
FAMILY HANDBOOK

2022-2023

**IT'S A
CHILD'S WORLD**



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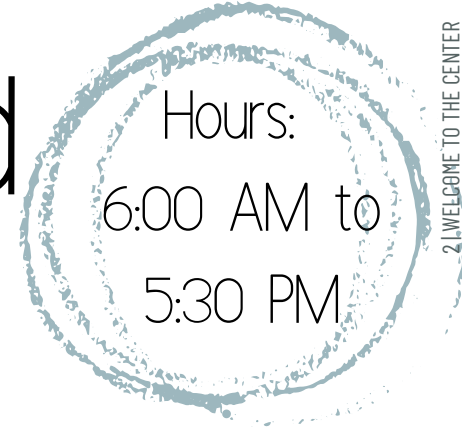
Family Handbook

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It's A Child's World

Preschool & Child Care Center

Family Handbook



Year-Round Program // Ages: 2 years to 12 years

644 Crosstown Avenue, Silvis, IL 61282

(309) 792-8616

Summer School Age Program // Ages: 5 to 12

Located at St. John's Lutheran Church

1450 30th Avenue, East Moline, IL 61244

(309) 207-6056

LEADERSHIP TEAM

Dana Lukowicz | Owner/Director | lukowiczacw@gmail.com

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It's A Child's World is pleased that you and your child will be participating in our program.

We consider it a privilege to share in your child's growth and development. We have been providing quality childcare and educational programs to children and their families since 1977.

We are licensed by Illinois Department of Children and Family Services, Illinois Department of Public Health and accredited by the National Association for the Education of Young Children.

We have been awarded the highest rating from ExceleRate Illinois, a Gold Circle of Quality.

REVISIONS

Please keep this handbook for reference. It's A Child's World reserves the right to revise any fee and/or policies after proper notification to the parent. (Effective OCTOBER 2022)

ABOUT OUR CENTER

MISSION

To provide quality childcare services to the families of our community.

PHILOSOPHY

To provide a warm, accepting growth environment for the children in which each child's social, emotional, intellectual, and physical needs are met on an appropriate developmental level. This growth environment is offered regardless of race, sex, religion, income, or national origin.

GOALS

1. To provide a program with a balance & variety of group and individual activities with sufficient flexibility to respond to the needs of each child in all developmental domains.
2. To provide a program staffed with qualified personnel.
3. To promote socialization skills through play with the child's peers as well as interactions with adults.
4. To encourage good health habits by promoting hand washing, teeth brushing, and providing healthy meals and snacks following USDA guidelines.
5. To provide any additional needed support for children and their families, through workshops, field trips, conferences, referrals, and our Parent Resource Center and Lending Library. Books and materials are available on a range of topics such as divorce, guiding children's behavior and effective parenting.
6. To provide a program that supports a child's physical, cognitive, and social emotional development and learning.

GENERAL INFORMATION

HOURS

It's A Child's World is open Monday - Friday, 6:00 AM to 5:30 PM. Preschool hours are from 8:30 AM to 11:00 AM -or- 12:30 PM to 3:00 PM. It is the intention of the center to provide childcare during your work or school hours, plus time for travel. Full-time children staying longer than 9.5 hours will be charged an extra hourly fee.

We will be closed on:

New Year's Day / Memorial Day / Independence Day / Labor Day / Thanksgiving Day / Christmas Day

Holidays falling on Saturday or Sunday will be observed on the Friday before or the Monday after. There is no reduction in tuition for our holidays and you may not substitute another day for the holiday.

REGISTRATION

Before children can be accepted for enrollment, we must have a completed enrollment packet which includes a birth certificate, physical form with an up to date immunization, and other forms.

The annual registration fee of \$40 covers administration costs and supplies. This is payable when the child is enrolled or re-enrolled. This fee is due yearly on the anniversary of your starting date and is not refundable.

TUITION

The center will indicate the tuition fee for your child's program according to the schedule provided for him/her. This fee is payable in ADVANCE on a weekly or monthly basis. Weekly fees are due each Monday. Tuition paid after Monday at closing will be subject to a service charge of \$1 for each day fees are delinquent. You are expected to pay your full weekly tuition every week. There is no reduction for individual days missed. Any refunds will be made within 30 days. We accept cash, checks, money orders, VISA or Mastercard. You may also set up for us to have your tuition paid through your credit card, debit card, or bank account on a weekly or monthly basis.

RETURNED CHECKS

Any checks returned to us for insufficient funds will be subjected to a \$30 service charge. Repetitive returned checks will cause the account to be collected on a cash basis.

DISAGREEMENT POLICY

In the event of a problem or concern, please inform the center's director. If an agreement or solution cannot be reached, the director will set up a meeting with the center's leadership team. It is our intent to provide a quality childcare program where the needs and concerns of our parents and children are met.

ATTENDANCE

KEYLESS ENTRY SYSTEM

Our center, for security, is equipped with a keyless entry system. The building is locked all day. Only staff and authorized personnel have access to the building. Due to COVID, no parents may enter the building at this time.

ARRIVAL

Children must enter and leave the building through the front door. For your child's safety, parents are asked to bring their children to the door and sign them in via Brightwheel. Each authorized person has their own personal code to use for signing in and out. There is a door bell available for parents to alert us to their arrival. This will enable us to greet each child and parents and exchange any needed communication. Children must wash their hands upon arrival. It is preferred that vehicles not be left idling in the parking lot, except in cases of extreme heat or cold. **Parents are never to drop their child off and allow them to come into the center unattended.**

DEPARTURE

At the end of the day, parents are asked to personally sign out their student via Brightwheel, using their personal code. Parents are asked to make sure an adult accompanies the child to the car upon leaving. It is preferred that vehicles not be left idling in the parking lot, except in cases of extreme heat or cold. **If we feel a child is not safe when leaving our center, we will call other names on the pickup list, call a ride, or call the police.**

ASSESSMENTS AND CONFERENCES

Parent conferences are held twice a year. Progress reports are sent home during the year. These conferences are based on teacher's observations and assessment tools such as Creative Curriculum. A teacher or parent may request a conference at any time during the year, if they feel such a conference might be helpful to the child. Please feel free to call the school any time a problem arises. Implementation of special services such as observations and hearing, vision, and developmental screenings that are done by outside consultants require parental permission and are done on a yearly basis and within 30 days of enrollment for students 3 years and up. ASQ questionnaires will be sent home and completed by teachers for all students. Our staff uses Teaching Strategies Gold to assess progress. All staff will take an interrater reliability test to make sure checkpoints are consistent among staff. Outside screeners are all required to go through training before they are able to administer screenings.

AUTHORIZATION FOR PICKUP

Children will be released only to the parents, legal guardians, or persons on the approved pick up list. Persons not recognized by the staff will be asked to show picture identification, such as a driver's license. Under the laws of Illinois, both parents have the right to pick up their child, unless a court document restricts that right. The enrolling parent who chooses not to include the child's other parent on the authorized pick-up, must file an official court document (order of protection, custody degree, etc.). If you are having domestic problems, please do not place us in the middle of any disputes with regards to who can pick up your child. If we have on file a court order, we will follow those instructions. Any changes to these orders must be accompanied with a new court order. Persons picking up children must be 16 years old or older. Parents are asked to check these forms periodically. The center has the right to cancel any person on the pickup list.

ATTENDANCE (CONT.)

LATE PICK-UP POLICY

It is important that you pick up your child by closing time. Our center closes at 5:30 PM. All children must be picked up by 5:30 PM. A late fee of \$1 per minute will be charged after closing time. This fee will be added to your Brightwheel account. If you are going to be late, we strongly urge that you call us and/or that you make other arrangements for your child.

When a child is left past 5:30 PM and we have not received a phone call letting us know about the late pick-up, the following procedures are followed:

1. We attempt to contact the parents or guardians by phone.
2. If we can not reach them, then we will attempt to contact someone on the release and/or emergency contact forms.
3. If we cannot reach anyone on the lists and we have not heard from the parents or guardians and it is past 6:00 PM, we will have no recourse but to call the Silvis Police to pick up the child.

ABSENCES AND VACATIONS

There is no reduction in tuition for vacations or absences. Children who miss a day of their scheduled program may NOT make it up by attending on an unscheduled day. Absences and vacations do not reduce the operating costs of our programs, which are kept at the lowest possible rates for the benefit of all. When children who are scheduled to attend the center will be absent for any reason (illness, vacation, etc.), their parents must notify the center at the earliest possible convenience via phone call or Brightwheel.

ADJUSTING TO THE CENTER

A positive attitude is necessary for good adjustment; your child's attitude mirrors yours. Be aware that much of the grief and anxiety expressed at first is for the parent's benefit and ends within minutes after the parent is out of sight. Be supportive and help your child learn that you will return. Some children take longer than others to adjust, so be patient and feel free to talk to us about your concerns. We want to help you in every way. Children usually adjust much better than adults. We do not mind if you call or message on Brightwheel to check in on your child during the day.

FAMILY COMMUNICATIONS

We have a variety of ways in which we communicate with families. These include: the monthly newsletter, notes sent home, daily face-to-face contact, phone calls, Facebook posts, pictures, messages, and updates on Brightwheel, and conferences. Parent conferences are held twice a year for students, ages 2-5.

In May of 2020, we incorporated Brightwheel into our center. This allows parents to see updates about their child throughout the day. If you have any questions about how the app works, please let us know and we can help you learn the program.

ATTENDANCE (CONT.)

SCHOOL TRANSPORTATION

If your child is being transported to and from a local grade school, you must inform us at least 1 hour before school dismissal that they will not be returning. This includes children riding our bus or the school district buses. A \$5 fee will be charged if you have not notified us and we have to call to verify the child's whereabouts.

WITHDRAWAL

Parents must notify a member of the leadership team in writing at least two weeks in advance when their child will no longer be attending the Center. If notice has not been given, you will be responsible for regular tuition payments until this required notice is given, even if the child is not in attendance. Any credit balances will be refunded within 30 days.

DISCHARGE POLICY

We do not believe children should remain in the center unless they are deriving benefit from the program or experience. Our goal is NEVER to exclude a child from our center; we want everyone to be successful. However, if your child is not yet ready for the group experiences or they have needs which are not best met in our group setting, a conference with the family, teacher, and leadership team will be held. An improvement plan which may include professional resources will be established. If, after reasonable attempts to work with the family are unsuccessful, a child may be discharged from the program. If we decide it is in the child's best interest to discharge him/her from our center, we will plan with the parents to meet the child's needs, including referrals to other agencies or facilities. In working through this process, we will follow all federal and state laws and regulations to make sure we have exhausted all resources and services before excluding a child.

TOYS AND JEWELRY FROM HOME

Parents are asked to keep their children's toys, purses, money, phones, electronics, and jewelry at home because of possible breakage and problems with regulating use. They may bring books for the teacher to read. If your child does bring items from home, It's A Child's World is not responsible for lost or damaged items.

AUTHORIZATION FOR RELEASE OF INFORMATION

We cannot release any information on your child without written consent from the parent or guardian. We have consent forms available in the main office.

CHANGES IN ENROLLMENT FORMS

If any information changes on your original enrollment records, we ask you to notify us immediately. We encourage parents to periodically check them for accuracy. Once a year we will send our updated forms for you to complete, if there are any changes. If your phone number changes, you will have to update this in Brightwheel.

FIELD TRIPS

Parents are notified in advance of the location of any field trips and the parent/guardian consent is required before any child can attend or be transported on a field trip. All state regulations are followed for transportation of children. If a field trip falls on an unscheduled day, parents may switch days so the child can attend the trip.

DAILY PROGRAMS

PRESCHOOL PROGRAMS

Children who meet eligibility criteria may enroll in our collaborative Project NOW Head Start Preschool program. For more information, please contact the Director or Administrative Assistant.

MEALS

This facility is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. To file a complaint of discrimination, write USDA Director, Center for Civil Rights Enforcement, 1400 Independence Avenue, SW Washington, D.C. 20250-9410, email at program.intake@usda.gov, fax at (202) 690-7442, or call at (202) 720-2791. Our meal patterns adhere to DCFS regulations.

Since breakfast, lunch, and a PM snack are served at our facility; children may not come to the center with food, snacks, or gum. We do allow treats to be brought in for special events or birthdays. Please make sure these treats are unopened store made/bought foods with no peanuts. We encourage parents to bring in nutritious low fat/sugar type snacks, such as fruits, yogurt, dried fruit, cheese and crackers, and/or vegetables and dips.

Homemade snacks are not allowed. Any food exemption request must be furnished with documentation from a physician or religious leader before the request can be honored. Parents must provide items for students requiring special diets or milk.

MEAL TIMES	
Silvis Site	East Moline Site
Breakfast 7:00 - 8:30	Breakfast 8:00 - 8:30
Lunch 11:00 - 11:30	Lunch 11:30 - 12:00
Snack 2:00 - 2:30	Snack 2:30 - 3:00

***Meal times are subject to change. Parents will be notified of changes to meal times.

TEETH BRUSHING

Toothbrushes and toothpaste are provided by the center for the students. Students are given the opportunity and encouraged to brush their teeth at least once per day. After brushing their teeth, toothbrushes are placed in a UV sanitizer.

NAPS

In keeping with standards established by the Illinois Department of Social Services, a daily nap or quiet time will be provided for all children under 6 years of age who are at the Center for four or more hours. To protect your child's health, a freshly sanitized individually marked cot and sheet are provided each day. School age children have a half an hour rest time after lunch.

HEALTH & SAFETY

EMERGENCY PREPAREDNESS

As part of our emergency preparedness plan, fire drills are held monthly as well as quarterly tornado drills. We do this so your child will be comfortable with evacuation procedures. We are equipped with a central fire alarm system connected with the Local Fire Department. In addition to the fire alarm system, our center has smoke detectors, carbon monoxide detectors, and fire extinguishers. Exits are marked for evacuation and exit routes are marked on a plan posted in each area. Tornado safety areas are clearly marked. The center is equipped with a severe weather radio. It's A Child's World tests every three years for radon and lead. In addition, we have lockdown procedures in place. If we had to leave the building, children would go to St. John's Lutheran Church in East Moline.

FIREARMS

It's against Illinois state law to possess or carry any firearm in a childcare center. This includes any person holding a concealed carry permit.

PHYSICAL EXAMINATION

Each child must have a physical examination, TB, and lead test dated not longer than six months prior to enrollment, and an up-to-date immunization record on file at the center. The physical is valid for 1 or 2 years depending on which preschool program they are enrolled in. School age children must have a new physical upon entry into kindergarten and sixth grade. The state of Illinois does have the option for vaccination exemptions. We do have student/students within our center that are underimmunized.

ILLNESS

It is difficult to list strict criteria governing when a child is too ill to come to the center. In general, if your child is running a temperature, has a contagious disease, or has diarrhea and/or vomiting due to illness, these are sufficient reasons to keep a child at home. Children experiencing fever, diarrhea, or vomiting must be out for 24 hours. If you keep your child home for illness, we will require a doctor's note for return.

Likewise, should a child become ill while at the center (following the above general criteria), the parent will be notified, and the child isolated from the group until they are picked up. Parents are asked to make advance arrangements so they can provide care for their child during periods of his/her illness. If a child is sent home for illness, we will require a doctor's note for return. Should a reported case of an illness that can be protected against via mandated vaccine present in the center, any child that has not been vaccinated will be promptly sent home and excluded from the center for a period of time as directed by the Health Department.

COVID GUIDELINES

In order to protect our staff, students, and families, we have implemented many COVID guidelines into our center. All staff and parents will complete a COVID questionnaire upon checking in at the building. The center has a limited who is allowed into the building. Effective 9/13/22, screening testing of staff is no longer required. Should any employee show symptoms or become exposed, they will test as a precaution to protect our students.

If a child is sent home, it is up to the child's medical provider if they choose to test the child for COVID.

If a student is required to quarantine or be tested for COVID, parents must notify the center immediately. If the child tests positive, the center **must be notified**.

At any time if there are any exposures of COVID in the building, It's A Child's World will contact the health department and follow their guidance to keep all students and staff safe.

HEALTH & SAFETY (CONT.)

MEDICATION

When a child requires medication during center hours, instructions and authorization must be given on the available form. Only medication authorized (in writing) by a physician and a parent/guardian will be given to the child.

Parents are asked to report when a child is taking any medication at home. This helps the center staff to understand any changes in eating habits, bowel routines, or behavior.

COMMUNICABLE DISEASES

Parents are asked to report to center staff whenever their children are exposed to a communicable disease and the day on which they were exposed.

In the event of an isolated case, a child may be asked to remain at home during the time he/she is most likely to develop the disease. Likewise, parents will be notified when their children are exposed to a communicable disease at the center and what symptoms to watch for. These notices will be sent via Brightwheel.

EMERGENCY CARE PROCEDURE

If an accident (whether medical or dental) or serious illness occurs while a child is in our care, the child will be taken to Genesis at Illini Hospital or families preferred hospital for proper emergency care and treatment. The parents/guardians will be notified immediately by telephone. If a parent/guardian cannot be contacted, the school will notify those individuals listed on the pick-up consent form or emergency form. For minor accidents that occur, parents will be notified on the phone or in person at the end of the child's day. It is understood that the parents/guardians will be responsible for any medical charges upon receipt of a statement.

ALLERGIES OR OTHER MEDICAL CONDITIONS

Please list on the intake forms any allergies or medical conditions we need to be aware of in order to meet your child's needs.

SUNSCREEN AND INSECT POLICY

Parents are encouraged to dress their children appropriately to protect them from sun exposure (hats and shirts with backs and sleeves). We ask the parent to apply a waterproof sunscreen in the morning. Each class will have a bottle of sunscreen. Teachers will apply sunscreen in the afternoon with written parental permission. If a child requires special sunscreen, the parent will have to provide that sunscreen to the center and should label it with the child's name before turning it into the center.

Insects are not usually a problem because we keep the grass cut and make sure there is no standing water. If your child needs insect repellent, we will only apply it if a parent has supplied the product and it is designed for children's use. Parents need to apply it in the morning and with written permission, we will apply it in the afternoon.

PEST CONTROL

Our center has an Integrated Pest Management program for both inside and outside lawn area.

DISCIPLINE POLICY

DISCIPLINE

Our goal regarding child guidance is to assist each individual child in developing self-control and assuming responsibility for their own behavior. We do this by providing children with clean and understandable limits (rules) and guidelines for what is appropriate behavior. We use two methods of guiding a child's behavior: second step and positive/conscious discipline.

Appropriate behavior includes respecting the rights of themselves, others, and the community and not hurting themselves, others, or the equipment.

When a child strays from displaying appropriate behavior, the adults explain, consistently and firmly, what is acceptable.

Redirection is used to encourage the child to engage in another activity while removing them from the area that they were having difficulty. We strive to help the child learn to be a part of their community, how to cope with their emotions, and how to build on the strengths that they already possess.

Time ins can be used as a way to help give the child a few minutes to regain control. Rather than sending a child to sit out, time ins will be implemented in the classroom. If a child has to be removed from the classroom, a teacher will sit with the child and help them get to the bottom of the issue. The teacher will also help talk them through coping skills, how to manage their feelings and actions, and what steps they could follow the next time they are feeling a similar emotion.

Situations may arise when a teacher has to physically restrain a child for the safety of the child and/or their peers. Physical restraint is defined as a teacher holding onto a child or having a child sitting on a teacher's lap until the child has control over their behaviors/emotions. This is used only as a last resort when a child is highly disruptive or poses an immediate danger to others or themselves.

Whenever possible, a natural consequence is used to further engage the child in learning self-control. For example, if the child is pushing students to get to the front of the line, they will be directed to another position in line or if the child throws toys around the room, the consequence will be to have them pick up the toys before they can move to another area.

At **no time** is corporal punishment (ex: Shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring a child to remain inactive for a long period of time), verbal/psychological abuse (ex: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection, seclusion), or coercion (ex: Rough handling; physical restraint, *except when restraint is necessary to protect the child or others from harm*; physically forcing a child to perform an action). We work closely with our families to keep them informed of behavior problems. We will talk with the families via Brightwheel, phone calls, or conversations at drop off or pick up. In addition, we may ask for your help and advice in recurring problems in order to stay consistent with the child between home and school.

If there is a recurring behavior concern, we may request a meeting to work together to help the child succeed. These meetings can be requested by staff or parents. If a parent would like to request a meeting, they should reach out to the child's classroom teacher or a member of the leadership team.

CLOTHING

EVERYDAY WEAR

Parents are asked to dress their children in PLAY CLOTHES, so that they will be free to participate in all activities. Comfortable, washable, sturdy clothing will allow the child the necessary freedom to participate in activities without having to be overly concerned about spills or tears. Paint shirts are provided for painting activities.

SHOES

We encourage all children to wear tennis shoes. Experience has shown us that they are the best and safest choice for shoes worn at the center. The following types of shoes are not permitted: sandals (any open toed shoe), any types of slick-soled shoes, clogs, jellies, crocs, boots, healys, and any shoe with a higher than normal heal. You may keep a pair of tennis shoes at the center for your child to change into while they are at school and change out of when it is time for them to go home.

OUTERWEAR

Specialists agree that outside play, in proper clothing, on a daily basis is healthy for children. The key words being **PROPER CLOTHING**. If there is a medical reason for your child not going outside, we require a note from your doctor stating this fact, We will be going outside at least twice a day for a short period of the day when weather permits. If it is very cold or very hot, we will limit time outside, but our priority is to get students some fresh air. We keep track of the weather and any advisories that may affect the center and stop us from taking our students outside.

CHANGE OF CLOTHING

Parents are asked to keep one extra change of clothing at the center in the event that a spill or potty accident occurs. We ask that these clothes be kept in a bag with the child's name. When participating in the potty training process, please send 3 changes of clothes, plenty of underwear, and a pair of shoes.

MARKING OF CLOTHING

ALL CLOTHING SHOULD BE CLEARLY MARKED WITH THE CHILD'S NAME, since many children may have garments similar in appearance or size. It is extremely helpful to center staff when book bags, outer garments, socks, underwear, sweaters, jackets, coats, hats, mittens, boots, and masks are clearly identifiable. We will not be responsible for lost items. Please check the lost and found for missing items. We will also make posts on Facebook showing our lost and found items to be claimed by parents. All lost items will be disposed of or added to our spare clothing after a posted notice of lost items and a display period.

LEFT ITEMS

Any personal items left over 30 days after a child's withdrawal from the center will be disposed of.

PERSONNEL POLICIES

REPORTING OF CHILD ABUSE

All staff at It's A Child's World are mandated reporters in the state of Illinois. Child's World complies with the Illinois Code on Child Abuse, which states: "It is mandatory for an employee of a licensed day care facility to make a report to the County Department of Social Services when in the course of working with a child, the employee believes that the child has suffered a non-accidental physical injury as a result of abuse or willful neglect." Whenever an employee is required to report as a member of the staff of a facility, that employee shall immediately notify a member of the leadership team of the facility and make the report. The report should be both oral and written. If an employee is accused of child abuse or neglect, they will be sent home from the center until DCFS has investigated the situation. If the report is unsubstantiated, the employee will return work. If the report is substantiated, the employee will be terminated from the center.

SMOKING/VAPING

Smoking and vaping are prohibited at our center. This includes the parking lot, playground, or in the building. Smoking and vaping are also not allowed on any field trips or in It's A Child's World vehicles at any time. Smoking and vaping are never allowed in front of children while in our care.

BABYSITTING

Employees are strongly discouraged from providing childcare services outside of hours when they are not working at It's A Child's World. In the event of such employment, it is without our approval, authorization, or control. We undertake no responsibility for any action or undertaking of any employee when such employee is not under direct control or supervision of the leadership team of It's A Child's World.

Babysitting for It's A Child's World families outside of center hours puts all parties in an awkward situation, especially when done without our knowledge. It also puts the employee at an increased risk of violating their confidentiality agreement with It's A Child's World and DCFS.

PROGRAM EVALUATION

Once a year in April or May, we ask for your thoughts and suggestions on how our program is working for you and your family. In September, we submit our program improvement plan in the monthly newsletter. We do welcome your suggestions or concerns everyday. Our phone number is (309) 792-8616 or you may email any member of the leadership team.

ADDITIONAL POLICIES

CURRICULUM & FAMILY LIBRARY

Our emphasis is not on teaching a specific academic skill, but on allowing children to develop readiness skills at their own pace. We use Creative Curriculum for Preschool as a foundation for our learning environments.

We also have a family library full of books on relevant topics for families such as sibling rivalry, death of a pet, and many other topics. Please reach out to your child's teacher or the leadership team to borrow books from our family library.

ORIENTATION & PARENT VISITS

Prospective families are given a tour of the center which includes meeting the staff and visiting the classrooms and playground. On the initial visit, we hand out and answer any questions about enrollment materials and the family handbook. Families always have the opportunity to ask questions, express their needs and expectations. We will provide an interpreter upon request. Please feel free to reach out about anything we need to know about your concerns and interests. This is your school too!

If something out of the ordinary is happening at home (separation, divorce, parent illness, moving, death, etc) please let us know. We can be of help to you and your child if we are aware of these changes.

BEHAVIORAL POLICY

When we are noticing a child struggling with some behavioral concerns we first observe what could be some triggers for the child. We look at the classroom set up, the time of day the certain behavior is occurring, certain transitions, any other child(ren) involved, etc.

When we have observed more, we will then ask for a meeting with the parents to come up with an action plan to help the child be successful.

Our child and family advocate will then start to meet with this child once a week for twenty minutes, in addition to coming into the child's classroom when needed. The child's teachers will also make some accommodations, as needed, in their classroom. This may include visual schedule, first and then chart, more warning time before a transition, etc.

If we do not see improvement we will ask for another meeting with the parents to reevaluate our action plan, and may invite some outside support. Our goal is for the child to be successful and feel comfortable with their environment.

STAFF CONTACTS

LEADERSHIP TEAM

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Danielle Warren | School Age Director | e-mail: msdanielle@iacwsilvis.com

Alma Vasquez | Administrative Assistant | e-mail: msalma@iacwsilvis.com

LAKESHORE EXPLORERS TEACHERS

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REPTILE RANGERS TEACHERS

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LITTLE SPROUTS TEACHERS

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SCHOOL AGE TEACHERS

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