



FUNDAMENTALS EARLY LEARNING ACADEMY

**710 W. Macon St
Decatur, IL 62522**

217-542-5993

PARENT HANDBOOK

Effective 01/2025

Fundamentals Early Learning Academy

Our mission is to provide a play based early preschool learning environment that promotes growth across the seven developmental domains within a nurturing atmosphere. Our goal is to promote Kindergarten readiness that surpasses local minimum standards for every child we serve. We are committed to helping your child grow and succeed physically, social-emotionally, linguistically and academically under the guidance of dedicated staff.

Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin, religion, or ancestry.

IJ Enterprises, LTD is legally responsible for the program and the on-site Director has immediate responsibility for the daily conduct of Fundamentals Early Learning Academy's program. The Director can be reached via BRIGHTWHEEL, in person at 710 W. Macon St. Decatur IL 62522, by phone at 217-542-5993, or by email at admin@fundamentalsearlylearningacademy.com

Hours of Operation:

The Academy is open Monday through Friday 7:30 a.m. to 4:30 p.m. Arrival time is between 7:30 a.m. to 9:00 a.m. Children will not be accepted into the academy after this time unless previously arranged.

Daily Program:



We have integrated Nationally recognized EXPERIENCE Curriculum into our successful Kindergarten Readiness program. Utilizing EXPERIENCE, your child's teacher will use books, puppets, music, blocks, puzzles, and manipulatives to inspire a love for learning. While your child plays, they will naturally build 35 foundational skills. These skills are interwoven within the seven developmental domains: social-emotional, physical, language and literacy, math, science, social studies, and creative development. Upon enrollment, you will receive a detailed copy of your child's daily schedule.

Monthly themes and daily lesson plans for preschool, toddlers, and infants are also integrated into the BRIGHTWHEEL app.

Monthly newsletters are provided via Brightwheel and paper copy to keep our parents updated regarding the curriculum and facility in general.

Enrollment:

The academy is open to all children ages 0 to 12 years. We only provide full time slots. Parents and children are encouraged to visit the academy in advance to become familiar with new surroundings. Application forms may be picked up at the early childhood academy office. All forms must be turned in prior to the child's first day of attendance. Physical forms and immunizations must be signed and dated by a physician.

Enrollment Fee:

An enrollment fee of \$40 per family will be charged at the time that paperwork is completed.

Rates:

Payment for all children is due weekly on Monday. This is based on a full day/5 days per week schedule. Each day the payment is late will result in an additional late fee of \$10 per day. After an account is over 3 days, all early childhood services will be discontinued until the account is paid in full.

Under age 2 \$57/day \$285 per week

Age 2 \$46/day \$230 per week

Age 3+ \$40/day \$200 per week

Age 5+ before and/or after school \$20/day \$100 per week

Late Pick Up Policy:

The daycare is open from 7:30 a.m. to 4:30 p.m. and if picked up after 4:30 p.m., there will be a late fee of \$1 per minute. This payment will be due prior to the next time of care for the child. Two late pick ups will result in the discontinuation of all services.

Discharge Policy:

If you wish to withdraw your child from Fundamentals Early Learning Academy, a two week notice prior to the withdrawal is required. If this notice is not given, an additional week's tuition will be charged.

Holidays:

Fundamentals Early Learning Academy will be closed on the following 2025 holidays:

New Year's Day

Martin Luther King Day,

Memorial Day,

Juneteenth,

Independence Day,

Labor Day,

Thanksgiving Day

Christmas Day

We will close early on: Christmas Eve, New Year's Eve.

If any of these days fall on a weekend, the Holiday will be observed on the day of Fundamentals Early Learning academy's choice; these days are subject to change annually but will be posted at all times.

Arriving/Departing:

Children must be accompanied into the academy by the parent or a designated person on the drop off/pick up list and personally taken to their classroom to be signed in with their teacher. Always tell your children that you are leaving and do not sneak away, even if this means tears. It is very seldom that a child continues to cry when the parent is out of sight. If a child continues to cry for an extended period of time, we will contact the parent.

Children will not be accepted into the academy after 9:00 a.m. unless previously arranged.

Children must be picked up by the parent or a designated person on the drop off/pickup list. No child **will** be released to an unauthorized person at any time for any reason.

IDHS Childcare Assistance Program:

We have a contract with IDHS to provide income-based early childhood services to those parents whose income meets the guidelines. Parents are required to pay a small co-pay. Inquire at the Director's office for information.

Teacher/Child Ratio:

Classroom assignments will be made in the following order and child/staff ratio:

Birth-14 months: 1 teacher per 4 children (Maximum 4)

15-23 months: 1 teacher per 5 children (Maximum 15)

2-3 years old: 1 teacher per 8 children (Maximum 16)

3-4 years old: 1 teacher per 10 children (Maximum 20)

5+ years: 1 teacher per 20 children (Maximum 30)

Communication:

The academy has a bulletin board located at the front of the facility to communicate information to parents. Each individual classroom will also have a bulletin board to communicate with parents. Parents are able to schedule parent-teacher/director conferences as needed.

Potty Training:

Potty training shouldn't be rushed; it is important that your child is psychologically **and** physically ready for training. Diapers should be worn until your child is ready to begin this process and should not be transitioned into pulls ups prior to. Pull Ups must be provided by the parent/guardian during this transition period, no regular style training pants or underwear will be used until your child maintains 2 continuous weeks of bladder/bowel control; of course, if your child regresses after this 2-week period we will assess the next step.

Birthdays:

A child may celebrate his/her birthday and provide special treats for all the children in their classroom, if parents notify the teacher in advance. Small cupcakes, cakes or cookies may be provided, but must be prepackaged. Please do not send gum, hard candy, or gifts.

Personal Belongings:

No personal items will be allowed into the academy other than required items such as diapers, change of clothes, etc. Each child will be provided with a cubby for outside gear such as coats, rainboots, etc.

Transportation:

Parents must make necessary arrangements to provide transportation to and from the academy. Parents are discouraged from leaving their vehicles idling while picking up their child. A transportation plan must be completed and signed by the parent authorizing travel via bus to/from local schools.

Field Trips:

Permission forms for trips, excursions and public park facilities are to be completed upon enrollment. Additional specific permission forms may be required. All field trips are under the supervision of Fundamentals Early Learning Academy staff. Health and safety precautions are taken in compliance with DCFS standards.

Guidance and Discipline:

No form of corporal punishment or verbal abuse is ever used. Redirection is used as a first resort. Positive Discipline training has been provided to our staff. It is our belief that positive behaviors will increase when reinforced and negative behaviors will decrease when they are not reinforced. Children will not be punished for toilet accidents.

Discipline shall never be associated with rest periods, toilet training, or food. Discipline shall be the responsibility of adults who have an ongoing relationship with the child. The Director will work with the parents to discuss any behavior issues and find a solution. Restraint may only be used for safety reasons.

Conflict Resolution:

All parents are to first meet with their child's teacher regarding any issue. Then, if they still feel the issue has not been resolved, then the parent is to speak with the Director regarding the issue. The Director will then schedule a meeting with the teacher, parent and Director to resolve any outstanding issues.

Confidentiality:

You and your child's right to privacy is important to our academy. All information provided to us by you is confidential and seen only by administration staff, staff directly responsible for the care of your child, and our DCFS licensing representative. At no time will your child's information be given out without your consent.

Emergency Medical Care:

Permission forms for emergency medical care are to be completed upon enrollment. In the event of an emergency, a parent will be notified immediately. If the parent is unavailable, we will then contact the emergency contact.

Health Requirements:

Your child may not attend if he/she is experiencing the following symptoms: 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 in the previous 24 hours; 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 noncommunicable; Purulent conjunctivitis, 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

This is for the child's well-being as well as for the protection of the other children. If symptoms develop during the day, the child will be isolated until someone can come and get them. The children must be free of symptoms for 24 hours unmedicated before returning to the academy. Parents will be notified of communicable diseases contracted by any child at the academy, so symptoms can be watched.

In the event of illness or accident while the child is in attendance, medical expenses incurred are the responsibility of the parent.

Medication:

Permission forms for prescription and over the counter medicine are to be completed upon enrollment. However, if it is necessary to give medication during the day, all medicine must be accompanied by written instructions on the bottle: child's name, doctor, dosage, method and time. Medicine slips must be filled out at the beginning of each month and given to the child's teacher. Medicine slips can be picked up in the

Director's office. Teachers may only give medication when it is authorized by the parent on the medication sheet including the time, date, amount, method and type of medication. After medication is given, each teacher is to keep a record of the same on the medication sheet. Medication will be properly labeled and stored in a designated refrigerator, outside the classroom and out of the reach of children. Prescription and non-prescription medication must be in the original container and properly labeled and stored in a locked container or in a refrigerator with non-food items. At no time will medication be given to a child if the expiration date on the bottle has passed. Over the counter medication requires BOTH written permission from the parent/legal guardian and instructions from the licensed health provider. Sniffles and minor problems due to the common cold or teething are still welcome.

Photo/Video Release:

Permission forms for photo and video use are to be completed upon enrollment. However, children enrolled in the academy may be in photos or videos used for promotion materials including, but not limited to, newsletters, flyers, posters, brochures, advertisements, fundraising letters, annual reports, and submissions to journalists, websites, social networking sites, and other print and digital communications, without payment or any other consideration.

Insurance:

All children at the academy are covered under general liability insurance.

Religious Observation:

A family whose religious beliefs conflict with our practices, policies, and/or schedule, and who seeks a religious accommodation must complete our written request for accommodation form and include the type of religious conflict and the suggested accommodation. Fundamentals Early Learning Academy takes these requests seriously and will evaluate the request to determine if an accommodation is available that is reasonable without creating a hardship among the company and/or staff. If the proposed accommodation is accepted, the accommodation will be implemented immediately.

Alternative Diet Policy:

A child requiring a special diet due to medical reasons, allergic reactions or religious beliefs shall be provided with meals and snacks according to the written instructions of the child's parents, clergy and/or the child's medical provider. If Fundamentals is unable

to provide a special diet due to undue hardship or expense for the child care center, meals or portions of meals shall be provided by the parent upon written agreement of the parent and the center. The parent shall be responsible for the safety of food brought into the center. Information regarding special diets will be obtained during enrollment.

Lead Testing:

Any day care center serving children under 6 years of age housed in a building constructed on or before January 1, 2000 shall be subject to lead in water testing by an IEPA laboratory or an IEPA-certified laboratory. Lead in water testing was performed in November 2022. Results were negative.

Progressive Late Pick Up Policy:

If parent/guardian fails to pick up child(ren) by closing at 4:30 pm without notification to Fundamentals Early Learning Academy as to the late pick up, then the following process will take place:

- First 15 minutes, Fundamentals will attempt to notify parents.
- Second 15 minutes, Fundamentals will attempt to contact any emergency persons listed on file.
- If after 30 minutes of failed attempts, the parents or emergency persons cannot be contacted, Fundamentals will contact DCFS and local police.

I/we, _____ parent(s) of, _____
hereby certify that I/we have received a copy of and agree to the terms written in
Fundamentals Early Learning Academy's parenting handbook.

Child(ren): _____

Date: _____

Parent(s) Name:

Parent(s) Signature:

Parent(s) Name:

Parent(s) Signature:

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