



Parent Handbook

Dear Parents

We welcome you and your child to Redeemer Lutheran Preschool and Childcare!!

At Redeemer, we understand the tremendous responsibility we have in caring for your child. That is why we are committed to providing your child with a secure, comfortable and loving Christian environment.

The caregivers, administrators, and staff of Redeemer Lutheran Preschool and Childcare (PSCC) are committed to offering quality childcare, modeled on the highest early childhood standards. Our primary goal is to create a learning center that:

- Care for children in a Christian environment that is challenging and nurturing.
- Provide opportunities for children to develop spiritually, socially emotionally, cognitively, and physically.
- Provide consistency and stability

Most importantly, we endeavor to be partners with you, in the care of your child. We encourage you to share your insights about your child. We welcome your comments, concerns, questions, and suggestions. We invite you to share in your child's early experiences by visiting and observing your child and participating in daily activities whenever possible

We look forward to having your child at Redeemer. We want your child's experience with us to be positive and memorable.

Sincerely,

Redeemer Lutheran Learning Center Staff and Board

OUR MISSION STATEMENT

At Redeemer, we believe that every child is a precious unique gift from God. The goal of our early childhood curriculum is to partner with parents to help each child reach their full potential academically, physically and spiritually and effectively prepare them for kindergarten and life.

GOALS FOR EACH CHILD

1. To help every child know the love of Jesus.
2. To provide an atmosphere where the foundation of respect for others and self is established, along with respect for the equipment and materials
3. To develop an active curiosity about the world in which each child lives and encourage an enthusiasm for learning which stimulates exploratory behavior and creativity.
4. To promote emotional growth:
 - a. To build self-confidence and a sense of self-worth.
 - b. To promote a warm accepting environment for each child to work and play in.
 - c. To encourage curiosity and sense of wonder.
 - d. To provide appropriate alternatives to negative behavior and strengthen inner emotional controls.
5. To promote social growth:
 - a. To promote and instill a sense of caring and sensitivity towards others.
 - b. To aid in the development of problem-solving skills.
 - c. To help each child learn how to participate in a group.
6. To promote intellectual growth:
 - a. To provide an atmosphere where children discover and explore.
 - b. To provide a wide variety of activities within a routine where cooperative play is encouraged.
7. To provide physical/motor development:
 - a. To have each child use their body in a variety of ways by participating in small and large motor skills activities both indoors and outdoors.
 - b. To promote physical growth and competence at each development level.

We welcome each and every child. Please let us know if your child has any special needs that we should be aware of. In order for our staff to best care for your child, the Director, Teacher and Parents will meet to develop an Individual Plan for Specialized Care (see appendix A) and will include the following:

- Assessment
- Goals
- Plan of Action
- Re-Assessment date

Staff will meet with parent/guardian before implementing any special procedures.

HOURS OF OPERATION

- The Childcare Center is operated on a year-round basis, Monday through Friday from 7:00 a.m. to 6:00 p.m. We serve children 2 years of age to 12 years of age.
- Redeemer Lutheran PSCC is not responsible for children prior to 7:00a.m. Teachers who arrive before 7:00am are there to prepare for the day. If early drop off becomes a problem, Redeemer Lutheran PSCC has the right to charge an early drop off fee.
- Redeemer Lutheran Preschool operates on a school calendar with classes offered from 9:00 a.m. to 11:30 a.m. Monday through Friday.
- Redeemer Lutheran PSCC has 8 separate classrooms where the children have the opportunity to learn and grow in an environment that promotes God's Love, self confidence, social competence and a lifetime love of learning.
- Redeemer Lutheran PSCC offers a School Age Summer Camp for children 5-12 years old (must have completed Kindergarten). You have the option to choose certain weeks or attend the whole summer. Field trips, swimming, devotions, and fun are part of the normal day!

MULTICULTURAL EQUALITY

Our center is committed to multicultural equality and education. We strive to create a program that truly reflects the lives of our children, families, staff, and community. By recognizing the impact culture plays on families, we will make every effort to provide culturally responsive child care by affirming human differences and the right of people to make choices about their own lifestyle. We seek to recognize, appreciate, and respect the uniqueness of each child. No person will be discriminated against because of race, sex, nationality, or religion.

STAFF

Redeemer Lutheran Preschool and Childcare Staff are committed to providing quality care and education. They are certified in CPR/First Aid and are all Mandatory Reporters. (as described under Department of Child and Family Service policy)

SIGN IN/SIGN OUT

Children are to be signed in and out for their time of arrival and departure from the center. As a registered Center, we are required to document when children are attending the center. The person responsible for dropping off and picking up the child will be responsible for ensuring it is completed each day.

LATE PICK UP CHARGE

Any child picked up past the center's closing hours will be charged \$10.00 and for every additional 15 minutes thereafter, the late fee will increase in \$10.00 increments per child.

After 15 minutes, attempts will be made to reach parents. If parents cannot be reached, emergency contact numbers supplied by parents will be notified. If contact is not made, additional calls will be made at 5 minute intervals. If there has been no contact by 6:30p.m, outside authorities, such as police or The Department of Children and Family Services will be contacted. The child will remain with childcare personnel until authorities arrive and will be shielded from blame and discussion about the incident

PERSON AUTHORIZED TO PICK UP CHILD

At the time of enrollment, parents must provide the names of persons authorized to pick up their child. It is the parent or guardian's responsibility to inform the Center of any changes in the names of the persons authorized.

The center will release children to authorized persons only. If necessary, the Center may request photo I.D. or other official identification before the child is released. If someone other than an authorized person (as indicated on enrollment form) is to pick up your child, please notify the center in writing. We will release the child only to authorized adults. Copies of legal documents must be provided to the Learning Center's Director before any staff can actively prevent a parent or legal guardian from picking up their child.

Intoxicated Parents or Drivers will be discouraged from taking their child from the center. If staff suspects a parent or driver is intoxicated, the police will be called.

TUTION AND FEES

Caring for children is a tremendous and challenging responsibility. First and foremost, Redeemer Lutheran PSCC is a ministry. We are serving our Lord by providing a nurturing environment for His children. However, we also must run the center as a business in order to provide for our families. Tuition not only pays our staff to plan and implement the program, but it is also used to purchase food, equipment, toys, books, crafts, and supplies. With this consideration, it is extremely important that tuition payments are made according to the policies set forth.

- Registration fee are due at the time of enrollment and on September 1 of each year thereafter. **Registration fees are not refundable**
- Full payment is due whether child is present or not.
- Members of Redeemer Lutheran Church will be given a \$10.00 discount on weekly and monthly payments.
- Family discount: A 10% discount will be given to older siblings of a child enrolled in our childcare.
- Automatic withdrawal is available through the Church. See Director for details.

CONTRACTS

Contracts run from September 1-August 31. All families are required to have a contract on file. This contract will specify the days your child/children will be attending. You will be billed according to what you have contracted for. If there is a change to your contracted schedule, please notify the Director as soon as possible. Parents are expected to adhere to the contract schedule as closely as possible.

EMERGENCY DAYS (childcare families only)

Redeemer Lutheran PSCC understands that there are circumstances that may arise that a child may not attend childcare. Each child has emergency days based on your contract. Please read your contract for the amount of emergency days you are allowed. Emergency days run from contract to contract.

LATE TUTION PAYMENT POLICY

Childcare statements will be handed out on Monday of the week. Payment must be paid on the Monday of the week. If weekly payment for Childcare is not made by 6:00pm on Friday of that week, a late fee at the rate of \$5.00 per day starting with the day payment was due (Monday) will be applied to your bill.

Preschool statements will be handed out on the first of each month. Payment must be paid on the first school day of the month. If monthly payment for Preschool is not made by 6:00pm on the 15th of the month, a late fee of ½ your monthly fee will be applied to your bill.

Past due account will be addressed to the Elders of Redeemer Lutheran Church. The Elders and the Director will discuss the appropriate actions to be made. Termination of services may result if payments are not paid regularly.

IRS STATEMENTS

Redeemer Lutheran Preschool and Childcare will provide itemized statements for tax purposes. Upon request, you will receive a statement with the Federal I.D. number prior to Jan 31st.

CONTACT INFORMATION

It is extremely important that center staff be able to contact parents by phone in case of illness, injury or other situations. It is the parent's responsibility to inform the center of changes in home, work, cell phone numbers and home addresses. It is imperative that the center is able to contact a parent or guardian at any time their child is at the center.

ENROLLMENT FORMS

We are required by The Department of Children and Family Services to have the following forms on site and signed by parents/guardians.

- Enrollment Information
- Physical Examination-to be filled out by a doctor
- Immunization Form
- Copy of Birth Certificate
- Pick-Up Permission
- Abandonment Policy
- Travel and Activity Authorization Form
- Picture Release Form
- Parental Emergency Medical Consent
- Medication Authorization-if applicable
- Allergy Medical Form- if applicable
- Signed verification of the Summary of Licensing Standards for Day Care Centers.

EMERGENCIES

If it becomes necessary to close the center due to extreme conditions in the weather, a notice of closing will be given over WCIC 91.5 radio station, WEEK 25 and WMBD 31. The safety for children and staff is the prime concern and we ask for parent understanding in these situations.

In case of an emergency that required the evacuation of the building such as fire, earthquake, or bomb threat, a notice will be given over WCIC 91.5 radio station, WEEK 25 and WMBD 31 as to where to pick up your child/children. A natural disaster will be the only time a child might be kept at the center overnight. The center staff talks to the children about safety and prevention in emergencies. The children are instructed on procedures to follow when various situations occur. The center also stresses that families talk about and practice safety procedures for these situations at home.

HOLIDAYS AND BILLING

In the event the center is closed in observance of a Holiday and your child is contracted to be in attendance on that day of the week, you will be billed for that day. For example: If 4th of July falls on a Thursday and your child would usually attend childcare on Thursday, you will be billed for the day.

The following are the Holidays the center observes:

- New Years Day
- Good Friday
- Easter Monday
- Memorial Day
- 4th Of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Vacation- week in between Christmas and New Years
- Institute Days (2) will notify in advance

If a holiday falls on a Saturday, the center will be closed in observance of the holiday on Friday. If a holiday falls on a Sunday, the center will be closed on Monday to observe the holiday. The Director will post reminders in the event the center will be closing for any of these holidays.

DISCONTINUATION OF SERVICES BY THE PARENTS

When parents decide to terminate preschool/childcare, a two week notice in writing is requested. This statement shall indicate the date of termination of care and the reason for leaving. We recognize that not every situation is appropriate for every child. If for any reason this center is found to be unsatisfactory for any particular child, we will make every effort to discuss this with the parents in order to determine the causes. Sometimes we can help the child or staff to make adjustments. If this is not possible, the parents may choose to terminate the contract.

DISCONTINUATION OF SERVICES BY REDEEMER LUTHERAN PSCC

If the staff does not feel that the center is meeting the child's needs, we reserve the right to terminate the care arrangement on a timeline that is in the child's best interest. Other reasons that may result in the termination of a contract are as followed:

- Non-payment of services
- Lack of cooperation from parents with the center's efforts to resolve differences and/or to meet the child's needs through parent/staff conferences
- Abusive behavior and or verbal threats by parents toward center staff, children or other parents
- Parents disciplining other children at the center
- A child exhibits needs that the center can not meet
- A child exhibits behaviors that are a threat to other children attending the center.

BEHAVIOR GUIDELINES

Redeemer Lutheran PSCC promotes a Christ-like approach to managing and praising the behavior of all children. Discipline at the center has two primary goals. First, we strive to find a solution to the current situation. Second, we attempt to help the child process feelings, recognize consequences, explore alternative solutions/ outcomes, and to develop internal self-control with the help of God. To accomplish these goals, we use the following techniques

- Set limits and expectations
- Prevention- a well designed and equipped classroom with daily routines that provide enough time for play, a sense of security, little waiting, and few transitions.
- Positive Redirection- Redirecting unacceptable behavior to an acceptable alternative
- Modeling- Teacher Models appropriate behavior and communication

The child who continually hurts others will be removed from the program. The following steps will be taken before the child is removed from the program:

1. Parents will be notified of persistent behavior problems.
2. Parents will meet with the teacher and director to discuss the problem situation.
3. An action plan, which may include counseling, will be implemented to attempt to alleviate the problem behavior.
4. If, after two weeks, or a time specified by the teacher and director, no improvement is evidenced, the child will be removed from the program.

The communication between the child, teacher, and parents is extremely important for self-esteem, trust, and growth to take place. The results of this will be a well-rounded Christian personality that acknowledges the presence of Christ in his daily life.

PRIVATE PROPERTY AND DAMAGE

Upon arrival, each child will be given a labeled hook and mailbox for personal belongings and school work. Any personal belongings brought to the center are to be placed in the child's personal mailbox. At the teacher's discretion, their items may be brought out in the classroom. Toys and items of value should remain at home. We cannot and will not assume responsibility for materials brought from home. If the item is lost or stolen, we will assist in locating the item, but will not be responsible for the item.

SUPPLIES

Each Childcare child needs the following items: Please mark all personal articles with child's name

- Blanket (not too large please)
- Complete Change of clothes to be on hand at the center
- Diapers and diaper wipes (if your child is not yet potty trained)
- Jacket

LUNCH AND SNACKS

The center is required to follow the guidelines set forth by the Department of Children and Family Services and the Peoria County Health Department. In doing so, we provide the following:

Breakfast – will be served between 7:30-8:00a.m. Breakfast will include fruit or 100% juice, bread/cereal, and 2% milk.

Morning Snack- will be served at 9:45. The snack will include a combination of two of the following components: fruit, vegetable, 100% juice, a milk component, or a bread/cereal component.

Lunch- will be served between 11:30-12:00p.m. The lunch will include milk, fruit, vegetable, bread/grain component, and meat or protein serving

Afternoon Snack – will be served 3:00-3:30 p.m. and the snack will include a combination of two of the following components: fruit, vegetable, 100% juice, a milk component, or a bread/cereal component.

**All meals and snacks are served family style

It is against The Public Health Department Policy to bring in outside food into the center except for special dietetic foods and must be accompanied by a medical note from a certified Doctor. Treats for the whole class for special occasions or preschool morning snack are acceptable as long as the item is a store bought product and there are enough for the whole class. Food from home is NOT to be eaten during a meal.

CHILDREN'S HEALTH AND SAFETY ISSUES

MEDICATION

Authorized staff will dispense medication when a parent or guardian has completed a Medication Permission Form. This form includes both prescription and non-prescription medications and MUST be signed by the parent or guardian.

Prescription medication must be in the original container with the doctor's instructions and name of the patient on it. Staff will keep a daily log of medication given.

Over-the-counter medication – must be in the original container with a signed medication administration form.

SICK POLICY

Redeemer Lutheran Preschool and Childcare policy for the care of ill children is based on ensuring that staff available can meet the needs of all children at the center. Children will be excluded if the child's symptoms or illness prevent the child from participation in routine activities; and/or

- A. has a fever of 100 degrees F or higher
 - B. pose an increased risk to the child or other children or adults with whom the child comes in contact.
-
- Please do not bring your child to the center if they are not well enough to participate in normal activities, are exposed to a contagious disease, or are diagnosed with a contagious disease.
 - Should your child become ill during the day, you will be notified as soon as possible. Upon notification, parents are required to make arrangements to have your child picked up within one hour. In cases where the parents are not available, persons listed as emergency caregiver will be contacted.
 - In the event of a serious illness or injury, at the discretion of the Director or the designee, paramedics will be called and your child will be transported to an emergency medical facility.
 - If antibiotics are prescribed, child must be on antibiotics for 24 before returning to school

The center asks you to keep your child home if they are experiencing any of the following symptoms:

- Vomiting
- Has a fever of 100 degrees F or greater.
- Has more than 3 loose bowel movements the last 24 hours.
- Pink eye
- Chicken Pox
- Head Lice
- Any other communicable disease

**All children need to be free of fever and vomiting/diarrhea for 24 hours before they can return to the center.

ACCIDENTS/INCIDENTS

Staff will fill out an Accident/Incident report on any injury or incident that occurs involving your child while at the center. One copy will be given to the parents and the other will be placed in the child's file at the center. If your child received an injury at the center and you did not receive a report, notify the center as soon as possible.

CONFIDENTIALITY

Redeemer respects the right of each family to have privacy and confidentiality regarding health, behavioral and developmental records. No employee may disclose names of children involved in the incident. Department of Children and Family Services have the legal right to inspect the files of all children attending the center at any time.

TOILET TRAINING

This center believes the parents should start toilet training at home. We will support your efforts to help your child become toilet trained. We will make every effort to follow your directions to ensure consistency between home and the center whenever possible. It is not the responsibility of the center staff alone to toilet train your child. We must work as partners to accomplish this goal.

SOILED CLOTHING

The Center for Disease Control in the United States Public Health Services require that clothing or cloth diapers soiled with bodily fluids (stools, urine, vomit, and blood) need to be placed, un-rinsed in a sealed plastic bag, labeled with the child's name. Parents/Caregivers need to pick up the soiled clothing by the end of the day. Redeemer Lutheran Preschool and Childcare follows these recommended precautionary guidelines for the safety of the children and the staff. You are asked to bring a change of clothing for your child in case of such a situation.

BITING POLICY

If your child is bitten- Child development research indicates that approximately 50% of all children enrolled in child care centers will be bitten. Toddlers especially will often use biting as a form of communication. Redeemer will strive to minimize biting incidents. However, it is possible your child will be bitten. If this should occur, we will do our best to comfort your child, clean the wound and care for his/her needs immediately. We will also inform the parents through a Biting Report. We will also inform the parents of the biter and work with them and their child to change this behavior.

If your child bites another child- Biting is very serious and is unacceptable. If your child bites, Redeemer will determine a plan with you to correct the problem. However, if the biting is aggressive, breaks the skin, and does not lessen within a reasonable length of time, we may ask you to temporarily dis-enroll your child until the biting diminishes.

HEAD LICE

Redeemer Lutheran PSCC enforces a "NO NIT" policy. If your child acquires head lice, they need to be free of any nits before they may return to daycare. This is required due to the fact that the current treatments may not destroy the eggs if they are not in the correct growth stage. Please consider treating personal items in your home to eliminate the nits and lice.

CARE OF ENVIRONMENT/CHILDREN

The goal of the center's cleanliness policies and procedures is to maintain an environment that minimizes risk of contraction or spread of illness. Maintaining a clean, sanitary environment is the responsibility of the custodial staff and preschool and childcare staff. Redeemer Lutheran PSCC does ask that parents help stop the spread of illness by washing your children's hands frequently and bathing them regularly. Children's hands should be washed upon arrival in their classroom.

ALLERGIES

If your child has allergies, please discuss this with the Director and the childcare provider at the time of enrollment. Please fill out an Allergy Action Plan that is available in the office. We will make every effort to accommodate your child's needs. If your child has a food allergy, a written note completed by your doctor must be in your child's file.

SMOKE FREE ENVIRONMENT

In the best interest of the children and in accordance with state law, Redeemer Lutheran PSCC maintains a smoke free environment. Smoking is prohibited within 15 feet of the building.

TOUCHING AND NURTURING

It is our philosophy, belief, and practice that children require physical contact for their care and healthy development. The contact can be described in three ways:

1. Nurturance- This includes hugs, handholding, gentle tickling, carrying, cuddling and back rubbing. This type of contact is never made against the expressed wishes of the children.
2. Safety and Guidance- This includes restraining children from harmful situations, separating conflicting children, guiding children, leading them and administering medication or first aid
3. Hygiene – This includes face and hand washing, diapering including cleansing and drying of genitals, assisting with toileting, examining rashes or unusual marks, nose blowing, and conducting necessary clothing changes.

IN ACCORDANCE WITH LAW AND RULES, AND IN ACCORDANCE WITH OUR OWN PHILOSOPHIES, NO CHILD OF GOD WILL EVER BE SUBJECT TO CORPORAL PUNISHMENT.

ABUSE AND NEGLECT POLICY

All caregivers must report to the proper authorities any suspected physical, sexual, emotional abuse or neglect.

Indicators of Abuse:

1. The child shows evidence of repeated injuries
2. The history is not consistent with the injuries
3. The child has unexplained and suspicious injuries
4. The injuries are handprint or fingerprint markings, welts, scars and or burns

Center Policy for Mandatory Reporting

1. When indicators appear, the staff member will notify the director of their concern
2. When indicators appear, the childcare staff member will consult the Dept. of Children and Family Services
3. The staff member is obligated by law to report any suspected abuse to DCFS within 24 hours
4. The telephone report will be followed by a written report.

STAFFING

Minimum staffing as required by the Department of Children and Family Services will be maintained.

2 year olds	1 teacher to 8 children
3 year olds	1 teacher to 10 children
4 year olds	1 teacher to 10 children
5 years and up	1 teacher to 13 children

5 years and up- 1 teacher to 13 children During summer and no school days, once the school age rooms reach 13 children, the teachers will separate the children according to age. There will be no age gap greater than 3 years in each school age room

Although the ratio set by the state of Illinois for school age children (5 years and up) is 1:20, we at Redeemer Lutheran Preschool and Childcare feel that for the safety of the children, we will abide by the ratio 1:13.

All staff will be certified in First Aid and CPR. At minimum, one staff will be in any room occupied by children.

NAP AND REST POLICY

Naps and rest are appropriate and necessary activities of children. Upon entry to the childcare program, the parents and teacher will discuss the child's needs and

habits. It is asked that each child participates and cooperates with this part of our day. Children in all rooms except school age room will have a rest period

FIELD TRIPS

Field trips are an important part of learning. Children 3 years old and older will participate in field trips. Transportation for field trips will be provided by a rented bus company. Parents will receive advance notice of fieldtrips.

INDOOR/OUTDOOR PLAY

Children will play outdoors daily, including in the winter, as weather permits. Please provide appropriate clothing. If weather prohibits them from outside play, the children will be in either the life center (gym) or the carpeted room located in the west wing of the church (room 760).

PARENTS INVOLVEMENT

Redeemer Lutheran PSCC encourages all parents to be involved in their child's preschool/childcare. We have an open door policy where parents/guardians are allowed in their child's classroom at all times. We encourage parents to visit, help teachers, attend field trips, read to the class, or just come play with your child. There are opportunities for parents to help with special event throughout the year. Please watch newsletters for more information

NEWSLETTERS

Newsletters are issued monthly to help keep parents informed of the activities that will be happening at the center. Information, for the parents, will include notices of meetings, fundraisers, and reminders. Preschool teachers will prepare a weekly newsletter for parents. Please read them carefully as there are important dates and information in them.

INDIVIDUAL ROOM INFORMATION

Individual room information will be available in the classroom. Please see your child's classroom teacher.

PEST CONTROL

A Pesticide Management company inspects the facility monthly. Scheduling is handled through the church office. All treatments are done when the children are NOT present and classrooms are not professionally treated. Regular service is scheduled once a month.

SECTION 407.270 GUIDANCE AND DISCIPLINE

This section comes from the Illinois Department of Children and Family Services. Redeemer is required to supply you with the Guidance and Discipline Procedure.

- a) The day care center shall develop a guidance and discipline policy for staff use that is also provided to parents. Staff shall sign the guidance and discipline policy at the time of employment and parents shall sign the policy when their child is enrolled. The policy shall include:
 - 1) A statement of the center's philosophy regarding guidance and discipline;
 - 2) Information on how discipline will be implemented by staff;
 - 3) Information on how parents will be involved in the guidance and discipline process;
 - 4) Information on how children will be involved in the guidance and discipline process; and
 - 5) Written procedures for termination of a child's enrollment in the day care center because of disciplinary issues.

- b) Written rules for all children shall be established and available to children, parents and staff. These rules shall set the limits of behavior required for the protection of the group and individuals. The rules shall:
 - 1) Pertain to important situations;
 - 2) Be understandable to children;
 - 3) Be stated in the positive form whenever possible; and
 - 4) Be enforceable.

- c) Child care staff shall help individual children develop self-control and assume responsibility for their own actions.
 - 1) 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.
 - 2) Discipline shall be developmentally appropriate and logically related to the child's act and shall not be out of

proportion to the particular inappropriate behavior. The child shall be made aware of the relationship between the act and the consequences.

- 3) Firm positive statements about behaviors or redirection of behaviors shall be the accepted techniques for use with infants and toddlers.
- 4) Removal from the group to help a child gain control shall not exceed one minute per year of age. Removal from the group shall not be used for children less than 24 months of age.
- 5) Children shall not be disciplined for toilet accidents.
- 6) The following behaviors are prohibited in all child care settings:
 - A) Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear;
 - B) Threatened or actual withdrawal of food, rest or use of the bathroom;
 - C) Abusive or profane language;
 - D) Any form of public or private humiliation, including threats of physical punishment; and
 - E) Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.
- d) Preschool and school-age children shall have reasonable opportunity to resolve their own conflicts.
- e) Discipline shall be the responsibility of adults who have an ongoing relationship with the child.
- f) 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.
- g) 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.

(Source: Added at 22 Ill. Reg. 1728, effective January 1, 1998)

Once again, we welcome you and your child/children to Redeemer Lutheran Preschool and Childcare. We hope you have an enjoyable experience we us! If you have any questions or comments please feel free to contact me in the office!

Appendix A

IDENTIFYING INFORMATION	
Child's Name	Birthdate
Parents Name	
ASSESSMENT : STRENGTHS/CONCERNS	
GOALS	
IMPLEMENTING GOALS - TREATMENT THE CHILD IS TO RECEIVE AT FACILITY DURING CHILD CARE HOURS	
If the child is to receive treatment during his/her scheduled hours of care, how and by whom is this treatment to be administered?	
RE-ASSESS / ADJUSTMENTS	
Re-assessment date: _____	
Adjustments to goals	

Parent Signature date

Parent Signature date

Teacher Signature date

Director Signature date

