



**Tick-Tock**  
hourly child care

197 Northfield Rd.  
Northfield, IL 60093  
Phone: 847-441-0123  
Fax: 847-441-0155



school age program

## Policy and Permission Agreement

### MEDICAL CARE POLICY & PROCEDURE

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#### Illness

It is Tick Tock's policy not to accept children who are ill. We will take every precaution to safeguard your child against illness. In turn, we request your cooperation in keeping all our children healthy by not bringing your child to Tick Tock if they display any sign of a fever, heavy nasal discharge, cold, sore throat, rash, cough, diarrhea, vomiting, pink eye or any other communicable illness. As a general rule, if your child's health is questionable, please consider the health of the other children and the staff members and keep your child at home.

In the event your child becomes sick with a contagious illness after visiting Tick Tock during the gestation period of such illness, please notify Tick Tock as soon as possible so we may, at our discretion, notify each family who may have been exposed.

Children who become ill at Tick Tock will be sent home. We will first attempt to call the parents or primary guardians to pick up the child. If we cannot reach the parents/guardians we will call the emergency contact numbers on the registration form so that a designated individual can pick up the child.

Children may return to the program when they have been **symptom free for 24 hours, without medication.**

#### Medication

It is the parent's responsibility to administer medication to their child. If a child requires critical medication during their stay, the parent/guardian is required to bring the medicine and dispensing utensil to Tick Tock in the original container along with completed Medication Administration form, which includes the Physician's signature for prescription medications. Parents must make sure that the prescription is legible as well as the instructions for the dispensing utensil. If instructions are not clear, we will be unable to administer the medication. Without a completed and signed form no medication, including non-prescription medication, will be given or taken at the center. Children are not to carry medication with them.

**NOTE:** Tick Tock hourly child care will not store any child's medication at the center for more than one business day unless the child is scheduled to return on consecutive days.

#### Emergencies

Our staff has first aid training and will administer to minor cuts and bruises when applicable. In the event of a medical emergency we will contact appropriate medical emergency personnel and immediately notify the parent. If emergency personnel deem it necessary, your child will be transported to an appropriate medical facility.

If a child sustains a minor injury while at the Tick Tock, the parent will receive an accident/incident report describing the incident and the care given. The family member who picks up the child will sign the form when he/she arrives. A copy will be given to the family and the original will be kept in the child's file. If a child sustains a serious injury, the parent/guardian or emergency contact persons will be notified immediately. If necessary, staff will call 911 and the child will be transported to the nearest hospital by ambulance.

### PESTICIDE APPLICATION POLICY

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Chemicals for insect and rodent control shall be applied in minimum amounts and shall not be used when children are present in the facility. Toys and other items mouthed or handled by the children will be removed from the area before pesticides are applied. Children will not be permitted to return to the treated area within two hours after an application, or as specified on the pesticide label, whichever time is greater. Over-the-counter products may be used only according to package instructions. Commercial chemicals, if used, shall only be applied by a licensed pest control operator and shall meet all standards of the Department of Public Health (Structural Pest Control Code, 77Ill. Adm.Code 830). A record of all pesticides used will be maintained at the center. Tick Tock will notify all parents before a pesticide application at least two days before the application.

## **GUIDANCE AND DISCIPLINE POLICY**

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Tick Tock hourly child care is committed to creating a positive climate for children. Discipline at Tick Tock is viewed as a teaching opportunity. Therefore, positive techniques, such as conflict resolution and re-direction are employed. The purpose of all discipline at Tick Tock is to help children develop self-control and to become responsible for their own behavior. Accepting responsibility for one's decisions and actions is essential to self-discipline, the final goal. We are committed to helping children become part of their group by learning to express feelings appropriately, to consider other people's feelings and to negotiate their own conflicts and differences. The guiding principles of this policy include fairness, honesty, integrity, respect, responsibility, resourcefulness, responsiveness, humanness, perseverance, and excellence.

To assure that this is implemented staff will:

- Communicate limits and consequences that are clear and understandable to the child
- Talk to the child calmly and at his/her eye level
- Communicate firm and positive statements about behavior and utilize redirection to attain a positive situation
- Children who need to be removed from the group to gain control shall not exceed one minute per year of age. No child will be left alone.
- No child will be disciplined for toilet accidents

The following behaviors are prohibited by Staff members of Tick Tock hourly child care:

- Corporal punishment, including hitting, spanking or other measures intended to induce physical pain or fear
- Threatened or actual withdrawal of food, rest or use of the bathroom
- Abusive or profane language
- Any form of public or private humiliation
- Any form of emotional abuse, including shaming, rejecting or isolating a child

Should a pattern of unacceptable behavior develop, we will request a meeting with the parent/guardian to develop strategies for correcting the behavior. After repeated attempts at correcting unacceptable behavior, Tick Tock may determine the child is not benefiting from the program. Under the sole judgment and discretion of Tick Tock, any child who demonstrates behaviors that are detrimental to themselves, fellow students or staff members and is unsuccessful in attempts at redirection, will be discharged from the program.

(\*Section 407.270 IL. Dept. of Children and Family Services Licensing Standards for Day Care Centers).

## **POLICY AGREEMENT**

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- In case of sickness or accident, I hereby consent to have Tick Tock hourly child care provide on-site first aid for minor, non-life threatening instances. For situations requiring additional medical intervention, I consent to the practice of having Tick Tock call upon emergency personnel to treat and/or transport my child to the nearest emergency medical care facility. I understand that these services will be provided at my own expense. I understand that it may be necessary to proceed with emergency care without first obtaining my consent.
- In accordance with the Licensing Standards for Day Care Centers 407.207, I have read and fully understand the Guidance and Discipline Policy for Tick Tock hourly child care and I agree to abide by the policies set forth.
- I give consent for my child to take walking trips in the neighborhood. I understand that such trips will be under the supervision of authorized personnel of the center, and that precautions will be taken to protect the health and safety of my child.
- I give permission for photographs and movies to be taken of my child while participating in the program. I understand that the photographs may from time to time appear in newspapers, magazines, brochures or other publicity material for Tick Tock hourly child care.

I have reviewed the center's policies and agree to abide by them as long as my child is enrolled in the center.

\_\_\_\_\_  
Child(ren) Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date