

Purpose

Our purpose is to provide an atmosphere that encourages social, emotional, physical, and intellectual growth and development of the child. Planned within the framed work of the Creative Curriculum children may participate in the following activities:

Arts & Crafts

Computers
Cooking/Food Experiences
Fine & Gross Motor Activities
Indoor/Outdoor Play
Language Development
Manners
Mathematics
Music
Personal Hygiene/ Self Help Skills
Phonological Awareness/Reading Readiness
Positive Self-Identity
Science & Social Studies

Philosophy

We are committed to the philosophy that early childhood should be a time of security, warmth, fun, exploring, and discovery. Since pre-school children are creative and receptive, our program strives to nurture and encourage these qualities in our students.

Statement of Non-Discrimination

Enrollment is open to all eligible children without regards to race, sex, religion, or national origin, or special needs providing space is available.

Parents Cooperation

We strive to discover, encourage and develop the gifts and talents of our students. Parents, teachers, and students must work together to create and nurture this community of learners. To achieve this, role of the parent is the most important. Parents, being the first and most important teacher of their children, lay the foundation that they bring to school, and provide the system which maintains the value of educational experiences in their lives.

In order to strengthen the ties between home and school, parental support and cooperation are essential in the following areas:

Personal Belongings

Jewelry is not allowed. Students should not bring items of value to school; we are not responsible for lost or damaged items.

Wellness checks

To ensure that the children are safe and prepared for school, parents MUST do wellness checks once they have entered the school. A wellness check includes, but is not limited to, diaper changing, notice of any bumps, bruises, scratches, or other marks on the child's body.

Clothing

Students should dress in loose, comfortable clothing. They should be dressed in casual clothing that they are able to button, zip, and fasten independently. Children should always have 2 sets of clothing and at least two sets of underwear at the facility at all times.

Diaper/Pamper Changing

Children who are in diapers/pampers MUST be checked upon entering the center/classroom by the parent or individual dropping off the child. Thereafter, non-potty-trained children will be changed as needed and checked every two hours. Teachers and Assistant teachers or other staff (i.e. cook, administration, or director) who have passed a background check are only allowed to change diapers/pampers. Diaper changing will be logged daily in the kid report, which the parents have unlimited access.

Toilet Training

Toilet training begins once the student enters the toddler/two-year-old classroom. They should NOT wear bottom buttoned t-shirts, overalls shorts or pants, suspenders, belts or other clothing items that restrict their ability to undress in a timely fashion while using the bathroom.

Changing Clothes

Every student must have an extra set of clothes on site. This shall include a top, bottom, socks, and underwear. All items must be labeled with child's name. If your child has an accident and must change into the extra set of clothes, please bring another set of extra clothes to school the next day. Remember to label your child's clothing items. Place your child's initials inside of his/her shoes, gym shoes, and boots.

Tuition

Parents who currently receive Illinois Action for Children Child Care Assistance must submit these items (where applicable):

1. A current approval letter
2. A redetermination application
3. Change of provider or
4. Change of information or

For parents who do not receive Illinois Action for Children Child Care Assistance you must submit an application for Action for Children or pay the full rate for childcare.

Redetermination applications must be submitted to us one month before the case expires to ensure an approval is received before their case expires. We do not allow children to attend school without an approval. If your case ends and you are waiting for an approval, you must pay the weekly rate (see last page) until your case is approved. Once your case is approved, you will be credited for the amount you paid.

- Tuition includes holiday pay.
- Tuition is due for the current week on Monday before services are provided.
- All co-payments are due the 1st day of each month before services are provided (If the 1st falls on a weekend the payment is due the first business day of the month.)

Tuition Continued

Tuition and co-payments are important for maintaining our business and it is important for parents to make payments on time. If families are experiencing a financial hardship, please see the Executive Director.

Credit is not given for sick days, holidays, vacations, snow blizzards, high index heat days or other absences. If your child is absent due to communicable diseases, such as, but not limited to chicken pox, H1N1, measles, ring worm, pink eye, COVID-19 etc., tuition is still due. Tuition must be paid in order to hold your child's slot at the early learning center. If a child/ren is absent for one week without parent notification and tuition payment, s/he will be dismissed from the program.

Hours of Operation

We are open from 7:00 a.m. to 5:00 p.m. Monday through Friday. The telephone number (773) 952-7311, email us at teenytinyuniv@gmail.com or visit our website at Teenytinyuniversity.org. Please call before 9:00 a.m. if your child will be absent. A late fee of \$25.00 per child for the first 5 minutes and \$1 per minute for each child will apply for every child not picked up by 6:00pm our time.

- Parents who do not pick their child/ren up by 5:00 p.m. will be charged a late fee 25.00 per child for the first 5 minutes and \$1 per minute for each child after that. This late fee is due before the child/ren returns to school. NO EXCEPTIONS! Students who do not return by the third day may be dismissed from our program.
- If you are late picking up your child/ren three times within a six-month period, your child/ren will be dismissed from our program.

Classrooms

Infant Room #1 Morehouse College

Infant Room #2 Spelman College

Mobile Infant Room #3 University of Chicago

Two-Year-Old Room #4 Tuskegee University

Three, Four, Five & Year-Old Room #5 Northwestern University

Before & After School Room #6 Loyola University

During the summer months the room age may change to accommodate school-age children.

Admissions

The following guidelines apply to admissions

1. An initial interview is required for the following to occur:
 - a. The director to meet parent (s), child/ren, and the family members.
 - b. Parent (s), child/ren, and other family members view school.
 - c. Parents (s) interview director
 - d. Child participates in group play
2. Admission Orientation
 - a. Review Parent Handbook
 - b. Parent completes enrollment packet
 - c. Complete Child's Initial Screening
 - d. Review Nutrition Program

Admission Orientation

The following is due at the time of orientation

1. A deposit of monthly tuition (if applicable)
2. One weeks NON-refundable deposit
3. A completely filled-in health report including a physical examination, hematocrit or Hemoglobin blood result. A TB test with result and a lead screening with result. A physician, public health nurse, or certified practitioner must sign the form.

Discharge

- Voluntary

A two-week written notice and a one-week's payment shall be given to the center before a child discontinues service with us. Remember that your deposit will be applied toward the last week's tuition.

- Involuntary

We reserve the right to dismiss any child who, after a reasonable length of time, demonstrates an inability to participate in or benefit from our planned activities. Any child whose behavior has a negative impact on the children in his/her group will be dismissed.

The owner/director has the right to dismiss ANY parent who is not a fit with the Teeny Tiny University culture. Disgruntle, swearing, and unreasonable behavior is grounds for immediate dismissal.

Transportation to and from Center

It is the responsibility of the parents/guardians to arrange transportation to and from the center to drop-off and pick-up their child/ren. Teeny Tiny University, Inc., Inc. and its staff are not responsible for the transportation of children to and from the center.

Arrival

- Teeny Tiny University, Inc. opens at 7:00 a.m. Monday-Friday.
- All students should arrive by 9:00 a.m.
 - Children will not be admitted after 9:00am due to the disruption to the schedule and other children that may cause. Remember children do well with a structured schedule and routine.
- All students **MUST** be signed in and out of the center.
- A member of the childcare staff will conduct a wellness check every morning to determine if the child has obvious symptoms of illness. If symptoms of an illness are present, the child will not be allowed to enter his/her classroom and will be excluded from school until a doctor's note is received and the director or assistant director/any person with authority re-admits the child.

Exclusion of sick child

Any child who arrives noticeably ill, with a rash, pink eye, fever, ringworms, chicken pox, measles, strep throat, mumps, smallpox, COVID-19 etc. **SHALL NOT BE ADMITTED FOR THE DAY.** All Parents and children's temperature will be taken before the children will be admitted for the day. **A temperature 100.4 or over will not be admitted for the day and the child MUST return with a doctors not NO EXCEPTION.**

Communicable Diseases

If a child is suspected of having a communicable disease, he/she will be sent home and not allowed to return until a doctor has examined him. If the doctor finds that the child has a reportable, communicable disease, the child cannot return to school until the doctor discharges the child with written permission to return to school. In addition, the disease must be reported to the public health department at 312-746-6180.

In the event a student contracts a communicable disease and exposes the other students, notice of such will be posted and parents or guardians will be notified when they are picked up. The sick child will not be allowed to return to school until the period of contagion has passed.

Release of Children

Children will be released from the center only to the person/s appearing on the child's pick up list in enrollment file.

First time person must show their driver's license or ID card, and be authorized by the child's parent/ guardian to be released. Notice of the child's reaction will be taken into consideration upon meeting with the individual.

A late fee of \$25.00 per child for the first 5 minutes and \$1 per minute for each child will apply for every child not picked up by 6:00pm our time. The late payment is due when the child is picked up or the next day upon arrival. **NO EXCEPTIONS!**

Absences

Parents or guardians are asked to call the center and report the absence of their child/ren by 9:00 a.m. Please note that tuition is still due for sick days, holidays, snow blizzard, heat index days, or other absences.

Child Abuse

Students are checked daily for visible signs of abuse. **EVIDENCE OF SUSPECTED CHILD ABUSE OR NEGLECT MUST BE REPORTED TO THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES AS REQUIRED BY THE "ABUSED AND NEGLECT CHILD REPORTING ACT" (Illinois Revised Statute 1991-chapter 23 Pars. 2051-et seq)**

Curriculum

Teeny Tiny University, Inc. implements the Creative Curriculum as we strive to develop readiness skills in the areas of reading, language arts, math, science, social skills, art, music, dance, physical fitness, and foreign language. Children are involved in age-appropriate activities designed to meet their individual growth and development.

Children are also given further opportunity to develop small and large motor skills, dramatic play, and listening skills. Children are involved in activities that will result in positive self-awareness and socialization skills aimed at improving their interaction with other children and adults.

Closing

Please see closing schedule.

Teeny Tiny University, Inc. will closed twice a year for staff In-service. A 30 day notice will be given in advance.

During severe weather conditions, Check the Kid Report App, check the website, or call the school to find out if the school will be closed. If there is not a message on any of these forms of communication stating that Teeny Tiny University is closed, the school will NOT close.

On days of extreme cold or hot days, parents are the final judges as to whether or not the child should come to school if we are open.

Animals and Pets

The only pets allowed in the school are fish, turtles and tadpoles (before it turns into a frog). These pets **MUST** be kept in a container large enough to protect them from the students.

Cleanliness and Maintenance of Building and Grounds

It shall be the responsibility of the janitorial services and staff members to always maintain the building and grounds making sure the school is clean, neat, and in orderly manner, free from debris inside and out. All equipment is maintained and replaced when necessary.

Communication with Parents

Teeny Tiny University uses The Kid Report App, which is downloaded to your phone and you will receive daily updates about you child's day to day activities as well as receive photos. Parents are encouraged to communicate with teachers as well as the owner/director via the app.

Parents are informed of activities in the childcare center through monthly newsletters Letters may come through the Kid Report App, monthly lesson plans, flyers, memos, annual enrollment meetings. Parents may request additional conferences throughout the year. In addition, students going into kindergarten participate in the June graduation ceremony.

Parents are welcomed to visit the center at any time, volunteer in the classroom and chaperone on field trips.

Confidentiality of Student Records

Student records are open only to directors, administrative staff, and authorized employees of the licensing agency, and the parent or legal guardian.

Discipline Policy

In accordance with the laws of the State of Illinois, **PHYSICAL PUNISHMENT/CORPAL PUNISHMENT** while disciplining children **WILL NOT BE TOLERATED**. No one, including children and employees, is allowed to use abusive or offensive language. Biting, scratching, hitting, or spitting on other children or defacing property will not be tolerated. All behavior is monitored. At Teeny Tiny University, Inc., Inc., we use positive guidance, acknowledge and praise appropriate behavior.

Children who have trouble with self-discipline will be re-directed. If we find that a child's socialization skills are not developing, a parent-teacher conference will be scheduled. We will do as much as possible to resolve behavioral problems, including

but not limited to seeking outside assistance from community partners such as an observation and recommendations by a social worker or mental health consultant. However, if undesirable behaviors continue and affect other children or staff members, the parent/guardian will be asked to place their child in a new environment. **WE RESERVE THE RIGHT TO DISMISS A STUDENT FOR CONTINUOUS DISRUPTIVE BEHAVIOR.**

Educational Material Care, Supplies and Safety

The school supplies educational toys and materials. **Children are only allowed to bring toys to school on “Show and Tell” days.** It is the responsibility of each classroom teacher to carry out the duties of keeping watch over educational toys and material, always making sure that old, broken, and badly worn toys and materials are discarded. All educational materials and supplies meet or exceed standard set by the State of Illinois.

Educational Material Care, Supplies and Safety

Educational toys, materials, and shelves shall be kept orderly, neat, and clean with no debris left on the tables or floors after play period is over. Teachers and assistant teachers must frequently wash and sanitize toys in chlorine and soapy water. Children may be assigned duties within the classroom that allow them to share in the planning and clean up afterward of play.

Field Trips

Field trips are sponsored throughout the year by individual classrooms. Parents are asked to pay for their child’s field trip. To promote family engagement, we may ask for parents to chaperone their children.

Field Trip Transportation

When taking a field trip, transportation will be arranged by the center with a licensed and bonded bus company. Children under three years old must have a labeled car seat the day of the trip and children 3-12 must ride in a buckled, seatbelt.

Food Service Safety

Meals are prepared and cooked on site according to all USDA and City of Chicago Health Department guidelines. **Outside food cannot be brought into the building. all food consumed on the premises must be prepared on the premises,** with the exception of commercially prepared foods brought by parents/guardians for holiday or birthday celebrations, and infants who eat jar food. Food must arrive in an unopened form as packaged by the manufacturer. Menus are posted in the kitchen and each classroom. Parents may request a copy of the menu. Food experiences are offered and posted in lesson plans as well.

Parental/guardian Involvement

Parental involvement has a positive influence on a child’s academic and social performance. We welcome parents/guardians to visit their child’s classroom, except during naptime. Parents/guardians are encouraged to chaperone field trips. Finally,

we ask all parents/guardians to support and cooperate with teachers, assistant teachers and other staff.

Parents/guardians who volunteer in the classroom must have a current TB test and background check on file in the office.

Licensing Standards and insurance regulations forbids any children, other than those enrolled, to be present at any time. **Teeny Tiny University, Inc. is not responsible for any other child/ren that is not enrolled at the center.**

Professional Development

Monthly meetings are held for staff members. Each staff member is required to have at least 15 hours of annual professional training in early childhood education, which may include First Aid and CPR. Teachers who leave the school during hours of operation will be provided substitute coverage in order to maintain proper staff/child ratio.

Religious Instruction and Practices

Our program strives to nurture children and allow them to learn about different cultural holidays. Students are allowed, but not required, to say grace before meals. If for religious purposes, you do not want your child to participate in holiday and birthday celebrations, or saying grace, it must be in writing and it will be filed in your child's file as well as shared with the classroom teacher.

Tobacco, Alcohol, and Controlled Substances

Smoking or chewing tobacco, alcohol, controlled substances, and all drugs are absolutely prohibited inside the building. Random drug testing and alcohol screening will be conducted without warning for staff members. Staff members found guilty of using controlled substances will be terminated immediately from Teeny Tiny University, Inc., Inc.

Safety Policy

- Prevention
 - Children are under direct supervision at all times. Fighting is not allowed: running and throwing objects are not allowed except as a supervised part of the curriculum.
 - At any time the children leave the center as a group, they are required to leave in an orderly fashion and will be accompanied by a staff member.
 - All poisonous substances are stored in cabinets, out of the reach of children.
 - Locked container, out of the reach of children.
 - The play yard is fenced, and no child is allowed outside to play unless there is a staff member present.

- All electrical outlets are covered when not in use.
- The furnace and water heater are enclosed inside a fire retardant room with a flame resistant door, which is locked. The hot water temperature does not exceed 120 degrees Fahrenheit.

Emergency Authorization

Emergencies occur; therefore, it is important for parents or guardians to inform the center of any changes in name, address, and telephone numbers, school information, or work information. We must have on file, for each child, a signed form authorizing emergency care at University of Chicago Hospital. Parents or guardians must complete and sign emergency forms in their application packet.

Emergency Procedures

Every classroom has at least one staff member, who is First Aid and CPR certified from an accredited course, present at all times. The following steps shall be taken in case of an emergency that requires hospitalization.

1. The student's parent or guardian will be notified immediately in the event of a serious accident or illness requiring emergency care. If the parent or guardian cannot be contacted, it will be documented and filed.
2. A qualified staff member, who shall wear disposable latex gloves when treating a wound before beginning First Aid or CPR. After treatment has been rendered, the staff will dispose of the latex gloves and wash hands.
3. 911 shall be called
4. Ambulance services shall provide transportation; the local hospital- University of Chicago- shall provide emergency care.
5. In the event that a student is transported to the hospital, his/her CFS-428 and 596 shall be sent along.
6. An accident report shall be completed by the staff member responsible for the student at the time of the occurrence and shall include the following:
 - The time and the place the incident or injury and details about what occurred.
 - When medical care is necessary, a statement signed by the physician attending to the child, which describes the nature and extent of the injury.
 - Accident report shall be in the child's file.
7. Minor scratches and abrasions, shall be recorded in an injury log and parents/guardians shall be notified.

Emergency Care and Religious Beliefs

Parents, whose religious beliefs do not allow their children to follow Teeny Tiny University, Inc.'s medical treatment, must submit a signed letter from their religious leader on letterhead. Parents must also provide a document from a certified practitioner, stating the child's exemption from medical care due to religious beliefs.

A written plan from the parent to access the services of a certified practitioner for a child's exemption from medical care because of religious beliefs must be submitted before admittance back into the center.

Universal Precautions

Hand washing Procedures

1. Wet hands under warm, running water.
2. Lather both hands well and scrub vigorously with soap for at least 15 seconds.
3. Rinse hands thoroughly under warm running water.
4. Dry both hands with a single use towel.

For hand held faucets, turn off the water using a disposable towel instead of bare hands to avoid recontamination.

Hand washing for Children

1. Upon arrival at the center
2. Before and after each meal and snack
3. After using toilet or getting pampers changed
4. After blowing nose
5. After touching items soiled with bodily fluids or waste (e.g. blood, drool, mucus, urine, feces, or vomit)
6. Before and After cooking or other food experiences
7. After outdoor play
8. Before and after using the sand and water table

Hand washing for Adults

1. Upon arrival to the center
2. After using the bathroom or helping children use the bathroom
3. Before and after diapering
4. After wiping or blowing noses, or helping children wipe or blow their nose
5. After touching items soiled with bodily fluids or waste (e.g. blood, drool, mucus, urine, feces, or vomit)
6. After handling an ill child
7. Before and after eating and drinking
8. Before and after preparing, handling, or serving food
9. Before dispensing any medication
10. Before and after administering first aid
11. When changing rooms or caring for a different group of children

Countertops, Table Tops, Chairs, Classroom Surfaces, Toys and Play Materials: Contamination with blood, stool, urine, vomit, etc.

1. Staff wear disposable, latex or vinyl gloves
2. Use disposable paper towel to remove solid matter and dispose in a waste can, toilet, or plastic bag, placing paper towel in a plastic bag, not the toilet.

3. Spray area with approved cleaning solution and wipe clean; place paper towel in plastic bag.
4. Spray area with bleach water solution and let air dry or wipe after a few minutes.
5. Remove gloves and place in a plastic bag, seal bag and place in plastic lined trashcan, tie outer bag and dispose of in outdoor waste bin.

Clothing with Body Secretions

1. Staff wear disposable, latex or vinyl gloves
2. Place clothes, blankets, etc. in a plastic bag and tie
3. Place into a second bag, tie, label with name for transport home
4. Remove disposable gloves, and throw them away in a plastic lined trashcan
5. Wash hands
6. Assist child with clean clothes

Carpeting Soiled with Body Secretion

1. Staff wear disposable latex or vinyl gloves
2. Remove body waste and place in a plastic bag, tie securely and dispose in plastic lined trashcan
3. Treat carpet area with sanitary absorbing agent
4. Leave on carpet for designated time on instructions
5. Sweep or vacuum and dispose of in plastic waste bag. Tie the bag and dispose in outside waste bin
6. Apply disinfectant to carpet
7. Shampoo carpet as soon as possible
8. Disinfect broom, dustpan, and vacuum surfaces with bleach water solution

Tuition Costs weekly (Cash Paying)

Ages 6 weeks to 23 months ----- \$400

Ages 24 to 36 months ----- \$350

Ages 3 years to 6 years old----- \$300

** If receiving IL Action for Children your copayment is determined by the state. You are responsible for paying your copayment and any additional payments monthly.

***** WE ONLY ACCEPT CHILDREN ON A FULL TIME BASIS***
06-01-2022**