



SMART STUFF LEARNING CENTER

3600 South Halsted Street

Chicago, Illinois 60609

(773) 475-7615

www.smartstuffedu.com

Child Care Handbook

Effective: August 2024

Child Care Handbook Directory

Child Care Cover Sheet

Child Care Handbook Directory

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Infant Checklist

- Child Care Application Form
- Parent Consent Form
- COVID-19 Parent Consent Forms
- Tuition Express Form
- Child and Adult Care Food Program Form

- State of Illinois Certificate of Child Health Examination (DHS Form)
 - Dated within 6 months from the date of enrollment
 - Lead exam with results
 - TB exam (Check if not needed)
- Copy of child's birth certificate
- Copy of child's medical insurance card
- Copy of parent's driver license

- Premade bottles of either breast milk or formula with caps
 - Child's name or initials on each bottle
 - It is the parent's responsibility to bring the desired amount of premade bottles for the day
 - Bottles will be sent home daily for sanitization
- Empty/clean bottle and extra formula or frozen breast milk to keep here in case of an emergency

- Diapers and wipes (Parents are responsible to replenish diapers and wipes as needed)
- Indoor shoes that will be kept here once they begin walking
- Plastic container with extra weather appropriate clothing, socks, pacifiers, bibs, etc.
- Sleep sack for those sleeping in a crib (If needed)
- Medication, Desitin, Aquaphor, lotions, sunscreen, etc. should be new and in original packaging (Permission to administer form will need to be filled out)



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Toddler and Pre School Checklist

- Child Care Application Form
- Parent Consent Form
- COVID-19 Parent Consent Forms
- Tuition Express Form
- Child and Adult Care Food Program Form

- State of Illinois Certificate of Child Health Examination (DHS Form)
 - Dated within 6 months from the date of enrollment
 - Lead exam with results
 - TB exam (Check if not needed)
 - Complete dental exam for children 5 years of age and older
- Copy of child's birth certificate
- Copy of child's medical insurance card
- Copy of parent's driver license

- Diapers/Pull Ups and wipes (Parents are responsible to replenish diapers and wipes as needed)
- Inside shoes to keep here (No sandals or shoelaces)
- Plastic container with extra weather appropriate clothing, socks, underwear, etc.
- Medication, lotions, sunscreen, etc. should be new and in original packaging (Permission to administer form will need to be filled out)

Smart Stuff Philosophy

Smart Stuff Learning Center specializes in Infant and Toddler care. We cultivate a healthy development for preschoolers, getting them well prepared for Kindergarten.

Smart Stuff Learning Center has programs designed to meet the developmental needs of young children. We provide experiences that challenge and support each child's cognitive, language, social, emotional, physical and creative development. During the course of each day at Smart Stuff, each child has opportunities to create, explore the environment, develop personal interaction skills and learn problem solving skills and concepts through hands-on experiences.

Our staff members are positive role models who are supportive, nurturing, warm and responsive to each child. We respect the parent as the primary and most important person in the child's life, and try to complement your role by allowing the children to feel secure and enjoy themselves when they are in our care.

Statement of Purpose and Goals

Smart Stuff Learning Center is dedicated to providing families a safe and happy environment for children to grow into confident individuals. Our center offers structured daily routines that lay the foundation for establishing personal interaction, skill knowledge and understanding. We believe in a hands-on approach to learning where children will thrive by being challenged.

Smart Stuff Learning Center strives to produce well-rounded children. We are committed to using a hands-on approach while incorporating experimenting to provide a challenging learning environment. The owner of Smart Stuff Learning Center who is a State Certified, Licensed Teacher designs and implements the lesson plans. These lesson plans will aide in developing all levels of intelligence and being sensitive to multisensory learning techniques. It is our goal to incorporate comprehensive curriculum in a center that is warm, supportive and trusting to all of the children attending.

Smart Stuff Learning Center follows age appropriate academics. We use language arts, literature, social studies, math, science, arts and crafts, and problem-solving skills while facilitating challenging activities. We also focus on language, social and emotional development.

We invite you and your child to our center so you can visit and explore with us. Let us bring out the Smart Stuff in you!

Tuition Rates

	Monday - Friday	Part Time (3days)	Part Time (2days)
Current Rates	\$2,400.00	\$2,000.00	\$1,400.00

**Smart Stuff Learning Center will enroll a child on a part time basis as availability allows.*

Tuition Policy

Tuition will be processed on Wednesday for the upcoming week. We offer weekly, bi-weekly, or a four-week billing cycle payment options. All payments are processed through our ProCare Software System - Tuition Express. Your bank account or credit card can be used and will be safely and securely debited by Tuition Express. You will be emailed a monthly billing statement. If paying cash or check, the exact amount should be placed in an envelope and labeled with your child's first and last name. Advanced payments are also welcomed. Smart Stuff Learning Center will assess a 3% fee for credit card processing.

Yearly Increase

Smart Stuff Learning Center reserves the right to increase tuition rates yearly. This increase will not exceed more than 3%.

Registration Policy

A non-refundable registration fee of \$250.00 is required for each child at the time of enrollment.

Re-Enrollment Fee

Smart Stuff Learning Center will assess a yearly \$250.00 re-enrollment fee. This will secure your child's spot for the upcoming academic year. This fee will automatically be applied to your July billing cycle.

Security Deposit

A two-week security deposit is required upon enrollment and will be applied to your child's last two weeks at Smart Stuff Learning Center. If this deposit is not used as your child's last two weeks tuition, the security deposit will be forfeited due to an early withdraw without a 30-business day notice in writing. In the event that the child does not return to the center without a week's notice, your security deposit will be forfeited.

Spot Hold Deposit for Enrollment

You may save your spot for future enrollment with a non-refundable \$1,500.00 fee. There is a \$500.00 spot hold charge for Smart Stuff Learning Center. The remaining \$1,000.00 may be used towards your enrollment fees. This spot hold deposit is non-refundable, non-transferrable, and can only be utilized for that specific child at Smart Stuff Learning Center on agreed date of enrollment.

Part Time Enrollment Policy

Smart Stuff Learning Center will enroll a child on a part time basis as availability allows.

Drop-In Policy

Smart Stuff Learning Center offers a drop-in policy at a rate of \$150.00 per day. The child must have a full and up to date file with all enrollment forms and applications. Drop-in days are based on availability.

Supply Policy

Smart Stuff Learning Center will provide a classroom supply list to each family in the beginning of each academic year (Fall and Spring). If a family does not choose to provide the classroom supplies, a \$125.00 supply fee will be assessed to your next billing cycle.

Late Tuition Fees

A tuition late fee of \$5.00 will be assessed each day tuition is unpaid. Parents are responsible for their full weekly tuition rate regardless of absences, late drop-off or early pick-up and or vacations. Any child's tuition that becomes past due will be withdrawn from Smart Stuff Learning Center and forfeit the return of their security deposit.

Returned Payment Policy

A \$50.00 service fee will be charged for returned payments. If the original service fee and late tuition fee have not been paid after five days, your security deposit will be used and your child will be withdrawn from Smart Stuff Learning Center.

Families that leave Smart Stuff Learning Center with an outstanding financial obligation are subject to being sent to collections or having a civil lawsuit filed against them for non-payment of services rendered, along with any court costs that Smart Stuff Learning Center may incur.

Record Retrieval Policy

Smart Stuff Learning Center charges a \$25.00 fee, if a Year End Tuition Statement is requested. For any further archived record retrieval, Smart Stuff Learning Center will charge a \$50.00 fee, per hour.

Withdrawal Policy

Smart Stuff Learning Center requires a 30-day notice in writing to withdraw from child care services. **This must be 30 business days from your scheduled payment due date.** If you withdraw without proper notice you are assessed the following fees: Termination of contract - \$250.00 and the forfeit of your security deposit. Families that leave Smart Stuff Learning Center with an outstanding financial obligation are subject to being sent to collections or having a civil lawsuit filed against them for non-payment of services rendered, along with any court costs that Smart Stuff Learning Center may incur.

Discharge Policy

If a client is asked to withdrawal from Smart Stuff Learning Center due to several violations of our Operating Policies and Procedures, an early withdrawal of contract fee will be assessed in the amount of \$500.00 and a forfeit of their security deposit. If Smart Stuff Learning Center is no longer able to meet child's needs, Smart Stuff Learning Center will help find placement at an alternate facility equipped to meet child's needs.

Sick Days

Smart Stuff Learning Center does not reduce tuition or offer make up days when your child is absent due to illness for full-time and part-time families. Parents are responsible for their full tuition rate regardless of absences due to your child's illness. If your child is going to be absent because of an illness, please use our Procure Parent Engagement App to notify your child's teacher or email carla@smartstuffedu.com.

Vacation Days

Smart Stuff Learning Center does not reduce tuition or offer make up days when your child is absent due to a vacation for full-time and part-time families. Parents are responsible for their full tuition rate regardless of absences due to a vacation. If your child is going to be absent because of a vacation, please use our Procure Parent Engagement App to notify your child's teacher or email carla@smartstuffedu.com.

Holiday Closings and Early Dismissals

Smart Stuff Learning Center is closed for federal holidays and does not reduce the tuition to account for the days. Smart Stuff Learning Center is closed for the following holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Wednesday before Thanksgiving, Thanksgiving Day, Black Friday (the day after Thanksgiving), Christmas Eve, Christmas Day, the day after Christmas and New Year's Eve. Smart Stuff Learning Center takes periodic breaks through the year; Winter Break, Spring Breaks, Summer Breaks, etc. The break period consists of no longer than 5 business days but may be spaced out over more than one week. Parents will be notified 60 days prior to the dates of each break. Smart Stuff Learning Center reserves the right to close additional days throughout the year for staff in-services. Monthly calendars will be given in advance.

Weather and Emergency Closings

Smart Stuff Learning Center generally follows the lead of the City of Chicago Board of Education and The Office of Emergency Management and Communications (OEMC). There are no refunds for weather or emergency closings, which are beyond our control. With the recent trend of extreme and severe weather, it's a possibility that Smart Stuff Learning Center may close under those extreme circumstances. When The Office of Emergency Management urges residents to remain indoors, Smart Stuff Learning Center will then make the decision to close based on those conditions. Smart Stuff Learning Center will notify families immediately when that occurs.

Procure Software, Authorized Pick Up and Late Pick Up Policy

Smart Stuff Learning Center opens promptly at 7:30AM and closes promptly at 5:00PM. We have a cut off time of 9:30AM. No exceptions will be made unless we have been notified. If there is a doctor's appointment, a doctor's note must be provided.

ProCare Software – Sign-In/Out

Smart Stuff Learning Center requires all authorized contacts listed on the Childcare Application to be registered into our Procure system at the time of enrollment. If a parent chooses to add additional authorized contacts, it is the parent's responsibility to communicate to Smart Stuff Learning Center and add the contact to their Child Care Application. If a parent or other authorized contact forgets to sign-in/out their child for the day, please notify administration.

All authorized contacts must be 18 years or older and must have a photo ID. If the staff does not recognize or is not familiar with the person picking up your child, an ID will be required to be shown. Students will not be released to anyone who cannot provide the required items. Please be sure that the person dropping off and or picking up your child is aware of Smart Stuff Learning Center's policies and procedures that are in place.

Smart Stuff Learning Center will invite all parents to download our Procure Parent Engagement App. This will allow you to sign your child in/out for the day using a contactless check-in and pick-up with GPS-enabled technology or QR code that is posted on the front door.

Authorized Pick Up Contacts

Only the parent/legal guardian and the contacts provided by the parent/legal guardian authorized through written consent (provided during enrollment in the Smart Stuff Learning Center Child Care Application) will be allowed to pick up your child. Parents always have the right to pick up their children if they are listed on their birth certificate. A court order is the only document that prevents a parent from picking up their child.

Late Pick Up Fees

Smart Stuff Learning Center's operating hours are 7:30AM until 5:00PM. There is a grace period of five minutes assessed at a \$5 late fee. Every minute, after the first five minutes, will be assessed a fee of \$5.00 per minute. If we cannot contact you or any of your emergency contacts to pick up your child, appropriate third party agencies will be contacted. The late pick up fee will be billed to your upcoming tuition statement. There are no exceptions to this policy.

General Operating Procedure Policies

Smart Stuff Learning Center is dedicated our children and families. Our goal is to create a safe and trusting environment. If all families and staff work together, following the General Operating Procedures listed below, we can achieve our goal.

Adjustment Period Policy

Smart Stuff Learning Center, with much experience, understands that it may take two or three weeks for your child to adjust and enjoy attending the center. It is normal and expected that this is a period of uncertainty for you and your child. We have a few suggestions to help make the adjustment an easy transition for everyone.

- Try to be regular in your daily routine. Disruptions of schedules or a late or early pick up sometimes disturbs the child. Firmly but lovingly leave your child as soon as possible in the morning. Long, drawn out farewells contribute to poor adjustment and distract the other children.
- Make certain you, as parents, are well adjusted. Parents never like to see their children upset, however, please know that the child will calm down relatively quickly. Tears and tantrums end abruptly when parents leave the premises.
- Children should be sent to the center in comfortable play clothing so they may participate in such activities like finger painting, floor play and outdoor play. When dressing your child, please keep in mind “toilet-friendly” clothing that is easily accessible for bathroom breaks. (i.e. Dressing a child who is not potty trained in button-up-fly jeans, complicated outfits, etc.)
- Telephone calls to the center should be limited. If you must speak to your child's teacher, please communicate using our Procure Parent Engagement app.

Transitions

Smart Stuff Learning Center will assist you and your child in preparing them for their transition into their next classroom. We will gradually allow them to spend part of the day/ have meals in their next transitional classroom. We have a few requirements for Infants transitioning into the Toddler Room as well as Toddlers transitioning into the Pre School Room.

Infant to Toddler Room Transition

Requirements to be considered for the Toddler Room (15 months – 35 months):

- No longer needs a bottle during daycare hours
- Able to walk
- Able to wait for a nap until 12:00PM
- Able to sit at the table and eat solids - no infant food
- Able to sleep on a cot for nap
- No pacifier or security item needed

Smart Stuff Learning Center's staff will assist you in gradually transitioning your child as much as we can. Once your child is almost two years of age and ready to start their transition to the toddler classroom, we will start introducing them in small increments every day until they are ready for a full day transition.

- We will make sure your child is being offered a cup to drink out of on a regular basis during mealtimes. We will begin transitioning them from a sippy cup to a regular cup.
- We will allow your child to explore and play on the toddler side when space is available and at times when we are lower in number of toddlers as space is sometimes an issue. The same can happen with planned activities at the table such as crafts or hands-on learning, when space is available and activity is appropriate for your child's level.
- We will begin to place your child on a cot if we feel your child is capable in doing so. Our staff will be sitting by them helping them to relax and go to sleep. We will make an effort to extend their naptimes to see if they are able to make it until 12:00PM.
- Bottles will be cut back as your child eats more table food. We will work with you on transitioning to whole milk.

Toddler to Pre School Transition

Toddlers who are 35 months are able to start their transition to the Pre School Classroom. These are some of the qualifications we have in order to start their transition:

- Potty trained; no pull-ups, independent with reminders and able to clean self after use
- Talk; explain what they want; conversation with staff and children
- Sit for meals; uses fork and spoon
- Self control; no hit/bite; calm themselves
- Self-help skills; bathroom work; putting personal items on and away (shoes, coat)
- Can use scissors
- Can put items away in correct areas (ex. Blocks in block area, etc.) – Task completion
- Listens and follows oral directions
- Shares toys
- Conflict resolution; uses words for social problems (ex. Stop, no hitting/biting)
- Recognizes name
- Sings alphabet/counts 1 - 10
- Circle time: able to sit, listen to story, sing songs
- Participates in helping at clean up and responsible for self choices with prompts

Discipline Guidelines Policy

At Smart Stuff Learning Center, we view the on-going process of personal self-control and development as a central part of helping children manage their behavior in a socially acceptable way. We encourage positive behavior through constant gentle reinforcement. Our staff will teach the importance of recognizing right from wrong and guide the children to acknowledge and assume responsibility for their own actions. Simple rules are posted in each classroom at the child's development level.

Appropriate Discipline Techniques

- Avoid problems by offering an organized, stimulating program
- Reinforcement for positive behavior
- Modeling
- Redirection to a more acceptable behavior
- Setting clear limits
- Offering choices
- Ignoring negative behavior (when appropriate)

- Acknowledging good behavior
- Time in a quiet area with a book or sensory items
- Including the child in resolution of conflict

Inappropriate Discipline Techniques

- Physical punishment
- Screaming at child
- Ridiculing a child or the child's family
- Blaming, teasing, insulting, name calling or treating the child with punishment
- Withhold food
- Withholding of affection or positive attention
- Punishment for toilet accidents

No child attending Smart Stuff Learning Center, under any circumstances will experience any form of corporal punishment. This includes hitting; spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear. The child care staff will never use abusive or profane language or deprive children of food, rest or use of restrooms.

How parents will be involved in guidance process

- A director or lead teacher will verbally notify the child's parents if a pattern of unacceptable behavior is noted.
- As needed, the teacher will discuss with the parent(s) the child's behavior. If an unacceptable behavior occurs during a day or behavior is uncharacteristic of the child, a behavior report will be completed, signed by the parent and a copy will be retained in the child's file.
- The director may request a formal conference with the parent(s).
- If deemed necessary, the parent may be asked to pick up the child from the center and/or remove the child for the next business day.

How children will be involved in the process

- Children will be aware of the classroom guidelines. They will be reminded of the guidelines throughout the day.
- Older children will be involved in making suggestions with the daily class rules.
- Both preschool and school age children will have reasonable opportunity to resolve their own conflicts.

If a child has repetitive, excessive, and uncontrollable behaviors such as biting, hitting, and impulsivities, a behavior management plan will be developed. This plan will be developed to meet the individual needs of the child. Once the plan has been developed, it will be required for the parent(s) to meet with the Smart Stuff Learning Center's Director to discuss implementation of said plan. These efforts will be documented in the child's file along with the appropriate information. All staff working with the child shall receive training on implementing the plan.

The parent(s) will be responsible to cooperate with the implementation of the child's plan. If the parent(s) does not choose to cooperate with the implementation of the child's plan, Smart Stuff Learning Center will recommend placing the child at a facility better able to address the individual behavioral needs of the child. Smart Stuff Learning Center will offer suggestions of facilities as an alternative for the child and family.

Discharge

Any child who, after attempts have been made to meet the child's individual needs, demonstrates the inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility.

Inclusion of Children with Disabilities or Developmental Delays

Smart Stuff Learning Center does not discriminate against children with special needs or disabilities. Accommodations will be made to the curriculum, if necessary. Wheelchair accessibility is available as needed. Smart Stuff Learning Center will make recommendations for parents to have their child assessed through Early Intervention, if needed. We also refer parents back to their child's pediatrician if trained staff observes a developmental delay.

Screenings

Smart Stuff Learning Center will provide yearly screenings to all children (birth to 6 years) for the purpose of identifying special needs. All parents will be provided screening results as well as resources for additional evaluation and services, if needed. Smart Stuff will provide yearly hearing and vision screenings to children 3-5 years of age.

Child Documentation Policy

Students will not be admitted to Smart Stuff Learning Center until all registration documents (including all exams) have been completed and submitted. There are no exceptions to this policy.

Birthday Parties and Holiday Celebrations Policy

Upon notification and agreement of staff, parents may bring in food items to the center. All food items are to be commercially manufactured foods, no homemade food items will be allowed. Please also make sure all food is nut and berry free. Food brought in by parents must arrive unopened as packaged by manufacturer or it shall not be accepted. If your child has food allergies or religious dietary beliefs, please speak to the teacher or director so an alternative can be worked out, in advance.

Child Abuse Policy

The State of Illinois requires that all members of child care institutions look for and report any and all cases of child abuse and neglect toward a child. If a child under the care of Smart Stuff Learning Center is suspected to be a victim of abuse, we will report it to the proper authorities.

Drugs and Alcohol Abuse Policy

Smart Stuff Learning Center's staff is committed to maintaining a center free from the effects of alcohol/drug abuse or other substances. Alcohol, illegal drugs and controlled substances that adversely affect the mind or body are not permitted on the premises for any reason. If a child falls under reasonable suspicion the director will contact the parent/legal guardian to discuss the situation.

Cleaning of Facility Policy

Smart Stuff Learning Center cleans and sanitizes its facility throughout the day. All surfaces are routinely cleaned and sanitized. All children's toys are rotated and deep cleaned after each use. Machine washable toys/dress up items are laundered twice a week. All outdoor equipment is cleaned and sanitized. Bathroom and diaper changing areas are wiped down and sanitized after each use. Crib and cots are cleaned and sanitized after each use as well as all sheets and

blankets laundered. Vero Super Cleaning (Cleaning Service Company) will deep clean and sanitizing the facility three times a week.

Diapering/Toilet Training Policy

Smart Stuff Learning Center staff members will work with parents and children on toilet training, when readiness signs have been shown. Some signs may include, telling or showing signs of discomfort while in a soiled diaper or expressing interest with the toilet. Toilet training will begin when the child starts demonstrating certain skills like communicating if he/she needs to use the bathroom, pulling down and up their clothing and using the toilet on their own.

Parents are asked to communicate to our staff what key words or items they are using during their toilet training. Children who are toilet training are required to supply pull-ups, as well as two complete sets of weather appropriate clothing. Pull-ups should have the velcro sides for easy removal. If there are numerous accidents, the staff and parents will have a discussion about if their child is indeed ready for toilet training. Smart Stuff does not provide diapers and does not borrow from other children's supplies. Students who wear diapers must have diaper covered upon drop-off (If wearing a skirt or dress, shorts/pants must be worn to cover diaper).

Smart Stuff Learning Center will document any and all findings in our diaper-changing log and on our Procure Parent Engagement App. Smart Stuff Learning Center will check each child upon arrival to see if they need to be changed. We will continue to change each child's diaper every 2 - 3 hours and as needed.

Wellbeing Check Policy

Upon drop off at Smart Stuff Learning Center, students will quickly be assessed a wellbeing check by their teacher. Teachers will be checking all health related issues and appropriate diapering method. Any and all findings will be documented.

Hand Washing Policy

Students will first sanitize their hands then wash their hands upon arrival to the facility. Students will wash their hands throughout their day here including before and after all meals, after using the toilet facility, and coming in from outdoor time. A foaming hand sanitizer with Vitamin E and aloe will also be used throughout the day to help prevent the spread of germs.

Health Policy

It is important to notify Smart Stuff Learning Center if your child has contracted any of the illnesses listed below. Once you have notified us, we can better assess your child's illness and guide you on the requirements to return.

Smart Stuff Learning Center will assess health and symptom check upon arrival. We will abide by a 24-hour symptom free policy to return to the center. A doctor's note may also be required to return based on illness. Smart Stuff Learning Center is trying to prevent illnesses passing from child to child. Therefore, we are asking you to assist us by keeping your child home under certain conditions if he/she has any of the following symptoms:

- Fever 99.9
- Diarrhea – 2 or more episodes that can't be contained by diapers or by using the toilet regularly
- Bloody stools or stools containing mucus - Could be the sign of a viral or bacterial infection
- Vomiting
- Irritability
- Lethargy
- Any upper respiratory illness such as Bronchitis or Influenza
- Eye infections such as eye conjunctivitis and/or pink eye
- Rash - Keep your child home unless you are certain that it's not linked to an infection or fever, for example, a reaction to eating strawberries.
- Chicken Pox, Hand Foot and Mouth, Roseola, Impetigo, Scabies, Bacterial Conjunctivitis, Strep Throat and Head Lice
- RSV

If your child has a positive test result for one the following, it is required to provide a negative test result and a doctor's note to return to the center.

- COVID-19

Covid-19 Symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Children will be isolated from their classroom if symptoms are present and put by the isolation area by office. Child will remain in that area until immediate pickup from a guardian. The isolation area will remain empty for at least 3 hours after use. All areas used by symptomatic children will be cleaned and disinfected and windows will be kept open to increase air circulation. Families must alert Smart Stuff Learning Center as soon as possible if a child is confirmed to have a contagious illness. If a family reports a contagious illness to the center, a notification letter will be sent to all parents.

If during the day at Smart Stuff learning Center, your child suffers an accident (hard bump, scrape, etc.) the parent/legal guardian will be notified of the incident and an incident report will

be provided. If your child is the aggressor of an incident with another child, the parent/legal guardian will be notified of the incident and an incident report will be provided. Smart Stuff Learning Center wants the parent to be aware if there is something out of normal daily interactions.

If a child is injured at Smart Stuff Learning Center, depending on the extent of the injury, we will first call the parent/legal guardian. If we believe it is necessary, we will call 911 and notify the proper authorities. A Smart Stuff Learning Center staff member will accompany the child in the ambulance to Mercy Hospital & Medical Center, located at 2525 South Michigan Avenue in Chicago, Illinois 60616, (312) 567-2000. The staff member will remain with the child until a parent or emergency contact is able to arrive.

By agreeing to the Smart Stuff Learning Center Health Policy on the Parent Consent Form, you are giving permission for your child(ren) to receive emergency treatment at the nearest hospital, in case of injury or illness. You are also giving permission for any paramedics of the hospital staff to treat your child(ren) in case of illness or injury, and release Smart Stuff Learning Center from responsibility of outcome resulting from said treatment.

Medication Policy

Smart Stuff Learning Center does not dispense prescription medication of any kind without a physician's order. A Medication Administration Permission Form will need to be completed by the parent/legal guardian stating the medication name, detailed administration instructions and a copy of the physician's order. This form is only valid for the time limit set forth by the doctor's order. Any medication brought into the center must be in its original container with the child's first and last name, the date the prescription was filled, and the instructions for administration. Store purchased medication/creams will require a Medication Administration Permission that will need to be completed by the parent/legal guardian stating the medication name and detailed administration instructions. Medications will be stored in diaper changing areas, inaccessible to children. If the medication requires refrigeration, it will be stored in a separate container in the food preparation area.

Nap/Rest Time Policy

Smart Stuff Learning Center provides naptime when a child is in our care for over half a day, up to 2 hours. Children will be assigned to their own crib or cot with a sheet and blanket provided by Smart Stuff Learning Center. If a child does not go to sleep he/she can lay quietly with a book or engage in a quiet activity at the table with child's teacher/teacher assistant.

Insurance and Liability Policy

Smart Stuff Learning Center is committed to keeping your child safe at all times. The following policy outlines the procedure if an injury/accident occurs at Smart Stuff Learning Center: Smart Stuff Learning Center will maintain that if an injury to a child occurs as a result of negligence, Smart Stuff Learning Center will act as the primary insurance for the injured child. Smart Stuff Learning Center will maintain that if an injury to a child occurs as a result of no found negligence, Smart Stuff Learning Center will not act as the primary insured for the injured child. The parent/guardian will at that time need to submit a claim to the insurance company contracted by Smart Stuff Learning Center.

Outings Policy

Smart Stuff Learning Center occasionally goes on field trips to enrich the curriculum. Field trips are an additional expense to the normal tuition. The fee will be based per trip and will include admission to the event, transportation and meals if necessary. Before going on a trip, the teachers will discuss the rules and behavior expected of the children. Each child will need to have the appropriate permission slip signed and returned and paid in full, in order to participate in the field trips. Parents who do not want their child participating on the field trip will need to notify Smart Stuff Learning Center and make alternative child care arrangements. If a field trip is missed for any reason, Smart Stuff Learning Center will be unable to provide any refunds.

Smart Stuff Learning Center also takes frequent walks and excursions as part of the child care program. The center visits the Donovan Playground, located at 3620 South Lithuanica Avenue in Chicago, Illinois 60609 (312) 747-6111.

Smart Stuff occasionally takes field trips to participate in Chicago Public Library Programs. Our local library branch is the Richard J. Daley Branch, located at 3400 South Halsted Street in Chicago, Illinois 60608, (312) 747-8990. Parents will be notified in advance through written notice when library field trips are planned and will be asked to fill out a permission form.

By agreeing to the Smart Stuff Field Trips, Park Trips and Library Trips Policy on the Parent Consent Form, you are giving permission for your child(ren) to participate, unless notice is given.

Transportation Policy

Smart Stuff Learning Center will not provide transportation to or from the facility at any time. Parents are solely responsible for the transportation of their children on a daily basis.

Procure Parent Engagement App

Smart Stuff Learning Center uses an app called Procure Parent Engagement that improves and nurtures communication with parents, empowers student-parent-teacher engagement, tracks in-class activities and developmental milestones and provides reassurance on safety and security. Parents, upon enrollment, will receive an invitation via email to create a free account and confirm their child's profile. This will be used for direct communication between parents and teachers. Individual pictures will be sent to parents throughout the day, meals are recorded, and diapering/toileting. If there is a questions or concern for your child's teacher this will be the best form of communication.

Parental Communication Policy

Smart Stuff Learning Center is committed to keeping open lines of communication between the parents and teachers. In order to foster this process, the following means of communication have been set:

- In order for your child to fully benefit from Smart Stuff Learning Center's educational program, we will assess your child bi-annually. After the assessment has been completed, Smart Stuff Learning Center will hold parent/teacher conferences twice a year to discuss your child's progress. During the conference parents are encouraged to bring any and all questions and or concerns to the conference to review with your child's teacher and educational director if needed. Children will remain in care during the conference.
- Smart Stuff Learning Center's teaching staff will be available via Procure Parent Engagement App to answer any questions or concerns on a daily basis.

- Parents are encouraged to attend all meetings and events sponsored by the center throughout the school year in the effort to establish healthy open lines of communication amongst the parents and teaching staff members.
- Parents are also able to keep in contact with the educational director regarding your child's progress by emails or phone calls during the appointed times.
- Please use appropriate channels of communication by contacting your child's teacher or the educational director directly if you have any questions or concerns.
- Please check with the teachers to collect notes, artwork, etc. and ask questions regarding your child's work in a timely manner if any questions arise.
- When picking up your child, please check his/her cubby for notes from teachers, newsletters, monthly calendars, program updates and information.
- Parents will also find newsletters, monthly calendars, program updates, and information posted through email.
- Smart Stuff Learning Center asks that all parents update their home phone number, parent's work number, cell numbers, and all emergency contacts, so they are kept current at all times. If you would like to update your information at any time throughout the year, contact the office for a new contact information form to complete, sign and return.

Parental Involvement Policy

Smart Stuff Learning Center and the parents must work together in the education process. In order to foster this cooperation, the following expectations have been set:

- In order for your child to fully benefit from Smart Stuff Learning Center's program, we require your child to be in attendance at least 85% of the time. It is the parent's responsibility to communicate with the center regarding absentee days, such as sick or vacation days.
- Support the Smart Stuff Learning Center philosophy.
- Attend meetings and events sponsored by the center.
- Show understanding and cooperation with the center's discipline program.
- Be responsible in fulfilling tuition payment agreements and fundraising efforts sponsored by the center.
- Keep in contact with the teachers and the director regarding your child's progress.
- Please use appropriate channels of communication by contacting your child's teacher or the director directly if you have any questions or concerns.
- Instill a respectful attitude towards the center in your child by your own examples and respect.
- When picking up your child, please make sure to take all notes from teachers, completed projects, soiled clothing, etc. Show interest in the work and activities your child does at the center.
- Bring two complete changes of weather appropriate clothing for your child to leave at the center in case of accidental wetting or soiling. Clothes are to be put in a plastic shoebox and clearly labeled with your child's first and last name.
- You must supply a physical exam from your child's physician and a dental exam from your child's dentist on the first day at the center. Medical and dental forms must be updated on a yearly basis.

Personal Information Release Policy

Smart Stuff Learning Center is faithful in keeping your personal information private at all times. We will not release your personal information to a third party at any time.

Photo Policy

Photos are taken time to time while Smart Stuff Learning Center students are participating in activities. We ask for your permission to use our photos in publicity media (Website, Facebook, Instagram). If you do not want your child's photo to be used, please be sure to opt out of signing the Photo Policy on the Parent Consent Form.

Security Policy

Smart Stuff Learning Center will not permit children to be picked up or dropped off during scheduled outdoors times.

Smart Stuff Learning Center's entryway is locked from the inside, while children are present in the center. Smart Stuff Learning Center will utilize an accessible single entrance located on the southwest side of 36th Street. To alert us to your arrival, ring the entryway doorbell and a staff member will open the door, upon recognition. A 15-minute loading zone will be available alongside both 36th Street and Halsted Street only. When dropping off and picking up your child, please pull your car in the loading zone with your flashers on. In a timely manner, please bring your child into the entrance way located on the southwest side of 36th Street. We ask parents to be considerate of other children entering the facility and also to be mindful of the 15-minute time limit. If you know you will be longer than 15 minutes, please park at another location and walk to the side entranceway on the south side of 36th Street. We ask parents to be aware of the volume of traffic on Halsted Street. Double-parking on 36th Street or Halsted Street is not permitted at anytime. Please make every attempt to be cautious while entering and exiting the center with children.

Risk Management

Smart Stuff Learning Center is dedicated to providing a safe learning environment and is prepared in case of an emergency. Emergency plans have been implemented in case of a fire, tornado/severe weather watches and warnings, bomb threats and utilities or maintenance emergencies.

Smart Stuff Learning Center has developed plans considering two scenarios of evacuation.

- In-Place Evacuation
 - Securing location and keeping children and staff members in place for the emergency.(Examples: Tornado, chemical release, etc.)
- Off-Site Evacuation
 - Moving all children and staff off the campus to another designated area.

General Information

- Each Smart Stuff Learning Center employee shall be made familiar with the plan and trained in his/her responsibilities. New employees shall receive this review during their orientation period.
- Each child, if capable age, shall receive training concerning emergency evacuation procedures during their orientation. Emergency evacuation procedures will also be reviewed throughout the year to practice.
- Floor plans shall be developed and reviewed and updated as needed. Copies will be posted in public view showing exits and directional paths for traffic flow.
- Fire drills will be held monthly. Evacuation routes are posted.
- Tornado drills will be held bi-annually. Evacuation routes are posted.
- Power generators are present and tested monthly. All other emergency equipment shall be tested at pre-determined times.

Staffing Guidelines:

- A record is kept on file for each employed staff member of Smart Stuff Learning Center. It shall include a current medical report (no more than 6 months old), three written character references, documentation of educational qualifications and proof that the employee has cleared the initial background check. Physicals are to be renewed every two years.
- New staff as well as current staff shall receive current updated trainings on the following topics:
 - The Child Care Act of 1969
 - The abuse and neglect child reporting act
 - The portions of 89 Ill. Adm. Code 407, licensing standards for Child Care Centers that affect their functions and responsibilities.
 - Gateways to Opportunity Trainings
- Each staff member must receive training in proper universal precautions, to identify and minimize risks, particularly as it relates to the care and supervision of children.
- Staff members are to be responsible for maintaining a healthy, safe learning environment. Daily materials must be cleaned and disinfected daily. Materials shall be regularly inspected.
- Staff hands must be washed routinely and frequently with soap and water, at least at the following times:

- Upon arrival at center
- After using the restroom or helping a child to use the restroom
- After changing a diaper
- After wiping or blowing child's nose, or helping a child to clean their nose
- After handling items soiled with body fluids or wastes
- After handling pets or other animals
- After handling or caring for a sick child
- Before and after eating or drinking
- Before preparing, handling or serving food
- Before and after administering first aid
- When changing rooms or caring for a different group of children
- All staff members shall be trained in first aid and CPR.

Food Service Sanitation

- Food service shall be under the management of a State-Certified food service manager.
- None of the operations connected with routine food preparation shall be conducted in a room used for sleeping, care giving or laundry purposes.
- Kitchen area shall be clean and equipped for preservation, storage, preparation and serving of food.
- Provisions shall be made for the cleaning and sanitation of dishes.
- Menus shall be planned at least one week in advance and shall be available for review. If substitutions are to be made for any food item, menus must be corrected to reflect meals as served. Substitutions shall be nutritionally equal to the food items being replaced.
- Menus shall be posted in the kitchen, the classrooms or any other area accessible to parents.
- Serving gloves must be worn when serving food to the children.

Fire Procedure

- Evacuate the area of the fire in a calm manner and proceed to the designated outside area, away from the building. (Always stay low because smoke and heated gases collect near the ceiling first.)
- Make certain that all children and staff members are accounted for and safe.
- Call 911, indicated the need for assistance from the fire department and law enforcement.
- All windows and doors in the facility should be closed, and all electrical switches turned off. However, do not waste time doing this if the condition is an emergency.
- Upon the arrival of the fire department the educational director, or designee, shall establish contact with the senior fire department officials.
- Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is imminent danger.
- If the fire is small, any of the facility's fire extinguishers may be used to put it out, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.
- The Smart Stuff Learning Center's fire extinguishers are located as follows:
 - In the kitchen area.
 - Near the back doorway on the south side of the facility.

- Ensure that no re-entry is attempted until authorized by the fire department.

Tornado/Severe Weather Watches and Warnings Procedures

- Smart Stuff's designated "safe place" is the southwest corner of the center, near kitchen.
- All children will be moved to the designated location.
- Direct all children to kneel down on their knees with their head between their legs covering their head with their hands.
- Make sure to do a head count before moving to a safe place, after arriving at a safe place and after leaving the designated area.
- After absolutely certain that the storm has passed,
 - Staff members should do a head count.
 - Provide any necessary first aid and call 911 for any necessary response agencies.
 - Check the complete building for any damages such as fire, water or structural.
- Notify the Director as soon as possible with update of conditions.
- Notify all agents that services are needed.
- Severe Thunderstorm WARNING
 - Advise all staff members of the weather condition.
 - Monitor radio/television news for updates.
 - Terminate outdoor activities and seek shelter.
 - Monitor sky conditions. If you see a dark, funnel shaped cloud, seek shelter.
- Tornado WATCH
 - Take all precautions included in a Thunderstorm Watch and in addition:
 - Upon approach of thunderstorms, cease any outdoor activity that would delay the seeking of shelter.
 - Monitor sky conditions. If a dark, funnel shaped cloud is seen, seek shelter.
- Tornado WARNING
 - Monitor radio/television continuously.
 - Monitor sky conditions continuously. If a dark, funnel shaped cloud is seen, seek shelter.
 - Turn off all utilities, if time permits.
 - Move all children and staff members to designated location.

Illness or Injury

- Minor
 - Treat with medical supplies on hand.
 - Evaluate periodically to see if further medical attention required.
 - Document the incident in child's file.
 - Communicate incident with parent.
- Major
 - Employ first aid techniques as trained, if needed.
 - Contact 911, if immediate medical attention is required.
 - If an illness or an injury requires a doctor's care, but emergency services are not required, a staff member should then arrange for transportation to the emergency room.
 - Contact the child care facility's on-duty supervisor, and/or the Director.
 - Contact the parent. If parent is unavailable, call child's emergency contacts.

Bomb Threats

- Any bomb threat should be treated as real until proven otherwise.

- Unidentified or suspicious objects should be reported to the authorities.
- Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated should be searched quickly before evacuation.
- Upon evacuation, all doors should be left open, if possible, to minimize shock damage from blast.
- Upon arrival of law enforcement authorities the facility director, or designee, will assist with search.
- The appropriate authorities should be consulted prior to re-entry into the building.
- Telephone Threat
- The staff member that received the call should tell another staff member that a bomb threat is in progress so that:
 - The building may be immediately evacuated, and
 - Local law enforcement may be contacted at 911.
- The receiver of the call should keep the caller on the line as long as possible.
- Information should be recorded on paper as quickly as possible. The following descriptions should be recorded:
 - The exact date and time the call was received.
 - The caller's name and their location.
 - The caller's exact words.
 - A description of the caller's voice. (Male/Female, any accent, etc.)
 - The location, description and appearance of the bomb.
 - The exact time of explosion.
 - What will cause it to explode?
 - Why are you doing this?

Utilities and Maintenance Emergencies

- Gas Leak
 - If any staff member or children smells gas, open windows immediately.
 - Check all gas taps and monitor activity.
 - If gas odor remains strong, evacuate the area and contact the proper authorities.
 - Do not return to the building until the authorities announce it is safe.
- Power Failure
 - If the building's power should be lost, the center's generator will be put into use.
 - The center has 3 flashlights, which are located under the kitchen sink.
 - A battery-operated radio is located in the parent waiting area. The radio may be used to monitor weather conditions, etc.
 - In the event of a power failure, the center will contact:
 - Local Power Company, ComEd at 1-800-334-7661.
 - The child care facility's on-duty supervisor, and/or the Director.
- Loss of Water
 - In the event of the loss of water (only if loss of water is not a result of an internal plumbing problem), the center will contact:
 - Local Public Works.
 - The child care facility's on-duty supervisor, and/or the Director.
- Loss of Telephone Service
 - In the event of the loss of telephone service, an employee will use cell phone.
 - The child care facility's on-duty supervisor, and/or the Director.
 - The center's manager will contact the telephone service provider, ComCast at 1-866-594-1234.

Meal Service Information

Food service will be provided on site by Smart Stuff Learning Center. Menus will be posted and emailed in advance. Food shall be served according to the amount of time child spends at the center.

Hours	Snacks
2-5 hours	1 Snack
5-10 hours	1 Meal and 2 Snacks or 2 meals and 1 Snack
10+ hours	2 Meals and 2 Snacks or 1 Meal and 3 Snacks

- Any child requiring a special diet due to medical reasons, allergic reactions or religious beliefs shall be provided with meals and snacks according to the written instructions of child's parent/legal guardian, clergy and or medical provider and maintained on file at Smart Stuff Learning Center.
- Outside food cannot be substituted for a missed meal at the center. For example, if the child is running late for lunch at the center and wanted to bring in a Happy Meal.
- When providing a special diet causes undue hardship or expense for Smart Stuff Learning Center, the parent upon written agreement shall provide meals or portions of meals. The parent shall be responsible for the safety of food brought to Smart Stuff Learning Center.
- Special foods provided by the parents shall be labeled with child's name, date, identity and any special instructions.
- Perishable foods shall be refrigerated immediately upon arrival.

Meal Components:

1. Milk: Grade A, pasteurized, fortified, fluid milk. Low fat and skim milks may not provide adequate levels of calories and fatty acids.
 2. Meat or meat alternative: Edible protein such as meat, fish, chicken or other protein sources such as eggs, cheese, dried beans or peas. Casserole or mixed dishes contain the required amount of protein per serving.
 3. Fruits and vegetables: Cooked or raw. Each child shall have a total of two servings of fruits and or vegetables for lunch.
 4. Bread or bread alternative: An equivalent serving of cornbread, biscuits, rolls, muffins, bagels or tortillas made of enriched or whole grain meal or flour may be substituted for slice bread. Bread alternatives include enriched rice, macaroni, noodles, pasta, stuffing, crackers, bread sticks, dumplings, pancakes, waffles and hot or cold cereal.
 5. Butter or margarine: As a spread for bread, if desired.
- If any part of the nutritional requirements is designated as dessert, it shall be served as an integral part of the meal. Ice cream or milk-based pudding may be used occasionally. Cake, pastries, cookies or other foods with high sugar and or fat content shall not be used as lunch desserts.
 - Vegetarian meals that meet protein requirements may be served. The main dish shall contain one or more of the following: cheese, legumes/beans, etc.
 - Children shall be permitted to have one or more additional servings, to meet their individual needs.

Food shall be prepared and handled safely by a certified Food Service Manager.

- Hot foods shall be maintained at a temperature of 140° F or above and cold foods at 40° F or below, except that food may be held at a temperature of 45° F for a maximum of three days.
- Food returned from individual plates and family style serving bowls shall be discarded. Food that was not served shall be promptly covered to avoid contamination, labeled, dated and refrigerated or frozen immediately. Leftover fresh food shall be used within 24 hours. Frozen food shall be used within 30 days.
- Adequate numbers of appropriate durable dishes, glassware and eating utensils shall be provided to serve all of the children. These items shall be in good repair and free of breaks, crack or chips. Disposable dishes and utensils may be used and shall be discarded after a single use.
- All cooking and feeding utensils shall be washed and properly sanitized after each use.
- The design and size of tables, chairs, dishes, glasses and eating utensils shall be appropriate to the ages of the children served.

Meals shall be relaxed and unhurried to provide time for socialization.

1. Delays in food service will be avoided so children do not have to sit and wait.
2. An adult shall sit at the table with the children during mealtime, provide supervision and demonstrate good mealtime practices.
3. Children shall be encouraged to eat, but not forced or bribed.
4. Children shall be encouraged to feed themselves. Staff shall provide supportive help for as long as the child needs such help.
5. Food shall be served onto plates or other sanitary containers.
6. Children shall be seated comfortably, with sufficient room to manage food and eating utensils.