

# Mill Creek Early Childhood Program



## Parent Handbook

The purpose of this Parent Handbook is to outline the policies and procedures under which Mill Creek Early Childhood Program operates.

Mill Creek Early Childhood Program South  
510 South Batavia Avenue  
Batavia, IL 60510

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## GENERAL INFORMATION

### 1. Mill Creek Early Childhood Program’s Vision Statement

To foster an energetic and innovative learning community where child-focused exploration, creativity, and collaboration inspire the curriculum while creating a lifelong love of learning.

### 2. Mill Creek Early Childhood Program’s Curriculum

Our curriculum is inspired by the Reggio Emilia approach to early childhood education, which encourages young children and their teachers to explore, question, and discover in a stimulating environment. As early childhood educators, we know children learn best through active, engaged, meaningful play. Therefore, we firmly believe play is the children’s work. We understand children are naturally curious, and learn best when they are allowed to: actively explore, involve all their senses, manipulate real objects, work together with adults and other children, make meaningful plans and build upon what they already know. Our curriculum reflects these needs while fostering independence, empathy, cooperation, and creativity. In-depth explorations of a topic, which are motivated by the children’s interest, excitement and curiosity, allow the curriculum to be presented in a developmentally appropriate manner.

### 3. Nature-based Program

Mill Creek Early Childhood Program believes every child has a right to be outdoors and play in nature. They should experience climbing a tree, playing in the rain and jump in puddles, splashing in a creek or river, go fishing, building a snowman, planting a seed and watching it grow, harvesting and eating a fruit or vegetable, hiking a trail, playing in the sand or mud, gazing at the stars, and catching a fireflies. Children’s social, psychological, academic and physical health is positively impacted when they have daily contact with nature. To see the benefits go to: [benefits of connecting children with nature infosheet.pdf \(naturalstart.org\)](https://www.naturalstart.org/benefits-of-connecting-children-with-nature-infosheet.pdf)

#### 4. Reggio Emilia Philosophy

The Reggio Emilia philosophy inspires our program to encourage children and their teachers to explore, question, theorize, and draw conclusions in a rich and pleasing environment. Children learn through the processes of inquiry, investigation, and conclusion. Children can continue to refine their discoveries as they are nurtured and encouraged by the adults (parents, teachers, and community members) who facilitate their learning.

Key elements of the Reggio approach:

- **View of the Child:** The child is seen as strong, capable, and resourceful. The child is social and able to express their interests and ideas, research information, and reflect on their experience and form conclusions.
- **Role of the Teacher:** The adult's role is provocateur, researcher, facilitator, and guide alongside the children.
- **Environment as the Third Teacher:** The environment is inviting, inspiring, and accessible.
- **Negotiated Curriculum:** The children engage in in-depth investigations that engage them in real-life contexts and integrate the acquisition and application of basic skills through inquiry. These studies are negotiated upon the children's emerging interests.
- **Use of Symbolic Language:** Children use a variety of means (drawing, language, music, dance, etc.) to express their thoughts, feelings and knowledge.
- **Documentation as Communication:** Children's thoughts, ideas, growth and construction of knowledge are reflected upon and documented as a form of communication with the community.
- **Parent as Partner:** Parents are considered to be an essential component of the program. Parents play an active part of the children's learning experience and, at the same time; help ensure the welfare of all children in the school.

#### 5. Assessment

Authentic assessment is done daily at Mill Creek Early Childhood Program. This assessment engages and evaluates children on tasks that are personally meaningful to them, takes place in real life contexts, and is grounded in naturally occurring activities throughout the day. The process of observing, recording, and documenting what children do and how they do it is the basis for a variety of educational decisions that affect teaching approaches as well as curriculum development and implementation. We use multiple methods of collecting information on children's abilities and then we compile it so we can incorporate it within our planning that meet the needs of not only the individual child, but also the whole group. Our goal is to learn about each child and the context of his or her learning. We want to learn what is necessary to further each child's growth and make and implement plans. Checklists are completed two times a year. They occur at the end of October and April. These checklists are often revisited to evaluate whether they resulted in positive gains for each child. The assessments for each child provide important information that can help us monitor their development and learning, guide planning and decision making, identify who might benefit from special services, report and communicate with others and improve our program.

This information, in addition to all other required information for school, will only be shared with the child's parents/guardians, the Early Childhood Director, the teachers at Mill Creek Early Childhood Program, or specialists who may be working with a child with written guardian consent. Sharing this information with anyone else will require parent/guardian consent and signatures. If we feel a child's welfare is at risk, we will share confidential information with agencies and individuals who have legal responsibility for intervening in the child's interest.

## 6. Portfolios

Teachers undertake authentic, meaningful assessment by collecting work samples, checklists, anecdotal notes and photos of the children throughout the year. A child's portfolio will tell the story of their effort, progress and achievements throughout their time at Mill Creek Early Childhood Program. They will be shared throughout the year and sent home on the child's last day of school.

## 7. Mill Creek Early Childhood Program

Mill Creek Early Childhood Program is owned and operated by Ilana Marczak. The Early Childhood Education Assistant Directors report to Ilana Marczak. Ilana or the Assistant Directors can be reached at 630-326-7519. The address of our South location is 130 S. Batavia Ave., Batavia, IL 60510 and the address of our North location is 510 South Batavia Ave., Batavia, IL 60510.

## 8. State Licensing Requirements

Mill Creek Early Childhood Program is licensed and complies with all applicable licensing regulations and standards. These standards relate to the building, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Mill Creek ECP is subject to inspection by state and city health, fire, and licensing officials.

## 9. Mill Creek Early Childhood Program Educators

The educators are responsible for the planning, environment and curriculum in their classroom. The educators meet daily to plan, reflect and document what is happening in their classrooms. Our educators value learning and take part in professional development activities throughout the year to stay current on issues and research in the early childhood field.

## 10. Program Descriptions

### **Infant**

Infants need a schedule that is flexible and responsive to their needs with appropriate stimulation and time to rest. They need to be talked to and played with. They need the opportunity to form a secure relationship with a caregiver that will recognize their personal rhythms, style, strengths and limitations and apply these when planning the pace and time for eating, sleeping and playing. Once a pattern in behavior is noticed, you and your child educators will work together to establish a routine that best meets your child's needs. Mill Creek Early Childhood Program nurtures your infant's learning through the everyday moments they share; talking to your baby during a diaper change, comforting or singing to them if they are upset, responding to your infant, even when they may be too young to understand the meaning of our words, and lets them know that their feelings and experiences are important and respected. As your child gets older a flexible routine begins to take place:

7:00am Arrival and Exploration

7:30am Breakfast for those having table food

8:00am Exploration/Song/Sensory

10:00am Snack

10:30am Story/walk/outdoors

12:30pm Lunch

1:30pm Rest

3:30pm Wake up and Snack

4:00pm Story/Song  
4:30pm Outdoor Patio  
5:30pm Close

### **Toddler/Two**

Children need to feel safe and secure so they can develop a love of learning that will be an asset during their school years and beyond. Relationships with caring adults give toddlers the confidence to experiment as they grow. Mill Creek Early Childhood Program recognizes that your child may not be able to communicate all of her needs through language; promptly responding to their cries or other signs of distress. Reading to your child, individually on our lap or in groups of two or three, singing, finger-plays, and acting out simple stories are always occurring. Children are engaged in everyday routines such as eating, toileting, and dressing so they can learn new skills and better control their own behavior. We support their attempts to take care of themselves and provide items (such as a box of tissues placed on a low shelf where children can reach them) that are easy for them to use. An example of a flexible schedule:

7:00am Arrival and Exploration  
7:30am, Breakfast  
8:00am, Exploration time  
10:00am, Clean up  
10:15am, Snack  
10:30am, Story/meeting  
11:00am, Outdoor Nature Play  
12:30pm, Lunch  
1:30pm, Rest  
3:30pm, Wake up and Snack  
4:00pm, Story  
4:15pm, Outdoor Nature Play  
5:30pm, Close

### **Preschool/Kindergarten**

Children in our preschool and kindergarten program will develop the flexibility to find solutions to problems they encounter, curious about how things work, and be able to get along with and work well with others. Our child-centered curriculum provides meaningful activities that challenge your child to explore their interests, acquire knowledge, and build new skills within a balanced schedule in which your child does not feel rushed or fatigued. Language and literacy is promoted by reading stories aloud, encouraging your child to talk about their work, and creating a classroom environment rich in different examples and uses of print (in English and children's home languages), and helping them turn their ideas and artwork into books. At the same time, your child will practice skills, achieve goals, and experience success so that they gain self-confidence, feel proud of their accomplishments, and learn to love learning. An example of a flexible schedule:

8:00am, Arrival/meeting/Exploration  
10:00am, Open Snack  
10:45am, Clean-up  
11:00am, Outdoor Nature Play  
12:30pm, Lunch  
1:30pm, Rest  
(Kindergarten: 2:30pm, Wake up and snack)  
3:30pm, Wake up and Snack  
4:00pm, Story  
4:15pm, Outdoor Nature Play  
5:30pm, Close

### 11. Transportation Guidelines for all children

Written consent must be signed allowing your child to be transported to another location or home where they are not supervised by Mill Creek Early Childhood Program. All children will use age/weight appropriate safety restraints that are federally approved and labeled at all times. Your child will board and exit the vehicle from the curb side of the street and will exit whenever possible on the same side of the street as your child's destination. The driver will not leave the vehicle unattended at any time while transporting children and complies with all DCFS and IL state requirements.

### 12. Part-Time Enrollment

Mill Creek Early Childhood Program reserves one full time spot per classroom for part-time care in our 2 year old classroom or older in order to ensure that strong, positive relationships are formed among the children, teachers, and families. One month notice is required to change your child's schedule. Part-time may not be available pending enrollment. Please contact the Early Childhood Director to find out if a part time space is available.

### 13. Tuition

Please see our website for current tuition rates. [www.mcearlychildhoodprogram.com](http://www.mcearlychildhoodprogram.com). An annual fee will be added to your October invoice to help cover the costs of transportation. Please see our website for details.

## PARENT INFORMATION

### 1. Enrollment

Prior to your child attending Mill Creek Early Childhood Program, the following State of Illinois-required forms or documentation must be turned in:

1. Child Developmental History and Family Information Form
2. Enrollment Form
3. Copy of your child's Birth Certificate
4. Release Form
5. Walk/Bus Waiver
6. Travel Emergency Form
7. Signature and date on the last page of the Parent Handbook stating that you have read and agree with our policies.
8. Summary of Licensing Standards
9. Emergency Contact Form (*please let us know of any changes throughout the school year. A reminder is sent out quarterly via email.*)
10. Medical Form signed by a physician, including current up to date immunization records. (*Medical forms are good for 2 years. You will receive an email reminder 1 month before your child's medical expires and will need to let us know, in writing, when the appointment has been made within the week of receiving the notification*)
  - The medical form must note the results of the lead test questionnaire and the TB skin or blood test if it is required by the physician.
  - Guardian signature is required at in the heath history portion of the medical form.

## 2. Parent to Teacher Communication

Each day there is an opportunity to communicate with teachers at drop-off and pick-up time. We may be busy during these “peak” drop-off and pick-up times, so please try to limit these times to quick questions or comments as other parents and children will need attention as well. If you have important information that needs to be shared with your child’s classroom teachers you may write this information down, e-mail them, or send them a message using the Brightwheel App. Examples of this type of information include: if the child will be picked up by someone else, if your pick-up time will be earlier than expected, or if your child will be absent from school. If you need to speak with your child’s teacher for a longer period of time about any questions or concerns, please contact your teacher to arrange a time that is mutually convenient for you both to talk. This can be scheduled either in person, by phone, email, or the Brightwheel App. Please note that translation services are provided upon request.

## 3. Teacher to Parent Communication

At the end of the day or during rest time, teachers will attach photographs so parents can see the children in action. The Brightwheel app will include any information or reminders as needed for parents (i.e. upcoming field trips, special events, etc.). It will be used daily to send photographs, messages, meals, reminders and more. This will be our main communication tool regarding your child’s day at school. Please note that translation services are provided upon request.

## 4. Guidance and Discipline Plan

If there is a change in a child’s behavior parents will always be notified. Although every situation will be treated individually, some of the ways we might assist children develop their self-regulation skills: giving them the words to express themselves, having them create classroom expectations at the beginning of the school year, modeling appropriate behaviors, teaching empathy, redirection, planning ahead to prevent problems, encouragement of appropriate behavior, setting of consistent and clear rules, allow them time to resolve their own conflicts when appropriate, and offering opportunities for the child’s actions to have logical and developmentally appropriate consequences. Learning appropriate ways to disagree is a healthy and important part of the maturation process. At NO time is physical punishment or negative methods used. Teachers will document and spend time observing what triggers the behavior. When teachers suspect that a child has a developmental delay or other special need, this possibility is communicated with parents/guardians in a sensitive, supportive, and confidential manner. Teachers provided parents with documentation (Teaching Strategies Gold Developmental domains, work samples, photos, and anecdotal observations) and explanations for their concerns.

## 5. Behavior Support Policy

If a child continues unsafe or harmful behavior and our Guidance and Discipline Plan does not work teachers, parents, and professional clinicians (if needed) will work together to create a written plan that will be documented in the child’s file. Meetings (to be determined based on need) with all educators working with the child, parents, and professional clinicians will attend, cooperate in implementation, and receive any needed training on implementing the agreed upon plan in order to help the child succeed within Mill Creek Early Childhood Program. When appropriate, older children will take part in these meetings and be given support and reflection to help set goals for themselves.

The following additional resources are available should you have further concerns or need support:

- Batavia School District 101  
Alice Gustafson Elementary School  
905 Carlisle Rd. Batavia, IL 60510  
(630) 937-8000
- Geneva School District 304  
Mary Anne Bjork  
630-444-8700
- Batavia Special-Education Parent Network (BSPN)  
[bspn-batavia.org/resources.html](http://bspn-batavia.org/resources.html)

## 6. Transition Policy

If all efforts in the Guidance and Discipline Policy and the Behavior Support plan have been exhausted we will notify the parents/guardian that their child will be transitioned out of Mill Creek Early Childhood Program. Both the needs of the child and parents will be considered when planning how to best transition them from Mill Creek Early Childhood Program, including referrals to other programs. In all cases, all documents, conversations, and individualized education plans or plans for early intervention will be strictly confidential. Mill Creek Early Childhood Program can void the enrollment contract at any time at any time should we determine that the family is unable to adjust to the school's schedule, policies or procedures.

## 7. Inclusion Policy

Mill Creek Early Childhood Program strives to provide the least restrictive environment for all children needing early education and care, the following policies shall apply to those children with identified special needs prior to enrollment, OR for children who are not clearly benefitting from the program for unidentified reasons. "Special Needs" is defined as any child who is exhibiting behavior of being cognitively, socially-emotionally, behaviorally or physically challenged.

Mill Creek Early Childhood Program is designed to be inclusive of all children, including children with identified disabilities and special learning and development needs. We require that staff are aware of the identified or diagnosed special needs of individual children and are trained to follow through on specific intervention plans. Individualized Education Plans (IEPs) or Individualized Family Service Plans (IFSPs) as required by the Individuals with Disabilities Education Act are developed and implemented in a developmentally appropriate manner. Modifications are made in the environment and staffing patterns for children with special needs based on IEPs or IFSPs. Staff work in collaboration with appropriate professionals (such as early childhood special educators, speech and language therapists, occupational therapists, developmental pediatricians, inclusion specialists, behaviorists, etc.) and make appropriate professional referrals where necessary. Therapy is developed appropriately and incorporated within classroom activities as much as possible, rather than removing the child from the classroom. Family members are involved in development and use of individual education plans. Staff address the priorities and concerns of the families of children with special needs.

Mill Creek Early Childhood Program reserves the right to:

- Request, when necessary, that parents make arrangements for appropriate assessment to be done for children who are clearly not benefitting from the program in one or more of the developmental domains. This can be done through private intervention and assessment or through the public services of Batavia, Geneva or surrounding school district. If it is determined that the we cannot meet the needs of an individual child, further assessment may be required for continued enrollment.
- Request, when necessary, that all documents from medical professionals or therapists that deal specifically with treatment and/or goal setting and benchmarks be copied and given to school personnel for use in the child's file. These documents, coupled with a team of people working together (parents, teachers, professionals), will provide the ultimate continuity between school, home and therapy settings, thus providing an increased probability of reaching goals and benchmarks.
- Request, when necessary, that parents provide contact information for our staff to speak directly with professionals providing assessment or intervention on behalf of the child. This connection and commitment to receive direction from professionals will help our staff to know how to best adapt the environment to meet the specific needs of the child as well as follow through with specific learning goals and benchmarks.
- Request, when necessary, that parents make arrangements for additional supervision and care for their child (i.e., shadow teachers, inclusion specialists) when attending school. Mill Creek Early Childhood Program reserves the right to interview the potential candidate and grant or deny access to our classrooms or program for any reason. Mill Creek Early Childhood Program reserves the right to request, when necessary, that parents make financial arrangements for the additional supervision personnel. Prior to starting, the individual providing additional supervision/support must complete required DCFS paperwork.
- To deny any professional (shadow teacher, therapist, behaviorist, etc.) access to our classrooms for any reason at any time. We reserve the right to deny any professional access to our classrooms if it is determined that his or her actions or recommendations are not in accordance with the philosophy, goals, policies, procedures of Mill Creek Early Childhood Program or if it is determined that their actions or recommendations are not in the best interest of all children and staff involved.

## 8. Parent-Teacher Conferences

Parent-teacher conferences will be scheduled in the fall and spring. A sign-up sheet will be emailed to families and posted in each classroom several weeks in advance. Parents and teachers complete the same developmental checklist to go over together during the conference. The conferences will focus on assessments using the Objectives for Learning and Development and work samples collected throughout the year. We encourage parents to attend these conferences as they are opportunities for shared information and understanding of the child. Other conferences may also be arranged, as needed by parents or teachers. Please note that translation services are provided upon request.

## 9. Confidentiality

All Mill Creek Early Childhood Program Educators respect the confidential nature of your child and their personal records. Information pertaining to admission, progress, health, or discharge are confidential and limited to Mill Creek Early Childhood Program educators designated by the

Director and DCFS Department representatives unless a parent grants written permission for disclosure or dissemination.

Confidentiality release forms must be signed by the legal guardian that details to whom information may be released to and the length of time the release form is valid. This form will be kept on file prior to the release of confidential information. If information is requested by outside people or agencies, a specific written request signed by the person requesting the information will be kept and placed on file prior to the release of information.

Except in an extreme emergency or when there is evidence of child abuse or neglect, any child 12 years of age or older must be informed of such disclosure or information.

All Authorized Department licensing representatives, Department child protection investigators, or other Department representatives who have the Department Director's written authorization shall have access to all records and reports at Mill Creek Early Childhood Program. All Departments will respect the confidential nature of the information they view.

### 10. Reporting Child Abuse

All Mill Creek Early Childhood Program educators, subs, volunteers, and support staff are mandated reporters (a professional with the legal responsibility to report suspected child abuse or neglect). We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

### 11. Parental Concerns

In the event that you become dissatisfied with any aspect of the operation of the school, we ask that you follow the following steps to try to resolve your concerns:

1. If you have a concern with a particular teacher, please contact that teacher directly.
2. If you feel things have not been resolved or if you have a general concern with the program, contact the Director of your child's school.
3. If you feel the matter has not been resolved you may contact Ilana Marczak, Director and Owner, to set up a meeting to discuss your concern in detail.

### 12. Hours and Programs

Mill Creek Early Childhood Program is open Monday through Friday **7:00am to 5:30pm** (summer hours may vary). Full Day care is provided for children 6 weeks through school age. We offer a Kindergarten Program from 8am to 2:30pm Monday through Friday, Before and After School for children who attend specific Batavia or Geneva Elementary Schools, a 5, 3 or 2 day a week preschool program that runs 4 hours, and camp programming over the summer that runs full or half day.

### 13. Rest Time

Children will rest for 2 hours in the afternoon between the hours of 1pm-3pm/1:30pm to 3:30pm. Per DCFS, children are required to be offered the opportunity to rest for 45 minutes. After 45 minutes, a child may do a quiet activity (book, draw, small puzzle) while on their cot. Mill Creek ECP does not wake up a child however, at 3/3:30pm we begin waking them up. Mill Creek Early Childhood Program provides cots. Families must purchase the Urban Tot-Cot (a sheet, blanket and pillow all in one) upon enrollment OR before their child enters the toddler room. Children may bring in a comfort item if needed. All bedding will be sent home each Friday to be

laundered. Please make sure to return the CLEAN bedding to the school promptly each Monday. If for any reason your child does not have the appropriate bedding, you will be called and asked to bring it in prior to nap time so they can rest comfortably.

#### 14. Open Door Policy

Mill Creek Early Childhood Program has an open-door policy. Please feel free to come and go anytime throughout the day to visit your child. Also, please keep in mind that in doing so it can be disruptive to the other children in our care. During times like these the other children have a hard time listening and following our directions. If you or a family member would like to come and visit or play with the child for an extended period of time, please notify use ahead of time.

#### 15. Drop Off

The building remains locked at all times for your child's safety. You will be assigned a key card that grants access to the southeast door of the building (back of the building off of the ramp/stairs). Each family receives 2 key cards. Additional key cards can be purchased for \$10 each. If you lose or misplace please notify the director right away so it can be dis-engaged, preventing access to anyone who may find it. A new keycard will be provided for a \$20 replacement fee. Although Mill Creek Early Childhood Program is open 7:00am to 5:30pm, we ask that your child arrive no later than 9:00 a.m. to ensure a smooth transition. Escort your child/children to their classroom, sign them in, and if necessary, assist them in washing their hands upon arriving. Once your child has transitioned into their classroom please leave the classroom so the school day can begin. You are more than welcome to stay and talk with other parents/caregivers in the foyer.

#### 16. Dealing with Separation

Separation can be difficult for both the parent and for the child. If a child has difficulty transitioning into the classroom, please communicate with the teachers so they can help you develop a plan to ease the transition. Although each family is different, the following strategies may help children learn to manage separation anxiety:

- On the first day of school, come with your child into their classroom for the first few minutes while they get involved in a classroom activity.
- Make a firm exit. If you demonstrate confidence in the decision to leave your child in the classroom, they will learn it is okay. Taking your child out of the room or home when they start to cry will extend the adjustment period.
- If your child is upset, the teachers will reassure him/her that you will be back and redirect the focus to a classroom activity.
- Please bring your child to school on time. It is often difficult for young children to join an activity that has already started, and transition is easier when children feel a part of the group at the beginning of the day.

#### 17. Pick Up

To ensure your child's safety we will not release them to anyone other than those adults listed on the authorization for pick-up form. (An adult is defined as any person 18 years of age or older.) If there is a change in pick up arrangements please inform the school in writing or via the Brightwheel app stating who is picking up your child and the date it will be occurring. Please inform those picking up that we will ask for a form of valid identification if we do not know them and will not release your child to them without a valid form of identification. **Please**

**inform us immediately of any changes to your contact information so our emergency contact is always up-to-date.**

In an emergency situation or if you forget to provide written notification of pick-up arrangements, please call the office at 630-326-7519 so we can assure your child is taken care of.

#### 18. Late Pick-up Policy

After 5:30 pm, or your scheduled pick-up time, there is a late fee of \$25.00. For every minute thereafter, you will be charged \$3.00 for each child. We ask that you pay this charge on the day of the late pick-up or the next business day thereafter, otherwise we will bill your account.

After five minutes of the scheduled pick-up time we will call a guardian. If they are not reached we will begin calling those listed on the emergency pick-up list. After 20 minutes, if no one is able to be contacted and there are no other options, we will call DCFS (Department of Child and Family Services) to help ensure your child is safe.

We understand your child is not responsible for the situation. Any conversations related to the situation will be discussed with the parent/guardian and never with your child. During this time Mill Creek Early Childhood Program will remain caring for your child, and will provide for their well-being until the parent/guardian, police and/or DCFS have picked your child up.

#### 19. Absences

If your child is going to be absent, please be sure to call to let us know as early as you can at 630.326.7519. You may also send a message to your child's teacher using the Bright Wheel App. If your child is sick, please inform us of your child's symptoms so that we can track illnesses. We will ask about your child's symptoms when they are absent with an illness. (See also Health and Safety section). No discounts will be given for your child's absence due to illness or vacations while school is in session.

#### 20. Parking

Please move through the parking lot cautiously as people are entering and leaving the building throughout the day. Do not leave a child unattended in your vehicle or leave your car running unattended in the parking lot, as this could endanger your child and others. Do not idle your car.

#### 21. Video Surveillance

Cameras are located at all entrances and exits of the building to monitor who enters and leaves the building.

#### 22. What to Bring

Occasionally, we will request that your child bring something specific for a project in the classroom. We will let you know about this as far in advance as possible.

If your child cannot function without his or her special object, let them carry it in the car and place it in a special compartment in his or her backpack or in the classroom. We will work together to make it clear that the special object will need to stay in the designated special compartment during school.

On the first day of class, in addition to the required clothing mentioned below, we ask that you bring the following items:

1. A family photo in a frame
2. 1 inch binder and sheet protectors
3. Additional extra clothes for those who are toilet training.

### 23. Clothing

Children should wear clothes that are comfortable and easy for them to manage. Children spend a great deal of time on the floor, and children should not have to worry about getting their clothes dirty. Though smocks are available for projects, children don't always participate if required to wear them. Art projects can get messy and good clothing can get ruined.

Every child needs TWO complete change of clothing to be kept at school at all times in his/her cubby. A set of clothing includes seasonally appropriate pants, underwear, shirt, socks and shoes. During toilet training, please send several changes for each day! Please make sure to **label all items of clothing**. A non-refundable \$20 fee will be applied to your next invoice if Mill Creek ECP extra clothes are used for your child.

Shoes should not impede your child's ability to play, both actively and safely. Please send your child in shoes that make running, jumping, climbing, etc. easy and safe. Heavy soled cowboy/girl boots and clogs are not permitted. If your child wears sandals to school (NO flip-flops please) bring socks and closed toed shoes or sneakers for your child to wear outside for safety reasons.

*IMPORTANT: Please update the clothing kept at school as the seasons change and as your child grows! Also, please be sure to complete the Permission to Apply Sunscreen form and provide sunscreen for your child during the summer months. Mill Creek Early Childhood Program re-applies sunscreen every two hours. Bug spray should be applied by a parent prior to coming to school in the morning.*

We highly recommend purchasing full body waterproof outdoor gear for your child during muddy/wet weather. This keeps clothes and jackets clean as we can let the waterproof gear dry and then just shake the mud off versus sending home muddy jackets daily. If you need suggestions please ask one of your teachers or the Director.

IN THE WINTER: Coats, caps, WATER PROOF GLOVES, boots, scarves, and snow pants are needed for outside play in the winter and cold weather. We do go outside to play EVERYDAY weather permitting. In order for children to enjoy outside play, they must have proper clothing.

### 24. Toys at School

We discourage children from bringing toys from home since it is very difficult to keep track of small treasures in the classroom. Mill Creek ECP is not responsible for replacing lost or broken toys. We do not permit guns or any other weapon play at school; we ask that parents not allow children to bring this type of toy to school. If a toy is brought from home that is not appropriate, we will secure them until it is time for the child to go home. We work hard to establish a peaceful atmosphere and materials become off-limits if they are used as weapons.

### 25. Individual Space

Individual Space/hooks are provided for each child enrolled at Mill Creek Early Childhood Program. Each child is given a hook to hang their personal belongings (coat, shoes, hats, gloves, scarf). Security items and extra clothing are stored in their classroom. A child's name is clearly marked on their hooks. Teachers will leave any artwork or paperwork to be brought home above their hooks, so please check this frequently.

## 26. TV Viewing

We DO NOT watch TV at Mill Creek Early Childhood Program. If, for any reason we decide to, all parents will be notified. Children are not required to sit and watch TV, and TV is not offered in place of their time to play.

## 27. Diaper Policy

Parents/guardians must provide diapers and wipes for your child. Diaper cream must be provided by the child's guardian and labeled. Diapers are checked frequently, and changed every two hours or more if required. Diapers containing bowel movements are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change and the teachers and children wash their hands afterwards. If your child runs out of diapers or wipes we will use our diapers at \$5 per diaper and \$10 per pack of wipes until more are brought in for them as we will not leave a child in a soiled or wet diaper.

## 28. Toilet Training

Please let the teacher know when you have begun toilet training at home. We are more than happy to encourage toilet training as long as the child is ready (typically between 2 and 3 years old). Pull ups provide the same sensation as diapers and therefore we do not allow pull-ups when children are toilet training. Mill Creek Early Childhood Program recommends underwear and understands there will be accidents. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet. Please bring plenty of changes of clothing (including socks and possibly shoes). Be aware that any changes in your family life or changes at school can cause a regression. Patience is the key to success. Children will never be criticized for lapses in toilet training.

## 29. Snacks and Lunch

An am snack, lunch, and pm snack is provided and included in your child's monthly tuition. If your child attends more than 10 hours a third snack is provided. Children are involved in the set-up of tables and are encouraged to develop passing and serving skills with the help of a teacher. We encourage and work with the children and their families to help children transition from a bottle/sippy cup to a small cup when ready. Children are asked to sit while eating and/or drinking during meals. Teachers never withhold nor threaten to withhold food as a form of discipline.

Lunch is a whole group activity for the children. The teachers and children sit together to encourage conversation and healthy eating habits. Lunch is provided by Mill Creek Early Childhood Program and is prepared on site. The teachers encourage the children to act as independently as possible at mealtime, but are there to assist as needed.

## 30. Special Diets

If your child has dietary needs such as; vegetarian, allergies, or religious, you must inform us and/or provide a doctor's note stating this in order for us to provide alternative meals per DCFS. After a discussion and review of our menu, if we cannot meet the child's dietary needs, then all meals and snacks shall be provided by the parent at their expense.

### 31. Birthdays

Birthdays are significant events in the lives of many preschool children. We would like to help you recognize your child's birthday, if you would like. Here are the guidelines for birthday celebrations at school:

- Children may bring a special treat to share with their classmates. We encourage you to bring healthy treats to support the children's wellbeing, such as fruit.
- Please do not provide balloons, streamers, hard candy, or take-home treats for the birthday celebration. The main celebration of the child's birthday should be done at home.
- You may send party invitations out at Mill Creek Early Childhood Program ONLY if all children in your child's classroom are invited.
- Please be in communication with the classroom teachers about your plans; parents are welcome to come and join the class!
- Items must be store bought with ingredients listed (unless prepared at school). Your child's educator will let you know if there are any food or allergy restrictions.

### 32. Field Trips and Excursions

Mill Creek Early Childhood Program is in a community with a vast array of opportunities that enrich the learning experiences of your child/ren and often happen naturally. The Walking/Bus Trip Authorization Waiver that is signed by all families acknowledges your understanding that your child/ren may go on a same day field trip of which you will be notified via the Brightwheel App with as much notice as possible. Educators always bring their classroom emergency travel bag any time they leave the building.

Often walking trips/bus trips may occur the same day your child attends. We will notify you through the app prior to departing the facility for any day-of walking/bus trips.

Since walks/bus trips can be impromptu on a daily basis you have to option to keep your child home if you feel that they would not be able to fully participate in a walking/bus trip that day.

Information and a permission slip (when, where, travel arrangements) will be given to you no later than 1 day before all **pre-scheduled** field trips. If you do not want your child/ren to attend a **pre-scheduled** field trip you have the option to keep you child home that day. On the bus there is no eating and children remain seated until instructed to get up.

When walking, routes that eliminate crossing streets will be taken when possible. Your children will always cross streets at a crosswalk or stop light. Children and Educators *walk* in white lines across the street and Educators are the first ones on and the last ones off the street when crossing to ensure all children are safe both before and after crossing the street.

### 33. Allergies

Please notify us of any and all allergies your child may have, and what specific precautions must be taken. This includes animals, foods, etc. We must also be informed if your child has a chronic condition such as asthma, for which s/he receives treatment and/or medication outside of school. An Asthma or Allergy Action plan **MUST** be completed prior to your child attending Mill Creek Early Childhood Program. These forms are on the website under the "enrollment" tab.

### 34. Health and Safety

If your child is ill, please call, email, or use the Brightwheel App to notify us. State law requires that we notify parents if their child has been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted and sent to all enrolled families.

Please remember that germs are passed easily among children in group situations. It is in your child's best interest to keep him/her at home when he/she is ill. Children who become ill at school must be picked up by a parent or guardian within the hour of notification. During this time your child will be isolated from the other children. Your child will be provided a cot to lie on in the office with any items they may use for comfort and/or a few toys that are easily sanitized.

Illnesses necessitating temporary removal from school include the following, but are not limited to:

- Temperature elevation of 100 degrees or above
- Unusual lethargy, irritability, persistent crying for no reason,
- Rash, including draining of skin lesion
- Serious lung congestion, a continuous cough or discharge from eyes or nose
- Vomiting, lethargy or sleepiness
- Diarrhea
- Mouth sores, pink eye, chicken pox, mumps, measles, rosella, hepatitis A,
- Impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. **Any child with a fever of 100 degrees or above may not attend Mill Creek Early Childhood Program.**

Mill Creek Early Childhood Program reserves the right to request a doctor's written release if such a statement is deemed necessary. **NOTE: If a child is sent home sick, he/she may not return until 24 hours after all symptoms have subsided. A child must be fever free for 24 hours WITHOUT MEDICATION beginning after the day they went home.** The only exception to this is a doctor's written statement that the child is no longer contagious under any circumstances. If the child returns following an illness, and exhibits the same symptoms again during the day of return, the child must then remain at home for another 24 hours beginning after the day they went home before returning to school. The child must also be void of any contagious disease, and the child is otherwise feeling well enough to participate in our daily schedule.

If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has no fever, is no longer contagious, and is otherwise feeling well enough to participate in our daily schedule.

### 35. Medications

Medications must be given directly to the Director or Assistant Director; teachers cannot accept medications from parents. An Authorization for Medication Form must be completed and signed by the parent to include the time, dosage, and name of the medicine to be administered. Records will be maintained at school in your child's file.

**Prescription medicine:** Must be in the original (prescription) container, label must bear the child's name, the physician's name, the name of the drug store or pharmacy, prescription number, date of the prescription, and directions for administering.

**Nonprescription medication:** Medication provided by the parents may be administered upon written parental permission that specifies the duration and frequency of medication. Such

medication shall be administered in accordance with package instructions, and shall be labeled with the child's name and dated.

**Topical Products:** Any Topical products, such as diaper ointment, sunscreen or insect repellent shall be approved in writing on an Authorization to Apply Topical Products From by the parent prior to use on the child

Medications will be returned to the parents when it is no longer required. Expired medication or any medication left at Mill Creek Early Childhood Program after your child is no longer enrolled will be discarded.

**NO CHILD MAY MEDICATE HIM OR HERSELF, PLEASE DO NOT PUT MEDICATIONS IN BAGS OR POCKETS.**

### 36. Insurance

Mill Creek Early Childhood Program carries child care liability insurance in excess of State requirements. Evidence of liability insurance is available onsite for viewing at parents' request. Mill Creek Early Childhood Program does not offer individual insurance to families.

### 37. Integrated Pest Management Plan

We work with a pest control company that uses green products that are made to be safe for children and pets. Before any pesticide is applied parents will be notified at least 48 hours prior in writing through a posting on the lobby door and via email. All applications are completed on the weekends when children are not present.

### 38. Cleanliness

We are committed to keeping Mill Creek Early Childhood Program as clean as possible in order to help minimize and/or prevent the spread of germs. Hand washing is the single most effective practice in preventing the spread of germs. Staff and educators wash their hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

#### **Teachers wash their hands:**

Before beginning work

Immediately before handling food or feeding children

After using the toilet, helping a child use the toilet or after changing soiled clothing or diapers

After coming into contact with any bodily fluid, such as a wet or soiled diaper, runny nose, spit or vomit

Whenever hands are visibly dirty

After cleaning a child, the room, toys, or bathroom

Before giving medication or applying ointment

After work

#### **Children wash their hands:**

Upon arrival

Immediately before and after eating

After using the toilet or having soiled clothing or diaper changed

Before and after using water tables

After using play-dough or other substances

After playing on the playground

Whenever hands are visibly dirty

Before going home

### 39. Treatment of Injuries

Teachers will give the parents an accident report any time there is a treatment of injury.

- Minor injuries: Often in group settings, children can be injured in some minor fashion. Some of these injuries include: skinned knees or hands, scrapes of various kinds, bumps, and bruises. Treatment for these injuries will include washing the site of the injury with soap and water, applying an icepack, and application of a band-aid. By state licensing rules, we are unable to apply any kind of first-aid cream or other topical antiseptic. In the event of a splinter or hangnail, we will apply a band-aid to the site to make the child more comfortable.
- Serious injuries: Parents will be called for all serious injuries, including all head injuries. We will also call parents for any injury we have concerns about and that might require the care of a physician. Again, accident reports will be filed and shared with the parents.
- Critical injuries: In the event of a life-threatening injury to the child, our staff will contact 911 and the guardian as soon as possible. All of our staff is trained in child-adult CPR and First-Aid.

### 40. Medical and Dental Emergency Procedures

Emergency information is kept on file at Mill Creek Early Childhood Program, in each classroom off site travel bag, and the Brightwheel app. If treatment by a doctor is necessary, we will contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed. A copy is given to the parents and one is maintained in your child's records. The emergency treatment release form must be signed at the time of enrollment. Please ***inform us immediately of any changes to keep your information current.*** Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required to Northwestern Medicine Delnor Hospital, 300 Randall Road, Geneva, IL.

In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed:

- A phone call to 911 is made.
- Child's legal guardians (or emergency contacts) are called.
- Child is separated from the other children and appropriately cared for.
- Guardian, provider, or ambulance takes the child and health records to the doctor or hospital.

In accordance with the Child Care Act, a parent may request that medical treatment be waived on religious grounds. A request for waiver shall be in writing, signed by the parent, and kept in the child's file. If a child is exempt from medical care, special arrangements will be made in writing from the parent at the time of enrollment. An individual plan will be written out for each situation.

### 41. Fire and Tornado Drills

Fire, tornado, and intruder drills are scheduled regularly throughout the year. Teachers prepare the children for this experience by discussing the warning sounds and how to respond appropriately.

## 42. Emergency Closing

**School will be closed on an emergency basis (snow days) when the Batavia and/or Geneva School District is closed.** Other situations may also require an emergency closing such as, but not limited to extreme heat or cold in the building due to malfunctioning HVAC systems, snow days, emergency closings, or pandemics. If we make the decision to close, you will be notified by the Brightwheel App. You may also contact the Director of Early Childhood Education via email at [imarczak@millcreekeep.com](mailto:imarczak@millcreekeep.com).

## PARENT INVOLVEMENT

### 1. Parent Visits

Family members are welcome to visit the classroom at any time as we have an open-door policy. You may find it enlightening to quietly observe your child's interaction. However, please remember that often children will act differently when their parents are around.

### 2. Community

We encourage families to participate in Mill Creek Early Childhood Program events, no matter how big or small. Please be sure to read the Brightwheel messages from your child's teacher or from the Director for these opportunities.

### 3. Parent Supervision Responsibilities

It is the responsibility of the guardian or caregiver to supervise their child prior to signing them in or after signing them out. During Mill Creek Early Childhood Program, it is the responsibility of each guardian to supervise their own child and respect the policies and rules in place for the safety of all children.

### 4. Newsletters/Updates/Calendars

Through our Brightwheel app you will be kept up to date on school events and the learning that is occurring in the classrooms. If you have any announcements you would like us to share with the school and the families, let us know and we would be happy to share.

Be sure to note school closings. Our calendar coincides with the Batavia Public School District 101 calendar as much as possible. Please note that all calendars are subject to change. We will do our best to provide ample notice to any major changes in the calendar. All Calendars are on our website under the "About us" tab.

### 5. Holidays and Vacation Time

Regular tuition payments are expected on these days. Mill Creek Early Childhood Program does not include any religious instruction or practices. Regular tuition payments are due each month or week whether or not a child attends Mill Creek Early Childhood Program. There are no discounts for vacation, sick days. This allows us to staff appropriately at all times and offer the best care for all children. Mill Creek Early Childhood Program will be closed for holidays (tuition still applies) and in-service dates. Please refer to the calendar on the website under the "About Us" tab.

### 6. Tuition

Payment is due on the last business day of each month or on Fridays in paying weekly for the upcoming week/month. If tuition is received late a \$50 late fee will be charged. In an effort to

reduce paper waste we require all families to pay through ACH. All billing is run through the Brightwheel App including invoices and receipts. Please contact Ilana Marczak at 630.326.7519 for any questions regarding payment. In cases of non-payment, legal action may be taken, and the family will pay all legal fees incurred.

#### 7. Refunds

Should a child/family be involuntarily withdrawn from Mill Creek ECP, tuition for that week/month will be pro-rated.

#### 8. Deposit

In order for your security deposit to be applied at the end of enrollment, you must be enrolled for a minimum of 6 months, be current on payments and give a minimum 4 weeks' notice prior to your child's last day at Mill Creek Early Childhood Program.

#### 9. Non-Sufficient Funds

A \$100 fee will be applied for any/all payments that come back as non-sufficient funds.

#### 10. Damage to property, supplies and/or materials

If your child causes significant damage to property, supplies and/or materials, a reasonable fee will be added to your invoice. Mill Creek ECP reserves the right to define what "significant" and "reasonable" are, and this will be discussed with the family on a case by case basis as to the fee(s) incurred.

## INFANTS

### 1. Feeding

We understand and respect the fact that each family is unique, which is why Mill Creek Early Childhood Program requires families to provide food for their children up to the age of one (12 month). We know that infants should be fed when needed, feedings should be flexible, and should coordinate with parent's schedules at home. Based on developmental and individual needs the following policies have been developed...

**Bottle Feeding:** All bottles must be labeled and dated if prepared at home. Bottles will remain refrigerated until immediately before being used and any unused portion will be disposed of after 2 hours. Bottles will be warmed in a bottle warmer based on the manufacturer's directions, shaken, and the temperature tested before feeding. Your child will always be held for feedings and according to their developmental ability, will be allowed or encouraged to feed themselves with support for as long as needed. Children will not be allowed to have a bottle in their crib, or carry them around throughout the day.

### **Formula:**

Pre-mixed; You may supply formula pre-mixed in bottles daily as long as it is labeled with your child's name and the date and place it in the refrigerator upon arrival. At the end of the day you must take all the bottles home.

Unmixed; You may bring in a container of unmixed formula and 4-5 bottles (depending on how many feedings your child has in one day) that Mill Creek Early Childhood Program will clean and sanitize daily. Once opened, the container will be dated and labeled. You will be notified a few days prior to running out of formula.

**Breast Milk:**

Bottles of breast milk shall be labeled and dated and refrigerated upon arrival. We may store breast milk up to 48 hours in the refrigerator or UP TO two weeks in the freezer before we must discard it, please plan accordingly as we hate to throw any of it away. Frozen breastmilk is thawed in the refrigerator, or under warm running water.

**Jarred/Solid Baby Food:**

All jarred food must be labeled and dated. All food stored or prepared in jars will be served in a separate dish and spoon for each child. Leftovers in the jar will be labeled with your child's name and date and used within 24 hours. At the end of the day, opened jars must be taken home or disposed of.

2. [Sleeping](#)

Infants are allowed to sleep or rest according to their individual pattern and as determined in consultation with you. All infants are placed on their backs when they are put down to sleep. If your infant can easily turn over from their back to their stomach they will still be placed down to sleep on their back, but allowed to adopt their preferred position when sleeping. Those unable to roll from their stomach to their backs or back to stomach, when found face down, will be placed back on their back. If your child cannot rest or sleep on their back due to a disability or illness, written instructions detailing an alternative safe sleep position or special arrangements to be made must be provided by, and signed by a physician. Written and signed instructions must also be provided by a physician for the use of a positioning device that restricts movement in the crib.

## PANDEMIC AMENDMENT

Due to the current or any unforeseen future pandemics or unforeseen situations Mill Creek ECP has added information to help ensure the health and safety of the children, staff, and families during and after the occurrence in addition to policies that will override others during the current and any future pandemics. This emergency response Amendment may change at any time due to the circumstance.

[Health and Safety](#)

The health and well-being of all children, families, extended families, and staff in are important to us. The immediate health risk to the general public from a pandemic can be high. However, there are steps individuals can take to help minimize the spread. Below is our action plan based on previous experience while taking into account CDC and Health Department requirements and information as it is shared to help limit or prevent spreading. Please note that much of this is already in place per DCFS regulations.

Educating the staff and families on the symptoms of a pandemic via email, our app, and having signs posted in our lobby about the pandemic sharing as much information as we can.

Staff and children's hands shall be washed routinely and frequently with soap and water by following proper handwashing techniques per the health department.

Hand washing is the best way to keep germs away per CDC so we will not provide hand sanitizer as we have access to water within our facility. Below is when hand washing occurs and applies to anyone who enters the building:

- 1) Upon arrival at the center;
- 2) After using the bathroom or helping a child use the bathroom;
- 3) After changing a diaper;
- 4) After wiping or blowing their nose, or helping a child to wipe or blow his or her nose;
- 5) After handling items soiled with body fluids or wastes (e.g., blood, drool, urine, stool or vomit);
- 7) After handling or caring for a sick child;
- 8) Before and after eating or drinking;
- 9) Before preparing, handling or serving food or putting on a food serving glove;
- 10) Before dispensing any medication;
- 11) Before and after administering first aid; and
- 12) When changing rooms or caring for a different group of children.

If you feel you are in a vulnerable population we urge you to stay home. If you need to pick up or drop off your child and feel you are vulnerable (autoimmune, at-risk, or senior) please call the school number (630-326-7519) and a staff member will bring your child into and out of the building for you.

During and for 2 weeks (or more) after re-opening the following will be applied:

- DO NOT enter the classroom when dropping off or picking up. The teacher will bring your child to you and get anything you need. Once you drop off or pick up please do not stay longer than needed to get your child ready to leave.
- All staff and children will take their temperatures upon arrival, at 12:30pm, and again after nap time around 3:30 pm. We will use forehead thermometers and take the average of three temperature readings. These will all be recorded.
- Staff and children stay home or go home if there is a fever over 100 or a family member is ill at home.
- Staff or children may not return until they have been fever free with no medication for 48 hours after the day they went home. This applies to all family members as well. If they are sick they are not permitted to enter the building.
- If a child or staff member is sent home sick and has a sibling or relative attending Mill Creek ECP, the sibling/relative(s) must also go home for the above mentioned amount of time to ensure nothing was transmitted.
- If a child has a temperature OR is exhibiting symptoms of the pandemic they will be removed from the classroom and given a place to rest while being watched by a staff member. You must pick up your child (and any siblings) within 1 hour or we will then apply our late fee policy during this time (see our Parent Handbook).
- If a child or family member is home families/staff will communicate with Mill Creek ECP DAILY as to their condition and Mill Creek ECP will record this information in

order to track and monitor all illnesses within the program and to ensure we can maintain required staffing ratios.

- Mill Creek ECP will alert local health officials about any large increases in child/staff absenteeism, particularly if they appear to be respiratory related.
- Families and staff are required to notify and/or remove themselves from Mill Creek ECP if they or an immediate family member were notified to take a test related to the pandemic, have been exposed to the pandemic and /or are awaiting test results, or are showing symptoms the pandemic.
- During this time staff members or children (and their immediate family members) may not return until the test results for ALL family members come back negative and they have been released from their quarantine and we have a doctor's note stating that they can return. (may change upon type of pandemic per DCD requirements)
- If Mill Creek ECP is notified of a confirmed COVID-19 case of a child, staff member or immediate family member we will contact our local public health officials (such as the county health department) for guidance and protocol. We will then work with and follow all local health and DCFS policies and recommendations, not limited to closing if required to do so.
- Cleaning and disinfecting frequently touched surfaces multiple times throughout the day. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. Doors will be propped open where possible to avoid unnecessary touching, and we will be using our QR check in code unless otherwise notified per DCFS.
- Supplies that meet CDC guidelines are supplied and provided to ensure we can maintain a sanitized environment. In the event of a confirmed case we will follow all Environmental Cleaning and Disinfection Recommendations per the CDC.
- Any field trips are postponed and we will focus our time outside to natural areas.
- Food delivery personal will not enter the building and leave the food on the porch for delivery to avoid close contact.
- Any maintenance required must continue, but certified personal will be required to have their temperature taken upon arrival and asked if they have had potential exposure to the pandemic, have recently travelled from an affected geographic area, or who appear to be experiencing symptoms of the pandemic. This will be recorded.
- Large events are canceled and not rescheduled until it is safe to do so. We will follow CDC and local health department guidance as far as canceling or postponing any events.
- Mill Creek ECP will follow current CDC and health department information in order to keep our employees aware and current on all protective measures as information is updated. We communicate via email, messaging, while at work, and via phone calls to maintain communication with those in and out of the building.
- Mill Creek ECP will keep families aware of current information and protective measures through our Brightwheel app to avoid information getting lost in emails. If we send an email with pandemic information we will also notify parents through the app as well.

This action plan will be shared and updated as needed so are aware of what Mill Creek ECP is doing. Communication will be either direct communication, phone calls, emails and app to ensure all families in and out of the building stay informed as information changes daily. We will ensure any family members can receive the information in their language if needed.

#### [Policies and Procedures](#)

During a pandemic the following policies/procedures below override those stated in the handbook if they apply:

- Mill Creek ECP can close the building at any time of day with limited notice to families. Parents must pick up their child within 1 hour of being notified of the closure and late fees will apply.
- Upon closing Mill Creek ECP will communicate the upcoming steps it will be taking based on CDC, State, ILDCFS, and Health Department recommendations.
- All extra clothes and items must be brought home and cleaned before returning to Mill Creek ECP.
- Tuition is still due during the pandemic to maintain your child's space at Mill Creek ECP.
- Parent/Teacher conferences will be offered via phone or online video communication.
- Children enrolled in the year-round program cannot apply deposits during a pandemic. Part-day preschool and kindergarten children can apply their deposit to the last weeks of school if it falls at that time.
- Dis-enrolling your child (ren) during a pandemic waves the deposit and their space at Mill Creek ECP. Re-enrollment is required to return to Mill Creek ECP.
- Mill Creek ECP can call to verify the Doctor's note provided to return is valid and can overrule a Doctor's note for a child or staff to return.
- Mill Creek ECP will work with families whose financial situation has changed due to loss of employment. Families must provide documentation.
- After 5 weeks, Mill Creek ECP will offer a Forbearance Option to families who have maintained their tuition payments.

## A Final Note

Please be respectful of Mill Creek Early Childhood Program by adhering to the policies and procedures outlined in the parent handbook. We realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent Handbook at any time.

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in Mill Creek Early Childhood Program. We are always open to suggestions and feel communication is a very important part of a quality program. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a discussion is needed, a time that is convenient for both guardians and the necessary staff will be scheduled.

I have read and understand the policies and procedures in the Mill Creek Early Childhood Program Parent Handbook which includes the Guidance and Discipline Policy, Behavior Support Policy, Transition Policy, Late Pick-up Policy, and Integrated Pest Management Plan.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_