

Mosaic Parent Handbook



Preparing
Children for
Success



Mosaic Early Childhood Center

4023 Dempster Street, Skokie, Illinois, 60076

Telephone: (847) 675-7030

6 weeks – 12 years

Mosaic Early Childhood Academy

5332-34 W. Addison, Chicago, Illinois, 60641

Telephone: (773) 777-7411

6 weeks – 12 years

Mosaic Montessori/Early Childhood

4700 Oakton St., Skokie, IL 60076

Telephone: (847) 213-0899

6 weeks – 6 years

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Welcome

Welcome to our center! We are excited to have you as a part of our family. At Mosaic, every child is important. Our program is academically rich and designed to promote your child's growth and development. Thank you for choosing us for your child.

A transition into any new environment can be challenging and cause anxiety for any child or adult. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings. After enrolling your child at Mosaic, your child may visit and be introduced to their new teacher. This will also give you an opportunity to get to know the teachers and staff involved in the care of your child prior to their first day.

Separation anxiety is common, and your child may resist being left at Mosaic in the beginning. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in and walking your child to class, simply give your child a hug and assure them that you will return for them that afternoon to pick them up—then leave. Prolonging your departure could cause more anxiety for your child. We encourage parents to call any time during the day to see how their child is adjusting. If needed, we will be happy to provide additional suggestions for a smooth and enjoyable transition into the school environment for both you and your child.

This handbook will help you understand our center goals and policies. Our guidelines are all designed to make sure that each child receives the best education possible. Please look over the information given, so that you are familiar with our operation and guidelines. Included with this packet is the paperwork for your child's file, including pick-up permission form, emergency medical consent form, child information form, fee agreement, etc. Please complete these forms and return them to us as soon as possible.

During Parent Orientation you will be taken on a tour to meet your child's teachers and get a general idea of a day at our center. You may also schedule a time to observe in the classroom. Please let us know of any area in which we can be of particular assistance to you. We are looking forward to getting to know you and your child and providing a rich learning environment where all our children develop to their full potential.

Welcome to the Mosaic Early Childhood Program. We are honored to be entrusted with the care and education of your children.

Noorjahan Bhojani, Nisha Srinivasan, Erum Jumani, Sana Bhojani
Executive Directors

Statement of Purpose

We would like to make your child's first experience at school an enjoyable one so that they become life-long learners and an integrated part of our community.

Our Vision

We are investing in the future one child at a time. Children at Mosaic are encouraged to explore their classroom environment, practice life skills, and develop their own unique creative expression.

Our Mission

To serve a diverse community through creating an environment of encouragement, trust and mutual respect for our staff and families in order to achieve consistent high-quality education and care for all children.

Licensing

We understand the importance of keeping in strict compliance with the state licensing regulations in order to ensure a quality environment for your children. Mosaic complies with the applicable state licensing regulations and policies. These policies cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

Mosaic is licensed in good standing with the Illinois Department of Children and Family Services. We have received a high star level from the NACCRA Quality Rating System. We are accredited from the National Association for the Education of Young Children.

Enrollment and Admission Requirements

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child's parent or legal guardian may enroll a child (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend Mosaic.

All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell, and work telephone numbers and individuals authorized to pick up your child. Picture ID's will be checked when someone new comes to pick up your child.

Current immunization information must be submitted to the center upon enrollment, and all immunizations must be current. Mosaic must be informed of any custody situation in advance and will request that the proper paperwork be in the child's file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

Very Important: Please fill out, sign, and return all paperwork. Deliver paperwork on or before your child's first day.

- Enrollment Form
- Registration Fee (non-refundable after the probationary period)
- Parent Information Form
- Emergency Card (2)
- Copy of Child's Original Birth Certificate
- CACFP Form
- DHS Immunization Record (filled out by your child's physician)
- Signed Agreements
- Signed Consents
- Signed Verification of Receipt of the Mosaic Parent Handbook
- Copies of IEP or IFSP and Agreement to Release Information for children with diagnosed special needs

Note: At the time of your child's enrollment, you make a commitment to a classroom and schedule for your child. Any changes to this that you initiate must be submitted in writing to the Director two weeks prior to the needed change. Exceptions to this are sudden change in job or family status.

Your Relationship with Mosaic

The relationship between Mosaic and parents is an "at-will" relationship. This means that the relationship can be terminated by either party at any time for any reason.

Conflict Resolution

Mosaic has in place procedures for negotiating difficulties and differences that arise in interactions between families and program staff. Techniques include:

1. Compromising

Using this technique, Mosaic and the parties involved will try to find an acceptable resolution that will satisfy some of the concerns of all parties involved.

2. Collaborating

Using this technique, Mosaic and the parties involved will try to find a solution that entirely satisfies the concerns of all involved parties.

3. Third-Party Mediator

Using this technique, a third-party mediator will be brought on board to help all parties involved come to a resolution.

Equal Opportunity

It is the policy of Mosaic to extend equal admission opportunities to applicants without regard to race, sex, religion, national origin, ancestry, or physical or mental

handicap. Mosaic Early Childhood makes every effort to comply with the provisions of the Americans with Disabilities Act.

Admission and Withdrawal

Parents wishing to enroll their children in our center are encouraged to set up an appointment with the office to come and tour the center and meet the director and their children's teachers. (Tours are scheduled at the parent's convenience, however, due to rest time and other challenges in our schedule we encourage tours to be scheduled between 9:00 AM – 11:00 AM or 3:00 PM – 6:00 PM Monday through Friday). The purpose of the informal tour is twofold: (1) to make sure you and your child are a good fit for the Mosaic family, and (2) to answer any questions you might have concerning our policies and procedures. At this time, if you decide to enroll your child at Mosaic, we will give you any forms necessary to enroll your child in the center, review our policy summary, and email you our parent handbook.

Guaranteed Start Date

Mosaic works on a "Guaranteed Start Date" rather than a "Waiting List." Upon deciding that Mosaic is the place for your child, you will be asked to fill out a "Guaranteed Start Date Agreement" and pay a non-refundable deposit. This deposit consists of the registration fee (fee amount varies by child's age and location). At this time, you and the center will agree upon the date your child will start. Prior to your first day you must bring your child's enrollment packet(s) (one for each child) along with the following for verification: Birth certificate and shot records. Parents are required to notify the center prior to their child withdrawing including withdrawing from being on the guaranteed start list.

Probationary Period

Every enrolled child is given a two week probationary period (may vary depending on the number of days the child is set to attend). If at the end of those two weeks either Mosaic or the child's parents feel that the child is not benefiting by being enrolled in the program, termination will take place with no penalties assessed to the parents. During these two weeks the full payment is required and non-refundable, half of the registration will be returned to the parents. After the trial period, a two week written notice is required by either party to terminate the services. However, Mosaic reserves the right to terminate services immediately (whether verbal or written) where there are extreme circumstances that affect the well being of other students in attendance, staff, or the environment.

Dis-enrollment/Termination of Services Procedures

This situation is unusual and happens for specific reasons. In any case, please be assured that we will go to the furthest extent possible to work with you and your child in order to keep you in our program. Termination of services can be

immediate or with a grace period, depending upon the circumstances and reasons for dis-enrollment. The reasons for dis-enrollment include but are not limited to:

- **Late payment/non-payment:** Weekly payments are due every Monday (at the beginning of the week). Please make payment for your child's education and care a top priority.
- **Violation of policies:** Once your child is enrolled and all papers are signed, you have agreed to abide by all of our policies including: illness, tuition, paid time off, confidentiality, safety, and parental participation.
- **Special needs:** Mosaic will make reasonable accommodations to meet the needs and challenges of all children enrolled in our program. We offer the best service that we can possibly provide. If, at any time, we feel that we are not contributing to a child's development in positive ways, or, it has become clear that we cannot meet a child's special needs, then we reserve the right to terminate services.
- **Discipline issues:** A child who kicks, bites, hits or otherwise injures children or adults will be asked to leave our program. Mosaic is allowed to dismiss a child for the above reasons after three behavior reports. In this case, Mosaic will make every effort to help the family find help and care for their child. We refer families to school district assessment and social services. We are accountable by law and our licensing agency to not use physical force with any child. Children who are disciplined with physical punishment such as hitting, slapping, spanking, isolation, or other physical force may have a hard time adjusting to guidance and discipline at Mosaic. As long as the family is working to find other ways to discipline the child at home, we will support that change and use the same non-violent techniques here at Mosaic. Any child who experiences physical punishment at home and none at school will have social difficulties at school. We believe that consistency is key to change and healthy self-regulation.
- **Mutual agreement:** Mosaic acknowledges that people are different and parental goals for children may not be compatible with our program. If, at any time, an enrolled family and the administrative staff of Mosaic are unable to agree on the quality of our program towards the benefit of the child of that family, we can mutually agree to terminate services. In this case, there will be a written two-week notice from Mosaic to the family. *Regular tuition fees apply these last two weeks.* Mosaic staff will make every effort to assist families in finding a program more suitable for their needs.

Confidentiality of Records

The records at Mosaic are maintained by the staff in confidence. They are viewed by teachers, administration, and Illinois State representatives from the

Department of Children and Family Services, the Health Department and Illinois State Board of Education.

Personal information about a child or their family, such as address or phone numbers, cannot be released by the staff to any person who is not a member of that family. Mosaic staff will not release any information about your family or your child without written permission from you.

Under the Family Education Rights and Privacy Act (FERPA), records related to children and their families are to be shared with other staff only if that person has a legitimate educational interest (i.e., on a “need to know” basis only). Requests from third parties, including outside agencies, must be evaluated by Directors. If necessary and appropriate, Mosaic counsel will be consulted before any disclosure is made. Information will not be released over the telephone to a child’s relative or a parent whom we have not met. In most cases, information cannot be disclosed to any third party without the written consent of the child’s parent or legal guardian.

As required by the Illinois Abused and Neglected Child Reporting Act, teachers and directors must report suspected child abuse or neglect and provide information to representatives of the Illinois Department of Children and Family Services if they suspect that a child is being abused or neglected or if contacted during an investigation of such a report. These reports are always handled confidentially within Mosaic’s program.

Tuition and Fees

All policies, including tuition and fee policies, apply to all families regardless of whether they are part-time, full-time, as needed, or receive financial aid.

Tuition is paid at the following times*:

Part Time:

Daily: Due at arrival for the day.

Hourly: Due at departure for the day.

Full Time and Part Time: Due weekly on Mondays, or the first day of the week the child attends.

*This varies by location. Confirm with your location’s administrator/director.

Late Payment Fee

There is a \$10 per day per child late fee for every day the tuition payment is late, including weekends. If tuition is one week late it may result in the disenrollment of your child or suspension in enrollment until all outstanding balances are cleared.

Accepted Payment Methods

Online payments (ACH only, credit card not accepted)
Check
Cash
Money Order
Credit Card (with a fee)

Receipts are available upon request.

Payment methods vary by location. Please ask your location administrator or director which methods they accept.

Bounced Checks

There is a \$50.00 NSF fee for all returned checks. If one NSF check is received, then only cash, money order or credit/debit card payment (with a fee) will be accepted from then on.

If you need another payment arrangement, please ask.

Failed/Declined App Payments

There is a \$50.00 fee for all failed or declined app payments.

Processing Fee

There is a \$1.00 fee for every transaction on the app under \$100.

Reversal Fee

There is a \$30.00 fee on all charges Mosaic has to reverse due to the usage of credit card instead of bank account/ACH.

Late Pick Up Fees

Please understand that this is a very strict policy because our staff members have families too, and we all work long days.

The center closes its daily program at 6:00 PM. The fee for late pick-up is \$1.00 per minute per child (for children 15 months and older) and \$5.00 per minute per child (for infants) after 6:00 PM, *with* or *without* a call or message saying that you will be late. This fee is to be paid to the staff member who is with your child at the time of your arrival to pick-up. The fee can also be sent as an invoice using the app (if your location accepts online payments). The invoice must be paid on the day of the late pick up. If not paid at that time in cash, check, money order, or online, the fee will double.

Mosaic administration will make 3 phone calls to parents/guardians/emergency contacts/authorized pick-ups. After 3

attempts, Mosaic administration will turn a child over to the care of the local Police Department. We are mandated reporters of child abuse and neglect. We will report neglect to pick up a child to the proper authorities.

Supply and Materials Fee

Mosaic collects an annual supply and materials fee between August and October. The fee amount and due date may vary by location.

Payment Policies

Full tuition is due for all weeks, even if a week has a holiday, school is closed due to weather or for any other reason, or the child does not attend all of his/her/their days. If your child is absent for the entire week, half the tuition must be paid.

Even if the child comes only one day out of all his/her registered days for the week, the full payment is still due. For example, if the child is registered to attend Mosaic for five days but only attends one day during the week, the full payment is still due.

Weeks with holidays are still considered full weeks and full payments are still due.

We expect students to be in attendance on their registered days; therefore, payment is still owed. **No exceptions.**

Failure to Notify

Failure to notify your center's administrator/director of any changes in your child's schedule will result in a fee. Repeated non-compliance may result in discharge from the program. Fees will be invoked for the following circumstances:

- Failure to notify your center's director/administrator of any changes in schedule for before and after school care
- Failure to notify your center's director/administrator of any changes in schedule for before and after school pick up and drop off
- Failure to notify your center's director/administrator of any changes in an infant's schedule (this will be in addition to the tuition owed)
- Failure to notify your center's director/administrator of any changes in schedule if you receive financial aid will result in a fee equal to the private pay tuition rate

This is not an exclusive list and is subject to change. Fees will vary based on location. Please contact your center's director/administrator for fee amounts.

Late Arrival

Our day starts promptly at 9:00 am. Late arrivals negatively affect the school as a whole, as they cause a distraction and disrupt the schedule. In order to ensure

all students are receiving the level of care and quality education they deserve, your center may charge a late arrival fee.

Additional Day Policy

All addition of days in excess of the child's registered number of days will incur a \$5/day/child addition fee.

Example: A 2-year-old child is registered for 2 days per week, their tuition is \$130 per week. One week, the child adds on 2 days. The tuition for that week will be \$130 + \$65 (2 yo daily tuition) + \$5 (addition fee) + \$65 + \$5 = \$270.

This policy applies to all families, regardless of whether or not they are receiving financial aid.

If a day is added and then the child does not attend, tuition plus the additional day fee is still owed for that day. This also applies to students that are registered "as needed." Addition and change of days always depend on availability. Parent/Guardians must obtain permission from the center's administrator/director to add or change days.

Closed-Circuit Cameras

Our daily activities are recorded through closed-circuit cameras for safety and monitoring purposes.

Calendar*

For Emergency Closings:

You can count on Mosaic to be open year-round (with the exception of major holidays and other time off-see details below), but in the case of weather, building, or police emergency we will ask you to come pick-up your child immediately. You or another authorized pick-up person must arrive within an hour of our call. If there is a weather emergency, please make sure to continuously check your email, as Mosaic may send out a notice of an emergency closing.

Closed Time:

Mosaic is open year-round, so it is inevitable that we require paid time off for staff to enjoy holidays with their families. The following days are paid time off for staff:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

- New Year's Day

Mosaic will be open from 8am-4pm on day after Thanksgiving, Christmas Eve, and New Year's Eve.*

Note: Payments for all registrants are to be paid in full for these weeks.

Part-time parents are more than welcome to change their days for weeks with holidays in order to make sure they are attending Mosaic the same number of registered days as weeks without holidays. Mosaic must be notified if any changes in days will be made by the week before the holiday week.

Mosaic reserves the right to refuse student schedule changes during weeks with holidays. Please understand that we may not be able to accommodate schedule changes due to staff child ratios and other concerns. Please check our newsletter calendar each month for upcoming closed time.

*Varies by location and subject to change. Parents are required to keep up with the newsletters for any changes.

Guidance and Discipline

Mosaic will make reasonable accommodations to meet the needs and challenges of all children enrolled in our program. We offer the best possible service that we can provide. If, at any time, we feel that we are not contributing to a child's development in positive ways, or it has become clear that we cannot meet a child's special needs, Mosaic will work on a planned transition to a setting better able to meet your child's needs. A child who kicks, bites, hits, or otherwise injures children or adults may need a planned transition to a setting better suitable for the child's needs. We refer families to school district assessment and social services. We are accountable by law and our licensing agency to not use physical force with any child. Children who are disciplined with physical punishment such as hitting, slapping, spanking, isolation, or other physical force may have a hard time adjusting to our guidance and discipline ways. As long as the family is working to find other ways to discipline the child at home, we will support that change and use the same non-violent techniques here at Mosaic. Any child who experiences physical punishment at home and none at school will have social difficulties at school. We believe that consistency is the key to change and healthy self-regulation.

Behavior Reports

Behavior reports will be made in order to keep parents informed of their child's conduct in class and will include details regarding specific incidents. If a child's actions threaten the safety of any other child, teacher, or materials, a behavior report will be made. Depending on the severity of the incidents, Mosaic may work on a planned transition to a setting better suited for your child's

needs. Mosaic requests that parents work with us and our staff. Children act differently at school than at home, and we ask that parents understand that children may not display the same behavior at home than at school. Meeting involving the center’s administrator/director, teacher, and parents may also be requested and documented.

Positive Redirection

We re-direct the child who is having trouble with one activity to another activity.

Modeling

We treat children, staff, and other adults in the same respectful ways that we want them to treat us.

From the Illinois Department of Children and Family Services Licensing Standards:

Childcare staff shall help individual children develop self-control and assume responsibility for their own actions.

1. Limits and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action.
2. Discipline shall be developmentally appropriate and logically related to the child's act and shall not be out of proportion to the particular inappropriate behavior. The child shall be made aware of the relationship between the act and the consequences.
3. Firm positive statements about behaviors or redirection of behaviors shall be the accepted techniques for use with infants and toddlers.
4. Removal from the group to help a child gain control shall not exceed one minute per year of age. Removal from the group shall not be used for children less than 24 months of age.
5. Children shall not be disciplined for toilet accidents.

The following behaviors are prohibited in all childcare settings:

1. Corporal punishment, including hitting, spanking, swatting, beating,
2. Shaking, pinching and other measures intended to induce physical pain or fear,
3. Threatened or actual withdrawal of food, rest or use of the bathroom,
4. Abusive or profane language,
5. Any form of public or private humiliation, including threats of physical punishment; and any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.

Preschool and school-age children shall have reasonable opportunity to resolve their own conflicts.

Toy Policy

At Mosaic, we are concerned about the level of violence in our schools. This proactive policy serves as a way to address the future of the well being of children as they enter the grades. Please consider what is said here. We actively teach character education and conflict resolution in our classrooms at every opportunity. Remember that children are ultimately responsible for their behavior, and the more we can help children to see the results they get for all of their behaviors, the better and more peaceful choices they can make.

Each time we give a child a toy we convey a set of values to the child. By promoting and tolerating war toys, or toys of violence, we are telling children that aggression, violence, and war are attitudes and activities to which they should aspire and enjoy.

Through play, children acquire and practice skills –social/emotional, physical and mental. In a world filled with violence and the threat of terrorism and nuclear war, can we afford a generation of future leaders who have been trained through play to take pleasure from aggression and believe that large and small problems are best settled through force.

It is the policy of this childcare program that children do not play with toys of violence for the following reasons:

- They endorse violence as a way of solving problems.
- They allow the absence of verbal skills and non-communication.
- They reinforce sexist stereotypes of male dominance and female passivity.
- They foster unnecessary aggressive competition.
- They desensitize children to the very real horrors of war and violence: death, loss of family, disease, torture, pain and crippling.
- They teach and facilitate doing violent acts to the plants and animals of the earth.
- They create the need for an enemy.
- They falsely glamorize military life, combat, and war, as exciting and fun.

Some classrooms have *show-and-tell*. We ask that you do not allow your child to bring their toys in the center at any other time. Mosaic Early Childhood staff is not responsible for loss, damage or theft of your children's belongings.

For show-and-tell, please bring non-electronic games, toys, books, puzzles, photos from a family vacation, a drawing or story done by your child or other family member, a favorite stuffed animal, a new article of clothing, or other non-violent, non-sexist, non-electronic item for your child to share with the class. Check with your child's teacher, administrator, or director to find out which day your show-and-tell is held.

Destruction of School Property

Mosaic reserves the right to request a refund for the destruction of any school property.

Illness and Health

Mosaic programs care for children from infancy through school age. Illness spreads quickly through the center. Some common illnesses can trigger life-threatening conditions in children and adults. We have a strict rule about illnesses in order to minimize the impact, and to ensure the safety of everyone who works and attends Mosaic programs.

These guidelines are for the welfare of all of our children. In order to provide a safe and healthy center, we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for group care. A child that is ill or has a temperature of 101 degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior. A child that is too ill to remain in the center shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of over 101 degrees, if he/she is vomiting, or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event you are called to come pick up an ill child, you must pick your child up within one hour, or overtime rates will apply (\$1/minute/child). If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. If no one is available by contact after one hour the overtime rate will apply. The center reserves the right to request the child to see a physician or have a physician's note prior to returning.

The three most important things to remember about our policies regarding health are:

- Children and adults who enter the classrooms must wash their hands with soap and water. (Adults: You are required to help your child wash their hands when you drop them off in the morning to Mosaic).
- Your sick child must be picked-up within one hour of the phone call that lets you know that your child is ill.
- Your child needs to be fever and other symptom free *without* over the counter medications for 24 hours before they come back to Mosaic.

**The exceptions to the medication rule are allergy medication and asthma medication.*

Children may not attend Mosaic if they are taking regular doses of cough syrup and/or cold symptom suppressants. Please wait until they show that they are symptom free without this kind of medication before bringing them back.

From IDCFS Licensing Standards: Children need not be excluded for a minor illness unless any of the following exists, in which case exclusion from the day care center is required:

- Illness which prevents the child from participating comfortably in program activities;
- Illness which calls for greater care than the staff can provide without compromising the health and safety of other children;
- Fever with behavior change or symptoms of illness;
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
- Diarrhea;
- Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition (such as teething), and the child is not in danger of dehydration;
- Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious;
- Rash with fever or behavior change, unless a physician has determined the illness to be non-communicable;
- Purulent conjunctivitis, until 24 hours after treatment has been initiated;
- Impetigo, until 24 hours after treatment has been initiated;
- Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours;
- Head lice, until the morning after the first treatment;
- Scabies, until the morning after the first treatment;
- Chicken pox (varicella), until at least six days after onset of rash;
- Whooping cough (pertussis), until five days of antibiotic treatment

- have been completed;
- p) Mumps, until nine days after onset of parotid gland swelling;
 - q) Measles, until four days after disappearance of the rash; or
 - r) Symptoms which may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases

Mosaic staff do not administer over the counter medications to any child. If Mosaic is to administer prescription medication, the parents must fill out a medication report. Parents will be informed if any child in the school comes down with a communicable disease.

Proper hand washing is the #1 prevention of illness!

Children's hands shall be washed routinely and frequently with soap and water, at least at the following times:

- Upon arrival at the center;
- Before and after each meal or snack;
- After using the toilet or having diapers changed;
- After handling pets or animals;
- After wiping or blowing his or her nose;
- After touching items soiled with body fluids or wastes (e.g., blood, drool, urine, stool or vomit);
- Before and after cooking or other food experience;
- After outdoor play time
- Before and after using the sand and water table.

Staff and adult hands shall be washed routinely and frequently with soap and water, at least at the following times:

- Upon arrival at the center;
- After using the bathroom or helping a child use the bathroom;
- After changing a diaper;
- After wiping or blowing their nose, or helping a child to wipe or blow his or her nose;
- After handling items soiled with body fluids or wastes (e.g., blood, drool, urine, stool or vomit);
- After handling pets or other animals;
- After handling or caring for a sick child;
- Before and after eating or drinking;
- Before preparing, handling or serving food;
- Before dispensing any medication;
- Before and after administering first aid; and when changing rooms or caring for a different group of children.

The following technique for thorough hand-washing shall be used:

- 1) Wet hands under warm running water.
- 2) Lather both hands well and scrub vigorously for at least 15 seconds.
- 3) Rinse hands thoroughly under warm running water.
- 4) Dry both hands with a new single-use towel or automatic dryer.
- 5) For hand-held faucets, turn off the water using a disposable towel instead of bare hands to avoid recontamination of clean hands.

Emergency Medical Consent Form

This form will give us your consent to call an ambulance or your child’s doctor or dentist if he/she needs emergency care. Please list your child’s doctor, dentist and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. It is strongly suggested that all emergency contacts be listed on your Pick-up Permission form. If your child has any allergies or is on any medications, please include this information on the form as well as filling out one of the food or non food allergy forms. Please update forms as needed. Immunization forms need to be presented on or before the first day the child attends the center. A photo copy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photo copy of it so that we can up-date your file. Whenever any information on this card changes—it is your responsibility to notify us and up-date or re-do this form.

Immunization Requirements

All children enrolled must have their immunization records up-to-date. There are no exemptions to immunizations, religious or otherwise. The child’s immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a health care provider.

This form will state that the child has received all current, age-appropriate immunizations. If Mosaic is penalized or fined for non-compliance of immunization records due to a parent’s neglect, that fine will be passed on to the client responsible including an additional \$50.00 administration fee. Please keep up-to-date with your child’s immunizations.

Medication

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor’s prescription or by the pharmaceutical company. All medicine including scripted and un-scripted medications must be in an up-to-date bottle and not be out-dated or past-dated.

All medication must have that child’s name on the script. A “Permission to give

Medication” form needs to be filled out by the parent prior to the administration of any medication.

All medicines must be personally handed to the teacher in charge at the time of arrival along with the “Permission to give Medication” form (filled out). Mosaic reserves the right not to give medicines if the dosage is questionable or not according to the label. Medications will be kept in a closed container. Staff have quick access to medications but they will be inaccessible to children.

The medication bottle and any remaining medication will be returned to the parent upon completion of the course of medication.

Topical Ointments

Parents may provide Mosaic with a topical ointment (such as sunscreen and diaper cream). The ointment must be new, in the box, and labeled. It will be used as needed determined by the Mosaic staff or at the request of the parent.

Allergies

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to state that on your child’s emergency card. This allows us to alert all of our staff to be on guard of their allergy. We also need to be aware of any Non-Food allergies that can affect your child. You will also need to fill out an “Authorization to give Medication” form if your child requires an EpiPen or other emergency treatment.

Incident Reports

Safety is a top priority of Mosaic. Yet, there are times when a child will have an accident/incident between your child and another child. If the accident/incident requires “more than a hug,” our teachers will complete a report for you detailing what happened and the nature of the injuries.

If any first aid is administered, the treatment will be described to you in an incident report filled out and signed by the teacher in charge at the time of the incident. You will also be requested to sign the incident report. If you would like a copy, you may request one. The original will be kept in your child’s file.

This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure.

If your child happens to be injured by another child, we ask you to please respect the child’s privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could also cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

Nails

Students, of all ages, must arrive to school with nails that are clean and short. We recommend also filing your child's nails in order to ensure they are not sharp and dangerous. Nails carry bacteria and create a risk of accidental scratching, whether it be between children or a child scratching him/herself. Parents may be asked to take their children home and cut their nails before returning to school, or your center may have a nail cutter and file on site which you will be requested to use before returning your child to their classroom.

Children Requiring Special Accommodations

Mosaic complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so.

Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the children to have a child with special needs in our center, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the leadership staff.

Toilet Training

We work with parents to toilet train children. We do not toilet train children *for* the parents. When the child shows signs that they are ready to start toilet training, the teacher and guardian/parent of the child will communicate and discuss how to proceed in toilet training their child. Whatever we do at school should be done at home so that the child can become successful. When starting toilet training, please be sure to arrive every day with several changes of clothes. Children may not spend the entire day without a diaper until they are fully potty trained (meaning zero accidents a day). For the sake of cleanliness, efficiency, and respect to the classroom as whole, children will be potty trained using pull ups. When the child displays that they are fully potty trained (zero accidents during the day), the child will then be allowed to wear underwear.

Teachers look for the following signs to determine whether a child is ready for toilet training:

1. The child begins to put things where they belong.
2. The child can demonstrate independence by saying "no."
3. The child can express interest in toilet training.
4. The child can walk and is ready to sit down.
5. The child can communicate his/her need to eliminate (urinate/defecate).
6. The child is able to pull clothes up and down (on and off).

7. The temperament of the child, which includes motor activity, intensity of reactions, mood, regularity (especially behavioral), initial approach/withdrawal response, adaptability to new situations, attention span/persistence, distractibility, and sensory threshold/frustration level.

This is not an exhaustive list. Teachers may take into consideration many other factors, as well.

Nutrition

We serve healthy and nutritious hot meals and snacks throughout the year. Mosaic has a fully equipped on-site kitchen. We are willing to accommodate special diets due to religious preference, cultural preference, and medical restrictions, if possible.

CACFP

Mosaic participates in the Child and Adult Care Food Program (CACFP) and thus follows government child nutrition guidelines for the amounts and types of food provided to children for meals and snacks. For more information, visit <https://www.fns.usda.gov/cacfp/meals-and-snacks>.

Outside Food

Our licensing agency and the health department do not allow homemade treats to be consumed in the center. Please leave snacks in the car. Children may not save food or drinks in their bags. We are not allowed to store family food in our refrigerator for those that do not have doctor authorization.

Special Diets

If your child has special dietary needs due to severe allergies that Mosaic cannot conform to, a doctor's note as well as a food substitution form (provided to you by Mosaic) must be in your child's file before his/her start date. Moreover, if your child is dairy-free, nut milks (such as coconut or almond milk) are not allowed. While we understand the desire to use organic milk, Mosaic does not allow organic milk as an appropriate food substitution.

Breakfast

Breakfast times vary by location. Your child should be seated at the breakfast table five minutes prior to its ending. We ask that if you are not able to make it here for breakfast, please allow your child to eat before they arrive at school.

Daily Matters

Attendance

Our sign-in/out sheets are checked by the Department of Children and Family Services, and are crucial in case any concerns arise regarding your child's whereabouts. Please be sure to sign in and out each day. Sign In/Out methods vary by location.

Attending school every day possible is primary to your child's healthy development. The themes and work that the children do each day is accumulative, and when your child is not at Mosaic, they miss out. There is no way to make up the experiences they miss in class. If your child is at home longer than one day, please contact his or her teacher to come up with ideas that can easily be done at home so that your child is not far behind when they return.

Arrival and Departure Procedure

Security System

The doors to the center are kept locked at all times in order to limit access. The front vestibule has a keypad that will, when a code is entered, release the magnetic lock on the inner doors. When you enroll your child, you will be given the number combination to enter into the keypad for independent entry. There is a doorbell should you forget the procedure. The entry code is only for those that pick up and drop off regularly, not occasional or emergency contacts.

Drop-Off

Students must arrive at the center by 9 AM sharp. If this is an issue, you may speak with your center's administrator/director to ensure a smooth transition if your child will be arriving late. When a child arrives late, this impacts the school as a whole. Students become distracted and the flow of activities is also disrupted. Mosaic's day starts promptly at 9 AM and late arrivals are a disadvantage to those arriving late and to those that come on time. Continuous late arrivals without notice may result in a late fee, or termination.

Parents must accompany their child inside Mosaic every morning and sign their child in immediately. Children will not be permitted in the building prior to opening hours. Children are not allowed to come into the center area alone or to sign themselves in.

We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

Parents must walk their child into their classroom and help them wash their hands before saying goodbye. The teacher can then greet you and your child to help make a smooth transition into the school day. This simple act teaches proper social skills through your example, and ensures the health and safety of your child in Mosaic.

Please note, if a child has a dirty diaper or must use the restroom at drop off, it is the responsibility of the parent to take care of it at that time.

Pick-Up

All children must be picked up and signed out by an adult and/or person approved by the parent and the center. Anyone, including all parents, who are to be allowed to pick the child up, ***must*** be listed on the Pick-up Permission form or be approved in writing by a parent. In an emergency, parents may call the center and give verbal approval of an alternate individual. However, this is strongly discouraged.

The center reserves the right to not allow any individual onto Mosaic's property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary.

Please be sure to have your child say 'good-bye' to their teacher and friends at the end of the day. It helps the teacher keep track of attendance and it is a socially 'polite thing to do!' Your child will benefit from this practice.

Authorized Pick Up

Mosaic will not release any child to anyone under the age of 18, or anyone who is acting erratically due to suspected alcohol or drug (prescribed or illegal) influences. In these cases, Mosaic will attempt to contact alternative authorized pick-up. If difficulties arise regarding the pick-up of any child that appears beyond the control of Mosaic staff, the Skokie Police will be alerted.

Note: In the case of separation or divorce, there needs to be a copy of a child custody court order in the child's file, and the staff should be verbally informed of this change. Mosaic will abide by the court order as far as releasing the child to the adult who has custody of that child.

Cell Phone Usage

Parents are requested to refrain from talking on their phones at pick up and drop off. Phone usage discourages teachers from passing along important messages to parents regarding your child's day at school.

Parking Policy

All locations have a parking lot, please check with your center to find out where the parking lot is. Due to the limited number of vehicles that may be in parking lots, please park on the side street if you anticipate that you will be in the building longer than 5-10 minutes. This includes conferences, field trips, and classroom visits. We strongly urge you to turn your car off and lock it when you

come in to drop-off or pick-up your child. Please do not idle your vehicle unless the weather requires you to do so to maintain the interior or engine temperature. Mosaic is not responsible for items lost or stolen from cars or from the parking lot or facility. Please be cautious of other children walking in the parking lot. Please be courteous, and only park in one spot.

No Smoking Anywhere

There is no smoking in, around, in front or in back of the Childcare Center building. This is a Village of Skokie Ordinance and Illinois Law. Passive smoke can trigger life threatening illness conditions in children and adults. Thank you for not smoking!

Daily Notes

Infants and toddlers receive daily reports, either via an app or a paper version. Please ask your center's administrator which method is utilized. If your center uses an app, infant and toddler parents must use the app, a paper version will not be provided.

Incident Reports

The staff at Mosaic will always call parents if something very serious has happened. In this case and in other minor occurrences, incident reports are written for illness and accidents, or situations that happen between children that parents need to be made aware of.

The Director or Administrator will go over these incidents with parents, offering the opportunity to discuss for further clarification. Note: If two or more children are involved in an incident, such as one child making another fall by pushing them, because of confidentiality, Mosaic staff is not allowed to tell the families who the other child was.

Communication

There are a few ways to get in contact with your center throughout the day:

- Give us a call. If you would like to speak to a teacher, it is best to call during nap time (1:00 pm – 3:00 pm).
- Message us through our apps (some locations use an app, apps vary between locations).
- Send an email to your Center's Director/Administrator.

It is the parent's responsibility to notify the center's Director/Administrator of any changes in their child's schedule.

Read the Newsletter

All Mosaic locations send out weekly newsletters. Parents are expected to stay updated with the newsletters for updates on policies, upcoming events, curriculum, etc. It is not the teachers' responsibility to remind parents of

anything contained in the newsletters.

App

A majority of the Mosaic locations utilize an app in order to keep parents updated throughout the day, streamline communication, and manage classrooms. Mosaic encourages parents to download and utilize these apps to their full extent. They are a great way to get in immediate contact with your child's teacher and/or center's Director/Administrator. They are also a great way to get notifications about reminders, tuition payments, emergencies, upcoming events, etc. Photos and videos are also sent through the apps.

Parental Program Participation

We host parent/teacher conferences and parent education/family activities throughout the year. The level of parental participation has been shown to have a big impact how well children do in school. Please plan on attending these meetings.

Please support our program and get involved in volunteering or helping out with fundraising, field trips, and parent involvement activities. This school has the same need of parental involvement as larger schools do. Parents are welcome in classrooms anytime. If you plan to stay and help out, please let the teachers know so that they can involve you in the activities.

Parent-Teacher-Child Conferences (6 Weeks-6 Years)

The Creative Curriculum requires that parents and teachers meet at least once each school year to talk about the student's progress, and to work together on setting goals for the child. This will be done at parent-teacher conferences scheduled by your center's administrator/director and teachers.

Children's Clothing and Supplies

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration your child WILL get dirty! Children will have opportunities for outdoor play at least once a day weather permitting. Children will go outside if the temperature is above 32 degrees or below 100 degrees with the wind chill and heat index taken in to consideration. It is required that you bring one set of extra clothes for your child in case of a spill or accident. We do not have any extra clothes available. If your child's clothes are spoiled and he/she does not have extra clothes in his/her bag, you will be called to bring extra clothes. **It is strongly suggested that all clothing brought or worn to the center have the child's name on it.**

Shoes:

For the safety of your child, please have them wear gym shoes and socks at school (even during the summer!) Proper foot covering will minimize accidents. You may keep these in your child's bag.

Shoes that have shoelaces, are open back, open toed, or light up are not allowed. Students who are brought to school in shoes with shoelaces will have to spend the day without shoes and will not be allowed to go outside. Shoelaces may also be removed from the shoes.

All students enrolled at Mosaic Montessori/Early Childhood must have two pairs of shoes, one for outside and one for inside. Ideal outside shoes are velcro sneakers, ideal inside shoes are crocs. Inside shoes stay at school and must be changed into at drop off by the parent.

Supplies:

All children need a change of clothes appropriate to the season and their growth/size. *It is the parent's responsibility* to make sure that these items are available to your child, and are labeled with their name. Mosaic is not responsible for lost or stolen items.

Parents of toddlers who are potty training must supply diapers and wipes as well as additional extra sets of clothes and shoes in case of accidents.

If a child has an accident and there are no extra clothes, parents will be called to bring extra clothes. Mosaic has absolutely no extra clothes on site. Mosaic will do whatever possible to make sure your child is comfortable while he/she waits for the extra clothes.

Mosaic is happy to accept clean, lightly used clothing donations for younger children from students as they outgrow sizes.

To ensure that your child is comfortable, and dressed for the weather, please check clothing and supplies each day or Friday of each week.

Parents of infants, please ask your center administrator/director about what supplies are needed. Please note, blankets will not be used while the infant is sleeping in the crib, only sleep sacks will be used.

Attire and Dress Code

All students ages 15 months and up are required to wear the Mosaic uniform. Parents must purchase the polo from Mosaic. The polo must be worn Monday through Thursday. Mosaic students will continue to wear their yellow Mosaic t-shirts on Fridays. ** For bottoms, students may wear solid colored pants (acceptable colors are black, navy, gray, khaki, and brown); jeans, sweatpants, and leggings are acceptable. While polos are short-sleeved, students are expected to wear long sleeve shirts underneath the polos during the colder months. Acceptable colors for under shirts are black, navy, gray, brown, and red.

Neither pants nor under shirts may have any patterns, images, etc. they must be solid. Polos come in two colors and either color may be worn every day. If a child's polo gets dirty while at school, they will be changed into their extra clothes provided by the parent. If a child repeatedly comes to school without their uniform on, parents will be required to purchase a new polo from Mosaic.

Please keep the following in mind when dressing your child(ren):

- Potty training children and newly potty-trained children need to be in bottoms that allow easiest access for using the bathroom on their own.
- For safety, students who are walking and old enough to wear shoes are required to wear shoes with rubber soles and socks at all times in the center and on the playgrounds.
- Please send children age 3 and above to school with clothes they can take off and put on themselves.
- We recommend that girls wear shorts or pants under their skirts and dresses.
- In harmony with our *No War Toys* policy, please do not provide the school with extra clothes or send your child in clothes that depict violent acts or violent toys.
- Please have your children wear clothes to school that they can play and get dirty in. Mosaic is not responsible for spoiled clothes.
- For safety and comfort, please send your child in clothes that do not have loose ends such as toggles or straps. These pose a safety risk to your child. Loose ended scarves, hoop earrings, and necklaces are also not allowed as they get caught easily on play equipment.
- Light up shoes and clothing bearing trademarked characters (superheroes, princesses, etc.) are not allowed as they cause a major distraction in the learning process. This applies even to extra clothes.

Birthdays

We celebrate children's birthdays during lunch or in the afternoon during snack time. We respect what the family of the child wants to do. Our licensing agency and the health department do not allow homemade treats to be consumed in the center. Please no nut products as we are a nut free school. Store bought, individually packaged foods are welcome. Some recommended ideas are a pizza party for lunch (you may give your child's teacher money to order the pizza) or fruit, vegetables with dip, cookies, munchkins, fruit snacks, etc. We do not allow cake or cupcakes either, as well as anything that may have frosting. Please be sure that there are enough for all children in your child's classroom.

Fire and Tornado Drills

We practice Fire and Tornado Drills throughout the year as required by the State of Illinois Fire Marshall and the Illinois Department of Children and Family Services.

Bags

Mosaic bags will be checked by teachers the last Friday of every month. Bags shall not contain any unnecessary items, such as food and toys. Unnecessary items will be disposed of, and Mosaic will not be responsible for the loss of any of these items.

Bags should be checked daily by parents in case there may be spoiled clothes in there.

Bags must also be washed and in good condition. Our bag areas are a shared area. If a bag is deemed to be too dirty to stay in the room, it will be brought to the office and the parent will be requested to purchase a new one. Bags may be washed inside out, in cold water, alone.

Parents will be requested to take their child home and bring them back to school with their bag if they fail to bring their bag to school upon arrival. Parents may also be requested to purchase a new bag if the bag is repeatedly not brought to school.

Curriculum and Program

Our program is based on the Illinois State Board of Education Early learning Standards for Infant/Toddler and Preschool. This ensures that each child will be prepared and ready for larger academic settings beyond their experience at Mosaic.

The curriculum model we use to deliver instruction is called: The Creative Curriculum. This researched curriculum is developmentally appropriate for all ages.

General Description of the Creative Curriculum

The Creative Curriculum balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests. This is one of the country's leading research-based preschool curricula as it applies the latest theory and research on best practices in teaching and learning and the content standards developed by states and professional organizations.

The original environmentally-based approach of The Creative Curriculum for

Preschool clearly defines the teacher's vital role in connecting content, teaching, and learning for preschool children. It features goals and objectives linked directly to our valid and reliable assessment instrument.

The Creative Curriculum promotes children’s social-emotional development and learning in the core areas of literacy, mathematics, science, and social studies. It combines the latest research and the freshest ideas into a forward-thinking approach to learning, one that honors creativity and respects the role that teachers play in making learning exciting and relevant for every child in their classroom.

Taken from the Teaching Strategies Website:

http://www.teachingstrategies.com/book/0019_CCforPS.cfm

Developmental Areas and Objectives

The Creative Curriculum Goals and Objectives at a Glance

SOCIAL/EMOTIONAL DEVELOPMENT	PHYSICAL DEVELOPMENT	COGNITIVE DEVELOPMENT	LANGUAGE DEVELOPMENT
<p>Sense of Self</p> <ol style="list-style-type: none"> Shows ability to adjust to new situations Demonstrates appropriate trust in adults Recognizes own feelings and manages them appropriately Stands up for rights <p>Responsibility for Self and Others</p> <ol style="list-style-type: none"> Demonstrates self-direction and independence Takes responsibility for own well-being Respects and cares for classroom environment and materials Follows classroom 	<p>Gross Motor</p> <ol style="list-style-type: none"> Demonstrates basic locomotor skills (running, jumping, hopping, galloping) Shows balance while moving Climbs up and down Pedals and steers a tricycle (or other wheeled vehicle) Demonstrates throwing, kicking, and catching skills <p>Fine Motor</p> <ol style="list-style-type: none"> Controls small muscles in hand 	<p>Learning and problem solving</p> <ol style="list-style-type: none"> Observes objects and events with curiosity Approaches problems flexibly Shows persistence in approaching tasks Explores cause and effect Applies knowledge or experience to a new context <p>Logical Thinking</p> <ol style="list-style-type: none"> Classifies objects Compares/measures Arranges objects in series Recognizes patterns and can repeat them 	<p>Listening and Speaking</p> <ol style="list-style-type: none"> Hears and discriminates the sounds of language Expresses self using words and expanded sentences Understands and follows oral directions Answers questions Asks questions Actively participates in conversations <p>Reading and Writing</p> <ol style="list-style-type: none"> Enjoys and values reading

<p>routines</p> <p>9. Follows classroom rules</p> <p>Prosocial Behavior</p> <p>10. Plays well with other children</p> <p>11. Recognizes the feelings of others and responds appropriately</p> <p>12. Shares and respects the rights of others</p> <p>13. Uses thinking skills to resolve conflicts</p>	<p>20. Coordinates eye-hand movement</p> <p>21. Uses tools for writing and drawing</p>	<p>31. Shows awareness of time concepts and sequence</p> <p>32. Shows awareness of position in space</p> <p>33. Uses one-on-one correspondence</p> <p>34. Uses numbers and counting</p> <p>Representation and Symbolic Thinking</p> <p>35. Takes on pretend roles and situations</p> <p>36. Makes believe with objects</p> <p>37. Makes and interprets representations</p>	<p>45. Demonstrates understanding of print concepts</p> <p>46. Demonstrates knowledge of the alphabet</p> <p>47. Uses emerging reading skills to make meaning from print</p> <p>48. Comprehends and interprets meaning from books and other texts</p> <p>49. Understands the purpose of writing</p> <p>50. Writes letters and words</p>
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Learning Areas

Literacy / Language Arts

- Increased vocabulary and language
- Phonological awareness
- Knowledge of print
- Letters and words
- Comprehension
- Understanding books and other texts
- Literacy as a source of enjoyment
- Sight words

Mathematics

- Number concepts
- Patterns and relationships
- Geometry and spatial sense
- Measurement
- Data collection, organization, and representation

Science

- Physical science
- Life science
- Earth and the environment

Social Studies

- Spaces and geography
- People and how they live
- People and the environment
- People and the past

Arts

- Dance
- Music
- Dramatic play
- Visual

Technology

- Awareness of technology
- Basic operations and concepts
- Technology tools
- People and technology

Centers

Blocks, Dramatic Play, Toys and Games, Art, Library, Discovery, Sand and Water, Music and Movement, Cooking, Computers, Outdoors

Monthly Themes (Examples)

<u>September</u> <ul style="list-style-type: none">• Back To School• All About Me• Parts of the Body• Changes In Fall	<u>October</u> <ul style="list-style-type: none">• Five Senses• Fire Prevention and Safety• Land, Water, and Air Transportation• Black and Orange
<u>November</u> <ul style="list-style-type: none">• My Family and Home• Fruits and Vegetables• Farm Animals• Thanksgiving	<u>December</u> <ul style="list-style-type: none">• Winter• Holiday Fun• Opposites• Shapes
<u>January</u> <ul style="list-style-type: none">• Zoo and Wild Animals• All About Pets• Music Instruments• Living and Non-Living Things	<u>February</u> <ul style="list-style-type: none">• People and Homes Around the World• A Visit to the Dentist• Valentine’s Day• Insects and Spiders
<u>March</u> <ul style="list-style-type: none">• Community Helpers• Traffic Lights• Astronauts and Space• Feelings / Emotions	<u>April</u> <ul style="list-style-type: none">• Our Beautiful Earth• Spring Is Here• Trees and The Rainforest• Rainbow
<u>May</u> <ul style="list-style-type: none">• Mother’s Day• Birds• Butterfly Life Cycle• Wild Animals	<u>June</u> <ul style="list-style-type: none">• Summer• Father’s Day• Cultural Diversity• Fun at the Beach
<u>July</u> <ul style="list-style-type: none">• The Fourth of July• Ocean Adventure• Ice Cream Month• Frog Life Cycle	<u>August</u> <ul style="list-style-type: none">• Day and Night• Nursery Rhymes• Friendship• Picnics and Camping

Mosaic Montessori/Early Childhood Curriculum

Mosaic Montessori/Early Childhood utilizes a combination of Creative Curriculum and Montessori Curriculum. This location’s unique approach to teaching promotes the development areas of Creative Curriculum while utilizing the Montessori teaching method and materials.

Outdoor Play

According to Illinois State Law, all children enrolled in daycare are required to go outside (whether it be for a walk or for park play). Some of our centers have parks on site, and some use the public parks. Ask your center's administrator/director what types of facilities they have available. Students are taken outside for large motor skill development, cooperative games, and to use some of that endless energy children seem to have. This is healthy for them physically and mentally. We go outside when the temperature is above freezing (32 degrees Fahrenheit), and the weather is agreeable. We do not go out in storms or when high winds are present.

Students will only be taken outside for nature walks or outdoor play if they have their Mosaic shirt with them. It is recommended that parents keep their child's Mosaic shirt inside their Mosaic bag in order to ensure that their child will be taken outside.

We realize that it is sometimes advisable to keep children in after an illness, but we do not maintain staff to care for unwell children. All teachers in each room need to supervise their class indoors and outside at all times. If you do not want your child to participate in outdoor activities, we ask that you keep him or her home until they can participate fully in all activities at school.

We provide full-service childcare:*

- Ages 6 weeks to 12 years
- Preschool For All
- Full Day Kindergarten
- Before and After School Programs [with pick-up and drop-off service]
- Summer Camp for ages 5 to 12

*Varies by location

Daily Room Schedules

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

Small Group Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Choice Center Time: This allows the children to choose a specific learning

center that is uninterrupted. This opportunity allows them to explore Blocks, Dramatic Play, Toys and Games, Art, Library, Discovery, Sand and Water, Music and Movement, Cooking, and Computers.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Breakfast, Snacks and Meal Time: Staff sit with the students while they are eating, encouraging and participating in quiet conversation.

Rest/Nap Time: Children are given the opportunity to nap or rest each day.

Note: Specific activities vary based on age; all are posted weekly in each room.

Mixed-Age Grouping

Our program encourages times for mix-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-age grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. Our teachers and staff are educated in mixed-age grouping to help ensure it is implemented with the utmost focus on the child's development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- Individual differences in development are better accommodated.

Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

Classroom Transition

Children are assessed for class placement into the older classes by chronological ages and in terms of their total development – social, physical, and emotional. Interest level in the activities typical of each group is also taken into consideration, as is the actual availability of an open place at a particular time that matters the enrollment days of the child being moved. The classroom teacher is also consulted as to the readiness of the child. Parents will be consulted and notified as well. For some, a transition document will be provided from the child's first teacher to the child's new teacher. For the smaller Mosaic centers,

the transition will be made slowly and smoothly, so the new teacher gets to know the child before the child is moved completely.

Summer Camp

A summer camp program is offered during the summer months for children of all ages. The camp is built around weekly themes. Activities include various art projects, music, water fun, sports, stories, cooking, theatre and field trips. A separate summer program fee is generally charged to help cover field trip costs.

Hours of operation

Daily: Monday through Friday

7:00 AM - 6:00 PM

We have full-time, part-time, part-week, part-day and hourly rates. Mosaic is open year-round with some closed holidays. Rates and schedules available vary by location.

Field Trips

Occasionally throughout the year, students ages 3 and up will take field trips to enhance their experience of learning as per the Illinois Early Learning Standards. Only students that are fully potty trained are allowed to go on field trips. Any child that displays behavior that may threaten the safety of the rest of the students during the field trip will not be allowed to go. Children are allowed to go on field trips at Mosaic's discretion.

We use our own Mosaic bus, and our drivers are licensed, in good standing, and insured. Each parent must sign the permission slip in order to allow their child to go on the trip. Parents/guardians are welcome on all field trips. The field trip fee will be paid separately and will vary depending on the field trip. We will offer in-house field trips for infants, toddlers, two's & three's. These will be an additional fee (when applicable) and will be announced as the year progresses.

Before and after school transportation is done by the Mosaic bus and/or Mosaic van. The drivers are licensed in good standing, and are insured. During the day children may take walking field trips with supervision from the teachers. We use these opportunities to teach children how to cross streets and play safely.

Portfolios

Each child will have a portfolio that demonstrates through selected creative materials and photographs the child's growth and development over the year. These portfolios are available in the classrooms for parents to look at throughout the year, and are shown to parents at Parent-Teacher conferences.

Home Visits

During the months of September and October, classroom teachers and the Pre-K Coordinator can visit children's homes on request. The visits will be short, about

20 minutes, and will be for the purposes of seeing your child in their home and creating a 'bond' through that experience so that transitioning into the classroom will be easier.

Also the Pre-K Coordinator will explain the Pre-K program and allow time for questions. It is not a visit that families have to prepare anything for.

Screenings

Each summer, before the on-set of the Pre-K program which runs for 180 days (a school year), all children who are 3 years old by September 1st are developmentally screened to see where their skill level is on a continuum of development, and to identify children that may need further assessment to receive pre-school special services. The assessment is fun for the children, and asks them to do things like identify colors, build block towers, jump and hop, use their writing skills and their problem solving skills. It seems more of a game than a test for the children.

Please ask the Pre-K Coordinator if you have questions.

The information about how well your child did will be shared with you at the first parent-teacher conference. The information helps teachers create and plan activities to enhance your child's development and skills. The information from the screening stays in-house, that is, it does not follow your child to the public schools. The screening is to assure that your child's preschool experience is the best it can be so that your child enjoys school, is interested in school, and is appropriately challenged. Each child that qualifies for the Pre-K program will receive an *Individual Service Plan* that will outline what skills need to be challenged or acquired.

For Mosaic Montessori/Early Childhood, screenings take place before parent-teacher conferences.

The Role of the State Pre-K Coordinator

The role of the Pre-K Coordinator is to work with teachers to create a developmentally appropriate environment for all children. This means that the physical environment as well as the quality and type of curriculum provide an enriching experience for children and families that enroll their children in Mosaic Early Childhood Programs.

The Pre-K Coordinator works for at least two and a half hours in each classroom where children age 3 and up are enrolled. He or she supports the findings of the screening for each child, and brings new activities to the classroom. He or she assists the teachers and writes observations about the children as they practice their skills and demonstrate what they know. These observations will be shared with you at the parent-teacher conferences, and some will end up in your child's

portfolio. The State Pre-K Coordinator is responsible for creating a report to the State that includes how many children are in the Pre-K program and what skills are being worked on.

<http://www.state.il.us/DCFS/docs/407.pdf>

The above link is to the Illinois Department of Children and Family Services Licensing Standards for Childcare Centers.

http://www.teachingstrategies.com/content/pageDocs/2006%20ILLINOIS_Alignment.pdf

The above website shows the actual document of how the Creative Curriculum aligns with the Illinois Early Learning Standards.

<http://www.teachingstrategies.com/content/pageDocs/NAEYC-Alignment-PRESCHOOL.pdf><http://www.teachingstrategies.com/content/pageDocs/NAEYC-Alignment-INFANT-TODDLER.pdf>

The above links shows the actual document of how the Creative Curriculum and NAEYC Learning Standards align for infant and toddler, and preschool programs.

Annual Comprehensive Program Evaluation

Mosaic conducts Annual Comprehensive Program Evaluations. The areas evaluated include, but are not limited to, policies and procedures, program quality, children’s progress and learning, family involvement, and community awareness. Staff and families are encouraged to participate in the evaluation process. Evaluation results are shared with staff, families, and governance board in order to make improvements to the program.

Product Recalls

Mosaic receives Consumer Product Safety Commission (CPSC) product recall notices and will post relevant notices in the center for both families and staff.

Parents and staff may also sign up at

<https://www.cpsc.gov/Newsroom/Subscribe/> (select “Recalls involving infant/child products”).

Risk Management Plan

Parents may request a risk management plan from administration by emailing

admin@mosaicearlychildhood.com.

Employee Requirements

Employee Immunizations and Medicals

All employees must have proof of:

1. 1 dose of Tdap,
2. 2 doses of MMR (or proof of immunity),
3. A TB test every 2 years (or an xray every 10 years), and

4. A physical every 2 years.

Food Handler Training

All staff are required to have an ANSI-accredited Food Handler certificate within 30 days of hire.

The Smoking Law

Mosaic prohibits any smoking on site and around the center, including, but not limited to, near any doors. Mosaic also requires teachers to ensure that their attire is clean and does not emit the smell of smoke. Parents are encouraged to notify Mosaic management of any behavior that violates these rules.

Mandated Reporter Training

All Mosaic staff are trained Mandated Reporters. This means that they have the legal responsibility to report any suspected abuse or neglect.

Any staff member accused of abusing or neglecting a child in the program will go through the procedures laid out by DCFS. Mosaic will protect the rights and identities of all involved.

SIDS/SUID/SBS Training

All Mosaic staff employed in a center that cares for infants and newborns are required to complete Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome (SBS) trainings. All staff are required to receive training on Sudden Unexpected Infant Death (SUID), SIDS, and safe sleep recommendations every 3 years.

Diversity

Mosaic makes every effort to ensure that the community served is also represented in its staff and volunteers. This includes hiring those that speak the same languages as the children served. This helps children and families feel comfortable. Mosaic students come from over 23 different countries and cultures and Mosaic teachers come from at least 19 different countries and cultures.

Building Requirements

The Smoking Law

See above.

Radon Testing

Mosaic, in accordance with Section 5.8 of the Child Care Act of 1969, performs Radon Testing every 3 years. Parents or guardians may request a copy of the Radon Test report.

Lead Testing

Mosaic, in accordance with Section 5.9 of the Child Care Act of 1969, has assessed levels of lead in water for buildings constructed on or before January 1, 2000.

Prohibition of Firearms

Absolutely no firearms are allowed on Mosaic's premises except in the possession of peace officers. Anyone suspected of carrying a firearm will be asked to leave the premises. Anyone claiming to be a peace officer will have to show proof. No exceptions.

Pest Management

Mosaic uses Smithereen for its pest management services. At each visit, the licensed Smithereen technician will complete a service report, providing details of all areas inspected and, if treated, amounts, type and specific locations of any materials applied onsite. Pest management services are done on a monthly basis during hours when children are not in the classrooms. Please let your child's site director know if you would like to be notified of when the facility will receive a pesticide application.

Subject to Change

All policies, procedures, rules, etc. in this handbook are subject to change, with or without a written change in the handbook, and with or without notice. Parents will be required to follow all policies, procedures, rules, etc. in order to keep their child(ren) registered at Mosaic.

Sometimes emergency policies may be put into place depending on different circumstances. Parents must follow all policies, procedures, rules, etc. in order to keep their child(ren) registered at Mosaic.

COVID-19 Addendum to the Mosaic Parent Handbook

The policies laid out below will be in effect until further notice. Any major changes will be in writing. All policies are subject to change. If a policy in the Parent Handbook conflicts with a policy in this Addendum, the policy in this Addendum will prevail.

Hours of Operation

Mosaic Early Childhood Center: Monday – Friday, 7 am – 6 pm

Mosaic Montessori Early Childhood: Monday – Friday, 7 am – 6 pm

Mosaic Early Childhood Academy: Monday – Friday, 7 am – 6 pm

Available Programs

- **Mosaic Early Childhood Center**
 - Full Time (5 days per week)
 - (1) Infants: \$425/Week
 - (2) Toddlers: \$400/Week
 - (3) 2s: \$375/Week
 - (4) 3s: \$340/Week
 - (5) 4s: \$300/Week
 - Part Time Option 1 (3 days per week – Monday, Tuesday & Wednesday)
 - (1) Infants: \$300/Week
 - (2) Toddlers: \$285/Week
 - (3) 2s: \$270/Week
 - (4) 3s: \$240/Week
 - (5) 4s: \$215/Week
 - Part Time Option 2 (2 days per week – Thursday & Friday)
 - (1) Infants: \$205/Week
 - (2) Toddlers: \$195/Week
 - (3) 2s: \$185/Week
 - (4) 3s: \$165/Week
 - (5) 4s: \$145/Week
- **Mosaic Montessori Early Childhood**
 - Full Time (5 days per week)
 - (1) Infants: \$425/Week
 - (2) Toddlers: \$400/Week
 - (3) 2s: \$375/Week
 - (4) 3s: \$340/Week
 - (5) 4s – 6s: \$300/Week
- **Mosaic Early Childhood Academy**
 - Full Time (5 days per week)
 - (1) Infants: \$390/Week
 - (2) Toddlers: \$325/Week

- (3) 2s: \$285/Week
- (4) 3s+: \$240/Week
- Part Time (Calculated as daily rates)
 - (1) Infants: \$85/Day
 - (2) Toddlers: \$75/Day
 - (3) 2s: \$70/Day
 - (4) 3s+: \$60/Day
- **Important Policies**
 - All children from the same family must be enrolled in the same program. For example, if a family has two children enrolled at Mosaic Early Childhood Center, both children must be enrolled Full Time, Part Time Option 1, or Part Time Option 2.
 - At this moment, we cannot allow families to change their days weekly. The days are assigned as above. If a child is registered for Part Time Option 1, which is 3 days per week, they can only attend on Monday, Tuesday and Wednesday. If a child is registered for Part Time Option 2, which is 2 days per week, they can only attend on Thursday and Friday.
 - (1) No substitution of days.
 - (2) Unused days cannot be rolled over to the following week.
 - Families may not switch from program to program on a weekly basis. Any change of program will require a two-week notice in writing to your site's director. The change of program must be permanent or long-term, 3 months minimum. A change of program is subject to approval and availability of space.
 - The tuition rates above are the tuition rates for all families, regardless of whether they are currently-registered or a new family.
 - Action For Children (CCAP) will be calculated using the rates above.
 - Families registered in the Full Time Program will be given preference. In the event spots become limited, families registered in any of the Part Time Programs will be given the right of first refusal to transfer into the Full Time Program.
 - During this time, there is no two-week probationary period. Please see below regarding the required two-week deposit.
 - All registration fees, deposits, and payments are non-refundable, regardless of whether or not the child attends.

Tuition Policies

Full tuition will be due every week for all programs. At this point, we cannot offer half off the weekly tuition if a child misses an entire week. All families will be following the same payment policies. This means that any families that had special tuition arrangements with Mosaic will no longer receive those special arrangements.

Tuition payments will only be accepted in the following methods:

- Mosaic Early Childhood Center: Tadpoles (ACH only)
- Mosaic Montessori: Brightwheel (ACH only)
- Mosaic Early Childhood Academy: Brightwheel (ACH only)

Updated Action for Children (AFC/CCAP) Policies

Caregivers (parents/guardians) have two options:

1. Pay their copay for the first two weeks of their approval's expiration (these two weeks may include days that are covered under the current approval). If we do not receive an updated approval within those two weeks, the two-week deposit will be used to make up the difference and caregivers will have to reregister when their updated approval comes in, space permitting.
2. If caregivers do not want to risk losing their spot, they can pay the full tuition out of pocket until their updated approval comes and Mosaic will credit caregivers whatever they overpaid as long as AFC backpays.

Pick Up & Drop Off

In order to mitigate the risk of COVID-19, we have made several changes to our pick-up and drop-off policies. Please see below:

Staggered Pick-Up and Drop-Off Times

Once parents/guardians have confirmed that their child(ren) will return to Mosaic by filling out the requisite form, they will receive their assigned pick-up and drop-off time as well as their child(ren)'s classroom assignments. We will try our best to give parents/guardians their preferred pick up and drop off times, however, they may have to be adjusted to ensure proper staggering.

Drop Off

When you come to drop off at your designated time, you and your child will be greeted outside. Your exact drop-off and pick-up door will be assigned to you. Both the parent/adult dropping off, and the child (if 2 and older) must wear a mask or face covering (see below for more information regarding masks during the day for the children). Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not drop off or pick up children because they are more at risk for severe illness from COVID-19. Only one adult can pick up and drop off per family. If more than one family is waiting to be greeted, please be patient and remember to practice social distancing.

Mosaic Early Childhood Center (4023 Dempster St.): Teachers will be signing the children in and out on Tadpoles.

Mosaic Montessori (4700 Oakton St.): Parents will be checking children in and out on the Brightwheel App using their phones.

Mosaic Early Childhood Academy (5332 W. Addison): Parents will be checking children in and out on the Brightwheel App using their phones.

Please see below for the exact drop off steps:

1. Daily Health Screenings

A designated staff member will be in charge of pick up and drop off daily health screenings. At pick up and drop off, this staff member will take and record the temperature of the parent/adult dropping off, as well as the child(ren). All of the temperatures taken will be recorded. This staff member will also be asking parents some screening questions (or the parent will be answering the screening questions on their school's designated app), such as whether or not anyone in the home has any symptoms. The designated staff member will also perform a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Anyone exhibiting even minor symptoms will not be allowed inside the facility – this includes staff, and children. In order to return to Mosaic, a doctor's clearance letter for the staff member or child will be required.

2. Temperature Check

All people, including staff, students, and parents dropping off, will have their temperature taken at arrival and departure. Temperatures will be recorded. Anyone with a temperature of 100 degrees Fahrenheit or higher will not be allowed in the facility. If a parent's temperature reads 100 degrees Fahrenheit or higher, the child will not be allowed to stay in the school. In order to return to Mosaic, a doctor's clearance letter for the staff member or child will be required.

3. Hand Sanitizing (Ages 1 and up)

After the temperature of adult dropping off and the child are taken by the staff member, and it is deemed safe for the child to be in the facility, the child will be given hand sanitizer immediately upon entering the facility.

4. On-Site Shoes

All children that wear shoes and all staff must have a pair shoes that will stay on-site at Mosaic. Student's shoes will be changed by the staff member immediately after hand sanitizing. Students will use hand sanitizer again after their on-site shoes are put on.

Students will keep these shoes on all day, even when they go outside. Parents should bring Velcro sneakers. Shoes may not light up. On-site shoes must be brought to Mosaic on children's' first day.

5. Escorting Children to their Classroom

Most students are being dropped off at their designated classroom. For those that are not, the designated staff member will take the child to their designated classroom.

6. Hand Washing

A staff member will help children wash their hands immediately after the child enters the classroom. Hands will be washed for at least 20 seconds with soap and water.

Pick Up

When you come to pick up at your designated time, your child will be brought to you outside the door at which they were dropped off. Your assigned pick-up/drop-off door will be assigned to you. The parent/adult coming to pick up must wear a face covering. Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not drop off or pick up children because they are more at risk for severe illness from COVID-19. Only one adult can pick up and drop off per family. If more than one parent/adult is waiting to pick up their child, please be patient and practice social distancing.

Mosaic Early Childhood Center (4023 Dempster St.): Teachers will be signing the children in and out on Tadpoles.

Mosaic Montessori (4700 Oakton St.): Parents will be checking children in and out on the Brightwheel App using their phones.

Mosaic Early Childhood Academy (5332 W. Addison): Teachers will be signing the children in and out on Brightwheel.

A designated staff member will take and record the temperatures of the adult picking up and the child. If the temperature of the adult or child is at or exceeds 100 degrees Fahrenheit, the child may not return to Mosaic without a doctor's clearance letter.

Healthy Interactions

Stable Cohorts/Groups

- Children will be separated into assigned groups and distinct classrooms.
- Cohorts/Groups will not be combined at any point of the day.
- All meals will be eaten in assigned classrooms.
- A conscious effort to maintain more social distance among children as practicable.
- Meals will no longer be administered using family or buffet style. Staff will serve students their lunch. There will be a separate area for staff to prepare each child's plate.

COVID-19 Point Person

One staff member per location has been designated as the COVID-19 Point Person. They are in charge of overseeing that the sanitization and health check schedules are being followed.

Protective Gear

Masks/Face Coverings:

- Parents/adults dropping off and picking up are required to wear a face covering at drop off and pick up.
- All children ages 2 and up are required to wear a mask to the extent practicable. We understand that many children will not keep the mask on – children will not be excluded from care if they do not keep the mask on, but parents should practice with children at home. Hopefully observing fellow classmates and teachers wear masks will encourage children to keep their masks on. Parents are required to provide their children with a mask and keep an extra labeled mask in the front pocket of their Mosaic bag. If a child is brought to school without a mask, they will not be allowed inside the school.
- Parents must label children’s masks.
- All staff are required to wear face masks all day. Face shields alone are not allowed or sufficient.
- Masks will be required during outside time.
- Masks will not be required during nap for children. During this time, masks will be placed in a Ziploc bag labeled with the child’s name.
- Face shields will not be allowed for children.
- Cloth masks should be laundered and sanitized regularly.

Hand Hygiene

- Children and staff will wash their hands with soap and water for 20 seconds at the top of every hour in addition to the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After playing outdoors
 - After handling garbage
 - After cleaning
- Children and staff will use hand sanitizer at the middle of every hour. Children 1 year old and younger will wash their hands at the top and middle of every hour.

Scheduled Health Checks

Staff and children's temperatures will be taken and recorded every hour.

Safe Spaces

Enhanced Cleaning Procedures

- Mosaic utilizes Maxx Clean to sanitize. Please [click here](#) to learn more about Maxx Clean.
 - a) Maxx Clean will be used to sanitize all high touch surfaces, doors, windows, shelves, lockers (inside and out) during nap time every day.
 - b) Maxx Clean will be steamed onto toys every day at the end of the day.
- Tables (before and after meals), diaper changing tables, and toilet seats will be cleaned with bleach water every time they are used.
- All soft toys and sensory bins, including playdough and slime, have been removed from classrooms completely.
- Any toys that children have placed in their mouths or that have otherwise been contaminated by body secretions or excretions will be set aside until they are sanitized.
- Toys will not be shared among groups. Toys may only be transferred from one classroom to another after being sanitized.
- A pan/container/bucket with soap and water will be placed in the classroom, out of the children's reach, so that soiled toys may be placed directly inside the pan to begin the sanitizing process.
- Extra, sanitized, ready-to-use, classroom materials have been set aside to ensure that the children are being given clean educational materials throughout the day.

Nap Time

- Cots will be placed 6 feet from each other.
- Children will sleep in alternating positions, head to toe.
- Cots and cot sheets will be sanitized every day after nap.
- Cot sheets will be laundered on schedule.

Tours

In order to minimize the risk and the number of people entering our facilities, we will only provide tours either virtually or outside. Tours will not be provided inside the buildings. Caregivers may be brought into the offices on-site as necessary but will not be allowed to go around the building or into classrooms.

Outside Time

- Groups will not be mixed to go outside. Children will only go outside with their assigned groups.
- Children will go outside every day, weather permitting.

Uniforms

- Children are required to come to school in their uniforms as usual. If parents do not have enough uniform polos or yellow shirts for their child to wear a laundered one every day, parents must purchase them. Simply send us a message on the app requesting polos or yellow shirts, how many, and what size and we will have that ready for you.
- If a child is brought to school in clearly soiled clothing, we will give your child a fresh new polo or yellow shirt and it will be automatically added to your balance.
- Please make sure your child is brought to school in comfortable clothing. While it may be hot outside, it will be cooler inside, where children spend majority of their day.
- There will be no return or exchanges of uniforms accepted at this time.

Bags

Bags are not a common touch point and should be considered low risk. Moreover, extra clothes and such will need to be brought from home – there is just no way around it. Mosaic bags must be brought to school every day and must contain the usual supplies. They will go straight into children’s lockers and will only be taken out if necessary.

What happens if a child exhibits any symptoms? (Exclusion Policy)

Children Exhibiting Symptoms At Home

If a child is exhibiting any symptoms of any sickness at home, they should not be brought to school and parents should notify their school immediately.

- All children, including siblings not exhibiting symptoms, can only return if all of the following are met:
 - Child is at least 72 hours fever free without the use of fever-reducing medications.
 - Child has a doctor’s clearance letter documenting no clinical suspicion of COVID-19 OR a negative COVID-19 test taken within one day of symptoms beginning.
 - Siblings may not return until the child exhibiting symptoms can also return.
- There will be no change in tuition payment.

Children Exhibiting Symptoms At School

Children exhibiting any symptoms of any illness will be isolated immediately and their parents/guardians/caregivers will be called to pick up. The isolation area will be sanitized after the child has left.

- If the child has any siblings that attend Mosaic, the sibling(s) must be picked up as well.
- A parent/adult on the emergency list must pick up the child within 30 minutes of receiving a call or message that their child has developed

symptoms of an illness. Depending on the severity of the child's symptoms, an ambulance may be called.

- After 30 minutes, there will be a \$5/minute/child late pick up fee.
- All children, including siblings not exhibiting symptoms, can only return if all of the following are met:
 - Child is at least 72 hours fever free without the use of fever-reducing medications.
 - Child has a doctor's clearance letter documenting no clinical suspicion of COVID-19 OR a negative COVID-19 test taken within one day of symptoms beginning.
 - Siblings may not return until the child exhibiting symptoms can also return.
- There will be no change in tuition payment.

Rapid tests have been proven to be unreliable and they will not be accepted. Only the results of full COVID PCR tests will be accepted. A PCR test normally takes 2 or more days for results, if getting tested and the physician says the results will come sooner, it is probably not a PCR test. The FDA has approved the PCR test for diagnosing COVID-19. To conduct this test, fluid from a nasal or throat swab or saliva is taken.

Mosaic may request a second test be taken.

Waiting for Test Results

We understand that people get tested for various reasons. For example, some get tested for work, and some get tested to keep elderly family members safe. Please see below for what to do if you or someone in your household is getting tested:

1. If a family member of a child at Mosaic is getting tested regularly for work, the child may come to school. Parents should still notify Mosaic of their test results.
2. If a family member of a child at Mosaic or a Mosaic student is getting tested before travel or as a precaution (for example, to visit elderly or at-risk individuals), the student should not come to school until the results have come back negative. While it seems that a precautionary test with no suspicion of COVID should not require exclusion, we must be prudent for the sake of all Mosaic families.
3. If a family member of a child at Mosaic or a Mosaic student has come into contact with someone who has tested positive or is a person under investigation, the child may not come to school and school management should be notified immediately. The student should go get tested with the family member who came into contact with the other individual - do not wait. For example, if a parent came into contact with someone at work who tested positive, the child and the parent should go get tested (do not wait for the parent's test results). While it is likely the child will still have to quarantine at home with the parent (depending on what the local health department recommends), the child's results

will still affect what steps must be taken at Mosaic.

What if a child or staff member has tested positive for COVID-19?

As time has gone on and we have all had a chance to learn more about the effects of COVID-19 in childcare centers, it has become evident that every situation is different and must be evaluated carefully. Thus, if there is a verified positive case, Mosaic will first contact DCFS and the local Department of Public Health to gain more educated information about what next steps must be taken. Mosaic will proceed according to the guidance provided.

Proof of all positive and negative COVID-19 tests will be required and a second test to verify the results may be required as well. Rapid tests have been proven to be unreliable and they will not be accepted. Only the results of full COVID PCR tests will be accepted. A PCR test normally takes 2 or more days for results, if getting tested and the physician says the results will come sooner, it is probably not a PCR test. The FDA has approved the PCR test for diagnosing COVID-19. To conduct this test, fluid from a nasal or throat swab or saliva is taken.

All the steps above will proceed in accordance with the Confidentiality and Permission Requirements in Section 407.80 of the Licensing Standards for Day Care Centers.

Why are you not requiring everyone to get a COVID-19 test?

After consultation with multiple healthcare workers, it has been made clear that we cannot require staff, parents, or families to come back with negative COVID-19 tests as they are not easily available for those not experiencing any symptoms. Moreover, they are not easily available for those even experiencing mild symptoms. If this changes, we will update our policies to reflect that and require negative COVID-19 tests for even the mildest symptoms.

What if we decide to disenroll during this time? (Two Week Deposit)

We understand that everyone is feeling anxious and apprehensive. We are grateful that you are trusting us during this time. Due to the new rules and policies in addition to the limited capacity in which Mosaic is allowed to run, parents will be asked to give a deposit of two weeks' tuition; therefore, a two-week notice of disenrollment will be required. In the event that a parent/guardian decides to disenroll without a two-week notice, the deposit will be forfeited. Families are always welcome back at Mosaic, just contact us at info@mosaicearlychildhood.com (space permitting, re-registration required).

In the event the child's weekly tuition amount has changed (decreased or increased) following the payment of the two-week deposit, the excess, if applicable, amount will be returned to the parent or the remainder must be paid by the parent at the time of notice.

Failure to follow any and all policies will result in removal from Mosaic as well as forfeiture of the two-week deposit.

Removal From Program

Mosaic continues to reserve the right to remove a child or family from our programs for any reason. A two-week notice will be given, if possible. The severity of the issue will be taken into consideration. The two-week deposit will be put towards the child's final two weeks if a two-week notice is given by Mosaic. The two-week deposit may also be forfeited depending on the reason of removal.

Travel Restrictions

View the most updated Travel Restrictions on [Mosaic's COVID-19 page](#).

Families should let Mosaic administration know when and where they will be traveling to.

Disclosure

All families will be asked to e-sign an agreement to disclose any cases in the household. We must work together, and we must be able to trust each other during this time in order to ensure the safety of all Mosaic staff and students.

Subject to Change

As the situation evolves and we learn more every day, it has become clear that changes will need to be made from time to time. This document will be updated regularly and is on the Mosaic website available for parents 24/7. Changes will be made with or without notice and parents are responsible for keeping up with any and all policies, rules, and regulations.

Situations may arise where actions, decisions, or guidance are in conflict with the policies laid out above; in that case, those actions, decisions, or guidance will prevail and updates to this handbook will be made as soon as practicable.

At-Will Relationship & Assumption of Risk

In conformity with all applicable laws and regulations, Mosaic has elected to resume operations to the extent possible in advance of the containment of COVID-19. Although Mosaic has taken extensive precautionary measures and preventative steps to reduce the spread of COVID-19, the fact that COVID-19 is a microscopic pathogen means that Mosaic cannot guarantee that parents/guardians/caregivers/children/staff/anyone on site (or subsequently, those with whom they associate or interact) will not become infected with the virus. In fact, visiting Mosaic (or any place of business) during this time is likely to increase the overall risk of contracting COVID-19.

All families are bringing their children to Mosaic on their own accord. These policies are in place for the protection and wellbeing of Mosaic students and their families as well as Mosaic staff and their families. Families unwilling to follow all of the policies will be removed from the program as this is an extremely serious situation.

By voluntarily enrolling in and attending Mosaic, parents/guardians/caregivers:

- Acknowledge the highly contagious nature of COVID-19 and voluntarily assume any and all risks associated with exposure to or infection by COVID-19 upon visiting or patronizing the services of Mosaic in any manner.
- Understand that exposure to or infection by COVID-19 may result in injury, illness, disability, or death to you or anyone with whom you subsequently associate.
- Acknowledge that the risk of becoming exposed to or infected by COVID-19 at Mosaic may arise from the actions, omissions, or negligence of yourself or others, including, but not limited to, Mosaic employees/staff, other Mosaic patrons, independent contractors, third parties, or the friends, family members, or associates of any of these groups.
- Voluntarily agree to assume any and all of the foregoing risks associated with exposure to or infection by COVID-19, and hereby accept sole responsibility for any injury to themselves or to their successors and assigns for any illness, death, injury, disability, damage, loss, claim, liability, action or expense of any kind that employees/staff or others experience or incur, directly or indirectly, in connection with visiting or patronizing Mosaic in any manner.
- Agree – knowingly, voluntarily, and without reservation of any kind – to forever release, discharge, covenant not to use, and hold harmless Mosaic and its officers, employees/staff, directors, agents, shareholders, representatives, predecessors, successors, parents, subsidiaries, or affiliates from any legal claim or cause of action of any kind – whether known or unknown – which may arise as a result of actions, omissions, or negligence on the part of Mosaic that leads to exposure to or infection by COVID-19.
- Agree to release Mosaic of any and all liability to all matters that are in any way related to exposure to or infection by COVID-19, whether sounding in contract, statute, tort, or any other legal theory.
- Agree to release Mosaic of any and all liability regardless of whether COVID-19 exposure or infection occurs before, during, or after visiting or patronizing Mosaic, and regardless of whether a COVID-19 infection can be traced back to an exposure on Mosaic premises or through contact with a Mosaic employee/staff member, agent, caregiver/guardian/parent.

Conclusion

In the event that there is another spike in cases and the state or local government decides to return to shelter-in-place, Phase 1, or Phase 2, Mosaic will reassess and update parents at that time. This is a constantly evolving situation. Please bear with us as everything is subject to change. We will do our best to keep Mosaic families updated.

All of the policies stated in this addendum are ***in addition*** to our regular policies laid out in our Parent Handbook. In the event that a policy in the Parent Handbook conflicts with a policy in this addendum, the policy in this addendum will prevail. Any changes to this or any other policies will be in writing as soon as practicable.