Malone's Early Learning Center Inc.

Parent Handbook

The Best Care Anywhere

618-985-3366 or 618-985-5911 Fax # 618-985-5871

Maloneselc@hotmail.com **www. maloneselc.net**

Hours of Operation M-F 6am to 6pm

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Table of Contents

Page 04 Introduction to Administrative Staff and contact information

Page 05 History of Malones Early Learning Center Inc. Dedication To founders
ExceleRate Illinois

Page 07 Mission Statement, Philosophy, Vision Statement and Goals

Page 08 Serviced offered, Child care, school age.
Hours of Operation, Holiday Schedule

Page 09 DCFS Licensing, Inclusion, Culturally and Linguistically Appropriate practice

Page 10 Parent Enrollment

Page 11 Admission procedures, Re-determination policy
Arrival and Departure procedures

Page 12 Child release procedure

Page 13 Dismissal policy, withdrawal procedure

Page 14 Parent Responsibilities, Financial information Fees

Page 15 Credit/Debit card policy, Refund policy

Page 16 Book keeping services, Financial assistants, Referral system, About our staff

Page 17 Open Door Policy, Curriculum

Page 18 Screening and Identification of special needs

Page 19 Communication

Page 21 Volunteer code of ethics

Page 22 Strengthening Families of Illinois, Risk management

Page 24 Hand washing, Sign children in/out, Staffing, Reporting of abuse and neglect
Child to staff ratio

Page 25 Accident Policy, Use of accident reports, Pesticide Policy, Drug testing,
Non-smoking policy

Page 26 Radon testing, Babysitting policy, Videotaping, Release form,
Insurance coverage, Transition planning

Page 27 Guidance discipline

Page 29 Health and Safety

Page 32 Transportation Meal Service

Page 33 Infant/Toddler policies

Page 34 Daily sheets, Sids policy

Page 35 Summary of Licensing standards for child care centers

Page 39 Signature of acknowledgement

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Welcome to Malones Early Learning Center Inc

The Administrative Staff

Lee Eklund, Executive Director holds an associate degree from John A Logan and a Bachelor's of Arts degree from Kendall College, both in early childhood education. He has over 24 years of experience in early childhood. Mr. Lee has a Level II Director's Credential from the State of Illinois. He also holds a current CPR Certificate. Mr. Lee sits on the Board of Director's for the Carbondale Science Center, and the Southern Illinois Association for the Education of Young Children. In the latter capacity, he is the Southern delegate to the Illinois AEYC state board and represents Southern Illinois children and families in Springfield and Washington D.C. He was Southern Illinois' Children Champion for Illinois Association for the Education of Young Children in 2014.

William Malone is the Assistant Director. William attended John A. Logan College and Kendall College for Early Childhood. He has a Level IV Early Childhood Credential and a Level II Infant/Toddler Credential. He holds a Certificate from the Secretary of State to be a teacher assistant for Pre-K. He holds current CPR, First Aide and Water Safety Certification. He is also the Food Service Manager and holds a current Illinois Food Handlers Certificate. Currently he mentors' staff on curriculum and assessment.

April Malone is the Infant/Toddler Director. She has 16 years of experience working at the center plus 4 years of prior childcare experience. She attended St. Louis Community College, SIU and John A. Logan College. She is working on her Early Childhood and Infant/Toddler Credentials. When it comes to singing praises, a parent said it best, "As a new mother returning to work after maternity leave, I was extremely nervous and reluctant to leave my child in the care of another. Ms. April showed compassion towards me and an understanding of my internal conflict of leaving my baby. She provided tender, loving and safe care to my son and the other babies. The room had a warm, cozy yet stimulating ambience. I felt very confident and secure and my son thrived." Ms. April provides that type of care for all infants and toddlers whether she is supervising other staff or personally providing the care.

Contact Information

Phone numbers: 985-3366 and 985-5911
Other means of contact:
Email address: maloneselc@hotmail.com
Facebook: facebook.com/maloneselc
Web: www.maloneselc.net
Fax: 618-985-5871

History of Malones Early Learning Centers, Inc.

Malone Day Care Center, the oldest childcare Center in Williamson County, was founded by Lois Malone in June of 1969. The original center consisted of one classroom licensed for 17 children that expanded to 3 classrooms serving 35 children. In 1980, the Center at 112 S. Division was opened to provide care for school-age children under the directorship of William R. Malone. An addition was later added to accommodate additional pre-school children. In 1999, the building at 108 Walnut was opened and the school-age classroom was moved to that facility. The Center was then licensed for 108 children. The Center at 112 S. Division Street was remodeled into two classrooms for infants in 2001 and three classrooms for toddlers and two year olds. In 2004, the Center at 122 Walnut was opened for Head Start and Pre-k classrooms and collaboration was initiated with Southern Region Early Childhood and SIU Head Start, increasing the Center's licensed capacity to 186. In 2006, Malones Early Learning Center became a part of John A. Logan College Early Learning Collaboration to provide Pre-k services for working parents and offer joint training for staff and students. In August, 2008, Malones ISBE program became an independent program under the center's operation. In 2011, due to state funding, the Center lost their funding for Pre-K but continue to provide the ISBE program with a certified teacher. March 1, 2009, both centers were incorporated to become Malones Early Learning Centers, Inc I and II. The parent site, Malone Day Care, was closed as of 1/14/2013 to centralize care at one site and focus on quality issues at Malones Early Learning Center Inc.

The Centers are dedicated to the memory of William R. Malone, and Lois J Malone They started this business in June of 1969. William and Lois were advocates for children and families on both the state and national levels. The driving force of these two very special people was to give every child a chance to succeed and the love that they deserved.

ExceleRate Illinois

ExceleRate Illinois is a statewide quality rating and improvement system designed to make continuous quality improvement an everyday priority among early learning providers. The program establishes standards for helping infants, toddlers and preschool age children develop intellectually, physically, socially and emotionally. It provides a framework for early learning professionals to identify opportunities for improvement, increase their skills and take steps to make positive changes.

Malones Early Learning Center Inc holds the Silver Circle of Quality. Silver Circle programs meet or go beyond quality standards in three areas: learning environment and teaching quality, administrative standards, and staff training and education. Programs are actively engaged in continuous quality improvement.
Malones Early Learning Center Inc is currently working on accreditation. Accreditation also verifies quality. The philosophy and history follows:

The purpose of the National Accreditation Commission for Early Care and Education Programs is to identify and acknowledge early care and education programs

demonstrating practices that have been identified as leading to best outcomes for children.

Programs demonstrating the following characteristics are good candidates for participation in the Accreditation process:

- Devote the highest priority to the sound and appropriate development of individual children.
- Adopt and implement curricula that promote cognitive, language, motor, social, and emotional development of children in a creative and explorative manner
- Foster curiosity, self-esteem, and positive outlook in all children in the program.
- Demonstrate appropriate attention to the areas of health, safety, and nutrition
- Conduct ongoing and continual assessment of the progress and needs of children
- Promote and welcome parent participation and involvement
- Demonstrate that the staff relate professionally and comfortably with parents and children
- Plan and implement the professional development of the staff based upon needs, interests, and abilities as identified by ongoing evaluation and assessment.
- Articulate, adopt, and implement appropriate goals that are utilized in program planning and evaluation and that reflect multi-cultural sensitivity
- Operate in a professional and ethical manner with accountability to its governing body, families, staff, and the public
- Demonstrate best practices in leadership and management
- Manifest a superior degree of compliance with applicable state and local licensing requirements
- Maintain interior and exterior premises in a sanitary, attractive, and safe manner

History of Accreditation

Designing and implementing a national accreditation model has been an ongoing process for the National Accreditation Commission. In 1991, professionals from the fields of early care and education, administration, business, health care, safety engineering, and regulatory enforcement met to discuss the feasibility of designing an accreditation system that identified and acknowledged early care and education programs providing optimal developmental opportunities for children.

A thorough review of relevant research and insight obtained from educational bodies and professional associations was conceptualized into the first National Accreditation Commission model. The accreditation document was field-tested over a three-year period in several states and was made available in 1992. The document has been revised to keep pace with emerging research.

Mission Statement

The mission of Malones Early Learning Centers, Inc. is to provide high quality, accessible, affordable, and educational childcare services to families and provide each child with a quality learning experience that meets their needs in an appropriate manner.

Philosophy

Learning is not a RACE for information: it is a WALK for discovery. We affirm, support, empower, and inspire young children and their families by providing positive experiences that promote a child's social, emotional, and educational growth within the home, school, and community setting. The center recognizes that school readiness is only one aspect of optimum child development. The intent is to facilitate the development of successful family interactions and provide resources to promote lifelong learning among families.

We believe that children develop to their fullest potential when they are loved, secure and happy with themselves. Our staff provides warm, nurturing interaction with children to enhance each child's positive self-esteem.
We believe in providing a developmentally appropriate curriculum that addresses the "process" of learning to enhance successful experiences for each individual child. Learning centers are designed to allow children to explore experience and succeed.
We believe that children learn best in an environment abounding in opportunities and stimulating materials to explore, with a balance of planned activities and free choice activities.
We believe that children learn by progressing from the familiar to explore new areas and new roles.

Vision Statement

To facilitate a program which supports the needs of each child and their family through the use of our goals.

Goals

To provide children with experiences that encourage healthy social emotional and positive self-concept.

To help children benefit from learning school skills in a developmentally appropriate manner, specifically self-regulation, self-help skills, and problem solving.

To provide documentation as an integral part of teaching and learning.

To ensure parents are valued as contributing partners.

To support Early Learning Partners as professionals.

Services Offered

The Administration and staff are extremely proud of our comprehensive childcare program. We offer developmentally appropriate programs for infants, toddlers, pre-school, and school-age children, your child/ren will participate in planned daily activities that will facilitate learning physically, socially and cognitively.

Services shall be available to any child between 6 wks and the age of 13, provided the center can appropriately meet the needs of the child.

Child Care

Malones ELC provides childcare services for children from the age of 6 weeks to 13 years of age.

School-Age

We provide service for school-age children before and/or after school, as well as full day summer and holiday care is offered for school-age children.

Hours and Days of Operation

Malones Early Learning Center is a full-day, year-round program.
The Center is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. The maximum amount of time each child/ren can be in attendance per day is ten hours Unless prior arrangement Is made on a day-to-day basis.

Holiday Schedule

Malones ELC will be closed on the following holidays when they fall on a weekday. If they fall on a Sunday, the Center observes Monday as the holiday.

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the day after.
The Third Thursday of every October (institute day)
Christmas
The Center closes early on the following days:
Christmas Eve at noon and
New Year's Eve at 4:00 p.m.
The Center can be closed for two Institute days a year for staff training, one in the Fall and Early Spring. Dates will be announced at least 90 days in advance.

D.C.F.S. Licensing

The center is licensed by the Illinois Department of Children and Family Services (D.C.F.S.) D.C.F.S. provides a set of regulations governing various policies and procedures to be observed by childcare centers. Areas covered by LICENSING STANDARDS include staffing, discipline, health and safety, nutrition, curriculum, equipment and materials, transportation, records, hours of operation and reports. A copy of the LICENSING STANDARDS is available for your review in the center's office. D.C.F.S. evaluates compliance with regulation through unannounced visits and scheduled re-licensing visits.

Inclusion

Malones ELC does not discriminate against anyone. Children will be admitted and accorded equal treatment and access to services without regard to race, creed, color, or natural origin. We will provide children and parents with disabilities an equal opportunity to participate in the childcare center's programs and services.

We will make 'reasonable modifications' to our policies and practices to integrate children, families and staff with disabilities.

We support the principles in the Joint Position Statement of the Division for Early Childhood (DEC) and the National Association for the Education of Young Children (NAEYC) which states, "The defining features of inclusion, that can be used to identify quality early childhood programs and services are access, participation, and supports."

Access – We use developmentally appropriate practice in our program which includes providing a "wide range of activities and environments for every child." In addition, we will make environmental and activity modifications so that all children can learn and develop.

Participation – through the use of developmentally appropriate practice "a range of instructional approaches" are used to create a sense of community within the classroom. Key staff in each classroom has had the "Welcoming Each and Every Child" training.

Culturally and Linguistically Appropriate Practice

This program has adopted the Multicultural Principles to ensure that our program engages in culturally and linguistically appropriate practice. Below are the 10 principles supporting the Framework for Multicultural Programs. A complete copy of the Multicultural Principles is on file in the collaboration office in the Risk Management Plan for any family member to review.

1. Every individual is rooted in culture.

2. The cultural groups represented in the communities and families are the primary sources for culturally relevant programming.
3 Culturally relevant and diverse programming requires learning accurate information about the culture of different groups and discarding stereotypes.
4. Addressing cultural relevance in making curriculum choices is a necessary, developmentally appropriate practice.
5. Every individual has the right to maintain his or her own identity while acquiring skills required to function in our diverse society.
6. Effective programs for children with limited English speaking ability require continued development of the primary language while the acquisition of English is facilitated.
7. Culturally relevant programming requires staff who reflects the community and families served
8. Multicultural programming for children enables children to develop an awareness of, respect for, and appreciation of individual cultural differences. It is beneficial to all children.
9. Culturally relevant and diverse programming examines and challenges institutional and personal biases.
10. Culturally relevant and diverse programming and practices are incorporated in all components and services.
To accommodate our parents who speak English as a second language, our website with all information can be translated into multiple languages.

Enrollment

Parent orientation

At the time of enrollment the Center provides an orientation for parents. This includes:
Meeting the Administrative, teaching and auxiliary staff
A tour of the Center, playground, and visiting the child/ren's classrooms Please feel free to stay as long as you want in the classroom with your child and come back at another time so you and your child are both comfortable in your new surroundings. You are welcome to come as often and stay as long as you would like while your child is enrolled at our center.
Meeting the children's teachers
Receiving all enrollment forms, the parent handbook will be available at maloneselc.net, under the handbook tab. Please take the time to read the Family Handbook thoroughly as the latter contains relevant information that will inform you on what you can expect from the Center and what the Center expects from you
Asking and answering any questions. In the event that a language barrier or disability impedes the exchange of relevant information, accommodations, including an interpreter, will be made if at all possible.
Please share with us what your expectations are from our Center and staff in supporting your family and the needs of your child so we can better serve you. Share with the child's teacher your goals for your child so we can work together on achieving them. We would also like you to share your child's strengths, likes and dislikes.

We have an open-door policy. Parents and extended family may visit at any time.

Admission *Procedures*

All enrollment forms must be on file to begin attending the program. These forms are a necessary form of communication concerning your child. These include enrollment forms, permit forms, and the Federal Food Program form.

Translation of forms to parent's home language is available for limited speaking parents.

Health forms and necessary immunizations are due, on the child's first day. These include: lead screening at 12 months, TB test at 15 months and upon entering the public school, and Varicella (chicken pox) at 2 years of age.

Submitted physicals cannot be more than 6 month old when the child enrolls.

The program reserves the right to dismiss a family due to non-compliance with health policies. This is used as a last resort.

Within 30 days of enrollment the parent or guardian must provide a certified copy of the child's birth certificate or other reliable proof of identity and age of the child. The center will make a duplicate copy and return the original certified copy to the parent or guardian. If a certified copy of the birth certificate is not available, the parent or guardian must submit a passport, visa or other governmental document as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate. **If the parent or guardian fails to produce a certified copy of the birth certificate within the 30 days, the Center is required by law to notify the Illinois State Police or local law enforcement agency. The Parent must do a on line ASQ screening at www.asqonline.com/family/282264. This can also be found on the bottom of the first page of our web site www.maloneselc.net**

The Federal Food Program must be filled out upon enrollment and prior to every July 1st. The enrollment forms must be updated every time you change employment or place of residence. Current phone numbers must be kept on file. The preceding forms are **required by the Department of Children and Family Services. Failure to turn in the forms in a timely manner will result in loss of child care services.**

Re-determination Policy

Although it is the policy of Childcare Resource and Referral to allow 30 days to turn in your paperwork, it is our policy that all redetermination paperwork including pay checks, school schedule and grades (if applicable) must be turned in by the last day of the month you are approved. If this paperwork has not been turned in at that time, MELC will not be able to accept your child/ren after the last day of your current approval. Once your paperwork or approval is received, we can accept your child again if a spot is available.

ARRIVAL AND DEPARTURE PROCEDURE

Parents must bring their child/ren into the class to be signed in. When arriving or leaving the classroom, it is very important that you or another adult over 14 years of age pick up your child/ren. It helps the child begin the day by assisting them in putting their personal belongings in their lockers or cubbies. At the end of the day, it is important that the

teacher know that your child is leaving the classroom by the parent or a designated person over 14 years of age.

CHILD RELEASE PROCEDURE

We are eager to work with you and your child(ren) to provide wonderful learning experiences in a high quality early education based child care setting. Please stop by and visit and receive a tour to meet the teachers and learn how we can work together or if you just want to visit in your child's classroom. Extended family members are welcome with prior notice from the parents. Feel free to call anytime you have questions, concerns or information to share with us. You may contact the Director, Lee Eklund or the Assistant Director William Malone by calling 985-3366 or 985-5911. On-going communication will be conducted between staff and parents through Life Cubby where you will have access to newsletters, daily sheets, developmental observations and other information regarding your child. Personal visits and/or conferences, telephone calls, bulletin boards, face book, and other means. are always available. You may also contact us by email at maloneselc@hotmail.com or visit us on Face Book or our website for updates and upcoming events.

For the protection of all children, children will only be released to **AUTHORIZED ADULTS.** When you complete your **APPLICATION FOR ENROLLMENT,** you must provide an authorized list of the adults who may pick your child/ren up from the center or get them off of the center vehicles. **UNDER NO CIRCUMSTANCES WILL YOUR CHILD BE RELEASED TO ANYONE NOT ON YOUR LIST.** If a person listed on the emergency pick-up sheet is picking up your child, please make every effort to let the office know in advance. Designated individuals who have not picked up a child previously need to show picture identification, such as a driver's license, before the child will be released to them. **If you should need to have another person pick up your child who is not on the list, please notify the director, in writing, of this need. We reserve the right to refuse the release of a child if the person picking up the child appears impaired in any way. We reserve the right to refuse the release of a child if they are not properly restrained in a child safety seat.**

Any custodial problems that arise should be discussed with management so that the necessary safeguards may be put into place. Any individuals that are not allowed to pick up a child should be identified in writing.

This information will be shared with people who care for the child and then kept in the main office. Legal paperwork may be required if we are to properly enforce the rules of any court ordered matters.

DAILY SCHEDULE AND ATTENDANCE

Following a consistent routine or order of activities helps children gain a sense of security because they can predict what will happen at different times throughout the day.

Children are required to attend 80% of the times that they are enrolled to remain in good standing and reserve their space at the centers. Children enrolled in these programs are expected to be on time so that he/she may participate fully in the educational program. They are expected to attend on a consistent basis. Failure to attend on a regular basis could result in your child's slot being given to a child on the waiting list.

Please call the center as soon as possible to inform the office if your child will be absent from school or if they will not be riding our transportation service.

The center does take children on a part-time basis. A minimum of three full days a week is required.

If you are in need of extra days or to make adjustments to your child's schedule, you must make those arrangements with the administration in the office.
All scheduling must be arranged with management through the office for it to be considered valid. Classroom teachers are informed of schedule changes but are not responsible for this information.

Dismissal Policy (withdrawal or termination

The following procedure will be followed to address a child's needs who exhibit behavior that is detrimental to himself, the staff, other children or center property. Initial and on-going observations of challenging behaviors will be documented. On-going communication with the family will occur to develop an intervention plan and strategies including the use of available resources, such as Developmental and Social/Emotional Screenings, referrals to Early Intervention or Early Childhood Special Education and consultation with a Mental Health Professional. If the center is unable to meet the needs of the child due to the absence of parental involvement or additional resources, the center will notify the parents that the child will be transitioned out of the program. The center will offer to make referrals to other settings. If the child is a serious safety threat, the child can be temporarily removed from attendance in the group setting and the process outlined above followed with the goal of returning the child to a group setting as soon as possible. If the center's professional judgment is that the best interest is to transition the child to a different setting, the center will initiate the planned transition process.

We reserve the right to dismiss any family if any member of that family has caused or may cause an irresolvable conflict with other families, our staff, or management. You may also be asked to withdraw your child/ren upon the parent's failure to comply with policies of the center, abusive or vulgar language, and negative and derogatory attitude towards administration and staff.
A family may be dismissed due to nonpayment, the failure to turn in required forms or frequent and/or prolonged absences (more than 5 days). Little or no notice may be given when dismissing a child or family from our program.
The management and staff of MELC are always willing to discuss your concerns, hear your comments, and answer your questions concerning our program and your relationship with us!

Withdrawal Procedures

Any parent wishing to withdraw a child should submit the latter in writing giving a 2 week notice. All payments due must be paid by that date. Please make sure your child and his teachers are informed so your child can tell his peers goodbye. Pick up all changes of clothing and personal items on or before his last day.

Parent's Responsibilities

It is the parents' responsibility to provide the center with a complete change of clothing for their child/ren in the event of toileting accidents, spills, or extreme outdoor situations.. Several changes are necessary if potty training is being currently done. Parents are also responsible for providing wet wipes and diapers. In the event that parents do not provide a change of clothing, wet wipes, and diapers, the child can be refused care.
Monitor you child while you are on the premises; this includes pick up time.
Do not leave your child unattended in a vehicle, on the playground or in the classroom.
A child must be with an adult at all times while on the premises.
Please take your child's paperwork and artwork home and read the paperwork to be informed on what is going on at the center and to check your child's progress.
The teachers hold up to two parent conferences annually. Please make sure that you participate in the conferences. We can accommodate your needs by conducting phone conferences and holding the conference at your convenience.

FINANCIAL INFORMATION

Fee Schedule & Payment Policy

Daily Tuition Rates

Parents/guardians are responsible for payment of tuition and applicable fees for all scheduled days, whether or not their child attends, unless otherwise stated in the enrollment agreement.

Age Group	Full Day	Part Day
Under 2 years	$59.00	$29.50
Age 2	$48.00	$24.00
Ages 3 and Older	$42.00	$21.00
School-Age Children	$42.00	$21.00

School-age part-day care includes care provided before and/or after school.

Family Discount

Malones Early Learning Center offers a family discount on **full-day tuition rates** when multiple children from the same family are enrolled.

- **Second child:** $1.00 per day discount
- **Third child:** $1.00 per day discount
- **Four or more children:** $2.00 per day discount

The family discount applies to full-day rates only.

Private-Pay Families

Private-pay families are responsible for tuition according to the center's current fee schedule and enrollment agreement.

Private-pay families are responsible for tuition on their scheduled days, including days their child is absent, unless the center has specifically approved an exception.

Child Care Assistance/Subsidy Families

Families receiving childcare assistance through a subsidy program may be responsible for a monthly copayment established by the subsidy program.

If the subsidy payment does not cover Malones Early Learning Center's full daily tuition rate, the parent/guardian is responsible for the applicable difference that is not covered by the subsidy program, as permitted under the applicable subsidy program rules and the family's enrollment agreement.

Parents/guardians are responsible for understanding their subsidy authorization, copayment, attendance requirements, and any portion of tuition or fees that is not covered by the subsidy program.

Changes to a family's subsidy authorization, eligibility, or copayment may result in a change to the amount owed by the family.

Tuition and Attendance

Tuition is based on the child's scheduled enrollment and is not based solely on actual attendance. Families are responsible for tuition for scheduled days even when a child is absent due to illness, vacation, family circumstances, or other reasons, unless otherwise specified by the center.

Families should notify the center of absences according to the center's attendance procedures.

Payment Responsibility

The parent/guardian who enrolls a child at Malones Early Learning Center is responsible for ensuring that all tuition, copayments, fees, and other charges are paid when due.

Parents/guardians are responsible for reviewing their account regularly and addressing any outstanding balance with the center.

Payment Processing Fee

A **3% credit/debit card processing fee** will be added to payments made using a credit or debit card, where applicable.

Rate Changes

Malones Early Learning Center reserves the right to change tuition rates and fees when necessary. Families will receive advance notice of any changes as required by the center's policies and applicable regulations.

Questions Regarding Your Account

If you have questions about your tuition, subsidy payments, copayment, family discount, or account balance, please contact the center's office. We are happy to review your account and explain how your charges are calculated.

Malones Early Learning Center appreciates the opportunity to provide quality care and education for your family

Malones Early Learning Center Inc. will have a minimum of 3 full days a week attendance for all children.
If you child does not attend 80% of their scheduled days of attendance, they will no longer be able to receive care. For a two-week period of time 80% of 6 days is 4.8 so your child must attend 5 out of 6 days in a two-week period of time to continue care. Malones Early Learning and your child needs consistency. If you do not receive subsidy care you will be billed for three full days of attendance at the minimum. Two half days does equal one whole day. If your child attends 5 half days you will still be charged for three full days.
Malones Early Learning will give each family 2 times their child's schedule days per year per child for sickness or vacation that a parent can use and not be billed for those days, for example if your child/ren comes 3 days a week you will be given 6 unbillable days once those days have been used you will be charged for three full days a week at the minimum.

A full day is considered to be five (5) hours or more. A part-day is considered to be less that five (5) hours.

It is our philosophy that when a child is enrolled, we are reserving a space for your child to attend on the days he is enrolled. We schedule staff and purchase needed supplies according to enrollment. Therefore, whether your child is absent due to illness, vacation days, holidays when the centers are open, or snow days, the weekly tuition is due and payable. We are reserving a place for your child and even though he or she is absent, we still have to pay our staff and other expenses. All fees must be paid when due**. If the fees are not paid within 5 days of the time that they are due, we reserve the right to charge your tuition express information on file. You must provide your banking information on the tuition express form. If you do not provide the required information for tuition express you must pay in advance for your care. It may also result in your child/ren being dropped from the program unless other arrangements have been made with the Administration.**

Accounts will not be carried in arrears.
Parents who are assessed a co-payment are expected to pay the co-payment in full by the 15th of the month. Self-pay parents are expected to pay the amount due upon receipt of their bill. No discounts are offered for multiple siblings in a family. A ten day notice is required prior to withdrawing a child. All fees must be paid and all withdrawal forms filled out and submitted within that time period.
We are always willing to work with you concerning your fees; however, you must make arrangements with the administration in the office.

Late Fees
Malones Early Learning Center, Inc. observes closing times. Any child still at the facility after closing time will be charged a late fee of $5.00 per child for being late 1 to 5 minutes after 5 minutes after the first 5 minutes you will be charged $5.00 a minutes he/she is at the facility after closing times. The late fee must be paid on or before your child/ren next day of attendance. Subsequent offenses can or could result in termination of childcare services. All late fees must be paid before the next day of attendance. The center will make all due effort to contact parents and emergency contacts listed on the enrollment application. For this reason, it is imperative that the center have valid up-to-date emergency contact numbers on file. If no contact has been made by the parent or guardian 30 minutes after closing, the center will contact outside authorities, such as, the child abuse hotline, police, and so forth. The center staff will accept responsibility for the child's protection and well-being until the parent or an outside authority arrives. The center staff will not hold the child responsible for the situation and the discussion of this issue will only be with the parent or the guardian, never with the child.

Returned Transaction Fee
A $20.00 service charged is assessed for all returned transactions. Should two transaction not clear, future payments must be made by money order, cashier check, or cash.

Credit/Debit Card Policy
The center accepts debit and credit cards. If you want to play by credit or debit card, you may pay online at myprocare.com, you may also pay over the phone or in the office. The Center accepts Visa, Discover, Master Card and American Express.

Refund Policy
Any parent who has paid in advance for their childcare services and has an outstanding credit upon withdrawal will be refunded any unused funds at that time.

Bookkeeping Services
All families will receive a statement according to their requested billing cycle.
Statements are given out around the 1st of the month for parents who owe co-payments.
Self-pay parents are billed every two weeks according to the centers two week schedule.
If your fees have not been paid or other charges have been posted to your account since

you last paid, your statement will show a beginning balance. Any amount shown with a - (minus) before it is a credit.
Billing statements are printed as a courtesy to our families. Your fees are due whether you receive a statement or not!
Receipts will be issued to families upon payment. Upon request a statement of account can be issued at any time.
Year end statements will be issued upon request after the first of the year to all families currently enrolled. This will be a total of all childcare expenses paid in the previous year. After withdrawing from the center, arrangements can be made to receive a statement by calling the center.

Financial Assistance

Funding sources are available to families who qualify. If you believe you may be eligible for funding, please see the administrator/CFO for further information. The funding agency, such as Childcare Resource and Referral or the Department of Children and Family Services, will determine your eligibility based upon relevant criteria, such as family income and work/student status. All required information must be turned in before enrollment can start.

Referral System

Malones ELC has traditionally received the majority of their enrollments through parent and family referrals. To recognize parents who refer others to our program, we offer a $50.00 credit to a parent who refers someone who enrolls their child/ren and attends for a minimum of 30 days, and does not have a balance due. Individuals who do not have children attending our center but still refer children will be given a $50.00 check.

ABOUT OUR STAFF

We believe that for children to have a quality experience they must have prepared professionals to support and enhance that experience. Malones ELC is committed to providing excellence in early education and care. Our staff have various educational degrees and levels of experience; however, all staff comply with the Licensing Standards requirements. We are continuously working towards the new Illinois Quality Rating System and our staff are applying for their Early Childhood and Infant/Toddler Credentials to verify their education, experience, and professional contributions. All staff work cooperatively in program design and implementation. All teaching staff participate in a minimum of 20 hours of professional development opportunities each year to stay abreast of new trends and movements in the field of early childhood education. Our teachers and management team are trained in areas which support our program such as developmentally appropriate practice, CPR and First Aid, and Curriculum Development. Our teachers and support staff meet all requirements set forth by the Department of Children and Family Services.
Staff meetings are held at regular intervals. Staff are given opportunities to work together to reflect on the children's learning and plan activities related to the curriculum. In addition, staff are provided time away from the children to do classroom planning, child assessments, and documentation.
Malones ELC has ongoing supervision that includes goal setting related to professional development and activities. Parent feedback is considered as part of the performance

appraisal process and is derived from the surveys that families complete each year. This program provides staff with incentives for growth and recognition.

Open Door Policy

All family members are welcome in the center at any time during the day to visit your child. We do ask that you keep in mind when specific activities are happening that would be disrupted or if you child has separation issues to make their day go as smoothly as possible.

CURRICULUM

Malones ELC believes that children have more meaningful learning when they are engaged in hands on experiences based on their interests. We also believe that each family's opinions and ideas can be a great asset when planning to meet the needs of the child. We want our program to be a community of learners in which the children, the family and the teachers learn together.

Our staff recognizes that families are the first teachers of their children. The center not only supports but encourages parent involvement by offering suggestions for parent/child activities aligned with the Illinois Early Learning Standards. We encourage you to stay involved in your child's learning. We will help families by sharing information, both verbally and in writing, so that you will know all about your child's activities here. We sponsor special programs for children such as graduation ceremonies, parent trainings, Christmas programs, Thanksgiving dinner, an open house, book fairs, and other activities for parents during the year, and we conduct fundraisers that help support projects and goals of our program, especially the Poshard's Foundation for abused children.

All curriculum executed in this center exceeds expectations set forth by the Department of Children and Family Services, coincides with NAEYC standards, and integrates the Illinois Early Learning Standards for children ages 3-5 years of age and the Illinois Early Guidelines for 0 to 3. Teaching Strategies Creative Curriculum is our curriculum of choice.
We also use Creative Curriculum Gold as our assessment tool.
In addition, individual child assessment results based on the ASQ and the Denver Developmental Screening Tool are utilized by teaching staff in planning daily activities.

Our teachers are required to maintain documentation concerning each child's development. Through the documentation and teacher observations, a developmentally appropriate curriculum can be planned and implemented. Each child will have a portfolio containing these documents as well as work samples.
The administration aggregates child assessment results as a tool for long range planning and program evaluation.

We provide resources, hands on materials and planning assistance to our teachers. Curriculum development is a collaborative effort among all staff and families, sharing ideas and resources to gain optimal outcomes for children.
Our environment is set up so that children can independently function within it with support from the teachers. Children are encouraged to problem solve, explore, and live in the environment while adhering to basic rules to keep them safe, healthy, and socially

well. Each child will have a locker marked with his/her name and photo, as well as a folder to hold all their work and important notes.
Our program sometimes includes class activities and field trips to provide enhanced experiences to the children. Advance notice is always given when a trip will require the children to leave the facility. A permission slip will be provided to you that outlines pertinent information about the trip. This slip must be signed and returned in a timely manner so your child may participate. Classroom walks require no advance notice and permission has already been given in your enrollment forms.
Outdoor play is a big part of our program. Children will play outdoors daily when weather permits and the temperature is between 25 and 95 degrees, which figures in the heat index and wind chill. Typically classrooms will play outdoors 30 minutes in the morning and 30 minutes in the afternoon. Children need to be able to safely play outdoors and **be free of worry about getting dirty.** Please ensure that your child is dressed in comfortable, playground friendly clothing, sturdy shoes, easily washable clothing, etc.
In order for the children to have learning environments available for the majority of the day, the center has an outdoor nature habitat and learning environment for exploration and research which was funded by the Illinois Department of Natural Resources in 2013. The habitat provides the opportunity for children to observe wildlife, plants, birds, butterflies, etc. and document the latter through drawing and painting, as well as graphing and sorting natural items. An outdoor music area is available in both the Infant/Toddler Playground and the Pre-School/School-age playground to extend this activity outdoors.

SCREENING AND IDENTIFICATION OF SPECIAL NEEDS

All children, birth to 5 years of age, are screened for the purpose of identifying special needs.
In addition, we will help families find a resource for getting a screening done if the child misses our bi-annual screenings.
Our screening tool of choice is Ages and Stages which gives both the family and the program an opportunity to give input into the screening process.
In addition, staff input comes from observation conducted while the child is playing.
Parental consent is obtained prior to screening.
Parents are informed of the results of the screening. Screening permits are valid for a period of 12 months. New permission to screen permits are requested on an annual basis in order to have continuous developmental screening.
Parents are involved in developing any special plans for their children based on the screenings, and such plans are documented in the children's files.
Any children identified as having possible special needs are referred to specialists for further evaluation.
To protect against misidentification, the following safeguards are built into the screening process.
Agencies or staff conducting the screening are trained in administering and interpreting the ASQ.
Multiple sources of evidence are used; parent survey, teacher observation, and teacher input.
Children are screened in their primary language.
We made every attempt to complete the screening within the child's first 60 days if the child has not already been screened.

Malones ELC has a memorandum of understanding in place with the local school district and the regional Child and Family Connections agency to bring the best service to children with special needs.
With the Illinois Initiative ExceleRate, it is now required that all childcare centers do screenings on all children enrolled in childcare facilities. .

COMMUNICATION

Communication between Program and Families

We believe that families, teachers, and program administrators should work together to provide the best possible environment for each child. We know that providing information to families in formal and informal ways helps them stay informed and more at ease with separating from their child. The center provides multiple opportunities for parents to communicate with the center administration and staff. Phones are in each classroom allowing parents to talk to their child or the child's teacher when needed. Parents can access the center's face book page or website to see listings of current events, photos, articles, recalls, trainings, advocacy alerts and weather notices.

Complaint Procedure

Parents are encouraged to discuss any concerns directly with their children's teacher. Phones are in each classroom and parents can be transferred to the classroom upon request to discuss any concerns. Conferences can also be scheduled at both parties convenience to discuss any issue. In the event that the issue cannot be resolved to the parent's satisfaction or upon request, a parent may meet with the Program Administrator and/or Executive Director to solve problem situations together.

Personal Items

The center and staff discourage sending personal items with your child(ren). The center and staff are not responsible for personal belongings. The center will not be held responsible or replace items lost, stolen, or destroyed. This included jewelry such as earrings, bracelets, and necklaces. We encourage children of all ages not to wear expensive jewelry to the Center.

Teacher to Family Communications

Malones ELC staff and management wish to communicate with you openly and often. We want you to feel comfortable with communication with us. You can expect:

- A monthly newsletter
- A parent information area in the hall or foyer
- Daily log about your child's day (infants, toddlers, and twos upon request)
- Accident reports if you child has encountered a minor injury
- The opportunity to have a parent-teacher conference twice a year at times that are convenient for you
- To have access to information in your primary language, MELC's website with enrollment forms, upcoming events, newsletters, and other information can be translated into different languages.

Messages emailed or text messages with special events, information on your child, or other vital information.
To be included and informed about transitions for your child.

Family to Teacher Communications

We will want to be notified as follows...

If there is anything happening at home that may affect your child's behavior at school
If your child will be picked up by someone out of the ordinary. We will need the alternate pick up person's first and last name
If you have questions, comments, or concerns about your child's development, behavior, etc.
If there is a need for negotiating difficulties or differences concerning our program and those working within our program. Individual meetings are our preferred method of dealing with any issues which may arise.

Family to Office Communication

We will want to be notified as follows.....

If you have a new address or telephone number
If you change places of employment
If there is anything happening at home that may endanger your child
If your family or child need support in any way, we can make referral to agencies and available resources
If you child will be late or absent
If your payment will be late
If your family is unhappy with anything related to our program.

Office to Family Communication

You can expect....

Communication already mentioned regarding your account
Announcements of any change to our policies or fee structure
Notification of any special activities and events
Annual Family Survey

This communication can be through social media, news letters and emails.

Family Support and Involvement

Malones ELC is committed to supporting our families in any way possible. In addition, we encourage each family to be an active participant in our program. MELC offers a variety of family supports and activities that will allow you to feel supported while staying connected to our program.

Family Supports

Family events and meetings
An informal follow-up with new families within 40 days
Family resource library
Information and/or referral to supportive services regarding family issues
Vision and Hearing Screening on-site
Dental checks with fluoride treatments and dental services on-site
Annual screenings by trained agencies and/or staff on ASQ

Professional photographs done semi-annually in the spring and fall

Family Involvement

Family involvement is a very important part of the child's education. The program believes that parents are the first and most important teachers of their children. Parents are encouraged to participate in our program in whatever capacity is most comfortable for them.

Family Involvement activities

Following are some suggested parent volunteer activities:

Annual Family Survey
Information obtained from the staff and family surveys is used to guide program decision making.
The survey data, as well as classroom and program assessments is used to develop a written plan for program improvement
After the survey data is compiled, staff and families are informed of the results and any action steps planned as a result of the data.
Opportunity to participate on our parent board
Family/teacher conferences held twice a year
Social functions for families
Field trip chaperones
Guest speakers---share what you know with us
Guest readers
Participate in suggested parent/child activities at home
Make materials for the classroom such as games, flannel board stories, etc.
Assist in the classroom
Participate in workshops, trainings and support group activities
Read all written material sent home from the teachers and center

We encourage and welcome visitors. Open door policy applies to the extended family. Please check in the office upon arrival.

Volunteer Code of Ethics

Volunteers are very important to our classrooms. Children enjoy having people work with them in the classroom, and teachers also find parents' help very valuable. When parents work with their child and other children within their daily classroom routine, we all win! It is important for parents and family volunteers to understand and follow classroom rules. It is important to ask teachers about specific classroom instructions to help the parents feel comfortable in working within the classroom. Following the classroom guidelines will ensure that the volunteering time can be an enjoyable learning experience for both the children and the parents. Teachers count on parents. If a parent has signed up for a particular activity for the classroom, the parent should follow through on the commitment. If parents are unable to attend, please let the teachers know ahead of time so that changes in activities can be made prior to the beginning of class. Parents' volunteer time in the classroom should be spent with the children. Always ask what can be done and the teacher will gladly make suggestions. The teachers also need to work with the children. The time to talk with the teachers is before or after the class time or during a scheduled conference. When volunteering, parents may see or hear something that concerns them. Please speak directly with the teachers or the administration as they are familiar with the issues which frequently concern children and the dynamics of the

particular classrooms. Teachers will not discuss specific families or children (except to explain their behavior), as that would violate confidentiality. Parent volunteers are expected to speak **ONLY** to the teacher or administration concerning classroom situations so as not to breach confidentiality. Parents are also asked to respect the confidentiality of others. Above all, parent volunteers are a valued resource for the program. The time volunteers spend in the classroom is greatly appreciated by the children and teachers alike. If you wish to volunteer on a regular basis, the Center has volunteer forms that must be filled out to meet State of Illinois requirements. A background check must also be done.

Strengthening Families Illinois

Strengthening Families Illinois (SFI) is a statewide collaboration among more than 40 organizations working to build six Protective Factors to keep families strong. Our centers were chosen as one of the pilot sites in Illinois for the national Strengthening Families initiative in 2004. SFI builds family and community resilience and effective partnerships between parents and the systems that serve them and their children. By promoting a strengths-based, family-centered approach in our center, we are strengthening our relationships with the families we serve by embedding the approach in our programs. Learn more at:
info@strenghteningfamiliesillinois.org or www.strengtheningfamiliesillinois.org
www.sifamilies.org has current free and low cost activities posted, as well as many resources.

RISK MANAGEMENT PLAN

Emergency Preparedness Plan

The program has a written risk management plan which is available to families upon request. The risk management plan includes, but is not limited to the following:

- Clear procedures to follow in the event of an emergency
- Clear procedures to maintain the safety of people, facilities, equipment, and/or materials
- Clear procedures to reduce the risk of allegations of child abuse

Staff is trained in the following to reduce the risk of emergencies occurring and/or accidents.

- CPR and Pediatric First Aid
- Welcoming Each and Every Child
- Mandated Reporter
- SIDS-for those working with infants
- Shaken Baby Syndrome-for those working with infants

Emergency Evacuation Plan

In the event of a natural disaster (fire, earthquake, tornado or other) or any event requiring evacuation of the premises, the following procedure will be followed in

alignment with FEMA and IS-00036's Multi-hazard Planning for Childcare in which April Malone was trained on 1/4/2016.
If one building is damaged and needs to be evacuated, the children and staff will be moved to another building, as long as that building is deemed a safe structure along with a transportable list of the children enrolled. In the event that all buildings are deemed unsafe, children will be evacuated to 106 Walnut Street. In the event an out of town evacuation site is necessary if the city is inaccessible or evacuated due to an environmental hazard, the center will be evacuated according to FEMA and/or city officials. Parents will be notified via social media, e-mails, Procare or public media as to the evacuation site and the location of the children. (A complete copy of the evacuation plan is on file for review in the main office upon request.)

Emergency Practices
In order to be better prepared for emergencies, Malones Early Learning Center Inc conducts monthly fire drills and semi-annual tornado and earthquake drills. Staff have received training in the proper use of a fire extinguisher by the local fire chief. The center has a central fire alarm system with direct hook-up to a 24 hour monitoring system which is monitored by an alarm company to provide immediate response in an emergency. The center is also equipped with panic buttons in every building, in the event of an actual emergency, staff will follow the procedures in which they have been trained. All drivers and lead teachers have been trained in Pediatric CPR and First Aid in the event of a medical emergency. The center's Risk Management Plan is on file in the Collaboration Office for any parent who would like additional information regarding the center's procedures for handling any other emergency, including but not limited to winter storms, loss of utilities, chemical release, fire, and dangerous person/s alert.

Emergency Closing
In the event of an emergency the administration will be responsible for making the decision to delay opening or closing the centers. Inclement weather, natural disasters, or damage to center buildings are examples of reasons to shut down. Closure announcements will be made on the radio station , as well as the television station and posted to MELC's facebook page.

Hand Washing
Staff and children wash hands frequently in the classroom to cut down on the spread of disease, especially when entering the classroom, after toileting, before and after eating, when playing in the water table, after coughing or sneezing, and when soiled.

Sign In/Out of Children
If the 'pick-up list' changes for your child at any time, it is the parent/guardian's responsibility to report it to the center office in writing so that records can be updated and staff informed. Malones ELC will not release a child to someone who is not on the pick-up list.

Staffing
The centers are required per LICENSING STANDARDS to maintain adequate staff/child ratios. We maintain or exceed these ratios at all times. Our staff is staffed with

individuals with various educational degrees and levels of experience; however, all staff complies with the LICENSING STANDARDS requirements. All staff works cooperatively in program design and implementation.

Reporting of Abuse and Neglect

The Center's staff is all mandated reporters of suspected incidents of child abuse and neglect. According to the "Abused and Neglected Child Reporting Act (Illinois Revised Statues Section,4, Chapter 23, Paragraph 2051), "Any physician, resident, intern…school personnel, truant officer, social worker, social services administrator…or child care worker having reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services." Section 4.2 states, "Any other person required by this Act to report suspected child abuse or neglect who willfully fails to report such abuse or neglect shall be guilty of a class A misdemeanor." Abuse and/or neglect need only be suspected for a report to be made. The Department of Children and Family Services is responsible for investigating all reports and determining whether the report is unfounded or indicated. All persons who are mandated to report suspected abuse and neglect are presumed to be acting in good faith and are therefore immune from legal liability as a result of such a report. The hotline number for reporting abuse is 1-800-252-2873. The Center is dedicated to serving preschool children and their families in Southern Illinois. It is the intent of the staff to assist in raising the quality of life for families by offering parenting education, public awareness programs, and other activities devoted to preventing child abuse and neglect. The administration understands that life can become very stressful. If that should occur, the administrative staff is always available to talk to parents and offer suggestions and resources.
Taking care of your child in a safe environment is of utmost importance to us. In order to reduce the risk of allegations of child abuse or neglect, this program has put into place the following policies:

Child-Staff Ratio:
Program consistently follow the Illinois D.C.F.S. regulations regarding ratio of staff to children for each age group and classroom.

Accident Policy
We believe that if a child is hurt and the injury is physically apparent, you should be notified as a courtesy.
Immediate treatment shall be given to a child who sustains any injury.

Use of Accidents Reports
Program consistently uses accident report forms to report any minor cuts, bruises or incident that happen while at the center to parents/guardians.
Accident reports are kept on file to document any accidents. Archived accident logs are kept for 3 years in the office files.

All accidents that occur at the facility are recorded on an accident form signed by the witnesses to the accident and an administrator. The report includes the time and place of the incident or injury and details about where it occurred. If a child needs emergency care because of an accident or illness that occurs while the child is at the center, the center will attempt to contact the child's parent or parents at the phone numbers provided for that purpose. If unable to locate the parents, the Center will make a record of the attempts that were made to reach the parents. A staff member trained in CPR and/or First Aid will administer first aid to the child and assess the situation. Should the child require immediate medical attention, the child will be transported either by ambulance or the Center vehicles to the designated doctor or hospital. Any accident or injury requiring professional medical care, death or other emergency involving a child shall be reported to the licensing office of the Department of Children and Family Services.

Pesticide Policy

Malones Early Learning Center Inc practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. An inspection and/or treatment by Terminix are done on the first Saturday of each month when children are not present. Applications of pesticides are made only when deemed necessary to control a pest problem and after trying other means to control the problem. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. If you wish to be notified prior to pesticide applications, please inform the administration.

Drug Testing

The Center has a drug free policy. To ensure that this policy is enforced and to reassure parents, all staff has regular, random drug tests to ensure your child's safety and well-being. Any one testing positive for drug use or in possession of drugs is subject to immediate dismissal.

Non-Smoking Policy

For the children's health and safety, we have a non-smoking policy in our facilities and parking lots in compliance with Federal/State Regulations. This policy applies to staff, parents, and volunteers.

Radon Testing

Per state law, the Center was screened for Radon in 2023 and received a very minimal rating with no need for corrective action. Rescreening will be done every 3 years to ensure the safety of the children in our care.

Babysitting Policy

It is Malones Early Learning Center Inc policy that we strongly discourage the use of staff members for babysitting purposes. If you decide to hire a staff member to babysit, you must contact the administrator and sign a release where you agree to hold Malones Early Learning Center Inc harmless for any harm that might befall your child while under the care of a staff member you hire to babysit for your child.

Videotaping

As part of our security system, cameras are installed in the classrooms. By enrolling your child at Malones Early Learning Center Inc you are consenting to being videotaped This is video and Audio. The videos are for training and security purposes only. They may not be viewed by the public at any time for any reasons for privacy reasons.

Release Form

In order for the Centers to release information to doctors, schools, or other agencies, the parent must sign a release form giving the Centers permission to release information.

Insurance Coverage

The centers carry medical insurance coverage, as well as liability insurance on all staff and children. In the event of an accident that requires medical attention or hospitalization, please contact the administration for additional information

TRANSITION PLANNING

We believe that families should be included in planning transitions for their children. There are many types of transitions that children may take part in throughout their lives and especially during their time in our program. Your child will be enrolled in the class that best meets his or her needs based on chronological age and developmental skills.

Daily transitions

From room to room in the early morning or late in the afternoon. We use verbal communication to facilitate the movement of children on a daily basis between classrooms.

From activity to activity within the classroom or program Children are given a five minute warning before they move from activity to activity.

To the program and to home. Our goal is to offer a welcoming atmosphere that is sensitive to the children's needs where transitioning to and from the program is concerned.

When a different teacher comes in to the classroom or when their regular teacher leaves the classroom. We strive to maintain consistency in our teaching teams therefore children get to know all the staff working in the program.

Developmental Transitions

All ages - Changes to their feeding or napping schedule. Every classroom has a feeding and napping schedule that is responsive to the age group's needs while taking into consideration each individual child's needs and family wishes.

Infants/Toddlers - Changes in their mobility and coordination. As children develop they become more engaged in risk taking behavior. Our goal is to guide their actions so they are safe while finding success in new challenges.

All ages - Changes in their temperament. We engage in developmentally appropriate practice and believe that the challenges presented by group care is full of learning moments.

All ages - Changes in their physical development. Changes in children's physical development occur rapidly in the early years and often children explore new boundaries during these changes. Our goal is to guide their actions so they are safe while finding success in new challenges.

Occasional Transitions

Changing classrooms permanently.

Transition to a new classroom will be a mutual decision of the parent and teacher based on chronological age and developmental skills. The parent and teacher must sign a transition form agreeing that the child will be placed in a new classroom. Prior to making the permanent move, the child will "visit" the new classroom to meet the teacher and the other children and become familiar with the classroom routine. Parents are also encouraged to visit the new classroom and discuss the classroom routine with the new teacher. All moves are done as space is available. Infants feeding and nap schedule are transitioned a few months prior to moving in anticipation of the move.

Moving to the public school. The steps to be taken to ensure an effective transition to kindergarten are as follows: 1) obtain information on school district child will be attending, 2) center will obtain pre-registration dates and any other pertinent information, 3) the teacher will prepare each child for the transition to kindergarten by reading books, open discussion, and integrating kindergarten readiness skills into the daily curriculum, 4) teacher will notify parents with information on final registration date and first day of school, 5) a visit to a kindergarten classroom will be provided if possible, and 6) a progress report will be sent to the school where the child will be attending if requested.

Preschool children are moved to the school age program when they turn 5 and after they are in kindergarten.

It is our intent to communicate honestly and openly with you about any transitions your child may be experiencing. We hope you will feel compelled to share information about any transitions your child may be experiencing at home that will impact their time in our program.

Guidance/Discipline

Child guidance should be viewed as a learning opportunity and should be solution-oriented, designed to help solve problems, not punish a child. At Malones ELC we set reasonable expectations and limits for children based on developmentally appropriate behavior.

We understand age-appropriate behavior and plan our responses accordingly, we are able to teach children ways to behave that eliminate many difficult situations. Children have to learn appropriate behavior and ways of expressing their feelings. Our responsibility is to guide that learning. The goals of child guidance are to enable young children to grow in self-direction, to develop the ability to be responsible for their own behavior, and to interact meaningfully with others. Guidance provides opportunities for essential learning. It is important that teachers and parents realize that as the child grows and develops, the child is becoming more independent, more socially active, and more assertive. These changes in behavior are related to the child's developing independence, which is an important aspect of the child's total development.

Guidance Methods Used: Indirect guidance-structuring the room arrangement and playground set-up to facilitate positive choices, providing appropriate materials accessible to children, and having a daily routine which provides consistency. **Direct guidance includes the following adult behaviors-**being positive, letting children know what **to do** rather than what **not to do,** interacting with children at their eye level, using a natural voice, and nurturing physical contact, being consistent in expectations of children,

giving the child a little time to prepare for transitions, assisting children in emotional literacy to help them understand and respond to their and others' emotions in healthy ways, relying on natural and logical consequences, and providing "reflective time'—a private agreement between the child and adult which needs to be devoted to sitting, calming down, and sorting out feelings. **Guidance through Communication:** Children are encouraged to express their feelings and needs through the use of words. Children are taught and encouraged to use negotiation skills. The children in our classrooms are learning safe, positive, and acceptable social skills. In order to facilitate this learning, parents and teachers need to take into account many factors: the child's developmental level and behavior styles; the specific situation; recent experiences of the child; and influences from within the family and its effect upon others. Effective guidance of young children requires the teacher to be confident yet flexible in making careful observations and accurate interpretations of children's skills and development. They need to have a clear message from the important adults in their lives (parents and teachers) about those behaviors that are acceptable and those that are not

The teachers role in guidance is to model desirable behavior, use positive language and focus on the competencies of a child, and establish a supportive environment which keeps the children safe.

When undesirable behavior occurs, we use the following techniques:

Redirection of the behavior (Take the focus from the problem)
Verbally intervene (Talk through the situation with the child)
Apply logical consequences (Be sure the consequence is directly related to the problem)
Ensure readiness to return (Teacher talks with the child to be sure he/she is ready to interact appropriately.)
Guidance Action Plan (Teachers, Administration, and Parents work together to devise a workable plan to resolve the situation.)
At no time will outdoor physical activity be taken away from a child as a form of punishment.

While Malones' Staff respects the right of every parent to discipline his or her own child in a personal way (except where child abuse or neglect is concerned), parents who volunteer or work in the centers or when dropping off or picking up their child/ren may not hit or shout at any child including their own. Hitting or shouting at a child in the presence of others upsets everyone and disturbs the classroom routine. Malones' staff are mandated reporters; therefore, failure to abide by this policy could result in a report being filed to the DCFS hot line.

HEALTH AND SAFETY

Medications

Malones Early Learning Centers Inc. will administer medicine to children under the following guidelines. Both prescription and non-prescription medication shall be accepted only in the original container. Over-the-counter (non-prescription) medication

shall be clearly labeled with the child's first and last name. The container shall be in such condition that the name of the medication and the directions for use is clearly readable. Over-the-counter medications may be dispensed in accordance with manufacturer's instruction when provided by the parent with written permission. Prescription medication will be administered as required by a physician subject to the receipt of appropriate releases from parents which must be on file and regularly updated. The parent or guardian must administer the initial dose of any medication to ensure that the child is not allergic to the medication except with a physician's written permission for life-threatening situations. Prescription medication shall be used only for the child on the label. In order to administer any medication, medicine sheets must be filled out by the parent and/or guardian stating the type of medication, amount to be given, and times to be given. The medicine sheet must be signed and dated by the parent or guardian each day that medication is to be administered. The amount and times indicated on the medicine sheet must be consistent with the labeling on the medication or the doctor's notes. Any medication requiring administration by an external device (Epi Pen, etc.) may not be administered until the staff person administering the medication is trained in the proper use of the device by the Center nurse, the child's therapist or doctor, or the parent.

The FDA issued a warning to the public that the use of benzocaine, the main ingredient in over-the-counter gels and liquids applied to the gums or mouth to reduce pain, is associated with a rare, but serious condition. Benzocaine is available as a spray used during medical procedures to numb the mucous membranes of the mouth and throat, and in gel and liquid formulations sold over-the-counter for the relief of teething, canker sores, and irritation of the mouth and gums. Benzocaine sprays are marketed under different brand names such as Hurricaine, Cetacaine, Exactacain, and Topex. Benzocaine gels and liquids are sold OTC under different brand names such as Anbesol (Wyeth), Hurricaine, Orajel, Baby Orajel, Orabase, and store brands.

The centers will not apply or administer any teething medication or product using benzocaine. Instead, the center will give the child a teething ring chilled in the refrigerator or gently rub or massage the child's gums with a finger to relieve the symptoms of teething in children. If these methods do not provide relief from teething pain, parents should talk to a healthcare professional to identify other treatments.

If a parent decided to use benzocaine products at home, they should watch for signs and symtoms of methemoglobinemia, including pale, gray or blue colored skin, lips, and nail beds; shortness of breath, fatigue; confusion; headache; lightheadedness; and rapid heart rate. If you or your child has any of these symptoms after taking benzocaine, seek attention immediately.

The FDA has issued a recall of Hyland's Teething Tablets because the tables may pose a risk to children. Hyland's Teething Tablets are manufactured to contain a small amount of belladoma. Due to the FDA recall, Malones ELC will no longer administer Hyland's Teething Tablets.

Allergies

Information on individual children's allergies are posted in the classroom and kept in the child's files in the office. All food allergies are also posted in the kitchen. All teachers are informed of the procedures to follow, including substitutes.

Chronic Medical Conditions

Information about children's chronic conditions is kept in the classroom and in the child's files in the office. All teachers are informed of the procedures to follow, including the substitutes.

Illness Policy

It is the intent of Malones Early Learning Center Inc to provide an appropriate early childhood program for healthy children. In an attempt to maintain the highest possible standards relating to the health and safety of the children, the following guidelines have been developed. The guidelines regarding Contagious Diseases will be the same as that outlined by the Licensing Standards for Day Care Centers. In the event of an illness developing in the classroom which warrants sending a child home, an established procedure will be followed: 1. Parent/guardian will be notified at home/work. 2. If the parent/guardian cannot be reached, emergency contact persons, as identified by the parents, will be notified by the staff. 3. Efforts will continue to be made to locate parents or guardians following center policy. 4. In the event that staff is unable to notify the parent/guardian or emergency number, staff may contact the child's physician, clinic, hospital, etc. as the health situation dictates. All children with symptoms of a contagious disease or parasite infection will be isolated from the other children in the office until picked up. A parent will be called to pick up a child when he/she has a temperature over 100.4 degrees or if he or she has a temperature combined with another symptom, such as diarrhea or vomiting. The child will be isolated from the other children until he/she is picked up. **Children should be kept at home until all symptoms of the contagious disease are gone no less than 24 hours fever free without any administered fever reducer, or until documentation is submitted, signed by the child's physician, that the child's condition is not contagious.** For the protection of other children in the classroom, parents are asked to notify the child's teacher if the child has a contagious condition.

Outdoor Policy

In compliance with the DCFS guideline 407.21, section (d) (3), children will be provided the opportunity to engage in outdoor activities on a daily basis. **If children are well enough to come to the classroom, it is anticipated that they are also well enough to go outdoors.** Therefore, parents need to send their child in appropriate clothing (warm clothing-coats, mittens, hats and boots on cold days) because the children will go outdoors. We view outdoor play as an integral part of an appropriate curriculum for young children.

Head Lice Policy

Malones Early Learning Center Inc. will conduct random checks for head lice on a monthly basis and/or as needed. You will be notified immediately if any cases of head lice are found. Please notify us immediately if you suspect that your child has become infested. We have information about the needed treatment and will help you any way that we can. Children who have head lice will be sent home and will need to be treated and then checked by a teacher or staff member and found to be "nit free" before they can return to the classroom. **We reserve the right to refuse admittance to any child who**

still has nits regardless of whether or not they have been cleared by another agency or medical professional.

Biting Policy

Our program recognizes that biting is, unfortunately, not unexpected when infants/toddlers are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for infants/toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program then does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting. When biting occurs our three main responses are:

1. to care for and help the child who was bitten, and
2. to help the child who bit learn other behavior, and
3. to work with the child who bit and examine our program so the biting will stop.

Our teachers express strong disapproval of biting. They work to keep children safe and help the child who bit learn different, more appropriate behavior. When there are episodes of on-going biting, we develop a plan of specific strategies, techniques and time-lines to address it. We do not and will not use any response that harms a child or is known to be ineffective.

When children bite, their parents are informed personally and privately the same day, and given a copy of the incident report. When children are bitten, their parents are informed personally and given a copy of the incident report. When we experience on-going biting in an infant/toddler room, we develop a written plan with specific strategies, techniques and time-lines to work on the problem.

Biting is always documented on our incident report form. It is completed and signed by a staff member in the room and the administrator or executive director. One copy is given to the parents and the other copy is given to the office staff to be filed.

We keep the name of the child who bit confidential to comply with the privacy laws. This also avoids labeling and gives the teachers the opportunity to use their time and energy to work on stopping the biting.

We also provide staff training on biting. In addition, we have current resources on biting available for staff and parents. We encourage parents to bring their concerns and frustrations directly to the teachers and our administrative staff.

TRANSPORTATION

Our facility provides transportation for school age children's summer activities and to pick up and drop off Herrin public schools. We also pick up at Marion public schools Please contact the office for more information.

If a parent finds it necessary to borrow a car seat from a staff member, the parent agrees not to hold the center any liability in the event that the car seat is installed improperly or the parent is in an accident while using the car seat.

MEAL SERVICE

Malones ELC has a full-service commercial kitchen with walk-in freezer and refrigerator and commercial dishwasher/sanitizer. They are inspected twice annually by Bi-County Health Department. Mr. Bill, our Food Supervisor, has a current Food Handlers Certificate, as does Administrative staff Mr. Lee. If a child cannot eat certain foods due to religious convictions, the parent/s must provide a written statement verifying this fact and listing the foods that the child cannot eat.

Our center participates in the Federal Food Program. To comply with the Federal Food Program requirements, parents are required to fill out food eligibility forms annually. Nutritious meals and snacks are served daily. Menus are posted weekly .Parents are not to bring food into the center with their child/ren. Please make sure that they finish their drinks, food, candy, etc. before entering the classrooms or getting on our vehicles. This policy will be strictly enforced. The exception is, of course, babies who are on bottles.

Parents may provide food for special occasions, such as birthdays. All food provided must be sealed and cannot be home-made. Enough must be provided for everyone in the classroom. We encourage parents to send healthy snacks to cut down on the problem of obesity among children.

A doctor's slip must be presented before any substitution of food can be made on the basis of medical reasons (for example, allergies). The centers have the form, Medical Exception Statement for Food Substitution, provided by the Child and Adult Care Food Program that parents and/or guardians can provide to the doctor to sign. Pparents or guardians may now request in writing non-dairy milk substitutions without providing a medical statement. The written request must identify the medical or other special dietary need that restricts the diet of the child. It can not be requested on the basis that the child does not like milk. Any substitutions are at the option of the center.

Children with a medical (disability) must still submit a medical statement signed by a licensed physician for milk or food substitutions.

In both of the cases, the centers reserve the right to request that the parent provide the meals for the children if they feel that they cannot meet the nutritional needs of the child/ren and comply with the above restrictions. Meals provided by the parent for medical or religious reasons can only be provided after written agreement between the

parent and staff. Children will not be allowed to share lunches and snacks provided by parents. The director will receive all parent-provided food and store it so that perishable food is refrigerated and all food is free of contamination. Parents will label their child's food with the child's name, date, and food-type. The Center Director will inform parents of the food service plan of the facility and suggest ways to co-ordinate with this plan. The facility will supplement a child's home-provided meal if the nutritional content appears to be inadequate. Parents will be informed by the staff if food brought from home is being supplemented on a regular basis. Caregivers will check for food allergies before providing any supplemental food. Leftover food will be discarded and not returned to the parent in the child's lunch container.

Effective October 1, 2011, The Child and Adult Care Food Program (CACFP) states that milk served in the CACFP must be consistent with the most recent version of the Dietary Guidelines for Americans. Therefore, fluid milk served to children 2 years of age and older must be fat-free or low-fat milk. Whole milk and reduced-fat milk may not be served to children over 2 years of age. To comply with this ruling, all children 2 and over will be served skim or 1% milk.
The Dietary Guidelines for Americans do not address milk served to children under the age of two, therefore, the requirements to children in this age group are unchanged: formula to 12 months of age and whole milk until the age of 2.
During the day, including meal times, water will be made available to children. Water, however, cannot be used as a substitute for milk.

Below are the meals served and the times of service for both centers. If a child is not here during these prescribed times, he/she will not receive that meal service.

Malone's Early Learning Center, Inc
Breakfast: 7:15 a.m. to 9:00 a.m.
Lunch: 11:00 a.m. to 12:00 noon
Snack: 2:00 p.m. to 3:30 p.m..

Infant/Toddler Policies
Our infant center has a **no shoes policy** to cut down on the transmission of disease and help maintain the cleanliness of the facility. We request that all parents and visitors respect this policy by either waiting at the door or removing their shoes. Please refrain from allowing siblings to enter the classroom with shoes on.

Daily Sheets
Staff members will fill out daily sheets for all infants and toddlers that give the parent information on their day these daily sheets are paperless and can be accessed through the ProCare app. The latter includes but is not limited to diaper changes, feeding schedules and amounts, disposition, and so forth.

SIDS Policy
SIDS, a word that stands for Sudden Infant Death Syndrome is the sudden and unexplained death of a baby under 1 year of age. Because many SIDS babies are found in their cribs, some people call SIDS "crib death". Because SIDS is one of the leading causes of infant death, the following policy will be in effect for all infants being cared for in our infant center. To minimize the risk of sudden infant death syndrome, children

shall be placed on their backs when put down to sleep according to the following guidelines:
When the infant cannot rest or sleep on his or her back due to a disability or illness, the caregiver shall have written instructions, signed by a physician, detailing an alternative safe sleep position or special sleeping arrangements for the infant. Staff shall put the infant to sleep in accordance with the physician's written instructions.
Infants that can easily turn over from the back to stomach position shall be placed down to sleep on their backs, but allowed to adopt their preferred position while sleeping.
No infant shall be put to sleep on a sofa, soft mattress, car seat or swing; and when awake, an infant shall be placed on his or her stomach part of the time and observed at all times.
No positioning device that restricts movement within the child's bed shall be used without written instructions from the child's physician. Soft bedding, bumpers, pillows, quilts, comforters, sheepskins, stuffed toys and other soft products shall be removed from the crib when children are napping or sleeping. No blankets are used in the cribs while the child is sleeping according to DCFS policy. Parents can provide sleep sacks if they so desire.

SUMMARY OF LICENSING STANDARDS FOR DAY CARE CENTERS

Illinois Department of DCFS Children & Family Services

Introduction

The Department of Children and Family Services (DCFS) is responsible for licensing day care centers. When a day care center is licensed, it means that a DCFS licensing representative has inspected the facility and the facility was found to meet the minimum licensing requirements. A license is valid for three years. The day care center's license must be posted. It will indicate the maximum number of children allowed in the facility and the areas where children may receive care.

Licensed day care facilities are inspected annually by DCFS licensing staff. If a complaint has been received regarding a violation of the licensing standards of a day care center, a licensing representative will conduct a licensing complaint investigation to determine if the alleged violation should be substantiated or unsubstantiated. Individuals may contact the Day Care Information Line to learn of substantiated violations.

Day Care Information Line 1-877-746-0829

This statewide toll-free information line provides information to the public on the history and record, including substantiated violations, of licensed day care homes, day care centers, and group day care homes. This number operates Monday through Friday from 8:30 a.m. to 5:00 p.m.

Summary of Licensing Standards for Day Care Centers

The following is a summary of the licensing standards for day care centers. It has been prepared so that you may monitor the care provided to your child. This is a brief summary and does not include all of the licensing standards for day care centers. State licensing standards are ***minimum*** standards, while some municipalities may impose stricter standards on day care centers operating within their jurisdictions. If you observe a violation of any of these standards, you are encouraged to discuss your concerns with the day care center operator. In most cases, parents and day care operators are able to resolve the parents' concerns and issues. If you believe the day care operator is not responding to your concerns, and may not be meeting state licensing standards, you may make a complaint to the local DCFS Licensing Office or by calling the Child Abuse Hotline at 1-800-252-2873 and stating that you want to make a licensing complaint. A DCFS licensing representative will investigate your complaint and report the results back to you. The day care center is required to provide a copy of its own written policies regarding the operation of the facility to each staff person and to parents of enrolled children.

Staffing

- The day care center must have a qualified child care director on site at all times. The director must be at least 21 years old, have completed two years of college or have equivalent experience and credentials.
- Early childhood teachers must be at least 19 years old, have two years of college or have equivalent experience and credentials.
- School-age workers must be at least 19 years old. They must have completed one year of college or have the equivalent experience and credentials.
- Early childhood assistants and school-age assistants must have a high school diploma or the equivalent and must work under direct supervision of an early childhood teacher or a school-age worker.
- Student and youth aides must be at least 14 years of age, at least five years older than the oldest child in their care, and must work under direct supervision of an early childhood teacher or a school-age worker.
- Student and youth aides are not generally counted for purposes of maintaining staff/child ratios.
- The director and all child care staff must have 15 hours of in-service training annually.
- All staff must have current medical reports on file and are subject to background checks for any record of criminal conviction or child abuse and neglect.
- A person certified in first aid, including CPR and the Heimlich maneuver, must be present at all times.
- All child care staff in a facility licensed to care for newborns and infants must have training on the nature of Sudden Unexpected Infant Death (SUID), SIDS and the safe sleep recommendations of the American Academy of Pediatrics.

Group Size and Staff Requirements:

AGE OF CHILDREN	STAFF/CHILD RATIO	MAXIMUM GROUP SIZE
Infants (6 weeks through 14 months)	1 to 4	12
Toddlers (15 through 23 months)	1 to 5	15
Two years	1 to 8	16
Three years	1 to 10	20
Four years	1 to 10	20
Five years (preschool)	1 to 20	20
School-age: Kindergartners present	1 to 20	30

- Exception: One early childhood teacher and an assistant may supervise a group of up to 30 children if all of the children are at least five years of age.
- Whenever children of different ages are combined, the staff/child ratio and maximum group size must be based on the age of the youngest child in the group.

General Program Requirements

- Parents must be allowed to visit the center without an appointment any time during normal hours of operation.
- Staff must demonstrate respect for each child enrolled regardless of differences in gender, ability, culture, ethnicity, or religion.
- There must be a balance of active and quiet activity. Children of all ages shall be encouraged to participate daily in at least 2 occasions of age-appropriate outdoor time, with active movement or play for mobile children.
- In pre-school programs where children receive care for less than three hours per day, outdoor activity is not required.
- Children will be limited in the amount of daily passive screen viewing.
- Children may not be left unattended at any time.

  - public or private humiliation
  - emotional abuse, including shaming, rejecting, terrorizing or isolating a child
- "Time-out" is to be limited to one minute per year of the child's age.
- "Time-out" may not be used for children less than two years of age.

Transportation

- The driver must be 21 years of age and hold a driver's license that has been continuously valid for three years.
- Children must not be allowed to stand or sit on the floor of the vehicle.
- Age appropriate safety restraints must be used when transporting children in vehicles other than school buses.
- Any vehicle used to transport children must have liability insurance coverage in an amount required by statute.
- The driver must make sure that a responsible person is present to take charge of a child when delivered to his or her destination.

Health Requirements for Children

- Parents or guardians of infants, toddlers and preschool children enrolling in day care for the first time must provide a medical report dated fewer than 6 months prior to enrollment; children transferring from another licensed day care center may use their current medical report, if it is less than one year old.
- Parents or guardians of school-age children may submit a copy of the most recent regularly scheduled school physical (even if it is more than 6 months old) or the day care center may require a more recent medical report by its own enrollment policy.
- A medical report indicating that the child has been appropriately immunized must be on file for each child. Parents are encouraged to be informed about childhood immunizations by going to the following Web site:http://www.idph.state.il.us/about/pgci.htm . A tuberculin skin test is to be included in the initial exam unless waived by a physician.

- The medical report is valid for two years for infants and preschool children. Exams for school-age children are required consistent with the requirements of the public schools.
- The center must comply with the Illinois Department of Public Health's Hearing and Vision Screening Codes and the Illinois Child Vision and Hearing Test Act.
- Children aged one to six years must have either a lead risk assessment or a lead screening.
- Water must be freely available to all children.
- Children's hands must be washed with soap and water upon arrival at the center, before and after meals or using the toilet, after wiping or blowing their noses, after outdoor play and after coming into contact with any soiled objects.
- Prescription and non-prescription medication may be accepted only in its original container. The center must maintain a record of the dates, times administered, dosages, prescription number (if applicable) and the name of the person administering the medication.
- Medication must be kept in locked cabinets or other containers that are inaccessible to children.

Nutrition and Meals

- Menus must be posted.
- Meals and snacks must meet nutritional guidelines and shall be prepared so as to moderate fat and sodium content.
- Children in care two to five hours must be served a snack. Children in care five to 10 hours must be served a meal and two snacks or two meals and one snack. Children in care more than 10 hours must be served two meals and two snacks or one meal and three snacks.

Napping and Sleeping

- Children under six years of age who remain five or more hours must have the opportunity to rest or nap.
- Infants must sleep in safe, sturdy, freestanding cribs or portable cribs.
- Toddlers may use either stacking cots or full-size cribs.

- A cot or bed must be provided for each toddler or preschool child in attendance five or more hours. Each cot, bed or crib must be labeled with the name of the child.

Physical Space

- Infants and toddlers must be housed and cared for at ground level unless special approval has been granted from the Department.
- Indoor space must provide a safe, comfortable environment for the children. Floors and floor coverings must be washable and free from drafts and dampness.
- Toilets and lavatories must be readily accessible to the children.
- Hot and cold running water must be provided.
- Hazardous items must be inaccessible to children.
- Parents must be notified before pesticides are applied.
- Lead paint or asbestos removal must be in accordance with public health standards and statute.
- Exits must be unlocked and clear of equipment and debris.
- Drills for fire and tornado must be conducted. A floor plan must be posted in every room indicating the areas providing the most safety in the case of a tornado and the primary and secondary exit routes in case of fire.
- Smoking or the use of tobacco products in any form is prohibited in the child care center or in the presence of children while on the playground or on trips away from the center.
- The facility must test for radon at least every 3 years and post the results in an area visible to parents, along with an informative notice about the effects of radon.
- Play materials must be durable and free from hazardous characteristics.
- The facility may not use or have on the premises any unsafe children's product as described in the Children's Product Safety Act. Lists of unsafe children's products and recalls from 1989 forward are available at: http://srs.dph.illinois.gov/webapp/SRSApp/pages/.

- The facility must be cleaned daily and kept in sanitary condition at all times.
- First-aid kits must be maintained and readily available for use.

Outdoor Play Area

- Play space must be fenced or otherwise enclosed or protected from traffic and other hazards. There must be a shaded area in summer to protect children from excessive sun exposure.
- All areas of the outdoor play space must be visible to staff at all times.
- Equipment must be free of sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, the potential for entrapment and/or other hazards.
- Protective surfaces must be provided under equipment from which a child might fall.
- All swimming pools must be fenced or otherwise inaccessible to children.
- During hours of operation and at all times that children are present there must be a means for parents of enrolled children to have direct telephone contact with a center staff person.

*This summary has been developed to assist parents in monitoring the care provided by the day care center. Licensing Standards for Day Care Centers may be accessed through the DCFS website: **www.DCFS.illinois.gov**. You may also contact your nearest DCFS office for assistance. Locations of DCFS offices are also available on the DCFS website. Locations of DCFS offices are available on the DCFS website.*

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By signing below I have agreed to read the handbook and abide by all center policies covered in Malones Early Learning Center, Inc. Handbook. Malones ELC, Inc. reserves the right to modify or rescind any part(s) of the handbook at any time without prior notice.

I have read Malone's Parent Handbook. While my children are enrolled in Malone's Center, I will comply with the various policies and procedures. By signing this I am verifying that I received the initial parent orientation as described in the family handbook.

Signature_____ Date_____

I give Malones Early Learning Center Inc permission to release screening information to the appropriate sources in the event that my child is in need of further testing.

Signature_____ Date_____
Please Print your children's name below.

_____

_____

_____

_____

SURVEY

How did you hear about our center?

Word of mouth_____

Radio Station _____

Face book_____

Web Site_____

Other_____(Please tell us how you heard about us.)

Email Address _____
Revised: December 16, 2025