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Parent's Handbook Policies and Procedures

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Welcome to Yachad Kids Academy

We are delighted that you have chosen our center to provide for the needs of your child. During your years here we will partner with you to create a solid foundation for your child's future learning success: socially, emotionally and spiritually. Yachad means "Together I Hebrew and we will work together.

Our day care center is available for children 15 months-12 years old. We want to be there with you every step of the way. When you open our doors, your family is invited into a welcoming, vibrant and contemporary community, where children are happy making friends, developing character and learning everything that is needed to succeed in school. Your child will learn and get:

Social And Emotional Development. Making friends, solving problems, sharing, expressing feelings and thoughts, respecting others, and following routines.

Literacy. Vocabulary and Language Art, Phonics, Letters, Word comprehension, Reading and Writing.

Mathematics. Numbers, Patterns, Geometry, Measurement and Data, Organization and Presentation.

Science. The physical properties of objects, Living and non-living things, The Earth and The Environment.

Social Studies. Community Helpers, how people live, work, get along with others.

The Arts. Dance, Music, Drama, Drawing, Painting.

Technology. Tablets and computers and their operations and uses.

Fitness and Well-being. Exercise. Outdoor play, Healthy meals, and snacks.

The *Parent Handbook* has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Yachad Kids Academy would be glad to address any of your questions or concerns. Once again, welcome!

Owners: Larisa Kislov

Director: Veronika Patton

Assistant Director: Anna Parashchak

Philosophy and Curriculum. Goals and Purpose

We believe...

- That children are precious and must receive care from adults who are capable and caring--whose values enable them to be excellent role models.
- That children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.
- That children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- Those teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental level to another.
- That parents contribute to, and enhance the quality of care offered at Yachad Kids Academy

We prepare children for their next formal educational step and help children achieve their full potential by focusing on necessary developmental of social, gross-motor, language, pre-math, and pre-writing skills.

Our team provides guidance and support to our children and families through service, consultation, meetings, and workshops. These efforts increase community awareness and commitment to addressing the educational programs. Our day care center doesn't provide religious services either individual or in groups. Parents need to give written permission for their child to participate in learning Hebrew. We can do the same for children whose parents want them to know Russian Language. While learning foreign languages children begin to understand and practice cultural and linguistic diversity, community life and cooperation.

Yachad Kids Academy day care center is a state licensed child development entity covered by liability insurance. Our center has an "open-door" policy, in which parental visits, conferences and observations are encouraged.

Programs Offered

Our center provides a program to promote the individual child's physical, emotional, social, and intellectual growth and well-being:

- A variety of games, toys, books, crafts, and other material
- A reasonable routine for meals, snacks, sleep, and indoor/outdoor play
- Supervised rest and/or nap time
- Indoor and outdoor activities to develop large and small muscles
- A balance of quiet and active activities

- Opportunity for self-expression in conversation, imaginative play, and creativity
- Respect for each child as an individual, allowing choices of activities and interest
- Opportunity for mixed- age experiences and for interactions with the child's own age group
- Nutritional meals and snacks, keeping in mind that good nutrition improves both physical and mental performance

Activity Schedule:

1. Orientation and Observation with everyday surrounding
2. Literature Comprehension
3. Elementary Math
4. Building Blocks and Basic Construction
5. Shaping with Clay
6. Applique with/without scissors
7. Drawing/Coloring
8. Music
9. Physical Education/ Taekwondo
10. Theatre
11. Art
12. Russian Language
13. Summer Camp

Arrival, Departure and Late Pick Up Policies

Children between the ages 15 months old and 12 years old are eligible for enrollment at Yachad Kids Academy. Children may attend the center between 7 a.m. and 6 p.m., Monday through Friday.

When arriving at the center, parents are asked to accompany their child into the building and sign their child in on the attendance sheet. Parents and teachers should have some communication to ease your child into his/her day. We ask that parents assist children in taking off their coats and washing their hands (for 20 seconds) before touching any of the equipment (toys).

When picking up your child at the end of the day, sign the child out before leaving. Once the child sees that you are here, they tend to act differently. Their relief that

you are here can be exhibited by tears or increased activity. Be patient with your child. Show them with big smiles that you are happy to see them.

Parents of the children not picked up by 6pm, will be charged \$5 for every 5 minutes. The fees will be added to your tuition bill. Excessive tardiness may result in dismissal from the program. If we are unable to reach a parent (we will make 2 phone calls to each person) or anyone on the emergency/pick-up list, we will call the Chicago Police Department at 7:00pm and they will call DCFS. Please make back up plans in case you are running late. It is imperative that parents update the center with current phone numbers for all people on the emergency pick-up list and themselves. The center will keep the child safe while we wait to reach someone. There will only be a discussion with the adult and not with the child regarding the situation. For your child's protection, your child will not be released to anyone other than those persons authorized on your Pick-Up list form, unless written authorization has been given before the time of pick-up. Please remind people to bring their picture ID.

Discipline Policy

The center provides a positive environment that fosters the child's capacity for inner control and self- discipline. Our goal is to identify each child's developmental level and to set expectations appropriate at that level. Techniques used to help children develop self-management and self-direction skills are:

- Providing a nurturing, trusting and positive environment
- Planning an organized environment and schedule to meet children's needs and maintain their interest.
- Providing a gentle and consistent guidance
- Keeping rules and requirements minimal, clear, and reasonable.
- Helping children see the consequences of their behavior.
- Modeling and reinforcing acceptable behavior.
- Helping children solve problems and making choices.
- Acknowledging each child's feeling and providing opportunities for discussion with others in the classroom.
- Accepting each child's needs to self-assertion.

Personal Information Policy

The personnel of Yachad Kids Academy will respect confidential information of child and personal records. Information pertaining to admission, progress or discharge of each individual child must remain confidential and limited to facility staff designated by director and DCFS representatives, unless legal guardian has granted written permission for disclosure. Parents must specify in written form to whom the information may be released. This release form must be kept in a child's file.

Representatives of DCFS who have written authorization shall have access to day care records.

Emergency Medical Care, Treatment of Illness and Accidents

All parents want a safe and healthy environment for their children. Therefore, if your child is ill, please do not bring him/her to the center. We care about the protection of each individual child, in addition to the health and welfare of the entire group.

If a child becomes ill during the day, the parent will be contacted immediately, and child will be brought to the front. There, the child will remain with the Director or teacher in isolation from the other children and staff members. The child will be offered a cot and anything else he/she requests or needs until the parent or guardian arrives. Please come get your child as soon as possible.

Do not bring your child back to the center if they are still ill. Keep your child home for at least 24 hours to give them time to get better.

If your child has a contagious infection or disease, please keep your child at home as recommended. It is important to inform the center so that necessary precautions may be taken, and parents can be properly alerted.

Medication will be administered by assigned staff or the Director and only under the following circumstances:

1. Prescribed medication or nonprescription drugs must be under doctor's orders.
2. A permission slip must be written and signed by the parent.
3. The original container and label must bear the child's name, directions for administering the medication, date, and doctor's name.

Allergies to medication must be kept on file for emergency situations. All allergies must be on a signed statement by the physician or a parent's signed statement.

All administration of prescribed medications and nonprescription medication will be recorded in a medication administration log with the date, time, child's name, name of the medication, and the dosage given and the name and signature of the staff member administering the medication.

Policy of Notifying Legal Guardian of Illness, Injury or Accident

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, an *Incident Report* would be completed by the teacher and signed by the Center Director or Assistant Director. A copy of this report will be kept in special folder. A parent or guardian will be notified regarding any injury that occurs while your child is in our care.

Outdoor Play Policy

Children should come dressed in comfortable clothes, appropriate for indoor and outdoor play. The policy of the center is to go outside each day except in extreme weather. Each child must have a complete change of clothing kept at the center, including underwear and socks. Wearing safe play shoes is also important. Open toed shoes, sandals and clogs are strongly discouraged. In the winter months your child will need snow boots, mittens and hats and dry layered clothing to keep warm. In the summer months, your child will need a swimsuit, water shoes and a towel. These items should be at the center daily, depending on the season. The Yachad Kids Academy asks that clothing be labeled. This will prevent confusion when picking up your children at the end of the day.

Communication With Parents

The center will publish monthly newsletters (social media/day care website), so parents can receive updates. Also, parents may check kids' cubbies for information. It is the parents' responsibility to look for daily reports and important information.

Photographs of the children in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, publicity materials and/or educational trainings. Your permission for photographs of your child, to be used without compensation, is part of this agreement.

Birthday Celebrations

Parents are welcome to send in a non-food items, like pencils, stickers, etc. to share with their child's classmates on birthdays or special occasions. This is for the safety of all the children due to allergies.

Parent Involvement

We believe you are the primary caregiver in your child's life. Through open communication, mutual respect and cooperation with staff and parents, we can better meet your child's needs and expectations. Parents or extended family members are always welcome and can join teachers in a productive partnership. Parent/Teacher conferences are held three times throughout the year. Once in the fall to discuss goals for the year, again in the late winter-to discuss accomplishments and lastly in spring-getting ready for summer.

Volunteering is a great way to get involved. We always need parents to read to children or help with a project in the classroom. Parents can also help us maintain our computers, re-design a classroom or just spend time in our center. We also suggest participating in art projects, reading a story in the classroom, or helping at any learning center. Sporadically, we also ask for donations of materials to assist with our classroom projects.

Personal Items

Your child may want to bring a favorite blanket or stuffed animal from home to sleep with at rest time. If your child wants to bring something to share with other children, we recommend books. All can enjoy these. Special toy and other things that your child may want to bring to school must be left at home or with the parent. If children bring a toy, it will be placed in his/her cubby. The center is not responsible for lost or stolen toys. Yachad Kids Academy has all the latest toys that your child will need for playing and learning. Coins are especially difficult to guard, and they can be a choking hazard. Please do not allow coins in your child's pockets. The past has shown us that special items from home tend to get broken, misplaced or fought over.

Information Regarding Visits, Trips, Excursions

We are not planning any regular trips or other activities outside of the day care. In case of any special excursions to places of interest our surrounding area, parents will be informed by the teacher 3 day before the event. Written permission forms will be required before any child is taken to the excursion.

Hours Of Operation

Our hours of operation are from 7am to 6pm Monday through Friday

Yachad Kids Academy will be closed on the following holidays:

Labor day

Thanksgiving day

Christmas

New year day

Memorial Day

Fourth of July

Day care will be closed on Jewish Holidays: Yom Kippur (1 day) and Rosh Hashanah (2 days)



Daily Schedule

7am-8am	Children drop off time
8am-8: 30	Morning Exercise
8:30-9am	Breakfast
9am-9:30	Study
9:30-9:50	Snack/ Preparation for Outside Play
9:50-11:30	Outside Play
11:40-12:10	Study/Extra Curricular Activities
12:10-12:50	Lunch
1pm-3pm	Nap
3pm-3:30	Gradual wake up from nap
3:30-4pm	Art/Craft
4pm-4:30	Dinner
4:30-4:45	Preparation for Outside Play /
	Extra-Curricular Activity
4:45-5:30	Outside Play/ Games
5:40-6pm	Pick up time

Nutrition

Our goal is to promote good eating habits in the following ways:

- Demonstrating enjoyment of eating notoriously
- Weaving nutrition education into daily curriculum
- Having children choose food from selection of nutritious choices and develop skills to serve themselves.

Nutritious hot lunch will be served daily. Lunches will be catered in approved containers. Morning and afternoon pre-packed snacks will be served. Children will be encouraged to eat but not forced. Food will never be withheld from a child. Any outer food, candies or chewing gums are not permitted in day care Center. Please be sure to notify us of any food allergies your child has. Your child's name will be added to our allergy list for monitoring snacks and treats.

Enrolling your children

The center will provide care to toddlers through School age starting at age 15 months and continuing through 12 years of age. We also offer a summer camp program for 5-12 years of age. Admission into Yachad Kids Academy is determined by the availability of space for a particular group and your position on the waiting list. Orientation for admission will be made by appointment. Before a child is enrolled into Yachad Kids Academy, the following items are mandatory:

- **\$150.00 Annual Enrollment Fee**—nonrefundable
- Child Enrollment Form
- Current physical examination form documenting all updated immunizations (*must be updated every 2 years and as your child receives immunizations on schedule*)
- Copy of Child's Birth Certificate
- Verification of diet restriction, if any, from the parent or doctor.

Payment

Two weeks tuition will be held by Day care center as a security deposit for each child. Deposit is non-refundable and will be credited towards your last 2 weeks of attendance. Payment is due 1st day of each week. Late after 6 p.m. second day. There are **late fees** applied in the amount of \$10.00/day in addition to your daily payments in case provider will not receive weekly payment on time. A service fee of \$35 will be charged for any **returned checks**.

Absences: Credit will be given for sick days for full time children only.

Part time children: 50% for every day of absence.

Increase of Fees

Parents or guardians will be notified at least 2 weeks in advance of any increase in tuition or other fees.



Day Care Attendance Tuition fees Payment Schedule

Childcare Fees must be paid as agreed in order that Yachad Kids Academy maintain an opportunity budget for its childcare center.

Tuition rates:

\$325 per week (5 days)

\$310 per week (5 days) for K children

\$300 per week for 2nd child (1st child –regular rate)

\$70 per day for part - time children

\$65 per ½ day from 7am-1pm

\$150 – One time Registration fee for new students

After School rate:

\$50 per ½ day from 1pm- 6:00 pm for After-School program (Kindergarten)

\$40 from 3pm-6:00 pm for After-School Program (G1-G5)

All payments are due in advance. Payment is due in full each Monday by 6pm for the following week.

No later than Wednesday.

The late payment of \$10 per day will be added to tuition fee. Parents/Guardians are responsible to pay all late payment and fees.

You are not permitted for temporary drop your child from day care for a period of one or more weeks and then re-enter your child.

Dear Parents/ Guardians

Please, pay attention during re-calculating your attendance days, payment amount must be calculated as follow:

For example:

\$320 full time (5 days 15 months-4 years)

\$280 for 4 days (\$70x4days)

\$210 for 3 days (\$70x3days)

\$140 for 2 days (\$70x2days)

Or

\$310 full time (5 days K)

\$280 for 4 days (\$70x4days)

\$210 for 3 days (\$70x3 days)

\$140 for 2 days (\$70x2days)

Rates for siblings:

1st child is \$320 /\$310 depends on age group, 2nd child is \$300 per week.

10% Discount

4 weeks in advance (**no refund for sick or vacation days**)

\$320x4 weeks = \$1240 – 10% = \$1152

\$310 x 4 weeks = \$1200 – 10% = \$1116

Withdrawals and Dismissal Policy

A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing—including your child's tuition for that two-week period.

The director at Yachad Kids Academy reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunizations and/or physical.

Termination of Services

Occasionally, a child will experience some difficulty in adapting to the daycare's environment or abiding by the daycare rules of behavior. A conference will be scheduled if your child should experience some difficulty. We will work closely with you to see if the problem can be resolved. If the child's behavior continues to be disruptive to the group, we reserve the right to ask you to withdraw your child from daycare.

You must give two weeks' notice when voluntarily withdrawing your child from Yachad Kids Academy. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.

If the rules and policies set forth are not followed, we reserve the right to terminate the daycare contract agreement at any time. In such an event, we will be paid in full through the end of the week in which such termination occurs.

The childcare arrangements will be terminated immediately for any of the following reasons (but not limited to):

- * Failure to comply with the policies set forth in the parent handbook.

- * Failure to comply with the contract.
- * Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior.
- * Non-payment of childcare or late fees and/or recurring late payment of fees.
- * Repeated failure to pick up the child at scheduled times.
- * Failure to show up for 5 consecutive days without any communication.
- * Inability to meet the child's needs without additional staff.
- * Blatant disrespect towards the provider or provider's family.
- * If a parent knowingly brings their child ill.
- * Consistent child-rearing style differences between the parent and provider.
- * False information given by a parent either verbally or in writing.

Child Abuse and Neglect

The Yachad Kids Academy members are mandated child abuse and neglect reporters as required by the Abused and Neglected Child Reporting Act. If abuse or neglect is suspected, the parents will be notified of our intent to file a report with the Illinois Department of Children and Family Services. We will always make a report when it is warranted.

The State of Illinois defines abuse as: sexual abuse which includes touching; physical abuse injuries, including welts, burns, cuts, etc.; and verbal/emotional abuse including constant belittling or cursing at a child. Neglect is defined as: failure to provide food; failures to provide nurturance; or disregard towards medical problems.

Help us get to know Your Child Better

Has your child ever been in childcare before? _____ what type (center, family daycare, grandma etc.)_____

Was it a positive experience? _____

Are there any recent traumatic situations the child has been exposed to such as a death in the family, divorce, new sibling etc.? _____

What is your normal method of discipline? _____

What is your child's temperament? Are they easy going, hard to please, demanding, aggressive, etc. _____

Are there any food restrictions? _____

What is your child's favorite food? _____

What food does your child dislike? _____

Can your child be relied upon to indicate bathroom wishes? _____

What words does your child use for: Bowel movements _____ urination_____

What time does your child awaken? _____

What time does your child go to sleep at night? _____

Does your child sleep through the night? _____

Does your child sleep in a bed or crib, other? _____

Are there any siblings? Please name them and specify ages and gender.

Name _____ age _____ gender _____

Name _____ age _____ gender _____

Name _____ age _____ gender _____

Has your child had experience playing with other children? _____

What language(s) are spoken at home? _____

Does your child have any security objects such as a blanket, soother, bottle, toy etc.?

What are your child's favorite activities, toys, books, or games? _____

Are there any other comments or information you would like to let me know about?

Any specific concerns?

EMERGENCY CARD INFORMATION

Child's Name _____ Date of Birth_____

Child's Home Address_____

1. PARENT/GUARDIAN (Name and Address)

Phone Number #1: _____ Phone #2 _____

2. PARENT/GUARDIAN (Name and Address)

Phone Number #1: _____ Phone #2 _____

Special Instructions to reach parents: _____

EMERGENCY CONTACT PERSON(S) in addition to parents/guardians

1. Name:	Address:
Relationship to Child:	Phone #:
Do you give permission for child to be released to this person? Yes No	
2. Name:	Address:
Relationship to Child:	Phone #:
Do you give permission for child to be released to this person? Yes No	

MEDICAL EMERGENCY TREATMENT: I hereby give Yachad Kids Academy permission to administer first aid and/or CPR to my child, _____, and/or take my child to a hospital for medical treatment when I cannot be reached or when delay would be dangerous to my child's health.

Parent Signature/Date _____

Insurance Information (Optional)

Company Name _____ Policy # _____

Participating Hospital _____

Program Permission Form

1. I give permission for my child _____ to receive appropriate medical attention from Yachad Kids Academy Inc staff, such as First Aid, CPR, Heimlich maneuver, etc..., or, it is determined that my child needs immediate professional medical care, I authorize Yachad Kids Academy Inc to transport him or her to the nearest emergency hospital. Parents will be contacted immediately. I understand that I will be responsible for all his/her expenses in relation to emergency medical services.
2. I hereby give permission for Yachad Kids Academy Inc staff to contact my Pediatrician for any information needed about my child. I authorize my Pediatrician to release such information to Yachad Kids Academy Inc.
3. I understand that I am legally responsible for my child which he or she is in route to and from Yachad Kids Academy Inc.
4. I hereby permit my child to accompany and authorized Yachad Kids Academy Inc staff member on excursions to places of interest (field trips) and release Yachad Kids Academy Inc of all responsibilities other than reasonable care.
5. I hereby permit my child to participate in athletic activities and swimming during field trips.
6. I give my permission for my child's picture to be used for publicity purposes by Yachad Kids Academy Inc. I understand that parents are allowed to videotape classroom activities.
7. I give my permission for my child/children to study Russian language in daycare program.
8. In case of Emergency your child will be taken to Condell Medical hospital.
9. Our day care will inform parents 3 business day before any planned excursions. Written permission forms will be required before any child is taken on an excursion.

Parent/Guardian Signature _____

Date _____

Person's Authorized to pick child up

Yachad Kids Academy is authorized to release my child _____ to the parents/guardians and:

1. First/Last Name: _____

Address: _____

Relationship to Child: _____

Home Phone: _____ Work Phone: _____

2. First/Last Name: _____

Address: _____

Relationship to Child: _____

Home Phone: _____ Work Phone: _____

3. First/Last Name: _____

Address: _____

Relationship to Child: _____

Home Phone: _____ Work Phone: _____

4. First/Last Name: _____

Address: _____

Relationship to Child: _____

Home Phone: _____ Work Phone: _____

Medication/Treatment Authorization

Child's Name: _____

Medical Problem: _____

Name of Medication: _____ Amount: _____

Method of Administration: _____

Times/Frequency: _____ Amount: _____

Dates of Administration: _____

Is the problem chronic or ongoing? Yes _____ No _____

Comments or specific instructions:

I authorize Yachad Kids Academy and its employees to give the above medication(s):

Parent/Guardian Signature: _____ Date: _____

Physician Signature: _____ Date: _____

NON-PRESCRIPTION MEDICATION RECORD

I hereby authorize Yachad Kids Academy, my child's Care Provider, to use the following products on my child according to manufacturer instructions. I will not hold the above name Provider liable for any allergic reactions or other symptoms when the products are used in accordance with these terms.

Parent's Signature: _____

Child's Name: _____

**Please remember you will be responsible to supply the following products.
(Please circle Yes or No and put specific brand name where needed)**

Baby Wipes

YES ~ NO Brand: _____ Comments: _____

Diaper Ointments

YES ~ NO Brand: _____ Comments: _____

Baby Lotion

YES ~ NO Brand: _____ Comments: _____

First Aid Ointments

YES ~ NO Brand: _____ Comments: _____

Vaseline

YES ~ NO Brand: _____ Comments: _____

Insect Repellent

YES ~ NO Brand: _____ Comments: _____

Sunscreen

YES ~ NO Brand: _____ Comments: _____

The following medicines would only be used in extreme emergencies.

Benadryl

YES ~ NO Brand: _____ Comments: _____

Acetaminophen

YES ~ NO Brand: _____ Comments: _____

Ibuprofen

YES ~ NO Brand: _____ Comments: _____

Handbook Signature Form

I, _____ parent of _____ have read and fully understand the policies and procedures outlined in the Parent's Handbook. I understand that there may be amendments and additions to this handbook, which I will be notified, of when they occur. I agree to follow all policies in this handbook. This is a living document. The handbook includes discipline and guidance policy.

Payment AGREEMENT

I agree to pay the following tuition amount and understand that these may change depending on schedule and rate adjustments during enrollment.

Starting Tuition _____ I choose to pay: Weekly _____ Monthly _____

Registration Fee paid on _____ Approved Start Date _____

Weekly Schedule/Days _____ Hours _____

Child(ren)'s Name _____

Parent/Guardian Signature: _____ Date: _____

Photography & Videography

I understand that photographs/videos of my children in your programs may appear in newspapers, magazines, brochures, publicity materials and/or educational training. My child's photo will also be posted in the classroom and center and Facebook sites. I understand that they are to be used without compensation.

Parent/Guardian Signature: _____ Date: _____