

Blocks Childcare Childcare Centers, Inc.

*Providing our children with the building blocks for
a strong, secure developmental foundation*

Thank you for your interest in Blocks Childcare Center.

Our **goal** is to provide a child-focused child care program in a professional and caring environment. We are dedicated to supporting the social, emotional, intellectual and physical growth of the children entrusted to our care. We will do all that we can to make your child feel comfortable, in an atmosphere of love and acceptance. All that we ask is that you follow all of our procedures and policies.

Sincerely,

Anna Gray
Director of Operations

Our Philosophy

We believe a child's first learning experiences occur step by step, block upon block, creating the foundation in their early years for all future learning. We also believe a patient and caring staff should provide the guidance and assistance that young children need in order to thrive and learn.

Our program is based on these building blocks/ concepts:

Basic / Fundamental quality childcare: Our caregivers are professionally trained to provide a safe environment and age-appropriate educational activities.

Love: Our staff is committed to creating a loving and caring environment where children know they are valued.

Opportunities: Our staff will provide the children with endless opportunities to create, play, problem solve, explore, and develop critical thinking skills to assist in the learning process.

Creativity: The children will be encouraged, with staff assistance, to be creative in play, learning activities and social experiences.

Kindness: Each staff person and child is treated with dignity and respect through kind and caring behavior.

Stimulating: Our staff is committed to provide stimulating and challenging learning activities and experiences that are creative and fun.

Blocks Childcare Policies

Childcare Hours:

Blocks is a licensed child care facility with two locations.

Blocks 24HR Childcare Center-Oak Park, IL: We operate two child care programs; the day care program operates between the hours of 7:00am to 6:00pm and the evening care program operates between the hours of 6:30pm to 6:30am the following morning, Monday through Friday for ages 6 weeks to school age.

Blocks Infant/Toddler Childcare Center-South Loop Chicago: The day care program operates between the hours of 7:00 a.m. to 6:00 p.m. Monday through Friday for ages 6 weeks to 4 years of age.

There are two enrollment options for care for both centers. Our full time option and a part time option that would allow children to attend by the day. Part time care must be the same, consistent days each week. Once your days have been selected you may switch a day within the same week of the original days only if there is availability and the original day does not fall on a holiday. Anything outside of those guidelines will be considered adding an additional day(s) to your part time week. If you would like to add a day(s), and there is availability approved by your site director, a daily rate will be added to your monthly tuition invoice.

Arrival :

Blocks day care program starts at 7:00 a.m. and runs until 6:00 p.m., Monday through Friday. All children must arrive at the center by 9:30 a.m., unless special arrangements are made with the Director at least 24 hours in advance.

It is ***very important*** that your child be here on time. Late arrivals are disruptive to the class and to your child's morning schedule. After 9:30 a.m., your child will be considered absent and will not be able to enter their class for that day.

Upon arrival, please make certain you "sign in" your child with the time and your signature on our "sign in/ sign out" sheet at our front door.

Departure/ Pick-up:

Your child should be picked up prior to 6 p.m. When you pick up your child, please "sign out" your child with the time and your signature, on the same sheet you had signed in your child that morning.

You may call us to let us know if someone other than yourself will be picking up your child. If the Center's Staff is unfamiliar with the person, or if that individual is not on your "Pick Up Authorization" form in your child's file, a letter needs to be faxed over with a parental signature, stating who will be picking up your child, their phone number, approximate time

your child will be picked up, and any pertinent information that the Center should have. He/She must have a valid driver's license or state identification for the Staff to confirm identity.

Also, please request a new "pick up authorization" form and complete for your child's file.

Late Pick-Up Fees:

If you are late picking up your child after 6:00 p.m. there is a late charge of \$1.00 per minute, due at time of pick up. This policy also includes those days we are scheduled to close early (**see yearly holiday schedule**) and/or due to inclement weather.

Late Pick Up Policy: (non extended care)

Blocks Childcare Centers operate between the hours of 7am-6pm. Parents are required to contact their center Director to inform them of any late pickups. After 6:00pm the late pick up policy goes into effect if a parent has not contacted the center. A \$1.00 per minute will be charged beginning at 6:01pm. At 6:15pm, the Director will attempt to contact parents/legal guardians. If we are unable to reach a parent/legal guardian (we will make two phone calls to each person) at 6:30pm we will move on to calling contacts from your child's emergency pick up list. If no resolution for pick up is made from these contacts by 7:00pm we will notify the local police department and they will call DCFS. It is imperative that parents update the center with current phone numbers for all people on the emergency pick up list and themselves as need. The center will keep the child safe and continue engaging activities, along with starting our extended care procedure, with a secondary staff member while we wait for the Director to reach someone. For your child's protection, your child will not be released to anyone other than those persons authorized on the Pick Up list form, unless written authorization has been given previous to the time of pick-up. As a reminder, all persons on your emergency contact list must show a state/federal picture ID.

Tours Of The Center:

For the protection and safety of our children currently enrolled in the center, we only give new parent tours with the director and the tour is conducted after hours, when no children are present. If the new parent would like to view the daily routine, after the first meeting, the director may approve the parent to observe a classroom for a maximum of 25 minutes, with or without their child.

After the initial interview and tour of our center, with the approval of the director, and based on space availability/waiting list, the parent may start the registration process for their child.

Please understand that Blocks Childcare are centers which require direct involvement from the parents (for example, see "parent volunteering"). Our center provides a structured environment which enables the children to grow to their full potential, and it may not be a good fit for all families. Blocks Childcare Center reserves the right to refuse admission, based on this criteria.

Registration:

There is a one time \$75.00 non refundable registration fee along with a refundable \$425.00 deposit for all children.

Once you have confirmed your start date or month with the director, it has to be honored or your deposit will be forfeited. Deposits are non-refundable if your child does not start on the scheduled date or month that was given at the time of registration.

(Please refer to your receipt at time of registration)

At the time of registration, a \$425.00 deposit will be required.

***School Age (Oak Park Location Only):** There is a non refundable \$100.00 registration fee only due at time of registration to secure your child's space.

If child does not start on initial start date your child's space will be considered forfeited and the space can be filled.

According to the Missing Children Records Act, Blocks parents must submit a certified copy of their child's birth certification or equivalent documentation (ie. passport, visa or government document) within two (2) weeks of enrollment.

Upon receipt of your deposit and registration fee, you will be provided a packet of paperwork which must be completed and returned to our center. Upon your child's first day at our Center, we must have all forms completed

1. your child's immunization record/ physical form
2. your "Emergency Plan" form
3. your "Emergency Information" form
4. your "Pick Up Authorization" form
5. your "Parent/ Provider Contract"

completed, at a minimum. The balance of the paperwork may follow, but all should be completed in its entirety within ten (10) calendar days of enrollment.

Advanced Registration

If you register 3 months or more in advance to secure a start month/date, your family is required to pay a **NON-REFUNDABLE** deposit of \$425.00 per child. This will guarantee a placement for your child/ren. After which if you decide to cancel for any reason your deposit will be forfeited.

Tuition Monthly Payments:

Blocks is a "private sector" child care center, and **does not** accept any subsidized tuition payment programs offered by any state or government agency.

Tuition is calculated on a weekly basis, starting on a Monday ending on a Friday. There are some months throughout the year that have five Mondays within the same month. These five week periods will be reflected on the invoice.

On the first Monday of every month, tuition is due at the time of child drop-off. If the first Monday of the month is a holiday and the center is closed, the tuition will be due before the day we are closed --- i.e., the Friday before the first Monday of the month.

If the tuition payment is due while you are on vacation, tuition must be paid before you go on vacation.

Semi Annual Payments:

Six months to twelve month payments are calculated by four straight weeks per month leaving families with savings ranging from one to four weeks per calendar year. Email center for details at BlocksCenters@gmail.com.

Installment Payments:

If you have more than one (1) child enrolled in the program, you have the option to pay twice per month, the first half due on the first Monday of the month, and the second half due two weeks after the first installment (for example, the third Monday of the month).

Tuition that is paid the first day after the Monday due date (i.e., on Tuesday) must be accompanied with a \$15.00 late fee. Beginning Wednesday, an additional \$10.00 per day will be assessed for each day thereafter, including the weekend and holidays. After ten (10) days, Blocks Childcare Centers reserves the right to terminate your child's contract, and your deposit will be forfeited.

Receipts are given for the current month's tuition on the last Monday of each month. You will also receive an Invoice for the next month's tuition on the same day.

It is your responsibility to make certain your child's tuition is paid on the due date(s) that is/ are printed on the invoice.

There is a \$50.00 service charge for any checks returned by the bank. If a second check is returned NSF ("not sufficient funds"), we will no longer accept checks, and payment(s) must be made in cash or money order.

Postdated checks will not be accepted. If a check is returned NSF, you have 24 hours from the date of the NSF notice to pay the tuition and the NSF fee. If any or all of the NSF fee and tuition is not paid, late fees will apply (see above).

Withdrawal from Blocks:

If you decide to withdraw your child from Blocks Childcare Center (moving from the area, etc.), a **thirty (30) day written notice** is required before removal of the child. You will still be

required to pay the tuition for the complete month and remaining weeks in the month. If you fail to complete the last 30 days of enrollment your deposit will be forfeited.

If the center does not receive a 30 day notice of withdrawal or your child fails to complete the last 30 days, your deposit will be forfeited. If you decide to withdraw while on vacation, that week will not be included in the notification process. It must start after vacation.

If the **replenishment fee** was not paid for the current last enrolled year that will be subtracted from the deposit and the balance will be refunded.

If the child is 2 years and up and has not completed the required volunteer day for that calendar year, your deposit will be forfeited. (Oak Park location requirement only)

Starting after the last month attended, please allow 4-6 weeks, starting after the month of last enrollment for the deposit refund to be processed and mailed to your home. As a reminder, if any monies are owed to the center it will be subtracted from your initial deposit and the balance will be sent as the refund. Please verify your address with the center before departing permanently.

Meals:

Blocks only serves organic milk, organic catered lunches, 100% apple juice, whole grain bread and cereals, fresh vegetables and fruits for snacks. We are a peanut free school and we eliminate sugary items from our menu choices. Juice is not served to children under the ages of 2 years old and is considered an optional drink here at Blocks Childcare Centers.

We serve a nutritious breakfast, scheduled from 7:45am until 8:30am for our toddlers to 6 years of age. At 8:30am, breakfast is considered “over”. There will be no breakfast served after 8:30am (please be prompt). Mid morning drink (water) served at 10:00am. Lunch begins promptly at 11:15am. A mid afternoon snack is served at 3:00pm and we also provide a late afternoon snack at 5:30pm. All meal schedules apply only to our older groups of toddlers to six years of age. Infants are on individual schedules based on their needs.

Please do not allow your child to bring food into the center. It causes a problem when your child is eating or drinking something different from the other children. Please be advised that if your child has an arranged late arrival, and arrives at the center “outside” the allotted snack and lunch periods, your child will not be served meals or snacks.

Emergency Procedure:

On your child’s first day of daycare or evening care, the parent is required to leave emergency information (see the “emergency medical care” form) and a specific emergency plan (see “emergency plan” form) for your child. It is important for your child’s well being that you keep us updated with phone numbers where you can be reached at all times.

Accidents and Medical Emergencies:

If a child has a serious accident or medical emergency, a staff person will call 911 emergency and the child's parents, while a qualified staff person will assess the injury, administer CPR (if necessary) and escort your child to the nearest hospital facility (if necessary.) The staff person will then follow the emergency plan outlined in your file (see "Emergency Plan" form).

Health and Safety:

The health and safety of your child(ren) are our primary concerns. Policies and procedures addressed below were designed to assure the safest and healthiest environment possible for your child.

Illinois regulations require us to maintain physicals on each child. Before your child can be officially enrolled at the Center, he/ she must have the following:

1. A current physical examination ---- within the prior three (3) months before your child's enrollment date which must be renewed every year.
2. A TB test administered within the three (3) months prior to enrollment.
3. If your child is six (6) months old, or older, a lead screening test should be administered, which must be repeated each year that the child is enrolled at the Center.

Blocks ensures that hearing and vision screening services are provided for children ages 3 and up, annually, in accordance with Illinois Department of Public Health's Hearing and Vision Screen codes and the Illinois Child Vision and Hearing Test Act.

Illness:

For the protection of all children, your child should be kept at home when he/ she is ill. We will not accept any child that shows any of these symptoms:

- * fever of 101 and above
- * excessive diarrhea or vomiting
- * rash (except diaper rash)
- * runny, green mucus from the nose, ears or eyes
- * any other symptoms that the Director thinks might be contagious.

A child who does not appear fully recovered from an illness will not be readmitted to the Center, with or without a doctor's statement. You will be contacted and your child will be sent home.

How to keep our Center safe and Healthy:

If your child has been exposed to a contagious disease, or you feel it is *possible* that your child was exposed to a contagious disease, he/ she should be kept at home and their condition reported to the Center. Contagious illnesses include, but are not limited to, the following:

- * streptococcal sore throat ("strep")
- * mumps
- * pin worms

- * viral infections
- * chicken Pox
- * ringworm.

Readmission after an illness:

If your child was tested for any of the above illnesses/ conditions, we cannot admit your child until the test results are cleared. A doctors statement identifying your child's diagnosis, treatment, return date, and that he/she is no longer contagious is required on the actual statement before your child will be readmitted to the center. Please help us minimize the spread of contagious diseases.

If your child or someone in your household has severe flu like symptoms, has been tested or is diagnosed with H1N1 (swine influenza virus) please notify the Center immediately. If tested for H1N1 your child will not be readmitted to the Center until test results are cleared. If your child is diagnosed he/she must stay home until the symptoms have completely subsided and is symptoms free for seven (7) days. A medical release will be required from your family physician before your child can be readmitted.

Illness/Illness Credit:

Any absences should always be reported to the school via email or phone call. If your child is absent more than three (3) consecutive days, due to illness, you must bring in a statement from the doctor stating the child's diagnosis what treatments he/she is receiving, and when the child is deemed sage to return to the center. Your tuition payment establishes your child's position at the child care center. If your child misses a week of school (5 consecutive days) due to illness, you are still required to pay half (1/2) of the tuition for the week. In order to receive the credit, your child must return with a doctor's statement which should state: the child's diagnosis, that they are no longer contagious, and may return to school (list restrictions if any).

Any other reason for absences from the Center, the entire tuition is due, to continue to ensure your child's space at the Center.

Medication:

Prescription medicine and age appropriate over-the-counter medicine will not be given without the written consent of the parent(s) (see the "Emergency Medical Care" form). A specific staff person will be designated to administer and record the medicine given to your child. The center is limited to the maximum of two (2) dosages of prescribed or over the counter medication per day.

Prescription medicine must be labeled. The label should be clearly and easily read, with your child's name, dosage and directions. Parents can not change verbally, rewrite, or alter what is outlined on the prescribed label.

Age appropriate over-the-counter medication must be age appropriate, or it will not be administered. Over-the-counter medications may be dispensed in accordance with the manufacturer's instructions only. Parent cannot give verbal instructions outside of what is stated in the manufacturer's instructions.

Under the age of 2 years of age:

If your child's OTC fever reducer does not specifically state the appropriate dosage. We require a doctor's statement with the recommended dosage (on a physician's prescription "pad" is acceptable). This statement must be updated as weight of your child changes and/or yearly. If your child develops a fever and requires a dosage of fever reducer, and does not have a current updated doctors statement on file, your child will not be administered any medication and must leave the center within thirty minutes or 911 will be called.

Confidential Information:

Information pertaining to the admission, progress, health or discharge of an individual child is considered *confidential*. This information can not be reviewed by any agency or person without the written permission of the child's parents.

Emergency Preparedness:

Fire Drills:

We have monthly fire drills (weather permitting), so the children and the staff will be prepared for emergency evacuation.

Tornado Drills:

Tornado drills are conducted every six (6) months, so the children and staff are prepared for such an emergency situation.

Weather and Emergency Closing:

If severe weather or an emergency situation forces the center to be closed, there will be a message sent via email that our center will be closed, no later than 6am that day. Channels 5 and 7 on your T.V. will also inform you if we will be closed due to weather conditions. If the Oak Park/Forest Park/River Forest school districts are closed, we will automatically be closed. If Chicago Public School is closed, we will automatically be closed. If, by any chance, the center needs to close due to severe weather conditions, the center will telephone the parents at least one to two hours in advance to inform you that your child needs to be picked up, due to those severe weather conditions.

Potty Training:

Please ask for our potty training manual. It is important that you follow all policies and procedures indicated in the manual. After reading the manual, you must start at home for two (2) weeks, and then schedule a time to talk to the director to set up when the transition will take place at school.

How Biohazardous Waste Material is Handled:

State and local health departments governments impose strict regulations concerning the management, storage, and disposal of biohazardous waste. Compliance with these laws and good safety practices, helps to maintain a safe and healthy childcare environment. Blocks Childcare Center staff has been trained to handle and dispose of any item that has been exposed to even a small amount of biohazardous material. Biohazardous waste material such as feces, human blood and liquid bacterial cultures can all compromise the safety of the children and staff. Biohazardous waste material should be stored in red biohazardous containers.

Unfortunately, here at Blocks, we do not have the means to store any biohazardous waste materials. In the event that any material need to be disposed of by the staff, will take the proper precautions to assure that there is no further contamination. To prevent the endangerment of the children and staff all clothing, blankets, and/or toys that come in contact with waste materials will be discarded immediately.

If this occurs you will be given a Biohazardous Waste Material Letter at time of pickup, making you aware of which items that were exposed to feces, human blood and /or liquid bacterial cultures and the amount will be checked on the form. Blocks Childcare Center will **NOT** be responsible for any form of reimbursement for any discarded items

Blocks staff will take every safety measures necessary to insure the safety of the children and staff.

Smoking Regulations:

In accordance with the DCFS childcare acts no smoking is permitted on the premises of the childcare center, regardless if children are on site or not, during both operating and non-operating hours. Any person must be at a minimum of at least 15 feet away from the entrances, exits, windows that open or have ventilation intakes. Any person or staff entering daycare premises must be free from the smell of smoke on themselves, clothing, and personal items. If the center director notices the presence of second hand smoking smell on a person, they will not be permitted within the childcare center. No smoking signs have been posted in key areas around the perimeter of the center. Any person not in accordance with the Illinois Smoke-Free Act can face penalties of monetary fine enforced by local police department.

Nap Time Policy:

Rest is an important part of young children's development. It gives their bodies time to rejuvenate and energize for play and learning. A child who does not get enough rest is cranky, irritable, uncooperative during play and not happy in day care. All children must nap or rest during their day or evening care. Children who are not sleepy may look at a book quietly in bed.

Vacations:

Each child who has been enrolled for six (6) months or more receives a credit for one (1) week vacation each calendar year. Three (3) weeks prior to the next tuition due date of the month in which the vacation is requested (the first Monday of the month), please complete and submit your vacation request form to request your vacation. (See the "Vacation Credit Request" form kept at the reception desk.)

EXAMPLE: You wish to take vacation the first week in August (Monday through Friday). Please submit a "Vacation Credit Request" no later than three (3) weeks prior to the first Monday in August.

Holiday Months: (November/December)

The number of vacation credits will be limited and issued on a *first-come, first-served* basis during the months of November and December. **Only five (5)** will be granted in November and December. Early submissions are best for requesting a November or December vacation credit. The latest we will accept November and December vacation credit requests will be **September 1st**.

Graduates:

If your child is graduating in August, a vacation request cannot be used in the same month as the final enrollment month.

Vacation weeks do not overlap, nor can a week be broken up into days and used each week, it must be five (5) consecutive days at a time Monday through Friday. If you choose not to use your week credit, that is your right. No credits will be given.

Vacation cannot be used towards the last month of enrollment or used in December towards the holiday closure.

Birthday Celebrations:

A child having a birthday is treated in a special way. The child may be the teacher's helper, wear a special hat, or sit in a special chair on his/her birthday. Birthday parties may be arranged with the director, as late as the day before. All parties usually take place in the afternoon from 3:30pm until 4:15pm. If a parent wishes to send treats for their child and their daycare friends, the staff will be happy to dispense them. All foods/goodie bag treats and drinks must be commercially wrapped. Unfortunately, homemade goodies cannot be served.

Replenishment Program:

The Replenishment Program is designed to help your child's center continue to provide quality programming. The Replenishment Program is "earmarked" to add new equipment to help the development of your child's learning, and to replace toys, books and equipment that is damaged and/ or worn out through the year. It is mandatory for each family to donate a minimum of \$150 per child per year starting January - September 1st, or you may pay \$25.00 per month per child starting March 15th through August 15th (6 months) to reach the yearly contribution. If a

child has been enrolled in Blocks after September 1st, the family is still responsible for paying the entire fee of \$150.00 and is due in December. If your replenishment fee has not be paid at the time of withdrawal, the fee will be deducted from your deposit refund.

Parent Volunteering: (Oak Park Location Requirement Only)

Every year, one parent from each family will be required to volunteer at least ½ of a school day each calendar year. Families with children under the age of 2 years old and if your child is only enrolled in the school age program are not required to volunteer.

The parent will choose a project, activity, or talent for 25 minutes that is age appropriate and then choose either a morning or afternoon, but the volunteer day needs to be scheduled with your child's teacher or director. Please don't forget to ask for a morning or afternoon schedule letter to help prepare yourself for a great experience.

If both parents would like to volunteer they may not volunteer together on the same day, at the same time. To ensure a smooth transition for your child and his/her classmates.

On that day, the parent will aid and assist the teachers in the daily routine. The volunteering parent should also come prepared to present a 20 to 30 minute activity that is age appropriate for your child's group. All activities must be approved by the director before presenting to your child's group.

If you scheduled your volunteer day in December, and an extreme emergency has arisen, the parent may reschedule for January of the following year. (Remember, however, that if you had to reschedule the December volunteer day to January, you will then have two volunteer days in that calendar year.) If this requirement is not met by the end of the calendar year (or January of the following year, if it had to be rescheduled), your child may be discharged from the program and your deposit will be forfeited.

Blocks Structured Curriculum:

Blocks Centers operate using a structured curriculum known as "Creative Curriculum." This curriculum starts at six weeks of age and continues with your child until they graduate our preschool program. Through effective teaching, the curriculum is forward thinking, comprehensive, research based and proven for successful use in the early childhood settings. Your child will participate in multiple activities daily that explore all modalities of learning including, language arts, mathematics, science, dramatic play, fine and gross motor, and creative expression. Starting at birth, this curriculum begins to lay the foundation for the successful transition into kindergarten after your time here at Blocks.

Photographs and Video Taping:

As a reminder and to ensure the safety of all of the children here at Blocks, we would like to remind parents that photographing and video taping of children as a group is not allowed. As stated in the "authorizations for photographs and video-taping" policy, that every parent signed at registration, pictures will only be taken of children involving only activities specifically

regarding the childcare center curriculum and are for Blocks use only and compromising safety can result in dismissal from the program.

Cameras or cell phones will no longer be allowed beyond the reception area. If a parent chooses to take a picture of their child individually, they may do so in the reception area only.

School Age Program: (COVID-19) (Oak Park Location Only)

- Children enrolled in the school age program during the COVID-19 pandemic will be full time enrollments only. When schools resume to normal in school learning we will accept after school childcare. Blocks will not accept school age children for part time or hybrid crossover learning. The children will participate at Blocks in virtual remote learning provided by their local school district. Blocks will provide teacher assistance during virtual learning sessions and will follow the learning schedule provided by the school district. The parent must provide the virtual learning schedule, login information, and communicate any changes made by the school district. Homework can be worked on during childcare hours, but Blocks cannot guarantee it will be finished by the end of childcare hours.
- A technology learning device must be provided by parent for each school aged child enrolled in a protective case. Blocks does not assume any responsibility for lost or damaged devices. The device must be wi-fi compatible. It will be sent home daily and brought back to the center each day.
- During times of non virtual learning, Blocks teacher will provide stimulating, age appropriate curriculum using school age learning tools, materials, and equipment. Manipulatives and materials will be accessible for independent learning.
- Daily outdoor time will be provided weather permitting.
- All meals and snacks will be provided by Blocks and built in to the tuition price.
- All school age children will be required to wear masks covering both nose and mouth. Five (5) masks per week will be provided by the parent. Each day the used daily mask will be sent home for cleaning.
- If you decide to remove your child from the program you must follow Blocks 24 HR Childcare Center withdrawal policy of a 30 day written notice.
- As a reminder school age children will not be mixed within the center with children under age of 5 years even if it is a sibling or family member.
- All school age enrollments will be expected to follow Blocks policies and procedures outlined in this handbook.

Supply List

1. Diapers/ Pull-ups: please bring in the original packaging
2. Baby Wipes (box) -- please bring in the original packaging
3. Milk Substitution (For Dairy/Milk Allergy Children)
4. Prepared Bottles labeled with child's name, date and contents in bottles
5. 2 Complete Sets of outfits, socks, undershirts, and underwear (potty trained)
6. Small Blanket (for nap time)
7. Diaper Ointment (optional) (see Authorization Form)
8. Unopened Back -up Small formula and 1 empty bottle (For Emergency Usage)
9. 2-3 Bibs per Day and 1 Pacifier that stays at the center
10. Fever Reducer (must be age-appropriate--- see "Medication", along with a doctor's statement for proper dose and updated yearly)
11. Sun Screen (see Authorization Form)
12. Jars Foods as needed and Transition Backup Food as Needed
13. *Clear plastic box (shoe box size to store all the items listed above)*Oak Park Loc.Only

Please make certain that all of your child's things are labeled. Neither the center nor the Staff is responsible for lost or misplaced items. All Blankets will be sent home on Fridays. Soiled Clothes and Bibs Daily. We will send home reminders of suppliers becoming low/out. Please replenish as needed. All items with expiration dates will be tracked and discarded when it reaches its expired date.

We encourage your child's independence -- clothing should be easy to manage (especially for toilet training). Please note that many of your child's activities will involve crawling, painting and pasting. When we go outside, he/ she will be playing on woodchips, in sand and will be exploring different playground areas. Because of these activities, your child's clothing should be simple, washable and suitable for activities.

Under no circumstances will a child be able to borrow clothes, diapers, pull-ups, ointment, wipes, fever reducer, etc. Please make sure your child has all of their supplies.

If your child is out of diapers, wipes, or pull-ups, you will be charged a fee for replacements. Fee List is:

\$1.00 per diaper
\$5.00 for a small box of wipes (one day's use)
\$2.00 per Pull-up.

Blocks Childcare Centers, Inc.

Check Box of Your Child's Location

**815 South Oak Park Ave
Oak Park, IL 60304**

**657 South Wells Street
Chicago, IL 60607**

Parent of: _____
(Child's Name)

I have read and understand all the rules and regulations presented in the Blocks Childcare Center, Inc. 2020 Parent Handbook. Based on the information I have read, and understand, I agree to follow all the centers policies and procedures.

Signature: _____

Date: _____

Blocks Childcare Centers

Parent Handbook

2020