



# Infant, Toddler + Two's Handbook

Galena Art & Recreation Center (ARC)  
11084 Us HWY 20  
Galena, IL 61036  
ARC Main Phone #: 777-2248  
[www.galenarc.org](http://www.galenarc.org)

## **Galena ARC Mission Statement**

To promote individual independence and cooperation.

To develop community cooperation in programs and activities which further arts/crafts in childcare, sports, and recreation for all ages.

To create a friendly, respectful social environment based on self esteem, discipline, fairness, equality and responsibility; collectively for the health, safety and welfare for all including family persons, groups and visitors

## **Galena ARC Goals**

To provide a warm and nurturing atmosphere in a safe setting.

To help with the children establish respect for people, equipment and materials.

To provide an opportunity for the children to develop large motor skills and coordination through physical activity and play time.

To provide an opportunity for the child to become independent and responsible through self-directed and individualized activities.

To develop caring and sharing partnership with all parents.

Communication is provided through the Lillio App and daily conversations.

### **Prices:**

| <b><u>Age</u></b>                     | <b><u>Days (Full time)</u></b> | <b><u>Price a Week</u></b> |
|---------------------------------------|--------------------------------|----------------------------|
| <b>Infants</b><br>(6 weeks-15 months) | <b>5 Days</b>                  | <b>\$220</b>               |
| <b>Toddlers</b>                       | <b>5 Days</b>                  | <b>\$220</b>               |
| <b>Two's</b>                          | <b>5 Days</b>                  | <b>\$220</b>               |

### **Program Enrollment Policies**

1. A physician's report of immunizations that will be attached to the back of hand book, a TB skin test, Lead screen, depending on age of child chicken pox (or waiver from a physician that the TB test and/or Lead screen are not necessary) and a medical exam, on the provided form, must be on file for each child enrolled, prior to child attending. A parent may request that immunizations, physical examinations and/or medical treatment be waived on religious grounds. A request for such a waiver shall be in writing, signed by the parent.
2. DCFS paperwork consisting of: Application/Record of child information, Verification of receipt of licensing standards, copy of the child birth certificate, & consents to day care providers must be completed prior to child attending.
3. A receipt of handbook must be completed prior to child attending.
4. Family accounts must be in good standing with the ARC before enrollment in program.
5. Parents must attend a mandatory parent meeting/tour before start date.

### **Enrollment policy for students with special needs:**

The Galena Art & Recreation Center may use the following criteria to enroll students on a trial basis to determine if the program can fully meet the student's needs. The center will not use eligibility criteria which screens out children with special needs, and will make reasonable modifications in policies, practices and procedures to accommodate all children.

### **Discipline and Guidance**

- The ARC provides an environment where discipline occurs naturally through support and encouragement.
- The following are a list of methods to encourage positive behavior at the center. Staff will redirect the child's attention to another activity. Depending on the age we will have them take time away from the activity and then explain the negative behavior and help

the child find a solution. Staff will always talk to the child at child level when being spoken to for behaviors.

- No child will be subjected, UNDER ANY CIRCUMSTANCE, to any punishment, verbal abuse, deprive of regularly scheduled meals, snacks or punished for toilet accidents. Please note: children will need to be completely potty-trained prior to transitioning to the preschool.
- If behavior problems become chronic, the teacher will consult the Director and may ask for a Parent/Teacher Conference to better inform the parents on their child's behavior.

### **Pick-up:**

Children will be released only to the parent or person authorized in writing by the parent to pick up the child. Be sure to include on the authorization form any relatives, siblings, or friends that may possibly be picking up your child. *Please be aware that any person listed on the pickup form may be asked to provide identification to the staff.* Please be patient with staff who may not recognize everyone, this is done for your child's protection.

If a child has not been picked up by scheduled time, we will begin calling all names listed on his/her emergency card twice. If, after a half hour, parents and/or other authorized emergency persons have not been contacted and the child has not been picked up we will contact the authorities.

### **Inclement Weather:**

If the Galena Public schools have cancelled classes for the day, the information will be announced on local radio stations. If Galena Public Schools have cancelled for the day, ARC preschool will also be closed. In addition, if the Jo Daviess County Sheriff department advises no travel, the ARC will remain closed.

### **Car Seats**

Parents you are welcome to leave the car seats outside the Toddler/Infant rooms lined up against the walls. Please label the car seat with a piece of tape on it with the child's name.

## **Infant Supply Check list:**

**Please bring the following to keep in the room.**

- ☐ Diapers
- ☐ Wipes
- ☐ Diaper Cream (if needed)
- ☐ Jars of baby food\*
- ☐ Formula or Breast milk\*
- ☐ Changes of clothes (Appropriate for the season)
- ☐ 2 bottles and 1 sippy cup
- ☐ Pacifier (if needed)
- ☐ Any other things your baby may want or need to be comfortable.
- ☐ Family Photo
- ☐ Child information sheet

\*When your child is developmentally ready we will provide school lunch, and whole milk is provided after they are 1 year old

## **Toddler Supply Check List:**

**Please bring the following to keep in the room.**

- ☐ Diapers
- ☐ Wipes
- ☐ Diaper Cream (if needed)
- ☐ Changes of clothes (Appropriate for the season)
- ☐ Pacifier\* (if needed)
- ☐ Blanket
- ☐ Family Photo
- ☐ Child information Sheet

\*When your child is ready to be taken of the Pacifier please communicate with the staff or lead teacher in the classroom so they can help make it a smooth transition for you and the child. Same goes with Potty training communicate with staff when you would like to start potty training.

## **Two's Supply Check List**

**Please bring the following to keep in the room.**

- ☐ Extra clothes (appropriate for the season)
- ☐ Blanket
- ☐ Pillow (no bigger than travel size)
- ☐ Family Photo
- ☐ Child Information Sheet
- ☐ Diapers/ Pull ups\*
- ☐ Wipes

\*In the two's room one of our main focuses is potty training. We will sit the children who are willing to sit on the potty to sit and try to use the toilet at every diaper/ bathroom break. Never will the staff force a child to sit on the toilet. We want to make this the most comfortable and successful transition for the child as we can.

## **Food (AM Snack, Lunch, PM snack)**

**Infants:** Parents will be responsible to bring in formula and baby food and snacks (puffs, yogurt) they want given to the child for meal time. When you think your child is ready to transition to ARC Food please communicate with the teachers. Infants feeding schedule will go based off of morning routine/last bottle feed. And parents scheduled feeding times.

**Toddlers and Two's:** ARC will provide meals and snacks for the children this price is included in with your weekly payment. Meals will be provided at 9 AM for morning snack, Lunch at 11:30, PM Snack at 2:30 pm.

## **Breast Feeding**

Here at the ARC we have an open-door policy. If you would like to come in and feed your child you are more than welcome to. Parents can feed right in the room or we can find you a quite comfortable place.

## **Breast Milk**

For the limited amount of freezer space, you will be able to bring in gallon size zip lock bag to have for supply at a time. When that supply is getting low the staff will communicate with you to bring some more in. In the morning the staff will take out the amount needed for the day. And put in the fridge to defrost for feeding times. Also **LABEL** each Breast milk with name of child and date!

### **Diaper Changing for Infant/Toddler**

Once the child has been dropped off in our care your child's will have their first diaper check. After the first diaper check we will go to 2 hour diaper checks for the rest of the day. If a child has a bowl movement in between the 2 hour marks the child will be changed right when that soiled diaper is found.

In the toddler room when you are ready to try potty training with your child please communicate with the staff or lead teacher when you would like to start or if you think your child is ready. We want to support you with this transaction and help as much as we can.

Please note, children will need to be completely potty-trained prior to transitioning to the preschool.

### **Diapers & Wipes**

Infant, Toddler and the two's staff will label the child's diapers and wipes with a permanent marker with their initials. This way we are making sure that the right child is using their own supply that has been brought in. When the child is getting low on supply the staff in the room will communicate with you when to bring in more!

#### **If we have to use ARC extras!**

If we have to use ARC Extra diapers or wipes they will be replaced. When we say replaced that means if your child has to use extra diapers for a day we will replace the amount we had to use when you bring in your child's diapers or wipes.

### **Diaper Bags**

We prefer not to keep diaper bags here at the center we should have everything we need here at the center to provide the proper care for your child. This way we don't have to worry about the other children getting into them.

## Let's Talk about Clothes!

### Please take this into consideration!

1. Please make sure to provide us with 2-3 extra outfits in case of accidents.
2. We do use paint, chalk, and other messy materials for art projects and sensory activities.
3. We will also be playing outside and with some of the children not walking there will be a chance of dirty clothes.
4. Toddlers WILL need shoes for the toddler room!
5. We will be playing outside so if it's a little chilly please provide a jacket for your child to wear.

### Birthdays:

Birthdays can be celebrated in two ways: 1) Families may choose to bring a treat for the entire class. If this is what you choose, please inform the teacher so that it can be planned. 2) Families may choose to give a birthday present to the class. Please feel free to ask the teacher for suggestions if you are unsure of what the class needs. **Birthday invitations Policy:** Parents may have the staff put Birthday invitations in the student's folder. Children are **not** allowed to hand out in classroom. **Birthday treats must be a prepackaged food from the store, not a homemade product.**

### Toys & Personal Belongings:

Toys should not be brought to the ARC. We have found it causes problems with sharing and other issues if the toy were to become broken or lost.

### Photography:

Photos and videos are periodically taken of participants during programs at special events, trips or at the ARC. These photos/videos may be used for ARC publications, website, Facebook and/or local newspapers. **If, for any reason, you do not want your child's picture used please contact the Childcare director.**

### Illness:

Children will be screened upon arrival for signs of illness. Children with diarrhea and/or vomiting and/or rash and/or fever (**oral temperature of 100 F or higher or other symptoms that warrant exclusion per IDPH**) shall not be allowed to stay at the ARC while those symptoms persist. Children are able to return to the ARC when they have been symptom free without medication for 24 hours.

**Emergency Procedures:**

The ARC will conduct drills for possible emergency situations. Drills will be conducted once a month for fire and twice a year for tornado. We will maintain records of the dates and times drills were conducted. A floor plan is posted in our classrooms indicating primary and secondary exit routes.

**Emergency Medical Care:**

In the event that your child may need emergency medical care our staff will obtain prompt medical services first and then notify parents.

**Pest Management:**

Chemicals for insect and rodent control will be applied in minimum amounts and will not be used when children are present in the facility. Over the counter products will be used only according to the package instructions. Commercial chemicals, if used, will be applied by a licensed pest control operator and will meet all standards of the Department of Public Health (Structural Pest Control Code, 77 Ill. Adm. Code 830). A record of any pesticides used will be maintained at the facility.

Any extensive extermination of pests or rodents will be conducted by a licensed pest control operator under the direct observation of a staff member to ensure that residue is not left in areas accessible to children.

**Parent Responsibilities:****Participation:**

Parental support and participation are the keys to a successful preschool program. We welcome and encourage communication between parents and teachers. Please feel free to talk to our teachers/administration about any concerns you may have about your child(ren) and/or the program. We will work with you to find a solution. In return we expect parents to conduct themselves in a professional manner when dealing with staff and administration. **The ARC will not tolerate bad language, disrespect of staff/administration & lack of parental involvement. The ARC reserves the right to terminate services due to improper parental behavior.**

**Open Door:**

The ARC has an open door policy for all its programs and activities. Parents/guardians are welcome to drop in to see their children or phone them at any time. If parents want to observe their child for any reason (even if you're just curious) please feel free to ask the ARC Director to escort you. We also have a full building security system with cameras in every classroom and buzz entrances on all doors.

**Key Cards/Buzz Entrance:**

All families will be given up to two key swipe cards to allow them access to the building. A \$25.00 replacement fee will be charged.

**Child's Folder:**

Please check your child's folder on a daily basis. All parent communications will be put in your child's folder.

**Supplies:**

There will be a one-time fee of \$25.00 for supplies for the classroom.

**Holiday parties:**

With each major holiday the children will be having themed parties. For each party, parents may be asked to provide supplies or be asked to help out when needed to make the party a success.

**Medications:**

ARC staff does not administer medication of any kind, for any reason; without a medication authorization form. This form must be filled out prior to any medication given to your child. The medication must be in its original container, with your child's name on it.

The ARC staff does not administer injections to any child enrolled in our programs (except EpiPen). If injected medication is required during ARC programs, a parent may: 1) bring the injection in the original container with the child's name on it for the child to administer to him/herself, or 2) join the child at the program in order to administer the medication. Please see attached permission form.

**Allergies:**

Please make us aware of any allergies your child(ren) may have. We will store any medication at the ARC that your child may need in case of an allergic reaction. A medication authorization form will need to be filled out prior to starting the program.

**Phone numbers/Emergency contacts:**

Please keep us up to date on any changes in phone numbers, either of the parents or other emergency contact people.

**Program Fees****Registration:**

A once a year, non-refundable registration fee of \$25.00 will be collected to hold your child's spot in the Infant, toddler and Two's programs.

**Tuition:**

Weekly tuition fees are due by the first of the month. All tuition payments must be placed in the payment lock box in the hall or in the after-hours lock box located outside the front door.

Please see the ARC Childcare Director or Office Manager with any payment questions.

**Late payment:**

If payments are two weeks outstanding, the ARC reserves the right to ask for pre-payment of services or terminate services.

**Late pick up/Early drop off:**

If your child is routinely picked up late or dropped off early additional fees may be charged. A late fee/early fee of \$1.00 per minute may be charged.

**Return check:**

There will be a \$30.00 fee for any returned check. After one returned check the ARC reserves the right to require cash payment and/or pre payments only.

**Holidays:**

The ARC observes the following holidays and will be closed: Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, Memorial Day, Independence Day and Good Friday. We reserve the right to add additional floating holidays depending on where they fall within the calendar year. There will be no charge for these days.

**Withdrawal from the program:**

If it becomes necessary to withdraw your child, **a two week written notice is required.** If a written withdrawal is received with less than a two week notice parents will remain responsible for two weeks payment. In order *to re-enter the program* the family account must be in good standing with the ARC. This includes fees for all ARC activities, sports & session classes. Parents may be required to pre pay for services.

**Biting at these ages!**

Please remember this behavior is very common among children birth to 3 year. It's important to think positively of children who bite. Biting can be a form of communication, a response to the child's needs or coping with stress. When the child is teething please let the staff know because that can be a higher chance of seeing that child bite. ARC staff try our best to keep all the children safe from biting we may not be able to catch them all!

Incident reports will be written out for the biter and the victim of the bite. First aide will be administrated as followed, bitter will get their mouth rinsed out with water and offered a teething ring. For the child that has been bitten we will wash the area where the bite happened with soap and water and apply ice to take away swelling. Bruises will appear with the bites most of the time.

When the incident happens, the child who was bitten will be immediately care for and comforted. For the child who bit another teacher will direct them to another area and remind that child that biting is not okay! (teeth are for eating, not for biting and that biting hurts!)

We will provide incident reports for both children involved. Incident reports then will be files in their files and kept confidential.

There is a attached article on biting at this age attached at the end of this handbook that will provide more information!

**I have read and understand the Galena Art & Recreation Center's policies stated in their handbook. I agree to abide by these policies and work with the staff to ensure my child's continued success in the Infant, Toddler and Two's programs.**

**Parent's Name** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please return this page to the Childcare Director.**