

Family Handbook



Lyndon Play and Learn Center

501 6th Ave West, Lyndon IL 61261

Call Us: 815.778.0032

Email Us: lpic@ahainco.com

www.lyndonplayandlearn.com

Play and Learn With Us!

Welcome!

For over 20 years, the Lyndon Play and Learn Center has provided comprehensive quality professional child care services to the employees of Winning Wheels, Inc. and families in Lyndon and our surrounding communities. We're honored to become a part of your child's early learning experience, and look forward to getting to know your family.

Our Mission

It is our intention to establish a dynamic learning experience for children and parents alike, by providing comprehensive quality child care services with opportunities for physical, social, emotional, and intellectual development. In both the childcare and preschool programs, staff members assist children to:

- Learn to work and play happily and cooperatively beside and with others of approximately the same age.
- Acquire desirable habits and wholesome attitudes toward helping.
- Think constructively, to use imagination and to develop resourcefulness and originality.
- Broaden interests and understanding of the world around them through discovery.
- Gain coordination and control of body movements.
- Enrich the appreciation of simple aesthetic experiences and self-expression through music, art, drama and literature.
- Develop self-worth and feel secure and loved by utilizing positive reinforcement.
- To learn about love through stories, songs, nature, and other appropriate activities.

Our Center

The Lyndon Play and Learn Center offers quality professional care for children ages 6 weeks to 12 years. We are open Monday through Friday, for the working parents' convenience. Our Center is air-conditioned, with a secure outdoor playground and indoor full-size gymnasium. The Lyndon Play and Learn Center serves breakfast, lunch, and afternoon snacks.

Our Licensure

The Lyndon Play and Learn Center is licensed by the Illinois Department of Children and Family Services. Our center is regularly inspected to make sure everything meets or exceeds standards, including child-to-teacher ratios and safe facilities. Our center is subject to state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. We are proud of our excellent compliance record!

Our Teachers

The Lyndon Play and Learn Center complies with the standards set by the State of Illinois regarding the hiring of child care teachers, which includes reference and background checks, as well as education and health verification. Teachers attend continuing education workshops and in-service training, as well as CPR and first aid training. The State of Illinois requires that all members of child care institutions be on the lookout for, and report to the State, any and all cases of abuse to a child. The Play and Learn Center staff are, therefore, obligated to report to the State any suspected cases of child abuse and/or neglect. Our teachers are early childhood professionals, and also a lot of fun! All of our teachers are just as likely to get their hands dirty helping with an art project or playing in the sand as they are to teach your child their ABC's.

Our Inclusion Philosophy

The Lyndon Play and Learn Center believes in the benefits of early childhood education for all children. A welcoming, inclusive atmosphere for everyone gives children a safe place to learn and explore. Our center maintains a non-discrimination policy whereby students are admitted regardless of race, color, nationality, ethnic origin and religion. All students are entitled to any of the rights, privileges, services and activities made available to other students at the center.

Our Educational Programs

Our classrooms are designed around your child's age and unique needs. Our curriculum includes lesson plans based on monthly themes, with age-appropriate activities such as color, shape and letter recognition.

Infants: 6 Weeks to 1 Year

Nurturing, responsive relationships between infants and caregivers support the development of their sense of security, which empowers them to explore and learn at their own pace and have the freedom to try new things, and build confidence. Program features include:

- Sleeping and eating based on your needs and your baby's schedule.
- Safe sleep policies.
- Group interaction to spark curiosity and social interaction.
- A focus on cognitive motor skills through playtime and activities.
- Whole-child development through age-appropriate materials and toys.

Wobblers: 1 Year to 18/24 Months

A whole new world opens to children when they take to their feet. They walk, talk, and begin to develop relationships with one another. Our teachers understand their needs and provide a high level of interaction while individually nurturing your child. Program features include:

- Uninterrupted time for play and the freedom to explore their environment.
- Development of children's confidence, self-esteem, and love of learning.
- Outlets for creative expression, including games, songs, movement and art.

Toddlers: 2 to 3 Years

Toddlers are curious, busy exploring their environment and learning to communicate their thoughts. Our teachers keep small hands busy and young minds engaged. Sharing, cooperating, and taking turns all teach your child the importance of being part of a group. Program features include:

- Outlets for creative expression, including games, songs, movement and art.
- A variety of cognitive, physical, social and emotional development activities.
- Potty training.

Prekindergarten: 3 to 5 Years

A preschooler's world of learning really opens up as they become more agile, learn complex skills, and begin to mix and mingle more with peers. Our Preschool program introduces language, math, science and social skills in a fun and accessible way that encourages learning one step at a time. Program features include:

- Engaging units that encourage curiosity, self-direction and confidence.
- Opportunities for hands-on experiences to further independent, creative learning.
- Learning experiences that follow a logical and developmentally appropriate sequence.
- Development of a strong vocabulary, writing their name, and using letters and drawings to describe things like, people, places, experiences and feelings.
- Kindergarten readiness.

School Age: Kindergarten to 12 Years

Before and after school care in accordance with the PLT School District. If your child needs transportation to or from the center, you must fill out a bus release form. You can count on us to provide safe, enriching and reliable care for your school-ager while you're at work. Program features include:

- A quiet, comfortable space for your child to do homework.
- A gymnasium and outdoor playground for fitness activities.

Kids Club: Kindergarten to 12 Years

Our Center follows the PLT School District calendar to offer fun-filled programs during school breaks. We also offer a summer camp full of exciting, age-appropriate activities and lessons. Program features include:

- Fun field trips and special guests.
- A comfortable, secure setting with familiar friends and teachers.

If space is limited, priority for admission to the summer program will be determined based on the following criteria:

1. School age student has a sibling that is currently enrolled.
2. School age student is already enrolled in our Before and After School Program.
3. Winning Wheels employees' children.
4. Non-employees' children.

Field Trips

Field trips give your child hands-on, real-world learning experiences. Trips often include visits to nearby parks, pool and library. In order to make field trips both meaningful and safe:

- Parents are notified at least one week in advance of each field trip with time, schedule, location and any extra costs that may be involved with the trip.
- Permission slips are required for all field trips. Each trip requires a separate form describing details of the event. We must have your permission authorizing your child to participate. Permission via a phone call, text or fax is not acceptable.
- Parents are also welcome to participate – extra hands are appreciated! Please notify the Director if you plan to attend.

Your Child's Day

Consistency helps kids feel secure and ready to learn. Building long-term relationships with teachers and classmates is an important part of that, which is why our center is structured by age group. Your child's day at the Lyndon Play and Learn Center will include fun, age-appropriate activities that provide opportunities for physical, social, emotional and intellectual development.

Daily Schedule

Morning:

- Arrival, Quiet Time
- Breakfast
- Gross Motor (Gymnasium / Outdoor Playground)
- Pledge of Allegiance
- Learning Centers
- Free Play
- Songs / Art Activities
- Lunch

Afternoon:

- Rest Time
- Gross Motor (Gymnasium / Outdoor Playground)
- Afternoon Snack
- Pledge of Allegiance
- Review of Daily Activities with Parent at Pick-Up

Meals

The menu at the Lyndon Play and Learn Center is created by a Registered Dietician. The center serves a nutritionally balanced breakfast, lunch, and afternoon snack. If your child has a food allergy or other dietary restrictions, we'll work with you, your doctor and our Registered Dietician to figure out a plan.

Clothing and Shoes

A full day at the Lyndon Play and Learn Center includes fun activities like painting, water activities, and outdoor play in the sandbox, so we recommend easy fitting, washable clothes. Being comfortable lets kids focus on learning and having fun!

- Please provide one complete set of extra clothes, including socks and shoes.
- Clothing should be labeled with your child's first and last name.
- In cold weather, please dress your child appropriately in layered clothing, including mittens or gloves, caps, hoods or hats, sweaters or sweatshirts, socks, and warm waterproof outerwear and footwear.
- Sometimes learning and fun can be messy! The Lyndon Play and Learn Center will not assume responsibility for lost or damaged personal belongings.

Supplies for Infants and Toddlers

- Please provide 3 or 4 complete set of extra clothes, including socks and underwear
- Diapers
- Baby Food
- Bottles

No food other than formula, milk, breast milk, or water shall be placed in a bottle for infant feeding unless otherwise indicated by the child's physician, in consultation with the parent. Juice may be fed from a cup when the infant is old enough to drink from a cup (approximately six months of age). Carrying of bottles by young children throughout the day shall not be permitted.

Potty Training

High collaboration between you, your child, and your child's teachers makes for more successful toilet learning. Children learn toileting skills through consistent, positive reinforcement from all the adults who care for them.

When your child shows an interest, you and your child's teachers will discuss how to work together to encourage toilet learning. We're committed to working with your child consistently, so toilet learning can be accomplished in a developmentally appropriate manner with minimum stress for you and your child.

Every child begins toilet learning at a different age and progresses at a different rate. We're always available as a resource to answer any questions about your child's progress. We do, however, reserve the right to postpone the process at any time.

Positive Guidance

The Lyndon Play and Learn Center staff shall help individual children develop self-control and assume responsibility for their own actions. Limits and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before, and as part of, any disciplinary action. Firm, positive statements about behaviors or redirections of behaviors shall be the accepted techniques for use with infants and toddlers.

The daycare used the time-out procedure. The child is given one re-direction, one warning and then a time-out. Removal from group to help a child gain control shall not exceed one minute per year of age (i.e. a 3-year-old will sit for 3 minutes). The reason for the time-out will be written in the time-out book. Removal from the group shall not be used for children less than 24 months of age. Parents are strongly encouraged to direct any questions or concerns about discipline to the teacher on duty or the Director.

Children shall not be disciplined for toilet accidents. Preschool and school-age children shall have reasonable opportunity to resolve their own conflicts. Discipline shall be the responsibility of adults who have an ongoing relationship with the child.

When there is a specific plan for responding to a child's pattern of unacceptable behavior, all staff who affect the child shall be aware of the plan and cooperate in its implementation. Clinical behavior management plans may be developed to meet the needs of a particular child if developed with the parent and a professional clinician. This must be documented in the child's file. All staff working with the child shall receive training on implementing the plan.

Positive Guidance, continued

The following is **prohibited** at the Lyndon Play and Learn Center:

- Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear;
- Threatened or actual withdrawal of food, rest, or use of the bathroom;
- Abusive or profane language;
- Any form of public or private humiliation, including threats of physical punishment; and
- Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.

Health and Safety

Safety first (and second, and third)! We know what it takes to keep children safe, so you can feel sound. It starts with paying attention to every detail – big and small. Every day at the Lyndon Play and Learn Center, you can be confident that your child is in the very best hands.

Risk Management Plan

As part of our Risk Management Plan, we perform radon measurements and test the drinking water for lead levels, to ensure the health and safety of everyone at the facility. Both reports are available for review upon request.

Additionally, The Lyndon Play and Learn Center practices Integrated Pest Management, a program that combines preventative 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. 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 application, please stop by the Lyndon Play and Learn Center business office and request to be added to the notification registry.

Security

The Lyndon Play and Learn Center is secured with door alarm locks on each of our entrances. Families each have their own unique 6-digit code that allows entry into the main lobby. Please do not share the coded access number with anyone not authorized to pick up your child. Access beyond the lobby requires a staff escort. Please ring the doorbell to notify staff of your arrival.

To comply with State mandated reporting requirements, all children must be signed in and out on our paper roster. We also require you to make direct contact with a teacher when dropping off or picking up your child from the center.

Children will only be released to specific adults you have authorized. Written authorization must be on file at the center prior to your child’s release to anyone. You are responsible for maintaining accurate, complete and current information.

Staff members will ask for government-issued photo ID for anyone who is not positively known to them.

Late Pickup

If a child is not picked up at the designated or agreed upon time, it is the policy of Lyndon Play and Learn Center (LPLC) that the following steps will be taken:

1. The LPLC will attempt to reach parents at the contact numbers provided on each *Child's Record of Information Sheet* (maintained in each child's file).
2. Should those efforts prove unsuccessful, the LPLC will attempt to reach the emergency contacts listed on *Child's Record of Information Sheet*.
3. Should those efforts prove unsuccessful, the LPLC will keep child(ren) until 5:30 p.m. (closing time of daycare), or 1 hour beyond closing time (if designated pick-up time is 5:30 p.m.) before contacting outside authorities, such as child abuse hotline, police, etc.

It is your responsibility as a parent or guardian to assure that up-to-date emergency contact numbers are on file at all times.

If your child is left at daycare beyond pick-up time, the child will be cared for in a caring, non-threatening manner. Children will not be held responsible for the situation and discussion of the issue will only be with a parent or guardian and never with the child.

The Lyndon Play & Learn Center acknowledges its responsibility for the child's protection and well-being until the parent or outside authorities arrive.

A late charge of \$1.00 will be assessed for every five-minute increment beyond 5:30 p.m. It is further understood that repeated failure to have my child picked up at the designated time may ultimately result in discontinuation of daycare services at the Lyndon Play & Learn Center.

Child Accidents

We take every precaution to make sure your child is safe, and that you receive communication regarding accidents or injuries. In spite of all of our efforts, accidents do sometimes happen. If your child is injured at the center, you'll receive an Incident/Accident Report at pickup time. If your child needs medical treatment, we'll make every effort to contact you and we'll make sure your child receives any necessary emergency treatment until we can reach you. If we can't reach you, we'll do our best to reach one of the emergency contacts you've provided.

Our policy regarding injury is similar to that of the public school system. We cannot accept responsibility for the cost of children's injuries that are obtained in the center or on its premises. In other words, the Lyndon Play and Learn Center cannot provide insurance to cover the injury. The cost of providing insurance coverage for loss, breakage, injury, etc. is prohibitive for a facility of this type.

Treatment of Illness

Children may become sick during the day or show signs and symptoms of illness prior to arrival. Children should be kept home, or you will be contacted for pickup, if one or more of the following symptoms develop:

Illness / Symptoms	Criteria for Return to Center
Acute Cold	When symptoms are no longer present
Headache	When symptoms are no longer present
Coughing	When symptoms are no longer present
Rash	When symptoms are no longer present, or healthcare provider clearance illness is noncommunicable
Red, Watery Eyes	When symptoms are no longer present
Severe Pain	When symptoms are no longer present
Sore Throat	When symptoms are no longer present
Swollen Glands	When symptoms are no longer present
Earache	When symptoms are no longer present
Listlessness	When symptoms are no longer present
Diarrhea	When symptoms are no longer present
Vomiting , 2 or more times in previous 24 hours	When symptoms are no longer present, or healthcare provider clearance illness is noncommunicable and child is not in danger of dehydration
Mouth Sores , associated with child's ability to control saliva	Healthcare provider clearance illness is noncommunicable
Conjunctivitis (eye discharge) or pink eye accompanied by a fever, behavioral changes	24 hours after treatment has been initiated, and symptoms are no longer present
Impetigo	24 hours after treatment has been initiated
Strep Throat (streptococcal pharyngitis)	24 hours after treatment has been initiated, and without fever for 24 hours
Head Lice	More after treatment has been initiated, and lice/nits are absent
Scabies	More after treatment has been initiated
Chicken Pox (Varicella)	At least 6 days after onset of rash, when all sores are dried and crusted
Whooping Cough (Pertussis)	Healthcare provider clearance, after 5 days of antibiotic treatment is completed
Mumps	Healthcare provider clearance, and 9 days after onset of parotid gland swelling
Measles	Healthcare provider clearance, and 4 days after disappearance of rash
Symptoms which may be indicative of one of the serious, communicable diseases identified by the Illinois Dept of Public Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690)	Healthcare provider clearance
Any illness/symptoms which prevents the child from participating comfortably in program activities	Director approval
Any illness/symptoms which calls for greater care than staff can provide without compromising health and safety	Director approval

Services may be refused if staff member on duty feels symptoms have not cleared. The center may request additional information (i.e. healthcare provider clearance) if necessary.

Treatment of Fever

If your child develops a fever while at the center, the following steps will be taken:

- If the child's temperature is between 99.6 and 100.4, parents will be notified. It will be the parent's decision to either pick up their child or authorize administration of Tylenol.
- If the child's temperature is over 101, parents will be notified to pick up their child. Parents may authorize administration of Tylenol to keep the child comfortable. The child may return to the center after 24 hours if the fever has subsided.

Medication

Whenever possible, we recommend that you administer medications at home. In order for a staff member to administer any medication, you must complete all required paperwork and follow all instructions provided by our Director. We are not authorized to administer any medications without these forms. Medications are posted, administered and recorded by the teacher in charge.

Handwashing Schedule

Children's hands shall be washed routinely and frequently, using soap and water, at least at the following times:

- Upon arrival at the center
- Before and after each meal or snack
- After using the toilet or diaper change
- After handling pets or animals
- After wiping or blow nose
- After touching soiled items
- Before and after any food experience
- After outdoor play time
- Before and after using water table

Operational Procedures

We know how difficult it can be to leave your child in someone else's care, and we're here to help make that transition as smooth as possible.

Communication

Experience has taught us that open communication is the key to maintaining a positive relationship. Open and frequent communication between you and your teachers will strengthen this partnership and help your child have a positive early-learning experience. We promote close communication through:

- An open-door policy – parents are always welcome
- Family/teacher communication to share ideas and discuss your child's progress
- Conversation and frequent updates highlighting your child's development
- Posted menus, daily activities and upcoming events

Please be sure all contact information, including addresses and phone numbers, are current for all emergency contacts.

Application and Enrollment

The application and enrollment process collects the information we need to ensure that we all have the best start possible. We use this information to complete your enrollment, communicate with you, and comply with licensing regulations. The following information is required prior to enrollment:

- Application / Record of Child Information
- Certificate of Health Examination, including TB test and Lead Screen (unless healthcare provider deems unneeded and signs off)
- Copy of Birth Certificate, from the courthouse in the county where child born
- Written consents
- Schedule Agreement
- Integrated Pest Management Program Notification
- Late Pick-Up Policy Acknowledgement
- Guidance Policy Acknowledgement
- Discharge Policy Acknowledgement
- Parent/Provider Enrollment Agreement
- Winning Wheels Employee Payroll Deduction Agreement

You will receive a Summary of Licensing Standards for Day Care Centers and our LPLC Handbook at enrollment. Child care subsidy assistance forms are available upon request. Our business office will assist you with that application process.

Discharge Policy

We reserve the right to cancel enrollment, including for the following reasons:

- Non-payment
- Failure to adhere to policies
- The child's needs exceed the capabilities of our center
- A child or family member threatens or endangers the safety and well-being of other children or staff

Withdrawals

If you need to withdraw your child, a minimum 2-week notice is required. Payment for the final 2-week charges are due in full at the time notice of withdrawal is given. If a 2-week notice is not given, you will be charged for 2 full weeks of service.

Schedules

In order to best accommodate current and new families, we for monthly schedule agreements for each child attending. These forms are required so that we can adequately schedule our staff, have an accurate count for meals, and have a structured arrival and departure process. We appreciate as much advance notice as possible of any schedule changes. Schedule change forms are available next to the sign-in roster, or from a staff member.

For those parents whose schedules change from week-to-week, please provide us with an updated schedule agreement as soon as possible, but no later than Thursday for the upcoming week. Both drop-off and pick-up times must be noted. Any requests for additional days and/or times need to be approved by a staff member and a schedule change form completed.

Absences

The Center asks for advance notification of absences. This includes illness, doctor/dentist appointments, vacations, or any other times when your child will not be attending during their normal schedule. If no notification is received, normal rates will be charged.

In the event of an extended absence (provided advance notice is given), the child's enrollment will be held up to three weeks without payment. After three weeks, full-time placements are charged for 3 days per week and part-time will be charged for 2 days per week to hold the spot.

Payment

Services are billed on a 2-week basis (10 days of service) and payment is due in full every other Monday at the Lyndon Progress Center business office. The Lyndon Play and Learn Center reserves the right to refuse services to customers who have an outstanding past due balance on their account. Late fees are assessed at 1.5% after 30 days of invoice date.

If you have applied for financial assistance through the Department of Human Services, you will be billed at the public rate and will be responsible for paying your bill in full every 2 weeks until approved by DHS. Once approved, any credits (minus your monthly copay amount set by DHS) will be applied to your account. Your subsidy co-pays are due on a monthly basis. Please contact the Director or the business office with any billing questions.

Family Discounts

Discounts apply to families who have 2 or more actively enrolled children. The child with the lowest tuition charge for the service period will receive discount off their gross rate. In a family with 3 or more children actively enrolled, the child with the highest rate is not granted a discount, and the remaining children receive a discount off their gross rate. Discounts will not apply for children enrolled in the Summer Kids Club Program.

Holidays and Closures

If the Lyndon Play and Learn Center closes for any reason, including extreme weather, an announcement will be posted on one of the local TV stations, such as KWQC channel 6, WQAD channel 8, WHBF channel 4, or KLJB channel 18.

If a closure announcement is made after the center has opened for the day, parents will be notified and have an hour to pick up their children.

The center is closed on the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

If the holiday falls on a Saturday, the center will be closed the preceding Friday. If the holiday falls on a Sunday, the center will be closed the following Monday.

Lyndon Play and Learn Center Rates - 2023

PROGRAM	DAILY RATE 1 ST CHILD	DAILY RATE 2 ND +CHILD(REN)
Ages 6 Weeks to 2 Years	\$47.50	\$35.63
Ages 2 to 5 Years	\$30.00	\$22.50
Kids Club (Kindergarten to 12 Years)	\$30.00	\$30.00 (No Discounts Available)
Before & After School Program (K-12)		
Before School	\$5.00	\$3.75
After School	\$5.00	\$3.75
LPLC Preschool Only 8am to 11am	\$30.00	\$22.50

Subsidy

Any family who is enrolled in the Subsidy program is responsible for paying their monthly co-payment. If subsidy is canceled for any reason due to error on your part, such as documents not submitted timely, there will be a \$25.00 reinstatement fee per occurrence.