



At Jellybean LLC, we strive to make our center a nurturing and safe environment for your child, you, and our staff. To be able to ensure this we have some policies set in place. Please read through this handbook and sign at the bottom

Concerning child enrollment:

We care for children ages 6 weeks to 12 years old. In order to enroll your child, we need the following documents: current immunizations, birth certificate, and an updated physical. You also will be required to sign and turn in the following documents: student handbook and child application for care. There is a \$50 enrollment fee per child, if you are enrolling more than two children the fee is \$100 per family. If your child has allergies, please inform staff upon enrollment. However, if your child requires one on one medical attention, we are not able to supply this. We require at least a two week notice of withdraw in writing. If we do not receive this notice, you will be charged tuition for those two weeks.

Record keeping/Development screening:

All records are kept in the office in a filing cabinet. These records are only accessed by authorized staff and personnel. We also complete developmental screening every 6 months. These screenings are shared with you on brightwheel the day they are completed, then are added into their files.

Photography:

Children are not photographed for any reason other than for brightwheel and our prek/infant Facebook groups. Staff completing classes for college might ask for permission to video your children for her professional development. Photos of your children will only be visible to you and staff members.

Hours of operations and drop/pick off:

We are open starting at 5am to 5:30pm. If children are not picked up by 5:30pm you will be charged \$1 per minute per child due at pickup. We serve breakfast for any child up until 8am. Children are required to be at the center no later than 9am. When dropping off your child please ensure that they are left with a staff member inside the building. Children are signed into brightwheel during drop of by staff members. During pick up we are only authorized to release the child to parents and approved pick-ups. If the adult

picking up the child is not on the list, they will not be able to take the child unless: you call prior, and we are shown ID at the door.

*** THERE IS NO SMOKING ON THE PREMISES BY STAFF, GUARDIANS, OR PARENTS***

Payments:

We charge \$50 for 6w to 15mo, \$45 for 15mo to 2yrs, \$40 for 3yr to 5yr, and School-age \$35 full day and \$17.50 before and after school. When making payments you may pay with cash, card, or check made payable to Jellybean LLC. A service fee of \$50 will be charged for returned checks. If payments are not made by Monday morning the week of you will be charged a \$25 late fee on Wednesday, and every Wednesday after until paid. Once the late fee hits \$75 total childcare services may be interrupted.

Holiday Closures:

We are closed for the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after, Christmas Eve, and Christmas Day. Regular tuition is charged during these days.

Illness Prevention:

Please do not bring your child in if you suspect they are sick. If we notice your child is not feeling well, we will assess symptoms and take their temperature. If the child has a fever of 100 degrees or more, loose bowel movements, vomiting, matting/redness of the eye, severe cough, or wheezing, you will be notified to come pick up your child immediately. Children with any of these symptoms may not return without a doctor's note or being symptom free for at least 24hrs. If your child has diarrhea, you will receive a courtesy message on brightwheel on the second diaper, so you can arrange pick up. If your child has a 3rd diaper containing diarrhea they are then sent home and can not return for 24hrs. Conditions such as head lice, ringworm, impetigo, etc. Require treatment before returning. We do not administer any form of medication. The only acceptations to this are diaper ointment, teething relief aids, and gas drops.

Safety and First Aid:

All staff located on the premises are CPR and First Aid Certified. If your child has a minor injury, we will administer first aid. Treatment is limited to cleaning the area, bandaging, and applying ice packs. If the injury is a serious and requires medical attention, we will call you immediately and take them to

an emergency facility. For any injury we will provide you with an accident report that is filled out by staff.

Meals and Nap Time:

We believe that eating nourishing food and developing healthy eating habits is an important part of growing up. A breakfast is served from 6am to 8 am each morning. A well-balanced lunch is served each day around 11. An afternoon snack is served after nap time and when the school age children arrive. All of our menus are approved by the State of Illinois and the USDA food program. For infants, please bring formula, water, and bottles labeled with your child's name. Do not bring in already mixed bottles or food in case it is left in the bag and spoils. Nap-time is from 11:45pm to 1:45 pm everyday. Children are not required to nap but are encouraged.

Discipline Policy:

Discipline can be a sensitive concept among daycare centers. At Jellybean LLC we strive to conduct fair and honest discipline. We believe children don't learn through yelling and frustration. We approach discipline with a gentle approach and put ourselves in the child's shoes. We believe in logical consequences, where we help children decide what a fitting consequence may be. We find out why the issue occurred, and then we discuss with the children

how they can fix what has happened and what they believe would make it better. We believe it is best to assist children in solving their problems, but not solve their problems for them. Jellybean LLC utilizes the practices of Conscious Discipline. Conscious Discipline is “an evidence-based, trauma-informed approach. It is recognized by the Substance Abuse and Mental Health Administration’s (SAMHSA’s) National Registry of Evidence-based Programs and Practices (NREPP)”. To learn more about Conscious Discipline, you may visit consciousdiscipline.com. We understand that some children require some additional behavioral assistance, and we are willing to invite in additional help to find the cause and create a solution.

Clothing/Supplies:

Infants, Toddlers, Pre-K, and School Age

- Physical, Shot Record, & Copy of Birth Certificate
- 2 boxes of Kleenex
- 1 box of baby wipes
- 1 can of Lysol
- 1 Container of Bleach Wipes
- Change of Clothes (weather appropriate)
- Sunscreen (spring/summer)

- Crib sheet and small blanket for nap (not school age)

Infant & Toddler Room Additional Items

- Diapers
- Wipes
- 2 Bottles
- Formula
- Nursery Water (if applicable)
- Breathable Blanket
- Diaper Ointment

For safety children are only allowed to wear TENNIS SHOES starting at the age of 12 months. If children do not arrive with tennis shoes you will be asked to get some for them to wear.

Daily Learning:

We strive to provide your children with the skills necessary to grow and develop. We have two outdoor play area equipped with appropriate equipment for ages 6mo to 12 years of age. Children go outside daily unless there are extreme weather conditions. We also have weekly lesson plans that are made with sections for fine motor skills, gross motor skills, literacy skills, social/emotional skills, and sensory/art skills. Starting at around the age of two we encourage parents to start potty training. We start teaching healthy

hygiene habits and encourage children who are potty training to go to the bathroom every hour.

Insurance/Pest Control:

Jellybean does NOT cover accidental insurance. If your child is involved in an accident and requires medical attention, the parent is financially responsible.

We cover liability only and it is different therefore should not be confused with accidental insurance. Jellybean cannot be held responsible for any care or service outside or away from our center. We are contracted with Orkin Pest Control. They come out monthly and spray/set out glue traps for any pest and bugs. Children do not come in contact with them.

Emergency situations:

We follow all DCFS licensing regulations in any disaster, pandemic, or other unforeseen circumstances. If there is an emergency situation with our center and need to relocate. We will go across the street at Meagan Greenwood's (DIRECTOR) house. The phone number to get ahold of us there is 618-927-0672. If there is an emergency weather situation, we will relocate to First Baptist Church's basement. It is located on Market Street in McLeansboro. All parents will be notified of any emergency immediately. Children under the age of 30 months and with special needs will be evacuated using the evacuation cribs.

I, _____, parent of _____ have read through and understand the information provided. I agree to follow all the rules and information as listed. I understand that my child could be terminated by not abiding to policies.

Parents Signature: _____ Date: _____