authorized to pick up must be in our ProCare system via fingerprint. Playtime University takes great pride in providing the utmost safety procedures. In addition, if the person picking up the child appears to be under the influence of drugs or alcohol, another authorized person shall be needed to pick up both the child and the adult.

If a child is not picked up on time a \$2 per minute, per child late Fee shall be assessed. These fees must be paid before returning to care. Furthermore, if a parent/guardian fails to pick up their child/ren, and after all emergency contacts have been called, the center shall notify the police after 30 minutes.

Parent Signature: _____ **Date:** _____



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DAYCARE PHOTO RELEASE FORM

I agree to the following:

I understand that my child/ren, whose name(s) are listed below, may be photographed at the daycare during normal business hours, field trips, or other activities. I understand that these photographs may be used in promoting childcare services, either in print or on the internet.

With my signature below I grant permission for my child/ren to be photographed, or their images recorded for print or electronic use for promoting childcare services. I understand that it is my responsibility to update this form if I no longer want to authorize the above uses.

I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation in this release.

(Circle one) **YES / NO.**

Parent Signature: _____ Date: _____

Classroom Surveillance and Monitoring Consent Form

Your child's classroom has a surveillance camera. This is for your child's security. Please sign below in acknowledgment and consent that this system will be in use when your child is in our care.

Parent Signature: _____ Date: _____

I CONSENT MY CHILD/REN to all the above statements (Names of children below)

_____.

Parent Signature: _____ Date: _____

Print name _____

Relationship to child/ren _____.