



BROOKTOWNE

Peoria Child Care

LLC

*Love to Grow By
Policy and Procedure*

www.peoriachildcare.net

Philosophy and Mission Statement

Brooktowne Peoria Child Care, is under the ownership of Crystal Alley. We are open Monday through Friday from 6:30 AM to 6:00 PM and cater to children from the age of 12 months through 5th grade.

Our philosophy is one that puts its primary emphasis on making each child feel loved and accepted. We believe that a child who feels that acceptance will establish a secure foundation and a high self esteem. This then paves the way for academics and social conduct to become freely absorbed. When you couple this primary emphasis with a preschool curriculum as with hands on experience gained from an extensive field trip program and healthy, nutritional meals, you have the makings of a well rounded future adult.

Our teacher hiring process is one that focuses on attitude more than anything else. A teacher that understands that the way we treat each child has a direct effect on who they will eventually become, seems to have a greater appreciation for each child as an individual as well as their job as a child development teacher. This helps to explain our low teacher turn over and longevity of tenure at **Brooktowne Peoria Child Care**.

Our Mission Statement: *Because of on-going early childhood education and experience, we will use our ever growing skills and knowledge mixed with a warm unconditional love to assess each child's individual strengths and weaknesses so that we may enhance the future of each child physically, scholastically, socially, emotionally and spiritually.*

Tuition and Fees

Enrollment Fee

Our enrollment fee is 50.00. This is a non-refundable one time fee as long as enrollment is continuous.

Rates & Payment Process

Split families MUST designate only one parent as the responsible party for tuition payments.

The tuitions posted below reflect amounts only offered for those who pay their tuition's in advance.

Weekly rates relate to the class your child is in and not to their age, and are as follows:

Toddlers - 205.00 if paid by 6-PM Tuesday.

The 2 Year Olds - Pre 3s & 3 Year Old Classes - 195.00 if paid by 6-PM Tuesday.

The Pre K Class - 185.00 if paid by 6-PM Tuesday.

School Age (Kindergarten - fifth grade) Class - 100.00 if paid by 6-PM Tuesday.

When School is Out - 160.00 if paid by 6-PM Tuesday.

School Age Summer Activity Fee - 100.00 non refundable due at the start of each Summer.

Add \$15.00 after 6-PM each Tuesday for Late Fee. All Public School Children, add 12.00 per day, to the tuition for each day that the public schools are not in session whether your child is in attendance or not.

Tuition and Fees Continued



Delinquent Tuition Termination

If an account remains delinquent for 2 weeks, child care services will be terminated effective Tuesday at 6-PM of the third delinquent week. If collection proceedings must be activated then all cumulative late fees, legal fees and or collection percentages will be added to the outstanding balance.

Withdrawing Child

A two weeks notice is required before withdrawing your child from our facility. If we do not receive notice of your child's withdrawal you will be liable for all tuition payments up until notification has been made.

Please Read The Following

All tuition's are paid to hold your child's space at *Brooktowne Peoria Child Care* and therefore are payable 52 weeks per year, regardless of whether or not your child is in attendance.

State Assistance Families Only

All state assistance families who have not paid for their monthly co-payment, or their child's missed EBT swipes for days attended before the last day of the current month, will lose their child's space at Peoria Child Care beginning the first day of the following month. We will only accept those families who qualify as W5.

Due to state assistance budget cuts, families who consistently miss EBT swipes for days in attendance, and or fail to have their child(ren) in attendance at least 16 days each month, will also lose their child's space.

Late Pick-up Fee

Our operating hours are from 6:30 AM to 6:00 PM. Doors will not open before 6:30 AM. There will be a 5.00 late charge assessed any time within the first 10 minutes after 6:00 PM, our time. Then 1.00 will be charged for every minute until the child is picked up by an authorized adult. This payment should be made payable immediately, and will be used to compensate for overtime pay.

Holidays Closed

News Years, Memorial Day, July 4th, Labor Day, Thanksgiving/day after Thanksgiving and Christmas

A full weeks tuition is paid even though we are closed these 7 holidays. (This helps us give the teachers paid holidays.) When any of these holidays fall on a Saturday or Sunday, the most prevalent day recognized by local business, government agencies, schools etc. will be the day observed by *Brooktowne Peoria*

Morning and Evening Procedure

Dropping Off And Picking Up Your Child

All adults that the parents or legal guardians deem as authorized to drop off, pick up or call in case of an emergency MUST be in our files, with photo. All adults should be prepared to show identification to any staff making that request. In the event that an adult who has *not* been authorized to pick up a child is needed do so, we must be contacted by an authorized parent or guardian in advance and given specific identifying information such as a Social Security number, name, physical features, etc.

For your child's safety all parents MUST escort their children into and out of the classroom, making sure the teacher knows your children have arrived or are about to depart. Because some children have run into our parking lot when their authorized adults arrive in our facility, we must claim that our responsibility for the care of your child(ren) ceases at any time an authorized adult is on *Brooktowne Peoria Child Care* property.

Please DO NOT drop your child(ren) off between 11:00 am and 2:30 pm. This is a period that includes preparing for and eating lunch as well as nap and is a rough time for any child to transition in to.

Meals



Meals

Breakfast will be served until 8:30 AM and lunch no later than 11:30 AM. Please make sure your child is here in plenty of time to be served. In order to plan for enough lunch to go around, please call us by 10:30 AM if your child will be late. It is important to be aware of the activities which are posted in the monthly calendar of events or on the front door. Some, not all, field trips may involve the need for a sack lunch to be brought from home, or enough funds for admission and or the purchase of a lunch.

Transportation Procedure

Transportation And Field Trips

Brooktowne Peoria Child Care will be authorized to transport your children to and from school and on various field trips taken throughout your child's stay at our facility. It is important to be continually aware of the activities which are posted on the monthly calendars, (located on the front entry counter). Activities of particular importance, such as field trips and or events involving an additional fee, will also be posted on a sign in the hall next to your child's classroom door as well as the front door.

Late Arrival

Children who arrive too late for scheduled field trips will be placed in any of the remaining classes with available space. If there is no class with available space a parent or authorized adult will be notified and asked to make arrangements for the child to be either transported to the site of the field trip or picked up until his or her class returns to the facility.

Car Seats

Our 30 passenger bus has been built to meet State and Federal safety requirements, and so, does not require the use of car seats. If you still want your child to ride in a car seat please let us know and be responsible for leaving a car seat with us the day of the field trip, and be sure to label the car seat with the child's name.

Things to Bring

Each child should have a complete change of clothing on hand at all times. Milk for baby bottles, formula and disposable diapers should be supplied as needed. All children must wear shoes. Coats, clothing, blankets and bottles should be labeled with child's name. A charge of \$1.00 per diaper will be made if they are provided by the center, unless those diapers used are replaced the next day along with an additional supply for that normal days use. Any clothing supplied by the center should be cleaned and returned the following day.

Records

Our compliance file records are accessible to all and are located in the wall mounted file holder on the parent bulletin board over the front counter as you enter our facility.

Child Abuse

As you know it is mandatory, by law, to report any and all instances of child abuse. The child care industry is especially targeted with liability by the state, and rightfully so, to report any suspected child abuse.

Discipline

There is NO spanking at *Brooktowne Peoria Child Care*. We use tried and tested appropriate consequences that involve positive reinforcement and redirection or a calming down period, not to exceed 5 minutes.

Illness Procedure



Illness And Injury

During an illness outbreak of any kind, special notice will be posted concerning any changes to our child pickup and quarantine policy that **MUST** be revised to address associated outbreak symptoms in an effort to maximize safety for all BPCC kids and families. Below is our Illness policy under normal conditions.

What we consider to be symptoms of a contagious illness that must be picked up are:

- A fever of 99.7 degrees or more,
- One or more occurrences of Vomiting,
- Two or more occurrences of Diarrhea (unless any children in the same class have had occurrences of Diarrhea in the last 24 hours. At that time one occurrence will be considered a contagious illness),
- The development of any rash,
- Any discharge from the eye,
- Any appearance of head lice or nits attached to any hair strand,
- Any moist sores or pus filled blisters especially showing up on exposed parts of the body.

Any child showing symptoms of a contagious illness **MUST NOT** be brought to the Day Care Center. If a child becomes ill at the center he or she will be isolated and the parents notified to have the child taken home. All children sent home must be symptom and fever free for 24 hours without aid of medication to return to the center. This is our pandemic policy and will remain until further notice.

If a medical emergency occurs and no authorized adult can be reached, then we, here at *Brooktowne Peoria Child Care* will be authorized to take the child to the nearest medical center. However, we will not be responsible for further complications due to delay in prompt medical attention. (It is very important that all authorized adult forms be kept current).

If illness or injury should occur away from the facility the day care center will be contacted and informed of the procedure to be taken depending on severity and proximity to treatment.

Covid

Due to ever changing variants and guidelines as well as each unique situation surrounding positive cases and extent of exposure, our Covid guidelines, concerning quarantine periods and possible closure of either classroom(s) or School will vary. We have implemented a mass-group texting means of communicating our Covid policy. Make sure we have current Text Messaging numbers at all times

Medication

All medication must be kept in our administrative office and administered by office personnel. An authorized adult must give signed permission along with detailed instructions with dosage amounts and times to be given. Any prescription medication must be dropped off in original prescription packaging.

Communication

We want to create a growth environment that is as consistent as possible with each child's home. We encourage your communication with either the director, owner or your child's teacher to help us to create that consistency in your child's life.

Love to Grow By

I have read and understand all of the provisions including amendment page set forth by
Brooktowne Peoria Child Care

Parent _____

Director _____

Date _____

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Revised 5/1/2022

Expulsion Policy

- Private pay families who get 2 weeks behind on their weekly tuition, must submit a payment plan that shows amounts and dates to be paid that will bring them back to an advance payment status. The children's enrollment at BPCCC will be terminated if agreed upon payment plan is not strictly followed.
- State Assistance families must have all co-payments and all in attendance missed swipes paid before the last day of the current month of care, to avoid enrollment termination.

Emergency Plan Procedures

- Our fire evacuation plan is posted on the front entry bulletin board.
- Each staff member is aware of our severe weather plan. Each classroom has their own designated area to congregate. These areas are chosen based on their strength of design and structure as well as the safe distance they are located from windows.
- Both Fire and tornado drill are conducted monthly

Behavior & Discipline Methods

- While each child may have behavioral issues that will require an individualized approach, BPCCC primarily uses redirection and safe, natural and logical consequences to help children take responsibility for their actions.

When children do not arrive as Scheduled

- We will contact an authorized adult to get clearance for an absence anytime a child does not show up as scheduled either at BPCCC or at the bus after school. To avoid delays we ask that we be notified of any such planned absences.

Occurrences of Communicable Disease or Infestation Exposure

- We will make sure to communicate to an authorized adult any time there is any exposure to any communicable disease or infestation.

Handling Illness, Injuries and poison exposures

- Whether on or off site an authorized adult will be contacted any time an illness, Injuries or exposure to poison occurs. If we are unable to reach an authorized adult in such an instance, see Illness Procedure above.

Sun Safety

All parents are required to bring sunscreen and insect repellent, labeled with child's name, to the classroom during the months of May through September. Our staff will be authorized to administer as needed.

Child's belongings

- Each child will be have their own personal labeled cubby space for there belongings. We still ask that you label each of their items, including coats with permanent name tags.

Field Trips

- Keep an eye on the monthly calendar (Kid Kalendar) for a listing of Class field trips as well as signs that pertain to those trip on either the front door or outside the classroom door or both.

Compliance Files

- BrookTowne Peoria Child Care's compliance file are located on the front entry bulletin board in a red file

Parent _____

Director _____

Date _____

Amended 5/1/2022