



parkview kids
Daycare & Preschool

Parent Handbook

2020-2021

11100 Orland Parkway
Orland Park, Illinois 60467
(708) 479-7373

Kelly Clarey, Director

Thank you for choosing Parkview Kids Daycare and Preschool. We look forward to working with your children and partnering with you in their education. We offer a program with qualified, nurturing and experienced staff, small adult-child ratios, child-centered facilities, developmentally-appropriate activities, and a Christian curriculum in a Christian environment.

OUR MISSION

Parkview Kids Daycare and Preschool is a ministry of Parkview Kids Church. Our mission is to provide quality learning experiences in a safe, caring, Christian environment.

OUR PHILOSOPHY

All children are uniquely created in the image of God. In belief of this philosophy, we support a developmentally appropriate preschool that emphasizes Christian principles and encourages the physical, social, mental, and spiritual needs of each child.

OUR GOALS

Our goals are consistent with the following three principles:

REACH – We reach all children of the community with God’s love.

RAISE – We raise the children to be like Jesus.

RELEASE – We release our children into the community to change the world.

HOURS OF OPERATION

We will be open and care can be provided from 6:30am until 6:00pm.

COVID-19 ADJUSTMENT

Due to COVID restrictions, we will be open and provide care from 7:30am until 6:00pm.

ABSENCES

Please let your child’s teacher know if your children will be absent. Please do not call the church or the Director.

STAFF

Director: Kelly Clarey
Assistant Directors: Misty Frickenstein & Jennifer Dodaro
Executive Assistant: Renate Beske
Nurse/Nutrition Manager: Christine Cagwin

- Teachers are subject to change each year, without notice to parents. Parents will be notified if staffing changes occur during the school year. We follow God’s plan for us, and He can be unpredictable but is always reliable!
- All staff members are qualified to provide care in any classroom as needed.
- A list of Parkview Church’s Leadership Team is available upon request.

CLASS ASSIGNMENTS

Students are assigned to classes at the discretion of the school. Parents will be notified of their child’s placement and teacher in August.

REGISTRATION & PHYSICALS

You can register online at www.parkviewchurch.com/daycare. A **non-refundable** fee is due at time of registration. You will also be required to read and agree to our policies and procedures. All children must have a physical within 6 months of their first day of attendance. **All physical forms must be current at time of enrollment and then updated every two years.** NOTE: When your child receives an immunization, please send a note from your physician to update your child's file.

REGISTRATION FEES / TUITION

- A registration fee plus two weeks of pre-paid tuition will be paid at time of registration.
- Registration fee and tuition is pre-paid via automatic payment on a credit/debit card you provide during online registration.
- Tuition will be automatically debited on Monday of each week for the following week.
- If the credit/debit card is declined, payment must be made in an alternate manner by Wednesday, and a \$25 late fee will be added to your account.
- Payments not received by Friday will result in your child not being allowed to attend the following week.
- If tuition is not paid after two weeks, the child will be dismissed from the program.
- NSF checks will be charged a \$25 fee. After two NSF checks, cash is required for payments throughout the rest of the year.
- Tuition is due for days absent and for the 10 closed holidays.

ARRIVAL AND PICK-UP

Parents must accompany their child into the classroom at arrival. We must have written or verbal authorization from the parent, in advance, if someone other than the parent is to pick up the child. A photo ID must be presented by this person for identification.

COVID-19 ADJUSTMENT

Parents/caregivers will NOT be allowed in any classrooms.

Drop-off and pick-up of your children will take place in the Children's Check-in area.

You may ONLY...

**park in the South parking lot and enter and exit through the South entrance OR
park in the West parking and enter/exit through the NorthWest entrance (by the café.)**

EMERGENCIES / AUTHORIZED PICK-UPS

Please remember to keep your emergency contacts updated. In case of illness or injury, all attempts will be made to call the numbers you have provided us. Children will only be released to adults listed as authorized pick-up persons.

DISCIPLINE

An acknowledgement of receipt of our "Guidance and Discipline Policy" must be provided at registration. Our goal is to use positive methods of child management to help each child achieve self-control. Child management situations are handled with empathy and redirection.

Our classroom rules are posted in each classroom:

1. Walk – never run.
2. Use indoor voice.
3. Keep hands to yourself.
4. Use listening ears.
5. Respect others and their property.

- Our school rules are:
1. Be nice to your friends.
 2. Obey your teachers.

LICENSING

Parkview Kids Daycare and Preschool is licensed by the Illinois Department of Children and Family Services. A summary of licensing standards is given to all parents. A copy of our license is posted in the Director's office.

CURRICULUM

Our program uses the ABeka curriculum. You can see the scope and sequence for each program at www.abekabook.com.

The ABeka curriculum has been devised by professional Christian teachers and administrators and is based on sound scholarship and the Word of God. The curriculum includes a focus on the Bible, classroom habits, skills development, phonics and reading, writing, numbers, language development, and music. These goals are accomplished through a combination of seatwork and activity time, teacher-directed and free choice activities, busy and quiet time. An overview of the curriculum and your child's day will be provided at your parent orientation.

RELIGIOUS INSTRUCTION

Parkview Kids Daycare and Preschool is a Christian-based program in which children will learn Bible lessons daily, memorize scripture weekly, pray before school begins, at the end of the day, before snacks and before lunch, and all students experience time together for devotion and worship each day. We are a Christian daycare and preschool that provides a Christian environment and teaches Christian values and principles.

PEANUT FREE

Our facility STRIVES to be a peanut-free environment.
We strive to only serve snacks and meals that are peanut-free.

SNACKS & LUNCH

Students who arrive before 8:00am will be given a breakfast served cold (ie cereal, muffins) All students will be given a snack each morning and each afternoon. Licensing requires that snacks be store-bought and does not allow for snacks with high sugar content. Snacks purchased by the school will be healthy and nutritious, most often fruits and/or vegetables, and will incorporate at least 2 of the 4 major food groups.

All students will be given lunch each day in their classroom. From the months of October through May, the main meal shall be a hot meal, with occasional exceptions of no more than twice per month. During the months of June through September, a hot or a cold meal shall be served.

BIRTHDAYS

Students will be allowed to bring in a non-edible treat for friends. (Foods of any kind are not allowed because of numerous allergies among children.). Children who celebrate birthdays that do not fall within the school year may choose another day in cooperation with the teacher to celebrate their birthday (ie. a half-birthday).

ALLERGIES & MEDICAL CONDITIONS

IF YOUR CHILD HAS ANY ALLERGY OR MEDICAL CONDITION ADDITIONAL FORMS MUST BE COMPLETED AND TURNED IN TO THE OFFICE BEFORE YOUR CHILD'S FIRST DAY OF ATTENDANCE. Please discuss your child's allergy or medical condition with the center's director or nurse BEFORE your child's first day of attendance. It is the parent's responsibility to ensure the center is aware of any accommodations necessary specific to your child's health.

MEDICATION

The Nurse or Director or Assistant Director will administer medicines prescribed by your doctor. Please bring them to school in their original container. Non-prescription medications may be administered with a written statement from the parent. Please label these containers clearly with your child's name. A medicine form and a parental authorization form MUST be on file in the office before any medication (prescribed or over the counter) can be administered.

SICK POLICY COVID-19 ADJUSTMENT

NO one will be allowed on premises with a temperature of 100 degrees Fahrenheit or higher.

NO one will be allowed on premises if presenting with any of the following symptoms...

fever, cough, chills, runny nose, shortness of breath, muscle aches, headache, vomiting, diarrhea, or any respiratory distress

***If your child has a cough or any respiratory distress, and you believe it is due to your child's allergies, a note from the child's doctor stating such is required for your child to be in attendance.**

Call your health care provider for medical advice if you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing.

IF YOUR CHILD OR A STAFF MEMBER BECOMES ILL, DEVELOPS A FEVER, OR ANY RESPIRATORY SYMPTOMS...

A child will be immediately isolated from other children and staff (in the Nursing Mother's Room in the church's link). A staff member will remain with the child until someone arrives to pick up the child. Parents will be notified asap and will be required to have the child picked up within 20 minutes of being notified.

A staff member will cease child care duties immediately and will be isolated until she can leave.

IF YOUR CHILD OR A STAFF MEMBER IS DIAGNOSED WITH COVID-19... he/she may not return to the child care facility until ALL three of the following are met...

- 1. Individual is free from fever without the use of fever-reducing medications for at least 72 hours**
- 2. Individual is no longer showing symptoms, including cough**
- 3. It has been at least 10 days since the onset of the individual's illness**

IF A CHILD OR STAFF MEMBER HAS SYMPTOMS CONCERNING FOR COVID-19 AND SUBSEQUENTLY IS DETERMINED BY A MEDICAL PROVIDER NOT LIKELY TO HAVE COVID-19 INFECTION...he/she may not return to the child care facility until the following are met...

- 1. Individual is free from fever without the use of fever-reducing medications for at least 72 hours**
- 2. Individual has a NEGATIVE TEST or a NOTE from a medical provider documenting no clinical suspicion of COVID-19 infection**

ANY CHILD OR STAFF MEMBER WITH CLOSE CONTACT (WITHIN 6 FEET FOR GREATER THAN 15 MINUTES) TO A PERSON SUSPECTED OR DIAGNOSED WITH COVID-19 shall be excluded

from the day care for 14 days and monitored for symptoms. If symptoms develop, they should be evaluated and tested for covid-19.

COMMUNICATION PLAN

- A. Parkview Kids Daycare and Preschool will inform parents, guardians and staff of positive COVID-19 cases in the facility via email.**
- B. The Director (or Assistant Director in the Director's absence) will notify the local DCFS licensing office by phone and IDPH at 1-800-889-3931 or dph.sick@illinois.gov immediately upon being informed of individual's exposure to COVID-19 an follow-up in writing to the local DCFS licensing office.**
- C. All families are required to immediately notify our center if someone in your home tests positive or if your child has been in close contact (within 6 feet for greater than 15 minutes) with a positive case.**

SICK POLICY

- **AMMENDED ON PREVIOUS PAGE DUE TO COVID-19**

It is important for the health of all children that parents closely follow the sick policy. Keep your child home and notify the school if your child has...

- a fever of 100 degrees or above during the previous 24 hour period.
- a heavy cold or nasal discharge.
- a constant cough.
- a communicable disease such as pinkeye, chicken pox, etc.
- has had diarrhea or been vomiting within the previous 24 hours.

If your child is dismissed for illness, we require that you pick up your child within 20 minutes. A child must be fever-free (without fever-reducing medications) for 24 hours prior to returning to school. Communicable disease notices will be sent home to children in affected classrooms.

HAND WASHING

All children must wash their hands upon arrival and prior to departure, due to licensing requirements. Please be sure your child has done so before signing your child in or out. In addition, hands will be washed before and after using sand/water tables, eating, returning from gym class, doing crafts, and after using the bathroom.

Children will wash their hands, at the least...

Upon arrival at the center.

Before and after each meal or snack.

Before and after cooking or other food experience.

After using the toilet or having diapers changed.

After wiping or blowing his/her nose.

After touching items soiled with body fluids or wastes (e.g. blood, drool, urine, stool, or vomit), even when gloves are used.

After handling pets or other animals.

After outdoor play.

Before and after using the water table.

After doing crafts.

Before dismissal.

ACCIDENTS and UNUSUAL INCIDENTS

Accident Reports are filled out whenever a child receives an injury to the body that requires attention. All injuries to the head and face area are reported to the Director and an accident report filled out. Parents are asked to sign the accident report which is then filed in the office where all injuries are tracked and noted for patterns.

In cases where accidents require immediate medical attention, 911 will be called. Every attempt will be made to contact parents as soon as possible. If a child requires ambulatory transport to a hospital, a staff member will accompany the child. The child will be taken to the nearest hospital, Silver Cross Hospital, and all expenses related to emergency care are the responsibility of the parents. Any other medical expenses related to illness or injury that occurs on school premises are the responsibility of the parents.

Unusual Incident Reports are completed by staff whenever anything occurs during the day that the staff member feels parents should be aware of. Parents are asked to sign the report and it is filed in the office.

TELEPHONE CALLS

We encourage communication between staff and parents. The best time to reach the director is between 9:00am and 3:00pm, Monday through Friday. A message for a teacher can be left during hours by calling the school office. The teacher will return your call as soon as possible, but not likely until the end of the day (unless it is an emergency.)

COMMUNICATION WITH PARENTS

Our philosophy is based on open communication between parents and staff. It is our hope to be partners with parents in the care and educational experience of the children. Communication is encouraged frequently between parents and staff – when children are dropped off and picked up, through notes, and phone calls.

- * Weekly lesson overviews, calendars of events, newsletters etc. will be made available to parents from your child's teacher.
- * Parent-Teacher conferences will be held in February for all parents of 3, 4 and 5 year olds to discuss their child's progress, accomplishments and/or difficulties. At any other time during the year, a parent or teacher may also request a conference if needed.
- * We encourage your communication about your family's goals, preferences, and other issues pertaining to how you would handle different aspects of your child's rearing. We also encourage sharing of family life changes/transitions including job changes, illnesses, deaths, births in the family. It is our hope to be a source of support and encouragement in your children's lives.

PARENT INVOLVEMENT

Parental involvement is always welcomed and encouraged. Parents are welcome visitors in the program at any time. A volunteer list will be provided for parents to sign up for times and events as needed.

COVID-19 ADJUSTMENT

No one will be allowed in the classrooms, except for staff and children enrolled in the that room's care.

FIELD TRIPS

No off-campus field trips will be taken. Professionals of interest will be brought in to the facility in lieu of field trips.

CLOTHING and TOYS

Accidents and spills are less stressful to children when a familiar change of clothes is available. Please be sure a labeled complete change of clothes is kept in your child's cubby. Our philosophy includes students learning hands-on which can possibly get messy. Please make sure your child is in clothes that will not hamper their creativity. Flip-flops or heels of even low height are difficult for children to run in while in the gym or outdoor play on the playground.

We have lots of toys! Please keep yours at home. Toys from home can be distractions and, if lost, can be stressful on everyone. Also, it is easier to encourage sharing with classroom toys. However, if a comfort object is needed, it is welcome. Please note: toy weapons of any kind are never permitted.

PESTICIDE APPLICATION

According to DCFS requirements,

- 1) **Chemicals for insect and rodent control shall be applied in minimum amounts and shall not be used when children are present in the facility.** Toys and other items mouthed or handled by the children must be removed from the area before pesticides are applied. Children must not return to the treated area within 2 hours after a pesticide application or as specified on the pesticide label, whichever time is greater. Over-the-counter products may be used only according to package instructions. Commercial chemicals, if used, shall be applied by a licensed pest control operator and shall meet all standards of the Department of Public Health (Structural Pest Control Code, 77 Ill. Adm. Code 830). A record of any pesticides used shall be maintained at the facility.
- 2) Before a child is enrolled, the day care center shall provide a summary of its pest management plan and uses of pesticides to the child's parents or guardians. The center shall notify all parents or guardians before a pesticide application, or maintain a registry of parents or guardians who wish to receive written notification of when the facility will receive a pesticide application and send a written notification to them. Notification of the intended date of the application of the pesticide, which may be in the form of newsletters, bulletins, calendars, or other written communication methods presently used by the center, must be given at least 2, but not more than 30, days before the pesticide application. When economically feasible, the center must adopt an Integrated Pest Management (IPM) program as defined in Section 3.25 of the Structural Pest Control Act [225 ILCS 235/3.25], involving the cooperation between day care staff and pest control personnel or other specialists to use a variety of non-chemical methods as well as pesticides, when needed, to reduce pest infestations to acceptable levels and to minimize children's exposure to pesticides.

We are required to inform you that we use Orkin Pest Management Company to chemically treat our facility monthly against insects and rodents. If you would like to be notified when these treatments are going to be applied, please email me at Kelly@parkviewchurch.com and I will notify you each month of the date of application.

HOLD HARMLESS AGREEMENT

By attending Parkview Kids Daycare and Preschool, I, on behalf of my child(ren), hereby voluntarily release, forever discharge and agree to indemnify and hold harmless the school and Parkview Kids Church, its pastors, employees, agents, borrowed servants, contractors, and other workers, paid or volunteer, or their heirs and assigns, from any and all injuries, claims liabilities or causes of action which may arise during, or as a result of attending the school.

DISCHARGE

Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility.

In all instances, when a facility decides that it is in the best interest of the child to terminate enrollment, the child's and parents' needs shall be considered when planning with the parents to meet the child's needs elsewhere, including referrals to other agencies or facilities.

PARKING LOT SAFETY PROCEDURES

Making our parking lot safe for all our children is always a priority each year.
It is imperative that we all work together on this urgent matter.

Please help us help you and your children. If there is an accident of any kind, it will affect every one of us.

- * PLEASE refrain from using cell phones, applying makeup, and driving too fast in our parking lot.
- * PLEASE DRIVE EXPECTING A CHILD TO DART IN FRONT OF YOUR CAR. That's what children do.
- * Also, please NEVER leave any children unattended in your car. You can ask another parent to bring your child in or out from class. Or call the office and we will have a staff member bring your child out to you.
- * Additionally, all children must hold an adult's hand in the parking lot at all times. Please review this rule with your children BEFORE attendance begins.

Important to our ARRIVAL AND DISMISSAL routines...

1. The entrance to the building that faces Wolf Road and is at the north end of our building will be the entrance used by parents of children in the closest classrooms.
2. The entrance that faces Orland Parkway at the south end of our building will be the entrance used by parents of children in the closest classrooms.

*South Parking Lot...

At all times, ENTER the south parking lot from the west (closest to Wolf Road) and EXIT towards the east. It is imperative that traffic flows in the same direction at all times. And please drive slowly.

3. If you do not have younger siblings that need to be carried or more than one child that you are bringing into the building, please park in the spots further away from the door. Let's leave the closest spaces for Moms with multiple children.

And please make all drivers that drop off or pick up your child(ren) also aware of these important parking lots rules.

Thank you for choosing
Parkview Kids Daycare and Preschool.

It is our privilege to minister to and partner with you and your family.
We thank God for bringing us together
and for all we will share throughout our time together.

If you ever have any questions or concerns, please do not hesitate to ask any
staff member for assistance.

If you have a prayer need, please feel welcome to share it with
any staff member or on the prayer request lists available in every classroom
and outside the Director's office.

It is our sincere desire to pray with and for your family.

Your signature on the Parent Agreement is confirmation that you have received and read this handbook and that you agree to comply with all procedures and rules within this handbook.