

PARENT HANDBOOK

For

Peppermint Stick Preschool and Children's Center

40 S. Whitney St. Grayslake

1124 N. Cedar Lake Rd. Round Lake Beach

TABLE OF CONTENTS

	Policy No.
Mission Statement	1
Welcome	2
Program Philosophy	3
Licensing Information	4
Governmental Licensing Information	4.1
Accreditation Information	4.2
Enrollment	5
Tuition	6
Payment Schedule	6.1
Late Payments	6.2
Subsidized Care	6.3
Scholarship Program	6.4
Multiple Child Discounts	6.5
Confidentiality	7
Mandated Reporting of Suspected Child Abuse and Neglect	8
Parent Code of Conduct	9
Swearing/Cursing	9.1
Threatening of Staff, Parents or Children	9.2
Physical/Verbal Punishment of Your Children or other children	9.3
Smoking	9.4
Not abiding by Safety Policy	9.5
Confrontational Interactions with Employees, other parents And Associates of Peppermint Stick	9.6
Violating the Confidentiality Policy	9.7
Parents Right to Immediate Access	10

Dismissal	11
Withdraw	12
Court Orders Effecting Enrolled Children	13
Arrival Procedures	14
Notification of Absence	14.1
Pick Up Procedures	15
Late Pick Up	15.1
Persons appearing to be impaired by Drugs and/or Alcohol	15.2
Emergency/Alternate Pick-up Forms	15.3
Transportation	16
School Calendar	17
Emergency and Inclement Weather Closing Information	18
Curriculum Information	19
Daily Schedule of Activities	19.1
Class Assignments	19.2
Staff to Child Ratios	19.3
Nap/Rest Time	19.4
Educational/Personal Care Supplies Needed	19.5
Birthday and Holiday Celebrations	19.6
Parent/Teacher Conferences/Communication	19.7
Graduation	19.8
Discipline	20
Toys From Home	21
Dress Code	22
Children	22.1
Parents	22.2
Field Trips	23
Parent Participation/Volunteering	24
Health and Safety	25
Pre-Enrollment Requirements	25.1
Children with Severe Allergies	25.2

Communicable Disease	25.3
Biting	25.4
Dispensing of Medication	25.5
Fire/Emergency Drills	25.6
Alternate Safe Location	25.7
Incident/Accident Reports	25.8
Foods Policy	25.9
Peanut-Free Policy	25.10
Firearms and Weapons Policy	25.11
Staff Employment by Client's	26
Agency Contact Information	27

FORMS

Signature Page(s) (One for each Custodial Parent and/or Legal Guardian) A

Authorization for Emergency Care of Children
With Severe Allergies B

Release and Waiver of Liability for Administering Emergency Care
To Children with Severe Allergies C

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: MISSION STATEMENT

POLICY NO.: 1

EFFECTIVE DATE: 1/1/00

Peppermint Stick continues to provide high quality education and care for young children. Since 1967, we have been helping children learn and grow in a nurturing and safe environment that makes learning fun!

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: WELCOME

POLICY NO.: 2

EFFECTIVE DATE: 1/1/00

About us.....

Peppermint Stick Preschool and Children's Center has been dedicated to the education and well being of children since 1967. With a continued focus and commitment to serving children and their families we will respond to the needs of the children, family and community.

We offer a range of developmentally appropriate programs for a variety of ages – from 15 months to preschoolers and kindergarteners to school-age kids. All our programs provide a rich literacy environment in which children are motivated to involve themselves in the learning process. We have a fully integrated, carefully planned curriculum; we balance our academics with our own expertise in music and movement, art, creative expression, social and emotional development activities. Perhaps our most unique feature in our program is our emphasis on the individual child and family. Both our schools are family owned and operated and licensed by the state.

To learn more, visit our website www.peppermintstickcc.com – or call us at 847-546-1160 for our Round Lake Beach Center or 847-223-0611 for our Grayslake center.

Peppermint Stick Preschool and Children's Center

40 S. Whitney St. Grayslake

1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: PROGRAM PHILOSOPHY

POLICY NO.: 3

EFFECTIVE DATE: 1/1/00

Purpose and Goals:

Our goal is to provide developmental care with frequent and fond attention from staff; a safe and interesting physical environment; the opportunity to socialize with other children and a program of enriching educational experiences. We intend to offer a preschool program that blends prescribed educational activities with opportunities for free choice, that has some structure, but allows children to explore a varied environment.

It is our aim to maximize the intellectual, physical, social and emotional development of each child. Each child will be considered an individual first, then as a group member. Whenever possible, we intend to provide individualized care in a group setting.

Our program will be based on the following tenets:

1. That each child is unique.
2. That children can only reach maximal development with quality care.
3. That children do not always develop at a steady rate, nor is their growth always a smooth process.
4. That all normal children grow from one stage to another, but no two children go through a stage in exactly the same way or at exactly the same time.
5. That children develop in four different ways – physically, intellectually, socially and emotionally.

It is our goal to offer a program that encourages each child's growth, by matching the child's needs, abilities and interests with a physical setting and ambience that enriches living experiences. This demands a safe environment that is at the same time creative and homelike in ambience, while providing sufficient equipment and materials to challenge the child's developing powers – a place that provides abundant opportunities for varied learning and creative endeavors.

Of all the resources available in a child care program, we believe that the people who work with the children are the most important. They make the difference between a good or bad experience for the children. Our staff is expected to create an atmosphere of cooperation, trust, understanding and security, with as little stress as possible. Children are nurtured in a good program; adults and children enjoy each other, listen and talk together.

We believe that:

1. Play is a child's work, his learning tool.
2. A good program is relaxed, orderly – basically the same each day, yet flexible enough to take advantage of special events and unplanned teaching moments.
3. Each child is an individual first, secondly a member of a group.

To implement our program our program, we require educated and trained care givers. We maintain that to be truly educated, one must continue to learn. Therefore we are committed to supplementing and refining our own skills, those of the staff, as well as those of the children.

Qualifications of Staff:

1. Emotional maturity.
2. Good physical and mental health and stamina
3. Respect for children and adults
4. Ability to exercise good judgment
5. Flexibility and patience.
6. Good personal hygiene and personal appearance.
7. Reliability and responsibility.
8. Imagination, creativity and enthusiasm.
9. Possess warmth, empathy and sensitivity.
10. Willingness to cooperate with the aims of the school.
11. Educational background that satisfies state standards for staff positions.

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40 S. Whitney St. Grayslake
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POLICY: LICENSING INFORMATION

POLICY NO.: 4

EFFECTIVE DATE: 1/1/00

- 4.1 We are licensed by the Illinois Department of Children and Family Services. Our current license is posted in our facility.
- 4.2 Each facility has a Food Service Permit thru the Lake County Health Department.
- 4.3 Each facility also has a staff member certified in Food Service Sanitation thru the Illinois Department of Public Health
- 4.4 Each Facility also has staff members certified in CPR & First Aid

Peppermint Stick Preschool and Children's Center

40 S. Whitney St. Grayslake

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POLICY: ENROLLMENT

POLICY NO.: 5

EFFECTIVE DATE: 1/1/00

Enrollment at Peppermint Stick is open to children from 15 months -12 years. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability

Parents can apply for enrollment of their child in Peppermint Stick by completing the Enrollment Application and paying the Registration Fee. The Registration Fee is non-refundable and one time only per family.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed tuition agreement, registration fee, deposit if necessary, immunization and medical records and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Peppermint Stick reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Peppermint Stick is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Peppermint Stick as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Peppermint Stick immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: TUITION

POLICY NO.: 6

EFFECTIVE DATE: 1/1/00

All custodial parents and/or legal guardians are required to sign a Tuition Agreement prior to enrollment of their child in Peppermint Stick. Parents are required to indicate to whom all billing information and correspondence are to be addressed. For a second copy of billing information and/or correspondence, a \$1 per page copying fee will be charged accordingly. Tax statements for currently enrolled families are provided by request in January. A \$10 fee will be charged for all tax statements for families no longer enrolled at Peppermint Stick.

6.1 Tuition

The weeks tuition is payable in advance, on the first day of attendance each week. A late fee is automatically added if payment is not received by closing on Friday. Monthly tuition payments are due the first Friday of every month. A late fee is automatically added if payment is not received by the Tuesday following. Tuition fees are reviewed annually and are normally raised annually. Late fees will be added each week that an account remains past due. Cash, check, or money order may pay tuition. Receipts will be given for tuition payments made by cash. All cash payments must be handed directly to an employee of Peppermint Stick. Your canceled check will serve as your receipt for payments made by check. There will be a \$20 fee charged for tuition checks returned by the bank. Returned Tuition checks will not be re-deposited. Parents will be responsible for paying the tuition balance and fees in cash. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, or money order. Tuition does include fees for field trips and extra curricular activities.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Peppermint Stick; however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved you will be notified by the Center Director.

6.2 Vacations, Holidays, Illness or Absence

There is no credit given for scheduled school holidays, or for closings due to emergency situations, inclement weather or acts of God.

After a year of continuous enrollment, you are entitled to one week of free days (number of free days contingent upon your regular schedule) Free days are not prorated, but are charged according to our posted rates. We request days used as vacation be in writing 7 days prior. A child will be dis-enrolled if the child is absent for one week without notice.

We require at least a two week notice if you plan to withdraw your child. Failure to notify us in a timely manner will add an additional fee of two weeks tuition to the final bill.

Peppermint Stick is closed on New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. When one of these holidays falls on a Saturday, we close on Friday. If the holiday falls on Sunday, we close on Monday. Holidays are not exempt from your Childs regularly scheduled tuition.

Elementary school children's school schedules change frequently. Please keep us informed of any changes. Your child may attend on days off for an additional fee. If however your child does not attend on one of these days, the regularly scheduled tuition rate for the day will be payable.

6.3 Peppermint Stick does accept childcare subsidies thru the YWCA of Lake County and the Illinois Department of Human Services. All co-pays are due weekly. You may choose to pay monthly only if these payments are made in advance by the first Friday of the month. When co-payments are two week over due, your services will be terminated. At least one month prior to the expiration date of your funding, you need to take care of the paper work for your re-determination of benefits. It is your responsibility to make sure that your eligibility remains current. If your benefits lapse, you will be responsible for paying the full tuition amount of our posted weekly tuition rates.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Peppermint Stick. Parents of subsidized children are also required to sign a Tuition agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive childcare subsidies.

6.4 Peppermint Stick offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

Peppermint Stick Preschool and Children's Center

40 S. Whitney St. Grayslake

1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: CONFIDENTIALITY

POLICY NO.: 7

EFFECTIVE DATE: 1/1/00

Within Peppermint Stick, confidential and sensitive information will only be shared with employees of Peppermint Stick who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Peppermint Stick strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Peppermint Stick.

Outside of Peppermint Stick, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Peppermint Stick, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Peppermint Stick are strictly prohibited from discussing anything about another child with you.

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: MANDATED REPORTING OF SUSPECTED
CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 8

EFFECTIVE DATE: 1/11/00

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Peppermint Stick are considered mandated reporters, under this law. The employees of Peppermint Stick are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Peppermint Stick take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Peppermint Stick can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

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40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: PARENT CODE OF CONDUCT

POLICY NO.: 9

EFFECTIVE DATE: 1/11/00

Peppermint Stick requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Peppermint Stick is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Peppermint Stick but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

9.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

9.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADUTLS ASSOCIATED WITH Peppermint Stick:

Threats of any kind will not be tolerated. In today's society Peppermint Stick cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT Peppermint Stick:

While Peppermint Stick does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the center director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

9.4 SMOKING:

For the health of all Peppermint Stick employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, and on the grounds. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

9.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Peppermint Stick. Please be particularly mindful of Peppermint Stick entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF Peppermint Stick):

While it is understood that parents will not always agree with the employees of Peppermint Stick or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

Peppermint Stick takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the

Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Peppermint Stick. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS

POLICY NO.: 10

EFFECTIVE DATE: 1/1/00

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Peppermint Stick, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Peppermint Stick must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Peppermint Stick, **both** parents shall be afforded equal access to their child as stipulated by law. Peppermint Stick cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Peppermint Stick suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Peppermint Stick staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the childcare facility only at the discretion of the Center Director. An employee of Peppermint Stick will accompany visitors at all times, throughout the center.

Peppermint Stick Preschool and Children's Center

40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: DISMISSAL

POLICY NO.: 11

EFFECTIVE DATE: 1/1/00

Peppermint Stick reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within 30 days of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Peppermint Stick will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Peppermint Stick.

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: WITHDRAW

POLICY NO.: 12

EFFECTIVE DATE: 1/1/00

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

Parents, who wish to change their child's days or times of enrollment at Peppermint Stick, must submit a request to do so two weeks in advance of the proposed change.

If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the two weeks notice required for withdraw.

Peppermint Stick Preschool and Children's Center

40 S. Whitney St. Grayslake

1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: COURT ORDERS EFFECTING ENROLLED CHILDREN

POLICY NO.: 13

EFFECTIVE DATE: 1/1/00

In cases where an enrolled child is the subject of a court order, (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Peppermint Stick must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Peppermint Stick administration, both parents shall be afforded equal access to their child as stipulated by law. Peppermint Stick cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Peppermint Stick suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Peppermint Stick is obligated to follow the order for the entire period it is in affect. Employees of Peppermint Stick cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Peppermint Stick will report any violations of these orders to the court.

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: ARRIVAL PROCEDURES

POLICY NO.: 14

EFFECTIVE DATE: 1/1/00

Upon arrival at Peppermint Stick, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located on the front desk. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

Peppermint Stick discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Peppermint Stick believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The Teacher present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional Teachers of Peppermint Stick are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day. Please hand all medications to a staff member.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom Teacher or Center Director. These special instructions include but are not limited to: early pick up, alternative pick up person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 11:00 a.m. if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Peppermint Stick will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents, who know in advance that a child will be late, are encouraged to notify the center by 9:00 a.m. so as to maintain the appropriate number of employees to ensure ratios is met when the child arrives at school.

14.2 AGENCY'S RIGHT TO REFUSE ADMISSION

Peppermint Stick reserves the right to refuse admission to any child at any time with or without cause.

Peppermint Stick strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child to ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Peppermint Stick if the child were to be present at the center.
5. Parents failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: PICK UP PROCEDURES

POLICY NO.: 15

EFFECTIVE DATE: 1/1/00

Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located on the front desk. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care. Parents must take home all papers in the child's cubby or school bag each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

15.1 LATE PICK-UP:

All measurements of time are to be according to the Peppermint Stick's clock located in the front room. Licensing allows Peppermint Stick to operate within certain hours. It is your responsibility to pick up your child by 6:00 p.m., or make reliable arrangements for someone else to pick them up. If you are more than one hour late and we have been unable to contact anyone listed on your child enrollment forms, the law requires we contact Family Services or the local police department who will pick up your child for safe keeping.

Peppermint Stick reserves the right to charge late fees for those children left after closing. Many staff already work an 8 hour day and have things to attend to after work. For the inconvenience and to avoid Peppermint Stick having to pay additional staff members it is the parent's responsibility to pay late fees for children left after 6:05. The fee is \$1 per minute beginning at 6:06 and thereafter.

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Peppermint Stick will contact local police and/or the other custodial parent should a parent appear to the staff of Peppermint Stick to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the center from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Peppermint Stick staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Peppermint Stick to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Peppermint Stick will contact the child's parents, local police and Child Protective Services to notify them of the situation.

15.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Peppermint Stick. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Emergency/Alternate Pick-up persons have the right to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues

The persons on the Emergency/Alternate pick-up form will be required to provide Government issued photo ID. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Peppermint Stick reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to

violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: TRANSPORTATION

POLICY NO.: 16

EFFECTIVE DATE: 1/1/00

Vehicles used for center transportation are maintained in a mechanically safe condition. The driver inspects the vehicle before each use, both internally and externally including all safety equipment and possible hazards. The driver inspects the vehicle after each use to assure that no child is in the vehicle. Routine maintenance of the vehicle is overseen by maintenance personnel and the director. All manufacturers vehicle service plans listed in the operating manual will be followed.

Children requiring daily transportation are required to fill out an arrival and departure plan form at the time of enrollment. The form authorizes the center to transport your child in a vehicle owned or leased by Peppermint Stick Children's Center. Also this form authorizes the center to transport your child if regular arranged transportation services, like school district bus service is interrupted. The form must be updated if there are any changes to your child's arrival or departure plan. The parents are responsible for informing the center in writing of any changes in the plan.

When the center driver is expected to transport a child and the child is absent without prior notice, the driver will call the center for any information regarding the child's absence. If neither the center nor the public school has pertinent information, the center director will telephone the parents and inform the driver.

Rules for children while riding the center vehicle:

1. All passengers will enter the vehicle on the passenger side. The driver will assist with boarding. Children are to sit with their bottoms on the seat and their backs against the back of the seat. Always sitting facing forward and not leaning in the aisles.
2. The vehicle will not start until all passengers are seated with belts fastened and all doors are closed.
3. Passengers are not permitted to open or close the window or doors. Do not out or throw anything out of the windows.
4. Passengers may not engage in loud conversations, quarrels and the like of which will distract the driver. Always talk in a soft voice.
5. If a disturbance occurs the driver will pull over and stop until the problem has been resolved.
6. At the end of the trip all passengers shall remain seated until directed otherwise. The doors shall be opened and closed only by the driver.

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: SCHOOL CALENDAR

POLICY NO.: 17

EFFECTIVE DATE: 1/1/00

January:

Closed for New Years

February:

Closed for Presidents Day (pending)

March:

Open for Spring Break

April:

May:

Closed for Memorial Day
Preschool & Kindergarten Graduation

June:

Summer Camp Begins

July:

Closed for Independence Day

August:

End Summer Camp
Begin Preschool / Full Day Kindergarten / Before & After school Club

September:

Closed Labor Day

October:

November:

Closed for Thanksgiving

December:

Close early Christmas Eve
Closed for Christmas Day
Close early New Years Eve

Peppermint Stick Preschool and Children's Center

40 S. Whitney St. Grayslake

1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: EMERGENCY CLOSING AND INCLEMENT
WEATHER INFORMATION

POLICY NO.: 18

EFFECTIVE DATE: 1/1/00

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by T.V. or radio station, phone chain or message on schools voicemail.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pick up location should the children need to be evacuated from the childcare center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will have their tuition refunded within 30 days.

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: CURRICULUM INFORMATION

POLICY NO.: 19

EFFECTIVE DATE: 1/1/00

19.1 DAILY SCHEDULE OF ACTIVITIES / CURRICULUM

All daily lesson plans and daily schedule are posted at the center and in the classrooms. Our lesson plans follow the Illinois Early Learning Standards:

Benchmark Index

Assembled from the Illinois Early Learning Project lists of standards and benchmarks

Language Arts

- Understand that pictures and symbols have meaning and that print carries a message.
- Understand that reading progresses from left to right and top to bottom.
- Identify labels and signs in the environment.
- Identify some letters, including those in own name.
- Make some letter-sound matches.
- Predict what will happen next using pictures and content for guides.
- Begin to develop phonological awareness by participating in rhyming activities.
- Recognize separable and repeating sounds in spoken language.
- Retell information from a story.
- Respond to simple questions about reading material.
- Demonstrate understanding of literal meaning of stories by making comments.
- Understand that different text forms, such as magazines, notes, lists, letters, and story books, are used for different purposes.
- Shows independent interest in reading-related activities.
- Use scribbles, approximations of letters, or known letters to represent written language.
- Dictate stories and experiences.
- Use drawing and writing skills to convey meaning and information.
- Listen with understanding and respond to directions and conversations.
- Communicate needs, ideas and thoughts.
- Seek answers to questions through active exploration.
- Relate prior knowledge to new information.
- Communicate information with others.

Mathematics

- Use concepts that include number recognition, counting and one-to-one correspondence.
- Count with understanding and recognize "how many" in sets of objects.
- Solve simple mathematical problems.
- Explore quantity and number.
- Connect numbers to quantities they represent using physical models and representations.
- Make comparisons of quantities.
- Demonstrate a beginning understanding of measurement using non-standard units and measurement words.
- Construct a sense of time through participation in daily activities.
- Show understanding of and use comparative words.
- Incorporate estimating and measuring activities into play.
- Sort and classify objects by a variety of properties.
- Recognize, duplicate and extend simple patterns, such as sequences of sounds, shapes and colors.

- Begin to order objects in series or rows.
- Participate in situations that involve addition and subtraction using manipulatives.
- Describe qualitative change, such as measuring to see who is growing taller.
- Recognize geometric shapes and structures in the environment.
- Find and name locations with simple words, such as “near”.
- Represent data using concrete objects, pictures, and graphs.
- Make predictions about what will happen next.
- Gather data about themselves and their surroundings.

Science

- Uses senses to explore and observe materials and natural phenomena.
- Collect, describe and record information.
- Use scientific tools such as thermometers, balance scales and magnifying glasses for investigation.
- Become familiar with the use of devices incorporating technology.
- Investigate and categorize living things in the environment.
- Show an awareness of changes that occur in themselves and their environment.
- Describe and compare basic needs of living things.
- Make comparisons among objects that have been observed.
- Describe the effects of forces in nature (e.g. wind, gravity and magnetism).
- Use common weather-related vocabulary (e.g. rainy, snowy, sunny, windy).
- Participate in recycling in their environment.
- Identify basic concepts associated with night/day and seasons.
- Begin to understand basic safety practices.
- Express wonder and ask questions about their world.
- Begin to be aware of technology and how it affects their lives.

Social Science

- Recognize the reasons for rules.
- Participate in voting as a way of making choices.
- Develop an awareness of roles of leaders in their environment.
- Identify community workers and the services they provide.
- Begin to understand the use of trade to obtain goods and services.
- Recall information about the immediate past.
- Locate objects and places in familiar environments.
- Express beginning geographic thinking.
- Recognize similarities and differences in people.
- Understand that each of us belongs to a family and recognize that families vary.

Physical Development and Health

- Engage in active play using gross motor skills.
- Engage in active play using fine motor skills.
- Coordinate movements to perform complex tasks.
- Follow simple safety rules while participating in activities.
- Participate in developmental activities related to physical fitness.
- Exhibit increased endurance.
- Follow rules and procedures when participating in group physical activities.
- Demonstrate ability to cooperate with others during group physical activities.
- Participate in simple practices that promote healthy living and prevent illness.
- Identify body parts and their functions.
- Act independently in caring for personal hygiene needs.
- Use appropriate communication skills when expressing needs, wants and feelings.
- Use socially acceptable ways to resolve conflict.
- Participate in activities to learn to avoid dangerous situations.

Fine Arts

- Dance: Investigate the elements of dance.
- Drama: Investigate the elements of drama.
- Music: Investigate the elements of music.
- Visual Arts: Investigate the elements of visual arts.
- Describe or respond to their own creative work or the creative work of others.
- Dance: Participate in dance activities.

- Drama: Participate in drama activities.
- Music: Participate in music activities.
- Visual Arts: Participate in the visual arts.
- Use creative arts as an avenue for self-expression.

Foreign Language

- Maintain the native language for use in a variety of purposes.
- Use and maintain the native language in order to build upon and develop transferable language and literacy skills.

Social/Emotional Development

- Describe self by using several basic characteristics.
- Exhibit eagerness and curiosity as a learner.
- Exhibit persistence and creativity in seeking solutions to problems.
- Show some initiative and independence in actions.
- Use appropriate communication skills when expressing needs, wants and feelings.
- Begin to understand and follow rules.
- Manage transitions and begin to adapt to change in routines.
- Show empathy and caring for others.
- Use the classroom environment purposefully and respectfully.
- Engage in cooperative group play.
- Begin to share materials and experiences and take turns.
- Respect the rights of self and others.
- Develop relationships with children and adults.

19.2 CLASS ASSIGNMENTS

Children's classes are arranged by age. However children develop at their own pace and may not always adjust well to moving up at their birthday. Other children are developmentally ready to move up sooner. The center Director along with your child's teacher will determine when the next transition time best suits your child.

19.3 STAFF TO CHILD RATIOS

15 months: 5 children to 1 Teacher

2 years: 8 children to 1 Teacher

3 years – 4 years: 10 children to 1 Teacher

5 years – 12 years: (School Age) 20 children to 1 Teacher

19.4 NAP/REST TIME

The children are not required to sleep but are required to rest quietly. Every child will have his/her own bed and bedding.

If your child sleeps with a blanket or a favorite soft toy, they are welcome to bring them.

Children will not be put to bed with a bottle. If the child is tired and he/she falls asleep he/she will not be kept awake for parent's convenience.

19.5 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

The majority of supplies are provided by the center. Diapers, pull-ups, wipes, diaper ointment, sun screen, bug spray or lotion are supplied by the parent. Some class rooms have a small supply list or required items needed for your child. The parent will be informed of any items needed.

19.6 BIRTHDAY/HOLIDAY CELEBRATIONS

We will be happy to help your child celebrate their birthday. Please check with the Director or Teacher for any current food allergies in your child's classroom. All food brought in must be commercially prepared and in the original packaging.

As a private program we choose to celebrate major holidays. We believe it to be part of the American tradition. If you celebrate another holiday in your home, we welcome you to share it with us.

19.7 PARENT/TEACHER CONFERENCES/COMMUNICATION

Please feel free to call us anytime during hours of operation. If you have specific concerns or questions you can schedule a conference with the center Director or your child's Teacher.

Please read the centers monthly news letter. Become a Fan of Peppermint Stick Children's Center on Facebook. Look for notes coming home with your child's paper/art projects

19.8 GRADUATION

Graduation is held in May for the pre-k classes and our private kindergarten program.

Peppermint Stick Preschool and Children's Center

40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: DISCIPLINE

POLICY NO.: 20

EFFECTIVE DATE: 1/1/00

School Age Guidance & Discipline

	Responsibility	Compassion
Respect	Honesty	

SCHOOL RULES

STUDENTS' BILL OF RIGHTS: All of our school rules are based upon the following rights that apply to all students:

1. I have the right to be safe at school. This means that no one will hit me, kick me, threaten me or hurt me.
2. I have the right to be treated fairly. This means that no one will treat me differently and that the school rules will be applied to all people.
3. I have the right to be treated with compassion. This means that no one will purposely hurt my feelings.

THERE ARE FIVE BEHAVIOR STANDARDS THAT ALWAYS APPLY.

YOU MUST KNOW THEM:

1. Respect and immediately follow the directions of all adults.
2. Use safe conduct at all times.
3. Take care of school property such as toys, games books and other school materials and equipment. Respect the property of others
4. Be courteous, kind and thoughtful in words and actions towards others.
5. Keep hands, feet and objects to yourself.

Inappropriate Behavior

Inappropriate behavior includes the following:

1. Being disrespectful to an adult by using sarcasm or profanity, talking back, disregarding directions or instructions, etc.
2. Using inappropriate language such as profanity or vulgarity.

3. Harassing, teasing, name-calling, threatening another student.
4. Disrupting classroom instruction or discussions by calling out, making excessive noise such as humming, whistling, tapping, playing with objects, throwing objects, leaving one's seat without permission.
5. Using aggressive behavior such as pushing, shoving, tripping, spitting, and kicking.
6. Misusing playground equipment and/or disrupting another's play at recess, such as play fighting, throwing rocks, dirt, sand or other objects.

CONSEQUENCES FOR NEGATIVE BEHAVIOR

Offenses may result in one or more of the following consequences and will be overseen by the Teachers in charge during that session. They may include:

- **loss of points**
- **verbal apology**
- **time out**
- **loss of recess (detention)**
- **behavior contract**
- **parent communication**
- **loss of privilege (media time, field trip)**
- **parental presence in class**
- **in-school suspension**
- **formal out-of-school suspension**
- **parents can be held financially responsible for costs incurred by student**

POSITIVE CONSEQUENCES/INCENTIVE PROGRAMS

CLASSROOM REWARDS

Each classroom teacher rewards positive behavior in many ways. Some of these rewards include:

- **verbal praise**
- **positive notes**
- **awards and certificates**
- **stars and stickers**
- **treasure chest**

- **classroom "Jr. assistant"**
- **special treats**
- **classroom "Child of the Day"**
- **free time in class**

CAUGHT YOU BEING GOOD

In addition to the many positive reinforcements done in the classrooms, staff on duty are always looking for students who are doing a super job of following the Code of Conduct. They award "Caught You Being Good" slips. These are deposited in a "fish bowl" in the room. The teacher draws out a name on Fridays; that child receives a treat from the office.

"The Way to Go" Award

The "Way to Go" Award has also been implemented. This award serves to recognize students who exemplify the ideals of the Code of Conduct. Both teachers and students can nominate students they feel have demonstrated actions that exemplifies the Code of Conduct. Examples of ways students can be nominated for the award:

- *helping another student pick up things*
- *sitting with a new student*
- *letting others go first in line;*
- *being a compassionate and kind friend.*

Peppermint Stick Preschool and Children's Center

40 S. Whitney St. Grayslake

1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: TOYS FROM HOME

POLICY NO.: 21

EFFECTIVE DATE: 1/1/00

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Peppermint Stick staff for safety and appropriateness, and may be prohibited at the sole discretion of Peppermint Stick.

Peppermint Stick Preschool and Children's Center

40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: DRESS CODE

POLICY NO.: 22

EFFECTIVE DATE: _____

22.1 CHILDREN

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, and socks. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. Peppermint Stick is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Peppermint Stick will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. If a child does wear jewelry to school, and a teacher feels it is unsafe to wear, they will remove it and keep it in a safe place till pick up time.

Hair beads, barrettes, bobby pins, etc. are not recommended to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Peppermint Stick.

Peppermint Stick is not responsible for damage to or loss of and articles of clothing.

22.2 PARENTS

Clothing:

Parents are required to be dressed in appropriate clothing while at Peppermint Stick, or involved in any Peppermint Stick sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

A parent wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 2 years of age. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: FIELD TRIPS

POLICY NO.: 23

EFFECTIVE DATE: 1/1/01

Peppermint Stick frequently supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the center Director. Peppermint Stick provides all required supervision for all field trips, but always invites and welcomes parents to attend. Parents will not be permitted to transport any child, other than their own, on a Peppermint Stick sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day fee, as well as the cost of the trip and signed permission slip will be due prior to the date of the trip.

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.: 24

EFFECTIVE DATE: 1/1/01

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the childcare center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. Please see the Center Director for Volunteering opportunities. Any parent who volunteers in the classroom on a regular basis will be required to secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Peppermint Stick reserves the right to make Volunteer assignments. Peppermint Stick does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: HEALTH AND SAFETY

POLICY NO.: 25

EFFECTIVE DATE: 1/1/00

25.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Peppermint Stick. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Peppermint Stick. The Physical Examination Form, indicating the child's fitness to attend Peppermint Stick, must be completed by a licensed healthcare professional and returned to the Center Director on the first day of enrollment.

25.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Peppermint Stick from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for

Emergency Care for Children with Severe Allergies" form, provided Peppermint Stick exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

25.3 COMMUNICABLE DISEASES

Peppermint Stick follows all health/communicable disease policies as outlined in the Lake County Health Department Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the Health Department 847-360-6733.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick his or her child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the Lake County Health Department and DCFS. Children must present a doctor's note stating they are no longer contagious and can return to the program. Peppermint Stick reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 5 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school maybe

notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Peppermint Stick will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

25.4 BITING

Peppermint Stick recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of Peppermint Stick.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Peppermint Stick cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

25.5 DISPENSING MEDICATION

Peppermint Stick will only dispense over-the-counter and/or prescription medication that is in original, labeled containers. Peppermint Stick will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note or prescription label must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form for the medication that is to be dispensed. Medication Forms can be obtained thru any teacher. Medication Forms, doctor's notes and medication are to be turned into Peppermint Stick Staff.

Peppermint Stick will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. Prior to administering fever reducing/pain medication, staff will evaluate the child either by taking his or her temperature or evaluating his or her ability to participate in classroom activities. Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

25.6 FIRE/EMERGENCY DRILLS

Peppermint Stick conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation,

parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

25.7 ALTERNATE SAFE LOCATION

Should the administration of Peppermint Stick or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to a nearby business that is open and can accommodate the children. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

25.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report and notify the parent at pick up

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until such time as the Report is returned signed.

25.9 FOODS

Snacks and lunches are provided by the center. Please refer to current menus for a listing of foods served. Peppermint Stick offers children a morning snack at approximately 9:30 a.m., a half-hour lunch at approximately 12:00 noon and an afternoon snack at approximately 3:30 p.m.

All age groups:

All food items must be labeled with your child's name. Peppermint Stick does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Peppermint Stick never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons. Food can be used by teachers as a reward for good behavior and/or for classroom lessons.

Toddler age groups:

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

3 year and older classrooms:

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat and try new foods.

Peppermint Stick curriculum focuses on developing healthy, well-balanced eating habits. Snack food items are healthy, such as fruit, vegetables and the like. We offer junk foods as a minimum usually limited as holiday treats etc.

Peppermint Stick will provide a healthy morning and afternoon snack for all children in all age groups, including water, fruit juice and/or milk. A list of the daily snacks available to the children will be posted in the center.

25.10 PEANUT FREE CENTER

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in some children, Peppermint Stick prohibits peanuts and/or foods containing peanut products on Peppermint Stick property, and/or at Peppermint

Stick sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Parents are responsible for providing foods that are peanut and peanut product free for their child's lunch and/or snack. We have included for your reference a list of acceptable food items that are peanut and peanut product free. However, this is only a partial listing of foods. There are many acceptable food items that are peanut and peanut product free in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts, or peanut products have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated. When reading the label look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts." For example, Plain Chocolate M & M's have this statement on the label.

Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts, or peanut products), Peppermint Stick does not allow homemade snacks at the center. While Peppermint Stick understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at Peppermint Stick.

Since Peppermint Stick is a peanut free environment, parents can purchase the items to make homemade snacks and make arrangements with the classroom teacher to make the snacks as part of a classroom lesson. Only Peppermint Stick utensils, bowls, and bakeware may be used to prepare these foods.

25.11 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

PEANUT FREE FOOD IDEAS

Carrot Sticks	Oreos
Celery	Chips Ahoy (Large Cookies)
Peppers	Teddy Grahams
Broccoli	Shortbread
Applesauce	Rice Krispy Treats (Original Flavor)
Grapes	Fruit By the Foot
Oranges	Fruit Gushers
Apples	Nutri Grain Fruit Bars
Bananas	Full Size Ritz Crackers (Not Ritz Bits)
Melon	Chicken Salad
Raisins	Dried Fruit
Plain Cherrios	Cashews
Pistachios	Yogurt
Cheese	Lunch Meat
Cream Cheese	Jelly (Not contaminated by peanut butter)
Tuna Fish	Egg Salad
Pretzels	Potato Chips (Not Fried in Peanut Oil)
Goldfish Crackers	Graham Crackers
Popcorn	Jell-O
Pizza	Popsicles

This list is not inclusive and is only meant as a guide. Please read the labels of all food brought to the center to be sure that it does not contain peanuts and/or peanut products.

Peanuts are not from the NUT family. They are a legume. This is why cashews and pistachios (and other items in the NUT family) are permitted.

Peppermint Stick Preschool and Children's Center

40 S. Whitney St. Grayslake

1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: STAFF EMPLOYMENT BY CLIENT'S POLICY

POLICY NO.: 26

EFFECTIVE DATE: 1/1/00

The staff of Peppermint Stick is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Peppermint Stick staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of Peppermint Stick will have their employment with Peppermint Stick terminated.

Employment refers to any relationship outside of the agency's services, which involves an employee of Peppermint Stick to interact with a current or former client's of Peppermint Stick. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

POLICY: AGENCY CONTACT INFORMATION

POLICY NO.: 27

EFFECTIVE DATE: 1/1/00

Persons legally responsible for the centers:

Officers:

Suzanne Kubinak, President

Tiffany Henning, Secretary/Treasurer

Karen O'Neill, Assistant Secretary

Email: pssc1124@comcast.net

Grayslake School: 847-223-0611

Round Lake School: 847-546-1160

FORMS

Signature Page(s) (One for each Custodial Parent and/or Legal Guardian	A
Authorization for Emergency Care of Children with Severe Allergies	B
Release and Waiver of Liability for Administering Emergency Care to Children with Severe Allergies	C

FORM A

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

I/We, _____, the parent(s)/legal guardian(s) of _____, acknowledge that I/We have received a copy of Peppermint Sticks' Parent Handbook and have been given the opportunity to read the manual and ask questions about and understands the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Peppermint Stick and the parents. Peppermint Stick reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

I/We acknowledge that this Parent Handbook is the property of Peppermint Stick.

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

**AUTHORIZATION FOR EMERGENCY CARE OF
CHILDREN WITH SEVERE ALLERGIES**

Date:

Dear Health Care Provider,

Your patient, _____ is enrolled in [CENTER NAME] and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at [CENTER NAME] so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at [CENTER NAME].

PART I (to be completed by a Licensed Health Care Provider)

Child's Name: _____ Child's Birth Date: _____

Known Allergens: (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

_____ Bee Sting

_____ Other Insect Bite(s): (identify): _____

_____ Animal(s): (identify): _____

_____ Food Allergy: (identify all foods or groups of foods that must be avoided):

_____ Other: (identify): _____

SYMPTOMS: (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

_____ Shortness of Breath

_____ Swelling of the Face or Lips

_____ Hives

_____ Vomiting

_____ Diarrhea

_____ Other: (explain): _____

PROCEDURES: (Please indicate all steps necessary and the order in which they should be taken.)

_____ Administer the following Medication: (provide name, dosage, and method of administration): _____

_____ Administer EPI-PEN: (provide instructions for administration)

_____ Call Emergency Medical Services (911)

_____ Call the child's parent or guardian

_____ Other (explain): _____

_____ DO NOT administer medication in the absence of KNOWN exposure to allergen

RECREATIONAL ACTIVITIES:

1. The child may participate in recreational activities. [] yes [] no

2. Recreational Activity Restrictions: [] none [] some restrictions
(explain recreational activity restrictions): _____

HEALTH CARE PROVIDER INFORMATION:

Office: _____

Name: _____

Address: _____

Phone #: _____ Fax #: _____

Signature: _____ Date: _____

PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)

By Signing this form, I/We authorize Peppermint Stick to follow the instructions contained in this Authorization For Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner if my/our child's needs change.

PARENT(S)/LEGAL GUARDIAN(S):

Name: _____ Relationship: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Emergency Contact #: _____

Signature: _____ Date: _____

Name: _____ Relationship: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Emergency Contact #: _____

Signature: _____ Date: _____

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by [CENTER NAME] on (date) _____. This Form must be updated by (date) _____.

Received By: (Print Name) _____

Signature: _____

Title: _____

FORM C

Peppermint Stick Preschool and Children's Center
40 S. Whitney St. Grayslake
1124 N. Cedar Lake Rd. Round Lake Beach

**RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING
EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES**

1

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release")

Made this _____ day of _____, 200____, by and between Peppermint Stick and _____ (Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of _____ (child's name).

WHEREAS, Peppermint Stick provides child care services and the Parent(s)/Legal Guardian(s) have engaged Peppermint Stick to provide child care services for _____ (child's name);

WHEREAS, [CENTER NAME] has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis , as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to Peppermint Stick's policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Peppermint Stick and its employees or agents from any liability arising in law or equity as a result of Peppermint Stick's employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies Form" (hereinafter referred to as the "Authorization"), provided that Peppermint Stick has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.

2. This Release shall be governed by the laws of the State of Illinois which is the location of the Peppermint Stick facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. The reference in this Release to the term Peppermint Stick shall include Peppermint Stick: its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

Peppermint Stick:

Center Address: _____

Name: (print) _____

Signature: _____

Title: _____

Date: _____

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) _____

Signature: _____

Relationship: _____

Date: _____

Name: (print) _____

Signature: _____

Relationship: _____

Date: _____