

Tracha Toddlers

Policies & Procedures Manual



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Welcome to Tracha Toddlers!

Welcome to Tracha Toddlers! We are so glad you are here!

Our Mission

We create a safe environment where families can bring their precious children, knowing they will be cared for as if they are our own. We foster the central tenet of human kindness, teaching our children to care for each other and for themselves. We respect the uniqueness of each child and strive to support our children individually, preparing them for their next steps in school and in life.

Our Goal

Our goal here at Tracha Toddlers is to make sure that all children that enter our facility have that sense of being welcomed with open arms and belonging. We strive to make sure that your child feels loved, secure and safe while with us! We will help them learn and continue to grow, all while having the opportunity to become creative, independent, and self-confident!

Hours of Operation

Tracha Toddlers will be open from 7:00am to 6:00pm, Monday through Friday.

Sign In/ Sign Out Procedure

- Hang up jackets/coats- Place bags in designated cubbies with their name.
- Place shoes in assigned cubby
- Infants- Please place their car seats against the wall
- Parents, please sign in/out

Parents with infants, please check your baby's folder daily for any items that are needed while attending daycare.

If your infant or toddler is sick, please let us know upon arrival or be sure to check that option on the sign in/out sheet.

Late Pickup Policy

Tracha Toddlers' schedule ends at 6:00pm. All children must be picked up no later than 6:00pm. If you are late picking up your child, a late charge of \$15.00 will be charged for any part of the first 10 minutes (6:00pm - 6:10pm) and an additional \$20.00 will be charged for every additional part of 10 minutes.

Supplies From Home

All children must bring a change of clothing, and it will be always kept in their cubbies.

Children in diapers must bring diapers and wipes that will be used for your child only. If your child is potty training, please ensure that they have ample supplies of wipes, training pants and plastic bags.

Your child may bring a small blanket from home for rest time.

Infants must bring their own, clean, and sanitized bottles daily with provided formula and/or breast milk. We will wash bottles daily; however they will be sent home weekly and must be returned the next week when they arrive at Daycare.

ALL supplies from home should be labeled with your child's name!

Holiday Schedule

Tracha Toddlers will be closed on the following calendar days:

- Labor Day (Sept 1st)
- Thanksgiving (November 28th)
- Friday after Thanksgiving (November 29th)
- Christmas Eve (December 24th)
- Christmas Day (December 25th)
- New Years Eve (December 31st)
- New Years Day (January 1st)
- Memorial Day (May 26th)
- Juneteenth (June 19th)
- Independence Day (July 4th)

We reserve the right to change the holiday schedule at any time. When the holiday falls on the weekend, the holiday will be observed on either the Friday before or the Monday after the holiday. Notice will be relayed to parents in writing and on the bulletin board.

Daily Program Schedule

- 8:30am - 9:30am: Arrival, Independent activities, Breakfast
- 9:30am - 9:45am: Breakfast ends, clean up
- 9:45am - 11:45am: Stations. Table toys, outside activities (**weather permitting**), dramatic play, Assistant initiated activities, Morning snack
- 11:45am - 12:00pm: Clean up. Prep for lunch and wash your hands.
- 12:00 pm - 12:45pm: Lunch. Clean up from lunch and wash hands and faces.
- 12:45 pm - 1:00 pm: Preparing for rest-time. Soft music, storytelling.
- 1:00 pm - 3:00 pm: Rest time. This is an approximate time. Not all children will use the two hours, some fall asleep late, and others may wake up early. Assistant preparation time.
- 3:00pm - 3:30pm: Bathroom duties and afternoon snack
- 3:30pm - 6:00pm: Afternoon activities. Indoor and outdoor play. Parents pick up.

Confidentiality

Confidentiality is highly important in our center. All information provided to us by you, such as addresses, phone numbers and custody information, is seen and recorded only by staff directly responsible for the care of your child.

Mandated Reporters

All employees are mandated reporters and required to contact DCFS if the situation warrants.

Policy of Discipline

Tracha Toddlers' discipline policy complies of Section 407.270 (C) of the Licensing Standards for Daycare facilities.

Childcare staff will help children individually develop self-control and assume responsibility for their own actions.

Firm and positive statements about behaviors or redirection of behaviors shall be accepted as techniques for use with toddlers and infants.

Preschool children and school age children will have the opportunity to resolve their own conflicts.

Discipline will be the responsibility of the adults who have an ongoing relationship with the child.

Licensing

Our center is licensed by the State of Illinois Department of Children and Family Services and meets all state standards. License is subject to renewal every three years, and our center is inspected regularly.

Thank you!

Once again, we'd like to welcome you to our Daycare and thank you for choosing Tracha Toddlers!