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# **Eastside Educational Center, Inc.**

Parent Handbook

**Hours of Operation: 6:45 - 5:00 pm, Monday - Friday**

**Phone #: (309) 359-5683 | Fax #: (309) 359-9478  
Email: questions.eec@gmail.com**

**Website: www.EastsideEducationalCenter.com**

# **Our Philosoph**y

At Eastside Educational Center, Inc. we believe that by providing our children with quality childcare, fun learning and play environments, and enriching opportunities, we will be giving them a head start on learning. We have a play-based curriculum aligned with the state’s early learning standards that will provide our children with a solid learning foundation. Our center is one that instills the values of love, joy, patience, kindness, goodness, gentleness, and self-control. We will expect these attributes of both our staff as well as any parent wishing to use our daycare services.

**Our Mission**

It is the mission of Eastside Educational Center, Inc. to provide a safe, loving, supportive, and developmentally appropriate learning environment for all children. Each child grows, learns, and achieves at their own pace and style, and is appreciated as a unique individual. We strive to provide children with the ability to become confident, empathetic, independent, and respectful young persons, with a life-long love for learning. It is our goal to achieve an open, trustworthy, and cooperative relationship with our EEC children and families. We believe that our families deserve an environment where their children feel safe, secure, valued and loved.

Our goals clearly reflect these values and include:

Goals for the child:

1. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
2. To provide appropriate play experiences that contribute to the developmental needs of the child.
3. To develop confidence and self-esteem with each child through:
   1. Interaction with supportive adults
   2. A structured setting
   3. Developmental activities
   4. The use of positive discipline techniques
4. To provide opportunities for meaningful play that is based on the child’s individual needs, interests, abilities and disabilities that will build important foundations for all future academic pursuits.

Goals for the parent/guardian:

1. To provide opportunities to meet and work with other parents and teachers who have as their common concern the interests and needs of children.
2. To provide optimal care for the child while the parents must be away.
3. To provide opportunities to grow in the understanding of child development and parenting skills.

Goals for the Community:

1. To meet the needs of our community for a premier early childhood education facility in Mackinaw.
2. To contribute to the wholesome growth and development of the future citizens of our community.
3. To provide opportunities for community members to enrich their knowledge and parenting skills by offering programming beneficial to these goals.
4. To help raise the standard of care and the level of understanding of what quality care entails.
5. To form meaningful and productive partnerships with community organizations including the local school district, higher education institutions, social service agencies, and other community venues.

**Organizational Structure:**

The organizational structure of Eastside Educational Center, Inc. is designed to provide the optimal care and

learning experiences for your child. A view of the organization is displayed below.

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# Family **Participation and Supports**

Staff members at Eastside Educational Center, Inc. regard parents and the family as the most important influence in a child’s life. Our goal, at every level, is to partner with families in the important process of keeping children safe, promoting good health, providing loving care, and developing optimal learning opportunities. Parents, grandparents, and relatives are free to visit at any time. To make visits more accommodating, EEC has observation windows in every room for families to watch without disturbing the classroom environment. Research proves that children do better when parents and families are interested and involved. Families are invited --and encouraged-- to attend activity events, meetings and to participate in field trips, class projects, and celebrations whenever possible. Please consider filling out a Family Involvement form and return the bottom portion to the office.

Eastside Educational Center, Inc. frequently hosts or attends social functions such as Trunk-or-Treat, Christmas Program, PreK graduation, and Gingerbread House Open House, etc. We strongly encourage your families to attend these functions; they are a great way to meet other families and to speak with staff outside of school hours. Our classes also hold celebrations for the holidays, “shows” of their work, and class field trips. We encourage families to participate in these events as much as possible, in the form of volunteering, chaperoning, and/or just being there for your child(ren).

A Family Resource Library is available for parents in our lobby. Books, articles, and videos will be available for checkout. We also have “take home” bags on various topics: biting, bedtime routine, transition, aggressive behavior, new sibling, picky eater, potty training. Please see the front desk if you would like to borrow any materials. Please let us also know of any requests for information on topics we may help you with.

PreK “Home Visits” are conducted each year before the start of the Preschool for All program in the Fall. Home visits consist of our teachers scheduling a time to sit down and visit with your family. This is a great opportunity for us to learn about your philosophies on parenting, discipline, and cultural practices. If you would like to schedule an additional home visit at any time, please let us know; we are happy to accommodate.

Parents are always encouraged to communicate with EEC staff regarding questions you may have about your child’s development. Teachers will greet parents, relatives, and children into their classroom each day, during which you may offer a quick overview of your morning or weekend, keeping in mind that when a teacher is in a classroom, they are responsible for all the children in the room. Our teachers are open and happy to schedule a meeting with parents in order to speak in length and detail regarding a specific issue. If you have an immediate concern, please see the Director. If you’d like to meet with a teacher, please call to schedule a time you are both available.

**Enrollment (Applies to parent-paid tuition/CCAP child care clients)**

When applications are received, the child’s name is placed on a waiting list in the order received. If there is an opening or a spot becomes available in the child’s age group, parents will be contacted and given 24 hours to accept or decline. If the opening is declined for the time offered, but you would like to keep the child on the waitlist,, the child’s name will remain on the list with no guarantee as to the next available opening. We will make every effort to accommodate a family’s need for care, but parents may need to consider an earlier opening or may need to wait for space to become available.

A **non-refundable** registration fee shall be paid upon application. This fee is also due each August for children who plan to continue in our program. This fee is not prorated for children starting part way through the year. Before the first day of the child’s attendance, we require a one-week deposit, which will be held for the last week of tuition provided a minimum of two weeks’ notice is given **in writing**. The enrollment packet includes forms that are required by the Department of Children and Family Services (DCFS) and must be in our files before the child is permitted to start attending. Enrollment will not be considered complete until all the necessary forms have been received.

Returned checks will be charged a $35 Non-Sufficient Funds fee, due immediately. The weekly charge covered by the check will be debited and will also be due immediately.

Children with special needs are admitted based on our ability to meet their needs in the context of a large group care program. Parents will be asked to share professional evaluations, IEPs, and/or IFSPs during the enrollment process when necessary to determine how best to meet the needs of the child. All enrollment decisions for children with special needs are made cooperatively with the family, the child’s therapists, and EEC teachers and the administrative team. We encourage parents to schedule therapies while the children are at EEC so the teachers have a chance to speak with the therapists about accommodations and abilities in the classroom. 1:1 care is not available in a large group setting.

**PFA Enrollment**

Screenings will take place twice during the summer, and once during the winter. Screenings will also take place as scheduled by the parents and administration to meet the needs of parents or children who have moved into the area and missed the deadlines, or were not able to attend the pre-set screenings. Once the screening is completed, parents will be informed of the results of the screening. If a child is suspected of having a possible delay, center staff will work with parents in referring them to another agency for screening and/or to specialists for further evaluation. Once enrollment in the program is established, the parents will be given paperwork to complete that will be kept in the child’s confidential file. The state now requires income verification for all children enrolled in the Preschool For All program. This information is used to ensure we receive funding for the program. Verification options are: two consecutive paystubs, most recent tax return or W-2, verification letter from employer (in packet), proof that parent is enrolled in Medicaid, or let the office know if you qualify for WIC, SNAP, TANF, or SSI and they can run a direct certification, which can be used in place of providing proof.

Due to the community needs, we typically have a part-day AM class, a part-day PM class, and two AM classes with additional childcare outside of PFA times.

If a classroom is at capacity, the child will be put on a waitlist for future available spots. A form has been created to keep track of children on the waitlist. Children who have received the highest number of points, showing to be the most at-risk, will be enrolled first, regardless of the order in which a family is put on the waitlist.

Families will have no financial requirements to be admitted to the part-day PFA program. The full-day program has separate tuition for the childcare portion of the day.

**Exiting the Program**

Two-weeks written notice must be given to the office, should a family need to leave the program before the end of the year. If a parent needs copies of any paperwork from the child's file, please see the office and allow 48 hours for the paperwork. All artwork and personal belongings will also be returned to the parent/guardian.

When a child is leaving the program at the end of the school year, they will have a parent/teacher conference where the teacher will go over growth and development of the child throughout the year and also return to the parent/guardian any artwork, pictures of the child, or personal belongings. If a child leaves mid-year, the parent may request a conference to review the child's growth and development. The teacher will return all personal items by the child's last day of attendance.

*Exiting the PFA Program*

When a child is leaving the program at the end of the school year, they will have a parent/teacher conference where the teacher will go over growth and development of the child throughout the year and also return to the parent/guardian any artwork, pictures of the child, or personal belongings. If a child leaves mid-year, the parent may request a conference to review the child's growth and development. The teacher will return all personal items by the child's last day of attendance.

All children who will turn 5 before September 1st of that year will be informed of Kindergarten screenings at the local school. We will post flyers, as well as send out reminder messages and put it in the newsletters that go home weekly. By their last day of attendance, the Family Educator will touch base with the family to ensure the child is enrolled in Kindergarten, and if they are not, find out if there is anything they can do to help get the child enrolled.

**Developmental Screenings / Assessments**

All children in the center, from birth to age 5 years, will be screened for the purpose of collecting developmental data for use in creating lesson plans, individual portfolios, and where necessary, identifying delays requiring a referral for further evaluation. As part of the enrollment process, parents/guardians for all children ages birth through 2 will be given an Ages and Stages Questionnaire and Permission slip, and ages 3 - 5 will be given a Denver Developmental Screening II Questionnaire and Permission Slip to complete. The assessment will be done within the first 60 days of the child's enrollment for all children with the exception of PFA children, who will be screened before admittance into the program.

The Denver II screening tool is used to conduct screenings. Eastside Educational Center, Inc. has teaching staff trained in administering the screening in order to keep children at ease in activities during which teachers evaluate. The screening includes multiple sources of evidence to determine results, such as input from parents/home activities, staff observations of center activities, and also questions or requests for the child to perform tasks deemed developmentally appropriate for the child’s age.

Parents will be informed of the results of the screening. If a child is suspected of having a possible delay, center staff will work with parents in referring them to another agency for screening and/or to specialists for further evaluation.

Each preschool child's development will be tracked using Early Learning Scales. Each birth to age 3 child’s development will be tracked using the Creative Curriculum tracking forms.

**Arrival and Departure**

**Arrival**: The parent/guardian must clock the child in on the ipad after arriving at EEC and must accompany their child into the appropriate classroom. The child must be signed in and out by the parent/guardian or another approved adult. Do not share your codes for the door or the check-in/out with anyone. Everyone’s code is specific to them. If you would like someone who picks up regularly, to have a code, please let the office know.

Children must wash hands upon arrival at the center. Please accompany your child to the restroom or classroom sink and help them wash their hands when you arrive.

* **Children are not allowed to be left to walk around the building without an adult. Children are also not allowed to be left in the lobby while the parent/guardian goes to the classroom/car.**
* **It is the responsibility of the parent/guardian to take the child’s belongings to the classroom at drop-off, as well as to collect the child’s belongings at pick-up.**

**Departure**: The parent/guardian must sign out on the ipad when picking up their child. If you know you are going to be later than your scheduled pick-up time, please notify EEC staff immediately so that we can reassure your child and make accommodations with our staff. Your child will be allowed to leave only with persons listed on the authorization form you completed. If someone else will be picking up your child, please write a note to the teacher or administrative staff. If teachers are unfamiliar with the person picking up a child, they will request a photo ID. Please call and let us know of any last-minute changes. For hourly rates and late fees, please see the fee schedule if pick up will be later than originally scheduled.

If the ipad isn't working properly, please sign in/out on the clipboard. If your login pin isn't working properly, please let the office staff know. **No one is permitted to use someone else's login pin. Your pin is unique to you.** This is how we legally keep track of who is picking up and dropping off. Children are not allowed to sign themselves in/out. Do not give them your login pin.

**Authorization to Pick Up a Child**

No child will be released to a person not authorized by a parent/guardian to pick up. You may add pickup people to your list via the ChildPilot app. A phone call followed up with a message on ChildPilot or an email, will suffice. All persons picking up any child must have a valid photo ID. If the designated pick-up person does not have his or her photo ID, they will not be allowed to pick the child up.

# **What to Wear to School**

Consider comfort over aesthetics. At this age, it’s very important to move freely, and this will allow them to better enjoy the day. Choose shirts and pants that are loose-fitting, light, and that facilitate diaper changing (if applicable). If you use onesies, make sure the garments are easy to open and close.

If your child is between 1 and 3 years old, they need comfortable and elastic clothing in order to be able to run, jump, climb, and play freely. And if they’re already potty trained, make sure the pants they wear to daycare are practical enough that they can take them down and pull them up on their own [when they go to the bathroom](https://youaremom.com/babies/what-do-you-need-to-know/tips-for-taking-care-of-your-baby/when-is-the-best-time-to-stop-using-diapers/).

Think of the messy art materials and other messy activities and provide clothing that is washable. Think of our playground and provide clothing that is sturdy. Think of the ever-changing Illinois weather and dress your child appropriately. Provide sweaters and jackets even on the first sunny fall day. It is much easier to remove an unneeded item than to put on something you don’t have. Provide appropriate outer clothing including hats, mittens, and boots for winter. We will have outside playtime in all but the most severe weather. Please label all outerwear with your child’s name. No open toed shoes, rain boots, or snow boots. If they wear them to the center, they need to have a regular pair of shoes to change into. These allow easy entrance for dirt, gravel, rubber mulch, and sand and do not provide protection from stubbed toes..

Extra clothing should be provided in your child’s diaper bag or kept in the classroom in case of an accident. Please put the extra clothing in a large Ziploc bag with his/her name on it. If your child gets dirty, we will put the dirty clothes in the Ziploc bag and send them home.

Any weather conditions that pose a danger to the children will be considered by the staff at EEC to be inclement weather. This includes but is not limited to the “real feel” temperature (between 25-90 degrees) and of course any weather that prompts a weather service advisory. It is our philosophy that children should be able to enjoy the outdoors whenever it is safe to do so. Please dress your child accordingly**.**

**Nutrition**

Eastside Educational Center, Inc. operates on the Federal Child and Adult Care Food Program (CACFP), a federally funded nutrition program which regulates nutrition content, portion size and meal serving times and procedures. All children need to have the necessary CACFP enrollment forms completed before their first day at the center. We participate in this program to keep our tuition as low as possible.

We serve a healthy and nutritious breakfast, lunch, and afternoon snack. Through the Food Program, we are also able to provide infant formula, cereal, and infant food at no extra cost to the parent. Breakfast is served approximately between 8:00 – 9:00 am. Please see your teacher for exact times. No outside food or drink can be brought into the center as per DCFS rules (the exception being breast milk and infant formula). Occasionally, your child may also have the opportunity to cook or prepare special food at EEC for a snack or a meal.

Food substitutions will be provided for children who, for medical reasons, may be unable to eat certain menu items. Substitutions can only be made after the parent has submitted the CACFP medical exception form, completed by the child’s doctor, stating the medical reason for which the child may not consume a normal menu item. Please ask the office staff for the correct form.

Infants not consuming table food shall be fed in consultation with the parents, and following DCFS and CACFP (Child and Adult Care Food Program) guidelines. EEC will provide pureed menu items for infants at baby food consistency as the parent sees the child developmentally ready. Provided formula shall be iron-based; if a child requires a special formula, the CACFP Infant Formula medical waiver must accompany the parent’s choice in formula. Formula and breast milk bottles must be labeled, dated, and refrigerated upon arrival at the center. No food other than formula, milk, breast milk, or water shall be placed in a bottle for feeding unless otherwise indicated by the child’s physician, in consultation with the parents. Whole milk shall be served to children 12 months to two years of age unless otherwise requested by the child’s physician. We are not allowed to wash any bottles so please send in extras in case of emergencies (ie: leaky nipple).

**Holidays and Closings**

Our center will be CLOSED to observe the following holidays during the year:

\*\*No credit will be applied to client accounts for days closed throughout the year.\*\*

| **New Year’s Day**  (1/1/26) | **Juneteenth**  (6/19/25) | **Thanksgiving and the Day After**  (11/27/25 & 11/28/25) |
| --- | --- | --- |
| **Good Friday**  (4/03/26) | **Fourth of July**  (7/4/25) | **Christmas Day**  (12/25/25) |
| **Memorial Day**  (5/25/26) | **Labor Day**  (9/1/25) | **Winter Break Shut Down**  (12/24/25-1/2/26) |

**The center will be closed beginning on December 24th and re-opening on January 3rd this year.** This is our only lengthy period of shut down and allows for deep cleaning and repair of our building each year.

No credit shall be given for days the school is officially closed **except** during Christmas shutdown. This year families will be given a tuition credit for December 29 - Jan 2nd. The rest of the major holidays that the center is closed, as listed above, or any forced government closures or health emergency closures, are paid days as our staff have PTO and paid holidays for full-time staff. See your Admission Agreement for more information. If the holiday falls on a Saturday, the center will observe the holiday on the Friday before. If it falls on a Sunday, the center will observe the holiday on the following Monday.

**If there is inclement weather**, we will post any closings/ late starts on our Facebook page, as well as sending out notice on the ChildPilot App. Our part-day preschool program generally follows Dee-Mack’s school schedule. However, the actual child care center does not follow their schedule. If PFA will not be in session, we will post that on the Facebook page and send a message on ChildPilot. The child care center makes a separate decision from the school district on whether the rest of our programming will be open. Also, you can check our Facebook page for updates on closings or late starts.

**Birthdays**

Birthdays are special days and are celebrated during snack time. Please do not send cakes or full-size cupcakes. **Do not send items containing nuts or peanut butter**, as we have children with nut allergies – and we are a nut-free center. Snacks should be prepackaged or from a bakery. **They cannot be homemade**. Your child’s teacher will add special stories, songs, and so forth to make this a special time for your child. We do not allow balloons, party favors, or other accessories as they can create unnecessary competition. **Please schedule birthday celebrations with your child’s teacher at least a week in advance so they can check for any potential allergy issues with other children in the classroom.** If your child’s birthday falls during a time when they do not attend, please feel free to choose a different day with their teacher to celebrate.

# **Toys from Home**

Except for toys that are needed in the first few days of school/child care to help ease your child’s transition from home to school, we ask that you leave your child’s toys at home or in your car. If an item is brought to school, it will be held at the counter or in the classroom closet for safekeeping until a parent/guardian picks it up. We are not responsible for lost or broken items brought from home. There will be times for “show and tell” when a child will be allowed to bring something from home to share. These items must have names clearly labeled on them and must be kept in the child’s bag until the appropriate time. **No guns, war toys, or other toys of destruction or vulgarity.**These toys are prohibited in our school. Please do not allow your child to bring them. If they show up at school, they will be confiscated by the office.

# **Guidance and Discipline**

Teachers at Eastside Educational Center, Inc. encourage acceptable behavior and help the children to understand what is expected of them. A teacher is always nearby to lend support when needed – to help the children when they momentarily lose control of materials, equipment, or even their emotions. Our goal is to help each child develop self-control by discovering acceptable ways to interact with other children and class materials. Some methods used by our staff include redirection to an appropriate activity, modeling of appropriate behavior or words, role-playing and discussions to help children understand one another’s actions, and/or removing the child from the situation when necessary to calm the child. Raised voices, verbal abuse and corporal punishment are notused at EEC. The teacher will let the child know when he/she disapproves of an action, but that he/she still loves the child regardless. Parents will be notified when behavior problems arise. The following steps are taken for persistent challenging behaviors.

**Addressing Persistent Challenging Behaviors**

This plan is not for everyday age-appropriate behaviors, but behaviors that are products of a larger scale issue that could possibly require intervention. The early childhood period is a critical time for children to learn to regulate and manage their thoughts, feelings, attention, impulses, and behavior. They are learning how to get along with others and how to be friends. Children are not born with these skills. Teachers and caregivers must teach social-emotional skills just as they teach washing hands or learning shapes and colors.

**Logging information:**

If a child in our care exhibits behaviors that are not within the age-appropriate/developmental or social-emotional range of “normal” behavior, we will document our concerns on a child behavior log. The log will also document what strategies were used to counteract unwanted behavior. If the behavior persists even with the strategies, an observation will be initiated. Once that is complete, we will put together a support team including the parents, teachers, and administration, to discuss the behaviors and brainstorm additional support.

Examples (not a complete list) of unacceptable behaviors that may lead to a child behavior log to be completed:

* Verbal threats
* Scratching
* Biting
* Spitting
* Hitting
* Kicking
* Throwing toys or equipment
* Destroying property
* Running away off the property

Examples of strategies used to help curb behaviors:

* Guided breathing
* Physical release of emotions- jumping jacks, stomping feet, wiggle it out, pushups, dancing
* Physical touch- hug, rubbing back, cuddle on lap
* Offering choices/options
* Redirect to a different activity
* Provide a safe, quiet space that is still supervised
* Using a calm, soft voice
* Use of special equipment – fidget toys, headphones, weighted blanket, etc.
* Sensory Wall
* Learning bags can be checked out for home

After documenting on the child behavior log and trying strategies for curbing behaviors, here is a list of possible recommendations for outside help:

* Talk to your pediatrician
* Complete a developmental screening with an outside agency
* Request early intervention with an outside agency
* Request therapy
* Complete a psychological screening
* Request intervention

If all of the above has not helped with the unwanted behavior and Eastside Educational Center has been subjected to a prolonged and/or unsafe environment, a transition plan will be put in place. This transition plan is only completed when every possible attempt to help your child succeed at Eastside Educational Center has been exhausted. Our transition plan consists of Eastside Educational Center providing a list of resources to help you find alternative childcare and giving you a reasonable timeframe to do so.

If at any time the behavior causes a serious threat as determined by staff to the safety of the child, other children, or staff, the child will be immediately sent home for the day.

# **Wellness Policy**

Your child’s health is a matter of major importance to all of us. Upon enrollment, you must have on file with us a Daycare Physical form signed by a physician. We also require that the child have certain standard immunizations as well as a TB clearance and lead screening before the 1st day of attendance. A daily health inspection is given upon each child’s arrival at Eastside Educational Center, Inc. The person bringing the child must wait until the inspection is over before leaving the premises. Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be immediately isolated from the other children and a parent/guardian will be contacted.

**Keep your child home if he/she:**

* Has a fever or has had one within the previous 24 hours.
* Has vomited within the previous 24 hours.
* Is fussy, cranky, and generally out of sorts.
* Has a constant cough.
* Has heavy nasal discharge.
* Has symptoms of a possible communicable disease (these are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever).
* Has had diarrhea (loose or watery stools) within the previous 24 hours.
* Has a rash of any kind until cause is determined by a physician (until written clearance received from physician).
* Has a temperature of 100.4° or higher (must be fever-free without medication for 24 hours before return).
* Has unusual tiredness, fussiness, crying, problems breathing (denting in of chest, fast breathing, nasal flaring).
* Mumps (until written clearance received from physician).
* Measles (until written clearance received from physician).
* Has mouth sores (until written clearance received from physician).
* Has impetigo (until written clearance received from physician).
* Has head lice (until the morning after the first treatment).
* Has scabies (until the morning after the first treatment).
* Has chicken pox (until all blisters are scabbed and has been fever-free for 24 hours).
* Has whooping cough (Pertussis) (until written clearance received from physician).
* Has pink eye (until written clearance received from a physician or drainage gone).
* Strep throat (until medicated for 24 hours).
* Has any other condition that the center nurse or staff feels warrants medical attention.

If the director or daycare nurse feels that the child should be seen by the child’s physician because of the severity of illness, the child will not be allowed to return to the daycare until seen by the physician and given written clearance to return to the center. If a child is sent home for any reason, **they are not allowed to return the following day**. In case of contagious diseases, please follow your physician’s advice in returning your child to EEC. Please notify the center at once if your child contracts a communicable disease.

In case of accidental injury, we will make an immediate attempt to contact a parent. If deemed necessary, we will also call an ambulance or paramedics. Until the arrival of a parent/guardian, an ambulance or paramedics, the Director or Family Educator will be in charge and make all decisions about the care for your child. You will be expected to assume responsibility for any resulting expenses not covered by our insurance. The school will keep on file a parents’ signed consent form agreeing to this provision. It is to your child’s benefit that you keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information. All Eastside staff members are certified in First Aid and CPR.

Outside play is an essential part of the program. Weather permitting, children go outside daily if the "real feel" is between 25° - 90°. Parents are asked to provide outdoor clothing that is appropriate for the season. Parents are also expected to provide one or more changes of clothing so wet or soiled clothes can be changed as necessary. Due to staffing requirements, it is not possible to allow a child to remain indoors because they are not properly dressed. If a child is well enough to come to the center, the child is well enough to play outside.

**COVID Policy**

**Please see the COVID Policy dated 3/11/24. You can find it also on ChildPilot and a separate paper.**

**Biting Policy**

**Please see the full Biting Policy located on the ChildPilot app, which is separate from this packet.**

**Medication Policy**

Eastside Educational Center, Inc. will administer medication to children for whom a plan has been made and approved by the director. **Because having medication in the facility is a safety hazard, families should check with the child’s physician to see if a dose schedule can be arranged that does not involve the hours the child is in the childcare facility.** The first dose of medication should be given at home to see if the child has any type of reaction. Parents are asked to arrange times of multiple doses in such a way that we do not find ourselves administering a medication during the first 2 hours of arrival nor the last 2 hours before departure. Thus, the majority of medications are timed to be given only at 10:00am and 3:00pm (if 2 doses are given). If only 1 dose is needed, we try to have the parent/guardian time it around noon. By standardizing the times as we have done, we find it easier to handle the process as opposed to having a steady stream of children receiving medication all throughout the day. Parents/guardians are allowed to come to the center and administer medication to their own child during the day.

The director or lead teacher will administer medication only if the parent or legal guardian has provided written consent (available on the ChildPilot app), the medication is available in an appropriately labeled and stored container, and the facility has on file the written instruction of a licensed physician to administer the specific medication.

* For prescription medications, parents or legal guardians will provide caregivers with the medication in the original, child-resistant container that is labeled by a pharmacist with the child’s first and last name, the name of the medication, the date the prescription was filled, the name of the healthcare provider who wrote the prescription, the medication’s expiration date, and administration, storage and disposal instructions. For over-the-counter medications, parents or legal guardians will provide the medication in the original container. The medication will be labeled with the child’s first and last name, specific, legible instructions for administration and storage supplied by the manufacturer, and the name of the health care provider who recommended the medication for the child.
* Instructions for the dose, frequency, method to be used, and duration of administration will be provided to the child care staff in writing (by a signed note or a prescription label) or dictated over the telephone by physician or other person legally authorized to prescribe medication. This requirement applies both to prescription and over-the-counter medications.

# **Parent/Teacher Communication**

Daily contact is normally established between both the parent and teachers, and the teachers and program director. Communicating with the teachers is one of the best ways to ensure a positive experience for your child. Parents are their child’s first teachers, and your individual experiences provide valuable insight into behaviors, learning styles, motivations, and other unique facets of your child. The teachers, in turn, will share both their knowledge and experience as educators.

As parents, teachers, and caregivers, we will all be more effective if the lines of communication are strong. We will keep you informed about our classroom activities and curriculum. We ask that you notify us of any changes at home that may affect your child. Experiences such as the birth of a baby, a serious illness, the death of a pet, travel, or a separation/divorce can have a profound effect on a child’s ability to process stimuli in the classroom. If we are made aware of these changes, we will be able to respond more appropriately, and provide support and guidance. Confidentiality in all cases will be maintained.

Parents are encouraged to make comments or suggestions in the comment box located in the lobby, through parent evaluations and questionnaires, e-mail, phone, ChildPilot, Facebook, Parent/Teacher Conferences or one-on-one contact with the director. When a teacher has students in their care, their number one priority is the care of those students. They are not always able to discuss concerns during pick up or drop off. Therefore, if a parent/guardian would like to discuss a concern with a staff member, we suggest you set up a meeting with the teacher or director at a time the students will be in the care of another Eastside teacher. Please keep in mind, speaking negatively to your child, to another child or staff member, or using vulgar language in front of students will not be tolerated by parents or caregivers and can result in the removal of a family from Eastside.

**Transitioning out of a Room**

Before children are transitioned to the next classroom (based upon age and development), parents will be invited to meet the teachers of the next classroom. Teachers will work with the parents to find a time that is suitable for them to meet about their child’s development, if a conference is requested.

There is a required two-week notice in writing for all children transitioning out of the program. This allows the teacher enough time to complete any documentation for assessment to be provided to parents before the last day, gather work, and personal belongings collected to send home.

Parents are invited to attend two scheduled parent/teacher conferences each year to consult with our teachers implementing your child’s program. Conferences will be announced ahead of time with sign-ups posted on the classroom doors. If these times do not work for your schedule, please call the center to arrange a special time for a meeting. During these conferences, teachers will present parents with work samples from your children showing their developmental progress in each area of the program. If a parent feels a conference is necessary between these two scheduled conference times, the parent may ask for one.

Teachers and directors will keep in contact with parents through parent newsletters, Facebook, the ChildPilot App, the website, e-mail, and/or notes sent directly to the families. Daily notes are also sent home with each child to reflect the day’s activities. The administrator/director may also call or email you periodically to check in and ask about your experiences with our childcare center. If deemed necessary, the program director may initiate a conference with parents to discuss observations and ideas for encouraging or optimizing development.

**\*\*Please return this page with your admissions paperwork\*\***

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have read and fully understand the policies and provisions set forth herein the Parent Handbook, COVID POLICY and Biting Policy. I have had all of my questions answered satisfactorily and agree to all terms of this contract. I have also been given an admission agreement, a medication policy, and a summary of licensing standards from DCFS.

Signature of Parent or Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_