SIBLINGS & COMPANY

Early Childhood Centers

PARENT HANDBOOK

Updated: January 2026

Our Values and Principles

The values and principles recognized by Siblings & Co. families and teachers are viewed as the fundamental beliefs that guide our actions. This community of individuals has identified that a value driven program has the following virtues…

- Commitment, faithfulness, and dedication
- Appreciation for education, knowledge, and the drive to always to better
- An atmosphere of kindness, respect, consideration, caring, honesty, and trust
- A feeling of togetherness and friendship
- Supports open lines of communication
- Appreciates humor and laughter
- Provides understanding and attention
- Supports an individuals' creativity, individuality, and ideas
- A place that encourages learning, curiosity, and exploration
- A place of comfort and security for the family and children

Our Mission

- To provide the most advanced and progressive methods of Early Childhood Education
- To search out new opportunities for the growth and education of children
- To provide each child with the kindness, stability, & consistency needed to grow into a confident adolescent

Enrollment and Admission

Enrollment is complete when the center has the child's information packet completed with a non-refundable enrollment fee of $75.00. This fee will hold your spot for 3 weeks or until a spot is available. Newborn openings will be held up to 2 weeks after the anticipated start date before additional tuition payment is required.

After the enrollment fee has been received, the child may not start until the center has a completed file on the child, in accordance with licensing and center standards.

Infant Care Program: 1st Impressions (6wks – 15 mos)

The infant care program is focused on the individual schedules of the children. The program allows the infants to follow their own schedules of sleeping and eating.

When the child is wake, the following areas are addressed, depending upon age and developmental level.

Tracking, Eye hand coordination, Fine Motor, Gross Motor, Sensory Stimulation, Recognition and Problem Solving, Verbal Expression

Young Discoverers (15 mos- 24 mos)

The toddler/two program begins to add more structure to the day. Teachers are focused on embracing "teachable moments" with the children, while they are engaged in play. However, the children will dictate variations on the time frames.

6:30- 8:00 Welcome and breakfast from 7:30-8:00.

8:00-10:00 Explore the Environment, Small Groups/Teacher-guided activity, Hygiene Activity, Toileting Activities

10:00-11:00 Free Play, Outside Play/Walk (Weather permitting), Story Time, Hygiene Activity, Toileting Activity

11:00-2:30 Lunch (11:30am), Hygiene Activity, Toileting Activity, Nap Transition Activity, Nap/Rest Period

2:30-5:15 Indoor and Outdoor Play/Afternoon snack (3.00pm), Stories and Quiet Play, Transition Home

Young Explorers (2 years- 3 years)

6:30-8:00 Welcome and breakfast from 7:30-8:00.

8:00-11:00 Play-based observation, circle time, learning centers & small group activity

During this time, teachers work with individuals or small groups on one of the following: math, science/nature and exploration, fine motor and writing/drawing, arts and crafts, or geography, cultures, and practical life.

11:00-2:30 Lunch (11:30am), Hygiene Activity, Toileting Activity, Nap Transition Activity, Nap/Rest Period

2:30-5:15 Indoor and Outdoor Play/Afternoon snack (3.00pm), Stories and Quiet Play, Transition Home

Young Adventurers (3 yrs – 5 yrs)

Each Center will have a routine schedule that allows for the structure of each day. This schedule may vary slightly between each Center, however, the components of our unique program are addressed in each setting.

6:30-8:00 Welcome and breakfast from 7:30-8:00.

8:00-11:00 Play-based observation, circle time, learning centers & small group activity

During this time, teachers work with individuals or small groups on one of the following: math, science/nature and exploration, fine motor and writing/drawing, arts and crafts, or geography, cultures, and practical life.

11:00-2:30 Lunch (11:30am), Hygiene Activity, Toileting Activity, Nap Transition Activity, Nap/Rest Period

2:30-5:15 Indoor and Outdoor Play/Afternoon snack (3.00pm), Stories and Quiet Play, Transition Home

After School Program

School in session typical day

3:00- 5:15 Snack, free play, homework, outdoor time, transition home.

School Closings Typical Day

6:30-8:00 Welcome and breakfast from 7:30-8:00.

8:00 Creation stations, independent play, group activity

11:00-2:00 Lunch and relax or trip outside of the center

3:00 Resume above schedule

***PLEASE OBTAIN YOUR CHILD'S SPECIFIC SCHEDULE FROM THE TEACHER**

Contracted Hours of Attendance

Each child/family is asked to provide an attendance schedule to the center. The attendance schedule will reflect the time of the child's arrival and the time of the child's departure. This will determine the rate assignment (10 hour day versus 10+ hour day). This equates to the purchase of these hours and parents are responsible for adhering to this schedule. Please provide the director with a 24-hour notice of any early arrivals or late departures. This is needed to provide additional staffing when needed. Additional Charges are reflected in early arrival/late departure section. Additional Note: The hours of attendance are important when scheduling our teachers' arrival and departure times. Your tuition rate covers the times you noted on your attendance schedule. It does not cover any 10 or 10+ hour time slot. For example, if your attendance schedule states arrival and departure is 7:00am-4:30pm., and your child is in attendance outside of that time frame, you are subject to additional charges. If you have a schedule that does not allow you to have a consistent arrival and departure time, please notify your director and options can be discussed.

Childcare Costs and Tuition Rates

The weekly childcare costs and tuition rates remain the same for each of the 52 weeks in the year, regardless of the child's attendance.

Please note that the rate which applies to the child reflects the room the child is assigned to. If there is a difference between the age of the child and the room assignment, the child's room assignment may dictate the tuition rate. Ex: If your child is turning two in July, the toddler rate will continue to apply until enrollment in the 2/3's old room is available.

Payment is due on Monday by 9:00 am of each week. We accept personal check or cash. A late fee of $5.00 is assessed after 9:00am each Monday and for each day payment is not received. If payment is not received by Wednesday morning, we will call and you will be asked to have payment immediately or your child has to be picked up.

A $25.00 return check fee is charged for any returned check.

Annual Supply Fee

Due August 1 of every year, there will be a supply fee due. Each set of classroom teachers will have their own "account" and be able to purchase the materials through the director. These materials will include the classroom basics for everyday activities and will take place of the supply list given to each child. Must be made through cash or check. No Venmo payments for the supply fee.

Lillio

Lillio is the program/app we use to share daily communication about your child's day as well as send classroom or center messages. This is very beneficial for communication between teachers and parents since you might not always see your child's teacher.

Siblings and Company

Tuition Rates as of January 2026
$100 Enrollment Fee for a New Child

	10 Hour Rate	10+ Hour Rate
1st Impressions (6 weeks-15 months) **Young Discoverers** (15 months- 2 years)	$270	$290
Young Explorers (2 years – 3 years)	$254	$274
Preschool (3 years – 5 years) (3 by Sept 1 and Potty Trained)	$230	$250
Kids' Club Summer Program Kindergarten – 12 years	$190	$210

School Age Options (Kindergarten – 12 Years)	
Before AND After School	$120
Before OR After School	$100
No School	$20 additional if attending
Early Dismissal	$15 additional if attending
Drop-in	$40 a day

*NOTE: The school age rates do not include unscheduled days off of school, such as snow days. In the event that school is not held, there would be an additional charge (no school or early release charge) for each child that is in attendance on that day. REGARDLESS OF THE CHILD'S ATTENDANCE ON A NO-SCHOOL DAY the regular weekly tuition still applies.

To help accommodate individual budgets, tuition can be paid weekly, bi-weekly, or monthly. Please make arrangements with your Director.

Class Transfers

Transfer between age groups and programs traditionally occur with the standard school year (the 3rd –4th week in August). It is recommended that the children remain in the class setting for the entire school year. This allows for the completion of the curriculum and ensures readiness for the following class's learning experiences.

Transfer of children between the 1st Impressions (6 wks – 15 mos) and the Young Discovers (15 mos – 24 mos) may occur when an opening is available. A Transition Readiness Survey is completed on each child that qualifies and results of a transition readiness survey should support the child's ability. The parent and teacher will discuss the child's readiness to transfer to the next age group.

Transfers between the Young Explorers (2 years-3 years) and the Young Adventurers (ages 3-5) occur at the beginning of the traditional school year but could be in the middle of the year depending on the individual situation.

If an opening occurs in an age group, the teacher of the age group younger shall be notified and will determine if a child that has demonstrated readiness to enter the next class, the possible transfer to the next class shall be discussed with the parent.

Short Term Disenrollment

In the event a family requests a temporary disenrollment, the following option is available.

1. Unreserved Position Disenrollment

The option is to place your child on an unreserved leave of absence. This option does not result in a cost throughout the absent period. However, your child's space is not reserved for your return.

2. Reserved Position Disenrollment

Families may reserve their child's space by paying 75% of their regular weekly cost.

This feature does allow the child to schedule attendance at the center 3 full days. The same guidelines for payment structure apply to the disenrollment payments. Please note that this option is only for an allotted summertime frame given by the directors and cannot be used throughout the school year. The 3 days where part time is available is at the center's discretion so please speak with your director.

Permanent Disenrollment:

Family Initiated

A 2-week written notice is required for the disenrollment of a child from the Center. All costs must be paid on the final day of attendance.

Center Initiated

If it is determined that a child's needs cannot be met through the Center, a parent/teacher conference shall be held to make a final determination. The Center will make every reasonable attempt to meet the needs of your child; however, should the situation result in the threatened safety or welfare of themselves/others at the Center and/or destruction of property, the child will be dis-enrolled. The Center maintains the discretion to determine the length of the termination notice. We do not have a biting or behavior policy and each situation is treated individually. Should there be a threat to other children, staff or selves, action will be taken.

1st Incident: Warning and meeting with parents

2nd Incident: Picked up immediately

3rd Incident: Week suspension

4th Incident: Removal from program

Arrival and Departure Procedures

Arrivals and departures will be within your contracted hours of services. If you need service before/after this time frame, please make arrangements with the director in advance. This allows the director to adjust staffing as needed. We ask that children are present by 9:00am on a daily basis so they can experience our whole program.

If your child(ren) will not be in attendance, or be later than 9:00 am, please inform the director. This will have an effect on the meal preparation and the staffing. If a child arrives after 9:00 and the center was not alerted, the child may not be served the lunch identified on the menu, but will be served a replacement (ex: sandwich, etc).

If your child will arrive at the center by 9:00 am, the parent/guardian should contact the director and inform them that the child will be there in the afternoon.

Approved Adults

If a parent cannot pick up the child, they should contact the center and inform them that an alternate will be assuming the responsibility. Alternates are permitted to sign the children out and leave the premises when they are placed on the child "pick up" list. Please note that if a worker does not know the individual, a picture ID must be presented prior to the child being released to their care.

Arrival procedure

Children may begin arriving at Siblings & Co. at 6:30 am. Each child will have an attendance record that is maintained by the parent/responsible party bringing the child to the Center. Siblings & Co. will greet your child individually each morning and allow you the opportunity to communicate any special instructions for the day. It is important that your child(ren) does not arrive prior to 6:30 am, as we are not licensed to care for children before this time.

After-school arrival

Children will arrive via the public bus system or Center owned transportation. When the children enter the building, they shall be signed in by the director/alternate director (public bus system) This record is maintained

with the sign in record. When the children enter the center-owned transportation, they shall be signed in by the Siblings & Co driver. The center assumes responsibility for the children immediately upon the sign in time.

Departure procedure

Children may be picked up at any time during operating hours, with all children being picked up by 5:15pm. Prior to your 1st day of attendance at Siblings & Co, you will have provided a list of individuals that are able to pick up your child(ren) from the Center. Please make sure they are prepared to show ID if staff is not familiar with individual.

It is important that the parent, or an appointed individual, arrive to pick up the child(ren) by 5:15pm. We are not licensed to care for children past that time.

At 5:15pm (Center's time) the sign in/out record shall be removed from the entrance area and the closing Director shall maintain the possession. If a family arrives after 5:15pm to pick up their child/ren, the Director shall record the time and the family shall initial.

Before School Departures

Children that receive before school care shall be signed out by the director/alternate director as they board the bus. This record is maintained with the sign in record.

Early Arrival/Late Pick-Up Policy

Contract Hours are the hours you documented that your child will be attending our center. If arrival or pick up is outside of those hours, please beware of the policy below.

24 hour notice: $10.00 per child per day (charge is determined by whether or not staff had to stay over or clock in early)

Not Prearranged or less than 24 hours: $15.00 per child per day

- please be aware that if the center does not have adequate staffing to accommodate an unexpected arrival, the director may not be able to accept the child into the center until adequate staff arrive.

End of the Day Closure:

Siblings & Co. centers close at 5:15pm, unless otherwise posted. Parents and/or guardians are expected to be prompt in picking up their children. If a child is not picked up by 5:15pm, the following procedure is implemented.

- A staff member will contact the parents at 5:15pm.
- At 5:20 pm the staff will contact the first person listen in the child's file.
- At 5:30 pm the staff will contact the 2nd person listen in the child's file and the director.
- At 5:45 pm, if not response has been received, the staff member will call local police per DCFS licensing standards.
- The Siblings & Co. staff is legally responsible for the children left at the center until the local police arrive.
- The staff member will not hold the child responsible for the situation and discussion of the issue will only be with the parents or guardian not with the child.

The fees for late pick up are:

If the child is picked up between 5:15pm and 5:30pm (Center time) there is a charge of $15.00 per family.

If the child is picked up between 5:31pm and 5:45 (Center time) pm the charge is $25.00 per family.

Kids Club Independence Option (school age)

-A sign in record shall be maintained by the children on a daily basis.

-The children shall be responsible for placing their initials and time on the record immediately upon arrival and departure or entering or exiting of a Siblings vehicle.

-The teacher or bus driver shall monitor each arrival and departure and provide prompts to complete the task when needed

Inclement Weather or Unexpected Closings

Please check the Siblings & Co. Facebook page and Lillio for updates. Centers DO NOT follow the same standards as school closings and remain open in most cases. In the rare event that we are closed, regular tuition rates apply unless otherwise stated.

Holiday Schedule & Early Closings.

Please note that that full tuition is due on weeks that contain holiday closings. View Siblingsandcompany.com to view each specific year's closing.

New Year's Eve – Close at 4:00 pm. or all day

New Year's Day (Federal) – closed

Good Friday (Friday before Easter) – closed (Professional Development Day for Staff)

Memorial Day (Federal) – closed

Independence Day (Federal) – closed

School Year Prep (In-service Day) Friday before our school year- Closed

Labor Day (Federal) – closed

Thanksgiving Day (Federal) – closed

Day after Thanksgiving - closed

Christmas Eve – close at 2:00 pm or all day

Christmas Day (Federal) – closed

Day after Christmas – closed

When a federal holiday falls on a Saturday, it is usually observed on the preceding Friday. When the holiday falls on a Sunday, it is usually observed on the following Monday. Please talk to your director about closings for that specific year.

Illness

Please notify the Center by 9:00am if your child(ren) will not be attending due to illness. As recommended by the American Academy of Pediatrics, children should be **excluded** from the Center if…

- The illness prevents the child from participating comfortably in program activities
- The illness results in a greater care needed than the childcare staff can provide, without compromising the health and safety of the other children.
- The child has an under arm temperature fever of greater than 100 degrees, difficulty breathing, unusual sleepiness, or other signs of possible severe illness
- Diarrhea
- Vomiting (due to illness) 2 or more times in the last 24 hours
- Mouth sores associated with the inability to control saliva (unless physician indicates that it is non-infectious
- Rash with fever (unless physician indicates that it is not infectious)
- Purulent conjunctivitis (pink/red eye, white/yellow eye discharge, matted eyelids after sleep, eye pain/redness of eyelids or surrounding skin (unless physician determines that it is not infectious)
- Impetigo – until 24 hours after treatment has started
- Head Lice – until after the treatment has been completed and may not return with form or stage.
- Chicken Pox – until the 6th day after onset of rash or all lesions have dried and crusted
- Whooping Cough
- Mumps – until 9 days after onset of parotid gland swelling

MANDATORY EXCLUSIONS FROM THE CENTER

407.310 b

A child suspected of having or diagnosed as having a reportable infectious, contagious, or communicable disease for which isolation as required by the Illinois Department of Public Health's General Procedures for the Control of Communicable Diseases (77. Admin. Code 690) shall be excluded from the center.

407.310 c1

Children with diarrhea and those with a rash combined with fever (oral temperature of 101 degrees F or higher or under the arm temperature of 100 degrees F or higher) shall not be admitted to the center while those symptoms persist, and shall be removed as soon as possible should these symptoms develop while the child is in care. **The child may return after a 24 hr fever-free period without fever reducing medication.**

State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

Note: A fever in and of itself is not means for exclusion (given that it is under 100 degrees). A fever is your body's natural way of trying to protect itself. However, a high fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from the center for 24 hours. Weekly tuition will remain the

same if your child is excluded for an illness. We ask that you take the comfort of your child into consideration for minor illnesses that allow them to remain in care.

Medication Administration

Medication can be administered to children with parental approval/signature and doctor's prescription when needed. We cannot give medication to reduce a fever.

Vaccinations

To be enrolled, all children must have required vaccinations for their age.

Accidents

Small injuries are reported to the parent through the use of minor injury report form and are provided to the parent at the time of departure.

Serious accidents mandate the immediate notification of the parent or designated individual on the admission form.

Emergency Care

If there are special provisions for your child(ren) in regard to physician, hospital, medical care exemptions etc. please inform the director prior to attendance.

In response to all emergencies, First aid shall be administered by a qualified staff member. Medical assistance will be contacted if determined appropriate.

1. The director shall evaluate the situation and confirm the decision to contact outside professional assistance.

2. The director will instruct a staff member to remain with the child while she contacts emergency personnel.

3. The director shall then contact the parent or responsible person. If a recording is reached, a non-emotional message should be left indicating that the center should be called as soon as possible.

4. The director shall proceed down the list of responsible parties until actual contact is made

5. Any vital information shall be monitored/observed by the staff on hand and the information relayed to the emergency personnel when they arrive

6. The director shall assign one staff member to accompany the child to the hospital if it is deemed necessary and no parent has arrived.

7. When the parent arrives, the Siblings & Co staff member shall remove herself from the situation and allow the parents to assume the role.

8. The director shall contact the Department of Children and Family Services with initial report.

9. The director shall ensure that all reports are completed accurately.

10. The director shall complete documents and forward to DCFS within 24 hours.

Visits, Field Trips, Off Premise Excursions

It is a common practice of Siblings & Co. to expose the children to a wide range of experiences outside of the learning center. These excursions occur at various times throughout the year and generally compliment the season and age-skills or development level of the children. Parents will be required to sign a permission slip for each field trip and must be on file with the center prior to the child taking part in the opportunity.

All field trips will be accompanied by an adequate number of teachers and parent volunteers. Some trips will have an outside cost associated with them. The cost will be announced prior to the trip, so that parents can make an informed decision in regard to their child's participation.

Field trips are scheduled for the entire class and respective teachers will be accompanying the group. If, for some reason, your child will not be participating in the field trip, alternate arrangements must be made since the teachers will not be in the building. This is considered a customary childcare day and the child will be charged for the day, regardless of participation.

Outside Play

Childcare standards (which govern our centers) dictate that the children be provided with outside play time DAILY, regardless of the season. Please dress/provide your child(ren) with the necessary clothing to play outside (coats, hats, gloves in the fall and winter, etc).

Privacy of Records

Information on each child at the center required by governing regulations and to assist the center in meeting the individual needs of each child. For this reason, Siblings & Co. recognizes the right to privacy of your child's records. The file is open only the DCFS, the owner, site director and teacher.

All information is held in confidence by these persons and can only be used to provide the best childcare services possible. Additional and/or professional will have access to your child's record, with the parents' written informed consent.

Please note that employees are each federally mandated reporters for the Child Neglect and Abuse Act. In which case, the Center is mandated to make pertinent information available to respective agencies.

Parental Participation

Field Trips/Excursions

Parents are welcome to participate in all field trips on a voluntary basis. The number of volunteers needed will be posted prior to the date and parents will be scheduled accordingly.

In House Activity

Parents are welcome to take part in scheduled activity for their child's classroom. This needs to be arranged with the teacher beforehand, so that she can schedule an activity that the parent can take an active part in.

In House Observation

Parents are welcome to come and discretely observe their child's activity at any time. We ask that the parent be aware of any disruption they are causing (if any) and also that the children rest between 12:00pm-2:00pm.

Child(ren)'s Personal Property

There are times when a child's security is greatly dependent upon a tangible item and their stress level increases with its removal. If this is the case with your child, we will attempt to work with the item at the Center. However, we will also advise you that we cannot guarantee the condition or continued presence of the item. It is helpful to gradually reduce the child's dependence upon the item, and we will assist with the development and follow-through of a behavioral program to accomplish this goal.

To promote the pride of family and individuality, the center does integrate into its planned lessons opportunities for the child to showcase their individual prides. Please note that we will maintain these items in the office, until the class is ready for their use. This is done to safeguard their condition. However, please be aware, that as unlikely as harm may be, we cannot guarantee the item will be returned in the same condition that it was brought in, and the center does not assume responsibility for lost or broken items.

In the School Age program, we do allow personal technology at times. The children and the parents must sign a consent form that states children will not be allowed to take pictures within the classroom, will only access appropriate items and follow all rules.

Children's dress/apparel

Siblings and Co. promotes an active curriculum that engages the children in many activities of stimulation and exploration. It is suggested that the children wear clothing that will support this philosophy. Play clothes that can be washed and worn is great. You may want to think twice about having your children wear their good clothes to the center. The center does take precautions (such as paint shirts, etc) however; it is not responsible for the replacement of clothing items. Clothing that is inappropriate for the program will be discussed with children and parents.

Insurance Coverage

Siblings & co. is concerned with your child's safety. However, it is expected that the child's primary insurance provide coverage.

Transportation

Siblings and Co. utilizes a variety of transportation modes to accommodate transportation needs. The mode of transportation is dictated by the event. The transportation may include, but not be limited to: Center owned vehicles, employee owned vehicles, parent volunteers, school system bus services, and professional/contracted bus services.

Nutrition/Meals and Snacks

Siblings & Co. employs an individual at each center that is certified in Food Service Sanitation (FSS). Siblings & Co. acknowledges the responsibility to teach children the importance of healthy eating. Food and drink servings are provided in accordance with the child's age and menu items are prepared and served in accordance with professional guidelines

Menus are posted for on the family information board. In the event that changes are made in the menu, the change shall maintain the balance of the meal/snack, and be recorded on the menu.

Families are permitted to provide treats for special occasions. Please note that the items must be prepackaged and be aware of any allergies in the classroom. Some of our centers are peanut free.

If a child requires a special diet, meals prepared in that child's home are permitted with a doctor's note. Please note that this does not apply to all children and discuss this need with your director. Again, please be aware of any allergies in the classroom when making an individual lunch.

Nutrition Schedule (may vary slightly for each center):

Breakfast: 7:30-8:00 am: No outside food shall be brought in for breakfast.

Lunch: 11:00-12:00 pm

Snack: 2:30: - 3:15 pm

Siblings & Company Parent Handbook

BY SIGNING THIS DOCUMENT, I AM STATING THAT I FULLY UNDERSTAND THE PARENT HANDBOOK POLICIES SET IN PLACE. I UNDERSTAND THAT BY SIGNING, I AM ENTERING A CONTRACT AGREEMENT AND COMPLY WITH ALL POLICIES WITHIN THE PARENT HANDBOOK.

PARENT SIGNATURE *DATE*

_____ _____

_____ _____