



**JEWISH COUNCIL FOR YOUTH SERVICES**

# **PARENT HANDBOOK**

## **2025-2026**

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## JCYS Family Centers

Managing Director of Operations: Nikki Robin, [nrobin@jcys.org](mailto:nrobin@jcys.org)

Business Manager (payments): Lane Hussey, [lhusssey@jcys.org](mailto:lhusssey@jcys.org)

### JCYS Lincoln Square Ravenswood: Iris & Steven Podolsky Family Center

2112 W. Lawrence Ave.

Chicago, IL 60625

(773) 281-2533

[lincolnsquare@jcys.org](mailto:lincolnsquare@jcys.org)

Center Director: Debbie Heifitz Porter, [dporter@jcys.org](mailto:dporter@jcys.org)

Assistant Center Director: Megan Lerman, [mberman@jcys.org](mailto:mberman@jcys.org)

### JCYS Wicker Park: Michael R. Lutz Family Center

2129 W. North Ave.

Chicago, IL 60647

(872) 315-2300

[wickerpark@jcys.org](mailto:wickerpark@jcys.org)

Center Director: Rebecca Melzer, [rmelzer@jcys.org](mailto:rmelzer@jcys.org)

Director of Early Childhood Education: Mike Swider, [mswider@jcys.org](mailto:mswider@jcys.org)

### JCYS Highland Park: George W. Lutz Family Center

800 Clavey Rd.

Highland Park, IL 60035

(847) 433-6001

[highlandpark@jcys.org](mailto:highlandpark@jcys.org)

Center Director: CJ Smith, [cjsmith@jcys.org](mailto:cjsmith@jcys.org)

Director of Early Childhood Education: Sharee Patt, [spatt@jcys.org](mailto:spatt@jcys.org)

### JCYS Buffalo Grove: Northwest Family Center

1700 Weiland Rd.

Buffalo Grove, IL 60089

(847) 279-0900

[buffalogrove@jcys.org](mailto:buffalogrove@jcys.org)

Center Director: Nikki Cassidy, [ncassidy@jcys.org](mailto:ncassidy@jcys.org)

Assistant Director of Early Childhood Education: Marcie Capps, [mcapps@jcys.org](mailto:mcapps@jcys.org)

## About JCYS

Since 1907, Jewish Council for Youth Services (JCYS) has led the way in helping children in our community learn, play, and grow. Though our programs and services continue to change and evolve to meet the demands of the community, our commitment and dedication to service—and those we serve—remains constant.

We proudly offer a range of innovative early childhood and school-age programs and services across four family centers in Chicago (Lincoln Square Ravenswood and Wicker Park), Buffalo Grove, and Highland Park:

- **Infant Care** (6 weeks - 14 months)
- **Toddler Care** (15 months - 23 months)
- **Preschool Programming** (2 years - 5 years)
- **Sunflower Camp** (6 weeks - 4 or 5 years; varies by center)
- **JCYS Lil' North** (Rising Pre-K and Kindergarteners in Buffalo Grove)
- **Before & After School Care/School Days Out** (K - 5th graders in Buffalo Grove)
- **Big City Day Camp** (Rising K - 5th graders in Lincoln Square Ravenswood)
- **JCYS North Suburban Day Camp** (Rising 1st - 8th graders in Buffalo Grove)

## Philosophy, Programming, and Curriculum

JCYS's early childhood education programs are grounded in play-based curriculum. Our Wicker Park center is unique in following the Reggio Emilia Approach. Both curricula are designed to nurture each child's spirit, imagination, and confidence. Our programming consists of developmentally appropriate activities for your child with an emphasis placed more on process/activity rather than product/project. Essential to our curriculum are self-esteem, socialization, problem-solving skills, multicultural awareness, and, of course, Judaism.

JCYS Family Centers are inclusive early childhood centers that welcome families of all faiths and backgrounds. All classrooms learn about and participate in Jewish holidays and customs, which are explored from a cultural point of view through music, cooking activities, stories, and crafts. The Jewish Sabbath, known as Shabbat, is celebrated every Friday morning with songs, snacks, and special customs.

Based on the concept that children learn best through play, our curriculum allows your child to choose from many stimulating and age-appropriate options throughout the classroom and outdoors. In addition, we provide more structured group times for stories and singing, playground time, snacks, arts and crafts, cooking, science activities, and group games. The combination of structure and choice encourages your child to think independently, develop close and meaningful relationships, learn from mistakes, and make decisions. With their teacher's guidance, children also learn to resolve issues through conflict resolution.

The Jewish values of *Tikkun Olam* (repairing the world), *Kavod* (treating others with respect), *Tzedakah* (social justice/charitable giving), and *Chesed* (acts of loving kindness) are incorporated into daily activities and interactions. These values further support the development of social skills, behavioral capacities, and school readiness and instills a lifelong commitment of positively impacting the world.

## Parent Code of Conduct

JCYS's priority is your child's health, safety, and development. We encourage their growth by partnering with parents and family members to support each child's needs. As we model appropriate behavior in our JCYS Family Center classrooms, we expect parents to also model appropriate behavior at all times, including when speaking with staff and children. As role models, we have an inherent duty to guide children and respectfully teach them how to treat others. As we come together as a community, it is our obligation to the children of JCYS to act with honor, integrity, and kindness always.

JCYS is a community focused on creating a loving and nurturing environment for people of all backgrounds. To build this environment, we incorporate the Jewish values mentioned above ("Philosophy, Programming, and Curriculum" section) into our daily activities and interactions as they are essential,

not only for creating the JCYS community, but also for developing the kind of future we would be proud to have our children be a part of. These values, coupled with what families teach within their homes, make up the caring, devoted, loving, and accepting JCYS community.

We wish to build the foundation of the parent-staff relationship through open, honest, and frequent communication. Your child benefits when parents and staff form a relationship through respectful interactions. Parents and staff will cooperate as a team to overcome challenges and celebrate your child's successes. As early childhood educators, we are here to help your child grow and develop with respect, kindness, and nurturing.

Your conduct as a parent affects the environment and enhances the community. We look forward to working with you in our efforts to help each child succeed in reaching their fullest potential.

### **Birth Certificates**

JCYS and the Department of Child and Family Services (DCFS) would like to make you aware of "The Missing Children Records Act," which mandates that every student have a certified/original birth certificate or equivalent documentation on file before the child is enrolled.

### **Certificate of Child Health Examination**

A DCFS [Certificate of Child Health Examination](#) must be on file before your child can attend JCYS programming. The certificate is valid for two years. You will be notified at least two weeks prior to the Health Examination expiring, so that a new form can be submitted.

### **Medical Report and Required Immunization Policy**

DCFS licensing standards require that the parent or legal guardian of each child enrolled in JCYS programming submit a medical form from their pediatrician, signed by both the physician and parent(s) or legal guardian(s), indicating that the child has received the immunizations required by the Illinois Department of Public Health in its rules (77 Ill. Adm. Code 695, Immunization Code) prior to the first day of programming. If the physical condition of the child is such that any one or more of the immunizing agents should not be administered, the examining physician, advanced practice nurse, or physician assistant responsible for the performance of the health examination shall endorse that fact upon the health examination form. No other exceptions to scheduled immunizations are permitted within JCYS programming. It is the responsibility of the parent(s) or legal guardian(s) to update their file when the health records change.

### **Mandated Reporter**

All staff are required by JCYS and DCFS to be mandated reporters of child abuse and neglect to the proper authorities.

### **Security**

At JCYS, we are committed to safeguarding children, staff, parents, and all visitors to our JCYS Family Centers. We have policies, procedures, and practices in place to ensure we provide a safe place for everyone.

To maintain safety within our buildings, please do NOT hold the front door open for anyone. Please allow our Front Desk Coordinator to buzz and give access to people for our building.

Your child's safety is our priority. We will not release a child to anyone not listed on the "Authorization to Pick Up" form. Please keep this form up to date. If you authorize someone not on the list to pick up your child you should send us a signed note with the name of the person picking up and any details we might need to know. We will ask individuals for a photo ID (e.g. Passport, State ID, or Driver's License) to confirm their identity.

### **Sign-In/Sign-Out**

It is a DCFS Licensing Regulation that every child must be signed in and out when they are dropped off or picked up from our JCYS Family Center. You will receive information on the specific drop-off and pick-

up procedure for your JCYS Family Center at parent orientation.

In the event of an emergency in which the JCYS Family Center needs to evacuate our premises, you will be contacted via Kaymbu (see “Newsletters and Communications” on page 10) with information on the emergency pick-up location. Please make sure that your correct email is on file and up-to-date.

### Attendance

Regular attendance is encouraged because it helps children develop a sense of belonging and ease their transition into the routine. If your child is ill, please notify us by calling the JCYS Family Center office.

### Cell Phone Usage

We try to make our JCYS Family Center all about the children. Please finish your call outside of the building before you enter so you are ready to greet your child.

### Telephone Messages

After business hours or during times when JCYS Family Center leadership team is busy, we may not be able to answer every call as we receive it. Please leave a message on our voicemail and we will respond to your call within one-two business days.

### Emergency Closing

There are times it may become necessary to close our JCYS Family Center due to weather and other emergency reasons, such as city construction, power outage, storm damage, etc. You will be notified via Kaymbu (see “Newsletters and Communications” on page 10) if we intend to close. Please make sure that your correct email is on file and up-to-date.

### Entry and Exit Procedures

Current entry and exit procedures and protocols are subject to change as DCFS revises guidelines.

#### Parking Lot/Street Safety

- Parents must park or stop only in designated areas for drop-off and pick-up of children. **Please avoid parking in driveways, illegal spots, or otherwise obstructing other vehicles and bike lanes.** The JCYS Family Center front entrance must be clear for buses and emergency vehicles at all times.
- All vehicles must be turned off at drop off or pick up from the JCYS Family Center.
- Do not remove children from the car on the street side at locations without parking lots.
- Supervise children carefully while walking in the parking lot or crossing the street.
- Please take extra caution during inclement/icy weather.
- Other children may only be left in the vehicle with adult supervision.

#### Arrival/Entering the JCYS Family Center

- JCYS Family Center sign-in procedures must be followed.
- Upon arrival at the JCYS Family Center, a parent must walk their child into the child’s classroom unless instructed otherwise.

#### Departure/Pick-Up

- JCYS Family Center sign-out procedures must be followed.
- JCYS Family Centers must maintain authorization on file for persons permitted to pick-up children from the facility. Authorization records include names, addresses, and telephone numbers. Only persons authorized by the parent/guardian may pick up children from the JCYS Family Center.
- In emergency situations, either a written note or a telephone call must be received from the parent/guardian stating the name, address, and telephone number of the person who will pick up the child. The person will be required to show a photo ID upon arrival.

## Arrival/Drop-Off Times

Arrival times vary by the JCYS Family Center and the program your child is participating in.

## Departure/Pick-Up Times

Pick-up times vary by JCYS Family Center and the program your child is participating in. Children must be picked up promptly at dismissal time. Late fees apply.

## Late Pick-Up Policy/Fee

It is important that parents understand the need for punctuality regarding picking up children. Late pick-ups cause anxiety in children as well as significant inconvenience and cost to JCYS and its staff. Accordingly, late pick-ups will incur the following fees:

- 1st instance: a friendly reminder
- 2nd instance: \$15 fee for up to 15 minutes, and \$10 for each additional quarter hour
- 3rd and subsequent instances: \$25 fee for up to 15 minutes, and \$15 for each additional quarter hour

The parent/guardian should notify the JCYS Family Center once they know they will be late for pick-up. This will not excuse the Late Pick-Up Policy/Fees. Late fees will not be assessed when lateness is due to severe weather, train derailment, accidents, etc.

The JCYS Family Center leadership team may, at their discretion, ask a family to leave the program if late pick-up is chronic (e.g., more than five times over the course of the year).

**Please note:** If the parent/guardian or emergency contacts cannot be reached after 60 minutes, JCYS staff is required by our DCFS licensing standards to contact the proper authorities.

## Termination

The first 30 days of your child's enrollment is considered a probation period. If, during these four weeks, we feel unable to meet their needs with the support of our teaching staff and parent/guardian, we will support the child in transitioning out of the program. If at any subsequent time we feel that a child's safety and well-being cannot reasonably be assured or if their behavior compromises the safety or well-being of other children, staff will meet with the parent/guardian and will work together to create an individual behavior action plan, often suggesting that the family seek outside professional assistance. If a solution cannot be found, the child will be transitioned out of the program at the Center leadership team's request.

## Change in Status Requests

A family who wishes to change their enrollment status (ex. 3 days to 5 days a week or switching specific days of the week) must submit their request to the Center Director with as much notice as possible. Requests will be granted based on availability in the classroom and time slots desired. It will be at the Director's discretion to grant any requests based on current center needs and requirements. An adjustment fee of \$250 will be charged for decreases to your enrollment. Changes in enrollment status will not be granted 90 days before the end of school year programming and 45 days before the end of summer programming.

## Special Requirements for Infants and Toddlers

A written plan will be provided prior to reassignment for infants and toddlers who are moved to a new group. The development of this plan shall involve the child's parent/guardian(s) and the staff in both the sending and receiving rooms.

### Regular Visits from a Registered Nurse

A registered nurse (RN) visits our JCYS Family Center once a month. They visit classrooms and ensure teachers and administrators are aware of infectious diseases going around and classrooms are maintaining appropriate infant feeding procedures. The RN also discusses how to keep children as healthy as possible.

## Indoor and Outdoor Play

- JCYS has indoor and outdoor play materials and equipment suitable for staff to use with children to stimulate learning, growth, health, and overall development of infants and toddlers. Toys and indoor equipment are cleaned and disinfected throughout the day.
- Children shall be free to creep, crawl, toddle, and walk as they are physically able. Walkers are not permitted unless prescribed by a physician. Children shall be encouraged to explore and manipulate art materials. Children shall be taken outdoors for a portion of every day unless the weather conditions pose a danger, such as lightning or extremely high or low temperatures (see “Outdoor Play” on page 10).

## Parent Involvement

We invite your interest and involvement. Parents may become involved by signing up for the JCYS Family Center’s Parent Committee. You may ask a member of the leadership team for additional information about volunteering for this group.

## Conferences

The teachers look forward to sharing information with you and answering questions about your child’s progress. Optional parent-teacher conferences will be scheduled two times during the school year. Such conferences will be set up at the request of the parent, teacher, or a member of the JCYS Family Center’s leadership team. Additional conferences will be scheduled as needed. Informal phone conferences may be arranged by calling the office and leaving a message for your child’s teacher. They will return the call at their earliest convenience. Parents may arrange a private conference with a member of the JCYS Family Center’s leadership team by calling the office to set up an appointment.

## Rest Period

As required by DCFS licensing regulations, all children will have a supervised rest period. This rest period takes place daily between approximately 1:00 pm and 3:00 pm. Older children are not expected to rest for as long as younger ones.

## Tips for Separation Anxiety

Children often derive a sense of security from bringing toys from home. Please limit your child to one transition toy per week and be sure that your child’s toy is labeled. Any toy your child brings will be kept in their cubby. We ask that you do not bring plush toys, stuffed animals, war toys, weapons, or toys with many small parts. Your child’s toys will be cleaned and disinfected when they are brought into the JCYS Family Center.

Please remember to always be positive when you are speaking about the JCYS Family Center (e.g., “You are going to have so much fun at school today!”). All JCYS Family Centers have a Child and Family Development Specialist on staff who can provide numerous tips to make each child’s day successful.

## Positive Guidance

One of our goals is to help your child learn to deal with anger and frustration in appropriate ways. Although every situation will be treated individually, some of the ways we might assist children to behave appropriately are: redirection, planning ahead to prevent problems, conflict resolution, encouragement of appropriate behavior, setting consistent and clear rules, and offering opportunities for the child to make amends (clean up a spill, work things out with a friend, etc.). Occasionally, a child may need to be separated from the group for a short period of time. Learning appropriate ways to disagree is a healthy and important part of the maturation process. At no time will we use physical punishment or negative methods that might frighten or humiliate a child.

## Birthdays

Each JCYS Family Center has different ways to celebrate children’s birthdays. We do not allow treats



from outside to be brought into JCYS Family Centers.

### Allergies and Intolerance

JCYS strives to provide a safe haven for all students by maintaining a food allergy-sensitive environment. JCYS and families of allergic children acknowledge that despite our best efforts, we cannot guarantee an absolutely allergen-free environment, but we can reduce the risk to children who have life-threatening food allergies. If your child has severe allergies and/or an emergent condition, you must have your physician complete the [Medical Emergency Treatment Plan](#) each year.

### Food

JCYS Family Center's are peanut and tree nut free, allergy aware centers. We do our best to to serve "Kosher style" meals and snacks. We do not serve pork or shellfish.

Food allergies can be life-threatening. Therefore, for the safety of your children, we have made the JCYS Family Center Allergy Aware. No food containing nuts may be brought into the JCYS Family Center at any time. This includes, but is not limited to, peanut butter sandwiches, muffins, trail bars, breakfast cereal, or any other products containing peanut oils.

A morning snack is served to all classrooms. The snack is healthy and substantial.

A nutritious hot lunch is catered in daily and served after 12:00 pm. You will receive the menu via Kaymbu in the JCYS Family Center's newsletter.

Food and snacks from home cannot be brought into any JCYS Family Center with the exception of food for infants, as referenced below.

### Feeding of Infants

Food for infants shall be handled and served according to the DCFS guidelines. unless otherwise indicated in writing by a physician in consultation with the parents.

Infant Daily Food Requirements			
<i>These feeding requirements are to be used as guidelines only. Food needs vary with each infant.</i>			
Meal	Birth through 3 months	4 through 7 months	8 through 11 months
<b>Breakfast</b>	4-6 fl. oz. formula or breast milk	4-8 fl. oz. formula or breast milk 0-3 Tbsp. infant cereal (optional)	6-8 fl. oz. formula, breast milk, or whole milk 2-4 Tbsp. infant cereal 1-4 Tbsp. fruit and/or vegetable
<b>Lunch or Supper</b>	4-6 fl. oz. formula or breast milk	4-8 fl. oz. formula or breast milk 0-3 Tbsp. infant cereal (optional) 0-3 Tbsp. fruit and/or vegetable (optional)	6-8 fl. oz. formula, breast milk, or whole milk 2-4 Tbsp. infant cereal and/or 1-4 Tbsp. meat, fish, poultry, egg yolk, or cooked dry beans or peas or ½-2 oz. cheese or 1-4 oz. cottage cheese, cheese food, or cheese spread 1-4 Tbsp. fruit and/or vegetable
<b>Supplement</b>	4-6 fl. oz. formula or breast milk	4-6 fl. oz. formula or breast milk	2-4 fl. oz. formula or breast milk, whole milk, or fruit juice 0-½ bread or 0-2 crackers (optional)

Feeding times and amounts consumed shall be documented in writing and available for review by the parents. Infant's food shall be provided by the parent; it must be labeled, dated, and refrigerated upon

arrival at the JCYS Family Center. All filled bottles of milk or formula will be refrigerated until immediately before feeding. Contents remaining in a bottle after a feeding will be discarded after 2 hours. Formula prepared from powder or concentrate or an open container of ready-to-feed formula shall be labeled and dated. Prepared formula not used within 24 hours will be discarded.

Breast milk may be stored up to 48 hours in the refrigerator or up to 2 weeks in the freezer before discarding. Breast milk will be used only for the intended child. Frozen breast milk will be thawed under running water or in the refrigerator. Bottles of formula or breast milk will be warmed by placing them in a pan of hot (not boiling) water for 5 minutes or in a bottle warmer according to the manufacturer's directions, followed by shaking the bottle well and testing the milk temperature before feeding.

In accordance with the American Academy of Pediatrics recommendations, solid foods are generally introduced between 4 and 6 months of age. The time of introduction shall be indicated by each child's nutritional and developmental needs after consultation with the parents.

Information about feeding and elimination and other important information will be recorded in writing and made available to parents when the child is picked-up at the end of the day.

### Babysitting

Staff is not allowed to work or babysit for families currently enrolled in any JCYS Family Center program, per JCYS policy.

### Clothing

Children should come to our JCYS Family Center in clothes that are appropriate for active and frequently messy play. It is important that children are dressed appropriately for the weather/outdoor play.

**Every child should have a complete change of clothing at our JCYS Family Center, including outer clothes, socks, shoes, and underwear.** These extra clothes should be brought on the first day of summer camp and/or the school year in a labeled plastic ziplock bag, Make sure to replace any clothes that are sent home promptly.

### Outdoor Play

Outdoor play is critical for young children to achieve many developmental tasks—exploring, (careful) risk-taking, developing fine and gross motor skills, and absorbing vast amounts of basic knowledge about how the world works—as well as releasing pent-up energy.

Outdoor play time will be based on the following weather conditions parameters:

- Below 25° F: Inside play only
- 25° - 30° F: Shortened periods of outdoor time
- 30° - 90° F: Outdoor play will occur, except in inclement weather
- 90° - 95° F: Shortened periods of outdoor time
- 96° F or above: Inside play only

### Sunblock/Bug Spray

Please supply us with a bottle of sunblock and bug spray labeled with your child's name. We will apply it as needed when we are outside as long as you've consented per the "Parental Consents" in the enrollment packet.

### Newsletters and Communication

Parents are encouraged to download the Kaymbu for Parents app. Teachers will email pictures of your child, reminders or notes for you to review, and weekly newsletters that include the weekly theme, skill-based activities, and special celebrations.

JCYS Family Centers send out regular e-newsletters. These newsletters contain information and details regarding upcoming JCYS Family Center events and news, articles about parenting, and educational

materials. You will also receive periodic flyers, memos, and notification of emergency closings via Kaymbu. You will receive statements via email. Please be sure to read all communication sent to you.

All teachers and administrative staff members have a JCYS email address. We are happy to answer any questions, comments, or concerns you may have during the JCYS Family Center's operating hours.

### **Bus Rules**

During the summer, some camp programs utilize buses to go to the local swimming pool and on field trips. During the school year, we may take a bus on field trips. We ensure the bus has seatbelts and that children are safely buckled in with no more than two children per seat. No food or beverages are consumed on the bus. Buses are radio equipped for safety. Bus rules and protocols are subject to change.

### **Facility Maintenance**

Our JCYS Family Center is professionally cleaned each night. Surfaces and toys are continuously cleaned and disinfected as they are used by children. Cot sheets are laundered each week.

Throughout the day, all door handles and high-touch points are cleaned. All cleaning practices continue to be observed within the classrooms.

### **Pesticide Policy**

We use a licensed pest control company as required by our DCFS licensing standards. Pesticides are only used if necessary and are applied when no children are present.

### **Video Policy**

Our buildings are equipped with a 24-hour video surveillance system to ensure the safety and security of all children, staff, parents, as well as the security of our JCYS Family Centers. Our 24-hour video surveillance system/security cameras are for internal purposes only. ONLY members of the JCYS Family Center and JCYS Central Office leadership teams are allowed to view our security cameras/video footage.

### **Recycling**

As part of an ongoing effort to help the children develop an awareness of and sensitivity to the world around them, we are recycling here at our JCYS Family Center. We recycle plastic milk containers, paper, and juice cans, as well as other recyclable materials. We have discussions with the children about recycling and waste.

### **Toilet Training**

Toilet training is a significant milestone in a young child's life. Since children develop at their own pace, not all are ready to initiate toileting at the same time, and the process will vary from child to child. It is important that we approach toilet training when it's developmentally appropriate, with your child showing genuine signs of readiness. Instead of using age as a readiness indicator, look for other signs that your child may be ready to start using the toilet.

We encourage you not to push your child to become toilet trained. It is our philosophy that when children are ready, they will train quite easily. Training will be more difficult if there is a lot of tension, pressure, and undue significance attached to the process. Each child is an individual and will be ready in their own time. If there are any significant transitions in your child's life now or there will be within the next couple of months, we encourage you to wait until your child can adjust.

Once your child is ready for toilet training, we look forward to partnering with you to ensure your child's success. Communication about your child's readiness with the classroom team is vital to happy, successful training. The classroom team will collaborate with you, and on occasion, the Child and Family Development Specialist, to bridge the home-school connection, such as charting successes and encouraging independence when changing from an accident. All participants must be 100% committed, and consistency is critical. Please note: JCYS does not allow physical "toilet trainers" or "toilet seats" at any of our centers.

## Diapers

If your child is not yet toilet-trained, please bring an entire package of diapers on the first day of camp and/or the school year. You will be notified by the classroom teacher when the supply runs low so that you can bring a new package of diapers.

## Diapering Procedures

JCYS follows the procedure outlined below for safe and healthy diapering:



### 1. PREPARE

- Place a disposable covering (such as roll paper) on the diapering table.
- Organize needed supplies within reach:
  - Fresh diaper and clean clothes (if necessary)
  - Child's personal, labeled, ointment (if provided by parents)
  - Trash disposal bag; disposable gloves
  - Dampened paper towels or premoistened, disposable towelettes for cleaning child's bottom.



### 2. CLEAN CHILD

- Using only your hands, pick up and hold the child away from your body. Don't cradle the child in your arms and risk soiling your clothing.
- Lay the child on the paper or towel.
- Put gloves on.
- Remove soiled diaper (and soiled clothes, if necessary).
- Clean child's bottom from front to back with a premoistened disposable towelette or a dampened, single-use, disposable towel.
- If the child needs a more thorough washing, use soap, running water, and paper towels.



### 3. REMOVE TRASH

- Put disposable diapers and wipes in a plastic-lined trash receptacle.
- Put soiled reusable diaper and/or soiled clothes **WITHOUT RINSING** in a plastic bag to give to parents.
- Remove your gloves and dispose of them in a plastic-lined receptacle.
- Remove the disposable covering from beneath the child. Discard it in a plastic-lined receptacle.



### 4. REPLACE DIAPER

- Wash your hands, without leaving the diapered child unattended. If necessary, to ensure child is attended, wipe your hands with a premoistened towelette instead.
- Diaper and dress the child.
- Wash the child's hands under running water or use a premoistened disposable towelette.
- Return the child to the activity area.



### 5. CLEAN UP

- Clean and disinfect:
  - The diapering area
  - All equipment or supplies that were touched
  - The soiled crib or cot, if needed.
- **Wash your hands under running water.**

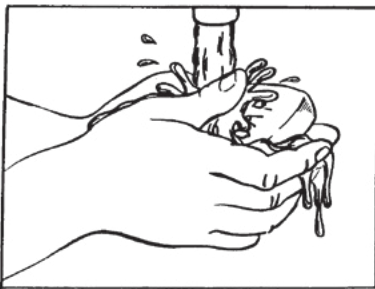
## Handwashing

According to DCFS licensing standards, handwashing is required by staff:

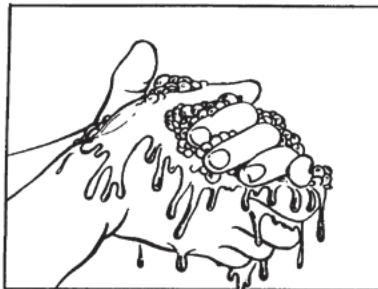
- Upon arrival at the JCYS Family Center and whenever moving to a new group of children.
- Before and after changing soiled or wet diapers and/or clothing.
- Before and after assisting a child with the toilet.
- Before and after serving any food, including bottles and “sippy” cups.
- Before and after handling or preparing food.
- Before and after handling food and eating utensils.
- Before and after administering medicines.
- Before and after using a thermometer to take a child’s temperature.
- After outdoor activity.
- After using the toilet.
- After sneezing, coughing, or wiping teary eyes.
- After wiping a child’s nose.
- After cleaning up a child’s vomit.
- Before and after administering minor first aid.
- After handling pets.

# PROPER HANDWASHING

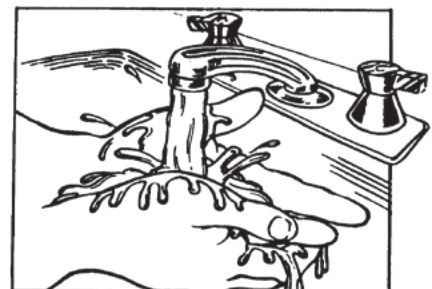
## ILLINOIS DEPARTMENT OF PUBLIC HEALTH



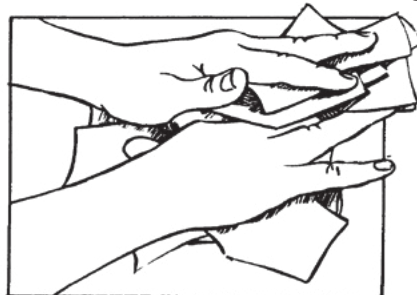
1. Wet hands with soap and warm water.



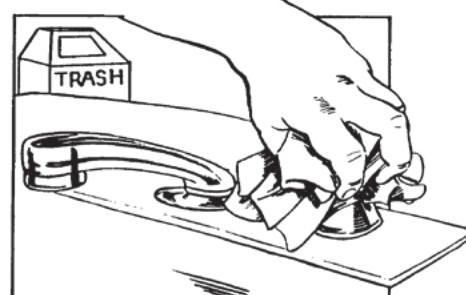
2. Rub hands for 20 seconds. Get under fingernails and between fingers.



3. Rinse under warm running water.



4. Dry hands on your own clean towel.



5. Turn off water with paper towel. Throw towel away.

## Health Conditions and Illnesses

As stated in the JCYS Sick Policy, JCYS will follow all procedures and guidelines set forth by the Illinois Department of Public Health (IDPH) and the Department of Child and Family Services (DCFS).

Mild illness is common among children, and most children will not need to be excluded from a program for mild illnesses because transmission is likely to have occurred before the symptoms developed in the child or as a result of contact with children with asymptomatic infection. The risk of illness can be reduced by following the Illinois Department of Public Health (IDPH) standards and common-sense hygienic practices.

Sick children will not be allowed to participate in JCYS programming in instances where their exclusion could reduce the likelihood of the spread of the illness. Parents are encouraged to disclose all symptoms and illnesses that their child may have. The final decision regarding the exclusion lies with a member of the JCYS Family Center leadership team or their designate.

A child who is ill or is suspected of having an illness may be isolated from the group until removed from the JCYS Family Center.

1. A parent/guardian or emergency contact will be notified immediately of illness, accident injury, or unusual change in the child's condition. The parent/guardian or emergency contact must pick the child up within 1 hour of being called.
2. A physician's certificate will be required for re-admission after absence due to an illness of five or more days (such as chicken pox). A physician's certificate will also be required for children who return with medication for contagious disease.
3. Children with acute illness cannot return to the JCYS Family Center until they are without fever for 24 hours. If the 24-hour mark occurs once school has already begun, they must wait until the next day to return.

Please note: JCYS's sick policy will supersede doctor's notes allowing children to return to school or camp.

### Children will be excluded from the program for the following illnesses:

- Illness that prevents the child from participating comfortably in program activities.
- Illness that results in a greater need for care than the staff can provide without compromising the health and safety of other children.
- Any of the following conditions: unusual tiredness, unusual irritability, unusually persistent crying not explained by other causes, difficulty breathing, wheezing, and/or other manifestations of possible severe illness.
- Conjunctivitis or pink eye: Child has red or pink conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye. The child may return after they have been seen by a physician and must have a note from the physician stating the diagnosis and that the child is non-contagious and able to return.
- Diarrhea: Child has two or more episodes of watery stools within 24 hours. The child may return when they are completely diarrhea or abdominal pain free for 24 hours. If the 24-hour mark occurs once school has already begun, you must wait until the next day to return.
- Eye/Nose Drainage: Child has thick mucus or pus draining from the eye or nose. The child may return when they are able to participate in daily activities and the drainage is no longer thick.
- Fever: Child has a temperature of 100.4 degrees or higher. The child may return when they are fever-free for 24 hours without the use of a fever-reducing medication. If the 24-hour mark occurs once school has already begun, they must wait until the next day to return.



- Lice: Live head lice and/or nits. Child must be lice/nit free in order to return.
- Respiratory Illness (COVID-19, RSV, flu, etc.): Child has difficult or rapid breathing, severe coughing, a high-pitched croupy or whooping sound after coughing, or inability to lie down comfortably due to continuous cough. All children and staff will follow the recommendations of the CDC.
- Skin problems: Child has an undiagnosed rash. Child may return after they have been seen by a physician and must have a note from the physician stating the diagnosis, the child is non-contagious, and is able to return.
- Sore Throat: Child has a sore throat or swollen glands or is complaining of sore throat along with fever. Child may return when they have been seen by a physician and must return with a note from the physician stating the diagnosis and that the child is non-contagious and able to return.
- Vomiting: Child has two or more episodes within 24 hours. If a virus is present in our JCYS Family Center or if the child has other symptoms of illness, they must remain home after one episode of vomiting. The child may return when they are completely free of nausea, vomiting, or any other related symptoms for 24 hours. If the 24-hour mark occurs once school has already begun, they must wait until the next day to return.

After any illness, upon returning to JCYS, all children must be checked in by a member of the JCYS Family Center leadership team on-site prior to entering the classroom. JCYS's sick policy will supersede doctor's notes allowing children to return to school earlier.

### **Additional Details on Contagious Illnesses**

**All contagious illnesses (COVID-19, chickenpox, strep, pink eye, lice, etc.) must be reported immediately to JCYS.** Per DCFS guidelines, a child who is diagnosed with a contagious illness and prescribed antibiotics, must be on the antibiotic for 24 hours before coming back to our JCYS Family Center. If the 24 hours falls during the school day, they must wait until the following school day to return. This policy will supersede doctor's notes allowing children with contagious illnesses to return to school.

If an individual has been diagnosed with a contagious illness, the classroom will be notified. The communication document will include pertinent information, including JCYS guidelines for returning to programming. It will not include details about the individual or family.

Some contagious diseases must be reported to public health authorities so control measures can be used. While respecting the confidentiality requirements of medical information, a member of the JCYS Family Center leadership team will notify the appropriate health department authority about any suspected or confirmed reportable disease among children, staff, or family members of the children and staff.

As a reminder, JCYS's Sick Policy procedures will be adhered to if your child is on any over the counter or prescribed medication (MiraLAX, ex-lax, etc.) that gives them stomach issues, including vomiting and/or diarrhea. This is due to sanitation and safety concerns.

### **Plan for the Administration of Prescribed Medication**

JCYS Family Centers will not administer medication if it is prescribed twice daily. In those cases, the medication should be given before school/camp and after school/camp. Additionally, a **Confidential Medication Administration Form** must be completed.

JCYS Family Centers will administer prescribed medication only according to these guidelines:

1. Medication for acute and non-infectious and/or contagious illness must be documented by a letter from the prescribing physician. This letter must include the name and dosage of the medication,

the condition for which it is being prescribed, and possible side effects. This letter must be signed and dated by the physician and the parent.

2. The medication must be in the original container and the quantity on hand cannot exceed the total prescribed dosage.
3. Medication given for a period of two weeks or more is considered chronic medication. Parents/ Guardians of children on chronic medication are required to secure a letter from the prescribing physician and permission from the Illinois Department of Public Health (IDPH) before JCYS can provide medication on an ongoing basis. This letter from the child's doctor shall include a statement identifying the side effects to be watched for.
4. Preparations such as, but not limited to, vitamins, iron, and non-prescriptive acetaminophen (Tylenol) cannot be administered by the JCYS Family Center without a letter from the prescribing physician.
5. Medications will be stored in a locked medicine cabinet or the refrigerator if necessary.
6. The child's classroom teacher(s) will be responsible for administering medication and will keep a written record of the schedule of administration.