



WHERE LEARNING
AND FUN
BECOME ONE



SPECIALIZED PROGRAMS

- Ages 6 weeks to 6 years
- Full-Time Available (5 days-a-week)
- Year-Round Enrollment
- Breakfast, Hot Lunch & Snack provided by the Daycare

Provide your child with a positive, gentle and safe environment conducive to learning at all levels of development.

Our caring staff strives to prepare a variety of well-organized, enriching activities to fit your child's individual cognitive, physical and social-emotional needs.

815-625-6000

1813 Second Ave. ■ Sterling, IL 61081 ■ www.cghmc.com/daycare



1813 Second Ave.
Sterling, IL 61081-1279
(815) 625-6000
Fax (815) 626-2896

Hours of Operation

Monday-Friday 6:30 a.m. - 5:30 p.m.

Mimi Hicks, Director
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A community child care service licensed
by Illinois Department of Children and Family Services.
Regularly inspected by DCFS, Whiteside County Health Department,
State and City Fire Marshals.

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■ WELCOME

CGH Medical Center and its staff would like to welcome you to CGH Helping Hands Daycare and Resource Center. We are glad you have chosen our Center for your child care needs. On the following pages are policies, procedures and basic information that we have prepared to serve as a guide for you. We look forward to working with you and your child and encourage any comments and/or suggestions you may have that would help us reach our goal to provide quality child care services.

■ STATEMENT OF PHILOSOPHY

It is CGH Helping Hands Day Care Center's philosophy to provide your child with a positive, gentle and safe environment conducive to learning at all levels of development. Our staff strives to prepare a variety of well organized, enriching activities to fit your child's individual cognitive, physical and social-emotional needs. (Our goal is to give your child the opportunity to explore, create and enjoy learning at an early age.)

■ PURPOSE

CGH Helping Hands Day Care Center has been designed to provide employees of CGH Medical Center and the general public with quality child care services at a reasonable cost. Its close proximity to CGH Medical Center will prove to be an advantage to parents and guardians.

CGH Helping Hands Daycare Center has an open door policy for parents/guardians to come in and observe their Child in a classroom setting. We hope you take advantage of our close proximity and come visit with your child at a time most convenient for you. We encourage you to come in and have lunch with your child any day of the week.

■ PRIORITY CRITERIA

Children will be accepted on a first-come, first-served basis for the following:

- FULL TIME dependent of CGH Medical Center
- FULL TIME general public
- PART TIME dependents of CGH Medical Center

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■ **INFANT CARE - FULL TIME SLOTS ONLY**

Children will be accepted and placed according to open slots available in their age groups. Once room capacity has been reached, children's names will be placed on a waiting list.

■ **ENROLLMENT PROCEDURES**

Upon enrollment, each child is required to have, on file, the following documents prior to his/her first day of attendance.

- **REGISTRATION FORM**

This includes basic information about the child, such as personal data, interests, medical information, etc.

- **PHYSICAL EXAMINATION**

This document needs to be signed and dated by physician including physician's identification number every two years. Dates of immunization need to be filled out and signed by physician on this form. Lead screening assessment & Hepatitis B vaccine are required.

- **CURRENT IMMUNIZATION RECORD**

If not completed on Physical Form. This also needs to be signed and dated.

- **CURRENT TB TEST AND RESULTS** (or physician signed and dated risk assessment)

- **CHILD RELEASE FORM**

This document will release the child to a person other than parent/guardian under authorization in accordance to parent's wishes. ID will be required before the child will be released to them.

- **EMERGENCY INFORMATION**

- **PARENT AUTHORIZATION AND CONSENT FORM**

- **DCFS DAY-CARE BROCHURE RECEIPT**

- **FOOD PROGRAM FORM**

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■ ENROLLMENT PROCEDURES *(Continued)*

- UNDERSTANDING OF DAY CARE POLICIES FORM
- 6 WEEK IMMUNIZATION FOR INFANTS BEFORE ENROLLMENT

NOTE: IN THE EVENT OF DIVORCE, OR LEGAL SEPARATION, ADOPTION OR FOSTER PARENTING, A COPY OF COURT DOCUMENTS STATING CUSTODY WILL BE REQUIRED TO BE IN CHILDREN'S FILE.

■ TUITION FEE POLICY

Fees are due at the end of the week on Fridays or the ending of your weekly schedule. **There is a \$25 Non-refundable Registration Fee.** CGH Helping Hands Day Care reserves the right to process any past due unpaid accounts to collection. **Late Fee starts at 5:31 p.m. and is \$25 every 10 minutes.**

Tuition is based on actual cost of operation. Staff salaries, food bills, insurance coverage, supplies, equipment, furnishings, etc. depend on income generated through weekly fees. Payroll deduction is mandatory for CGH Medical Center employees.

NOTE: A \$25 FEE WILL BE ASSESSED ON ANY CHECK RETURNED BY THE BANK.

■ TUITION INCREASE

Parents will be given a thirty (30) day written notice in the event that operating costs require an increase of tuition.

■ PARENT PARTICIPATION

At Helping Hands Daycare, we strongly believe that parents are their child's first teachers, therefore, any information given to the staff will be given very serious consideration. We encourage parents to have lunch or snack on occasion with their child to become more involved within our day care center or volunteer to assist on a class trip or class party.

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■ GRIEVANCE PROCEDURES

We would like parents to follow certain procedures when a problem occurs within the classroom or the Day Care itself. Approach the persons in this manner if necessary:

1. Teachers
2. Director
3. Overseeing Vice-President

■ PERSONAL BELONGINGS

Helping Hands Daycare will provide each child with his/her own cubby in which he/she can store personal belongings. Personal belongings need to be limited to a change of clothes, toothbrush and toothpaste, which need to be labeled with your child's first and last name. Children may, however, bring ONE soft naptime toy, pillow and blanket with them.

(Launder blanket & pillowcases weekly.)

It is Helping Hands policy not to allow war toys or weapons in our Center, so we ask that parents not send guns, war toys or weapons with your child, even on "show and tell" days. It will be the parents' responsibility to retrieve toys brought by their child.

It is also Helping Hands policy to not allow movies with inappropriate language and to only allow movies with a rating of "General" (Rated G) or "Youth" (Rated Y) in our Center. Therefore, we ask that parents not send movies with inappropriate language, and only send movies that are Rated G or Rated Y.

■ MEALS

Helping Hands Daycare will provide nutritionally balanced meals prepared with each child's special needs in mind. All meals will be served Family Style, which promotes self-help development, manipulative development and hand-eye coordination, where developmentally appropriate.

Although we will encourage children to try new foods, children will never be forced to eat.

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■ MEALS *(Continued)*

If your child has special dietary needs due to medical reasons, allergic reactions or religious beliefs, written instructions signed by parent, guardian, and licensed physician should be given to the Director so that proper provisions can be made.

BREAKFAST will be prepared by the DAYCARE (cold cereal, milk & 100% juice). LUNCHES will be prepared by CGH MEDICAL CENTER'S Dietary Department, which is managed by a registered dietitian. Helping Hands will provide jars of strained baby food and table food. SNACKS will also be provided daily by the DAYCARE.

If you know your child will not arrive at the center in time for 8:00 a.m. breakfast, please make sure he/she is fed at home or before arriving at school.

PLEASE NOTE: DCFS Day Care Licensing Standards section 407.330 states: Lunches shall not be brought from home as a substitute for a meal provided by the facility.

CGH Helping Hands Day Care has scheduled time in the curriculum for oral hygiene, but it is each parent's responsibility to provide a labeled toothbrush and toothpaste for their child to be kept at the Center. The staff will ask for replacements when needed.

■ DISCIPLINE

Helping Hands Daycare follows the policy set by DCFS LICENSING STANDARDS section 407.270, which states: The facility and staff shall use disciplinary measures designed and carried out in such a way as to help individual children develop self-control and to assume responsibilities for their own acts.

- Each class will develop a set of simple, understandable rules, which are established and upheld by staff and children for the protection of the group and individuals within it.

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■ DISCIPLINE *(Continued)*

- Discipline shall be developmentally related to the child's act and shall not be out of proportion to particular inappropriate behavior. The child will be made aware of the relationship between the act and the consequences.
- Removal from the group as means of helping a preschool child gain control shall be for periods – not to exceed one minute per year of age. Children will be supervised by an adult.
- Firm positive statement about redirection of behaviors shall be the effective controlling techniques used with infants and toddlers.
- Discipline shall encourage self-discipline.
- No child shall be subjected, under any circumstances, to corporal punishment inflicted in any manner upon the body, to verbal abuse, or be deprived of regularly scheduled meals, or any part of meals as punishment, or punished for toilet accidents.

■ NAP TIME

In accordance to DCFS Licensing Standards, all children enrolled in the 15 month to 6 year old program will be required to lie down for a nap not exceeding 2½ hours a day. Children will not be required to sleep, but they will be required to lie quietly. This will allow those children who want to sleep to do so. Infant nap times will depend on each child's individual needs. All other children's naptime will be between (12:00 noon – 2:30 p.m.) each day.



CGH HELPING HANDS DAYCARE POLICIES

■ ARRIVAL AND DEPARTURE POLICY

All parents/guardians are expected to sign their children in and out of the Center each day in their students' sign-in books located in their rooms by Parent Corner. Please sign in/out the times and the person who picks the child up should sign their full name. All parents/guardians must call in by 9:00 a.m. daily if child is absent.

■ BAN ON LATEX OR RUBBER BALLOONS

To prevent suffocation accidents from latex or rubber balloon; no latex/ rubber balloons will be allowed in CGH Helping Hands Daycare. Mylar Balloons are acceptable.

■ CHILD DISMISSAL POLICY

CGH Helping Hands Day Care reserves the right to dismiss a child from the Center if that child is hindering the safety of the other children or jeopardizing the quality care of the Center. We will attempt to help you place your child in another program, with another agency.

A child may be discharged from our program due to a health reason, or continual unacceptable behavior. A child can be discharged due to repeated untimely tuition payment or frequent abuse of the pick-up policy. If a child is unable to benefit from the program, he/she will be referred to another facility.

DCFS Section 407.250 Enrollment and Discharge Procedures – Children shall be admitted and discharged under circumstances, which ensure protection of their own and other children's physical and emotional well being.

In all instances, when a facility decides that it is the best interest of the child to terminate enrollment, the child's and parents' needs shall be considered by planning; with the parent to meet the child's needs when he or she leaves the facility, including referrals to other agencies or facilities.

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■ HOLIDAY POLICY

The Daycare Center will be closed at least nine (9) days a year in observance of the following holidays at no charge:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. The Day After Thanksgiving
8. Christmas Eve
9. Christmas Day

If Holiday falls on a Saturday, the center will be closed the Friday before and if the Holiday falls on a Sunday, the center will be closed the Monday after.

■ MEDICAL PROCEDURES

In our efforts to keep our Center as free from illness as possible, we ask that you use the following guidelines for keeping your child home when he/she appears to be sick. **CHILD MUST BE KEPT AT HOME IF HE/SHE HAS ANY OF THE FOLLOWING:**

1. Fever (101° F now or in previous 24 hours without fever reducing aide)
2. Rash with fever
3. Diarrhea
4. Vomiting
5. Unusual tiredness
6. Poor Feeding
7. Persistent crying or irritability
8. Breathing difficulties or persistent coughing
9. Yellow skin or eyes

If he/she has been exposed to a communicable disease, the center **MUST** be notified. The case will be discussed with the Infection Control Nurse, who will determine on what date he/she may return to school.

YOUR CHILD MAY RETURN IF symptoms have cleared or child has been treated with appropriate antibiotics, etc.

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You will be expected to pick up your child as quickly as possible (within 1 hour) after being contacted if he/she appears to have any symptoms of illness during the course of the day.

NOTE TO EMPLOYEES OF CGH MEDICAL CENTER:

If your child is ill and cannot be brought to the Center, you may take your child to the CGH Pediatric unit depending on availability. Parents will be charged three dollars (\$3) an hour by Pediatrics but will be credited by Helping Hands on your tuition for that day. It is important to call Pediatrics at (815) 625-0400 ext. 5522 to insure availability.

■ **MEDICATION**

In order for medicine to be administered at the Center, medication must be sent in its original container with the physician's name, child's name, date, directions for administering, prescription number, and pharmacy/ drugstore name on the label. **THERE CAN BE NO EXCEPTIONS.** Parents will need to fill out an Authorization for Medication sheet available at the Center for each day the medication is to be administered.

■ **OVER THE COUNTER MEDICATION**

Medication **MUST** be sent in its original container with directions for administering legible. Dosage will **ONLY** be given according to medication label. All over-the-counter medication that states age-specific to consult a physician will require parents to consult a physician. **A written doctor's dosage must accompany medication and a completed Authorization for Medication sheet in order for HHDC to administer.**

■ **MEDICAL TREATMENT**

In case of a medical emergency, parents will be notified immediately. Depending on the severity of the injury, paramedics will be contacted and child transported to CGH Medical Center or other hospital as stated in the Emergency Information Form completed by parents upon enrollment. **Parents will be responsible for any costs incurred for medical emergencies.** HHDC's staff has been trained and annually certified in **CPR** and **BASIC FIRST AID** techniques to respond to minor incidents such as scrapes, bumps, and bruises.

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■ TEXT ALERT SYSTEM INFORMATION

We are implementing a text alert system to notify parents of any closures due to weather and other important information. In order for us to complete the system set-up, we will need to know your current cell phone number and your cell phone provider. When you have an update on any cell phone numbers, please be sure to let us know so we can adjust our information. If you have an email that you would like to share as well, we can take that and get information to you that way as well. Please complete information from Forms Booklet with your current information.

■ SNOW DAY POLICY

If Unit 5 Sterling School District is closed by 6:30 a.m. due to weather conditions, **DAY CARE WILL BE CLOSED TO THE PUBLIC.** (Teacher/child ratio is a must for DCFS compliance.) If day care is already in session, we will be open until 5:30 p.m. or until the last child exits.

Listen to local radio station AM 1240 or FM 94.3 for information on closings.

We will house CGH employee children so CGH patient care will not be jeopardized.

If Unit 5 closes due to the cold, we plan to be open as the cold typically does not affect us, therefore the text alert system will be beneficial for everyone to avoid any confusion.



■ 10 MINUTE PARKING POLICY

To eliminate parking problems and unsafe conditions in the Fire Lane, we are asking that ALL parents please address necessary issues with teachers and take a few minutes to share with their children before they exit the center. An ideal time frame would be approximately 10 minutes for the safety of our children and convenience of our customers.

If you have any questions concerning any of these policies, please contact the Director. Thank you for giving us the pleasure of serving you and your family.

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