Calvary
DAY CARE

Parent Handbook

2025

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Director: Julie Riech
Hours: 6:30am - 5:30pm

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Welcome to Calvary Day Care! We are so glad that you have joined our family. Calvary Day Care is owned by Calvary Church, and the current director is Julie Riech.

MISSION STATEMENT
The goal of Calvary Day Care is to provide quality, faith-based child care for infants, toddlers and pre-school aged children, to partner with parents in meeting the developmental, emotional and physical needs of children and to help families achieve "life to the full."

PURPOSE
To set the standard of excellence in Early Childhood Education and to provide high quality care and education.

LICENSING INFORMATION
Calvary Day Care is licensed by the Illinois Department of Children and Family Services (DCFS). The license number is 006334. The license is posted in the director's office at all times. DCFS inspects Calvary Day Care annually and also does unannounced visits to ensure that all requirements are met.

INSURANCE INFORMATION
Calvary Day Care carries General Liability insurance.

HOURS OF OPERATION
Calvary Day Care is open Monday thru Friday from 6:30 A.M. to 5:30 P.M. except when holidays apply.

HOLIDAY SCHEDULE
The day care is closed in observance of the following major holidays each year:

President's Day *Teacher in-service Day
Good Friday – closed afternoon only
Memorial Day
4th of July
Labor Day
Thanksgiving Day
The Friday after Thanksgiving Day
Christmas Eve – closed afternoon only
Christmas Day
New Year's Eve – closed afternoon only
New Year's Day

If any holiday falls on a weekend day (Saturday or Sunday), the holiday will be observed on the previous Friday or following Monday. Notice will be posted. The full weekly amount will be charged for holiday weeks. In the event we are closed due to acts of nature (such as tornadoes, snow, etc.), your full weekly payment is due.

***TEACHER IN-SERVICE DAY -** Calvary Day Care will be closed on Presidents Day every year in February for Teacher In-Service Training. This allows the staff to complete the mandatory training set forth by DCFS and the Excelerate Program.

HOLIDAY SIGN-UP
Calvary Day Care asks parents to sign-up for daycare during two weeks around Christmas and New Year's. You must fill out the attendance form in order for your child to attend during the two-week period. The attendance form goes out in November. We do this so we can appropriately schedule staff so they can have time off with their families.

VACATION INFORMATION
After a year of enrollment, students are given one free week of vacation per year.

ENROLLMENT & WITHDRAWAL
Admission to Calvary Day Care is open to any child from 6 weeks to 6 years of age whose parents:

- Interview with the Director to discuss the Day Care policies and programs
- The Director will follow-up with the new families after 45 days to make sure all needs are met
- Complete all enrollment papers, including:

    - Application for enrollment
    - Tuition agreement contract
    - State licensing information
    - Parental consent forms
    - Medical record report including immunizations*
    - Birth Certificate
    - Pay a non-refundable registration fee of $25

*The Department of Children and Family Services requires the following information be on file before a child can be enrolled. Medical form with immunization record dated less than six months prior to the child's enrollment or waiver. Any children ages one to six entering a child care facility must have either a lead risk assessment or a lead test and a tuberculin skin test is to be included in the initial exam unless waived, in writing, by a physician. Physicals must be updated every two years.

Calvary Day Care reserves the right to discontinue service to a family or refuse admission to any child at any time with or without cause.

Any change in your address, telephone number or place of employment should be updated in your child's emergency records immediately.

The parents/guardians are required to notify the Director two weeks in advance of their child's withdrawal from the program. Failure to do so will result in the parent's being charged a fee equal to two week's tuition.

INCLUSION POLICY
Calvary Day Care is an equal opportunity care-giving establishment. The organization enrolls without regard to race, color, gender, national origin, or disability. Calvary Day Care will make reasonable accommodations to assist in the essential functions of the daily needs our students require. Calvary Day Care encourages children to play and speak in their home language. Calvary Day Care teachers are encouraged to learn the home language of any child in their care to help in communication and learning.

Calvary Day Care complies with the Americans with Disabilities Act. We believe that inclusion of all children enriches the child care experience for our staff, children and families. Children with special needs will be accepted into our program if accommodations can safely be made for the child and staff. All families will be treated with dignity and respect for their individual needs and/or differences. Confidentiality will be maintained at all times. The child with special needs will be given the opportunity to participate in the program to the fullest extent possible. Calvary Day Care may reach out to outside community resources for guidance. All staff will receive general training on the benefits of inclusion of

children with special needs and training on specific accommodations that any child in their classroom may need. The individual written plan of care for children with special care needs will be followed in all emergency situations. If any type of Early Intervention is required, therapists are encouraged both in the classroom and in a quiet area if requested.

TUITION & FEES (UPDATED 1/1/2025)

Current Rates

6 weeks-15 months	$250 per week
15 months-24 months	$230 per week
2 years	$225 per week
3-6 years: full day	$200 per week
3-6 years: half day	$140 per week
Kindergarten before & after school	$100 per week
Kindergarten before school	$45 per week
Kindergarten after school	$55 per week

We offer a Multiple Child Discount of $5 off per week starting with the second child and for each consecutive child.

An Activity Fee will be charged per child for children ages 3 and above for summer activities. Parents will be notified in April what the fee will be for that year. Activity fees are due before children can attend any field trips. The cost of the Activity Fee covers all fees for the events and places we attend in the summer and one t-shirt per child.

Childcare Assistance Program (CCAP) families are expected to pay all monthly co-pays and parent weekly fees by the 20th of each month for which the billing occurs.

AUTOMATIC PAYMENT

All payments are required to be set up through Brightwheel with Automatic Payment. Invoices will go out on Friday night and payment will be withdrawn on the Monday of the current week

OVERTIME FEES

There is a $15 charge per every five minutes for parents who do not pick up their children promptly at 5:30pm or at 12pm on the three half-day holidays.

ARRIVAL & DEPARTURE PROCEDURES

Parents or authorized adults are required to drop off and pick up their child(ren). The main entrance to use will be the doors under the overhang in the back of the building. Each authorized person will have a key fob to access the day care. Each additional Key Fob is $8.00. Each child must be signed into and out of their classroom by the parent or authorized adult at the time of arrival and departure.

The parents or authorized adult picking up each child must take home all papers/information in the child's cubby each day.

LATE PICK UP

Anyone picking up a child after closing time will be charged the scheduled overtime fees listed in the Tuition and Fees Policy. The fee is assessed per child and begins when a parent or authorized adult is just

one minute late. The official time will be according to Calvary Day Care's clock located in the office. This fee is to be added to your next weekly payment and must be paid in full for your child to be eligible for attendance.

After five minutes, a phone call will be made to the parents or authorized adults. If there is no response from the parent or authorized adult, the emergency contacts will be called. If the child is not picked up within thirty minutes the police and/or DCFS may be contacted. After three late pick ups care may be terminated.

MANDATED REPORTING

Under the Abuse and Neglected Child Reporting Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees at Calvary Day Care are considered mandated reporters under this law. The employees at Calvary Day Care 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 Calvary Day Care take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Abuse and Neglected Child Reporting Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff at Calvary Day Care cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith".

COMMUNICATIONS

All activities and announcements relating to each class or the day care will be posted on Brightwheel and emailed. Quarterly updates will be sent out along with verbal communication at daily arrival and departure.

EDUCATIONAL PROGRAM

Each classroom will have a daily schedule posted that will include a timeline of daily activities. Included will be breakfast, lunch, and afternoon snack. The schedule will also include times for outside/gross motor play, activities within the classroom, and a nap/rest time.

Calvary Day Care will base their curriculum on the Illinois Early Learning Standards. At this time, Calvary Day Care utilizes Learning Beyond Paper along with a Bible curriculum. Each classroom will provide a structured yet flexible daily schedule. All children at our day care experience a program throughout each day that is designed to facilitate growth socially, emotionally, cognitively, and physically. Separate classroom information sheets are available from the Director for additional information and specifics on each child's classroom.

Our teachers are required to prepare and submit weekly theme-based lesson plans that include lessons, activities, and projects that incorporate all types of age-appropriate learning and growth. The lesson plans are posted in each child's classroom for viewing to extend learning and communication at home.

Assessments and screenings are performed on our students upon enrollment and twice each year if they are not enrolled in a preschool or kindergarten setting. At this time, Calvary utilizes High Scope, Ages and Stages, and Brigance for individual assessments and screenings. These assessments and screenings help us to track development and identify any areas of delay or potential giftedness for each student. The

teaching staff then use these assessments/screening results for individualized planning and goal setting for each child. Parents will receive a copy of the screenings and assessments upon completion. If further clarification is needed, the parent may speak with the teacher during the offered parent teacher conferences twice each year, which are offered on the mornings of Good Friday and the half day of Christmas Eve.

EDUCATION BOARD

Calvary Day Care is overseen by an Education Board which reviews all policies and procedures. A list of board members is available upon request.

CLASSROOM DESCRIPTIONS & REQUIRED SUPPLIES

Infants

Infants consists of children of at least 6 weeks old at the time of enrollment to approximately 15 months. We follow a feeding plan that aligns with each parent's preferences for their child. The child's feeding schedule is updated as his/her diet changes. Feeding and changing times will be recorded and given to the parents daily. Calvary Day Care will provide Parent's Choice Formula, infant rice cereal, and single ingredient baby food for children 6 weeks to 11 months old. At 12 months, regular menu is offered. Parents are required to provide the following:

- Breast Milk (or your own formula, baby food/cereal if you prefer)
- Bottles - one for each feeding
- Disposable/cloth diapers and baby wipes
- Diaper rash ointment - only if DCFS topical ointment form is signed
- Sunscreen - only if DCFS topical ointment form is signed
- At least two complete changes of clothing that can be kept in the child's room at all times. Clothes must be changed based on the season and the child's growth and each item must be labeled with the child's name.

Toddlers

Toddlers can consist of children approximately 15 months through 24 months. Parents are required to provide the following:

- Disposable/cloth diapers and baby wipes
- Diaper rash ointment - only if DCFS topical ointment form is signed
- Sunscreen - only if DCFS topical ointment form is signed
- At least two complete changes of clothing that can be kept in the child's room at all times. Clothes must be changed based on the season and the child's growth and each item must be labeled with the child's name.

Twos

Twos consist of children approximately 24 months to 36 months. Parents are required to provide the following:

- Disposable/cloth diapers and baby wipes - until potty trained
- Sunscreen - only if DCFS topical ointment form is signed

- At least two complete changes of clothing that can be kept in the child's room at all times. Clothes must be changed based on the season and the child's growth and each item must be labeled with the child's name.

Threes and Up

These classes consist of children 3 to 5 years (or until they attend kindergarten). Parents are required to provide the following:

- Sunscreen - only if DCFS topical ointment form is signed
- At least one complete change of clothing that can be kept in the child's room at all times. Clothes must be changed based on the season and the child's growth and each item must be labeled with the child's name.

Information for all classrooms

- Tennis shoes are encouraged for all children as they play outside, weather permitting.
- If a dress is worn, shorts are required to be worn under the dress.
- Blankets must be taken home every Friday to be washed.

Nap

- Infants nap freely.
- Toddlers and twos nap from 12pm to 2pm.
- Pre-school rest on cots between 1pm and 3pm.
- Kindergarten children are offered either a rest period or quiet activity when school is not in session.

TRANSITIONING TO NEW ROOM

Calvary Day Care will notify you in writing when your child will be transitioning into a new classroom. The week before the transition occurs, a teacher in your child's current classroom will introduce you to the new classrooms and teachers. We transition slowly over a one-week period. More time is given to children who need a longer adjustment period. If possible, a teacher from the child's current classroom will also be there for part of their transition time.

Leading up to the time for your child's transition to a new room, pre-school, or community resource, we will read books and/or look at pictures to make the adjustment period more comfortable for your child.

MEALS, SNACKS & THE CHILD AND ADULT CARE FOOD PROGRAM

A certified food service sanitation manager will be on site at all times that food is being served. The facilities used for preparing food have been inspected and approved by the Illinois Department of Public Health.

Calvary Day Care provides breakfast, lunch, and an afternoon snack. Menus are posted and given monthly. Any changes in the menu will be posted, and parents will be notified on their daily sheet.

Calvary Day Care takes part in the Child and Adult Care Food Program. Upon enrollment, you will be asked to fill out required forms for the CACFP program. The eligibility form is only required if you feel you may qualify for Free or Reduced meals. The Enrollment form for CACFP is required for all families. Calvary Day Care will send out new CACFP forms every July as required by the CACFP program.

Children requiring special diets due to medical reasons, allergic reactions or religious beliefs must provide written instruction from the medical provider if they are over the age of one. Food substitutions will only be granted for the above reason and with the required documentation. We may be able to provide some substitutions to our menu depending on the food item.

We encourage parents to bring treats for holiday and/or birthday parties. All treats must be store bought and sealed. We will not be able to serve any homemade treats due to DCFS regulations.

ABSENCE/ILLNESS POLICY

Parents are required to inform the day care by 10am if your child will not be in attendance or your child will be in late. This will enable the us to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. If no notice is given by 10am, it will be assumed that your child will be absent for the day. If you bring you child in after 10am without calling, your child may not be allowed to stay for the day due to staff to child ratios.

ILLNESS

If your child is ill, we request that you notify Calvary Day Care of the absence and explain the nature of the illness. If you child has a communicable disease, we ask that you share the diagnosis with the director, so that the parents of the children in the day care may be notified that a communicable disease is present. Only the communicable disease information will be shared. Calvary Day Care 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 affected if you chose not to share the reason for your child's absence. Symptoms which exclude the child from day care or will lead to a child being sent home from the daycare are as follows:

- A child with a fever of 100F or higher. Must be symptom free for over 48 hours. May not return the following day.
- A child with diarrhea three times in a day. Must be symptom free for over 24 hours. May not return the following day.
- A child with a rash combined with a fever of 100F or higher. Must be symptom free for over 48 hours. May not return the following day.
- Illness which prevents the child from comfortably participate in program activities.
- Illness which calls for greater care than the staff can provide without compromising the health and safety of the other children.
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness.
- Vomiting - Must be symptom free for over 24 hours. May not return the following day.
- Mouth sores associated with the child's inability to control his or her salvia, until the child's doctor states that the child is not contagious.
- Conjunctivitis (Pink eye) - Must be on antibiotics for over 24 hours before returning.
- Strep Throat - Must be on antibiotics for over 24 hours before returning.
- Impetigo - Must be on antibiotics for over 24 hours before returning.
- Head Lice and or scabies - cannot return until the child is completely free of live lice, eggs and nits.
- Chicken Pox - cannot return until at least 6 days after the onset of the rash (need to be scabbed)
- Whooping cough - cannot return until five days after antibiotics received.
- Mumps - cannot return until nine days after the set on parotid gland swelling.
- Measles - cannot return until four days after the disappearance of the rash.

- Other symptoms not mentioned may require your child to be sent home.

If any case of the above-mentioned conditions presents itself during the day, you will be notified by phone and will be asked to pick up your child from the day care within one hour of being notified. Payment will still be required in full for any time missing due to illness or injury.

INCIDENTS/ACCIDENTS

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. The Incident/Accident Report will be reported on Brightwheel.

If a minor injury occurs while at Calvary Day Care, the child will be appropriately treated (ice pack, Band-Aid, antibiotic cream, etc.) and an incident report will be reported on Brightwheel. If any questionable injury occurs (i.e. a forceful bump to the head) the parent will be contacted and a joint decision will be made regarding the appropriateness of the child remaining at daycare for the day.

If a child needs emergency care due to an accident or illness, the parents will be contacted immediately. If the parent is unable to be reached, the emergency contact will be contacted.

The classroom teacher will be able to briefly discuss the matter with the parent/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.

Calvary Day Care carries appropriate liability insurance for secondary purposes.

EMERGENCIES

In the event of an emergency, the following actions will be taken.

1. Emergency Care will be initiated.
2. Parent/Guardian will be immediately notified.
3. In the event that a parent/guardian is unavailable, we will contact the emergency contact listed in the child's file.
4. If emergency medical treatment is required, a child will be immediately transported to the hospital/medical center of choice indicated on the child's Consent to Daycare Provider form listed in the child's file. A staff member will accompany the child to the hospital and remain until a parent/guardian arrives.

MEDICATIONS

<u>Prescription Medications</u>

Prescription medications can only be administered to the child whose name appears on the label and as outlined on the label. You must fill out the medication form in the child's classroom and give the teacher the medicine to be placed in a locked medicine box. If the medication requires refrigeration, please let the teacher know. Please deliver medication directly to the teacher. Do not leave it in your child's cubby.

<u>Over the Counter Medications</u>

Over the counter medications must be brought to the center in the manufacturer's packaging and labeled with the child's name. The medication form must be filled out in the child's classroom. Dosages must coincide with the manufacturer's recommended dosage or documentation from the physician. If the manufacturer states that a physician must be consulted for the age of your child, the center must have documentation on file regarding the dosage to be given from the child's physician.

FIELD TRIPS

Occasionally, we will have the opportunity to take children on field trips away from the day care throughout the school year and often in the summer months. In each case, the parents will be notified in advance by way of Brightwheel, quarterly updates, and a memo placed in your child's cubby. If you wish for your child to not attend the mentioned field trip, you must notify Calvary Day Care at least one day before the trip so that arrangements can be made. Parents are always welcome and encouraged to attend field trips when the proper background check has been completed.

PARENTS/GUARDIAN/GRANDPARENT PARTICIPATION

We invite parents and guardians to participate in all aspects of the program. They are open to visit the day care at any time and are encouraged to interact in all areas of a child's day. We offer parent-teacher conferences twice a year. Our classrooms also provide daily reports. Brightwheel is updated frequently and our newsletters notify parents/guardians of upcoming events and activities. Parents may request individual meetings with teachers or administration whenever necessary.

PARENT RESOURCE AREA

Calvary Day Care has a parent resource area located next to the reception desk. There are community help resources along with information regarding your child's growth and development.

PERSONAL BELONGINGS

The center will provide all games, toys, books, etc. Necessary for each child. Children are not encouraged to bring personal toys to the center due to the risk of damage, sharing issues and loss. Parents are responsible for enforcing this policy with their children.

Children may bring a blanket, pillow (if age appropriate) and one non-musical soft toy or stuffed animal that can be used for nap time only. Please mark these items with the child's name. Calvary day care reserves the right to deny any personal belongs for any reason and is not responsible for loss or damage of any item.

RELEASE OF PERSONAL INFORMATION

Calvary Day Care will treat the personal information of each child and family as private information. Personal information will not be shared with other children, parents, or families. Each child's personal information will only be available to the necessary staff and DCFS upon request.

GUIDANCE & DISCIPLINE POLICY

<u>Purpose</u>

Our program's major goal is to establish and maintain a sense of Christian worth and develop the individual potential of each child. We are here to assist parents in "training a child the way he should go." (Proverbs 22:6)

We believe good discipline creates a wholesome learning and play environment for all children. It is the purpose of this policy to set forth a standard of discipline procedures to be followed by all staff and students.

Guidelines for Children

- We use inside voices inside the building.
- We walk quietly in the halls.
- We use words to express feelings. We do not hit, kick, bite, scratch, pinch, push, or hurt others.
- We do not throw rocks, food, toys or other objects.
- We take turns on the toys.
- We do not spit.
- We use nice words.
- We treat toys and other property with respect.
- We do not bring weapons to day care.
- We use tables and chairs in a safe way.
- We help keep our daycare clean.
- We follow directions.
- We are always respectful.

Parent Involvement

- Parents will receive documentation of discipline issues.
- Parents may be notified at the Director's discretion in cases of repeated or extreme discipline situations.
- Parents are welcome to discuss issues with your child's teacher or the Calvary Day Care administrative team at any time.

Progression of Disciplinary Steps

1. Child is redirected or given a time out.
2. If actions are repeated and are disruptive or a threat to other students and/or staff, the child will be brought to the Director's office.
3. The Director will talk to the child, and the child will be returned to the class.
4. If the child continues to behave inappropriately, the Director may choose to call the child's parents to speak to the child or pick up the child from daycare if necessary. A meeting will be scheduled to discuss the child's behavior.
5. If a child continues to have disciplinary issues, the Director may ask that the child be removed from the center.

Discipline Procedure for Children Under Two

Children under the age of two will not receive time out as a disciplinary action. In all cases, the child shall be redirected in a firm but positive and loving manner.

BITING

It is the desire of Calvary Day Care to provide a safe environment for each and every child in our center. In extreme cases, it might be necessary to dismiss one child to protect the others in the center. While biting is a normal problem in daycare centers, we want to do what we must to assure safety for everyone involved.

When it is observed that a child has a repeated biting habit, as a day care team, we will initiate the following policies and procedures:

1. If the child bites for the first time, then the parent will be notified that their child has bitten another child.
2. If the child bites twice in five school days, then the child will be removed from the classroom to sit with the Director until someone is able to pick them up. The child will be sent home for the remainder of that day and will be able to return the following day.
3. If the child returns the next day and bites again or bites again in the next five school days, then the child will be sent home for the remainder of that day and a conference between the Director, Parent and Teacher will be set.
4. If the child returns following the conference and bites again in the next five school days, then they will be sent home for the remainder of that day and will have to stay home for the full next day.
5. If the child returns and bites again in the next five school days, then they will be sent home for the remainder of that day and will have to stay home for two more days.
6. If a child has been sent home for two days and returns to bite again within the next five school days, then a meeting between the Parent, Director and Teacher will be scheduled to discuss the problem and possibility of dismissal. At that time the child may be permanently removed from the Center.
7. If a child goes five school days without biting, then he/she will start again at #1 of the policy with a clean slate.

FIRE & SEVERE WEATHER

Calvary Day Care staff and children participate in Fire drills monthly and Disaster drills regularly. Evacuation plans are posted in each classroom. Please call ahead to verify that the day care is open before you leave home on bad weather days (i.e. – heavy snow storm). In the event that the day care is closed, we will notify the parents/guardians via Brightwheel and also the local news/radio stations.

ADVERTISING & MEDIA

Calvary Day Care often takes pictures of our students and posts them on Brightwheel. Calvary Day Care has a strict policy that no children are to be tagged by an employee in a picture on any social media page for security purposes. Occasionally, Calvary Church may post pictures of our children taken during a special event (an example is Vacation Bible School). Children deemed wards of the state will not be published in any media of any kind. If you do not want your child included in those promotional pictures, please notify us and do not sign the photo release form in the admittance packet. Again, no names are ever released for security purposes.

INTEGRATED PEST MANAGEMENT (IPM) POLICY

Purpose

An official policy requiring Integrated Pest Management (IPM) is to be practiced in the facility to make it clear to employees and contractors that they must comply with the IPM program. The policy also serves as a guide for the pest manager as he or she makes decisions on pest control.

Policy

It is the policy of this childcare facility to implement and practice Integrated Pest Management (IPM) to control pests in buildings and minimize the exposure of students, faculty, and staff to pesticides. Illinois state law requires licensed childcare facilities to practice IPM indoors and to notify all parents and staff prior to pesticide application (see notification below). According to the law, if pesticides are applied, they may not be applied in the presence of children, toys, and other items mouthed by children must be removed prior to spraying, and children may not re-enter the treated area for at least two hours or as long as is stated on the product label.

Pests

It is the policy of this childcare facility to control pests in the facility. Pests can pose hazards to human health, damage property, and disrupt learning.

Pesticides

It is the policy of this childcare facility to minimize potential exposure to pesticides in the indoor environment. Exposure to pesticides can pose a health risk to students, staff and others, which can be minimized by practicing IPM.

Regularly scheduled applications of pesticides are not permitted under this IPM policy.

Integrated Pest Management (IPM)

The IPM program at this facility will include the following:

- Regular monitoring to identify pest problems
- Preventative actions to reduce future pest problems
- Preference for the use of non-chemical control methods to address pest problems
- When necessary, the use of least-hazardous chemical controls after non-chemical control methods have been applied
- Training for staff when needed

IPM Coordinator

An appropriate staff member will be designated as the IPM Coordinator. This person will be responsible for overseeing pest control for the facility.

Notification

If a pesticide application is deemed to be necessary by the IPM Coordinator, parents and staff will be notified in writing at least two business days and no more than thirty days prior to the pesticide application (antimicrobial agents and insecticide & rodenticide baits are exempt from notification).

Contractors

Any contractor hired by the facility to provide pest control or other services must comply with this IPM and notification policy and should be knowledgeable about the IPM in Childcare Law (PA#93-0381) and use of IPM for structural pest control. Contractors must refrain from routine pesticide spraying, provide detailed service reports with each visit and give recommendations for pest prevention.

Calvary
DAY CARE

I, _____hereby certify that I have received and read a copy of the Parent Handbook and understand all of the policies stated within.

_____ _____

Parent/Guardian Date

_____ _____

Parent/Guardian Date