

Share and Care Learning Center  
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[www.shareandcarelearning.com](http://www.shareandcarelearning.com)

*Parent Handbook*

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**Preschool and Extended Childcare  
Before and After School**

## *Share and Care Center Goals*

- To provide channels of expression for the children's thoughts, feelings, and ideas
- To inspire each child to creatively express him/herself through a variety of media
- To stimulate the children's intellectual development by providing activities in the areas of art, language, literature, science, math and music
- To encourage language development through questioning and expanding knowledge and vocabulary
- To incorporate the development of and the coordination of large and small muscles
- To develop auditory and visual perception by listening, viewing, and manipulating objects
- To encourage social interactions and cooperation between children
- To help the children adjust to and enjoy their experiences at Share and Care
- To provide opportunities for the children to interact, guided by models of socially acceptable behavior
- To enhance the child's self-esteem, self-awareness and self-confidence by providing many opportunities for a child to succeed, express ideas, and understand his/her emotions and to attain skills to control them
- To stimulate and encourage curiosity and provide opportunities for problem solving
- To encourage children to take care of their own needs with the support from adults in their environment

The center's basic philosophy of child care is one that believes all children are unique individuals who must pass through certain developmental stages. However, realizing that each child is an individual and develops at his own rate, our environment and learning centers are structured according to individual needs. This provides enough challenge for every child, and still meets the needs of the very youngest child. Through play, the child will be provided with opportunities to learn about himself, the world he lives in and his feelings.

Necessary cognitive skills (such as numbers, letters, colors, etc.) will also be taught "artfully" through the use of various centers of interest. Children will be unaware that they are being taught these principles and skills because they will be learning them through play. The "work" of learning will be transformed into the entertainment of play. The learning centers will consist of various areas of specific activities. These will include a housekeeping corner, an art corner, a block building area, a reading and quiet area, and a manipulative area. We feel a stimulating environment will provide for the basic needs of each individual, allowing children to grow, explore and create!

Since staff members feel that all children are unique individuals, a program is designed to meet their needs through play. The experiences of play provides an integrated situation wherein areas of study are recognized and encouraged.

## *What We Offer...*

Share and Care Learning Center, Inc. is a for profit NAEYC accredited care facility that offers quality child care and preschool experiences to parents for children ages six week to thirteen years.

Our programs include many care options as we seek to find the fit that meets everyone's needs. We offer two and one half hour pre-kindergarten sessions that are available on Monday-Wednesday-Friday for children four and five years old (eligible for enrollment in kindergarten the following fall). Preschool sessions for three year olds are held on Tuesday and Thursday. Children must be three by September 1st of the current school year and fully potty trained. Preschool children who stay for extended child care services will be enrolled in classrooms based on age and developmental stages. These classrooms will include the same "preschool curriculum" offered to children solely enrolled in the part time preschool sessions. Enrollment in our program is available to all children, without regard to race, color, national origin, sex or age.

Our before and after school program serves parents of children from kindergarten to thirteen years of age. Additionally, we offer a full day summer camp for school age children.

It is our promise to create a warm and inviting environment, enveloped with a spirit of caring love, in which your child will be motivated to learn at his or her own rate of development.

## *Hours of Operation...*

We are open from 6:30 am to 5:30 pm, Monday through Friday. For the well-being of your child, we strongly urge that the child remains in the center no more than nine hours per day.

## *Religious Instruction...*

A simple prayer or grace will be offered before snack and lunch. We recognize that the children attending the center come from varying backgrounds. Each child will be recognized as an individual whose personal privacy, choice of activities, cultural, ethnic and religious backgrounds are respected.

## *Personal Information...*

Personal information will not be released without your written consent.

## *Curriculum...*

Share and Care Learning Center has very high curriculum standards. We are a NAEYC accredited institution and therefore, comply with their requirements in this area as well. We focus on all domains of development (physical, social, emotional, and cognitive) and this is reflected in every area of lesson planning including everything from art to literature, to small manipulative skills, and beyond. Monthly skill sheets have been devised to help address developmentally appropriate achievements. Every activity and event planned has an objective or purpose that is attempting to be achieved. We firmly believe that children learn best through play while being actively engaged in what interests them. Our teachers strive for academic excellence with the children as everyone strives for success together.

## *Discipline Policy...*

At Share and Care Learning Center, we view disciplining not as a means of punishing a child who has acted inappropriately, but rather as a means of teaching a child. Positive discipline/guidance teaches children where the limits are set, how to maintain control over their bodies, and how to problem solve in the event of a conflict.

Discipline is most effective when it follows logical consequences. The consequence for behaviors have to make sense to the child. If a child is throwing sand outdoors, it is logical to tell the child that the sand stays in the sandbox and that if it gets thrown again the child will have to find somewhere else to play. But let's not leave it at that. We get the child involved in a discussion about what would happen if all the sand was thrown out of the box.

Since the purpose of discipline is to teach, oral verbal children will be encouraged to talk to their peers when conflict arises. This helps children to empathize with one another's feeling and really see the results of their actions. We do not ask a child to apologize for their actions. Generally, they are not sorry for what they did. If they are truly sorry, they will apologize on their own.

Limiting a child's choices of activities due to inappropriate behavior is an effective means by which to teach children to respect property and one another.

Separation of children may become necessary in the case of two or more children having extreme difficulty playing together without conflict. The teacher then needs to assign appropriate play areas for the children, with the message that they may try playing together again later on if they do well on their own.

The use of time-out shall be very limited. A time-out is an opportunity for a child who is out of control and at risk of harming himself or others, to calm down and gain control once again. Time-outs are never done inside the classroom. If a time-out is really needed, the child will be removed from the room and taken to the director's office. A time-out is NEVER used as a punishment. It is not the logical consequence for a behavior.

Inappropriate behavior shall be viewed as exactly that. Children shall NEVER be referred to as naughty or bad. We always address the behavior as the problem, not the child.

If there is a special need, or if the discipline procedures above are not effective, the child care center reserves the right to terminate your child's enrollment in the program.

The remainder of this booklet will explain our program and our policies, procedures and schedules concerning the center and your child's day.

## *Our Classrooms At a Glance...*

### *Love Bugs-*

Our infant program provides the home-like atmosphere that is so important to a child's development. We have a 2:1 (child to staff) ratio which far exceeds the state minimum standards and provides us the opportunity to sing, hold and interact with every infant in our care. We develop relationships with the children that allow us to recognize them for the individuals that they are as lines of communication are explored with families. Our baby room affords the occasion to grow, explore and learn through sensory experiences, conversations and play.

### *Bitty Bugs-*

Our toddler program is exploration and play at its best. Together teachers and children create art, read stories and discover the world around them. Play is our work as children develop social concepts of self and others. Each teacher strives to promote verbal skills and independence on a daily basis as teachers work both one-on-one with children and in small groups.

### *Frolicking Frogs-*

The Frog Room is the class of transition. We welcome you to the preschool world. Here teachers and children continue to talk, read and play together; however, cognitive concepts are stressed more prominently. Shapes, colors, numbers and beginning writing are introduced. Children take on helper roles as they become part of their classroom community and the need to be needed is met. Additionally, concepts of sharing and cooperative play are looked at in depth. The Frolicking Frogs is a room that creates an atmosphere of fun while promoting individual progress.

### *Spunky Monkeys-*

The Monkey Room works to reinforce and build upon early concepts of color, shape and symbol. Children will begin to write and recognize individual letters. Our teachers explore concepts and interests that the children express as curriculum is planned and executed. Together teachers and children will learn through scheduled activities, exploration and freeplay.

### *Furry Friends-*

Our Pre-Kindergarten Program is one that emphasizes independence. Students will learn all their shapes, colors, letters and be able to count quite successfully. Zippers and buttons will be mastered and children will explore tying their own shoes. Pre-K is a program that exercises new themes with field trips, hands-on experiences and cause-and-effect activities. Children will eagerly learn as they discover new things not only about the world around them, but also themselves.

### *School Age-*

Our School Age Program works to provide a structured yet relaxing atmosphere where students can be successful, productive and happy. Large motor experiences, along with creative expression and group activities are provided for.

## *Arrival And Departures...*

There will be no transportation provided for the children to come to and from the center. Parents must supply means of transportation. This excludes the before and after school program, whereby specific arrangements in written form must be made for the school-age children between parents, public school, and the day care. Promptness of parents in their arrangement of the arrival and departure of their children is of the utmost importance. It will benefit both staff and your child if we know approximately the time you plan to drop off and pick up your child. Your cooperation is a must! You or some responsible adult must bring your child into the center and sign him or her in on the daily sign-in sheet. Similarly, at "pick-up time," the child must also be signed out. The child will only be released to those persons stated on the admission forms. For your child to receive maximum benefits from our program, it is necessary for him or her to arrive before 9:00 am. Please notify the center if there is any change in your schedule. The center must also be notified if there is any change as to whom will be picking up your child. We will require identification of anyone, other than the mother or father before the child may leave the center. A written request is required in order for us to release a child to anyone except the parents.

## *Parking...*

Parents are asked to park in front of the center and use the front entrance. Please do not park at any of the neighboring businesses, block any walkways or doorways.

## *Security...*

A security system has been installed at the main entrance to Share And Care. The door opens with an office supplied security code. Your code will only work during operational hours, from 6:30 am until 5:30 pm. for a safe and secure environment. All doors to the outside remain locked throughout the day. If a door is ever seen propped open, please notify the office immediately.

## *What to Wear to School...*

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Consider the messy art projects, playground play, and the ever changing weather when dressing your child for school. Please provide washable, sturdy clothing and layers are always best. It is much easier to remove an unneeded item than to put on something you don't have. As far as footwear, it is important to make sure that the children's shoes are secured to their feet and have enclosed toes.

## *Field Trips...*

Parents will be notified of any and all field trips. Walking field trips do occur frequently, especially during the summer and fall months. Consent forms will be sent home with your child each time the children leave in the vans/bus on a field trip.

## *Fees and Plan for Payment...*

At the time of your child's enrollment, we will require a non-refundable registration fee of \$50.00 along with the first week's payment for childcare. Thereafter, payment will be due on the Friday **before** the week of your child's attendance.

Any questions regarding the fees should be discussed with the Directors. Children must be enrolled either on a full time basis or on specific scheduled days when enrolled part-time. We are only allowed a certain amount of children in each room by state law. To make maximum use of our facility, it is necessary for parents to arrange specific days and make tuition payments for those days every Friday preceding enrollment. If tuition is not paid by 9:00 am Monday and a balance is due, a \$5.00 late fee will be added. Payments may be made by check, cash or credit card (there is a 2.75% add on for credit card payments). Staff and operating expenses must be paid regularly regardless of your child's attendance.

## *Tuition Adjustments ...*

If a child does not attend school for a full week (up to a maximum of four weeks per year) due to vacation or illness, notify Share and Care in writing or by direct phone contact, and tuition will be adjusted to 1/2 the normal amount. If a parent/guardian has used the four week half-tuition allotment, full tuition will be charged whether the child is in attendance or not.

In the case of vacation, the check must be left before departure to avoid late fees and to hold your child's place. In the case of illness, the check must be dropped off before Tuesday to avoid the late fee. Tuition is paid for major holidays in which we are closed (New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving and the day after Thanksgiving, and Christmas Day) so that we can provide staff with paid time off.

**\* Share and Care is CLOSED the week of July 4th and NO tuition is charged\***

All tuition is based on the total yearly cost of the program. The weekly fee is a breakdown of this yearly cost to facilitate parent payment. When the account holder requests, a statement of fees paid for child care services will be prepared each calendar year.

## *Late Pick Up Fees...*

Children must be picked up promptly at 5:30 pm. Although we do not encourage parents to leave children past closing time (in consideration of closing staff), in case of emergency or if you are unavoidably detained, there will be a late fee of \$2.00 per child every five minutes late after closing.

If a child is left at Share and Care past **6:30 pm** the North Aurora Police Department will be contacted and the family member will need to pick the child up at the department.

## *Delinquent Fees...*

Ongoing delinquent fees will result in dismissal of your child from the center. If there is a special need or problem, please feel free to discuss this with the Directors. At the end of five days of unpaid attendance, your child will be dismissed. Two weeks written notice, dated and signed, is required in all cases of withdrawal. At that time, two weeks tuition must also be paid.

# *Tuition Rates*

Effective September 6, 2019

## *Infant and Toddler*

### **6 weeks to approximately 18 months**

Full time/Full week.....	\$ 265.00
Daily (over 5 hours per day).....	\$ 60.00
Daily (under 5 hours per day).....	\$ 55.00

### **18 months to approx 28 mos. Or until completely potty trained**

Full time/Full week.....	\$245.00
Daily (over 5 hours per day).....	\$ 55.00
Daily (under 5 hours per day).....	\$ 50.00

## *Preschool*

Full time/full week.....	\$220.00
Daily (over 5 hours per day).....	\$ 47.00
Daily (under 5 hours per day).....	\$ 42.00

## *School Age Academic Year Rate*

Before/after school/full week.....	\$120.00
Before/after school/daily rate.....	\$ 25.00
After school only/full week.....	\$115.00
After school only/daily rate.....	\$ 23.00
Full day off of school.....	additional \$23/day
Half day off of school.....	additional \$18/day

## *School Age Summer Rate*

Full time/Full week.....	\$220.00
Part time/Per day.....	\$ 47.00

*We do accept credit and debit cards with a convenience fee of 2.75%*

## *Bad Weather Days...*

In the event of poor weather conditions, please consult either radio station 95.9 FM or TV news channels. When West Aurora School District 129 is closed, Share and Care Learning Center will be closed, only if the roads are hazardous. Share and Care reserves the right to open or close the center depending on outside conditions.

## *Health Procedures...*

On occasion, children will become sick. Please keep your child home if he/she demonstrates the following symptoms:

1. Rectal temperature of over 101 degrees F or oral temperature over 100 degrees F in the morning.
2. Conjunctivitis, which is an eye infection commonly called pinkeye. The eye is generally red with some burning and a thick yellow drainage is secreted.
3. Bronchitis that can begin as hoarseness, cough and a slight elevation in temperature. The cough may be dry and painful but gradually becomes productive.
4. Rashes that you cannot identify or that have not been diagnosed by a physician.
5. Impetigo of the skin shows as red pimples. These eventually become small vesicles surrounded by a reddened area. When the blister breaks, the surface is raw and weeping. The lesions occur in moist areas such as creases of the neck, groin and underarm, face, hands or the edge of diapers.
6. Diarrhea, watery or greenish bowel movements that look different and are much more frequent than usual.
7. Vomiting.
8. Severe cold with fever, sneezing and nose drainage.
9. Your child seems really sick without obvious symptoms. In this case a child may look and act differently. There may be unusual paleness, irritability, unusual tiredness or lack of interest.

With contagious diseases a child must be kept at home. Some of these diseases are: measles, chicken pox, mumps and roseola. A child must be on prescription medication for 24 hours before returning to school. Additionally, a child must be fever and vomit free for 24 hours before re-admittance to the program.

## *No Guns, War Toys or Other Toys of Destruction...*

These items are not allowed in our school. We realize a child must have a means to express feelings and aggression. We suggest clay to pound (manual dexterity), hammer and saw to use (good for visual-motor perception), punching bag to hit (and to vent anger while developing perceptual abilities), fingerpaints (to smooth jangled feelings while practicing a developmental rhythmic movement).

## *Birthdays...*

We celebrate birthdays during the snack period. Please do not send cakes or full-sized cupcakes. Some students only eat the tops, some students eat the bottoms and some eat everyone else's crumbs. We prefer that you send cookies or miniature cupcakes. These are easier to handle and are greeted by the children as a special treat. We also ask that all special treats be store bought. Please, no homemade snacks. Your child's teacher will add special stories, songs, etc., to make this a special time for your child.

## *Personal Belongings...*

Children will need to bring a toothbrush, pillow with pillowcase and blanket to school at the start of their time here. The pillowcase and blanket will be sent home at the end of your child's weekly enrollment so that it can be refreshed and returned for the start of the next week's enrollment. These parameters apply to all children who take a nap here at the center.

Children may also bring a favorite blanket and/or stuffed toy which may only be used at naptime. The toy needs to be completely soft with no hard plastic and soundless. We do encourage families to bring items that can be left at the center for the entire week.

A change of clothing (individually labeled) is also required for each child. Please include: a shirt, pants, underwear and socks in a ziplock bag with your child's name printed on the outside.

We request that your child leave his/her personal belongings at home (except for the above-mentioned items). There will be plenty of toys and activities available for each child. This policy eliminates the problem of "mine"- everything at the Center can be shared equally.

However, if your child would like to share a special CD or activity idea with everyone- that is more than welcome. We love family input and look forward to sharing ideas. Please notify your child's teacher ahead of time.

## *Late Pick Up Policy...*

Share and Care Learning Center's policy when a parent or guardian does not pick up or arrange to have someone pick up his or her child at our closing time of 5:30 pm consists of the following:

- If your child is not picked up by 5:30 pm, a \$2.00 fee per child for every 5 minutes after 5:30 pm will be added to your charges.
- If your child is left at Share and Care past **6:30 pm**, the North Aurora Police Department will be contacted and the parent or guardian will pick up the child at the police department.
- Share and Care will call each emergency number listed on your card twice if we have not been contacted by you or the guardian. This is why it is **very** important to update your emergency numbers with our office.
- The Share and Care staff member will be responsible for your child until the parent, guardian or Police Department personnel arrive.
- Our staff member will not hold the child responsible for the situation and the discussion of this issue will only be with the parent/guardian and never with the child.

## *Picture Policy...*

Consent for recording both visually and audibly while at Share and Care Learning Center, Inc. for use in advertisement and classroom portfolios is understood and accepted.

## *Parent-School Communication*

- ❖ Visits-We encourage parents to visit and observe ongoing class activities. It is best to talk to your child before a visit. We have an "open-door" policy for families who have currently enrolled children. You are welcome visitors anytime!
- ❖ Newsletters- Monthly "updates" to keep parents aware of classroom activities, ongoing themes and special happenings are emailed to families. Share and Care has a "business" FaceBook page in which pictures and information is posted weekly to inform families of daily learning experiences.
- ❖ Assessments/Conferences-All children (birth through 5 years) are evaluated in Spring and Fall by classroom teaching staff. These assessments are distributed to families. The center uses "Teaching Strategies" assessment booklets (ages 2-5) and *Ages and Stages Questionnaires* (Infant/Toddler). The skills that are assessed align with the Illinois Early Childhood Learning Standards which can be found online at the Illinois Department of Education website ([ides.org](http://ides.org)). These evaluations provide parents with specific progress of your child's growth and development as well as their adjustment to the program. If the screening results denote a developmental concern, center teaching staff and parents discuss options. A child with a developmental delay is referred for further evaluation by the school district they will attend. Parents may request a conference at any time to discuss any topic or concern.
- ❖ Child Screening-All children are screened no later than 60 days into the program as well as annually. Parents will be provided information on screening results.
- ❖ Family Committee-meets monthly and membership is encouraged. This is an actively involved group of families. Participation is a top priority of our programming to help children, parents and teaching staff make a strong connection between home and center. We share support, ideas and develop a partnership with the families we serve.

### *To Our Parents...*

Being aware of working parents' schedules, we realize that it is sometimes difficult to communicate as quickly or directly as desired. If a formal meeting cannot be worked into the schedule, everyone at Share and Care is available by phone or note. Feel free to stop at the office at your convenience and share ideas as well. Additionally, we do have a suggestion box located in the vestibule just inside our front door. No matter the form of communication, do not hesitate to share. We want parents to feel as much a part of our program as the children. Positive parent and staff relations add to the quality of care we provide your child.

- We want you to know, to understand, and to discuss with us our goals.
- We want you to look often into our busy, happy, noisy, creative classrooms and see your child at play.
- We want you to realize the validity of that play and the importance of what your child is learning.
- Families and teaching staff can help your child develop his/her full human potential.