

Anointed Minds Educational Consulting, INC.

Matteson, IL 60443

PARENT HANDBOOK



Office: 708-305-2705 Fax: 708-305-2705

Email: dadams@anointedmindsec.com

Website: www.anointedmindec.com

Hours of Operation: Monday – Friday 6:00 am -6:00 pm

DeAnna L. Adams - Director

We would like to thank you for choosing Anointed Minds Daycare for your childcare needs. Our mission is to provide a safe, family, Christian environment that first caters to the child and then to the family.

Anointed Minds started as a small tutoring service in 2006. In 2018, we changed the name to Anointed Minds Educational Consulting, because we wanted to offer more than just tutoring. In 2019, we started producing educational products. During the pandemic of 2020, Anointed Minds started offering Learning Pods. Learning Pods was a service for working parents that needed a safe environment for their children with E-Learning. While searching for a larger space for the Learning Pods, we were reminded of wanting to open a daycare and it all began to unfold. Throughout the years our business has evolved into something much greater than a tutoring service. Over the years our business has grown tremendously. We educate, teach, help each child with life skills and build strong, lifetime relationships with families and the community.

Here at Anointed Minds Daycare your child will experience the wonderful world of childcare. Our mission is to provide the best childcare to meet your family's needs. We are committed to nurturing, protecting and educating children in an atmosphere that promotes growth and development. The children's area is arranged so that your child can move about freely and have lots of fun! We are committed to providing you with a safe and nurturing environment in which your child can learn and grow.

Diversity is a core value of Anointed Minds Daycare; we find much joy in embracing and celebrating everyone's uniqueness. Each child regardless of culture, ethnicity and religion will be treated equally. Children with special needs accepted, as long as it can be determined that we can successfully meet the needs of that child within our current physical environment. Again, thank you for trusting and choosing us for your childcare needs.

Sincerely,

DeAnna L. Adams

Owner/ Director

DAILY PROGRAM SCHEDULE

Our daily activities are designed to spark creativity, build self-confidence and enhance life skills

- Morning Welcome 6:00-7:30 am
- AM Snack 7:30-8:00 am
- Free choice plays or One on One teaching 8:00-8:45 am
- Bathroom / Diapering 8:45-9:00 am
- Breakfast 9:00-9:25 am
- Hand wash / Clean up 9:25-9:30 am
- Circle Time Activities 9:30-9:50 am
- Morning exercise / stretch 10:00-10:05 am
- Table /Floor / indoor or outdoor activities 10:10-10:30 am
- Bathroom / Diapering 10:35-11:00 am
- Lunch Time 11:00-12:00 pm
- Hand Wash / Clean up 12:00-12:15 pm
- Naptime 12:30-2 :30 pm
- Bathroom / Diapering 2:30-3:00 pm
- PM Snack 3:00-3:30 pm
- Afternoon Circle Time Activities 3:30-4:00 pm
- Free Choice Play / One on One Teaching 4:00-4:30 pm
- Clean up / Bathroom / Diapering 4:30-4:45 pm
- Prepare for daycare departure 5:00-6:00 pm

SUMMARY

Enrollment & Tuition Guidelines

ENROLLMENT

Once a formal interview has been conducted, all forms (application, consent, medical and birth certificate) have been signed/turned in and the registration fee has been paid, your child will be considered enrolled.

Full time is 4 days or more per week, part time is 3 days or less per week, no more than 25 hours per week

REGISTRATION FEE:

A non-refundable fee of **\$75.00** is due at the final interview. (discount offered for multiple children)

TUITION:

Tuition payments are due every Monday morning. Payments can be made in the form of cash, quickplay, PayPal, or money order. **A \$15.00 late fee** will be added if tuition is not paid on Monday by 6:00pm

Full prepayment is due every Monday morning. Whether your child is in enrolled full or part time and is in attendance 1 day, 3 days or 5 days full tuition is required. We are open daily to serve your childcare needs.

If you are unable to make weekly payments, you have the option to pay bi-weekly, month. However, the payments must be made in advance.

If for any reason your child has not attend daycare for an entire week and you have not communicated with the daycare it may be possible that your slot may no longer be available.

For every week that your child is not in attendance and for the space to remain available for your child, half of the weekly tuition must be paid.

Anointed Minds Daycare DO NOT hold spaces, we operate on a first come, first serve basis.

STATE SUBSIDY

CO-PAYMENTS

If you receive childcare assistance from the state, all co-payments are due the first business day of the month. Co-payments are adjusted so that the full amount of your tuition is paid.

CHILDCARE REDETERMINATION

If your eligibility expires, you will be required to pay the normal weekly tuition until your childcare has been approved. Once an approval letter has been received, the weekly payments will no longer be required. Adjustments will be made.

REMEMBER: IT IS YOUR RESPONSIBILITY TO GET YOUR PAPERWORK TURNED INTO THE STATE IN A TIMELY MANNER, SO YOUR CHILDCARE PAYMENTS WILL NOT BE INTERRUPTED.

DROP OFF AND PICK UP

All children should be present at daycare no later than 9:00 am. All Children are to be escorted in and signed in. This provides for a smooth transition and allows brief conversation about your child. If for any reason, someone other than the parents/ guardian or those listed on the consent form need to pick up your child, you will need to call the daycare in advance, and we will need to see that person's identification.

ARRIVAL AND DEPARTURE

The daycare closes at 6:00 pm. A late fee of \$10.00 at 6:15 and \$1.00 for every minute thereafter. The late fee is expected to be paid the following morning, otherwise the full payment will be attached to your weekly payment. If the primary parent/guardian have not pick up the child in a reasonable time period (2 hours after we are closed), we will call the emergency contact. If the emergency contact person cannot be reached, we will call Matteson Police and they will take the child and handle things from there.

DISENROLLMENT

A parent has the right to withdraw their child from Anointed Minds Daycare at any time. In certain circumstances, it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child, other children or staff. If you decide to withdraw your child from Anointed Minds Daycare, we ask that you please give a 2-week verbal and written notice. However, no refunds will be issued.

EMERGENCY CARE

Due to unforeseen circumstances (power outage, flood, fire) that the daycare becomes unsafe to occupy, parents will be notified and expected to pick up immediately.

EMERGENCY CLOSING

It is our intention to be open, operating and providing childcare services daily, excluding vacation and holidays. However, situations out of our control such as inclement weather, natural disasters, we may not be open for business. If this should happen, we will make every effort to call parents as soon as possible.

APPOINTMENT

We would greatly appreciate if appointments for the children be made early mornings. We don't want your child to miss out on their learning experience or activities that we have planned. The cut off time for children to be in daycare after a appointment is 10:30am

HEALTH & HYGIENE

If a child is suspected of having or diagnosed as having a reportable infectious, contagious, or communicable disease for which isolation is required by the Illinois Department of Public Health your child shall be excluded from the daycare. Parents are asked to use good judgement in determining when their child is too sick to attend daycare. If we observe your child developing symptoms of illness during the day we will isolate the child from other children

and call you to pick up immediately. Children need not be excluded for a minor illness unless any of the following exists, in which case exclusion from the daycare is required:

- ❖ Fever
- ❖ Vomiting
- ❖ Strep Throat
- ❖ Diarrhea (2 twice within an hour)
- ❖ Flushed appearance
- ❖ Shivering accompanied with fever
- ❖ Sores on Hands, Foot or Mouth
- ❖ Lice
- ❖ Chicken Pox
- ❖ Mumps
- ❖ Measles

Illnesses which prevent the child from participating comfortably in the program activities

An illness which calls for greater care than the staff can provide with compromising the health and safety of the other children

Medication:

Parents must fill out and sign the medication authorization form before any medication can be administered.

Medication will be giving according to instructions on the label. Prescription medications must come in a container labeled with the child's name, name of the medication, time to be given, dosage and when medication should be stopped. Medication that is needed 3 times daily, we will only administer the medicine to the child once in the afternoon. You will be responsible for giving your child medication in the morning before they come to daycare and in the evening after they leave daycare. This may require you getting your child up earlier, so that you may feed them or put a little something in their stomach so you can administer that first dose.

Anointed Minds will have the right to discontinue the medication if there is an adverse reaction, medication has expired or someone else name is on the label.

ACCIDENTS

Anointed Minds daycare staff is certified in CPR, First Aid and the Heimlich for all ages. If your child has a minor injury, First Aid will be given to your child and we will fill out an incident/ injury report. If your child has a major accident/injury, your child will be transported to the nearest medical facility for treatment (St. James or South Suburban Hospital). In either case, parents/guardian will be notified immediately.

REPORTING OF SUSPECTED CHILD ABUSE

We at the daycare are mandated reporters by the State of Illinois. All cases of suspected child abuse and/or neglect will be reported to the Department of Children and Family Services.

MEALS/SNACKS

Anointed Minds participates in the USDA food program. We are monitored by the State of Illinois Department of Agriculture and the Board of Education. This ensures that your child is receiving nutritional meals and snacks. If your child is on a special diet or require special food supplements, we will make every effort to accommodate your child's dietary needs. However, if your child is allergic or unable to eat or drink certain things, we would need a doctor's statement. This evidence is needed so that we can make accommodations to provide the correct substitution for your child.

It is not necessary for parents to provide any kind of meals or snacks, unless the child is on a special diet or the physician is recommending the diet for health reasons,

It is important that your child arrives to daycare in a timely manner for meals. If for any reason your child is not at daycare during the times meals are served, it is recommended that you feed your child before bringing them to daycare. If that is not possible, we will provide your child snack and they will be served the next meal. Children are not allowed to bring in food. All meals are prepared on site by staff that has been trained and holds the food service sanitation certification.

For birthday celebrations, parents can bring in store bought cake or treats for your child's classroom.

INFANTS

Infants are fed on demand or as instructed by the parents. They will also be held during the feeding. Parents are required to provide nutritional food for their infant. It is required that formula come in the already prepared, labeled with their name, date and ready to feed. Open jar food is not accepted. It is the parent's responsibility to provide diapers.

REST PERIOD

Naptime is incorporated in our program. Children will have their own cot, with a sheet and labeled with their name. Parents are asked to send a child size blanket labeled with your child name. During this time, the children are encouraged to rest, but not required to sleep. Pillows are not allowed. Cots are cleaned several times a week. Blankets are washed once a week, unless an earlier cleaning is needed.

PERSONAL BELONGINGS

We ask that children to not bring in toys or other personal items from home. If by chance an item ends up at the daycare, it will be stored in their locker/cubby until they are picked up. We are not responsible for personal toys.

CLOTHES

Children should have a minimum of two sets of clothes, underwear and socks always. Due to the nature of messy activities or unforeseen accidents. Your child will have appropriate clothing to change into.

DAILY CLEANING

Cleaning and sanitizing takes place throughout the day to cut down germs. The major cleaning takes place when the daycare is closed. The staff daily cleaning includes wiping, sweeping, dusting, cleaning the bathroom and taking out trash.

PESTICIDE

Anointed Minds daycare has a contract with a Smithereen Pest Control. Treatments are done monthly. Treatments takes place after hours or on the weekend. Treatments are logged and keep in the office.

FIELD TRIPS

Field trips are primarily during the summer months. A permission slip must be signed before any child can attend a field trip. Transportation for field trips will be provided by a chartered bus service. We encourage each child to wear their daycare shirt. If you choose for your child not to attend a field trip, they will spend the day with a substitute for the day. For all children 2 and under a parent or responsible adult chaperone must accompany the child on the field trip. For trips where we are among massive amounts of people (zoo, waterpark) a chaperone or responsible adult is required for ages 3 and under. For any child, regardless of age that misbehaves and/or throws tantrums must have a chaperone on all trips.

GUIDANCE & DISCIPLINE

We at Anointed Minds daycare strive to make sure the daycare environment is safe and has a positive atmosphere for all children. All children are treated with respect and expected to respect others. We will make every effort to resolve any conflict among the children, parents or staff immediately.

The children are disciplined in the form of positive redirection and explanation. Before calling the parent, we will do our very best to help your child calm down and adjust their behavior. If our method doesn't work and the child continue to show sign of aggression or behavior, a parent conference will be held to address the issue. If the child continues to misbehave after the parent conference, a second warning will be issued in the form of a letter. When a third warning is issued, your child may be subject to termination.

COMMUNICATION

We try to communicate with the parents daily. Communication may be face to face, in a newsletter, flyer or on the bulletin board. If for any reason, you need to have a formal conversation or conference with the director or teachers, we are available at the end of the day to answer questions. You also have the option to call, however, in person is always best.

OPEN DOOR POLICY

As part of our promise of providing quality childcare and establishing trust, we encourage you to visit any time, express your concerns and give suggestions.

RELIGION (Come back to this section) NOT FINISHED HERE

Anointed Minds daycare have prayer daily before each meal/snack. As well as incorporate We also respect any religious beliefs that families may have.

INSURANCE

Anointed Minds daycare, Inc. has liability insurance coverage as mandated by the State of Illinois.

HOLIDAY / CLOSING

Anointed Minds daycare will close in observance of the following holidays each year. Tuition is not reduced for these holidays.

- **New Year's Day**
- **MLK Birthday**
- **Presidents Day**
- **Good Friday**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Thanksgiving Day**
- **The Day after Thanksgiving**
- **Christmas Eve**
- **Christmas Day**

HEARING & VISION SCREENING: Once a year we offer a hearing and vision screening for the daycare children. Screening is done on the daycare premises.

VACATION

Please give 2 weeks notice of any planned vacation. Half the tuition is still due to be paid for the weeks that your child is on vacation.

HOURS OF OPERATION: 6:00 AM – 6:00 PM

Anointed Minds daycare has the right to terminate a child due to nonpayment, jeopardizing the safety of themselves or others, family conflict, inappropriate behavior by the child or the parent, destroying daycare property or if we feel we can no longer meet the needs of your child.

CONFIDENTIALITY / RELEASE OF INFORMATION

Information pertaining to a child and their family are kept confidential always. Occasionally records may be reviewed by regulatory agencies or accrediting bodies for information that may be pertinent to a child's wellbeing or requested by a legal subpoena. Students files are otherwise confidential and monitored only by administration.

