

4/29/2021

Gorton Children's
Drop-In Learning Center
400 E. Illinois Rd.
Lake Forest, IL 60045

Parent Handbook

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1. PURPOSE - The Gorton Children's Drop-In Learning Center is a non-profit child care program serving children from six weeks through five years of age. The purpose of the Center is to provide quality care for children whose parents need a flexibly scheduled preschool/daycare center between the hours of 8:15 and 4:00 Monday-Friday.

2. GOALS

The Drop-In Learning 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, and 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 or exceeds all of its standards.

3. LOCATION - The Gorton Children's Drop-In Center is located 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 –

Monday-Friday 8:15-4:00 on a school year basis (9 months). See calendar at the Center for current days off, Winter breaks and Spring breaks.

- If School District 67 is closed due to extreme weather, the center will be closed also. You can hear the school closings on WMAQ or WBBM 780 AM radio or see
- <http://www.lakeforestschoools.org/about-us/district-67/index.aspx>

5. ENROLLMENT AND FEES-The annual enrollment fee is due at the time of enrollment. Your standing reservation will not be confirmed until this fee is paid. Currently the regular enrollment fee is \$205, \$260 for a family of two or more. This fee will be pro-rated in January, at the start of the 2nd semester.

\$15 per hour 6weeks-24 months

\$12.50 per hour 2-3 years

\$11.50 per hour 3 ½-5 years

\$4 lunch (over 15 months)

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

6. PAYMENT- There are two payment options as noted in enrollment packet. You may pre-pay prior to your child's reservation or keep your credit card on file. A statement will be sent to you via email 2x per month and your card will be charged accordingly. A late fee of \$25 will be charged for returned checks and all unpaid balances after 72 business hours.

***We reserve the right to suspend usage if payment conditions are not met.**

7. STANDING RESERVATIONS - We are currently operating on a standing reservation only basis, that means same days of the week and times for one semester. Standing reservation requests can be emailed to the director: dicedirector@gortoncenter.org. Reservations will be on the half hour with the exception of 8:15 start time. i.e. 9:30-12:00.

8. CANCELLATIONS - Any cancellation with less than **24 hours** notice will result in a charge of \$10. This includes days your child is sick.

9. ARRIVAL AND PICK-UP - You must sign your child in at the front desk and leave any information about where you can be reached in case of emergency. You will be charged for the time of your reservation. Late pick-up fees and early drop off fees apply. You may need to wait for your reservation time if you arrive early.

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

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 notify the center immediately. All people picking up must be at least 18 years old, per

DCFS rule. ***Under no circumstances will a child be released to anyone without parents permission. Your child's safety is our utmost concern.***

11. SNACK AND LUNCH - (we are a NUT-FREE center)

Meal times are a great time to socialize and develop life skills! The Gorton Children's Drop-In Learning Center serves snack and lunch to children over 15 months. Snacks will consist of a fruit and grain or dairy item. Lunch is 12:00-12:30, \$4, and is a DCFS approved menu that includes milk, protein, grain, fruit and vegetable. A state certified food manager will always be onsite at meal times (the assistant director and director are certified) to ensure proper food handling procedures.

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

Children under 15 months must bring food, snacks, bottles, etc. *Please label all items.

12. CHILD/TEACHER RATIOS

Infants (6 weeks-15 months)	4:1
Toddlers (15-24 months)	5:1
2 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.***

14. IMMUNIZATIONS -

<u>Age</u>	<u>Immunization</u>
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>
4 months	PCV <i>Dose 1 of 4</i>
	DTaP <i>Dose 2 of 5</i>
	Hib <i>Dose 2 of 4</i>
	IPV <i>Dose 2 of 4</i>
6 months	PCV <i>Dose 2 of 4</i>
	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.
- needs greater care than the staff can provide without compromising the health and safety of other children
- 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 48 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
- A negative COVID test result may be requested by the director before the child can return to their classroom.

16. EMERGENCIES (MEDICAL) - 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 Northwestern 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 Learning Center provides a daily curriculum including:

- Indoor free play with developmentally appropriate toys
- Small group and large group activities
- Creative art projects
- Gross motor and outdoor play
- Snack
- Language activities
- Simple musical instruments, songs and movement

18. PROGRAM PARTICIPATION/BEHAVIOR MANAGEMENT

We encourage children to:

- Help pick up toys in the classrooms
- 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. Removal from the group shall not be used for children less than 24 months of age.

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 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

- Bag or backpack with the child's name on it
- Complete set of extra clothing
- sunscreen when necessary prior to drop-off
- Weather appropriate outdoor clothing (boots, hats, mittens, coats, snow pants, all labeled with your child's name).

Infants and Toddlers

- Diapers
- Wipes
- Bottles or sippy cup
- Bibs
- Security items for naps (blankets, etc.)
- Finger foods (under 15 months)

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 bare feet.

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 unless otherwise communicated by DCFS during the COVID-19 pandemic.

22. 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. We believe a child is ready for underwear when they:

- know when they have to use the toilet
- can pull up and pull down their underwear and pants
- are able to independently use the toilet without a teacher's help

23. PEST CONTROL –Our pest Management service is ARC.Pest control is done on an as needed basis. The city of Lake Forest notifies Gorton when they will be treating the surrounding areas (grass).

24. PARENT VOLUNTEERS – Parent volunteers are always needed to help organize various events at the DILC. This includes restaurant fundraisers, Holiday monetary gift collection for staff, teacher appreciation week lunches, or other special events like Halloween and a Santa visit. Please look for an email from the director at the beginning of the school year and throughout the year as needed for volunteer opportunities.