

**DIANA'S PLAYPEN OF LITTLE GENIUS'S INCORPORATED OF CHICAGO**  
**PARENT HANDBOOK**



**Prepared by:**

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Dear Parents or Guardians :

Welcome to Diana's Playpen of Little Genius's Incorporated. I would like to thank each and every one of you for choosing Diana's Playpen of Little Genius's Incorporated for your child's learning environment. As the Director at Diana's Playpen of Little Genius's Incorporated, my responsibility is to maintain a safe, healthy and creative learning environment for your children. Please feel free to contact me if you have any questions and concerns regarding our institute.

Thank you,

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## **OUR PHILOSOPHY**

Diana's Playpen of Little Genius's Incorporated provides a quality family-centered child care and early education program benefiting the child, the parent, the staff and the community. We provide a warm environment in which the children are valued and respected as exceptional individuals. Professional staff encourages each child to creatively express him or herself through developmentally appropriate activities. The foundation of our curriculum includes language, art, music and physical activity to stimulate children's intellectual and creative abilities. We afford opportunities for children, parents, staff and the community.

- To contribute to the vigorous growth and development of its children
- To develop a child's strong sense of self. They are encouraged to explore concepts and develop intellectual curiosity.
- To secure highly specialized care for children
- To facilitate and meet the need for quality early childhood education services in the community

## **MISSION STATEMENT**

Diana's Playpen of Little Genius's Incorporated provides a quality, supportive, family-centered child care and early education program for young children, from six weeks to six years old, in a nurturing and safe environment while their parents pursue careers or educational interests. We provide a warm environment in which the children are valued and respected as brilliant individuals. Professional staff encourages each child to creatively express him or herself through developmentally appropriate activities.

We afford opportunities for children. We seek to develop a child's strong senses of self. They are encouraged to explore cognitive, social/emotional, intellectual, and language development. We change everyday lives through highly specialized care for children.

## **APPROACH**

Researchers have been confirming for years that children do their most important learning before they reach the age of five. Therefore, everything we do at Diana's Playpen of Little Genius's Incorporated, including providing children with lots of love and attention, involves early childhood development.

We begin with an age-appropriate environment that encourages children to learn, play and explore with books and blocks, toys and musical instruments. You name it, we build children's math skills through devices such as counting with sticks; they explore agriculture through planting seeds in a garden. If you're a young child, you'll find an endless assortment of activities that'll engage your interest and stimulate your mind. Most importantly, at the heart of every project and activity, there's a highly-trained teacher along with an age appropriate curriculum to guide a child along a successful learning path. Since children learn differently than adults, they require constant hands on experience with attentive and affectionate teachers. More importantly, they necessitate enthusiasm, encouragement and the challenge of becoming self-motivated about learning. At Diana's Playpen of Little Genius's Incorporated it is our mission to help children learn and grow.

Our guiding principle is to help your child master the skills necessary to succeed in school and in life. We believe in building a child's strong sense of play, whether you are looking for a nurturing start for your infant or toddler, a preschool or kindergarten, or an engaging after school experience, you'll find a well-rounded program at Diana's Playpen of Little Genius's Incorporated.

Our Preschool Program is at the heart of our early childhood program. It has a step-by-step curriculum, where we build toward and expand from a strong academic foundation, with age-specific classrooms.

Each program fosters whole-child development, helping your child grow physically, intellectually, emotionally, and socially. Our experienced teachers bring learning to life, sharing their every day enthusiasm and wisdom.

“Ways we’ll help Your Child Development”

Each of our educational programs contains activities and lessons that foster development in these critical areas:

- Cognitive Development
- Language Development
- Social/Emotional Development
- Physical Development

**DIANA’S PLAYPEN OF LITTLE GENIUS’S INCORPORATED STAFF**

DIANA’S PLAYPEN Team

There will be an early childhood education teacher and one to two assistants, depending on the classroom enrollment and ages of the children in each classroom.

All staff members are requested to maintain a professional relationship with all parents/guardians. Staff is not encouraged to provide any services such as babysitting, tutoring, etc. outside their working hours. Any such services being provided by staff member is not covered by DIANA’S PLAYPEN and DIANA’S PLAYPEN cannot be held responsible for any incidents that may arise. All staff meets the requirements for DCFS standards.

Outside Support Staff

DIANA’S PLAYPEN does have occasional situations where outside teaching staff is brought into the center. These occasions include volunteers, interns and substitute teachers. DIANA’S PLAYPEN, in general, limits the number of volunteers it uses to those in teaching programs or related to our teaching positions. However, all volunteers are required to meet the same qualifications as our temporary employees, which include credentials, background clearances, medicals, and reference checks.

Internships for college students are provided in a supervised practicum experience in all the areas of early childhood education and other disciplines. All interns must meet the DCFS and background clearances.

In the absence of our regular staff, substitute classroom staff will be employed by an employment agency that meets our DCFS requirements. All substitute staff meet licensing requirements and are experienced in their area of responsibility. In addition, all staff and consultants in Diana’s Playpen of Little Genius’s Incorporated for more than eight (8) hours must be fingerprinted by DCFS.

**RIGHTS AND RESPONSIBILITIES OF PARENTS**

**Rights**

1. To be allowed the opportunity to become involved in my child's school.
2. To be trained and kept up-to-date on all services provided for my child and his/her progress and development.
3. To be treated with respect and with a sense of appreciation for my services as a volunteer.
4. To be given the opportunity to voice my ideas or opinions about matters affecting the program and its operation.

**Responsibilities**

1. To become actively involved with my child's school and participate as often as possible.
2. To learn about my child's progress and special learning needs.
3. To work cooperatively with the staff and parents.
4. To support my child's school.
5. To be pleasant and courteous with staff.
6. To attend regularly scheduled meetings each month.
7. To send my child to school unless she/he is ill.
8. To obey all school rules.
9. To ask questions about anything I do not understand.
10. To participate in homework activities with my child.

## **PARTICIPANT RIGHTS**

You have the following rights under Illinois law:

### Copy of Records

You are entitled to inspect the medical record Diana's Playpen of Little Genius's Incorporated has generated about you. We may charge you a reasonable fee for copying and mailing your record.

### Release of Record

You may consent in writing to the release of your records to others for any purpose you choose. This could include your attorney, employer, or others who you wish to have knowledge of your care. You may revoke this consent at any time, but only to the extent no action has been taken in reliance on your prior authorization.

### Contacting You

You may request that we send information to another address or by alternative means. We will such a request as long as it is reasonable and we are assured it is correct. We have a right to verify that the payment information you are providing is correct.

### Amending Record

If you believe that something in your record is incorrect or incomplete, you may request we amend it. To do this, contact your Program Manager and ask for the Request to Amend Health Information form. In certain cases, we may deny your request. If we deny your request for an amendment you have a right to file a statement indicating that you disagree with us. We will then file our response and your statement and our response will be added to your record.

### Questions and Complaints

If you have any questions, or wish a copy of this Policy or have any complaints, you may contact your Program Manager in writing for further information.

### Changes in Policy

Diana's Playpen of Little Genius's Incorporated reserves the right to change its Privacy Policy based on the needs of the practice and changes in State law.

## **PLEDGE TO EXCELLENCE AND QUALITY**

DIANA'S PLAYPEN is devoted to distributing high quality care to the children and families it serves. DIANA'S PLAYPEN adheres to stringent guidelines on performance, excellence and service. As confirmation of our pledge to excellence and quality, we provide highly skilled staff, tailored care, and we make every effort to accommodate our parent's needs.

DIANA'S PLAYPEN is licensed through the city and the State of Illinois. State licensed facilities must meet certain operating and management standards, as DIANA'S PLAYPEN does. A copy of the current licensing regulations is available for examination the Program Manager's office. DIANA'S PLAYPEN tracks accreditation to assure that children and families receive the highest quality care obtainable.

As part of our ongoing commitment to qualify, DIANA'S PLAYPEN has built a child development program dedicated to:

**BEING SAFE**

- Tight security standards and procedures (e.g., cameras and documentation)
- Licensed by the State of Illinois

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**STIMULATING THE MIND**

- Creative approach to learning using a diverse curriculum
- Diverse teaching staff, including teachers with bi-lingual skills
- Highly trained teachers and assistants

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**HAVING FUN**

- Extra curricular activities (e.g., field trips, dramatic play, outdoor activities)
- Passionate staff that enjoys teaching
- Learning activities that are appropriate for each child's developmental age

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**STAYING CONNECTED**

- Ongoing communication with parents and family members
- Monthly overviews and parent letters
- Request parent involvement in child's developmental progress

**HOURS OF OPERATION/HOLIDAYS**

DIANA'S PLAYPEN is a year-round program, open Monday through Friday. Diana's Playpen of Little Genius's Incorporated's hours of operation are 6:00 a.m. to 6 p.m. These hours were chosen to help accommodate a wide range of work schedules. Diana's Playpen of Little Genius's Incorporated is closed on weekends, federal holidays and at various other times during the year (e.g., routine maintenance and staff training). Parents are provided a yearly calendar that lists Diana's Playpen of Little Genius's Incorporated's holiday and closing schedule. In addition, information is posted in Diana's Playpen of Little Genius's Incorporated and memos are provided to remind parents of closure dates. The table below lists the holidays observed by DIANA'S PLAYPEN. Diana's Playpen of Little Genius's Incorporated will be closed on these days.

**-DIANA'S PLAYPEN Observed Holidays -**

<b>Month</b>	<b>Holidays (Diana's Playpen of Little Genius's Incorporated closed)</b>
<b>January</b>	New Years, Martin Luther King Day
<b>February</b>	President's Day
<b>May</b>	Memorial Day
<b>July</b>	Independence Day
<b>September</b>	Labor Day
<b>October</b>	Columbus Day
<b>November</b>	Veteran's Day
<b>December</b>	Christmas Eve ( half day at DIANA'S PLAYPEN), Christmas Day



It should be noted that parents are responsible for full tuition on all days Diana's Playpen of Little Genius's Incorporated is closed. Parents can pay a small amount weekly to cover the cost during closing dates.

### **Inclement Weather**

During inclement weather the institute may be closed or have the need to close early. DIANA'S PLAYPEN follows the city's closure plans for weather conditions to determine when and if the childcare at Diana's Playpen of Little Genius's Incorporated will close. The institute will also notify each parent of early closure by 6 a.m. of that day. In addition if Diana's Playpen of Little Genius's Incorporated closes early during the day due to inclement weather, parents will be notified immediately and expected to pick their child up promptly.

### **ARRIVAL & DEPARTURE PROCEDURES**

#### Arrival Procedures

Children are expected to arrive at Diana's Playpen of Little Genius's Incorporated by 10:00 a.m. each day, unless special arrangements have been made with the Program Manager in advance. Children are asked to arrive by a certain time so that Diana's Playpen of Little Genius's Incorporated management can determine room-by-room basis staffing requirements and food amounts. If a child is going to be late, parents must notify Diana's Playpen of Little Genius's Incorporated no later than 8:30 a.m. that given day. All children arriving after 10:00 a.m. will be charged a fee of \$10.00 (per child). This fee will be incurred even if the parent has called to inform Diana's Playpen of Little Genius's Incorporated that they are running late. Exceptions will be made for certain circumstances at the discretion of the Program Manager. Breakfast will be served to all children who arrive by 9:00 a.m. (No Exceptions)

#### Departure Procedures

Parents are asked to arrive at Diana's Playpen of Little Genius's Incorporated at least 10 minutes before Diana's Playpen of Little Genius's Incorporated closing time (i.e., 5:50 p.m.) so as to have enough time to pack your child's belongings and leave Diana's Playpen of Little Genius's Incorporated by 6:00 p.m. Parents that arrive late (after 6:00 p.m.) will be charged a fee of \$10.00 (due at the time of pick-up). There is an additional charge of \$1.00 for every minute after 6:05 p.m. that a parent arrives. Diana's Playpen of Little Genius's Incorporated maintains a strict adherence to the 6:00 p.m. closure time. If it is after 6:00 p.m. and the family has not called Diana's Playpen of Little Genius's Incorporated to alert them of their tardy arrival DIANA'S PLAYPEN staff will call the other names listed on the family's emergency card. If none of these contacts are available, Diana's Playpen of Little Genius's Incorporated will contact the local police after 30 minutes from the closing time of Diana's Playpen of Little Genius's Incorporated.

### **VISITATION ABSENCES/WITHDRAWALS**

**Visitation:** Parents are encouraged to visit Diana's Playpen of Little Genius's Incorporated and are welcome to participate in their child's education. This Institute has an open door visitation policy.

**Absences:** In the event a child will miss attending DIANA'S PLAYPEN, it is the responsibility of the parent/guardian to notify Diana's Playpen of Little Genius's Incorporated of the child's absence. Diana's Playpen of Little Genius's Incorporated must be notified of all absences for programing purposes.

If the child is absent from DIANA'S PLAYPEN due to illness, a note from the child's doctor may be required (if child absent for more than five days) before the child may return. DIANA'S PLAYPEN does not provide refunds or credits for time missed due to illness, vacation or other absences at the parent's discretion.

**Withdraw:** Withdraw is defined as removing a child from the enrolled program. A parent may withdraw their child from the program any time. DIANA'S PLAYPEN also reserves the right to withdraw children from the program due to missed payments and/or ongoing behavioral problems. Children that are asked to leave Diana's Playpen of Little Genius's Incorporated due to behavioral issues will do so in accordance with DIANA'S PLAYPEN behavioral guidelines. It should be noted that DIANA'S

## ***Diana's Playpen of Little Genius's Incorporated - Parent Handbook***

PLAYPEN makes every effort to keep children enrolled in the program. Children that present behavioral problems will be given the opportunity to modify their behavior before extreme action is taken. No refunds or credits are given if a child is withdrawn from the program.

Parents that wish to withdraw their child from DIANA'S PLAYPEN must notify Diana's Playpen of Little Genius's Incorporated in writing 21 business days before the child's last day. Parents are billed 21 working days for official withdrawal based on the initial date Diana's Playpen of Little Genius's Incorporated receives the written or faxed withdrawal letter. This fee is non-negotiable and applies to both full and part-time students. This policy also applies to children who are graduating from the institute.

### **GETTING ON TRACK**

Diana's Playpen of Little Genius's Incorporated is excited to have new children join our program. To ensure that the enrollment procedures occur smoothly and that a child is best prepared to join our program, certain guidelines should be followed. The section below provides an overview of placement and enrollment procedures (including required paperwork). Also discussed is proper attire and items, a child needs to bring to school.

### **REGISTRATION/ENROLLMENT**

#### **Placement**

Children are enrolled on a first-come-first-serve basis, based on the number of slots open in the program. Inquiries and referrals are accepted over the telephone and in person at Diana's Playpen of Little Genius's Incorporated administrative office. To help plan for actual enrollment, parents are provided with approximately two weeks notice when a space becomes available for their child. Placement openings will be held for no longer than three school days after notification of an opening occurs.

Once a child has received placement, enrollment procedures begin. An initial registration form must be completed a \$50 registration fee. Siblings enrolling at the same time will receive a 10% discount on each additional child.

During the registration process, families are asked to schedule a parent/child interview. During this interview information is collected including family history, previous childcare, health and nutrition background, basic demographics, developmental overview and emergency contact information. **No child will be admitted to Diana's Playpen of Little Genius's Incorporated without the completed enrollment form on file with current information.** Parents are required to keep Diana's Playpen of Little Genius's Incorporated informed of any changes to the required information outlined above, particularly emergency contact individuals and phone numbers.

### **WHAT TO BRING TO SCHOOL**

Children will need to have various items at school to ensure their comfort and well being during the day. The table below provides a list of these items by age-group. All items provided to DIANA'S PLAYPEN must be properly and clearly labeled with your child's name (e.g., all cloths, blankets, diapers, etc.). We suggest using permanent ink on all items. Parents are also asked to keep their child nicely groomed, including keeping their child's nails clipped.

<b>Class Room</b>	<b>Age Range</b>	<b>What Child Needs at School</b>
<b>Infants Pre-Toddlers</b>	6 wks-2 years	Diapers & Diaper Products (wipes, powder, ointment) Several bottles -food Preferences (soy products) Daily Change of Clothing (appropriate for season) Blanket/Pacifier/Bibs
<b>Toddlers</b>	2-3 years	Diapers/Pull-ups & Diapering products (wipes, powder, ointment) Daily Change of Clothing (appropriate for season)
<b>Preschool</b>	3-6 years	Diapers & Diapering Products (wipes, powder, ointment) Daily Change of Clothing (appropriate for season) Toothbrush & Toothpaste

## ***Diana's Playpen of Little Genius's Incorporated – Parent Handbook***

It is against licensing standards for Diana's Playpen of Little Genius's Incorporated to wash any clothes that may become dirty while the child is at school. Rather, dirty clothing will be secured in a plastic bag and sent home with the child at the end of the day. DIANA'S PLAYPEN is not responsible for any clothing, jewelry, or toys sent to the school for daily play. Therefore, we encourage parents to send kids to school with clothes that are durable for outdoor play and indoor activities.

It is the parent/guardian's responsibility to make sure that their child has the supplies they need on hand at all times. DIANA'S PLAYPEN is not responsible for any items that are lost or stolen. If any child does not have a change of clothes due to accidents, the parents/guardians will be called by the teacher to pick their child up or bring a change of clothes. As mentioned before, Diana's Playpen of Little Genius's Incorporated is not obligated to wash soiled clothing.

### **WHAT NOT TO BRING TO SCHOOL**

DIANA'S PLAYPEN is equipped with many nice toys, games, books, and equipment for children to play with during their time at the program. Because there are already so many choices, DIANA'S PLAYPEN does not allow children to bring their toys to school with the exception of a "transition item". DIANA'S PLAYPEN is not responsible for any personal toys or games that are lost, stolen, damaged or destroyed. DIANA'S PLAYPEN also asks that parents not allow their children to bring candy, gum, chocolates, or other food to school, unless the food is a substitute food for children with food allergies or special family diet practices.

### **CHILD HEALTH & SAFETY**

The policies and guidelines outlined below are designed to keep all children and staff at DIANA'S PLAYPEN healthy and safe while at Diana's Playpen of Little Genius's Incorporated.

#### **Illness & Allergies**

##### **Illness Policies**

The objective of the illness policy is to uphold a safe and healthy environment for all children at DIANA'S PLAYPEN. Our staff pays close attention to the ongoing health and well-being of all children enrolled so that all children can participate as healthy individuals. Any child that exhibits symptoms which indicate a medical condition (as noted in the table below) will be closely watched, the condition documented, and a parent informed. In some situations, a parent may be called to pick up a child from Diana's Playpen of Little Genius's Incorporated. DIANA'S PLAYPEN does have a registered nurse affiliated with the program. The nurse visits the program on a regular basis and is always "on-call" to provide medical advice as needed. The nurse also provides training and consultative services to staff and parents as needed.

Parents are asked to keep a child home from school if they show signs of being sick (e.g., fever, vomiting, diarrhea, and etc.). Exclusion from Diana's Playpen of Little Genius's Incorporated for a medical reason is required for the following:

- Medical condition prevents the child from participating comfortably in program activities
- Illness results in greater amount of care than the childcare staff can provide
- If condition compromises the health and safety of the other children of DIANA'S PLAYPEN staff (e.g., virus, flu)

If a child is at school and becomes ill or has a condition that warrants attention from a nurse/doctor or the parent/guardian, that individual shall be notified immediately by Diana's Playpen of Little Genius's Incorporated staff. It is the sole responsibility of the parent to pick up the child within **one hour** of being notified. Should a situation arise whereby a parent cannot pick up their child within one hour, they must notify the Program Manager to inform him or her of the delay and make other arrangements. This policy is strictly enforced to ensure the health and safety of all children in Diana's Playpen of Little Genius's Incorporated. Failure to comply with this policy may result in possible discipline.

**Diana's Playpen of Little Genius's Incorporated – Parent Handbook**

The table below lists medical conditions that may exclude a child from Diana's Playpen of Little Genius's Incorporated and the policies associated with the child returning to Diana's Playpen of Little Genius's Incorporated.

**-Illness Policy Overview**

<b>Illness</b>	<b>DIANA'S PLAYPEN Exclusion Criteria</b>
<b>Fever of 100°F or Higher</b>	Children will be excluded for a temperature of 100° F or higher rectally, or 99° F auxiliary (under the armpit), accompanied by behavior changes. Children may receive Tylenol provided they have a current order from their health care provider on file (e.g. in case of teething) a signed parent permission slip. If the fever responds to the Tylenol within 1 hour they may remain at school until the parent can pick up the child. If the child does not respond to the Tylenol, they will need to go home immediately and they will be excluded from school the following day. If Diana's Playpen of Little Genius's Incorporated Nurse sees the child and suspects a specific illness (e.g. flu or viral infection), the Nurse's recommendation for treatment will be followed and the child must be picked up.
<b>Runny Nose</b>	Child may be sent home if their nose is draining a yellow or green color and is not allergy related. If the runny nose is due to allergies, a doctor's note must be on file.
<b>Cough with Yellow or Green Phlegm</b>	Cold symptoms (i.e., runny nose, cough, persistent congestion) will not necessarily exclude a child from Diana's Playpen of Little Genius's Incorporated. The child will be excluded for a runny nose and/or cough that are not discounted as allergy related and the discharge of phlegm is yellow or green indicating an infection. The child will be excluded until symptom free. In some cases, the child must have clearance from his/her care provider to return to school.

<b>Rashes on the Body</b> (except diaper rash or poison ivy)	Child will be excluded until a health care provider determines symptoms do not indicate a communicable disease.
<b>Diarrhea</b>	Child will be excluded after three diarrhea stools for a minimum of 24 hours and/or until diarrhea free (e.g. if the child has loose bowel movement late in the afternoon and then returns to school the next day and has two more loose bowel movements within 24 hours of the first one, the child will be excluded until he/she is cleared of the virus for the next 24 hours). During peak seasons of outbreaks of diarrhea you may be requested to have a stool culture. This policy is based on the recommendation from the Commissioner for Public Health Disease Control. If a child's diarrhea is due to teething, a child can continue to attend Diana's Playpen of Little Genius's Incorporated with a doctor's written statement documenting that the cause of the child's diarrhea is related to teething.
<b>Vomiting</b>	The child will be excluded after two or more episodes of vomiting. He/she may return after the 24 hour vomiting period is resolved, or in some cases until a health care provider determines the illness to be non-communicable and the child is not in danger of dehydration.
<b>Conjunctivitis</b> (pink eye)	The child will be excluded from the facility until 24 hours of treatment has started. He/she may not return until a health care provider has seen him/her and treatment has been initiated for 24 hours. The child will need a doctor's clearance including diagnosis and treatment prescribed before returning to Diana's Playpen of Little Genius's Incorporated.
<b>Impetigo</b>	The child will be excluded from the facility until 24 hours after treatment has started. The child will need a doctor's clearance including diagnosis and treatment prescribed.
<b>Sore Throat</b>	The child will be excluded from the facility until 48 hours after treatment has started. He/she may return after treatment has been initiated and he/she is fever free for 24 hours.
<b>Not Feeling Well</b>	When interest in activities or activity level is greatly reduced.
<b>Lice</b>	The child will be excluded from the facility. He/she may return 24 hours after treatment has been initiated. An examination will be completed to ensure that he/she is nit free.
<b>Chicken Pox</b>	The child will be excluded from the facility. He/she may return after sores have dried and scabbed over. The child will need a doctor's clearance.
<b>Ringworm</b>	Child can be included with ringworm; however, the child will be excluded if ringworm appears in scalp and may return only after being seen by a health care provider with treatment initiated. He/she will need to return with a doctor's clearance. Ringworm on the body will not lead to exclusion if the ringworm remains covered at all times while at the facility and an over the counter treatment with antifungal medicine has been initiated. If, however, the condition does not improve you may be required to have the child seen by his/her health care provider, returning with a doctor's clearance.
<b>Mouth Sores and Drooling</b>	The child may be required to submit a doctor's statement based on frequency.

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The child may be excluded from DIANA'S PLAYPEN until a health care provider determines the medical condition is under control and not infectious to other individuals. Children may return to DIANA'S PLAYPEN with a doctor's clearance. If a child becomes ill with any of the above symptoms while attending Diana's Playpen of Little Genius's Incorporated, staff will notify the child's parent/guardian immediately. Parents/guardians will be expected either to pick up their child within one hour of being notified by Diana's Playpen of Little Genius's Incorporated, or to make arrangements for an alternative person listed on the emergency form to pick up the child.

Parents are asked to inform DIANA'S PLAYPEN staff and administration if their child has been exposed to or is diagnosed with chicken pox, rubella (German measles), roseola, lice, or other common childhood illnesses. It is crucial that other families be notified of their child's possible exposure to these illnesses. In the case of contagious illnesses, parents are required to keep the child at home until you obtain a written statement from the child's doctor that the child is free of contagious illness and may return to school.

### Allergies

Parents/guardians are responsible for notifying Diana's Playpen of Little Genius's Incorporated in writing of any allergies their child has (e.g., pollen, dust, food, bee stings, personal hygiene products, etc.). Parents are also advised to talk with their child's teachers about any allergies their child has, so that teachers can be aware of symptoms and necessary treatment.

Parents are responsible for providing the DIANA'S PLAYPEN with any other information on their child's medical conditions upon enrollment or as the parent become aware of them. All parents/guardians are required to sign a form releasing Diana's Playpen of Little Genius's Incorporated from liability for harm resulting from exposure to allergens or contagions.

### **Medications**

If a child requires medicine during their time at DIANA'S PLAYPEN, proper documentation is required. No medication will be given on an "as needed" basis. To ensure the safety of all children, medication is only administered at DIANA'S PLAYPEN under the guidelines listed below.

- **Proper Documentation** - Children that need any kind of medicine administered (i.e., continued antibiotic therapy, over-the-counter medication) must provide documentation from a physician stating the child's diagnosis, prescribed dosage, and administration instructions. The documentation must be submitted to DIANA'S PLAYPEN Program Manager/Director. The institute will not honor any faxed consents for medication administering unless original was presented.
- **Packaging/Labeling** - All medication must be labeled, and the dates and times of administration and expiration must be clearly identified. All over the counter medication must be provided in a sealed container and will remain at Diana's Playpen of Little Genius's Incorporated while medicine is being administered. Parents may take the remainder of the contents of their medicine home for future use after the medication regimen has expired at Diana's Playpen of Little Genius's Incorporated.
- **Administration** – No staff person may administer medication without the approval of the Program Manager/Director and the signed consents from the parent/guardian and Doctor. If the Program Manager/Director is not present, chain of command must apply to approval for medication administration. During the administration process, the medication will be logged in the "medication administration log" with the date, time, dosage, and type of medication. The person will sign on the appropriate line of the approved log sheet with the Director's and the parent's signature.
- **Prolonged Therapy** – No over the counter medication will be administered for longer than three consecutive days. If the child is in need of prolonged medication, the physician must prescribe the medication and the parent must provide documentation from the staff administering that the child's illness is not contagious.
- **Storage** – All medications will be kept locked in a designated medicine cabinet unless the medication requires refrigeration.

## ***Diana's Playpen of Little Genius's Incorporated – Parent Handbook***

### **Medical Emergencies**

In the case of a medical emergency or serious injury requiring treatment, supervising staff may make the decision to call Emergency Medical Technicians (EMTs). Every effort will be made to establish contact with parents prior to making this decision; Parent/Guardians are responsible for any costs incurred in such emergencies.

For less serious injuries (e.g. scratches, bruises, bumps), parents will be notified by phone. If parents cannot be reached phone, a note will be sent home with the child at the end of the day.

### **Reporting Child Abuse/Neglect**

Staff is required by law to report suspicions of child abuse or neglect to Child Protective Services. Suspicion will be determined in staff team meetings involving the Program Manager, Director and Teaching Staff. Every effort will be made to discuss the situation with families prior to making the report. Each year, staff receives training from Child Protective Services on recognizing signs of possible abuse or neglect.

### **Diana's Playpen of Little Genius's Incorporated Security**

Every effort is made by DIANA'S PLAYPEN to keep children and staff safe while on Diana's Playpen of Little Genius's Incorporated premises. Security cameras are also positioned throughout Diana's Playpen of Little Genius's Incorporated and monitored regularly by Diana's Playpen of Little Genius's Incorporated manager.

All staff hired by DIANA'S PLAYPEN goes through extensive **background checks** before being hired. We perform due diligence checks on all potential candidates including checking employment and personal references, conducting criminal background checks, and performing drug screening tests. Original transcripts and/or registrations/licenses/certificates are collected to verify education and credentials. For persons with a state residency of less than five years, federal record checks are made. In addition, once hired, individuals are subject to additional random drug testing.

### **Emergency Procedures**

There may be rare occasions during which DIANA'S PLAYPEN may need to close due to emergency circumstances beyond our control, such as extended loss of electrical power. If Diana's Playpen of Little Genius's Incorporated is unable to open due to such an emergency, staff will call your home before 7:00 a.m.

### **Evacuation Policy**

DIANA'S PLAYPEN conducts routine fire drills throughout the year. The decision to evacuate the center may be made by the Program Manager or if the Program Manager is not present, the Director will follow appropriate procedures in the event of an emergency. If DIANA'S PLAYPEN is evacuated, children will be taken to a designated "safe haven."

**TUITION AND FEES :**

DIANA'S PLAYPEN tuition is based on level of care provided (takes into account staff-child ratios). Tuition varies from classroom to classroom. Parents have numerous payment plan options. Parents must inform Diana's Playpen of Little Genius's Incorporated as to which payment plan they choose prior to their child's start date. Parents must adhere to this plan throughout enrollment. Three plans are available for tuition payment. All payments are due by the 1<sup>st</sup> day of the month; if the 1<sup>st</sup> day falls during the weekend, the payment is due the very first Monday after the 1<sup>st</sup> and no later than the 5<sup>th</sup>. Payments are late after the 5<sup>th</sup> of each month.

- **Monthly Payments** – pay full tuition once a month. Monthly tuition payments are due by the 1<sup>st</sup> of the month. Any tuition paid after the 5<sup>th</sup> will incur a \$10.00 per week late fee.
- **Bi-weekly Payment** – Pay tuition every two weeks. Bi-weekly payments are due the first Monday of the month and every other Monday. Any tuition paid late will incur a \$10.00 per week late fee.
- **Weekly Payments** – Weekly payments are due the first Monday of the month and every Monday thereafter. Any tuition paid late will incur a \$10.00 per week late fee.

Any late payments, returned checks or credit card denials will result in additional fees .

<b>Class Room</b>	<b>Age Range</b>	<b>Weekly (52 payments)</b>	<b>Daily - Full Time (Based 5 hours or more)</b>	<b>Daily – Part Time (Based on less than 5 hours)</b>
<b>Infants / Pre Toddlers</b>	6 weeks – 23 months	\$225	\$45 per day	\$25
<b>Toddlers</b>	24-36 months	\$180	\$36 per day	\$20
<b>Preschool</b>	3 – 6 years	\$150	\$30 per day	\$15

Any tuition not paid in full by the end of the month will result in the automatic termination of the child's enrollment the first operating day of the following month and billed a \$20.00 late fee. These plans include any families that receive TUTION ASSISTANCE. Failure to comply will result in termination of services. If services are terminated and there is an outstanding balance due, accounts will be turned over to our collection agency within five (5) days. Checks returned by the bank will incur a \$50.00 returned check charge for each check. Future payments may be requested in certified checks, money order, or cash payments. Parents are expected to pay for the full month even if the child is withdrawn before the end of the month, on vacation for part of the month, or sick. Parents are required to give Diana's Playpen of Little Genius's Incorporated a 21 day notice when a child is being withdrawn, otherwise tuition for the full month will be charged. To retain space in Diana's Playpen of Little Genius's Incorporated, parents must continue full tuition payments.

**Fee Schedule**

Below are fee schedules for both full-time and part-time enrollment. Also provided is a list of the additional fees that may be incurred while attending DIANA'S PLAYPEN. A full print out of schedule and fees will be determined and explained in full by the Program Manager.

Below is a list of fees that will be assessed to families based upon the criteria provided. Some of these fees are non-negotiable and assessed when the family does not adhere to DIANA'S PLAYPEN policy. Other fees are optional (field trips) and require payment only if the parent/guardian agrees to the service. A family is charged a non-negotiable fee, and then the parent/guardian will be held financially responsible for settling their account DIANA'S PLAYPEN

<b>Type of Service</b>	<b>Rate</b>
<b>Return Check Fee / Credit card denials</b>	\$50 per check/ denial
<b>Formula</b>	\$3 per bottle provided
<b>Diapers</b>	\$1 per diaper

## **TRANSITION PROCESS**

Separations are often difficult for children. These difficulties can range from a few weeks to the end of the school year. It is important for us to make transitions as smooth as possible for each child. A smooth transition guarantees the stability of services and care. It provides minimal interference of the family system and transition enhances the child's development from one classroom to the next. When your child's transition is conducted in a positive manner, this will help him/her to feel good about him/herself and will assist in future experiences.

Diana's Playpen of Little Genius's Incorporated staff will view transitions as an opportunity for growth and learning. Staff and parents will become partners in learning, communicating, and coordinating their efforts to plan and implement action steps that lead toward effective transitions. Before a child transitions to a new classroom, key staff meet to develop a transition plan which outlines the steps that need to be taken to successfully transition a child to new environment, including timeframe for transition, monitoring instructions, and the emotional/behavioral milestones. Transition plans are reviewed and completed with parent during a one-on-one meeting.

A typical transition period is about two weeks, where they are closely monitored during the two-week period and parents are kept well informed on the status of the transition. During the first week the child will spend half days in the new classroom, to help the child feel secure in this new setting. During the second week, children move to full days in the new classroom. Throughout the process, emphasis is placed on making sure the child feels comfortable, secure, and ready to make the change.

Parents are the key factor of transitioning. Parents should keep staff informed of any changes in the family system or the child. Talk about your child's fears, strengths, and patterns. This will help us better understand your child's needs.

## **MEAL TIMES /NUTRITION**

Mealtime is a very important part of the child development. This includes assisting a child in learning to feed him/herself. Mealtimes are used as educational opportunities and social occasions. Diana's Playpen of Little Genius's will provide breakfast, lunch, and snack daily. All meals provided by Diana's Playpen of Little Genius's Incorporated are according to licensing standards and are nutritious and prepared with special attention to the appropriate type and textures of food for your child. Diana's Playpen of Little Genius's Incorporated understands the importance of good nutrition in a child's well-being, health, and development. In addition, Diana's Playpen of Little Genius's Incorporated prepares food on-site or arranges catering services that follow USDA nutritional standards and guidelines. A diverse menu is prepared each week (menus provided to parents/families) that includes a balanced diet and a variety of foods that would appeal to most children. Some other highlights of the nutrition program are as follows:

- **Multiplicity** – Meals and snacks include a variety of foods that broaden a child's food experience and take into account food preference and ethnic consideration.
- **Nutrition Guidance** – A nutritionist with the help of a contract nurse assesses each family's nutritional needs, incorporating medical information and family input.
- **Health Choices** – A food service worker plans each day's menu ensuring that all meals and snacks are high in nutrients, low in fat, sugar and sodium, and provide 2/3 of daily nutritional needs.
- **Family Style** – children at Diana's Playpen of Little Genius's Incorporated eat "family style" with their classmates, teachers and staff. This promotes community, encourages socialization and gives teachers another opportunity to provide a fun learning environment.
- **Holiday/Cultural Celebration** – During holidays and at special times the children are prepared meals and snacks that reflect a certain culture or celebrate an occasion (e.g., pumpkin muffins). This is another part of the learning process – expanding the knowledge of a certain culture.



## ***Diana's Playpen of Little Genius's Incorporated – Parent Handbook***

During the registration/enrollment process, parents are interviewed about their children's diet in order to understand any allergies, medical conditions (e.g., hemoglobin, weight, etc.), ethnic restrictions and/or preferences that would impact a child's meal plan. Each family's nutritional goals for their child are updated regularly. As a precautionary measure, Diana's Playpen of Little Genius's Incorporated takes careful steps to limit foods in young children that are known to cause allergies (e.g., no peanut products for children before 2) as recommended by pediatricians.

For infants and toddlers unable to eat regular food served as part of Diana's Playpen of Little Genius's Incorporated's meal program, parents are expected to supply the child's formula and/or food. Formula should be prepared at home and brought each day in plastic containers and/or bags with each separate part of the bottle labeled with your child's name. Food and formula will be refrigerated unless it is deemed unnecessary by the parent. Parents will leave all food and formula in the refrigerator and/or child's cubby each morning. It's the caregiver's responsibility to place the food in the appropriate storage area. All unused food and formula will be discarded at the end of the day unless the parent wishes to take it home.

If your child brings a lunch, we ask that foods meet appropriate nutritional guidelines; "junk foods are not acceptable. The institute maintains an emergency supply of food in the event that a child has an inadequate supply of foods and formula that their child is unable to eat (food restrictions). Children on food restrictions must have a signed letter from a physician or parent. Parents will be responsible for ensuring that the cook has the substitute milk or food weekly. If the child does not have the food the parent will be responsible and the child will eat foods close to request.

### **PARENT INVOLVEMENT**

Parent involvement is an essential part of Diana's Playpen of Little Genius's Incorporated program. One of the main goals of the program is to enhance the parent as the primary educators of their children. Research confirms that the most effective early childhood programs involve parents in meaningful ways. Active parent involvement helps families stay informed and learn how to extend their child's school learning experiences to the home front. DIANA'S PLAYPEN encourages families to participate in their child's care in a variety of ways.

#### **Participation:**

- Providing Input
- Volunteer
- Home Reinforcement
- Overviews and Parent Letters: We'll send a parent letter home each month, giving you a snapshot of your child's weekly and monthly developments.
- Daily Topic Charts: This daily checklist will keep you in touch with your child's daily regime.
- Early Learning Calendar: At a glance, you can see monthly themes, weekly topics and our letter of the week.

- § Weekly lesson plans
- § Progress notes and assessments
- § Scheduled parent conferences
- § Parent bulletin boards, open houses and forums

We make it easy for you to participate in the overall institute community.

### **NOTICE OF PRIVACY PRACTICES**

THIS NOTICE DESCRIBES HOW YOUR CHILD'S MEDICAL INFORMATION AND OTHER INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

## ***Diana's Playpen of Little Genius's Incorporated - Parent Handbook***

Effective date: February 2010

We respect participant confidentiality and only release medical information about you in accordance with the Illinois state law. This notice describes our policies related to the use of records of your care generated by Diana's Playpen of Little Genius's Incorporated.

In order to effectively provide you care, there are times when we will need to share your child's medical information with others beyond our agency: For example with our registered nurse, or other head start and other early childhood education programs.

### **We are required by law to:**

- Assure that your information that identifies you is kept confidential in accordance with law;
- Give you access to your records
- Give you this Notice of our legal duties and privacy practices with respect to patient information; and
- Follow the terms of this Notice or, if this Notice is later revised, a future notice then in effect.

### **Information Disclosed Without Your Consent.**

Under Illinois state law, information about you may be disclosed without your consent in the following circumstances:

Emergencies: Sufficient information may be shared to address the immediate emergency you are facing.

As required by Law: This would include situations where we have a subpoena, court order, or are mandated to provide public health information, such as communicable diseases or suspected abuse and neglect such as child abuse, elder abuse or institutional abuse.

Governmental Requirements: We may disclose information to a child oversight agency for activities authorized by law, such as audits, investigations, inspections, and licensure. There also might be a need to share information with the Food and Drug Administration related to adverse events or product defects. We are also required to share information, if requested with the Department of Health and Human Services to determine our compliance with state laws related to health care.

## **DISCIPLINE POLICY**

Most trouble are avoided by keeping the children engaged in activities that are appropriately challenging and interesting., as well as by maintaining a predictable structure upon which the children can rely. Each classroom has clearly conveyed and consistently reinforced rules regarding appropriate behavior. These rules are intended to ensure the child's safety and the safety of others within the classroom, as well as to encourage suitable social development and relationships both with peers and adults. Such

## ***Diana's Playpen of Little Genius's Incorporated – Parent Handbook***

rules may include taking turns, using words to express needs and wants, walking in the classroom and using materials safely and respecting the space and property of others.

The goal of disciplines is to have the children be accountable for their own behavior. At no time is physical punishment or punishment related to food, naps, or use of bathroom allowed. Time-outs are only used when a child is hurting himself/herself or others. Time-out is only used to help the child regain control of him/her when other methods have failed. During time-out, the child is seated in a designated area within the classroom and with a teacher. The child and teacher take this time to talk about the behavior that has occurred. Time-outs are not to exceed two minutes. If a child consistently needs more time-out to control his/her behavior, a team meeting with the parents will be called to discuss more appropriate and effective means of intervention. If a child's behavior is consistently aggressive or hostile, which is unsafe to self or others, and cannot be successfully managed in the classroom, institute staff develops a plan of action with the family. A staff conference will be held immediately. Services can be terminated if the problem is not resolved successfully. Parents will be given a two (2) "Day Notice" to locate other services. No tuition refunds will be available.

In an effort to guarantee the safety and well-being of all children and staff, the following policy has been developed to address unacceptable and sometimes aggressive behavior. The policy is geared toward involving parents throughout the process, and to encouraging genuine collaborative effort in helping the child learn more appropriate, and safer means of expressing himself/herself.

Diana's Playpen of Little Genius's Incorporated will notify parents after one week of persistent inappropriate behavior.

- Continuance of inappropriate behaviors over a two-week period will result in a mandatory parent meeting with staff within one week of notification.
- A plan of action including a timeline for additional steps that may become necessary will be developed.
- If the inappropriate behavior continues, following two consecutive months of attempted intervention by Diana's Playpen of Little Genius's Incorporated staff and parents, parents will be asked to consult with a mental health professional regarding the child's behavior. A mental health evaluation or psychological evaluation will be required at this time and the mental health professional must supply a behavioral plan to the parents and to Diana's Playpen of Little Genius's Incorporated. This plan will be implemented for one month in an effort to alter the inappropriate behavior.
- Children who enter Diana's Playpen of Little Genius's Incorporated with a diagnosed condition that may affect their ability to control their behavior must provide a written explanation of the child's diagnosis and a behavioral plan signed by the child's mental health provider. Parents must meet with the teaching staff and Director prior to the child's attending in order to review such a plan.
- Non-compliance with the above procedure will result in dismissal from Diana's Playpen of Little Genius's Incorporated.

Diana's Playpen of Little Genius's Incorporated will adhere to the following Risk Management Plan to ensure the safety of the children.

**RISK MANAGEMENT PLAN**

The staff will identify any and all safety and risk factors that may impact the children, staff, parents, and visitors who come to the institute. Diana's Playpen of Little Genius's Incorporated wants to insure protection of the children, reduce the risk of crisis situations and be prepared to handle crisis situations that may occur.

**Handling Emergencies**

All emergency numbers are posted near an accessible phone, which include fire, police, hospital, ambulance and poison control. The staff will attend a training session on emergency procedures, emergency evacuation, fire evacuation and disaster plan.

Diana's Playpen of Little Genius's Incorporated has several employees with CPR and First Aid Certificates. It intends to have all employees trained in CPR and First Aid.

Diana's Playpen of Little Genius's Incorporated has approved First Aid Kits and active working extinguishers on site.

**Risk Training Staff**

The Director will provide a minimum of 15 hours in-service training for staff annually. Topics will include:

- Identifying child abuse and neglect
- Reporting child abuse and neglect and procedure for filling out forms
- Rules governing operation of facility
- Legal protection afforded persons reporting violations in licensing standards
- Emergency evacuation procedures, fire evacuation procedures and disaster plan
- Cleanliness and sanitation of building and surrounding grounds

**Safety**

- Each employee is in charge of a child or group of children and shall be responsible for their safety.
- Teach staff will greet child upon arrival.
- There will be a working phone available for staff at all times.
- A monthly fire drill will be held at varying times. A tornado drill will also be held at varying times.
- An emergency evacuation plan will be reviewed with the staff annually and posted in each classroom.
- All staff will review safety and discipline policies annually.
- No child will ever be left alone. The child will always be in sight of an adult at all times.

A fire emergency plan, weather alert plan and an evacuation diagram are posted in each classroom. They will explain the actions and necessary precautions to take in case of fire emergency and/or weather alert.

**Fire Drill Procedures**

## ***Diana's Playpen of Little Genius's Incorporated – Parent Handbook***

- Any person in immediate danger will be evacuated immediately.
- Fire alarm pull stations will be used to warn others in the building. These are located throughout the school.
- The Director will call the fire department and will meet fire officials.
- If it is safe to stay in the area, the nearest fire extinguisher will be used. Extinguishers are located in each classroom and in the kitchen.

Each teacher will lead the children in an orderly evacuation of the building. Evacuation maps are posted in each classroom, detailing the correct route. The last teacher leaving the room will check for children, take the attendance book, turn off lights and close the door.

Management and administrative personnel will check toilets and other areas where children might be and evacuate these areas. Management personnel will take emergency files and parent phone numbers and first aid kit.

Children and adults will be evacuated to a safe area well away from the building and safe from traffic as designated on the evacuation map posted in each classroom. Each teacher will do a head count to ensure that all children are evacuated and out of the building. A designated staff member will record the fire drill immediately and place it on file.

### **EMERGENCY NUMBERS**

<b>POLICE</b>	<b>911</b>
<b>(NON-EMERGENCY)</b>	<b>312-746-6000</b>
<b>FIRE</b>	<b>312-744-6666</b>
<b>POISON CONTROL CENTER</b>	<b>1-800-942-5969</b>
<b>LOCAL HOSPITAL <b>Holy Cross Hospital</b></b>	<b>773-884-9000 (2701 W 67<sup>th</sup> St Chicago IL 60629-1882)</b>

### Emergency Procedures

1. Attempt to calm the child or adult
2. Call 911 for ambulance
3. Contact parent or person authorized for emergency purposes
4. Check child or adult's records for family doctor and hospital preference.
5. If emergency requires the child or adult to be taken to the hospital, teacher should accompany child to the hospital.

Do not move an injured person unless absolutely necessary. Moving may cause serious damage to an injured person, especially if the head, neck or back is involved. The position of an unconscious person should not be changed until the nature of the disability is learned, unless the person is removed to protect from further injury. When lifting, support the injured person so that each part of the body is not increasing the pain of the injury.

Try to make the person comfortable until professional help arrives. Cover injured person with blanket or coat to keep them warm if there are blue and/or breathing is labored, apply CPR.

If victim's face is red or flushed and pulse is strong, raise the head slightly apply cold compress to the head, loosen clothing and cover for warmth. **DO NOT** give anything by mouth. If victim's face is pale and his pulse is weak, lower the head slightly and apply heat.

### **Illness**

If a child becomes ill at school, the teacher is to isolate the child, providing a cot and a blanket. The child must be in sight of an adult.

When a child needs to be sent home, the teacher or assistant should call the parent or legal guardian and arrange to have the child picked up. If parents are unavailable to provide transportation or **cannot be reached**, the emergency numbers are to be used. If no one is available to transport the child, see the Director for instructions.

After child is sent home, document all pertinent information and place in file.

### **Injury**

If a child has an accident resulting in a bruise, bump or cut, or if a child injures another child by biting, scratching, hitting or producing a visible mark, the parent must be notified depending on the severity of the injury. An accident form will be completed for each accident. If an injury needs immediate medical attention, consult the emergency procedures posted in the classrooms.

### **SAFETY PLANS**

Your highest priority at all times is the proper supervision of the children placed in DIANA'S PLAYPEN's care. **No other duty is more important.**

Check your attendance and physically count the number of children often. Attendance is to be maintained daily and turned into the office at the end of the day.

Injuries are to be reported to the Director and described on the accident report form.

**Remain alert to potential safety hazards and correct them or report them to the Director immediately.** Be particularly alert for sharp or pointed objects.

Teachers must be aware of the location of every child in the facility. No child is allowed to go to another room without the knowledge or consent of the Director. No child is to be left alone or unsupervised.

**PLEASE RETURN SIGNED FORM BELOW TO DIANA'S PLAYPEN OF LITTLE GENIUS'S INCORPORATED PROGRAM OFFICE.**

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I (we) \_\_\_\_\_, have received and read Diana's Playpen of Little Genius's Incorporated **Parent handbook, Discipline policy, and Risk Management Plan**. By signing this form, I (we) acknowledge our family (parents, guardian, nanny) is familiar and understands the policies and procedures contained herein.

(Print Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_