



Program Information Summary

**Providing EXCELLENCE through
environment, experience, and education.**

Philosophy:

The philosophy of Silverleaf Children's Academy is to provide children with a safe, nurturing and age appropriate environment in which each child can explore and learn according to his/her own individual needs. All staff at Silverleaf Children's Academy will encourage and support children socially, emotionally, and intellectually. In addition to our academic curriculum, children will be instructed and encouraged in basic biblical values such as truthfulness, compassion, kindness, and love. The program will maintain open lines of communication with parents and with the school district in order to meet the individualized interests, needs and goals of each child. Silverleaf Children's Academy accepts enrollment of all children, regardless of disabilities or special needs.

Hours of Operation:

The center will be open Monday through Friday from 6:30 a.m. to 6:00 p.m. The center will be closed to observe the following holidays each year:

1. New Years Day
2. Presidents Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving and the following Friday
7. Christmas Eve and Christmas Day

If one of the above holidays falls on a Saturday, Silverleaf Children's Academy will be closed the preceding Friday. If a holiday falls on a Sunday, the center will be closed the following Monday.

Daily Program, Indoor & Outdoor Routines:

Each classroom will have a daily schedule posted that will include a timeline of daily activities. Included will be breakfast, lunch and afternoon snack. The schedule will also include times for outside/ gross motor play, activities within the classroom, and a nap/rest time. All children at our center will experience a developmentally appropriate program throughout each day that is designed to facilitate growth socially, emotionally, cognitively and physically. Please see the separate classroom information sheet for additional information and specifics for your child's classroom.

Our teachers are required to prepare and submit weekly theme based lesson plans that include lessons, activities and projects that incorporate all types of age appropriate learning and growth. Parents will receive a copy of the lesson plans each week in order to follow along with what is being covered in class and to use as a tool for extended learning and communication at home.

Academics & Curriculum:

Preparing children for their career in elementary school and as lifelong learners is of the utmost importance to the staff and administration at Silverleaf. The education your child will receive at Silverleaf is at the core of what we do, and is of the highest quality in the area.

For children ages 3 years to 5 years, Illinois Early Learning Standards are referred to in order to assure that Silverleaf is providing an early education which will set the appropriate standards for entrance into Kindergarten.

Additionally, Spanish and American Sign Language are a part of the weekly education in the classrooms, from infant through preschool.

Our literacy program is enhanced by the incorporation of Jolly Phonics into our regular weekly planning. This program uses songs, books, DVDs and worksheets to easily encourage the learning of the alphabet and the sounds that each letter makes. The program is a fantastic way to teach children pre-reading and early reading skills. Jolly Phonics is a weekly part of our toddler through preschool classrooms.

Weekly lesson plans are developed by each classroom teacher(s). All classrooms incorporate the same theme into their lesson plans each week.

Please see your child's Classroom information packet for additional details on classroom curriculum and learning.

Finances:

All families enrolled at Silverleaf Children's Academy will be required to sign a "fee agreement" upon enrollment. Contracts may be broken with two weeks written notice from the parent, and will be renewed January 1 of each year.

A non-refundable \$40.00 registration fee will be assessed upon enrollment of each child at Silverleaf Children's Academy. This fee will be waived for families with a child already enrolled at the center.

Tuition is due by 6:00 p.m. each Tuesday or the first day of the week that the child attends. Tuition may be paid by cash or check. There will be a \$20.00 fee for any late payments as well as a \$25.00 fee for returned checks. If an account remains unpaid for two weeks, the following Monday the parent will be required to pay for that week's care and all subsequent week's care by cash or certified check until the account is current. If payment is not made, the child/children may be expelled.

Parents will be responsible for tuition payments regardless of their child's attendance or closure of the center due to holidays, weather emergencies or electrical breakdown. Part-time children cannot exchange days when their regular schedule includes a holiday.

Due to the fact that our center is only licensed by the State of Illinois to operate until 6:00 pm, it is important that parents arrive by closing time. There is an initial \$25.00 charge for parents who arrive to pick up their children after the center closes at 6:00 p.m. At 6:15 p.m., there will be an additional \$25.00 charge, and for every 15 minutes the child is at the center thereafter. Any time a family picks their child up after 6:00p.m. more than 5 times within a calendar year, it will be an initial fee of \$50.00. Following the first \$50.00 fee, you will be notified in writing that any late pick up fees after the 5th will require you to pay your late pick up fees at the time that you pick up your child. Silverleaf reserves the right to discontinue services with any family who repeatedly arrives late for pick up or does not pay appropriate late fees. Please see the Arrival/Departure section for procedure regarding late pick up.

Vacation credits/ Family discounts:

Once a child has attended Silverleaf Children's Academy for 6 consecutive months, the child will be eligible for one week of vacation per year. The vacation is for the same number of days that the child is registered for in one week. There will be no charge for the week that the child is on vacation. Vacation days must be used in five consecutive days and within one calendar week. The vacation days must be used within the year or they will be forfeited. They child may not be in attendance during the vacation week. Written notice two weeks prior to the vacation is required.

Silverleaf Children's Academy will provide a 10% discount per week for the second child and all subsequent children who are concurrently enrolled at the center. This applies ONLY to children enrolled for full time schedules. The discount will be applied to the tuition of the oldest child(ren).

Weather and Emergency Closings:

Silverleaf uses the following criteria to decide whether we can be open during cases of extreme weather/ emergency: Large amounts of snow, dangerous road conditions, loss of water, power failure, etc....

If the local school district closes for the day, Silverleaf will close for the day as well. The exception would be if the school district is closed only for low temperatures. If the local school district closes **early**, the center director will determine if Silverleaf will close as well. In such an event all parents would be notified and given a reasonable time period to arrive at the center for pick up.

In rare cases, if teachers and staff at Silverleaf are not able to make it to work safely and we will not have enough caregivers for your children, we will potentially close for the day or open late in the morning.

How to find out if Silverleaf will be closed for the day or opening late:

We will post the information on WICS ABC Channel 20.

They will also post the information at www.wics.com, click on school closings.

The voicemail recording on both the business and parent line will also indicate any schedule changes.

Illness / Injury:

Silverleaf Children's Academy is a well child center, which means that we are not licensed to care for children who are ill. In order to maintain a healthy environment for all children at Silverleaf Children's Academy, children showing signs of illness should not be in attendance at the center. A parent will be contacted to pick the child up from the center when a child shows symptoms of being ill such as vomiting, chronic diarrhea, fever of 101 degrees or higher (axillary reading of 100 degrees), unexplained rash, etc.

The following list is taken directly from the DCFS licensing standards regarding illness, which we are required to follow:

- Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the child care staff shall determine whether they are able to care for the child safely, based on the apparent degree of illness, other children present and facilities available to care for the ill child.
- Children with diarrhea and those with a rash combined with fever (oral temperature of 101° F or higher or under the arm temperature of 100° F or higher) shall not be admitted to the day care center while those symptoms persist, and shall be removed as soon as possible should these symptoms develop while the child is in care.
- Illness that prevents the child from participating comfortably in program activities;
- Illness that calls for greater care than the staff can provide without compromising the health and safety of other children;
- Fever with behavior change or symptoms of illness;
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
- Diarrhea
- Vomiting 2 or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration;
- Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious;
- Rash with fever or behavior change, unless a physician has determined the illness to be non-communicable;
- Purulent conjunctivitis (pink eye), until 24 hours after treatment has been initiated;
- Impetigo, until 24 hours after treatment has been initiated;

- Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours;
- Head lice, until the morning after the first treatment;
- Scabies, until the morning after the first treatment;
- Chicken pox (varicella), until at least 6 days after onset of rash;
- Whooping cough (pertussis), until 5 days of antibiotic treatment have been completed;
- Mumps, until 9 days after onset of parotid gland swelling;
- Measles, until 4 days after disappearance of the rash; or
- Symptoms that may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690).

In the event that a child becomes ill while in our care, Parents will receive an illness report documenting the child's symptoms and instructions for return to care (signed by the director and parent) any time a child is sent home due to illness or suspected illness.

If a child is sent home with a fever or illness he/she may not return to the center until they are symptom free for 24 hours or provide a doctor's excuse and are able to comfortably participate in daily activities at the center. Any child that returns before the 24 hours without a doctor's excuse will be sent home.

In addition, anytime an illness prevents a child from participating comfortably in daily activities or requires more care than the teacher can provide without compromising the health and safety of the other children, the ill child will be sent home.

If a minor injury occurs while at Silverleaf, the child will be appropriately treated (ice pack, bandaid, antibiotic cream, etc) and an incident report (signed by parent, teacher, and director) will be provided upon arrival, and a second copy placed in the child's file. If any questionable injury occurs (i.e. a forceful bump to the head) the parent will be contacted and a joint decision will be made regarding the appropriateness of the child remaining for the remainder of the day.

In the event that a child in the care of Silverleaf Children's Academy is seriously injured, the following steps will be taken: If the injury is life threatening, 911 will be called immediately. If first aid is necessary, proper procedures to treat the injury shall begin. In the event of any injury

requiring medical attention, the parent(s) will be notified according to the telephone numbers provided for this purpose.

Silverleaf Children's Academy requires that all children maintain a current physical and shot record on file. The physical must be updated at least every two years, with the exception being school age children who must turn in their most recent school physical.

Field Trips:

Signed permission will be required for any activity taking place off the premises of Silverleaf Children's Academy. Silverleaf will provide information on the event and transportation arrangements. Any employee transporting children to/from the center will be cleared through DCFS for transporting children.

In our school age program (where applicable) field trips may be revoked for children who have displayed inappropriate behavior on a prior trip. Silverleaf Children's Academy reserves the right to determine if this is necessary and will communicate with parents any alternate arrangements that have been made. No activity fees will be refunded under these circumstances.

Insurance:

Silverleaf Children's Academy does not offer insurance coverage for children.

Parent/ Teacher Communication:

Parents are encouraged to communicate with staff members and/or the director in the event of any questions, concerns, etc. Silverleaf Children's Academy maintains an open door policy, welcoming

parents at the center at any time, and also welcomes parent participation in classroom activities and field trips.

Staff at Silverleaf will be available for daily verbal communication with parents to ensure that parents are aware of their child's experience and have the opportunity to communicate important information. A daily sheet will also be sent home with all children infant through preschool age. This sheet will include details on activities, meals, demeanor, rest times, etc...

Silverleaf also maintains a parent phone line that can be used to communicate throughout the day by text or phone call. The parent line number and permission form will be available upon enrollment.

Meals, Snacks, and the Child and Adult Care Food Program:

A certified food service sanitation manager will be on site at all times that food is being prepared and served. The facilities used for preparing food at Silverleaf Children's Academy have been inspected and approved by the Illinois Department of Public Health.

Silverleaf Children's Academy will provide meals and snacks at approximately the following times:

Breakfast	8:30am
Hot Lunch	11:30am
Afternoon Snack	3:15pm

Menus are planned in advance and are posted and available to parents.

We do take part in the Child and Adult Care Food Program. Upon enrollment at Silverleaf, you will be asked to fill out required forms for enrollment into the program. One form an Enrollment Application which is to enroll your child and agree to the days and times that care is provided and the meals served to them by Silverleaf. The other form is an Eligibility Application to determine whether the CACFP will reimburse for your child's meals.

Being part of this program enables us to serve all organic milk, fresh fruits and vegetables, and balanced healthy meals that incorporate additional organic items. The menu at Silverleaf is designed to provide the children a variety of foods that are healthier options than are found at other schools in the area.

Children requiring special diets due to medical reasons, allergic reactions, or religious beliefs must provide written instruction from the medical provider or clergy. Any food substitutions brought into the center for your child must be prepackaged and unopened. Food substitutions will only be granted for the above reasons and with required documentation, and when we are reasonably able to provide the substitution.

We encourage parents to bring treats for holiday and/or birthday parties. However, DCFS requires that the Health Department inspect the kitchen that the treats are prepared in. Therefore, any treats brought to share with the children **MUST** be store bought and still in a sealed package. We will not be able to serve any homemade treats that are brought into the center for the children.

Guidance and Discipline:

Prevention of as many discipline problems as possible is the goal of Silverleaf Children's Academy. Creating positive behaviors is a result of keeping children's interest levels high and frustration

levels low. Silverleaf Children's Academy will employ the following into the daily program to create an atmosphere conducive to positive behavior:

1. Arranging the classrooms to allow children accessibility to materials.
2. Allowing choices in activities and flexibility in classroom routines while maintaining enough rules to ensure a manageable, safe and productive classroom.
3. Providing a balance of both quiet and active pursuits.
4. Including both individual and group activities.
5. Predicting areas of difficulty, both at the individual and group level, and planning techniques to be utilized in the event that a problem does arise.

Playing, learning, friendships and respect for others are all behaviors that are given positive attention. Children will receive positive reinforcements for these behaviors in the form of positive verbal feedback, stickers, stamps, special privileges, etc. Any inappropriate behavior will be redirected or dealt with in accordance to the incident.

Written rules, understandable to the children, will be established and will be posted in each classroom.

Children will be encouraged to resolve their own conflicts whenever it is reasonable and appropriate. However, when it does become necessary to manage or control a child's behavior, the following consequences will be enforced in accordance with the incident:

1. Verbal warning
2. Time out: The child will be told why they are going to time out. The child will then sit for a short time (no more than one minute per year of age) until he/she is able to talk about what happened. The teacher will then discuss with the child why he/she had to sit and how the situation might be handled differently next time.
3. Parent notification of misbehavior will occur by phone or a note home when a discipline problem is recurrent or severe.

The following behaviors are prohibited in *all* childcare settings:

Corporal punishment including hitting, spanking, swatting, 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.

In order to support our staff and program, please know that we expect parents to model appropriate behavior (language, disciplinary measures) while on our premises.

In the event that a child has continued serious behavior issues at Silverleaf that are not improving with general redirection, reward, and consequence methods, a behavior plan may be implemented. This written behavior plan will be developed after a conference with the parents, director, teachers, and (when applicable) any licensed professionals with information specific to the child and his or her needs.

If a child becomes unmanageable, the parents may be asked to remove the child from the center either temporarily or permanently.

Open Door Policy:

Silverleaf Children's Academy will not discriminate against any child. Silverleaf Children's Academy is open to children of all faiths, beliefs, and backgrounds.

The center also maintains an open door policy for parents. Parents are welcome at the center at anytime to visit the classrooms or to observe. Parents are encouraged to communicate with staff and administration any requests or concerns they may have. Additionally, our program adheres to all applicable nondiscriminatory, equal opportunity and Americans with Disabilities laws.

question or if the child or adult verbally explains any type of abuse or neglect, a call will always be placed. Our staff is not required to consult parents before or after a call is placed to the hotline.

Any time that Silverleaf staff or administration have to make the decision as to whether a call should be made to the abuse hotline, the best interest and well being of the child is always the most important and is the determining factor. Our desire is for each child to be happy, healthy and thriving in his/her environment.