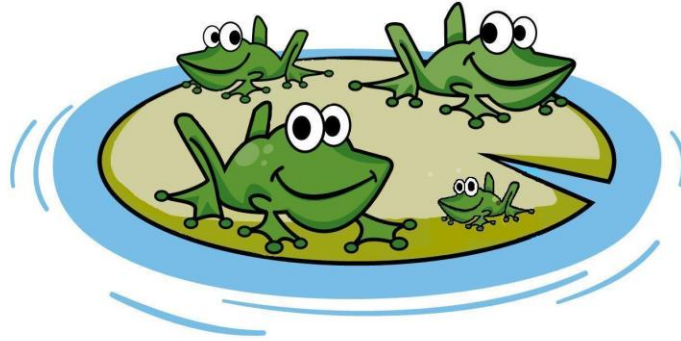


# PARENT HANDBOOK

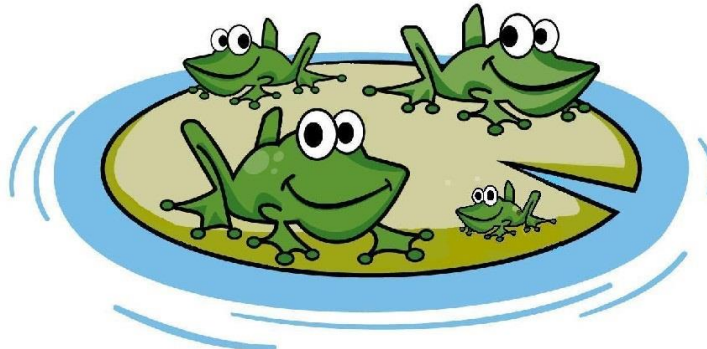
Owners: Brandy Hamann and Linda Hedger



## Lilypad Learning Center

604 West Johnson • Collinsville, IL 62234 • 618-345-9915

Director: Heather Clark



## Lilypad Too!

2926 Maryville Rd, Maryville IL 62062  
(618) 344-0015

Director: Brittany Arnold

# About Lilypad Learning Center and Lilypad Too!!

## Mission Statement

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become lifelong learners.

## Philosophy and Guiding Principles

At Lilypad Learning Center and Lilypad Too!, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own social, emotional, physical, and cognitive development.

## Program Curriculum

Our program is designed to encourage and support the development of each child and to provide an opportunity for self-exploration and discovery. Learning experiences are designed to stimulate a child's creative and problem-solving abilities. The children will learn through planned structured teacher directed lessons, learning centers, group activities, and self-discovery.

Physical play is also essential to a child's development. We have playgrounds with age appropriate activities and weather permitting; we enjoy it to its fullest.

## Hours of Operation

Lilypad Learning Center is open from 6:30 am to 6:00 pm Monday through Friday.

Lilypad Too! is open from 6:00 am to 6:00 pm.

## Schedule

Lilypad Learning Center and Lilypad Too!! are closed for the following holidays:

New Year's Day	Memorial Day	July 4 <sup>th</sup>
Labor Day	Thanksgiving Day	Black Friday
Christmas Eve	Christmas Day	

We close at 4pm on New Year's Eve.

## Room Description

There are 5 rooms at Lilypad Learning Center. They are:

Infants  
Toddler/2's  
2's/3's  
Preschool  
School age

There are 6 rooms at Lilypad Too!. They are:

SpongeBob	6wks -8mths (non-mobile)
Woodland	8 mths to 15 months (mobile)
Jungle	15 months to 2 years
Dinos	2 years
Dr Suess	3 years
Super Mario	4 years to 5 years
Mountains	5 years to 12 years

LILYPAD LEARNING CENTER AND LILYPAD TOO!! are licensed by the Department of Children and Family Services.

## **Tuition Policy**

### Registration

There is a one-time fee of \$50.00 due at the time of a child's enrollment. (Non – refundable) Tuition is due on Monday. A \$10.00 late fee will be added if tuition is not received by Wednesday. If tuition is not paid by Friday, your child will not be allowed to return to the center the following Monday.

## Full Time Rates

6 Weeks-24months	\$320.00/ week
Two Year Olds	\$255.00/ week
3yrs-5yrs	\$215.00/ week
School Age	\$195.00/week
Before/After School	\$100.00/ week

There is a minimum of three days a week enrollment for children. You will be charged tuition for three days per week even if your child does not attend those 3 days.

## Chasi Co-pays

Chasi co-pays are due on the 1<sup>st</sup> of every month. A \$10.00 late fee will be added for every week that they are late.

## Late Pick Up Fees

LILYPAD LEARNING CENTER AND LILYPAD TOO!! close at 6:00 pm. Parents are charged \$1.00 for every minute your child stays after 6:00. This money is due immediately. The child will not be allowed to return to Lilypad until this fee is paid. If no contact is made with a parent by 6:15, the police will be notified. If a parent is consistently late in picking up their child, other childcare arrangements will have to be made.

## Returned Checks

There is a \$30.00 returned check fee. We reserve the right to ask for payments in cash or money orders.

## Vacation or Illness

Half tuition is due if a child is absent for the week. **One day of attendance constitutes a full week of attendance.**

## Termination of Enrollment

To keep the center at full enrollment, please provide the Director with a written two-week notice when your child must withdraw from the program so that their spot may be filled. If two weeks' notice is not given, you may be charged for those weeks.

## Guidance and Discipline

Our philosophy is that all children should be allowed to express their feelings and explore their worlds. However, some behavior limits must be set to protect the children and staff.

Specific Discipline Strategies used by Lilypad staff:

- Redirection
- Encouraging words
- Removing child from situation
- Time outs (per age of child) \*
- Call to parent
- Suspensions
- Termination of services

\*Time outs are not used with children under the age of 2. They are redirected to another activity.

If negative behavior occurs consistently, suspensions will be issued. Suspensions will start with one day and continue progressively until the negative behavior is no longer an issue.

## Health, Safety and Emergencies Procedures

### Illness

Families are asked not to bring a child to school when signs of illness or infections are present. If your child is not well enough to play outdoors or to comfortably participate in activities, your child should not attend the center on that day. If your child becomes ill or unable to participate in activities, you will be called and asked to pick your child up. Please follow the table below to ensure the health and well being of each child at Lilypad:

### Symptom/Illness

### May not return to center until

Fever

Fever drops and remains below 100\* without the use of fever reducers for 24 hours.

Pink Eye	Prescriptions drops in eyes for at least 24 hours.
Diarrhea/vomiting	Symptom free for at least 24 hours
Chicken pox	All sores are crusted over and fever free.
Rash/draining sores	Dr.'s note stating the condition is not contagious.
Head Lice	Head has been treated and is nit-free.
Thrush	Symptom free and Dr.'s note stating condition is not contagious.
Hand Foot and Mouth	Symptom free and Dr.'s note stating condition is not contagious.

If your child is exposed to a communicable disease, a notice will be posted on the door. Families should notify the center immediately if their child becomes ill with a communicable illness.

### Medical and Dental Emergencies

If a child is injured or becomes ill after arriving at the Lilypad, a parent will be called immediately. If we cannot reach a parent, the emergency contact will be phoned. Parents will be notified of all known minor and major injuries by a written incident report.

### Medications

Prescriptions and over-the-counter medications must be given to a staff member in the original container with a signed permission slip completed by the parent or guardian. The center will document the medication administered, the time, and the dosage given.

### Fire, Tornado, and Other Emergency Procedures

Fire and tornado warning procedures are posted in each classroom. In the event of a fire, the children and staff will immediately leave the building and gather by the back

fence. In case of a tornado, each classroom has a designated area to seek shelter until the emergency is over.

### Child Abuse

Every Lilypad Learning Center and Lilypad Too! staff member are mandatory reporters of child abuse. **If a staff member suspects any kind of child abuse, it will be reported immediately to D.C.F.S...** Strict confidentiality will be maintained.

### Sunscreen

A permission slip must be on file before sunscreen will be applied to a child. This is located in your child's starting folder and extra copies can be found in the office.

### Immunizations and Physicals

A copy of your child's most current immunization record and physical must be on file at LILYPAD LEARNING CENTER AND LILYPAD TOO! and must be updated each time your child receives a new vaccine.

### Allergies

Please notify the administration and your child's teacher of any possible allergies.

## **Outdoor Play**

We believe the outdoors to be an extension of the indoor learning environment. Children will play outside, weather permitting. Please send your child in appropriate clothing and outerwear for the weather conditions.

## **Nap Time**

A daily rest period is required for all children. Children are not required to sleep, but must lay down to rest on the cot provided by LILYPAD LEARNING CENTER or LILYPAD TOO!. A small blanket and pillow may be brought from home to use during rest time.

## **Meals and Snacks**

At LILYPAD LEARNING CENTER AND LILYPAD TOO! All children are provided with breakfast, lunch, and a PM snack. Menus are posted throughout the building. Children are encouraged to sample all foods offered but never forced to eat.

### Food from Home

Children are welcome to bring in special treats to celebrate a birthday or holiday. All snacks must be store bought and in the original packaging.

### **Items from Home**

We ask that all toys be left at home to ensure that nothing gets lost or broken.

### **Arrival and Departure**

Please walk your child to their classrooms and let their teacher know that they have arrived.

If someone we do not know is picking your child up, it is essential to inform the teacher in advance of the pick- up. This person must be listed as an authorized person in the enrollment. Remind the authorized person that we may ask for identification to ensure your child's safety.

Once you have reunited with your child and are departing, LILYPAD LEARNING CENTER AND LILYPAD TOO! is no longer responsible for your child.

### **Infant and Toddler Program**

Parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, and blankets. Please label all items with the child's name.

We recommend that all foods be tried first at home, in case of an allergic reaction.



## **Transfer of Responsibility**

LILYPAD LEARNING CENTER AND LILYPAD TOO! will be responsible for the safety of your child during transportation to and from school and on field trips.

LILYPAD LEARNING CENTER AND LILYPAD TOO! releases all responsibility once your child leaves the building and enters the bus.

## **Release of Child Information**

LILYPAD LEARNING CENTER AND LILYPAD TOO! will not release any information concerning a child without the written consent of a parent or guardian.

## **Photographs**

Your child may be photographed for use in classroom activities and/or advertisement for Lilypad Learning Center and Lilypad Too!.

## **Technology**

Lilypad Learning Center and Lilypad Too! is not responsible for any damage done to any electronic devices while at the center. They will also be confiscated if the child has inappropriate content on the device or the device becomes problematic.