



Child to Teacher Information

Child Information

Enrollment Date: _____ Child Start Date: _____

Preferred Language: _____ Classroom: _____

Child Name: _____ DOB: _____

Child Care Schedule: _____ Days Attending: _____

Milk: PLEASE CIRCLE ALL THAT APPLY

Formula

Breast Milk

Whole Milk

Skim Milk

Other: _____

Diaper: Yes No

Potty Training: Yes No

Procedures:

Allergies: Yes No

If Yes ,explain In detail what are child's allergy's and reactions:



Food Restriction: Yes No

(Due to Cultural/Religious Beliefs):

Medication: Yes No

If Yes, explain side effects of medication, diagnose, term of medication:

Special Needs: Yes No

If yes, explain in detail:

Briefly describe child's likes and or dislikes:

Parent Information

Parent/ Guardian Name: _____ Phone#: _____

Address: _____

Employer Company/School Name: _____

Phone#: _____

Address: _____

Work Schedule: _____ Days Working: _____



Other Parent/Guardian Name: _____ Phone#: _____

Address: _____

Employer Company/School Name: _____

Phone#: _____

Address: _____

Work Schedule: _____ Days Working: _____

Briefly describe any religious or cultural beliefs that you have:

Describe your expectations as a parent from our center:



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THIS FORM MUST BE COMPLETELY FILLED OUT BY PARENTS

A. Child Information

Child's Name _____ Gender _____

Child's Date of Birth _____ Place of Birth _____

B. Enrollment/Discharge

Enrollment Date _____ Discharge Date _____

C. Hours of Care

Please complete the following chart. Write your child's drop off and pick up time for each day they will attend La Escuelita.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM

D. Marital Status of Parent/Guardians and Information

Single Married Separated Divorced Widowed

Parent's Information:

Mother Stepmother Foster Mother Legal Guardian

Name _____

Home Address _____

Home Phone # _____ Cell Phone # _____

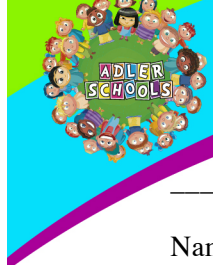
Email _____

F. Employment Information:

Place of Employment _____ Work Hours _____

Address of Place of
Employment _____

Employment Phone #: _____



___Father ___Stepfather ___Foster Father ___Legal Guardian

Name_____

Home Address_____

Home Phone #_____ Cell Phone #_____

Email_____

Place of Employment_____ Work Hours _____

Address of Place of
Employment_____

Work Phone #_____

F. Health Care Information

Name of Family or Child's Physician Or Christian Science Practitioner

Address_____ Phone#_____

Mental or Physical
Characteristics_____

Allergies_____

G. Pick Up Authorization:

1. Please add any individuals other than the child's parents that are able to pick up the child regularly. Individuals on the list will have to provide a photo ID in order to guarantee the child's safety. A copy of the individual's photo ID will be added to the child's file for future pick-ups.

I hereby authorize the following individuals to pick up my child when I am unavailable.

Name	Address	Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Please add any individuals other than the child's parents that are able to pick up the child occasionally. Individuals on the list will have to provide a photo ID in order to guarantee the child's safety. A copy of the individual's photo ID will be added to the child's file for future pick-ups.



I hereby authorize the following individuals to pick up my child when I am unavailable.

Name

Address

Phone #

H. Emergency Contacts (other than parents): Please add two people that La Escuelita can notify in case there is an emergency and parents are unavailable.

1. Name _____ Relationship to Child _____

Address _____ Phone # _____

2. Name _____ Relationship to Child _____

Address _____ Phone # _____



I. Child's Individual Development

Does child have any medical restrictions: Yes No

If yes, please explain and provide note from physician

Does child have chronic illness: Yes No

If yes, explain and provide physician note and action plan

Does your child receive social services from an agency: Yes No

If yes, explain

Does your child have an IEP: Yes No

If yes, explain and provide IEP



2. Written Agreements and Consents:

A. Field Trip Authorization

I authorize La Escuelita to take my child on walking trips, to nearby public parks/playgrounds, and specially arranged outings.

Signature _____ Date _____

Signature _____ Date _____

B. Emergency Medical Authorization

In the event that my child becomes ill or meets with an accident in your (La Escuelita and Day Camp) care, you are hereby authorized, without liability, to obtain medical care for my child. Any physician or medical facility selected for the aforementioned purpose is hereby authorized, without liability, to obtain and give my child medical aid, first aid, and CPR as needed in the best interests of my child.

Signature _____ Date _____

Signature _____ Date _____

C. Research Involvement

La Escuelita does not participate in Child Research.

Signature _____ Date _____

Signature _____ Date _____

D. Prayer Authorization

I authorize my child to say grace before meals in English and in Spanish without any formal or religious instruction.

Signature _____ Date _____

Signature _____ Date _____

E. Photograph, Video, and Film Authorization

I authorize to take pictures, videos, and/or film of my child and place in the daycare for educational purposes only and not to be used for any other purpose.

Signature _____ Date _____

Signature _____ Date _____



Website and Social Media Release

I authorize La Escuelita to take pictures, video, and/or film of my child and release on website and social media for educational and promotional purposes only.

Signature _____ Date _____

Signature _____ Date _____

F. School-Age Children

La Escuelita does not provide transportation to and from schools. Families requiring before/after school program please complete:

Name of Person/Agency responsible of picking-up child: _____

Phone # of person/agency picking-up child: _____

What time will child depart from La Escuelita? _____

Name of Person/Agency responsible of dropping-off child: _____

Phone # of person/agency child: _____

What time will child arrive back to La Escuelita? _____

School Name _____

School Address _____

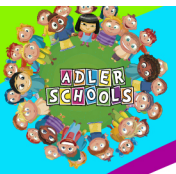
School Phone# _____

G.

La Escuelita will not provide drop off or pick up services for extra curriculum activities before or after regular school schedule.

3. Health Reports

All children enrolled in La Escuelita must have a health examination on file unless it is waived in accordance with section 407.310(a) (c). Children must also have a dental examination on file.



4. Proof of Identity

A. La Escuelita requests a certified copy of child's birth certificate and social security card to be submitted within 30 days of child's start date. The daycare center will return original documents after making copies by the next business day.

B. The parent will be notified that the La Escuelita will be required by law to notify the Illinois State Police or local law enforcement agency if the parent fails to submit proof of child's identity. After the Illinois State Police or local law enforcement agency has been notified, the parents will be given an additional 10 days to comply by submitting the required documentation.

C. Any inaccurate or suspicious affidavit received will be reported by La Escuelita to the Illinois State Police or local law enforcement.

D. La Escuelita will flag the record of a child enrolled at the center that is reported by Illinois State Police as a missing person and shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing child.

J. Discharge from La Escuelita

La Escuelita will discharge any child after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the center, or whose presence is detrimental to the group.

K. La Escuelita will help parents create a plan for the child after discharge. Parents will also be provided with resources and referrals from other agencies or facilities in the best interest of the child's needs.



Late Pick-up & Late Drop-off Policy

All parents are responsible for notifying in the event of a late pick up or drop off. If a phone call is not received from the parent advising that they will be late. The following plan of action will apply to the parent or responsible person who consistently pick-up and drop off the child after the time slot determined at enrollment and the given grace period of time has been exceeded.

- The first late arrival or pick-up, the parent or adult will be given a **verbal reminder** of the designated time slot and reminded of their tardiness.
 - After the second late arrival or pick-up, the person will be given a **written late pick-up notice with a charge of \$1.00 per minute late.** We understand that emergencies can occur; we strongly encourage parents to call ahead of time and add the hourly rate of \$15.00 per hour/ per child.
 - \$1.00 per minute late will be charged for every minute past your time slot. These late fee will be applied **every time** the child is picked-up late, unless parents make arrangements in advance. These fees are due immediately or the next day the child attends.
-
- If child is not picked up by scheduled time set during enrollment La Escuelita staff will call parents immediately.
 - If unable to contact parents on phone numbers provided, La Escuelita staff will call 1st emergency contact on list, if unable to communicate 2nd emergency contact will be called.
 - All calls made to parent/guardians, emergency contacts and pick-up authorization contacts will be documented with time, name of person being contacted, conversation and or message, name of person making call.
 - If parents and emergency contacts cannot be reached with in the first 30 minutes after set scheduled pick up time La Escuelita will than proceed to contact local law enforcement and or DCFS. Staff will continue to make attempts to reach the parent and/or the child’s emergency contacts. Staff cannot keep the center open in order to provide care and shelter for the child.
 - Staff will keep a written record of the attempts to contact authorized persons and the eventual manner of discharge and will involve the Site Director. Sign-out sheets have to be signed by the authorized person who picks up the child this may include a local low enforcement Police Officer or DCFS representative.
 - In this situation the most appropriate course of action is to contact the local law enforcement, and/or (DCFS) Department of Children and Family Services.
 - It is the parent/guardian responsibility to update any changes in phone numbers and or addresses. This includes updating information for emergency contacts and pick-up authorizations.
 - La Escuelita has the responsibility to maintain the safety and well-being of the child (ren) who are waiting to be pick-up by parent/guardians or outside authorization.
 - La Escuelita Site Director or Staff must discuss the situation with parent/guardians **ONLY**. No child (ren) should be held accountable for any situation.

Child Name: _____
 Parent Signature: _____
 Site Director Signature: _____

Classroom: _____
 Date: _____
 Date: _____



407.270a

Guidance and Discipline Policy

La Escuelita understands that sometimes children need help to build their self-control. Discipline at La Escuelita will be used to help children balance their needs with those of others, to feel good about them, and to become increasingly independent. At La Escuelita is important for every staff member to build a positive relationship with the children. Positive guidance includes creating an atmosphere of quiet firmness, clarity, and relationship with the children. Positive guidance includes creating an atmosphere of quiet firmness, clarity, and conscientiousness, while using reason, Effective discipline requires follow through; time and patience are required for these ideas to be effective, Progress may be slow; it often takes a long time for children to understand self-control, instead of adult-imposed discipline.

The following behaviors are prohibited, in accordance with State of Illinois Licensing Standards for Day Care Centers; -Corporal punishment; including hitting, spanking, seating, beating, shaking, pinching and other measures intended to induce physical pain or fear;

- Threatened or actual withdrawal of food, rest or use of the bathroom;
- Abusive or profane language;
- Any form of public or private humiliation, including threats of physical punishment;
- Any form of emotional abuse, including shaming rejecting terrorizing or isolating a child.

GUIDANCE AND DISCIPLINE POLICY IMPLEMENTATION PROCEDURES:

La Escuelita, depends on full enrollment of all its programs, because of the number of children involved maintaining control can occasionally become a problem for any teacher.

Rules of Behavior Written rules are established which set limits of behavior required for the protection of the group and individuals. These rules are developed by program staff and children, and posted in each classroom. The rules are written so as to be understood by children, and may be accompanied by pictures to help illustrate the rule.

Oral Reprimand: When the child disobeys a program rule established to provide the safest and most beneficial environment for all, the staff member or Site Director will speak to the child and remind the child of the rules.

Consequence: When a child's improper action or behavior occurs a second time, the child is reminded again and given a consequence. Reflective Time may be used as a change for the child to gain control, regroup, and ponder his/her behavior. The number of minutes of Reflective Time should never be longer than the age of the child.

Incident Report: A teacher may write an official incident report if a child's behavior warrants such. This may occur if a child injures or causes injury to another child, is involved in a physical fight, exhibits other serious behavioral problems. Incident report will be signed by teacher, Site Director, and parent. The original report will be given to the parent and a copy will be kept in the child's file.



Phone call home: If a child's pattern of unacceptable behavior continues, the staff member will discuss the situation with the Site Director. The parent is made aware of the situation by the Site Director and asked to discuss the situation with the child.

Weekly Observation Report: When a child exhibits a pattern of unacceptable behavior, staff may choose to write daily observations pertaining to the child's overall behavior in the program.

Parent Conference: Under certain circumstances a parent conference may be scheduled, giving the parent and staff the opportunity to discuss the pattern of unacceptable behavior and develop a plan for responding to the behavior. A behavior management plan must be agreed on by the parent, documented in the child's file, and implemented by all staff working with the child.

Exclusion from program: After previous warnings, and if the action or behavior continues, La Escuelita reserves the right to exclude any child from attending the program. A child will be excluded from the program only after exhaustive efforts have been made to manage the child's behavior. This final step may be necessary to ensure the safety and well-being of each and every child. The Site Director will make every effort to identify and provide referrals and/or resources to the parent in placing the child in the appropriate setting.

Child's Name: _____ Classroom: _____

Parent's Signature: _____ Date: _____



407.310A

Health Requirements for Children

La Escuelita requires a complete Medical Exam that includes:

- Hemoglobin/Hematocrit
- Lead Screening with numerical results
- Tuberculin screening results/Questionnaire
- Hearing/Vision Screening
- Dental Exam

Immunizations include:

- Poliomyelitis
- Measles
- Rubella
- Mumps
- Diphtheria
- Pertussis
- Tetanus
- Haemophilus influenzae B
- Hepatitis B
- Varicella (chickenpox)

La Escuelita will provide approved DHS

Children enrolled in La Escuelita are required to have a completed medical exam less than 6 months prior to enrollment date on original DHS form.

Children transferring from another center into, will accept medical exam if less than one year prior to enrollment date. Medical exam must be on original DHS form.

Medical Exams are valid for two years with the exception of the subsequent examinations for school-age children. School-age children medical exams shall be in accordance with the Illinois School Code [105ILCS 5/27-8.1] and the Child Health Examination Code (77 111.Adm.Code665).

Medical Exam should list all received immunizations with dates immunizations were given to child. Parents may also provide Immunization record book. Required immunizations required by the Illinois Department of Public Health in its rule (77 111.Adm. Code 695, Immunization Code, must be up to date.

Children enrolled in La Escuelita in a high-risk group determined by examining physician required to have Tuberculin Skin test conducted and test results should be recorded on original DHS Medical Exam Form.

Children enrolled in La Escuelita #1, Inc of the age of one to six years old must be screened for Lead Poisoning if residing in areas defined as high-risk by the Illinois Department of Public Health. A completed Lead Risk Assessment is required for children residing in low-risk areas by the Illinois Department of Public Health.



According to Illinois state law, children may be exempt from immunizations and/or examinations under two conditions: 1) if it is certified in writing by the child’s physician to be medically contraindicated; and/or 2) if the parent objects on religious grounds and provides a written statement. In each, the specific immunization/examination must be identified and the medical condition or the specific religious belief must be stated. La Escuelita requires that parents provide an original written statement that sets forth fully the religious belief that is the basis for their objection, instead of relying on a prepared form which may not accurately or sufficiently describe their religious belief.

Children enrolled in La Escuelita, exempt from immunizations and/or tuberculin test for any medical reason, must be indicated by the physician on original DHS Medical Exam Form.

La Escuelita will maintain an accurate list of children enrolled who are not immunize as Illinois Department of Public Health requires. Number of non-immunized children enrolled at La Escuelita will be available to parents if requested.

Original DHS Medical Exam Form must be dated and sign by the child’s examining physician. Form must include name, address, and telephone number of examining physician responsible for child’s health care.

Child Name: _____ Classroom: _____

Parent Signature: _____ Date: _____



Pesticides Policy and Procedures

To protect the health and well being of children, parents and staff, La Escuelita implements an integrated pest and rodent control plan. La Escuelita. Site Director and Maintenance staff examines the facility monthly for any trace of rodents, roaches, and insects. When applying nontoxic pesticides strict compliance with label instructions and toys items handled by children and staff will be removed. Maintenance staff will insure no pesticide residues are left in areas accessible to children or staffs before areas are used. Parents and staff will be notified of the circumstances that prompt the need for pesticides. La Escuelita maintains monthly inspection log of services is available at the Front Desk.

In order to prevent infestation of any kind, the following preventative steps are taken:

- * All garbage and refuse shall be collected and discarded daily and after meals and stored in a manner that will not provide harborage for insect's rodents or other pests. An adequate number of covered, durable watertight insect and rodent-proof garbage and refuse containers are provided for use. Garbage and refuse containers used to discard supplies, food products or disposable meal service supplies shall be tightly covered and lined with plastic and discarded immediately.

- * The center shall be cleaned daily and kept in a sanitary condition at all times. Appropriate sanitation procedures are implemented equipment. Toys, table, tops, furniture and other similar equipment used by children shall be washed and disinfected when soiled or contaminated with matter such as food, body secretions or excrement.

- * Cleaning of food particles and grease from kitchen appliances such as toasters, ovens stoves, refrigerators and microwaves is done on a daily basis.

- * Windows are securely screened to prevent the entrance of insects.

- * All doors are securely closed.

Child Name: _____ Classroom: _____

Parent Signature: _____ Date: _____



Food Agreement

La Escuelita will do all possible to provide meals for children with allergies, food restrictions due to religious and or cultural believes. In the case La Escuelita cannot make menu modifications due to monitory harshness, multiple allergies; parent/guardians are responsible of providing meals. Provided meals must comply with licensing standards and nutritional guidelines. Meals provided by parents must be label with food name, preparation date, child name, and meal prepared by.

Child Name: _____ DOB: _____
Parent Signature: _____ Date: _____



GUIDANCE AND DISCIPLINE POLICY

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situation with the Site Director. The parent is made aware of the situation by the Site Director and asked to discuss the situation with the child.

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Parent Conference: Under certain circumstances a parent conference may be scheduled, giving the parent and staff the opportunity to discuss the pattern of unacceptable behavior and develop a plan for responding to the behavior. A behavior management plan must be agreed on by the parent, documented in the child's file, and implemented by all staff working with the child.

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Parent Name: _____

Child Name: _____

Parent Signature: _____

Date: _____



CONSENT FORM

I _____ hereby authorize and give my consent La Escuelita to complete following upon my child's enrollment in the child care program.

_____ **Home Visits-Teacher** (completed (2) twice a year to meet with the parent and to observe the child in their home environment and to discuss services and resources needed by family)

_____ **Hearing & Vision screenings** (to detect problems with ears and eyes)

_____ **Individual Observation** (to address individual areas of concerns)

_____ **(ASQ:SE) Ages & Stages: Teacher** (behavioral screening to assess social and emotional development)

_____ **(ASQ:SE) Ages & Stages: Parent** (behavioral screening to assess social and emotional development)

_____ **Photography/Video** for multicultural, special events, and or website

Child's Name: _____

Parent's Signature: _____ Date: _____



MEDICATION POLICY AND PROCEDURES

La Escuelita will administered medication when:

- * Medication dosage cannot be adjusted to exclude hours when child is in day care.
- * A child has a chronic medical problem (e.g ,asthma) which may requires urgent administration of medication .

Only Medications Which Meet The Following Conditions Can Be Administered:

- * Medications prescribed by a physician, in its original container and labeled with the child's name directions for administering the medication, potential side effects , the date the physician's name the prescription number and drug store or pharmacy.

- Medications stored are in safety-lock containers transported safely with regard to temperature, light, and other physical storage requirements.

- Medications for which all the criteria on the program's consent form have been met.

Persons Authorized To Administer Medication (Listed On Parental Consent Form):

- Teacher

- Teacher Assistant

- Program Director (in the event that none of the above staff is available)

Responsibilities of parents are to:

- Notify appropriate La Escuelita staff

- Complete a medication consent form, which includes information about dosage, storage, and proper administration of medication.

Responsibilities of staff are to:

- Ensure parents complete all information on consent form.

- Receive instructions on administering the medication.

- Determine which staff member will administer medication.

- Assure safe storage of medication in the designated locations, and ensure appropriate staff has access to medication and medication administration records.

- Identify the child (ren) to whom the medication is to be given.

- Become familiar with the potential side effects to medications to be administered and how to respond to such side effects.



-Know when and how to contact parents, physicians, or pharmacist as needed.

-Record on the medication administration log the date, time, amount of each dose given, prescription number, if applicable, and the name of the person administering the medication. The log is available to be reviewed by parents.

In order for children to receive medications to be administered by their teacher during the school day, the following must occur:

-Medications are to be left in their original containers.

-Medications need to be labeled by a pharmacist.

-The childproof medication needs to be on the container.

-The date the prescription was filled needs to be on the labeled container.

-The medication's expiration date needs to be on the label.

-The medication administration directions need to be on the labeled container.

-The medications storage and disposal directions need to be on the labeled container.

-Non-prescription medications can be dispensed with a written physician's order.

* Over the counter pain relievers such as Tylenol and Ibuprofen are used to manage mild to moderate pain. These medications can be administered for pain if the teacher receives a written physician's order clearly indicating its use, dosage and administration instructions.

* Over the counter fever reducers such as Tylenol and Ibuprofen are used to reduce fevers, can be administer fever reducers to children who have a history of febrile seizures if we have clearly written physician orders including the dosage and when to administer.

Children who do not have history of febrile seizures and who develop a fever greater than 100.3 F parents will be called immediately and requested to pick-up child. Staff will provide a quiet area for child to rest until he/she picked-up, and maintain child as comfortable as possible.

Setting for medication administration:

-In a location where the child receiving the medication will have relative privacy when the medication is given. If this is not possible, the other children will be reminded that medication are only taken when the care giving adult administers them.

-In a location where accidental ingestion by another child is unlikely.

-When hand-washing facilities are accessible.



Medication will be stored:

-Medications should be stored in the classroom locked box labeled for medication use only. The locked box should be stored in a place that is not accessible to children. All medications need to be in childproof containers. The medication locked box should only be used to store medications. Medications need to be in locked box during trips outside of the center.

-Medications that need to be refrigerated should be stored in the locked box refrigerator located in the classroom refrigerator section designated for medications. Medications that require refrigeration will be packed in an ice chest for out of the Center activities.

-Adult and Volunteer Medications should be stored in the locked and labeled medication box located second shelf in the classroom.

-A child's medication will be sent home when it is no longer needed.

Child Name: _____

Classroom: _____

Parent Signature: _____

Date: _____