

Parent Handbook
Gorton Children's Drop-In Center
Lake Forest, IL 60045
847-234-2778

School year: 2019-2020

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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.
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 Learning Center (DILC) 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 main phone number for Gorton Community Center is 847-234-6060.

4. OPERATING DAYS AND HOURS – August 26, 2020-June 4, 2021

- The Center is open from 8:15 a.m.-4:00 p.m., Monday through Friday.
- We operate on a school year calendar. There are several days that the Center will be closed, including Winter Break, Spring Break, and National Holidays. Please see the DILC 2020-2021 calendar for more information. For your reference the calendar is available on the Center's webpage and at the front desk.
- 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. We will make every effort to send an email out to the families with reservations on the day of the emergency closing as well.

5. ENROLLMENT AND FEES - The annual enrollment fee for a family enrolling one child is \$205. The fee for family enrolling two or more is \$260. This covers one school year. Hourly rates are:

\$14 per hour for infants-24 months

\$11 two year olds

\$10 three to five year olds

\$4 lunch (over 15 months)

*A 50% off sibling discount will be applied when siblings attend at the same time. The discount will be applied per hour to the lowest tuition rate.

6. PAYMENT – Two Payment options:

-Families will keep a credit card on file that will be ran 2x per month. Please complete the credit card authorization form included in this packet.

-Pre-pay for your reservation. (For example, drop off payment via check or cash in the payment drop box before your reservation start time).

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.

*The Center reserves the right to suspend usage if payment conditions are not met.

7. RESERVATIONS - At this time, we are accepting standing reservations only. Standing reservations are defined as the same day and time each week, for the Fall semester. They will be accepted until we are at the maximum number of children per classroom.

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

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

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 and contacted the director. Under no circumstances

will a child be released to anyone without authorization from the child's parents. We will check the person's identification card to ensure your child's safety. 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 that includes milk, a protein, carbohydrate, fruit and vegetable.

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

(New: Max classroom size is 8 children)

2-3-year-olds

8:1

(max class size is 12 children)

3-5-year-olds

10: 1

(max class size is 15 children)

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 also requires a copy of a birth certificate for each child to confirm the child's identity.

14. IMMUNIZATION SCHEDULE -

Age Immunization

Birth Hepatitis B Dose 1 of 3

2 months Hepatitis B Dose 2 of 3

DTaP Dose 1 of 5

Hib Dose 1 of 4

IPV Dose 1 of 4

PCV Dose 1 of 4

4 months DTaP Dose 2 of 5

Hib Dose 2 of 4

IPV Dose 2 of 4

PCV Dose 2 of 4

6 months DTaP Dose 3 of 5

Hib Dose 3 of 4

PCV Dose 3 of 4

6-18 months HepatitisB Dose 3 of 3

IPV Dose 3 of 4

12 months TB test

12-15 months Hib Dose 4 of 4

MMR Dose 1 of 2

15-18 months DTaP Dose 4 of 5

4-6 years DTaP Dose 5 of 5

IPV Dose 4 of 4

MMR Dose 2 of 2

(NEW) 2, 4, & 6 months ROTA Series of 3 doses

PCV Dose 4 of 4

12-18 months Varicella Dose 1 of 1

15. ILLNESS/COVID19 - 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 or symptoms of COVID19 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 see signs posted at the Center to view symptoms of COVID19. All children and adults will report their temperature upon arrival and sign in at the time this is written and during Phase IV. Children will wash hands upon entry of the classroom. During Phase IV all children 2 years and older are required to wear face coverings. We are required to document the process if a child is unable to wear the mask due to breathing difficulties, sensory overload or deafness.

Please keep your child at home and cancel your reservation if they:

-have shortness of breath, persistent cough, fever of 100.4 within the last 24 hours, unexplained rash, diarrhea, chest congestion and cold, has an earache, persistent inconsolable crying, vomited in the last 24 hours, are on antibiotics 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 DILC 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 (simple 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

Ages 2-5

- bag or backpack labeled with child's name
- Complete set of extra clothing (pulls ups and/or diapers if needed)
- Outdoor clothing and shoes (boots & snow pants in winter)

Toilet Training: When your child begins toilet training please put a pull-up or diaper on them or over their underwear until the child has gone several days without an accident. This practice ensures the room stays sanitary in case of toilet training accidents.

Infants and Toddlers (6 weeks-24 months)

- Extra change of clothes
- Diapers
- Wipes
- bottles labeled with child's name
- Finger foods (under 15 months)

Please be sure to label all items.

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. Dress up shoes, flip flops and crocs, although cute, are better left at home.

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.

22. Pest Control- Pest Management- Our Pest Control Management Service is ARC. Pest control is done on an as needed basis. City of Lake Forest notifies Gorton when they will be treating the surrounding areas (grass).

23. Parent Circle - The Parent Circle is a parent group that meets quarterly to help organize various events such as parent coffees, the Santa visit, Holiday teacher gift collection, Halloween trick or treating in the building, and teacher Appreciation Week. Emails will be sent out prior to the scheduled meetings, all parents are welcome to join.

