

**GORTON  
CHILDREN'S  
DROP-IN CENTER  
400 E. ILLINOIS RD.  
LAKE FOREST, IL 60045  
847-234-2778**

**PARENT HANDBOOK**

1. Purpose
2. Goals
3. Location
4. Operating Hours
5. Enrollment and Fees
6. Payment
7. Reservations
8. Cancellations
9. Arrival and Pick-up
10. Non-Parent Pick-up
11. Snack /Lunch
12. Child/Teacher Ratios
13. Health Information
14. Immunization Schedule
15. Illness
16. First Aid/Medical Emergencies
17. Daily Programs
18. Program Participation/Behavior Management
19. Items to Bring to Center
20. Appropriate Dress
21. Toys from Home
22. Standing Reservations
23. Pest Control

**1. PURPOSE** - The Gorton Children’s Drop-In Center is a non-profit child care program serving children from six weeks through five years of age. The purpose of the Drop-In Center is to provide flexible quality care for parents needing time to work at home or part time, volunteer in the community, make an appointment, attend a meeting, spend time alone with another child, or shop without kids!

**2. GOALS**

The Drop-In Center is proud to have goals that provide your child with:

- An atmosphere that promotes physical, emotional, intellectual, creative, and social growth.
- An environment that is safe and nurturing.
- A program that recognizes each child as a unique individual.
- Positive encouragement for the child’s continued growth.
- Opportunities for the child to learn by doing.
- An environment that encourages children’s creativity.
- Encouragement for social development, sharing, taking turns, problem solving, making friends, respecting others.

All children have the right to be treated with dignity and respect, and the Gorton Children’s Drop-In Center will maintain an environment free of racial or gender bias, stereotype, or prejudice. The Drop-In Center provides its staff with the opportunities to increase and further their knowledge of early childhood development through the enrollment in workshops and conferences offered throughout the year.

The Gorton Children’s Drop-In Center, established in 1986, is licensed by the Illinois Department of Children and Family Services, and complies with all its standards.

**3. LOCATION** - The Gorton Children’s Drop-In Center is in Gorton Community Center, 400 East Illinois Road, Lake Forest, Illinois, 60045. The phone number for Gorton Community Center is 847-234-6060.

**4. OPERATING DAYS AND HOURS – August 22, 2018-May 31<sup>st</sup>, 2019**

- The Center is open from 8:30 a.m.-4:00 p.m., Monday through Friday.
- Our calendar is based on District 67’s school calendar. There are several days that the Center will be closed due to conferences and workshops that the staff will attend. Please note there will be days we are closed for Holidays and breaks as well.
- If School District 67 is closed due to snow, we will be closed also. You can hear the school closings on WMAQ or WBBM 780 AM radio or district 67’s website.
- Calendars will be available at Drop-In, information will be emailed as to when to call for reservations over a holiday.

**5. ENROLLMENT AND FEES** - The annual enrollment fee for a family enrolling one child is \$205. The fee for family enrolling two or more children is \$260. Enrollment fees are non-refundable. The hourly fees are based on the number of children attending:

One child	\$10 per hour
Two children	\$15 per hour
Three children	\$20 per hour
Lunch	\$4.00

**The Center will charge \$4 for every 5 minutes of tardiness.**

**6. PAYMENT – Two Payment options:**

1. Families will keep a credit card on file that will be ran bi-weekly. Please complete the credit card authorization form included in this packet.
2. Pre-pay for your reservation. (For example, drop off payment via check or cash in the payment drop box before your reservation start time).

**NEW: There is a \$25.00 late fee charge for all unpaid balances after 72 business hours.**

Please note that a \$25 charge plus bank fees will be charged for all returned checks.

\*Drop-In Center reserves the right to suspend usage if payment conditions are not met.

**7. RESERVATIONS** - Reservations can be made up to two weeks in advance by emailing [dicdirector@gortoncenter.org](mailto:dicdirector@gortoncenter.org), or by completing a reservation request online. To limit the number of transition periods, reservations are limited to the **hour and half hour only**.

If you have not heard back from us within 24 hours, please call 847-234-2778.

We no longer have a regular receptionist. Therefore, return calls may not be made until later in the day.

**If your child is presently being cared for at Drop-In  
and you have an emergency message,  
you may call our emergency line at 847-234-6060.**

**8. SICK DAYS/ CANCELLATIONS** -. If your child is sick you may cancel your reservation without a fee if it is more than 24 hours before your reservation. All cancellations with less than **24 hours**' notice will result in a charge \$10.00.

**9. ARRIVAL AND PICK-UP** - Upon arrival, please confirm that the time we have your child scheduled is correct. You **must** sign your child in at their classroom and leave any information about where you can be reached in case of emergency.

If you drop off your child late or pick him or her up early, please remember to pay the full amount for the time you reserved.

**When picking up, please allow enough time to pay and sign out before collecting your child. This way we can ensure proper supervision of your child while you are occupied.**

**PLEASE CALL THE CENTER IF YOU WILL BE LATE PICKING UP YOUR CHILD.**

Remember that someone else may be waiting to drop off a child and state law limits the number of children who may be cared for at the Center at any given time.

**We reserve the right to suspend use of the Drop-In Center to anyone who is chronically tardy.**

10. **NON-PARENT PICK-UP** - If another adult will be picking up your child, please make certain you have filled out the necessary release forms. Under no circumstances will a child be released to anyone without authorization from the child's parents. **DO NOT BE ALARMED WHEN WE ASK FOR PROOF OF IDENTIFICATION.** Your child's safety is our utmost concern. Individuals picking up children at our center must be at least 18 years old per DCFS law.

11. **SNACK and Lunch** \*\*\* We are a **NUT-FREE environment** \*\*\*

The Gorton Children's Drop-In Center serves lunch to children over 15 months.

All children in the Center during lunchtime, (12:00-1:00), will be served a lunch from a DCFS approved menu.

Children will not be able to bring in their own food unless they have a medical condition (such as a food allergy) and written authorization from their pediatrician.

Snack times are scheduled for mid-morning and mid-afternoon. We provide water and a snack.

Children under 15 months must bring food, snacks, bottles, etc. **All are to be clearly labeled with the child's name**

12. **CHILD/TEACHER RATIOS**

Infants (6 weeks-15 months)	4:1
Toddlers (15-24 months)	5:1
2-3-year-olds	8:1
3-5-year-olds	10:1

13. **HEALTH INFORMATION** - The Center will accept only those children whose updated medical forms are on file. Medical forms are valid for two years and must be completed by a physician. Please remember to bring in verification every time your child receives immunizations. State law requires that all medical forms must be up-to-date. ***Lead screening and TB test results must be provided for all children.*** DCFS now requires a copy of a birth certificate for each child to prove the child's identity.

14. **IMMUNIZATION SCHEDULE** -

<b><u>Age</u></b>	<b><u>Immunization</u></b>	
Birth	Hepatitis B	<i>Dose 1 of 3</i>
2 months	Hepatitis B	<i>Dose 2 of 3</i>
	DTaP	<i>Dose 1 of 5</i>
	Hib	<i>Dose 1 of 4</i>
	IPV	<i>Dose 1 of 4</i>
	PCV	<i>Dose 1 of 4</i>
4 months	DTaP	<i>Dose 2 of 5</i>
	Hib	<i>Dose 2 of 4</i>
	IPV	<i>Dose 2 of 4</i>
	PCV	<i>Dose 2 of 4</i>
6 months	DTaP	<i>Dose 3 of 5</i>
	Hib	<i>Dose 3 of 4</i>
	PCV	<i>Dose 3 of 4</i>
6-18 months	Hepatitis B	<i>Dose 3 of 3</i>
	IPV	<i>Dose 3 of 4</i>
12 months	TB test	
12-15 months	Hib	<i>Dose 4 of 4</i>

	MMR	<i>Dose 1 of 2</i>
	PCV	<i>Dose 4 of 4</i>
12-18 months	Varicella	<i>Dose 1 of 1</i>
15-18 months	DTaP	<i>Dose 4 of 5</i>
4-6 years	DTaP	<i>Dose 5 of 5</i>
	IPV	<i>Dose 4 of 4</i>
	MMR	<i>Dose 2 of 2</i>
(NEW) 2, 4, & 6 months	ROTA	<i>Series of 3 doses</i>

**15. ILLNESS** - As required by state law, each child will be given a visual health check upon arrival. All children must have their hands washed upon entering the Center. A child who exhibits any signs of illness will not be able to stay at the Center. If a child becomes ill during his/her stay, a parent or emergency contact will be required to pick him/her up immediately. The child will be isolated and given proper care until an authorized adult arrives. **It is essential to your child's safety to leave a telephone number of where you can be reached.**

**Please keep your child home if he/she:**

- is unable to participate comfortably in program activities, this includes outside activities.
- has a persistent cough
- has any of the following conditions: fever, sore throat, lethargy, irritability, persistent crying, or other signs of possible severe illness
- has diarrhea (defined as an increased number of stools compared with the child's normal pattern, with increased water and/or decreased form)
- has vomited in the previous 24 hours
- has a fever or has had one during the previous 24 hours (temperature should be normal for 24 hours)
- has had a cold for less than 4 days
- has been taking antibiotics for less than 24 hours

**16. FIRST AID/MEDICAL PROCEDURES** - In the event of an injury, the staff will administer first aid to the child. If the injury requires medical attention, we will attempt to contact a parent immediately. If a parent cannot be reached, we will contact the emergency numbers. In the case of an emergency, the staff will call an ambulance to transport the child to Lake Forest Hospital.

Every effort will be made to contact the child's own physician. It is important that you keep the Center up-to-date on phone numbers, emergency numbers, and other pertinent information.

**17. DAILY PROGRAM** - The Drop-In Center provides a daily curriculum including:

- Indoor free play with developmentally appropriate toys
- Small group and large group activities
- Creative art projects
- Outdoor play, weather permitting
- Snack
- Language activities
- Music (instruments and songs)
- Gross motor activities

## **18. PROGRAM PARTICIPATION/BEHAVIOR MANAGEMENT**

We encourage children to:

- Help pick up after themselves
- Respect property of the Center
- Respect others
- Share (when appropriate)
- Wash hands upon entering the Center, again before eating, and after using the bathroom
- Problem-solve
- Be tolerant and accepting of others

Acceptable behavior is encouraged and nurtured through positive reinforcement and modeling by the staff. Should a child show inappropriate behavior, that child will be redirected, and the matter discussed.

If these techniques have been exhausted, and the child is in danger of hurting himself or others, removal from the group may be necessary. After the child has had time to regain self-control, he or she may once again participate in the activities.

**If a child inflicts injury on another child resulting in medical treatment, the child will need to be picked up by the parent or approved caretaker and the matter discussed with the child's teacher and/or director.**

**State licensing requires the following policy:**

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

## **19. ITEMS TO BRING TO THE CENTER/Toilet Training**

- Well-labeled bag
- Complete set of extra clothing
- Outdoor clothing (boots & snow pants in winter)

### Infants and Toddlers

- Diapers
- Cloth Diapers with disposable liners
- Wipes
- Bottles
- Bibs
- Security items for naps (blankets, etc.)
- Finger foods (under 15 months)

**Toilet Training:** If your child is toilet training we ask that you put a pull-up or diaper on them over their underwear. This practice ensures the room stays sanitary in case of toilet training accidents.

**Please be sure to label all items.** Children have difficulty identifying their own belongings if there are several from which to choose.

**20. APPROPRIATE DRESS – Dress for MESS!**

The Center encourages parents to send their child dressed for active play. *We suggest comfortable clothes, free of complicated fastenings.* Our daily schedule does include potentially messy art projects and outdoor play.

Please send your child with shoes that are appropriate for indoor and outdoor play. The children will be climbing, running, and riding toys. The Drop-In Center does not allow children to walk around in stocking feet.

In the winter months, please send well-labeled, warm winter clothing. The children over 2 years old may play outdoors if the wind chill temperature is above 25 degrees.

**21. TOYS FROM HOME** – are not permitted. Toys may get lost, mixed in with Drop-In toys, or create problems for other children. A soft toy or blanket that is necessary for the children’s comfort is permitted.

**22. Standing Reservations**- The Drop-In Center accepts “standing reservations”. A Standing Reservation” is a reservation lasting longer than 2 months and is scheduled for the same period on the same days from a starting date to an ending date. These can be made by email to the director. There is a maximum of 5 infant/toddler standing reservations per day, 10 standing reservations per day in the 2s room, and 8 standing reservations per day in the pre-k room.

**23. Pest Control**- Pest Management- Our Pest Control Management Service is ARC. The parents are notified 1 week prior to any applications. Pest control is done on an as needed basis. City of Lake Forest notifies GCDIC when they will be treating the surrounding areas (grass).

