



Life's Little Miracles, Inc.  
Daycare and Preschool

## Parent Handbook

205 11<sup>TH</sup> Street North  
Port Byron, IL 61275

Phone: (309) 523-2484

Website: [www.lifslittlemiracles.center](http://www.lifslittlemiracles.center)

Hours of operation: 6:30am - 5:30pm Monday - Friday

Owners: Renee & Tyler Robertson  
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**INTRODUCTION:** Thank you for your interest in our childcare program! We believe that all children are special and unique. It is our goal to provide all children in our care with a safe environment that will help each child to grow and develop to their fullest potential socially, emotionally, cognitively, and physically. We encourage parents to discuss expectations they have and/or want for their child and our staff. It is important that parents and providers communicate together and establish a good relationship. In order to make our relationship as enjoyable as possible the following are some mutually beneficial requirements that are necessary to assure that there are no misunderstandings between either party, that each party is aware of the requirements, and that these requirements are carried out in a businesslike manner. The contract is a legal document obligating Life's Little Miracles, Inc. to provide a service for you and obligating you to pay for that service. You are urged to thoroughly read the contract and realize that it is legal and you will be held liable for each item of this contract. By signing it, you are accepting it in all of its terms. The policies listed below are set forth by Life's Little Miracles, Inc. and are in accordance with the Department of Child and Family Services regulations. These policies and accompanying contracts become effective upon acceptance by the parent/guardian and Life's Little Miracles, Inc.

**PHILOSOPHY:** We believe children need a structured and loving atmosphere in which to learn and grow. Life's Little Miracles, Inc will provide that full opportunity by offering quality care for infants, toddlers, preschoolers and school age children that will facilitate and nurture the individual needs and abilities of each and every child.

**MISSION STATEMENT:** Life's Little Miracles, Inc will provide a safe and developmentally appropriate environment. Our focus is to promote each child's social, emotional, physical, and cognitive development. Our goal is to establish a desire in each child to be a kind and caring life long learner.

**ACCEPTANCE CRITERIA:** Children will be accepted into the daycare program after an initial interview between the children, parents and staff. This allows children and parents to become familiar with the setting and also the staff. It may also make the transition more comfortable for your children. Please be aware that childcare CANNOT begin until ALL of the state required paperwork and documentation is completed and returned to be kept on file. This is very important, so please be sure you have these completed and turned into Life's Little Miracles, Inc. at least one week prior to starting care.

**DISCRIMINATION POLICY:** We do not discriminate against any religion, race, or ethnic backgrounds. Everyone will be treated equally.

**HOURS:** Our daycare center will be open from 6:30 am to 5:30 pm Monday-Friday. Your child's hours must be pre-arranged prior to their first day of care; therefore we can have adequate staff at all times. Your child's hours must not exceed more than 10 hours in a day. If for some reason your child would need to be here longer than that 10 hours you will be charged an additional \$15.00 per 10 minutes in attendance. This is to benefit you and your child, allowing you to spend more time together.

**RATES:** Effective as of 03/09/2026

Age Group	Tuition Rate
Infant (6 weeks- 14 months)	\$65 Daily = \$325 Weekly
Toddler (15- 23 months)	\$60 Daily = \$300 Weekly
2s and 3s (2 years up to 4 years)	\$56 Daily = \$280 Weekly
Preschool Full Day 4 & 5 years old	\$54 Daily = \$270 Weekly
Preschool Half Day 4 & 5 years old	\$40 Daily = \$200 Weekly
School Age Full Day Attendance	\$42 Daily = \$210 Weekly
School Age Before & After School	\$27 Daily = \$135 Weekly
School Age Before <b>OR</b> After School	\$22 Daily = \$110 Weekly

\*Half-day care is less than 5 total hours in care per day. Half day is only offered for the 4 & 5 year old Preschool classroom.

**DEPOSITS:** At the time of enrollment, there will be a \$100.00 non-refundable enrollment fee due that is required to reserve a place for your child. If enrolling more than one child, each additional child's registration will be \$50. Once a deposit is received, your child must begin care within one month of their scheduled start, or their spot will be filled and no refunds will be given.

**CHILD CARE ASSISTANCE AND/OR ASSISTANCE PAID TO LICENSED PROVIDERS FROM THE STATE:** Life's Little Miracles, Inc does accept state payments for those who have been approved through the State. However, you will be responsible for any difference between the approved payment rate and what Life's Little Miracles, Inc would normally charge. The rate that the State pays daily for each child is dependent on many factors but is always listed on a letter of approval from the corresponding department. Families may use that letter to calculate the daily difference or may ask Life's Little Miracles, Inc for assistance in calculating the charges. The additional rate charges would also apply to all days that are charged per the parent handbook to families including closed Holidays, sick days and/or days unpaid by the subsidy due to low attendance. Families approved for foster care payments, or CCAP are required to pay for the first two weeks of care regardless of approval. The first two weeks payment will be held as a deposit for uncovered days from the State and/or if the family forgoes providing the center with a final two weeks of notice before ending care.

**CO-PAYS:** Subsidized families who have a co-pay through the state are required to pay their co-pay on the first of the month. Parents are responsible for knowing what their co-pay is and providing all documentation that the state requires in a timely matter. If the state does not pay, the parent will be responsible for all fees that have incurred. These fees are required to be paid within one week.

**PAYMENT:** At Life's Little Miracles, Inc. you are paying for a specific spot, NOT per hour or per day. No discounts are given if your child does not attend on a day they are scheduled to attend. Fees are due regardless of unforeseen or arranged absences such as illness, vacation, or appointments. Payment is due in advance and must be paid in full by Monday for the upcoming week. If payment is not received by Monday morning, a \$25.00 late fee per day will be charged. If payment is not made on Monday morning your child will not be accepted into care until payment and all late fees are paid. If a period of 7 days passes without payment received, the contract will be terminated, the

position filled, and the collections process will begin. You are responsible for any costs related to the collection of childcare fees.

A fee of \$45.00, plus any additional costs, will be charged to you for any returned check. Childcare fees are due regardless if your child attends or not.

*Life's Little Miracles, Inc has the right to withdraw any child from our program for any unpaid tuition or fees on your account.*

**FORMS OF PAYMENT:** All payments should be made online through the Smartcare App. Each family will be invited to create a payment account. Please discuss with the director if other arrangements need to be made. Life's Little Miracles prefers that payments through the app are linked to a bank account versus a debit or credit card. Although we do not require it at this time, linking payments to a bank account helps the center avoid credit card fees which become a large expense over time. Keeping expenses lower helps to keep the need for future tuition increases at a minimum.

**THE FIRST DAY:** For both parents and children the first day in a new environment can be stressful. To make your child's introduction to the center as smooth as possible, talk to your child about what to expect at their new daycare. You are also welcome to bring your child to visit prior to their start date, this will give them a chance to see their classroom, meet their teacher, and see the other children that will be in their classroom. You are welcome to come in early on your first day so you can spend some time helping your child acclimate to the center and have an opportunity to talk to the teacher. Do not worry if your child fusses about you leaving; our staff are well trained and very experienced in helping young children adjust.

**HOLIDAYS:** Life's Little Miracles, Inc. will be closed on the following holidays:

- New Year's Day (closed at 3:00 New Year's Eve)
- Memorial Day
- Good Friday
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving

Pay is required for these days and is collected at the normal daily rate. In the event that one of the holidays above falls on a Saturday, then we will be closed on the previous Friday. In the event that a paid holiday falls on a Sunday, we will be closed the following Monday.

- 5 day period at Christmas time

Life's Little Miracles will be closed for a 5 day period at Christmas time. The 5 day period at Christmas time is decided annually and is at the discretion of Life's Little Miracles management. Tuition for each day during the 5 day period is still collected, but will be reduced to 50% of the normal daily rate.

We honor all major holidays and all children's birthdays. If you would like to bring a special treat for the children please remember that it must be in the original sealed container from a store or bakery. No homemade goods/treats are allowed

**EMERGENCY CLOSING PROCEDURE:** The center will be open as long as the roads are safe for travel. In the event that the center should be closed or have a delayed opening time due to weather, the announcement will be made via the SmartCare App Texting service. We will be open for school snow days as long as travel is reasonable to our staff and parents. While we do our best to accommodate changes in the school districts' inclement weather schedule, (i.e. early and late dismissals and/or being closed for snow days) it is always advisable to call ahead to verify what hours the School Age room will be available on these days.

We reserve the right to close the center due to any extreme weather conditions that may arise. If such conditions occur, we will notify you, the family, in a timely manner as best as possible. Payment for contracted days will still be required when the center is closed for an emergency. Please understand that this policy is in effect for the safety of you, your family, and our staff.

**LATE POLICY:** If you are going to be late, please call and let the staff know as soon as possible.

Your child's hours must be pre-arranged with us before their first day of care. When arranging your child's hours, please give us the earliest and latest pick up and drop off times not to exceed 10 hours. If your child is not checked out and exited from the building by the center's closing time a \$15 late fee will start to accrue at 5:30pm and for every 10 minutes after that until the child has been picked up. This fee will be added to next week's tuition. There will also be a charge of \$15.00 for every 10 min your child is in our care past 10 hours. Please consider our staff and the needs of their families when picking your child up late. Example 1: A pick up time at 5:31pm would accrue a \$15.00 late fee. Example 2: A pick up time that is 15 minutes late would equal a \$30 charge. The center closes at 5:30 pm and so it is very important that children are picked up at their contracted time by an authorized adult.

If a parent is 15 minutes late and we have not received a phone call to tell us when the expected pick up time is, we will call the parent numbers on file. If we are unable to reach anyone, we will try again at 20 min late. If there is still no answer we will proceed to call the emergency contacts and alternate pick-ups that are listed for your child. After 45 minutes without being able to contact either parents or other listed contacts, then the Police Department will be contacted to assist with this. Repeated late pick-ups could result in termination of your contract. Please make sure your emergency contacts are ALWAYS current.

**ARRIVAL/DEPARTURE:** When a parent or authorized guardian picks up or drops off a child at the center, he/she must sign the child in through the Smartcare system. This is very important and it helps provide a checklist that can be used in case of an emergency evacuation or fire drill. Upon arrival, your child must wash their hands. Please help them do this each day. Please also make every effort to arrive on time each day. Each classroom has an educational program that starts at 8:30am. People walking in and out of the rooms and talking during morning circle times or lessons is very

distracting for the children. Please be courteous and inform Life's Little Miracles, Inc. of any lateness or absences by 8:00am. Waiting on a child can interfere with the classroom schedule and activities. **No drop offs after 9:00am.** When picking up your child, please come to the child's classroom to pick them up. Alert your child's teacher or teacher's aid to the fact that you are taking your child home and make sure to check their cubbies/lockers as well as signing them out in the Smartcare app at the front door.

**ADDITIONAL SAFETY REQUIREMENTS:** Please do not leave your car running or allow your child to play near the vehicles at any time. Your child must exit the center with you. By law, children are required to be in proper car seats/safety restraints while being transported in vehicles. Parents are responsible for strapping their children properly into car seats. Center employees are not allowed to buckle children into their carseats, including infant carriers. Our staff will NOT allow you to leave with your child if they are not in the proper seat/restraints. You may also be reported to law enforcement due to your child's endangerment/neglect. We assume responsibility for your child only while he/she is in our care during regular business hours.

**COURT ORDERS:** If there is a court order keeping a parent or guardian away from the child, we must have a notarized copy of that court order in our files to that effect. If we do not have proof of this then we cannot prevent the parent from picking up the child.

**CONFIDENTIALITY:** The information that you supply to Life's Little Miracles, Inc. will be kept confidential. We will, at all times, respect your privacy. Before any of the information is released to our outside persons, the parents will sign a release form. (This does not apply to law enforcement.)

**EMERGENCY CONTACTS:** You will be required to provide the name and phone number of your child's physician, your preferred hospital, and at least two other emergency contacts who will be able to pick your child should a situation arrive. No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pick up list. WRITTEN permission from the parent is required! Telephone permission will NOT be accepted. Anyone unfamiliar to the staff will be required to show proof of identification before being able to enter the building and pick up your child. Please make sure your alternate pick up people know and understand this. Please make sure we know where you are and that you can be reached at all times when your child is in our care in case of any emergency. Also, make sure that the person you have listed as your emergency contact is available during the day and be sure to let this person know that you have listed them as an emergency contact.

**SAFETY & EMERGENCIES:** Our center is set up as a safe environment for children. We have emergency fire and storm procedures and drills that are completed on a monthly basis and recorded. In the event of any injury (other than minor scrapes, bumps, scratches, etc.) the parents will be notified immediately. Although supervision is constantly given, we cannot be by the child's side at all times to prevent all falls, tripping, bumps, etc. If the child is injured in a non-life threatening way, we will assess the child and provide first aid as necessary. In the event of a serious injury, the parents will be notified immediately and necessary steps will be taken to obtain medical aid. For emergency purposes, parents need to keep ALL CONTACT NUMBERS CURRENT at all times. If immediate intervention is required we will call 911 and have them transported by ambulance to

the hospital. You and your family insurance are responsible for the cost of medical help and treatment due to accidents or illness while in childcare. Life's Little Miracles, Inc. is not responsible for any accidents that may happen to your child or for any medical or legal charges.

**FIRE:** We will practice fire drills monthly so that your child will be prepared in the event of a fire. In the event, our alarms are connected to the Port Byron Fire Department. It will trigger PBFD for an immediate response.

**POWER OUTAGE:** There are flashlights located throughout the building along with emergency lighting throughout the center. If the weather is inclement and the building is getting too cold or too hot for the children, you will be called to pick up your child.

**TORNADO:** We will practice tornado drills monthly so the children will be prepared in the event of a tornado. In the event of a tornado, we will be secured in the bathrooms in the center of the building with an excessive amount of blankets.

**INSURANCE COVERAGE:** Life's Little Miracles, Inc. carries the proper amount of liability insurance as required by the state of Illinois.

**MANDATED REPORTER:** We are required by law to report any suspected signs of child abuse and/or neglect. This includes any form of physical punishment by the parents on the property of Life's Little Miracles, Inc. Any request to use physical punishments will be noted in the child's file along with a written refusal from the staff, signed by the staff. At NO time will the staff ever harm a child.

**GUIDANCE AND DISCIPLINE:** The staff strives to create an atmosphere of acceptance for and to enhance the self-esteem of each child. When discipline is needed, we never use any type of physical punishment. Discipline will use positive guidance, redirection, and limit setting. We will prohibit the use of humiliating and frightening punishment. We will also prohibit peers from administering discipline. The child will typically be separated from the group for discussion or redirection.

We believe that:

- All children need limits which are consistently enforced.
- Children need opportunities to learn to accept responsibility for the consequences of their actions
- Positive behavior should be reinforced in order to redirect inappropriate behavior
- Punishment is not to be used in connection with rest, food, or toilet training

These discipline policies apply to all employees and parents while they are at the center. When a specific behavioral problem has been identified at the Center, the Director and primary teacher will bring this to the attention of the child's parents or guardians.

**TEMPORARY REMOVAL POLICY:** At Life's Little Miracles, Inc we strive to develop a positive relationship between the teacher and your child. We believe if an interesting and challenging program is offered to the child, then discipline problems are kept at a minimum. Positive reinforcement is the most effective method of preventing misbehavior. Our motivation is to make

certain we provide a safe and loving environment where all children can achieve success to their fullest. Never should a child feel apprehensive about attending our center for fear of another child's behavior.

If inappropriate behavior continuously occurs, we use a positive approach by encouraging the child's good behavior and/or redirect his or her activity. If the problem still exists, the child is then removed from the situation and given time away from others in a warm sure place that allows the child time to gain control of their emotions. Teachers will take time to help them regain control.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of State Licensing rule.

A behavioral report will be written by the teacher and/or administrator and signed by the parent to be placed in the child's file for tracking purposes if unmanageable behavior continues. If the child receives 3 written behavioral reports within a 4-week period, the child may be temporarily removed from the program for one week. Fees will still be paid for this week to retain the child's space in the program.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to transition the child to another program. Every attempt will be made to work together with the parents, child, and any other referral agencies necessary to assist in correcting the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

NOTE: Life's Little Miracles, Inc reserves the right to deviate from this process, depending on the severity or nature of the aggression and/or antisocial behavior. No tuition, deposit or registration will be refunded for a child who has been temporarily removed or been transitioned to another program.

In addition to the above, the center will use the following three methods to track behavior and communicate with parents.

Daily Reports - a parent/teacher communication format that does not count as a written behavior report. This may or may not be just a verbal conversation.

Observation Form - an inner center documentation of observed inappropriate or challenging behavior (above and beyond the acceptable boundaries of appropriateness). This form may be filled out by a teacher and is used solely to track behavior patterns. These are to be turned in daily to the office.

The "Behavior Report" - to be filled out and turned into the office. Management will then give a copy of this report to the parent and a copy will be placed in the child's file. Each report counts as one of the three which would result in temporary removal from the center.

**PERFORMING BUSINESS IN A PEACEFUL AND CORDIAL MANNER WITH PARENTS, GUARDIANS, AND OTHER FRIENDS/FAMILY ENTRUSTED TO ENTER THE BUILDING AND INTERACT WITH STAFF:**

We have a reasonable expectation to perform business in a peaceful and cordial manner with parents, guardians, and other friends/family entrusted by the parents and/or guardians to enter the building and interact with staff with a certain level of trust. If these reasonable expectations cannot be met, we reserve the right to terminate current and future relationships with parents and/or guardians which would include the discontinuation of our services for any children in care. Examples would include:

- If the parent's behavior is disruptive, unmanageable, and/or harmful to the other children or staff
- The staff is treated in a derogatory manner (this includes in person as well as negative comments posted to social media)
- If the parent is not supportive of the policies and procedures
- Immunizations are not kept current (per IL state regulations)
- Tuition is not paid in full
- If parents knowingly bring their child in ill
- Repeated failure to pick up your child at the agreed upon time
- Repeated absences without notice, or late drops offs without notice

**SCHEDULED TERMINATION AND/OR CHANGES IN SCHEDULE:** A 2 week notice must be given prior to terminating childcare services, or to make changes to your contract (example: need to change hours, days, etc.) Parents will be responsible for paying for the two weeks after notice is given regardless of whether you choose to keep your child in care or not for those two weeks. Any child whose care is terminated, ended, or likewise unenrolled by the parents/guardians must wait 30 days before re-enrollment at which time a new registration fee would be collected. If we feel that the requirements of the contract are not being met or if there is a conflict in caring for a child, we may choose to terminate the contract. We will give families a minimum of two weeks' notice. If payment is not made and your account remains delinquent, legal action will be taken. All collection charges, late charges, and legal fees including any possible court fees will be added to your account and owed to Life's Little Miracles, Inc.

The child care reserves the right to terminate services for any of the following:

- Immunizations are not kept current (per IL state regulations)
- Tuition is not paid in full (or parent fee for subsidized families)
- The staff is treated in an abusive or derogatory manner
- Child fails to adjust in the daycare
- If the child's behavior is disruptive, unmanageable, and/or harmful to the other children or staff
- If parents knowingly bring their child in ill
- Repeated failure to pick up your child at the agreed upon contracted time
- Repeat absences without notice, or repeat late drop offs without notice

If immediate termination/dismissal is required (for any reason including non-payment) two weeks payment is required with no further care provided.

**VACATION:** Each child is granted one week of vacation (tuition free) per year, based on enrollment date, after they have been enrolled for 90 days. The center must be notified of the vacation date in

writing at least two weeks in advance. If the child is on vacation longer than the five days, the regular tuition rate will be charged after the first week. Vacation days must be used consecutively.

**HEALTH AND SAFETY:** State law requires each child in daycare to maintain up-to-date signed medical records including immunizations, and a physical exam. Please be sure to bring in a new immunization record/physical after each appointment. TB tests and lead screenings are required after one year of age, unless the child's physician marks not needed on the medical form. The child will not be permitted to begin daycare until this form is filled out correctly. Other medical requirements may be added at any time from DCFS.

It is in the best interest of all parties for children to stay at home when they are sick or having symptoms. Likewise, parents who are sick or exhibiting any symptoms should not be entering the facility as well. To keep everyone healthy, parents will need to make alternative arrangements when their child/children are sick. When a child becomes ill while in our care, he/she will be isolated from the other children, and the parents will be notified to pick up this child within one hour. If the parent cannot be reached, we will contact the person indicated by you on your child's emergency care form. If the ill child is not picked up within 1 hour of the first call a \$5 late fee will accrue for every ten minutes late. This fee will be added to the following week's tuition.

A child should not be brought to the Center if they exhibit the following symptoms or a parent will be contacted to pick up the sick child when the child exhibits any of these symptoms:

- Fever** of 100.4 degrees F or higher
- Diarrhea** 3 loose stools in one day or 2 in an hour
- Vomiting** any thing more than infant spit up
- Rash** that is unexplained, except for diaper rash. Especially on the neck and face.
- Pink Eye (conjunctivitis)** when the eye is red or pink with white or yellow discharge. Other symptoms are matted eyelids, eye pain, and redness of the eyelid or skin surrounding the eye.
- Irritability** or lethargic which is not consistent with the child's temperament will be noted by the lead teacher and director who will call the parents. This case is up to the parents best discretion if the child should go home.

For all health conditions, the child must be symptom free for 24 hours before he/she will be accepted back to care.

This also means that the child should be fever free for 24 hours without any medication.

Fevers that follow routine shots/vaccination are impossible for a child care facility to know if the fever is indeed from the vaccination or if the child has a fever for any other reason, therefore it will be treated as any other symptom.

If your child contracts any of the following infectious diseases he/she must be excluded until:

- Chicken Pox** After ALL blisters have scabbed over
- Croup** After the cough has subsided
- Ear infection** After 24 hours of being fever free and three doses of medication
- Fever** After the child's temperature has returned to normal for 24 hours without the aid of fever reducing medication.

<b>Head Lice</b>	After one complete treatment and removal of ALL nits. Staff will check and if any Nits or Bugs are found the child will have to leave.
<b>Impetigo</b>	After the child has been on medication for 24 hours
<b>Pink Eye</b>	After the child has been on medication for 24 hours and has no matter in their eyes
<b>Ringworm</b>	After medical treatment with fungicidal ointment and areas are covered.
<b>Rotavirus</b>	After the child has had one formed stool
<b>RSV</b>	After the wheezing and coughing have subsided
<b>Strep Throat</b>	After the child has been on medication for 24 hours
<b>Thrush</b>	After the child has been on medication for 24 hours
<b>Hand, Foot, &amp; Mouth</b>	After all blisters have healed and the child is fever free for 24 hours

If your child contracts any communicable disease, please inform the Center.

Your child must be able to perform the normal functions of the day. If they are lethargic or unable to eat solid food they should be kept home.

**MEDICATION:** Prescription medication to be administered during the hours of care must be labeled with the child's name and must be in the original container. These medications will only be given to the child whose name is on the bottle. The medication must be accompanied with written instructions from the physician with the appropriate dosage and times for the medication to be given. All medications will be kept out of reach of the children and a log will be kept to track all doses given to the child. Parents will need to initial this log daily to verify doses if any are given to your child. NO over the counter medications will be given to children unless prescribed by a physician and written on a prescription pad. This includes breathing treatments.

**SMOKING & ALCOHOL:** THERE IS NO SMOKING OR ALCOHOL CONSUMPTION ALLOWED ON THIS PROPERTY AT ANY TIME. Smoking can be hazardous to everyone's health, especially young children. If you smoke, please extinguish cigarettes while in your car and do NOT dispose of them in the yard or parking lot of the center. If any person picking up children appears to be under the influence of drugs or alcohol, another authorized person will be called to pick up both the child and adult.

**NAP TIME:** All children are REQUIRED to have a nap/rest period. No child is forced to sleep however, they must remain quiet. Please try not to schedule pick-ups or visits between 12:00pm - 3:00 pm, so that there isn't a disturbance to the resting children. All children will be given a separate bedding in accordance with the Illinois DCFS rules. All blankets will be sent home on Fridays or the last day of attendance for the week to be washed and returned on Monday. We will provide the cot sheets that are washed here once a week or more often if need be.

**ITEMS BROUGHT FROM HOME:** Please DO NOT send toys, food, candy, gum, or money with your child unless specifically asked to do so. These items place an unnecessary burden on our staff and may cause the child to become upset when taken away. Their things being accidentally mixed in with our toys or the chance of another child taking it home is another problem. These items can also pose a choking hazard if we are not aware of them. Outside foods could pose allergy risks to other

children as well. If your child comes in with any of these items, you will be asked to take them with you when you leave.

**SUPPLIES:** Children will have a designated space for their personal items. Please mark your child's name on their things as well. If supplies are not marked, they may become lost or mixed up with general supplies. Please bring the following items for your child to have available for them at all times: a full change of clothes (if potty training please have several) if you take home extra clothes please bring in new ones. Diapers or pull ups along with wipes, if needed (staff will let you know when supplies are getting low so that you can bring more in). If Life's Little Miracles, Inc needs to provide a diaper for a child due to the lack of supplies provided by the parents there will be a \$1 charge per diaper. We will continue to charge your account for the diapers from the center until your own diapers are brought to the center. The charges will be added onto the Smartcare app. A blanket for naptime, this is to be brought in on Mondays (or first day of care for the week) and left here till Friday (or last day of attendance for the week) to be taken home to be washed. Sunblock/insect repellent (this will only be used after you have signed the separate consent form). Swimsuits and towels during the summer on designated days (water days during outside time, further details when closer to day).

**CLOTHING:** Children should dress for the mess when coming to the center. Each day your child will have fun-filled hands-on learning experiences. Please send your child in simple, washable, comfortable play clothes that are easy to manage. All children should have at least two seasonal changes of clothes. If an accident occurs during the day and we have no change of clothing the parent will be called immediately to bring in clothes or pick up the child. Please send the children in play tennis shoes or other soft soled, closed toed shoes. Flip Flops are not allowed as they can lead to injuries. Infants and toddler children are not permitted to wear any small beads or barrettes in their hair for they are a choking hazard. If worn, we will remove them for the safety of all the children enrolled in our program. Life's Little Miracles, Inc is not responsible for any damage, spills, or wear and tear on items such as clothes, coats, shoes, etc. Please do not send your children in their "Sunday Best" to daycare as regular and messy play may cause these items to get stained. With our weather being unpredictable during certain parts of the year we ask that parents please plan ahead and dress their child appropriately for both indoor and outdoor play. During the winter we will be going outside when the temperature is above 32 degrees and it is decent to go out.

**INFANT CARE:** Infants must be a minimum of 6 weeks old to attend daycare. Your child will be assigned a cubbie, and a crib. This allows you to leave all supplies necessary here and no diaper bag will need to be brought in each day. All items must be labeled with your child's name when brought in. Parents will provide prepared bottles, labeled with the child's name and date daily. Bottle will be rinsed and sent home daily. The following items are to be supplied by the parent: diapers, wipes, diaper rash cream, and lotion (if you want it used). Baby food (all will be labeled and kept in their cubbie). 2 sets of extra clothing to be kept in their locker at all times as well. Your child's teacher will send a note home when your child is running low on supplies so that you can bring more in. In the event that we have to supply any items for your child, the parent will be charged for them.

**MEALS & SNACKS:** Nutritionally balanced meals and snacks will be served for children one year of age and older. The children are offered the food and encouraged but not forced to eat. There is a menu posted for the week that our cook prepares for the children and staff. No chewing gum or

candy is allowed. Any special treats brought in for birthdays, special days, or holidays must be in its original packaging from a store or bakery. Please notify us of any likes, dislikes, and or allergies to food your child may have. If your child needs a special diet, we ask that you provide the appropriate foods if we are unable to adjust the menu. The following are the times of each meal: be sure to have your child here at least 15 minutes prior to the meal time to receive the meal, or be sure to have fed your child prior to bringing them.

Breakfast-8:00

Lunch-11:00

Snack-2:30

**BUS & TRANSPORTATION:** A staff member, to ensure your child's safety, will accompany children who will be getting on and off the bus for Riverdale. It is the responsibility of the parent to verify with the school that your child is to be picked up and or dropped off at Life's Little Miracles, Inc. Forms will need to be signed by the parent regarding the bus procedure for your child. Parents must also make sure your child arrives in time to get on the bus, at no time will the staff transport children to Riverdale for you due to a missed bus. At times the center will go on field trips, at that time we will have you sign a permission slip for these trips. We hire a bus service to transport us on these trips. All approved staff will at all times follow the DCFS requirements and vehicle inspections in order to transport children.

**FIELD TRIPS:** From time to time, we may go on field trips. Permission slips and information will be given out a few weeks prior to the trip. All permission slips and a possible fee must be returned by the day listed on the form in order for your child to attend. These field trips are usually center wide, which means the center will be closed while we are gone, so you will need to find alternate care for that day if you do not want your child to go. Also note, payment for that day is still required.

**PEST CONTROL POLICY:** Per DCFS requirements we are contracted with an outside licensed pest control company. This company does routine treatments quarterly and is done after hours when children are not present. Please note none of the chemicals used are harmful to children and are formulated for child care facilities.

**SCHEDULE CHANGE PROCEDURE:** Any schedule changes that require a child to change, add, or eliminate days of care needed should be discussed in advance with the director to ensure that the center has the opportunity to review the requested changes. The director will be able to provide either an approval of the requested changes or options that may be available to accommodate. Please do not assume that the center will always be able to accommodate such changes. Two weeks prior written notice is required if your child will be changing their current schedule of days at the center.

**Thanks Again and Welcome to Life's Little Miracles!**



## Parent Handbook Acknowledgement and Agreement

The Parent Handbook is an important document intended to help you become acquainted with Life's Little Miracles, Inc. We encourage you to review the handbook carefully. By signing this form, you acknowledge receipt of the Parent Handbook from Life's Little Miracles, Inc and agree to be bound by its requirements as a condition of my child's acceptance into the program.

Please initial to provide your consent:

\_\_\_\_\_ I will allow my child's photography to be used on the center's media sites.

\_\_\_\_\_ I give permission to apply sunscreen and/or bug repellent to my child and I will not hold Life's Little Miracles, Inc. responsible for any allergic reactions or problems that may result from use of these products. Parents are responsible for bringing in sunscreen and/or bug repellent if they would like it applied to their child.

\_\_\_\_\_ I understand that teachers may allow moments of quiet or prayer before meals

\_\_\_\_\_ I agree to wash/have my child wash his/her hands upon arrival to the classroom.

\_\_\_\_\_ I understand that all people picking up my child will need to be on the pick up list and may be required to provide his/her I.D. to staff.

I understand that the policies described in the Parent Handbook are subject to change at the sole discretion of Life's Little Miracles, Inc at any time.

I agree to abide by the policies and procedures as described in the Parent Handbook.

I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Parent Handbook.

The undersigned, responsible party agrees to be personally responsible for all charges. If at any time or for any reason, the undersigned is unable to pay for services when due and if it becomes necessary for Life's Little Miracles, Inc. to incur collection costs or institute suit to collect any amount due under this agreement, the undersigned also agrees to pay collection fees and expenses, including reasonable attorneys' fees and court cost, plus all legal fees if incurred for collection and submits to jurisdiction and venue in Rock Island, IL.

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

(Parent / Guardian)

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

(Parent / Guardian)

\*Please sign and return this form to be included in your child's file