

Shorewood Early Learning Day Care Center

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This handbook is designed to acquaint parents with our goals and policies here at Shorewood Early Learning Day Care Center. We welcome parents to visit or spend time in their child's classroom at anytime throughout the day. Parents are also welcomed to call at anytime to speak to their child's teacher. We believe the key to a child's success is communication between teachers and parents.

Shorewood Early Learning Center is licensed by the State of Illinois. Regular inspections of the facility by Illinois State Licensing Officials will be conducted on a regular basis.

Our hours are Monday through Friday 6:15a.m-6:00pm. The center is closed for New Year's Day, Memorial Day, The 4th of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, and New Years Eve. If an above holiday falls on a Saturday, we will be closed that Friday if it falls on a Sunday we will be closed on a Monday to observe these holidays. If 4th of July, Christmas Eve or New Years Eve falls on a Tuesday, we will also close on Monday. If 4th of July falls on a Thursday, we will also close on Friday. During inclement weather we will follow the Troy School District 30c Closures. Full tuition is due for these days, unless vacation days are used.

Shorewood Early Learning Center is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex or national origin.

Philosophy: Our first concern is for your child's well being, safety and all-around development. We recognize each child as an individual who develops at their own pace. We believe that each day of a child's life is important to the growth and development of a healthy, intelligent individual.

Purpose: The purpose of our center shall be to provide safe, educational programs as well as extended care that will benefit the child, the parents, and the community. Social adjustment is most important, learning how to share and to get along with others, to deal with their emotions and to develop a good self image.

Goals: Our goal is that each child feels secure and content while at our center. We will provide an environment in which will stimulate and enhance the social, emotional, intellectual, and physical development of each child. All of our staff members are well qualified for their positions they hold and have planned meaningful play experiences for learning.

Nutrition: The children will receive breakfast, lunch and two snacks, one in the mid-morning and one in the afternoon. Lunch will be served at 12:00 pm daily. All food is prepared and cooked at the center. We provide a well balanced nutritious meal daily. If your child has any food allergies, the center needs to be made aware of this fact. Please be sure to notify the center about the specific allergies to ensure that the child is not given that food item. If your child is on a special diet due to medical reasons or religious beliefs, a written notice regarding the above must be given to the center at the time of registration. Allergies and special dietary needs will be on file as well as posted in the kitchen and in the classrooms.

Just a Reminder: When you arrive to pick up your child, please check his/her cubby or file folder for important letters, crafts or work your child has to take home. Also, it is most important to have a change of clothes left here at school at all times in case of potty accidents or incase of any spills that may occur during the day. If your child is in the process of potty training a few sets of clothing should be brought daily. Thank You!

Tuition

Tuition is due weekly, on the first day of attendance for your child each week. Full tuition is due regardless of school holidays. Any child whose tuition falls behind will not be admitted to school until the amount due is paid, plus late fees of \$5.00 a day is paid. Fees that are delinquent 2 weeks or more will create just cause for permanent dismissal. All Non-Sufficient Fund checks will be subject to a \$25.00 charge.

Each child is given two weeks' vacation per calendar year upon registration. You may use it as separate days here and there or you can use all two weeks together. Vacation time does not roll over so if you do not use it, you lose it. We ask that parents fill out a vacation form when using this time. The forms are located on the front lobby counter.

Summer Fees

There is a summer fee that is charged annually to help fund the additional activities that we have during the summer. This fee is charged at the beginning of summer to all children that will be attending during the summer months.

Part Time Information

Shorewood Early Learning Day Care Center offers part time care in all classrooms but our infant room. Our infant room only holds 12 cribs and as we are not able to share cribs we will only enroll 12 infants at a time. Our requirements for part time care are similar to full time. You will establish your set days that you are needing care with the director upon enrollment and you are required to pay for those days weekly whether your child is in attendance or not, unless you have requested to use your vacation. Parents will be charged the full day rate even if the child attends a half day, we do not have an hourly rate.

Arrival/Departure

Parents are responsible for signing their child in and out every day on the computer. If you have any questions or troubles with the computer, please see the director. The parents are also responsible for taking their child to his/her classroom and washing their hands. This is to try to prevent the passing of any germs.

Children will not be released to anyone unless they are on the child's pick up list or the center has been notified in writing that someone that is not on their pick up list will be picking up that day. The new pick up person will be buzzed in and asked to show ID. The Director will help them with signing in and out.

Programs Available

Infants & Toddlers: 6 weeks to 26 months. This program is offered as a full day Monday thru Friday 6:15 a.m-6:00p.m. Our daily program for our infant and toddlers promote the individual child's growth and well-being in the development of gross and fine motor skills, sensory learning, language, cognition and positive self concept. Children's activities are recorded on a daily sheet for parents to take home with them upon picking up so they are aware of what their infant or toddler did throughout the day.

Our infant schedule varies due to each child's individual needs. The typical day for our Infants and Toddlers is as follows:

6:15am-7:00am Arrival/Breakfast
7:00am-8:30am-Supervised Free play
8:30-9:00-*Diaper changes
9:00am-Snacktime (for infants that are on table food)
10:00am-Storytime and planned activities
10:30am-* Diaper changes
11:00am- Supervised Free play
11:30am Music Time and prepare for Lunch
12:00pm-Lunch
12:30pm-Diaper Changes and Naptime
2:30pm-*Diaper Changes
3:00pm- Snack Time
3:30pm-6:00pm-Supervised Free play
*Children are changed sooner than the time specified if needed.

Preschool/Daycare: This program is open to students 2 years of age to 4 years of age. During the morning hours the children will participate in curriculum based activities planned by their teacher. These activities will challenge children by doing fine motor activities and encourage children to use their cognitive skills. During the afternoon there are various free play activities offered for the children.

Our Two year old daily schedule is as follows:

6:15am-7:00am-Arrival/Breakfast
7:00am-8:30am Free play/Potty and diaper changes
8:30am-Clean-up time
9:00am-Snacktime
9:30am-Circle Time
10:05am-10:25amBig Room/Playground (weather permitting)
10:30am-Art/Learning activities
11:15am-11:45am-FreePlay/Potty and diaper changes
12:00pm-Lunch
12:30pm-Naptime
2:30pm-Potty and diaper changes
3:00pm- Snack Time
3:30pm-3:50pm-Big Room/Playground
4:00pm-6:00pm-Freeplay

Our three year old daily schedule is as follows:

6:15-7:00 Arrival/Breakfast
7:00-8:45 Free play
8:45-9:00 Clean-up
9:00-9:20 Snack
9:20-10:00 Circle Time
10:00-10:25 Music
10:25-10:45 Big Room-Large Motor
10:45-11:15 School Work
11:15-11:30 Art
11:30-11:50 Table Toys
11:50-12:00 Wash Hands and prepare for lunch
12:00-12:30 Lunch
12:30-12:45 Clean Up/Use Restroom
12:45-2:30 Naptime
2:30-2:45 Bathroom & Wash hands for snack
2:45-3:00 Snack
3:00-3:20 Reading Carpet
3:20-3:50 Centers
3:50-4:10 Big Room/Large Motor
4:10-6:00 Free Play/Depart from the center

Our Preschool Schedule:

6:15-7:00 Arrival/Breakfast
7:00-8:45 Free play
8:45-9:00 Clean Up
9:00-9:20 Snack
9:20-10:00 Circle Time
10:00-10:45 School Work
10:45-11:15 Big Room/Playground
11:15-11:45 Art
11:45-12:00 Clean-up/Prepare for Lunch
12:00-12:30 Lunch
12:30-2:30 Naptime
2:30-2:45 Prepare for Snack
2:45-3:00 Snack
3:00-3:30 Collect work and put in folders
3:30-4:10 Centers
4:10-4:45 Big Room/Playground
4:45-6:00 Free Play/Depart from Center

Our Kindergarten Schedule is as follows:

6:15-8:30 Breakfast/Free Play
9:00-9:20 Snack
9:20-10:00 Centers
10:00 Reading Time
10:20-10:40 Circle Time
10:40-11:15 Work Time
11:15-12:00 Lunch
12:30-1:00 Quiet Time
1:00-1:30 Math Time
1:30-2:20 Art
2:45 Snack
3:30-6:00 Free Play

Before/After School

6:15-7:30 Breakfast
7:30-8:00 Free Play
8:00-8:15 Get ready to board the bus.
8:15 Children arrive off the bus....wash hands
3:30 Snack
3:45-6:00 Homework/Free play

Reasons for Isolation and Exclusion

Infectious viruses' need 3 things to spread: a host, an agent and an environment. By breaking this chain, we can attempt to stop the virus from spreading. If a child exhibits any of the following symptoms, the center will notify the parents and place the child in our designated sick room under supervision until child is picked up. We will be sure to notify the parent and he/she may not return back to the center until he/she is symptom free for 24 hours if the child exhibits any of following symptoms:

Fever: Children with a fever of 100.4 F or higher.

Diarrhea: 3-4 loose, watery stools in one day.

Vomiting: 1 episode in one day

Rash: Any rash on the face, or body, need to be evaluated by a physician before returning back to the center. Diaper rash excluded.

Conjunctivitis (pink eye): Needs an evaluation by a physician. It is viral, so treatment is needed. Child should not return until on medication for 24 hours.

Chicken Pox: Should be isolated until 6 days after onset of rash.

Head Lice: Should be isolated until the morning after first treatment.

Parents will also be notified if your child displays any type of unusual irritability, persistent crying, difficulty breathing or other signs of possible severe illness.

Please keep your child with an active cold at home to help prevent outbreaks at the center from occurring.

What we do to prevent the spread of viruses

The best form of prevention for illness is washing your child's hands when arriving to the center, before and after meals, after bathroom use, after diapering, after wiping their nose, and before going home. Tables are sanitized after every use and floors are mopped daily. Toys are sanitized weekly and any toy that a child has put in their mouth is put in the "dirty" toy bin to be sanitized sooner. Cot sheets and blankets are washed weekly and crib sheets are washed twice a week. Each classroom bathroom is cleaned twice daily as well.

First Aid Treatment for Injuries

Scrapes, Scratches, Cuts: A teacher will wash the area with warm soapy water and apply bandage.

Splinter or Sliver: If the splinter is easy to remove we will remove it with sanitized tweezers, wash area with warm soapy water and apply a band aid if needed. If the splinter is difficult to remove the parents will be notified.

Goose Egg (Bump on the head): Apply an ice pack, check pupil size, observe child's behavior, and notify parent.

Bites: Wash with warm soapy water and apply ice.

Choking: Heimlich maneuver

If any of the following do occur an incident report will be filled out explaining how the accident

occurred, staff present, treatment given and how your child reacted to the treatment.

Parents will be notified of any head injury whether it be minor or major by telephone promptly after the accident occurred. The parents will then make the judgment call on whether the child should be looked at by a physician or be left at school to continue the day. We will also call parents regarding other injuries that we find questionable whether the child should be checked by a physician.

Shorewood Early Learning Day Care is not responsible for minor injuries to children engaged in normal school or play activities. The treatments for these are the responsibility of the parents. Minor injuries, cuts and bruises are a part of childhood. Nevertheless, we will provide excellent supervision and adequate safety rules.

Medication

Only prescription medicines will be given to the children in our center. Over the counter medicine will not be allowed unless accompanied by a doctor's note. These medicines shall be given to the office personnel with the Medication Form filled out and signed by a parent. All refrigerated medication is stored in the kitchen refrigerator in a locked box. All non refrigerated medication is kept in a locked box in the office.

Pesticide Management

Shorewood Early Learning Day Care Center will try to get rid of any type of unwanted pests using natural resources. If after numerous attempts to naturally omit the pests from the area is not done successfully we will then resort to using chemical pesticides. The chemicals shall only be used when children are not present. Toys and other items mouthed or handled by the children will be removed from the area before pesticides are applied. A record of any pesticides shall be maintained at the facility.

Transitioning Policy

Parents of children enrolled in Shorewood Early Learning Daycare Center may be asked to permanently withdraw their child/children for the following reasons:

*Tuition is due on the first day of attendance for each child. A late charge will be added to tuition if it is late. Any tuition fees that are delinquent for 2 weeks or more will be just cause for dismissal of any enrolled child.

*The parent upon the enrollment of each child will supply a current health record for each child. Every child must be current on his/her immunizations and must be kept current during enrollment. Documented proof of immunizations, including updates, will be kept on file for each child at the center. Discovery of any falsifications of child's health record will be just cause for permanent dismissal of any enrolled child.

* Any child demonstrating behavior that may cause physical or mental harm to their selves or to other children will be disciplined by “time-out” or verbal reprimand. If behavior continues, staff and management will discuss child’s behavior with the parents and work with them to cultivate a healthier and acceptable behavior. The parents will first be informed of behavior through a report and if behavior continues there will be a parent conference. During this conference we will discuss what we can do on both ends to help the behavior and come up with a behavior support plan. During this behavior support plan the staff may suggest early intervention if necessary. If the attempts are not successful and the behavior continues, we will document attempts made to meet the child’s needs. If the child is not able to benefit at this facility within a pre-designated period of time, we will then come up with a transition plan. The transition plan will consist of possible new program suggestions. The center will always keep the parent informed of steps moving forward during the transition plan.

*Shorewood Early Learning Daycare Center is required by the Department of Children and Family Services to notify the Illinois State Police or local law enforcement agency if parents neglect to provide us with a copy of the child’s birth certificate within 30 days of enrollment.

*Unresolved conflicts between parents and Shorewood Early Learning Center may necessitate discharge of a student from the center. Open lines of communication and cooperation can usually prevent any such problems.

*Any child with or without special needs who, after attempts have been made to meet the child’s needs, demonstrates inability to benefit from the type of care offered by our facility, or whose presence is detrimental to the group, shall be discharged from the facility. We reserve the right to terminate enrollment if we decide that it is in the best interest of the child. In the event that a child is terminated from our facility, we will attempt to give parents referrals to other agencies or facilities.

Shorewood Early Learning Daycare Center will reserve the right to amend its transitioning policy as the need arises. We will provide all amended policy to the Department of Children and Family Services for approval.

Shorewood Early Learning Center Discipline Policy

PHILOSOPHY

Discipline is the on-going process of helping children to develop their controls so that they can manage their own behavior in socially acceptable ways.

HOW DISCIPLINE WILL BE IMPLEMENTED BY STAFF

Appropriate discipline techniques used include:

- *Avoid problems by offering an organized, stimulating program.
- *Reinforcement for positive behavior
- *Redirection to a more acceptable behavior
- *Setting clear limits
- *Offering choices
- *Acknowledging good behavior
- *Time-out or removal of a child from an area, for a short period of time. (One minute per age of child)
- *Including the child in resolution of conflict

No child will be subjected to, under any circumstances, any form of corporal punishment, which includes hitting, spanking, swatting, shaking, pinching and other measures intended to induce physical pain or fear. The childcare staff will never use abusive or profane language or deprive children of food, rest or use of restrooms. Children will not be punished for toilet accidents.

HOW PARENTS WILL BE INVOLVED IN GUIDANCE PROCESS

- *A director or lead teacher will verbally notify the parent if a pattern of unacceptable behavior is noted.
- *As needed, the teacher will discuss with the parent/parents the child's behavior. If an unacceptable behavior occurs during the day or a behavior is uncharacteristic of the child, a behavior report will be completed, signed by the parent, and a copy will be retained in the child's file.
- *If unacceptable behavior continues the following steps will be followed:
 1. The director will request a meeting with the parent/parents and the lead teacher. At this time, a Behavior Support Plan will be created. This plan will include strategies to document and support student success in the classroom and will be agreed upon by all parties at the meeting. Examples of such strategies would include, but are not limited to, daily behavior charts, check-ins with director, personalized activity choices, or calming down opportunities.
 2. FIRST OFFENSE AFTER CONFERENCE WITH PARENT:
 - 1-day suspension and adjustments to Behavior Support Plan
 3. SECOND OFFENSE AFTER CONFERENCE WITH PARENT:
 - 3-day suspension and adjustments to Behavior Support Plan
 4. THIRD OFFENSE AFTER CONFERENCE WITH PARENT:
 - 5-day suspension and adjustments to Behavior Support Plan
 5. FOURTH OFFENSE AFTER CONFERENCE WITH PARENT:

-Permanent transition from the center to another daycare

HOW CHILDREN WILL BE INVOLVED IN THE PROCESS

*Children will be aware of the classroom guidelines. They will be reminded of the guidelines throughout the day.

*Older children will be involved in creating class rules

*Both preschool and school age children will have reasonable opportunity to resolve their own conflicts.

TRANSITION

Any child who, after attempts have been made to meet the child's individual needs through a Behavior Support Plan, demonstrates the inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be supported by the director and teachers to transition to another daycare/program. This transition discussion shall happen between the center and parents, keeping both the parent's and child's needs in mind. It will also include recommendations of surrounding daycares/programs, possible information on local early intervention/special education services if needed, and open communication with the new daycare/program to ensure the continuity of services in order to meet the child's needs. All discussions will be documented on the Behavior Support Plan.

Field Trips or excursions off the premises

Only the children potty trained and 3 years old and up will be taking major field trips. When a field trip takes place, the child's must have returned a signed permission slip that will be sent home prior to the day of the field trip. A bus will be rented to transport the children to their destination. The bus does not have car seats but the children will be buckled up by Shorewood Early Learning Staff. Younger children on nice days may take walks or go to the neighborhood park. Infants and Toddlers will be in a stroller when going for a walk outside. There is a general permission slip for walking field trips that is kept in your child's file.

Insurance Coverage

Shorewood Early Learning Day Care has liability insurance for accidents that may occur.

Release of Personal Information

Each child will have their own confidential file which will be stored in a locked file cabinet in the office. Only custodial parent(s), Shorewood Day Care administration and the Department of Children and Family Services (DCFS) will be permitted access to these files. File information shall not be released to any other source unless written release is signed by the custodial parent(s) or mandated by a court

order. Any photographs or materials printed by the children will not be released for publication without prior written consent as well.

Communication

Parents will be encouraged to verbally communicate any and all concerns about their child and his or her care with the child care worker assigned to the child's group or to the director of the center. If the parent has special instructions to be followed on a particular day, a note should be provided to ensure specific requests are met.

Special needs children

Children with special needs are welcomed at our facility. It is our desire to meet the needs of all children. We do require that parents provide us with recommendations from any of the following professionals to aid us:

Any registered, licensed and/or certified resource personnel which includes but is not limited to physicians, psychologists and social workers, speech therapists, physical and occupational therapists, educators and any other technical or professional personnel as indicated by the child's special needs.

If a child has special needs and is of school age the parent(s) are required to sign a release so that school records can be obtained. Communication with our facility, the school personnel and parent(s) regarding the child's special needs and progress is to be maintained by the Illinois Department of Children and Family Services (Standards 406.26).

Clothing

Children should be dressed in comfortable, simple, washable clothing. Clothing should allow them to safely and creatively engage in a variety of activities. We ask that the children wear clothes that are easy to pull up and down when using the restroom throughout the day. Please send your child in shoes that are safe and comfortable for them to run around in. To prevent loss of personal belongings, we suggest that all clothing and toys brought to the center be labeled with the child's name or initials. We ask that parents please leave an extra set of clothes at school at all times.

If a parent has any questions, they may see the director or give us a call at (815) 725-7878.

Please sign and return this page to be kept in your child's file. Thank You

I _____ have read and understand the Shorewood Day Care Parent Handbook. I agree to abide by all the policy and procedures in this handbook. I know if I have any questions I can speak with the director at any time.

Parent's Signature: _____ Date: _____

