

Fulfilled Destiny Daycare

Parent Handbook & Contract

Welcome

Welcome to **Fulfilled Destiny Daycare**!

My name is **Elizabeth**, and I am the owner and childcare provider of Fulfilled Destiny Daycare. Caring for children has always been my passion. From a young age, I helped care for my nieces and nephews, and those early experiences inspired my lifelong commitment to providing loving, high-quality childcare for children and families.

I am honored that you have chosen Fulfilled Destiny Daycare to be part of your child's early learning journey. My goal is to provide a safe, nurturing, educational, and faith-filled environment where every child feels loved, valued, and encouraged to reach their full potential.

This Parent Handbook and Contract has been created to help establish a positive partnership between families and the provider. It outlines my childcare philosophy, business policies, procedures, and expectations so that we have a clear understanding of our shared responsibilities.

To ensure a successful relationship, please read this handbook carefully. The policies contained within are designed to create consistency, promote open communication, and provide the highest quality care for every child enrolled.

Throughout this handbook:

- **"I," "me," "my," and "provider"** refer to **Elizabeth**, the childcare provider and owner of Fulfilled Destiny Daycare.
- **"You," "your," "parent," or "guardian"** refer to the child's parent(s) or legal guardian(s).

If you have any questions regarding any policy or procedure, please feel free to ask. Open communication is essential, and I look forward to building a trusting, respectful, and lasting partnership with your family.

Thank you for placing your trust in **Fulfilled Destiny Daycare**. Together, we can provide your child with a loving, safe, engaging, and enriching environment where they can learn, grow, and thrive.

My Childcare Philosophy

At **Fulfilled Destiny Daycare**, I believe every child is a unique gift with unlimited potential. My mission is to provide a safe, loving, nurturing, and stimulating environment where children can develop physically, emotionally, socially, intellectually, and spiritually at their own individual pace. I believe children learn best through hands-on experiences, purposeful play, exploration, and meaningful relationships.

My program offers a structured yet flexible daily routine that encourages independence, creativity, curiosity, and confidence while recognizing each child's unique developmental needs and learning style.

Children will participate in age-appropriate activities designed to support:

- Social and emotional development
- Language and communication skills
- Cognitive and early academic learning
- Fine and gross motor development
- Sensory exploration
- Creative arts and self-expression
- Science, technology, engineering, arts, and mathematics (STEAM)
- Physical health and wellness

Above all, I strive to help every child develop strong self-esteem, confidence, compassion, and respect for themselves and others. Children are encouraged to practice kindness, responsibility, honesty, cooperation, and respect for people, property, and the world around them.

My goal is to partner with families to create a strong foundation for lifelong learning by providing an environment where children feel safe, supported, challenged, and celebrated every day.

Fulfilled Destiny Daycare

Communication Policy

At **Fulfilled Destiny Daycare**, we believe that open, honest, and respectful communication is the foundation of a successful partnership between families and the provider. Our shared goal is to support each child's growth, development, and overall well-being.

When I welcome a new family into my daycare, I value building a trusting relationship where parents feel comfortable sharing questions, concerns, and feedback. Maintaining a positive and respectful partnership helps ensure that we work together in the best interest of your child.

Parent Communication

Parents are encouraged to discuss any questions, concerns, or suggestions regarding their child's care. I welcome open communication and believe that concerns should be addressed promptly and respectfully to reach a positive solution.

For matters requiring privacy or extended discussion, conferences may be scheduled outside of regular daycare hours by telephone or in person.

Parent Conferences

Formal parent conferences are not scheduled on a routine basis; however, conferences are always available upon request. If you would like to discuss your child's development, behavior, or progress, please contact me to arrange a convenient time.

Monthly Newsletter

Each month, families will receive a newsletter that may include:

- Monthly curriculum themes
- Upcoming activities and special events
- Holiday and daycare closure reminders
- Provider vacation or scheduled days off
- Important announcements
- Parenting resources and helpful information
- Fun classroom highlights

Parents are always welcome to contribute ideas, announcements, or family achievements for inclusion in the newsletter.

Daily Child Reports

Communication about your child's day will vary based on age and developmental needs.

Infants

Parents of infants will receive a daily report that may include:

- Feeding times and amounts
- Diaper changes
- Nap schedule
- Mood and temperament
- Daily activities
- Supplies needed
- Important reminders

Toddlers

Parents of toddlers will receive a daily report that may include:

- Meals and snacks
- Rest schedule
- Learning activities
- Potty or diapering information
- Mood and behavior
- Daily reminders

Preschool and School-Age Children

Parents of preschool and school-age children will receive communication as needed regarding their child's day, achievements, behavior, special accomplishments, reminders, or any concerns that require parent attention.

Telephone Communication

Parents are welcome to contact me during their child's scheduled hours of care.

Day Program: 6:00 a.m. – 6:00 p.m.

Evening Program: 6:00 p.m. – 12:00 a.m.

Because my primary responsibility is supervising and caring for the children, I may not always be able to answer the phone immediately. If I am unavailable, please leave a voicemail or send a text message, and I will respond as soon as possible.

For non-emergency calls, the best time to reach me is during the children scheduled quiet or rest period.

Working Together

Thank you for partnering with **Fulfilled Destiny Daycare**. By maintaining open communication and mutual respect, we can work together to provide a safe, loving, educational, and nurturing environment where your child can thrive.

I look forward to building a positive and lasting relationship with you and your family.

Fulfilled Destiny Daycare

Enrollment Policy

At **Fulfilled Destiny Daycare**, the safety, health, and well-being of every child are our highest priorities. To ensure that each child receives quality care and that all state licensing requirements are met, all required enrollment documents must be completed and submitted **before your child may begin attending the program. There are no exceptions.**

Meet and Greet

Prior to enrollment, all families are required to schedule a **Meet and Greet**. This visit allows you and your child to become familiar with the daycare environment, meet the provider, ask questions, and ensure a smooth transition into our program.

Health Requirements

In accordance with **Illinois Department of Children and Family Services (DCFS)** licensing requirements:

- No child under six (6) years of age may be admitted without a complete health examination signed by a licensed healthcare provider.
- The health examination must include:
 - A lead risk assessment if the child resides in an area designated as low risk by the Illinois Department of Public Health; or
 - A lead poisoning screening, when required.
- All health records must remain current throughout your child's enrollment.

Hours of Care

To promote the health, safety, and well-being of every child:

- No child enrolled at **Fulfilled Destiny Daycare** may remain on the premises for more than **12 hours within any 24-hour period**, unless a parent's verified work schedule requires extended care.
- Under no circumstances will any child remain at the daycare for more than **18 consecutive hours**.
- These policies are in place to ensure children receive appropriate rest, family time, and the highest quality of care.

Attendance Policy

Regular attendance is essential to your child's learning, development, and success in our program. Children are expected to attend according to the schedule approved through the **Child Care Assistance Program (CCAP)** or the schedule agreed upon in the enrollment contract.

Parents are responsible for notifying the daycare as soon as possible if their child is absent.

Please note that your child's enrollment reserves a space specifically for them. If your child is absent on scheduled attendance days, parents or guardians remain financially responsible for those days in accordance with their tuition agreement and CCAP guidelines. Any parent fees or charges not covered by CCAP remain the responsibility of the parent or guardian.

Parent Responsibilities

Parents and legal guardians are responsible for notifying **Fulfilled Destiny Daycare** immediately of any changes to:

- Home address
- Mailing address
- Home, work, or cell phone numbers
- Emergency contact information
- Authorized pick-up persons
- Medical information
- Employment information
- Any other information listed on enrollment documents

Keeping this information current is essential to your child's safety and allows us to contact you promptly in case of an emergency.

Required Enrollment Documents

The following complete forms must be submitted before your child's first day of attendance:

- Enrollment Record
- Signed Contract and Rate Agreement
- Parent/Provider Agreement
- Provider/Client Fee Agreement
- Responsibilities of the Client to the Provider
- Authorization for Agent to Consent to Medical Treatment
- Medical Permission Slip
- Illinois DHS/DCFS Health Record
- Emergency Medical Authorization Form
- Child Enrollment Form (Food Program)
- Permission to Administer Medication
- Parent Authorization for the Administration of Medication
- Permission to Transport (Routine Trips)
- Release of Child Authorization
- Water Play/Swimming Permission Form
- General Permission Slip
- Certified copy of the child's birth certificate or other reliable proof of the child's identity and age

Questions

If you have any questions regarding the enrollment process or need assistance completing any of the required forms, please do not hesitate to ask. We are committed to making the enrollment process as smooth and welcoming as possible.

Thank you for choosing **Fulfilled Destiny Daycare**. We look forward to partnering with you in providing a safe, nurturing, educational, and loving environment where your child can learn, grow, and thrive.

Bright wheel Communication, Curriculum & Attendance Policy

At **Fulfilled Destiny Daycare**, we utilize **Bright wheel** as our digital childcare management platform to support communication, curriculum sharing, attendance tracking, and family engagement.

Bright wheel helps us provide families with important updates about their child's day while maintaining accurate records required for quality childcare operations.

Bright wheel Uses

Families will use Bright wheel for:

- Daily sign-in and sign-out records.
- Attendance tracking.

- Parent/provider communication.
- Daily updates and childcare notes.
- Curriculum activities and learning documentation.
- Photos and activity updates when applicable.
- Important announcements and reminders.
- Childcare information and family engagement.

Parent Responsibilities

Parents and guardians are responsible for:

- Creating and maintaining an active Bright wheel account.
- Completing required account information.
- Ensuring all authorized pickup persons are properly listed.
- Using Bright wheel to complete daily attendance requirements.
- Reviewing messages, updates, and important announcements.
- Keeping contact information current.

Failure to complete required sign-in/sign-out procedures may result in a reminder, additional documentation, or interruption of childcare services until attendance records are properly maintained.

Digital Attendance Requirements

Accurate attendance records are essential for:

- Child safety.
- Emergency accountability.
- Licensing requirements.
- Program documentation.

Parents must complete sign-in upon arrival and sign-out at departure each day. Parents are responsible for ensuring their child's attendance record is accurate before leaving the daycare premises.

Curriculum & Learning Updates

Bright wheel will be used to share information about children's learning experiences, including:

- Daily activities.
- Curriculum themes.
- Developmental milestones.
- Classroom experiences.
- Special projects.

Families are encouraged to review updates and engage with their child's learning journey.

Parent Questions & Support

If you have questions regarding Bright wheel setup, attendance procedures, or communication features, please contact the provider for assistance.

Provider Details:

Bright wheel Administrator: Elizabeth Jones (Fulfilled Destiny Daycare)

Provider Contact Information: 872-337-0555

Parent Login/Setup Assistance Available: _____

At **Fulfilled Destiny Daycare**, Bright wheel allows us to strengthen communication with families while providing organized documentation of each child's care, learning, and daily experiences.

Security Deposit

To reserve your child's enrollment at **Fulfilled Destiny Daycare**, a **two-week security deposit** is required before your child's first day of care.

The security deposit serves to:

- Reserve your child's space.
- Protect against unpaid tuition or non-sufficient funds (NSF) payments.
- Provide notice protection in the event of an unexpected withdrawal from the program.

The security deposit is equal to **two weeks of your regular childcare tuition** and will be applied as a credit toward your child's final two weeks of care, provided that all policies outlined in this handbook and contract have been followed, including the required termination notice.

Please note that tuition rates may increase during your child's enrollment. If your current tuition rate is higher than it was when your security deposit was paid, you will be responsible for paying any remaining balance due during your final two weeks of care.

Holding a Childcare Space

If your child does not begin care on the agreed-upon start date, your reserved space may be forfeited, and the security deposit will become **non-refundable**.

If you request that a childcare space be held for **more than two (2) weeks** before your child's start date, you will be charged **one-half (½) of your regular weekly tuition** for each additional week the space is reserved, and your child is not yet attending.

- Space-holding fees are **in addition to** the required two-week security deposit.
- All regular payment policies remain in effect while space is being held.
- Space-holding fees are **non-refundable**, even if you decide not to enroll your child before the agreed-upon start date.

Maternity and Extended Leave Policy

Parents who take maternity leave or an extended leave of absence from employment and wish to maintain their child's enrollment at **Fulfilled Destiny Daycare** are responsible for paying their regular weekly tuition throughout the leave period. Continued payment is necessary to reserve your child's space, as enrollment positions cannot be guaranteed without ongoing tuition.

Adding a New Baby to Enrollment

Families planning to enroll a newborn after maternity leave must:

- Complete all required enrollment paperwork at least **two (2) weeks** before the baby's anticipated start date.
- Submit all required medical and licensing documentation before the child's first day of care.
- Pay the required security deposit before enrollment is finalized.

For families already enrolled with one child, the security deposit for the new baby will equal the difference between your current tuition and your new weekly tuition for two children.

For long-term families who enrolled before the security deposit policy was established, a security deposit equal to **two weeks of tuition for both children** will be required before the newborn begins care.

Please refer to the **Security Deposit Policy** for additional information regarding deposits, credits, and refund eligibility.

Trial Period Policy

To ensure that **Fulfilled Destiny Daycare** is the right fit for both your family and our program, all newly enrolled children are admitted on a **two-week (14 calendar day) trial period** beginning on the child's first day of attendance.

The trial period allows both the provider and the family to evaluate whether the childcare arrangement meets the needs and expectations of everyone involved.

During the trial period:

- Either the parent/guardian or the provider may terminate the childcare agreement by providing **24 hours' notice**.

- Any tuition, registration fees, or other prepaid fees are **non-refundable** if care is discontinued during the trial period.
- The required **two-week security deposit is non-refundable** if services are terminated during the trial period.
- The provider reserves the right to immediately terminate care if it is determined that the program is unable to meet the child's needs or if the child's continued enrollment poses a health or safety concern for themselves, other children, or staff.

After the Trial Period

Once the two-week trial period has ended, the childcare agreement becomes subject to the standard termination policy.

After the trial period:

- Either the parent/guardian or the provider must provide a **minimum of two (2) weeks' written notice** to terminate childcare services.
- The security deposit will be applied according to the terms outlined in the **Security Deposit Policy**, provided all handbook policies and financial obligations have been satisfied.

The trial period is designed to help establish a successful, long-term partnership and ensure that **Fulfilled Destiny Daycare** continues to provide a safe, nurturing, and positive environment for every child in our care.

Payment Procedures

Childcare tuition rates are outlined in your signed **Contract and Rate Agreement**.

Tuition is **paid in advance** and is due **no later than your child's drop-off time on the first contracted day of care each week**, unless another payment arrangement has been approved in writing by the provider.

To ensure uninterrupted childcare services, please observe the following payment policies:

- If your regular payment due date falls on a holiday, payment is due on the **last business day before the holiday**.
- If your family is taking a vacation, tuition must be paid **before your departure**.
- If the provider has scheduled vacation or planned days off, tuition is due **before the provider's leave begins**.
- If your child is absent due to illness, vacation, or any other reason, regular tuition remains due according to your contract.
- If the daycare closes due to the provider's illness or an unforeseen emergency, payment may be made on your child's first day back in care unless other arrangements have been made.

Accepted Payment Methods

Fulfilled Destiny Daycare accepts the following forms of payment:

- Cash

- Check (for families with a satisfactory payment history)
- Electronic payment methods approved by the provider (if applicable)

Checks must be dated for the actual payment due date. **Post-dated checks will not be accepted.**

Late Payments

Prompt payment is essential to the operation of the daycare.

- A **late payment fee of \$5.00 per day** will be charged for any tuition received after the scheduled due date.
- Late fees continue to accrue until payment is received in full.
- Repeated late payments may result in termination of childcare services.
- If childcare services are terminated due to repeated late payments, the security deposit may be forfeited in accordance with the terms of this handbook and contract.

Parents will receive **at least two (2) weeks' written notice** before any increase in tuition rates.

Tax Information

For income tax purposes, **Fulfilled Destiny Daycare** will provide each family with an annual statement summarizing the total childcare fees paid during the calendar year.

Tax statements will be provided:

- Each January for the previous tax year; or
- Upon termination of childcare services, if requested.

Parents may request a payment statement at any time during the year.

Returned Payment (NSF) Policy

If a check or electronic payment is returned due to **non-sufficient funds (NSF)** or is otherwise declined:

- The parent or guardian is responsible for reimbursing the provider for the full amount of the returned payment.
- The parent or guardian is also responsible for any bank or processing fees incurred by the provider as a result of the returned payment.

- Childcare services may be suspended until all outstanding tuition, late fees, and NSF-related charges have been paid in full.
- Once an NSF payment has occurred, **all future payments must be made in cash, certified funds, or another payment method approved by the provider.**
- Repeated returned payments may result in immediate termination of childcare services.

Maintaining timely payments helps ensure the continued operation of Fulfilled Destiny Daycare and allows us to provide consistent, high-quality care for every child enrolled.

Hours of Operation

Fulfilled Destiny Daycare is committed to providing dependable, high-quality childcare while maintaining a healthy balance for the provider, children, and families.

Operating Hours

Our regular hours of operation are:

- **Monday through Friday**
- **Day Program:** 6:00 a.m. – 6:00 p.m.
- **Evening Program:** 6:00 p.m. – 12:00 a.m.

Your family's contracted schedule and approved hours of care will be outlined in your **Contract and Rate Agreement**.

Schedule Changes

If you need to permanently change your contracted childcare schedule, a minimum of **two (2) weeks' written notice** is required.

Schedule changes are subject to space availability and the operational needs of Fulfilled Destiny Daycare. The provider reserves the right to approve or deny requested schedule changes if they cannot be accommodated.

Full-Time and Part-Time Enrollment

Fulfilled Destiny Daycare offers both **full-time and part-time enrollment**.

Because full-time enrollment provides greater scheduling stability, priority may be given to families seeking full-time care. If a part-time position is needed to accommodate a full-time family, the provider reserves the right to discontinue the part-time enrollment with proper notice.

Families who wish to guarantee their child's space may choose to pay the full-time tuition rate to reserve a full-time enrollment position.

Drop-In Care

Drop-in care may be available on a limited basis when space permits.

If you notify the provider that your child will not attend on a scheduled day, that space may be offered to another family requesting temporary care.

If you later decide your child will attend after initially reporting an absence, **at least 48 hours' notice** is required. While every effort will be made to accommodate your request, availability cannot be guaranteed if the space has already been filled.

Please remember:

- Tuition remains due for all contracted days, whether your child attends or not.
- Advance notice allows the provider to plan staffing, meals, activities, and field trips appropriately.

Absences and Late Arrivals

Parents must notify the provider **at least two (2) hours before their scheduled arrival time** if:

- Their child will be absent for the day.
- They will arrive later than their contracted drop-off time.

Prompt communication allows the provider to properly plan daily activities and staffing. Repeated failure to provide notice may result in the loss of your child's enrollment.

Children who consistently arrive late may miss portions of the planned curriculum and group learning experiences. To maintain consistency and minimize disruptions for all children, families are encouraged to arrive during their contracted drop-off times.

Parent Availability

Parents or guardians are required to inform the provider if they will be at a location other than the one listed on the Enrollment Record while their child is in care. A current telephone number where you can be reached must also be provided in case of an emergency.

Weekend Care

Fulfilled Destiny Daycare is **closed on Sundays. Saturday care may be offered on a limited basis at the provider's discretion and is subject to availability.** Approval for Saturday care is not guaranteed and must be arranged in advance.

Weekends are reserved for family time, program planning, professional development, cleaning, and preparation for the upcoming week. These responsibilities are essential to maintaining a safe, organized, and high-quality childcare environment.

Emergency weekend care requests may be considered on a case-by-case basis but are not guaranteed.

Early Pick-Up

If your workday ends earlier than expected or your schedule changes, please notify the provider and pick up your child as soon as possible.

Childcare services are intended to support parents and guardians during their scheduled work hours. Personal errands, shopping, appointments, or recreational activities should be completed after your child has been picked up whenever possible.

Thank you for respecting these policies. Your cooperation helps ensure that Fulfilled Destiny Daycare can continue providing a safe, structured, and nurturing environment for every child in our care.

Open Door Policy

At **Fulfilled Destiny Daycare**, communication and trust between families and the provider are extremely important. I maintain an open-door policy that encourages parents and guardians to remain involved in their child's care.

Parents and guardians are welcome to:

- Call during regular childcare hours.
- Schedule a visit.
- Check in on their child when needed.

For the safety and security of all children in care, parents, guardians, and visitors must notify the provider before entering the daycare premises.

Please:

- Call ahead when possible, or
- Ring the doorbell and wait for the provider to welcome you inside.

The open-door policy does **not** mean that the daycare doors will remain unlocked. Doors will remain secured at all times to protect the children from unauthorized visitors and to prevent children from leaving the premises unsupervised.

Child safety is my highest priority. Maintaining controlled access allows me to provide a secure environment while continuing to welcome family involvement.

Parents are asked to understand that unexpected visitors or frequent interruptions may affect the children's daily routine, activities, and behavior. Maintaining a consistent environment helps children feel comfortable, secure, and engaged.

The provider remains responsible for the care, supervision, and safety of each child until the child is released to an authorized parent, guardian, emergency contact, or appropriate authority.

Parents are responsible for ensuring that all emergency contacts, phone numbers, and authorized pickup information remain current.

Late Arrival and Late Pickup Fees

Your child's approved childcare schedule and contracted hours are listed in your **Contract and Rate Agreement**. Families are expected to follow their scheduled drop-off and pickup times.

To maintain a consistent routine for all children and to respect the provider's personal and family time, fees will apply for arrivals or departures outside of your contracted hours.

Early Drop-Off Fees

If a child is dropped off before the contracted start time listed in the agreement, an early drop-off fee will apply.

Example:

If your contracted drop-off time is 8:30 a.m. and you arrive at 8:15 a.m., an early arrival fee will be charged even if the daycare is open.

Late Pickup Fees

If a child is picked up after the contracted pickup time, a late fee will apply beginning immediately after the scheduled pickup time.

Example:

If your contracted pickup time is 4:30 p.m., late fees begin at 4:31 p.m.

This policy applies even if the daycare remains open later.

Parent-Communicated Schedule Changes

If a parent communicates a different pickup time than the contracted schedule and does not arrive by the agreed-upon time, late fees will apply.

Example:

If a parent states they will arrive at 2:00 p.m. but arrives at 3:00 p.m., the late fee will apply.

Providing notice that you will be late does not remove the late fee. Notice allows the provider to plan appropriately but does not change the scheduled care agreement.

Late Fee Rates

Late or early arrival fees are:

\$1.00 per child, per minute

If extended care is requested and approved in advance, the rate will be:

\$5.00 per 15-minute increment

Late drop-off does not provide additional late pickup time. A late arrival does not change the child's scheduled pickup time.

Payment of Late Fees

Late fees are due immediately at the time of pickup or drop-off and must be paid in cash unless another arrangement has been approved.

If payment cannot be made at that time, the family will receive a written balance notice, and payment will be due by the next regularly scheduled tuition payment date.

Repeated late arrivals, late pickups, or unpaid fees may result in termination of childcare services.

Thank you for respecting scheduled childcare hours and helping Fulfilled Destiny Daycare maintain a safe, dependable, and professional environment for all families.

No-Show / Failure to Collect Child Policy

At **Fulfilled Destiny Daycare**, parents and guardians are responsible for ensuring that their child is picked up on time according to the schedule listed in the **Contract and Rate Agreement**.

Maintaining current emergency contact information is extremely important. Parents must ensure that all phone numbers, addresses, authorized pickup persons, and emergency contacts remain accurate and updated.

Late Pickup Procedure

If a child has not been picked up within **five (5) minutes** after the contracted pickup time:

1. The provider will attempt to contact the parent or guardian up to **three (3) times**.
2. If the parent or guardian cannot be reached, the provider will contact emergency contacts listed on the child's enrollment forms up to **two (2) times**.
3. If the child has not been picked up within **one (1) hour from the first attempted contact**, and no responsible adult has arrived or made arrangements, the provider will contact the appropriate authorities, including **DCFS and law enforcement**, for assistance.

If the parent or guardian answers the phone but is unable to arrive immediately, they must make arrangements for an authorized pickup person. Additional late fees will continue to apply.

Parents are responsible for allowing enough travel time to arrive before closing or contracted pickup time. Traffic delays, work-related delays, or weather conditions (except emergency situations) do not eliminate responsibility for late fees.

Extreme Weather Situations

During severe weather or dangerous travel conditions, parents should prioritize safety and notify the provider as soon as possible if they are delayed.

Parents are still responsible for tuition and approved overtime charges unless otherwise determined by the provider.

Late fees will apply at the contracted overtime rate:

\$1.00 per child, per minute

Continued Late Pickups

Repeated late pickups may be considered a violation of the childcare agreement and may result in:

- Termination of childcare services.
- Loss of enrollment placement.
- Forfeiture of the security deposit according to the contract terms.

Abandonment of Child

Failure to make arrangements for pickup or failure to respond to communication attempts regarding your child may be considered abandonment.

In the event of suspected abandonment, the provider will contact the appropriate authorities, including DCFS and law enforcement, and childcare services may be terminated.

Arrivals and Departures Policy

Consistent arrival and departure routines help children feel secure and allow the daycare day to run smoothly.

Arrival Expectations

Children should arrive:

- Clean and ready for the day.
- Dressed appropriately for activities and weather.
- Fed, unless arriving shortly before a scheduled mealtime.

Some children may experience separation anxiety during drop-off. This is normal. Parents are encouraged to keep goodbyes:

- Positive.
- Calm.
- Brief (approximately five minutes or less).

A cheerful goodbye, reassurance that you will return, and a quick departure typically help children transition more easily into the daycare routine.

Pickup Expectations

Pickup times should also be brief and consistent.

Children often test boundaries when parent and provider are present. Parents are asked to support daycare expectations and rules during pickup.

Arriving early does not mean a family may remain until closing unless prior arrangements have been made with the provider.

If you would like to visit or discuss your child's day in detail, please schedule a time outside of active pickup and drop-off periods.

Safe Entry and Exit Procedures

For everyone's safety:

- Families must enter and exit through the designated front entrance unless the provider has posted a notice stating that everyone is outside.
- Parents must knock or ring the doorbell before entering.
- Doors may remain locked for child safety and security.
- Parents should not enter the backyard unless the provider is present with all children.

Children must not run to vehicles or leave the daycare area without their parent or authorized adult present.

The safety rule is:

"No child leaves the daycare area without their parent, guardian, or authorized pickup person present."

Quiet Time Arrivals and Departures

To protect children's rest periods, parents are asked to avoid drop-offs and pickups during scheduled quiet time whenever possible.

If arrival or departure is necessary during quiet time:

- Please enter quietly.
- Keep conversations brief.
- Help your child transition without disturbing sleeping children.

Children arriving during quiet time will be expected to participate in quiet activities until rest time has ended.

Communication During Drop-Off and Pickup

Drop-off and pickup times are not appropriate times for private discussions about behavioral concerns, developmental concerns, or sensitive matters involving children.

Young children may overhear conversations, and confidentiality is important.

Parents may schedule a private conversation with the provider at a more appropriate time.

Child Release Authorization

Children will only be released to:

- A parent or legal guardian, or
- An individual authorized by the parent on the child's enrollment paperwork.

If someone other than a parent will be picking up the child:

- Parents must notify the provider in advance.
- The individual must be listed as an authorized pickup person.

- If the person is not listed, written authorization from the parent is required before the child may be released.

For your child's protection:

- Authorized pickup persons may be asked to show photo identification.
- The provider reserves the right to verify authorization before releasing a child.

Parents are responsible for informing authorized pickup persons of this safety procedure.

Diapering and Clothing Expectations

The provider will make every effort to send children home clean, comfortable, and cared for.

Parents are asked to bring children prepared for the day with:

- Clean diapers or training pants as needed.
- Appropriate clothing.
- Any required personal supplies.
- Change of clothing
- No large diaper bags, small to medium sealable bags

Parents are expected to support daycare rules and expectations during arrival and departure times.

Thank you for helping Fulfilled Destiny Daycare maintain a safe, respectful, and organized environment for all children and families.

Signing In & Out Policy

At **Fulfilled Destiny Daycare**, accurate attendance records are required for the safety of all children, proper documentation, licensing compliance, and attendance verification.

Parents or authorized guardians are required to **sign their child in and out every day** upon arrival and departure.

A sign-in/sign-out sheet, pen, and clock will be located near the entrance for your convenience.

The sign-in/out record provides important documentation of:

- The child's attendance.
- Arrival and departure times.
- The individual who dropped off and picked up the child.
- The child's daily hours in care.

Signing your child in and out is a required part of the childcare process. Failure to complete the sign-in/out procedure may result in the child being unable to attend care until the issue is corrected.

Parents and guardians are responsible for ensuring that all attendance records are completed accurately and completely.

Absence Policy

At **Fulfilled Destiny Daycare**, childcare spaces are reserved specifically for enrolled children and cannot always be filled on short notice. Therefore, tuition payments are based on your child's contracted enrollment schedule, not daily attendance.

There will be **no refunds, credits, or fee adjustments** for absences due to:

- Child illness.
- Family vacations.
- Holidays.
- Personal days.
- Missed scheduled childcare days.

Your child's enrollment space remains reserved whether or not your child attends.

Provider Absences and Closures

Although every effort will be made to remain available during regular childcare hours, there may be times when care cannot be provided due to:

- Provider illness.
- Family illness.
- Emergency situations.
- Funeral or family circumstances.
- Unexpected events.

Parents will be notified as soon as possible if Fulfilled Destiny Daycare must close or if care arrangements need to be adjusted.

When the provider is unable to provide care due to provider illness or emergency, parents will be responsible for arranging alternate childcare if needed.

If Fulfilled Destiny Daycare closes due to provider illness, emergency, or circumstances beyond the provider's control, families will receive credit toward future childcare fees as determined by the provider.

Emergency Backup Care

For short-term absences of approximately **1–4 hours**, backup care may be provided by an approved substitute caregiver.

Substitute caregivers must follow the policies, procedures, and expectations outlined in this handbook and childcare agreement.

If an approved substitute caregiver is unavailable, Fulfilled Destiny Daycare may need to close for part of the day or the full day.

Parents are encouraged to have a backup childcare plan in place, including trusted family members, friends, or alternate childcare providers, for unexpected closures.

Thank you for your understanding and cooperation in maintaining a reliable, safe, and professional childcare environment for all Fulfilled Destiny Daycare families.

Holidays & Vacations Policy

At **Fulfilled Destiny Daycare**, I value the importance of rest, family time, professional development, and maintaining a healthy balance in order to continue providing high-quality childcare.

Childcare is a rewarding profession; however, it also requires dedication, preparation, and ongoing commitment. Scheduled time away allows me to recharge, complete childcare-related projects, attend training opportunities, and continue providing a safe and nurturing environment for the children in my care.

Paid Holidays

Fulfilled Destiny Daycare will observe the following **seven (7) paid holidays** each year:

- New Year's Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

If a listed holiday falls on a **Saturday**, Fulfilled Destiny Daycare will be closed on the preceding **Friday** with pay.

If a listed holiday falls on a **Sunday**, Fulfilled Destiny Daycare will be closed on the following **Monday** with pay.

Parents are responsible for payment for these paid holidays if the holiday falls on a regularly scheduled childcare day for their child.

Provider Vacation Time

Each year, Fulfilled Destiny Daycare may close for up to **three (3) weeks of vacation time**.

Provider vacation time will be scheduled as follows:

- **One (1) week of paid vacation**
 - Must be taken as one full Monday–Friday week (five consecutive business days).
- **Up to two (2) additional weeks of unpaid vacation**
 - May be taken as a full week, consecutive days, or divided into separate days based on scheduling needs.

Parents will receive a minimum of **three (3) weeks' advance notice** of scheduled provider vacation dates whenever possible.

Additional Provider Closure Days

Occasionally, Fulfilled Destiny Daycare may need additional unpaid closure days for:

- Medical appointments.
- Family obligations.
- Professional training.
- Continuing education.
- Childcare preparation.
- Household or daycare projects.
- Personal wellness and rest.

I will provide as much advance notice as possible so families have time to arrange alternate care. When possible, I will make every effort to select dates that are convenient for the majority of families.

These additional closure days will be unpaid unless otherwise stated.

Parent Vacation Policy

Families are allowed **one (1) week of unpaid vacation per calendar year** for their child, provided that:

- A minimum of **two (2) weeks' written notice** is provided.
- The vacation time is approved and documented.

No exceptions will be made regarding advance notice requirements.

The amount of vacation time provided is based on the child's contracted attendance schedule.

Example:

If your child attends childcare only on Wednesdays and Thursdays, your vacation benefit equals **two unpaid childcare days** per calendar year.

Parents may use their vacation days:

- As one consecutive week, or
 - As separate individual days with proper notice.
-

Vacation Restrictions

The following rules apply to parent vacation days:

- Vacation days may not be used during the first **three (3) months** of enrollment.
- Unused vacation days expire at the end of the one-year period and cannot be carried over.
- Vacation days may not be applied toward the final two weeks of childcare.
- Vacation days may not be used to reduce outstanding balances, including:
 - Late payment fees.
 - Late pickup fees.
 - Other childcare-related charges.
- Vacation days cannot be used for days when the child is attending childcare.

Fulfilled Destiny Daycare will maintain a record of vacation days used in the child's file. Parents are responsible for tracking their remaining vacation days.

Thank you for respecting this policy and understanding that planned time away allows Fulfilled Destiny Daycare to continue providing dependable, safe, and quality care for every child and family.

Personal Belongings Policy

At **Fulfilled Destiny Daycare**, we encourage children to enjoy and share the toys, materials, and learning resources provided in our childcare environment. To reduce conflicts, loss, and damage, children should not bring toys or personal items from home unless specifically approved.

Toys From Home

Children should not bring toys from home to daycare.

Young children are still developing sharing skills, and personal toys can create challenges during group play. To support a positive and cooperative environment, personal toys will remain at home unless:

- The item is a comfort item ("lovey") needed for rest time.
- The item is requested for Show and Tell.
- The item is part of a special classroom activity approved by the provider.

Comfort items brought for nap time will be stored safely and only available during designated rest periods.

Fulfilled Destiny Daycare is not responsible for lost, damaged, or broken personal belongings brought from home.

All approved personal items must be clearly labeled with the child's name or initials.

Required Supplies Policy

Parents and guardians are responsible for providing all necessary personal supplies required for their child's daily care.

Required supplies may include:

- Diapers.
- Wipes.
- A complete change of clothing appropriate for the weather.
- Socks and underwear as needed.
- Any personal care items required for the child.
- A blanket for rest time.

Parents may provide a full package of diapers to be stored at the daycare changing station. The provider will notify parents when supplies are running low.

Clothing Requirements

Children should arrive dressed in comfortable clothing suitable for play and daily activities.

Please note:

- Expensive or special clothing is not recommended for daycare.
- Children participate in activities that may include sensory play, outdoor play, meals, and other experiences that may result in clothing becoming dirty.

Soiled clothing will be sent home. A clean replacement outfit must be returned the following childcare day.

If your child needs to wear special clothing for an event after daycare (such as a party, appointment, visit, or professional photos), please send the clothing separately. The provider will assist your child with changing before pickup when possible.

Seasonal Items

Parents are responsible for providing seasonal items needed throughout the year, including but not limited to:

Summer Items:

- Swimsuit for water play activities.

Winter Items:

- Boots.
- Snow gear.
- Warm coats.

- Other weather-appropriate clothing.

Additional items may be requested based on seasonal activities and weather conditions.

All items must be labeled with the child's name or initials.

Maintaining Supplies

Parents are responsible for keeping all required supplies available and replacing items as needed.

Failure to provide necessary items may affect your child's ability to fully participate in daily activities, including outdoor play.

For example, missing weather-appropriate clothing may prevent your child from participating in outdoor activities.

If Fulfilled Destiny Daycare must purchase supplies or required items for your child due to missing or unavailable items, the cost will be added to your next scheduled childcare payment.

Failure to consistently provide required supplies may be considered a violation of the childcare agreement and may result in termination of services.

Thank you for helping Fulfilled Destiny Daycare maintain a prepared, safe, and comfortable environment for every child.

Daily Schedule Policy

At **Fulfilled Destiny Daycare**, we believe young children thrive in an environment that provides consistency, structure, and flexibility. A predictable daily routine helps children feel secure, understand expectations, develop independence, and participate in activities that support their physical, emotional, social, and cognitive growth.

Our daily schedule is designed to include:

- Learning activities.
- Play-based experiences.
- Meals and snacks.
- Rest periods.
- Sensory activities.
- Outdoor play.
- Social interaction.
- Developmentally appropriate routines.

While I will follow the written daily schedule as closely as possible, I understand that children are unpredictable and adjustments may occasionally be necessary based on the needs of the children in care.

Parents are encouraged to consider the daily schedule when planning drop-off and pickup times. Arrivals and departures during quiet time should be avoided whenever possible.

If arrival or pickup must occur during quiet time:

- Enter and exit quietly.
- Keep conversations brief.
- Be mindful that children may be sleeping.
- Help your child transition without disrupting others.

Children arriving during quiet time will be expected to rest or participate in quiet activities until the scheduled rest period has ended.

Meals and Nutrition Policy

Fulfilled Destiny Daycare participates in the **Child and Adult Care Food Program (CACFP)** and provides nutritious meals and snacks to eligible enrolled children according to program guidelines.

Meals and snacks are provided to children enrolled in the food program at no additional cost to families.

Children will be offered balanced meals and snacks that support healthy growth and development.

Meal Schedule

Scheduled meal and snack times are established based on:

- The daycare daily schedule.
- CACFP requirements.
- The ages of children in care.
- School schedules when applicable.
- Children's individual needs.

Weekly menus will be posted and available for parents to review. Parents may request to view current menus at any time.

Arrival After Mealtime

Parents are responsible for feeding their child before arrival if the child arrives after a scheduled meal or snack time.

No additional meal preparation will be provided outside of the scheduled mealtimes unless required for an enrolled infant according to their feeding plan.

Infant Feeding Policy

Infants enrolled in the Child and Adult Care Food Program may receive appropriate infant meals and nutrition, including:

- Iron-fortified infant formula when applicable.
- Infant cereal.
- Baby foods.
- Other age-appropriate foods according to feeding requirements.

Infants are fed according to their individual needs and hunger cues.

Parents of infants must provide written feeding instructions, including:

- Type of formula or food.
- Amount to be provided.
- Feeding schedule.
- Any special feeding instructions.

Feeding instructions must be updated whenever changes occur.

Food From Home Policy

To support safety, nutrition consistency, and allergy awareness:

Parents should not send food, drinks, candy, or snacks from home unless:

- Requested by the provider.
- Needed for a documented dietary requirement.
- Approved for a special occasion.

Morning sippy cups, bottles, or drinks from home should not be sent unless previously approved.

Mealtime Expectations

Mealtimes at Fulfilled Destiny Daycare are designed to be positive, social, and enjoyable experiences.

Children will:

- Be encouraged to try new foods.
- Be supported in developing healthy eating habits.
- Be allowed to decide how much they eat based on their appetite.

Children will never be forced to eat.

Children may be encouraged to try one or two bites of each offered food. Before receiving additional servings, children may be encouraged to taste all parts of their meal.

If a child chooses not to eat their meal, another meal or snack will not be provided until the next scheduled eating time.

Dietary Restrictions

Fulfilled Destiny Daycare is unable to provide modified diets unless arrangements have been discussed and approved in advance.

Parents must communicate any:

- Food allergies.
- Medical dietary restrictions.
- Feeding concerns.
- Physician-required dietary instructions.

All dietary accommodation must be documented and reviewed with the provider before changes can be made.

Thank you for partnering with Fulfilled Destiny Daycare to provide children with a healthy, structured, and nurturing environment where they can learn, grow, and thrive.

Cleanliness & Hygiene Policy

At **Fulfilled Destiny Daycare**, maintaining a clean, healthy, and safe environment is a top priority. I follow consistent hygiene practices to help prevent the spread of germs and illnesses while promoting healthy habits for all children in care.

Handwashing & Personal Hygiene

Children will be taught and encouraged to practice proper handwashing throughout the day. Hands will be washed:

- Before and after meals and snacks.
- After toileting or diaper changes.
- After outdoor play.
- After messy activities.
- Whenever hands are visibly dirty.

Paper towels are used for hand drying to ensure each child has a clean, individual drying method and to prevent the spread of germs.

The provider practices frequent handwashing and uses hand sanitizer when appropriate as an additional hygiene measure.

If parents provide a toothbrush and toothpaste, children will have the opportunity to practice daily tooth brushing while in care to encourage healthy oral hygiene habits.

Sleeping & Rest Area Cleanliness

Infants will sleep in individual cribs or pack-and-plays with clean bedding designated specifically for each child.

Beginning around age two (2), children may use individual washable nap mats. Each child will have their own assigned nap mat, sheets, blankets, and pillows.

All bedding materials will be washed weekly or more frequently as needed if they become soiled.

Meal & Food Area Sanitation

To maintain safe food handling practices:

- Each child will use their own cups, plates, bowls, and eating utensils.
- All eating supplies will be properly washed, sanitized, and dried using the dishwasher's heat setting or approved sanitation procedures.
- Highchair trays, tables, and eating surfaces will be cleaned and disinfected after each use.
- Food preparation and eating areas will be maintained in a sanitary condition throughout the day.

Fulfilled Destiny Daycare is committed to creating a clean, welcoming, and healthy environment where children can learn, play, and grow safely.

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Handwashing & Personal Hygiene

Children will be taught and encouraged to practice proper handwashing throughout the day. Hands will be washed:

- Before and after meals and snacks.
- After diaper changes or toileting.
- After outdoor play.
- After messy activities.
- Whenever hands are visibly dirty.

Paper towels are used for hand drying to ensure each child has a clean, individual drying method and to reduce the spread of germs.

The provider practices frequent handwashing and uses hand sanitizer when appropriate as an additional hygiene measure.

If parents provide a toothbrush and toothpaste, children will have the opportunity to practice daily tooth brushing while in care to encourage healthy oral hygiene habits.

Diapering & Sanitation Procedures

Fulfilled Destiny Daycare follows safe and sanitary diapering procedures to protect the health and comfort of every child.

- Diapers will be checked and changed regularly throughout the day and as needed.
- Children will be changed in a designated diapering area.
- Hands will be washed before and after each diaper change.
- The changing area will be cleaned and sanitized after each use.
- Parents are responsible for providing an adequate supply of diapers, wipes, and any additional personal care items required for their child.
- Soiled clothing will be placed in a sealed bag and sent home with the parent or guardian.

Sleeping & Rest Area Cleanliness

Infants will sleep in individual cribs or pack-and-plays with clean bedding designated specifically for each child.

Beginning around age two (2), children may use individual washable nap mats. Each child will have their own assigned nap mat, sheets, blankets, and pillows.

All bedding materials will be washed weekly or more frequently as needed if they become soiled.

Meal & Food Area Sanitation

To maintain safe food handling practices:

- Each child will use their own cups, plates, bowls, and eating utensils.
- All eating supplies will be properly washed, sanitized, and dried using the dishwasher's heat setting or approved sanitation procedures.
- Highchair trays, tables, and eating surfaces will be cleaned and disinfected after each use.
- Food preparation and eating areas will be maintained in a sanitary condition throughout the day.

Fulfilled Destiny Daycare is committed to creating a clean, welcoming, and healthy environment where children can learn, play, and grow safely.

Toilet Training Policy

At **Fulfilled Destiny Daycare**, toilet training is approached in a positive, relaxed, and supportive manner. Successful toilet training requires cooperation and consistency between the daycare provider and the child's family. Every child develops at their own pace, and toilet training will begin when the child demonstrates signs of readiness.

Generally, around **30 months of age** is a good time to begin observing readiness signs; however, the decision to begin toilet training will be based on the individual child's development, comfort level, and ability to participate in the process.

Signs of Toilet Training Readiness

Some signs that a child may be ready include:

- Showing interest in using the toilet.
- Communicating when they need a diaper change or bathroom assistance.
- Remaining dry for longer periods of time.
- Being able to follow simple instructions.
- Showing independence with dressing and personal care.

Parent & Provider Partnership

Parents are encouraged to begin toilet training at home during a weekend, vacation, or other time when they can provide additional support and consistency.

Once toilet training begins, Fulfilled Destiny Daycare will continue to encourage and support the child while in care. Communication between the parent and provider is important to ensure the same expectations and routines are being followed in both environments.

Clothing Requirements During Toilet Training

During the toilet training process, children should wear clothing that allows them to independently practice using the bathroom.

Recommended clothing includes:

- Elastic-waist shorts or pants.
- Loose-fitting clothing.
- Dresses or easy-to-remove outfits.

Please avoid clothing that may make bathroom independence difficult, including:

- Tight-fitting pants.
- Belts.
- Overalls.
- Clothing with complicated buttons, snaps, or zippers.
- Onesies.

Parents must provide:

- Two complete changes of clothing, including socks.
- Appropriate seasonal clothing.
- Pull-ups or approved training pants as needed.

Children should remain in pull-ups or **5-ply training pants** until they demonstrate consistent toileting success. Switching back and forth between diapers, underwear, and training pants can create confusion and may delay the process.

Bathroom Independence Expectations

Because children are often more active and distracted while participating in daycare activities, they may not respond to bathroom cues as quickly as they do at home.

A child will continue using diapers, pull-ups, or training pants until they are able to:

- Recognize and communicate the need to use the bathroom.
- Hold their bladder and bowels for a short period after communicating the need.
- Successfully use the toilet consistently both at home and in childcare.

If a child is not experiencing success after beginning toilet training, the process may be paused and revisited after additional time and development.

Positive Experience

Toilet training is an important developmental milestone and a sign of growing independence. Fulfilled Destiny Daycare will provide encouragement, patience, and support throughout this process.

Together, through consistency and communication between home and daycare, we can help make toilet training a positive and successful experience for your child.

Naps & Quiet Time Policy

At **Fulfilled Destiny Daycare**, rest periods are an important part of each child's daily routine. A scheduled rest time allows children the opportunity to recharge, regulate emotions, and prepare for continued learning, play, and social interactions throughout the day.

Afternoon Rest Period

All children are required to participate in an afternoon rest period. During this time, children may:

- Sleep.
- Rest quietly.
- Look at books.
- Participate in quiet activities.

Rest time is provided for the health and well-being of all children. Without adequate rest, children may become overly tired, less patient, more emotional, or have difficulty participating positively in afternoon activities.

Quiet Time Expectations

Children are expected to remain calm and respectful of others during rest time. Children who do not fall asleep will still participate in quiet activities so that other children may rest.

The provider uses this time to:

- Clean and organize the childcare environment.
- Complete daily documentation.
- Prepare activities and curriculum.
- Complete necessary childcare planning tasks.

Nap Supplies

Fulfilled Destiny Daycare provides:

- Individual nap mats.
- Child-sized blankets.

Parents may provide a special comfort item, such as a blanket or stuffed animal, if it helps their child feel secure during rest time. All personal items should be clearly labeled with the child's name.

Infant Sleep Schedule

Infants have individual sleep needs and will nap according to their own developmental schedules. Their sleep routines will be accommodated based on their age, feeding schedule, and individual needs.

Between approximately **12 and 18 months of age**, many children transition from multiple naps to one scheduled nap per day. When developmentally appropriate, the provider will begin helping the child transition to the regular daycare rest schedule.

Arrival & Departure During Rest Time

Parents are encouraged to avoid drop-off and pickup during scheduled naps and quiet time whenever possible.

If arrival or departure must occur during rest time, families are asked to:

- Enter quietly.
- Keep conversations brief.
- Help their child transition without disturbing sleeping children.

Thank you for supporting our rest time routine. A consistent rest period helps create a calmer, happier, and more successful daycare environment for every child at Fulfilled Destiny Daycare.

Activities & Curriculum Policy

At **Fulfilled Destiny Daycare**, our goal is to provide a fun, engaging, and nurturing learning environment where children can develop socially, emotionally, physically, and intellectually. Children learn best through hands-on experiences, exploration, play, and positive interactions with others.

Our curriculum is designed to encourage:

- Social development.
- Creativity and self-expression.
- Problem-solving skills.
- Independence.
- Language development.
- Early academic skills.
- Confidence and self-esteem.

Daily Activities

Children will participate in a variety of appropriate age activities, including:

- Free play and guided play.
- Storytime and early literacy activities.
- Arts and crafts.
- Music, singing, and dancing.
- Dramatic play and pretend play.
- Puzzles and games.
- Sensory activities.
- Science exploration.
- Early math activities.
- Educational videos and learning resources.
- Letter, shape, color, and number recognition activities.

Activities will be planned around monthly themes to provide children with opportunities to explore new concepts while building on their existing knowledge and interests.

Preschool Learning

The preschool program at Fulfilled Destiny Daycare is designed to provide additional learning opportunities while keeping childhood development as the focus.

Our goal is to:

- Encourage curiosity.
- Build early school readiness skills.
- Support communication and social skills.
- Help children develop confidence in their abilities.

Preschool activities are not designed to be a highly structured academic program. Young children learn best through play, exploration, participation, and observing the world around them.

Creative Expression & Music

Music is an important part of our daily routine and supports children's development in areas such as:

- Language skills.
- Memory.
- Coordination.
- Emotional expression.
- Creativity.
- Social interaction.

Children may participate in special music activities, singing, movement activities, and music incorporated throughout the day during activities such as arts and crafts, transitions, and mealtimes.

Family Connection

Children's projects may occasionally be sent home to share with families. Parents are encouraged to ask children about their activities and celebrate their learning experiences.

A monthly activity calendar and curriculum themes will be posted on the bulletin board near the front door so families can stay informed about upcoming activities and learning topics.

At **Fulfilled Destiny Daycare**, we believe learning should be joyful, meaningful, and developmentally appropriate. Our goal is to help every child learn, grow, and build a strong foundation for future success.

Parental Involvement Policy

At **Fulfilled Destiny Daycare**, we believe that families are an important part of a child's learning and childcare experience. A strong partnership between parents, guardians, and the provider helps children feel supported, confident, and successful.

Parents and families are welcomed and encouraged to participate in activities and special events whenever possible. Your involvement helps create meaningful experiences for your child and strengthens the connection between home and daycare.

Ways Families Can Participate

Families may participate in a variety of ways, including:

- Volunteering or chaperoning during approved field trips.
- Sharing items, books, cultural materials, or objects related to classroom learning themes.
- Visiting to share information about a career, hobby, talent, or special interest when arranged with the provider.
- Supporting learning activities at home that connect with current curriculum themes.
- Helping children prepare items for **Show and Tell**.
- Contributing treats, supplies, or special items for approved parties and celebrations.

All participation opportunities will be coordinated with the provider to ensure safety, organization, and compliance with daycare policies.

Birthdays & Parties

At **Fulfilled Destiny Daycare**, each child's birthday is recognized as a special milestone. We celebrate birthdays by making each child feel valued, appreciated, and celebrated as part of our daycare family.

Birthday celebrations may include:

- Singing "Happy Birthday."
- Special recognition of the birthday child.
- Age-appropriate birthday activities.
- A special moment for the child to share their excitement with friends.

Parents who would like to provide birthday treats or special items must communicate with the provider in advance. Any food items brought into daycare must follow applicable food safety guidelines and allergy considerations.

Our goal is to make birthdays and special events joyful, inclusive, and memorable while maintaining a safe environment for all children.

Fulfilled Destiny Daycare

House Rules

At **Fulfilled Destiny Daycare**, we strive to provide a safe, clean, respectful, and nurturing environment where every child can learn, play, and grow. As a family childcare home, I ask that all parents, guardians, and children respect my profession, my home, my family, and the other families we serve.

The respect shown to one another, the daycare environment, furnishings, equipment, toys, and outdoor play areas help create a positive atmosphere for everyone. Parents are encouraged to review these house rules with their children to promote consistency between home and daycare.

Safety Rules

For the safety and well-being of all children and adults, the following rules are strictly enforced:

- No running inside the daycare home.
- Hitting, pushing, biting, grabbing, kicking, spitting, pinching, or any other aggressive behavior toward children or adults is not permitted.
- Standing or climbing on chairs, tables, furniture, counters, or other equipment is prohibited.
- Children are expected to use kind, respectful, and appropriate language at all times. Obscene, offensive, threatening, or disrespectful language will not be tolerated.
- Food, drinks, bottles, and cups must remain in designated eating areas and may not be carried throughout the daycare.

- Children may not lift, carry, or attempt to pick up other children while on the daycare premises.
- Children are expected to treat others with kindness and respect all toys, learning materials, equipment, furniture, and personal property.

Care of Toys and Equipment

Children are encouraged to enjoy all toys and learning materials provided at Fulfilled Destiny Daycare. Normal wear and tear is expected with daily use.

However, if a child intentionally damages or destroys daycare property through willful or reckless behavior, the parent or guardian may be responsible for the cost of repair or replacement.

Parent Partnership

Parents play an important role in helping children understand and follow daycare expectations. Your support in reinforcing these rules at home helps create a safe, respectful, and enjoyable environment for all children.

Smoke-Free Environment

Fulfilled Destiny Daycare is a **100% smoke-free environment**. Smoking, vaping, or the use of tobacco products is strictly prohibited anywhere inside the home or on the daycare property.

Access to the Home

Fulfilled Destiny Daycare operates within my family home. While I am pleased to welcome your family into our childcare environment, I also ask that you respect the privacy of my family and our personal living space.

For childcare purposes, parents, guardians, and enrolled children are welcome only in the **designated childcare areas**, which include the **basement level and the upstairs right bedroom**, as directed by the provider.

To protect my family's privacy, parents and children are **not permitted** in the following areas unless specifically invited by the provider:

- Main level living areas
- Upstairs left bedroom
- Family bathrooms
- Front room
- Dining room
- Kitchen

The kitchen is reserved for food preparation and family use and is not accessible to parents or children during daycare hours.

Thank you for respecting these boundaries and helping maintain a safe, professional, and welcoming environment for every family served by **Fulfilled Destiny Daycare**.

Indoor & Outdoor Play

At **Fulfilled Destiny Daycare**, active play is an important part of every child's physical, social, emotional, and cognitive development. We provide a balance of indoor and outdoor activities each day to encourage healthy growth, creativity, and exploration.

Indoor Play

Children have access to a variety of age-appropriate toys, learning materials, and activity centers that promote imaginative play, problem-solving, creativity, and early learning.

To maintain an organized and engaging environment, toys and learning materials are rotated regularly. Rotating toys help maintain children's interest while preventing overstimulation and clutter.

During free play, children are encouraged to select one or two activities at a time. Before choosing another activity, children will be guided to clean up and properly return toys and materials to their designated places. This practice helps children develop:

- Responsibility
- Independence
- Organization skills
- Respect for shared materials
- Positive classroom habits

Children will also participate in teacher-guided learning activities, music and movement, dramatic play, sensory experiences, arts and crafts, reading, STEM activities, and other age-appropriate educational experiences throughout the day.

Outdoor Play

Outdoor play is an essential part of our daily schedule. Weather permitting, children will have opportunities to play outside each day.

Families are responsible for ensuring their child arrives dressed appropriately for the weather and outdoor activities, including:

- Comfortable clothing
- Closed-toe shoes
- Jackets or coats during cooler weather
- Hats, gloves, or other seasonal clothing as needed

Outdoor activities may include:

- Nature walks and neighborhood walks
- Playground activities (swings, slides, climbers, and other age-appropriate equipment)
- Riding tricycles, bikes, scooters, and riding-on toys
- Sandbox play
- Ball games and gross motor activities

- Water play, sprinklers, and wading pools during the summer months (with parent permission)
- Gardening and nature exploration
- Group games and outdoor learning activities

Outdoor playtime generally ranges from **20 to 45 minutes** during the spring and fall months. During the summer, children may spend **two hours or more outdoors**, divided into shorter sessions when appropriate to accommodate weather conditions, hydration, meals, and rest periods.

Outdoor play may be shortened or canceled during severe weather conditions, including excessive heat, poor air quality, heavy rain, lightning, snowstorms, ice, or dangerously cold temperatures. On those days, children will participate in indoor gross motor activities to remain active.

Our goal is to provide children with safe, enjoyable opportunities to explore, play, exercise, and develop a lifelong appreciation for active, healthy living.

Discipline and Positive Guidance Policy

At **Fulfilled Destiny Daycare**, I believe that discipline is an opportunity to teach children appropriate behaviors, problem-solving skills, self-control, and respect for others. My goal is to create a safe, nurturing, and positive environment where every child can learn and grow emotionally, socially, and developmentally.

I work closely with parents and guardians to understand the cause of challenging behaviors and to address them in a positive, consistent manner. I use guidance strategies that encourage children to take responsibility for their actions while learning appropriate ways to express their feelings and interact with others.

Behavior Expectations

Children are expected to:

- Respect themselves.
- Respect others.
- Respect the daycare environment and property.
- Use kind and appropriate language.
- Follow the daycare's safety rules.
- Treat other children and adults with kindness and consideration.

The daycare rules are reviewed frequently so children clearly understand expectations and can feel confident in a consistent environment.

Please remember that disagreements between children are a normal part of development. Young children are still learning how to communicate their feelings and solve problems appropriately. Behaviors such as hitting, grabbing toys, biting, or throwing objects may occasionally occur as children develop social skills. My role is to teach children positive alternatives and appropriate ways to interact with others.

Positive Guidance Methods

Behavior is addressed individually according to each child's age, developmental level, and specific needs.

The following positive guidance techniques may be used:

- Encouraging children to solve problems independently whenever appropriate.
- Positive reinforcement and encouragement.
- Intervention followed by discussion.
- Redirection to another activity or play area.
- Teaching appropriate social skills and conflict resolution.
- Natural and logical consequences.
- Temporary loss of privileges when appropriate.
- A supervised calming period (time-out) when necessary.

Time-Out Policy

Time-out is used only when a child needs a brief opportunity to calm down and regain self-control.

- Time-out will **not exceed one (1) minute for each year of the child's age.**
- **Children under 24 months of age will not be placed in time-out or removed from group activities.** Instead, they will receive redirection, comfort, close supervision, and age-appropriate guidance while remaining with the group whenever possible.
- Time-out is never used as a form of humiliation or punishment but as an opportunity for children to regain self-control before returning to activities.

Consequences are implemented immediately after inappropriate behavior so children can better understand the connection between their actions and the outcome.

Parent Partnership

Parents and guardians are valuable partners in supporting positive behavior.

Please do not punish your child at home for behavior that occurred while in my care. I ask that you trust me to address situations appropriately while they occur. I will communicate with you regarding any significant behavioral concerns so that together we can provide consistent guidance between home and daycare.

If appropriate interventions are successful, your child may continue to participate successfully in the program.

If parents choose not to participate in recommended interventions, or if Fulfilled Destiny Daycare is unable to safely or effectively meet a child's needs despite reasonable efforts, families may be asked to make alternative childcare arrangements. I will assist you, to the best of my knowledge, by providing information and referrals to other childcare resources whenever possible.

If a child's behavior prevents me from safely supervising or caring for the other enrolled children, parents may be contacted and asked to pick up their child before the end of the scheduled day.

Behaviors That Require Immediate Intervention

The following behaviors are not permitted and will be addressed immediately:

- Hitting
- Kicking
- Biting

- Spitting
- Pinching
- Throwing objects at others
- Hostile or threatening language
- Bullying or intimidation
- Intentional destruction of property
- Any behavior that may harm another child or adult

Each behavioral situation will be evaluated individually with consideration given to the child's age and developmental abilities.

Prohibited Discipline Practices

Fulfilled Destiny Daycare maintains a zero-tolerance policy for inappropriate discipline.

Under **no circumstances** will any of the following be used:

- Spanking or corporal punishment
- Physical punishment of any kind
- Verbal abuse
- Name-calling or ridicule
- Shaming, humiliating, or frightening a child
- Threats or intimidation
- Derogatory remarks about the child or the child's family
- Isolation as punishment
- Withholding meals, snacks, drinks, sleep, rest time, or bathroom privileges
- Punishment for toileting accidents
- Bribes or coercion

Every child deserves to be treated with dignity, patience, kindness, and respect.

Mandated Reporter Statement

As a licensed family childcare provider, I am a **mandated reporter** under Illinois law.

I am legally required to recognize and report any reasonable suspicion of child abuse or neglect, including physical abuse, emotional abuse, sexual abuse, or neglect, to the appropriate authorities. This responsibility exists solely to protect the safety and well-being of every child entrusted to my care and is carried out in accordance with Illinois law.

Behavior Support and Transition Policy

At **Fulfilled Destiny Daycare**, my goal is to help every child succeed in a safe, nurturing, and inclusive learning environment. I believe that positive behavior is best developed through consistency, patience, communication, and collaboration between the provider and the family.

When behavioral concerns arise, every effort will be made to support the child before considering a transition to another childcare setting.

Behavior Documentation Process

When a child demonstrates behaviors that interfere with their own learning, the safety of others, or the daily operation of the daycare, the following steps will be followed:

Step 1: Observation and Documentation

The provider will:

- Observe and identify the concerning behavior.
- Document the behavior, including the date, time, circumstances, and interventions used.
- Discuss the incident with the parent or legal guardian.
- Provide a written Behavior Observation Report for the parent or guardian to review and sign. A copy will be maintained in the child's confidential file, and a copy will be provided to the parent upon request.

Children will receive calm, respectful guidance and age-appropriate explanations regarding why the behavior is inappropriate and what behaviors are expected.

Step 2: Parent Collaboration

If similar behaviors continue and **three (3) documented behavior reports** have been completed, the provider and parent or guardian will schedule a collaborative meeting to discuss:

- Possible causes of the behavior.
- Strategies are being used at home and daycare.
- Consistent expectations between home and daycare.
- Appropriate interventions to support the child's success.

A written Behavior Support Plan will be developed outlining agreed-upon strategies and goals.

Step 3: Progress Meetings

Two follow-up meetings will be scheduled approximately:

- **14 days** after the Behavior Support Plan begins.
- **28 days** after the Behavior Support Plan begins.

These meetings will review:

- Progress made toward behavior goals.
- Effectiveness of current interventions.
- Additional strategies or modifications needed.
- Recommendations for additional support if appropriate.

Step 4: Transition Planning

If, after consistent implementation of the Behavior Support Plan, the child continues to demonstrate the same behaviors and receives a **fourth documented behavior report**, and those behaviors continue to significantly impact the safety, well-being, or learning environment of the daycare, the provider and family will meet to discuss whether a transition to a program better equipped to meet the child's individual needs is appropriate.

The provider will work collaboratively with the family to develop a Transition Plan that supports the child's success while minimizing disruption.

Family Resources and Referrals

When appropriate, families may be provided with information about community resources, developmental screenings, behavioral support services, Early Intervention (for eligible children under age three), local school district evaluations, therapists, or other professionals who may be able to assist.

Examples of resources may include:

- Early Intervention Services (Birth to Three)
- Local School District Child Find Services
- Developmental specialists
- Behavioral health providers
- Occupational, speech, or developmental therapy providers
- Community family resource centers

The provider may document whether the child has been evaluated and, if voluntarily shared by the family, whether the child was determined eligible or ineligible for recommended services.

Participation in outside evaluations or services remains the decision of the child's parent or legal guardian unless otherwise required by law.

Documentation

All behavior reports, meeting summaries, behavior support plans, referrals, and transition plans will:

- Be signed and dated by the provider and parent or legal guardian.
- Be maintained in the child's confidential file.
- Be provided to the parent or guardian upon request.

Parent Decision

Parents or legal guardians have the right to accept or decline recommended referrals or outside resources.

If recommendations are declined, parents may be asked to acknowledge in writing that they have received the recommendations and have chosen not to pursue them at that time.

Parents or legal guardians may also choose to voluntarily withdraw their child from Fulfilled Destiny Daycare by providing written notice in accordance with the withdrawal policy outlined in this handbook.

Provider Responsibilities

The provider will maintain all records required by Illinois licensing regulations and will cooperate with state agencies as required by law. Any required reporting or data collection regarding enrollment, transitions, or referrals will be completed in accordance with applicable Illinois Department of Children and Family Services (DCFS) and Illinois State Board of Education (ISBE) requirements.

All behavior support and transition plans are intended to be collaborative, individualized, and focused on helping every child achieve success in the least restrictive and most supportive environment possible.

Illness Policy

The health and safety of every child, family, and staff member at **Fulfilled Destiny Daycare** is our highest priority. To reduce the spread of illness and provide a healthy learning environment, children who are ill must remain at home until they are well enough to fully participate in daycare activities.

Children who are sick often require one-on-one attention and comfort that cannot be provided while safely supervising a group of children. Keeping sick children at home also helps protect other children, families, and the provider from unnecessary exposure to illness.

Parents are asked **not to bring a child to daycare if they are showing signs of illness or have experienced symptoms that would require exclusion from care.**

Symptoms Requiring Exclusion from Childcare

A child must remain home or will be sent home if they exhibit any of the following symptoms:

Fever

A fever is defined as:

- 100.4°F (38°C) or higher, or
- Any fever is accompanied by behavior changes or other symptoms of illness.

Children must be **fever-free for at least 24 hours without the use of fever-reducing medication** (such as Tylenol®, Motrin®, or ibuprofen) before returning to daycare.

Eye Drainage or Conjunctivitis

Children with:

- Red or pink eyes
- Thick yellow or green drainage
- Eyes that are crusted or matted shut

must remain home until evaluated and, if applicable, treated according to their healthcare provider's recommendations.

Vomiting

Children who vomit due to illness may not attend daycare until they have been **vomit-free for at least 24 hours** and are able to tolerate normal meals and activities.

Diarrhea

Children experiencing frequent loose or watery stools, especially when accompanied by fever, vomiting, or abdominal pain, must remain home until symptoms have resolved for at least **24 hours** or until cleared by their healthcare provider.

Rash

Children with an unexplained rash, especially one accompanied by fever or other symptoms, must remain home until the cause has been determined by a healthcare provider and the child is no longer considered contagious.

Excessive Fatigue or Irritability

Children who are unusually tired, excessively fussy, inconsolable, lethargic, or require more individualized care than can safely be provided in a group setting may be excluded from care until they have recovered.

Other Symptoms Requiring Exclusion

Children may also be excluded for:

- Persistent coughing that interferes with activities
- Difficulty breathing or wheezing
- Mouth sores with drooling
- Untreated head lice
- Contagious skin infections
- Any communicable disease that may place others at risk
- Any illness that prevents the child from comfortably participating in normal daily activities

When a Child Becomes Ill at Daycare

If a child becomes ill while attending daycare:

- The parent or legal guardian will be contacted immediately.
- The child will be supervised in a comfortable area away from the other children whenever possible until pickup.
- The parent or authorized emergency contact must pick up the child **within 60 minutes** of notification.

If the parent cannot be reached, the emergency contacts listed on the Enrollment Record will be contacted.

Returning to Childcare

Children may return to daycare when:

- They have been symptom-free for **at least 24 hours** without medication when applicable.
- They are no longer contagious.
- They can comfortably participate in all normal daycare activities.
- A healthcare provider's written release is provided when requested, indicating the diagnosis (when appropriate) and confirming the child may safely return to group care.

The provider reserves the right to determine whether a child is well enough to remain in care.

Communicable Diseases

If a child is suspected of having a communicable disease:

- Parents will be notified immediately.
- The child will be separated from the group, when appropriate, while remaining supervised and comforted until picked up.
- Other enrolled families may be notified of possible exposure while maintaining the confidentiality of the affected child and family.
- Children may return only when they are no longer contagious and meet all return-to-care requirements.

Parents are asked to notify Fulfilled Destiny Daycare as soon as possible if their child is diagnosed with a communicable illness so appropriate precautions can be taken.

Provider Illness

If the provider or an immediate household member becomes ill and the illness affects the ability to safely provide care:

- Families will be notified as soon as possible.
- The provider may temporarily close the daycare if necessary.
- If the provider closes due to illness, families will **not** be charged for those closure days.

If a family voluntarily chooses to keep their child home while the daycare remains open and available for care, regular tuition will still apply according to the tuition policy.

Tuition During Illness

Childcare tuition reserves your child's enrollment space and is not based on attendance.

Therefore:

- Tuition is due during a child's illness or absence.
- Regular payment policies remain in effect regardless of attendance.
- Tuition is not charged only when Fulfilled Destiny Daycare is closed by the provider due to illness or another provider-initiated closure.

Helping Keep Everyone Healthy

Parents are encouraged to carefully consider whether their child is healthy enough for daycare before bringing them up each day.

If your child:

- Requires constant individual attention,
- Is unable to comfortably participate in normal activities,
- Is unusually uncomfortable,
- Needs to rest throughout the day, or
- May expose others to illness,

Please keep your child at home until they have fully recovered.

Working together helps protect the health of every child, every family, and the provider while ensuring Fulfilled Destiny Daycare remains a safe, healthy, and nurturing environment for all.

Medication Administration Policy

At **Fulfilled Destiny Daycare**, medication will be administered only when necessary and in accordance with Illinois Department of Children and Family Services (DCFS) licensing regulations to ensure the health and safety of every child.

Authorization Required

Both **prescription** and **non-prescription (over the counter)** medications, ointments, creams, lotions, and topical products may be administered only with written authorization from the child's parent or legal guardian.

Before any medication can be administered, parents or guardians must:

- Complete and sign the required Medication Authorization Form.
- Provide the medication in its original container.
- Ensure the medication is clearly labeled with the child's full name.
- Provide complete dosage instructions and administration times.

No exceptions will be made.

Prescription Medications

Prescription medications must:

- Be in the original pharmacy-labeled container.
- Include the child's name.
- Include the prescribing healthcare provider's name.
- Include dosage instructions and expiration date.

Medication will be administered exactly as prescribed.

Non-Prescription Medications

Non-prescription medications will only be administered according to the manufacturer's labeled directions unless written instructions from a licensed physician, physician assistant, advanced practice registered nurse, or dentist specified otherwise.

The provider will **not** exceed the manufacturer's recommended dosage without written medical authorization.

Time Limits

Unless otherwise directed in writing by a licensed healthcare provider:

- Non-prescription **oral medications** will not be administered for more than **three (3) consecutive days**.
- Non-prescription **topical creams, ointments, lotions, or skin protectants** will not be administered for more than **fourteen (14) consecutive days** when used for skin irritation.

Written medication authorizations remain valid for **six (6) months**, unless a shorter period is specified by the parent or healthcare provider.

Medication Storage

All medications will be:

- Store safely out of children's reach.
- Kept according to the manufacturer's storage instructions.
- Refrigerated when required.
- Accessible only to authorized adults.

Emergency medications, such as inhalers, EpiPens®, or seizure medications, will be stored in a manner that allows immediate access while remaining secure from children.

Documentation

Each time medication is administered, the provider will document:

- Child's name.
- Name of the medication.
- Date and time administered.
- Dosage given.
- Method of administration.
- Name or initials of the person administering the medication.
- Any observed reactions or side effects, if applicable.

Medication records will be maintained in the child's confidential file.

Poison Emergencies

If a poisoning or suspected poisoning occurs, the provider will immediately contact the **Poison Center (1-800-222-1222)** and follow all instructions provided by medical professionals. Parents or guardians will be notified immediately, and emergency medical services (911) will be contacted when necessary.

Parent Responsibilities

Parents are responsible for notifying the provider of any medication changes, allergies, adverse reactions, or updated medical instructions.

If possible, medications that can be administered at home before or after daycare hours are encouraged to minimize interruptions during the daycare day.

The health and safety of every child is our highest priority. Fulfilled Destiny Daycare is committed to following all medication administration procedures carefully and accurately to ensure children receive safe and appropriate care

Medical Emergencies

The health and safety of every child enrolled at **Fulfilled Destiny Daycare** is my highest priority. In the event of a medical emergency, every effort will be made to provide prompt and appropriate care while ensuring the safety of all children in attendance.

Emergency Medical Care

If a child experiences a serious illness, injury, or other medical emergency while in my care, I will:

- Administer appropriate first aid within the scope of my training.
- Call **911** or emergency medical services when necessary.
- Contact the child's parent or legal guardian immediately.
- If a parent or guardian cannot be reached, contact the individuals listed as emergency contacts on the child's Enrollment Record.
- Accompany or arrange for the child to be accompanied to the nearest appropriate medical facility if emergency transportation is required, when possible.

Children requiring emergency medical treatment will be transported by emergency medical personnel to the hospital or medical facility determined by the responding emergency responders.

Parent Responsibility

Parents or legal guardians are responsible for:

- Always maintaining current emergency contact information.
- Providing accurate medical information for their child.
- Updating the provider immediately regarding any medical conditions, allergies, medications, or changes in emergency contacts.

Parents are financially responsible for all costs associated with emergency medical treatment, including ambulance transportation, physician services, hospital care, and any related medical expenses

Emergency Backup Care

Fulfilled Destiny Daycare has procedures in place for unexpected situations that temporarily prevent the provider from caring for children due to illness, injury, or another unforeseen emergency.

When appropriate:

- Families will be notified as soon as possible.
- An approved emergency substitute caregiver may provide care in accordance with Illinois licensing regulations.

- If a substitute caregiver is unavailable, parents or authorized emergency contacts may be asked to pick up their child as soon as possible.

Field Trips and Off-Site Activities

Reasonable precautions are taken to protect children during all daycare activities, including walks, field trips, transportation, and outdoor play.

Parents acknowledge that participation in normal childhood activities carries inherent risks despite appropriate supervision and safety measures. By enrolling their child, parents authorize the provider to obtain emergency medical treatment when necessary if they cannot be reached.

Limitation of Liability

Fulfilled Destiny Daycare is committed to maintaining a safe environment and always exercising reasonable care and supervision.

Except as otherwise required by law, parents understand that the provider cannot guarantee that injuries or illnesses will never occur during normal childhood activities. The provider is not responsible for injuries or illnesses resulting from circumstances beyond reasonable control or from a child's own actions or those of another child, provided reasonable supervision and care have been exercised.

This policy does not waive or limit any rights or responsibilities provided under applicable Illinois law.

Fire Safety and Emergency Preparedness

The safety of every child at **Fulfilled Destiny Daycare** is a top priority. Comprehensive emergency preparedness procedures have been established to help protect children in the event of a fire, severe weather, or other emergencies.

Fire Safety

Fulfilled Destiny Daycare maintains a written **Fire Evacuation Plan** that complies with Illinois Department of Children and Family Services (DCFS) licensing requirements.

To ensure children and staff are prepared in the event of an emergency:

- Fire drills are conducted **at least once each month**.
- Children are taught age-appropriate fire safety procedures through regular practice and discussion.
- Fire safety education is incorporated into the curriculum throughout the year to help children become familiar with emergency procedures without creating fear.
- Smoke detectors, carbon monoxide detectors, fire extinguishers, and other required safety equipment are maintained and inspected regularly.
- The daycare home is inspected as required to help ensure compliance with applicable fire safety regulations.

Severe Weather Preparedness

Fulfilled Destiny Daycare maintains a written **Tornado and Severe Weather Emergency Plan**.

Children participate in periodic severe weather drills, so they become familiar with emergency procedures in a calm and reassuring manner.

During severe weather or other emergencies, children will be moved to the designated safe area of the home until it is safe to resume normal activities or until emergency officials provide further instructions.

Emergency Preparedness

In addition to fire and severe weather procedures, Fulfilled Destiny Daycare maintains written emergency plans for a variety of situations, including:

- Fire emergencies
- Tornadoes and severe weather
- Power outages
- Natural disasters
- Medical emergencies
- Shelter-in-place situations
- Evacuations
- Other emergencies as required by Illinois DCFS licensing standards

Parents will be notified as soon as reasonably possible if an emergency affects the operation of the daycare or requires evacuation or relocation.

The goal of emergency preparedness is to ensure that every child remains safe, calm, and well cared for during any unexpected situation while following all applicable emergency procedures and state licensing requirements.

Field Trips and Off-Site Activities

At **Fulfilled Destiny Daycare**, occasional field trips and off-site activities may be offered as an extension of our learning program. Field trips provide children with opportunities to explore, learn, socialize, and experience new environments in a safe and supervised manner.

Before participating in any field trip:

- Parents or legal guardians must complete and sign a **Field Trip Permission Form**.
- Children will be transported and supervised according to all applicable Illinois safety regulations.
- Children will be secured in properly installed, age-appropriate safety seats or restraints as required by Illinois law.
- Parents may be asked to provide an appropriate car seat for their child and/or pay any fees associated with the field trip.
- The provider will carry necessary emergency information, including emergency contacts, medical authorization forms, and other required documentation while away from the daycare home.

Emergency Procedures During Field Trips

In the event of an emergency while away from the daycare home:

- Appropriate first aid will be provided with the provider's training and ability.
- Emergency services will be contacted when necessary.
- Parents or emergency contacts will be notified as soon as possible.
- Children will continue to receive appropriate supervision and care until they can safely return to daycare or be released to an authorized adult.

Field Trip Participation

Participation in field trips is encouraged but not mandatory.

If a parent chooses not to have their child participate in a scheduled field trip:

- The parent is responsible for arranging and paying for alternative childcare.
- Regular contracted tuition remains due, as your child's enrollment space is reserved regardless of attendance.

Field trips are planned as part of the daycare experience and may occasionally require adjustments to the normal daily schedule.

Revisions to Handbook and Contract

To ensure that **Fulfilled Destiny Daycare** continues to provide safe, high-quality childcare and remains compliant with applicable regulations, this Parent Handbook and Contract may be reviewed and updated periodically.

A formal review and revision will take place at least **annually**, and families will be required to review and sign an updated contract when changes are made.

The provider reserves the right to make reasonable changes to:

- Policies and procedures
- Tuition rates and fees
- Program expectations
- Hours of operation
- Other business practices are necessary for the continued operation of the daycare

Families will be notified **in writing** of any changes that may affect their childcare agreement. Whenever possible, the provider will provide a minimum of **two (2) weeks' notice** before changes take effect.

By signing the updated handbook and contract, parents acknowledge that they have received, reviewed, and agree to follow the current policies of **Fulfilled Destiny Daycare**.

Guardian Signature: _____

Date: _____

Provider Signature: _____

Date: _____

