

**General Guidelines
“A Montessori Approach”**

In order for the Child Care Center to run efficiently and effectively, the following guidelines must be observed.

1. All doors of the Center will be locked at all times. Please ring the door bell and a staff member will let you in.
2. Only authorized persons are permitted to enter the building and/or pick up children. Please do not send anyone to pick up your child unless their name is on the list of authorized names. Children will not be released unless the Center has received written permission, verifying the change in pick up.
3. Each room has a Sign In and Sign Out sheet. Parents must mark down the time they bring their child to the Center and also when they pick their child up in the evening. There will be also be a Sign In and Sign Our sheet provided on the playground.
4. Child Care hours are from 6:30 a.m. to 6 p.m., Monday through Friday. Anyone coming to pick up a child later than 6 p.m. will be charged extra at a rate of \$15.00 for the first fifteen minutes per child and \$1.00 for every minute thereafter per child.
5. The Child Care Center will be closed on the following holidays:
 - A. New Year’s Day
 - B. Memorial Day
 - C. Independence Day
 - D. Labor Day
 - E. Thanksgiving Day
 - F. Christmas Day
6. Prior to admission to Swedish Covenant Hospital Child Care Center, record of a physical examination must be on file at the Center. All inoculations must be up to date before a child can be admitted to the Center. Infant physical examinations must be updated every three months as per regulations of the City of Chicago Department of Health. In addition, an Emergency Care Form must be on file.
7. All permission and policy agreement forms from the enrollment packet must be on file at the Child Care Center. In addition, a copy of your child’s birth certificate must also be on file at the Child Care Center.

8. Medication may be given to the child with a doctor's note. Upon approval, parents will sign a consent form, which gives Swedish Covenant Hospital permission to administer medication. All medication must be prescribed to that child, have a current date and be for their current ailment.
9. As a service to parents, hearing and vision screenings are offered yearly. Parents will be advised of the exact dates.
10. Please refrain from bringing outside food into the center at any time. Only center staff and/or administration will be allowed to bring in outside food in order to ensure a nut-free zone within our building.
11. Birthdays are always celebrated at the Center. In a Montessori setting birthday celebrations are referred to as a Celebration of Life. This is a wonderful way to celebrate a birthday by honoring a child's life and accomplishments. We ask you do not bring in a cake or other edible items to share with classmates, instead, you are welcome to bring in other celebratory items such as bubbles, stick-on tattoos, play-doh, or a book donation for the class. In addition, we ask you to find a picture for each year of your child's life and write a short life story to be brought in to school for this celebration.
12. Please do not send toys, books, stuffed animals, etc. to the Center unless it is cleared with your child's teacher at least one day before the child is to bring the object.
13. For more peaceful play, we ask that you do not send your child to the center in superhero or fictional character clothing (including Disney characters). Children will often will portray that character and cause disruption to their environment. If a child does come to school in this attire, the article of clothing will be turned inside out until the child is picked up for the day.
14. Please send your child to school in comfortable play clothes. Dress your child in clothes that will allow him/her to use the bathroom without help from the teachers. This will help to foster a feeling of independence. Things to look for when purchasing children's clothing include: large buttons, elastic waistbands, Velcro shoes, and large zippers.
15. Each child is required to have two changes of clothes at the Center. In case of an accident, soiled clothes will be sent home and a clean set must be returned the following morning. Please be sure that your child has the following labeled items: a pair of socks, underwear, a top, and a pair of pants.
16. The Center tries to discourage the use of pacifiers and bottles after the age of 15 months.
17. Please provide a sufficient supply of diapers for your child so that the Center will always have enough on hand. (Most parents prefer to leave a large box of diapers

- at the Center). Your child's teacher will notify you when your supply of diapers is low.
18. Parent/teacher conferences are regularly scheduled throughout the year. Parents will be advised of the exact dates.
 19. You are encouraged to discuss your child's progress with his/her teacher. If you have major concerns or problems, you are advised to arrange a parent/teacher conference with your child's teacher or with the Director of the Center. While teacher assistants do spend a lot of time with the children, we feel that it is best to keep major concerns between the teacher, parent, and/or Director.
 20. A central tenet of Montessori philosophy is that parents remain outside the classroom at all times. The classroom is viewed as a quiet, calm, child-centered environment. Therefore, parents should not come into the classroom to sit, talk, or play with the "work" materials. However, parents are welcomed to observe their child from the classroom observation window and communicate with the teacher by phone or in person. We ask that individuals other than parents (e.g. grandparents, family friends, babysitter, etc) make an appointment with the Director to set up a observation time.