



Veterans Park District Preschool Parent Handbook 2020-2021



Veterans Park District Preschools

Bulger: 1601 Hirsch Street Melrose Park, IL 60160
Veterans Park Preschool: 112 N. Wolf Rd. Northlake, IL 60164

Revised 7/13/20

Administration Office
44 W. Golfview Drive
Northlake, IL 60164

Executive Director
William Otte



Commissioners
Thomas D. Olson, President
Ronald W. Boscacay, Vice President
Diane Sampson, Secretary
Mary Copher, Treasurer
Orlando Velasquez, Commissioner

Mission Statement: *We are dedicated in providing a safe and nurturing environment where all children develop socially, physically, intellectually, and emotionally. Veterans Park Preschool provides opportunities for children to learn through play and through hands on experiences that encourage children to ask questions, explore, use their creativity, and problem-solving skills. Our program recognizes the essential role of the parents/guardians in their child's education; therefore, maintain professional relationships with all our families to build a community within our preschool.*

Dear Parent(s)/Guardian(s),

We would like to take this opportunity to welcome you and your family to our preschool program. We are excited that you will be joining the Veterans Park Preschool Family and appreciate those returning for another school year.

Preschool is the beginning of your child's education journey and we are dedicated in providing an unforgettable experience that will last a lifetime. Early experiences are vital to your child's growth and development. Early childhood experts agree that personality, identity, and language are largely formed by the time your child is six years old.

Our preschool program offers the ideal environment for you and your preschooler. Imagine your child being inspired daily by dedicated teachers, meeting new friends, singing, dancing, creating art, and much more! Our Creative Curriculum is organized by weekly themes, which promotes development in different areas through the use of play. Curriculum includes literacy, music, dramatic play, math, science, small motor and large motor. Through these areas of curriculum, children develop academically, physically, and socially/emotionally.

It is our privilege to be a part of your child's education and to prepare them for their future learning experiences. We are committed in providing the tools necessary for every child to reach their potential and discover their creativity and talents.

The preschool staff is readily available to provide support for all our families. We would like to thank you for giving us the opportunity to be a part of your child's education journey!

The purpose of this handbook is to share information and ideas with parents to promote understanding of our preschool program and foster a spirit of cooperation between parents and staff. We hope you will find it useful as an orientation to our school.

Sincerely yours,

Veterans Park District Preschool Staff

STAFF

All Veterans Park District Preschool staff consists of credentialed and/or certified teachers which meets or exceeds the licensing requirements set by DCFS. Teachers are chosen on the basis of their educational professionalism. This includes having or working on their formal education such as, Associate or Bachelor of Arts Degree in Early Childhood /Child Development, as well as their ability to teach and respond in a warm and understanding manner. Our professional staff is responsible for planning and implementing a developmentally appropriate curriculum for each age level. Veterans Park District Preschool supports the professional development of the staff by offering a variety of training options. Our staff is required to be certified in CPR, First Aid and AED. We abide by all DCFS ratios; see DCFS “Summary of Licensing Standards for Day Care Centers”.

PRESCHOOL CONTACT INFORMATION

The following contact information for each preschool is as follows:

<u>Location</u>	<u>Address</u>	<u>Phone Number</u>
Bulger Preschool	1601 Hirsch, Melrose Park, IL 60160	(708) 538-0101
Veterans Park Preschool	112 N Wolf Road, Northlake, IL 60164	(708) 531-1077
Director of Early Childhood & Youth Programming: Tricia Moskal	1601 Hirsch, Melrose Park, IL 60160	(708) 731-5290 office (708) 345-2720 fax tmoskal@vpdpark.org

CURRICULUM

Our Creative Curriculum is organized by weekly themes, which promotes development in different areas through the use of play. Curriculum includes literacy, music, dramatic play, math, science, small motor and large motor. Through these areas of curriculum, children develop academically, physically, and socially/emotionally.

Teachers use Illinois Early Learning and Development Standards to plan weekly themes with reasonable expectations of children’s development in the preschool years. These standards are aligned to the Illinois Kindergarten Standards and Common Core State Standards to promote readiness for Kindergarten. Teachers also use the Get Set for School Readiness and Writing Curriculum for Pre-K. This program addresses children’s diverse learning styles in fun, engaging, and unique multisensory lessons. These lessons also provide support and strategies for English Language Learners. Lessons address general readiness, alphabet knowledge, letter/number recognition and formation, counting, drawing, shapes, and colors.

REGISTRATION REQUIREMENTS

The Veterans Park Preschool accepts children ages 3 through 5. All children must be **COMPLETELY** potty trained (pull-ups or diapers are not allowed.) Children must turn 3 on or before September 1st to be eligible for preschool. Parents must read, sign, and date **all forms** in their entirety in the preschool application before a child can register. Once a class is filled, a waiting list will be established, and families will be contacted to fill any openings. The following checklist is due at registration for your child to be admitted to the preschool program.

- Completed Preschool Application
- Child's Birth Certificate
- Medical Form: An Illinois Certificate of Child Health Examination must be completed and dated no older than 6 months before the first day of class. Current immunizations, TB and Lead test is required. Parents must complete the Health History and sign the statement giving permission for information to be shared with appropriate personnel for health and educational purposes.
- Signed receipt of summary of DCFS licensing standards
- An I.D with your current address and a bill with your name and address
- Non-Refundable Registration Fee and First Months Tuition required
- All forms must be handed in by the required date or your child will not be able to begin preschool.

Preschool Registration Offices Contact Information:

Grant Park (708) 343-5270
44 W. Golfview Drive
Northlake, IL

Leoni Complex (708) 716-4822
800 N. 17th Ave.
Melrose Park, IL

ARRIVALS & DEPARTURES (ENHANCED FOR COVID-19)

All children will be dropped off at the front entrance of the preschool building. Parents, guardians, and authorized persons are not allowed to enter the classroom. The following procedures must be followed when dropping off and picking up your child:

- Face masks are required to be worn by adults and children when dropping off and picking up.
- We ask that you drive **slowly** both when dropping off and picking up your child. Please pay close attention to children in this area. We ask that parents hold their child's hand when walking to or from the entrance or parking area.
- **NEVER** leave children in vehicles or leave vehicles running.
- Please be considerate of others during drop-off and pick-up.
- Parents/guardians/authorized persons will be allowed to enter the foyer area of the preschool building, ONE at a time.
- Only ONE parent or guardian will be allowed to drop off and pick up at the entrance of the preschool. All other persons must wait outside or in their vehicle.
- Upon entering the preschool foyer, parents and children will have their temperature taken and a VPD Daily Health Assessment Form will be filled out to ensure they have no signs or symptoms of illness related to COVID-19. If symptoms are found or temperature is 100.4 degrees or higher, the child will not be permitted in class. A physician's note will be required for the child to return.
- Upon entering the classroom, children will be required to wash their hands for a minimum of 20 seconds as recommended.

AUTHORIZED PICK-UP PROCEDURES

Your child can be released only to adults designated by you on the Authorized Pick-Up list. Persons not known to the staff will be required to provide a current and valid photo ID (driver's license, state issued ID or other form of photo ID to establish identity) at the time of pickup.

If someone other than those authorized must pick up your child for any reason, we must be notified **in writing** from the parent/guardian listed on the preschool application. The note from the parent/guardian must include the following information: The adult's full name, address as it appears on their photo ID and signed permission to allow this person to pick up their child.

Please Note: Veterans Park District Preschool will NOT release a child without a written note or speaking directly to the parent/guardian.

ABSENCES/EARLY PICK-UP

Please notify your child's teacher if your child will not be attending school due to illness, vacations or any other reason. We also ask that you inform the teacher if you will be late dropping your child off or picking them up early.

CONFIDENTIALITY

Veterans Park District Preschool respects the right of each family to privacy and confidentiality regarding all health, behavioral and developmental records and information concerning their child. All staff must maintain in confidence all information relating to a child and/or family or situation relating to a child and/or family other than with an appropriate individual (i.e. preschool director, recreation supervisor or other staff) If your child is involved in an incident with another child, we will not reveal your child's identity to the parents of the other child without your prior written consent, except as required law.

RELEASE OF PERSONAL INFORMATION

The Veterans Park District Preschool will not release information about your child to any person, organization or agency without a signed, written consent from the parent/guardian, unless otherwise required by law. Please see Preschool Director for forms

PORTFOLIOS

Throughout the year our teachers will be collecting observations and work samples of each child to include in their portfolio. At Parent and Teacher conferences, the teachers will go over the child's progress based on the observations, assessments, work samples and the child's portfolio, in addition to the stated goals and objectives of the curriculum. Parents must keep in mind that every child learns at their own pace and our Portfolios are to show each child's progress from the beginning of the year to the end. We are here to support each family and answer any questions regarding their child's development.

COMMUNICATION

Parent/Staff Communication: The preschool program at Veterans Park District will be communicating with parents through email and phone only. We welcome parents to ask questions at any time and if there are any concerns or issues to please speak with the Preschool Director. Because we take parents' concerns seriously, the teachers and director will work together to create a plan to address your concerns. We will be happy to schedule an appointment for a phone conference.

Go Paperless: Veterans Park District Preschool primarily uses email and phone as the main communication tool. It is very important to provide us with your **current email address** at all times. Information such as newsletters, menus, closed days, tuition reminders, etc., will be emailed to the parent/guardian. Please make sure you inform the preschool teacher if you are not receiving any correspondence or if there are any changes to your email address.

Parent Board: Parent Center Boards are intended as a way of communication to keep you informed, please check them daily. They are located at the entrance of each preschool. Parent Boards include menus for lunch and snack, newsletters, the class schedule, school calendar and any other notices for parents. Most of these documents can be found in the parent handbook or emailed upon request.

Snack & Lunch Menus: Our preschool provides snack for all children and hot lunch for full day students. Monthly snack and lunch menus will be emailed and posted on the Parent Board.

Parent Teacher Conferences: Twice a year all parents will have the opportunity to speak with their child's teacher formally over the phone. The parent and teacher conferences allow the parent to discuss in depth their child's educational experience. The teacher will answer any questions regarding their child's progress, and they will be able to view their portfolio showing the progress they have made. (*conferences will be held virtually*).

Program Evaluations: To better serve the needs of our community, the preschool teachers will distribute evaluations for parents to make recommendations and evaluate our program. We always welcome any ways to improve our program.

PERSONAL BELONGINGS/VALUABLES

Personal belonging and valuables including, but not limited to, guns, toys, electronics, money, valuable jewelry, expensive clothing, and shoes etc. are not allowed inside the preschool classroom. Trading cards (Pokémon, Baseball, etc.) of any kind are not allowed.

Please note: The Veterans Park District Preschool does not accept any responsibility for any child's item that is lost, broken, misplaced, stolen, or loaned to other children and/or staff.

TUITION INSTRUCTIONS

- Tuition payments are due monthly on **last service day of the month, one month in advance**. The same monthly payment due dates also apply to families receiving assistance from Action for Children. If a payment is due during a Holiday Break, check to see which park locations are open for payment or you may pay before the break begins. See due dates for the school year below.
- The fees are based on a full 9-month program tuition and are broken up into monthly payments.
- Payments can be made in advance, however if a payment is late, **an additional \$30.00 per child** will be assessed every week payment is not made.
- A child will be placed on Pause (see pause procedure below) after **1 week** of non-payment, unless a payment plan is approved by the Preschool Director and Executive Director.
- NO credit/refund is not given for absences, holidays, emergency closings, vacations taken by families, moving out of the area, weather, days missed due to illness or discontinuing in the middle of the school year. There are no tuition refunds given for partial attendance.
- Payments can be made with Cash, Check or Money Order (made out to Veterans Park District ONLY). We also accept Visa, MasterCard, AmEx or Discover.

- You may stop by any of the preschool registration offices (see Registration Requirements section) to pay in person or call to pay over the phone. **It is strongly suggested you call before stopping in as hours and days open can vary per location.**

The tuition due dates for the **2020-2021** school year will be as follows:

September Tuition	DUE AT REGISTRATION
October Tuition	Due by Wednesday September 30
November Tuition	Due by Friday October 30
December Tuition	Due by Monday November 30
January Tuition	Due by Wednesday December 30 (park open for payments)
February Tuition	Due by Friday January 29
March Tuition	Due by Friday February 26
April Tuition	Due by Wednesday March 31
May Tuition	Due by Friday April 30

LATE PAYMENTS

A **\$30.00** per child late charge will be applied to tuition every week payment is not made. Please make sure you make payments by the due dates and that you receive a receipt.

LATE PICK-UP

It is important you or your designated pick-up person be on time. Parents/guardians/designee who is late picking up their child/children will be charged \$5.00 for the first 10 minutes from time of dismissal and \$2.00 for each additional minute.

If you are running late, please notify your child’s teacher or the Preschool Director. If no call is received, the teachers will call the child’s parents and if no contact is made, we will proceed with those on the emergency list. If within 45 minutes the preschool staff does not get in contact with a parent/guardian or persons on the emergency list, outside authorities such as, the child abuse hotline, police, and so forth will be contacted.

Please Note: The Veterans Park District Preschool reserves the right to suspend, refuse or discontinue service to any family with *three or more* late pick-ups within a one month period.

PAUSE PROCEDURE

A child will be placed on pause after **2 weeks** of non-payment, unless a payment plan is approved by the Preschool Director and Executive Director. After a child is paused from the program, full tuition payment is required up to the last day the child attended, including any late fees accrued. It is at the discretion of the Preschool Director and Executive Director to re-instate a child after a Pause procedure has occurred and full payment has been made. Please make sure you receive receipts of all your payments and late fees for you records. There is **NO** credit given for school holidays, power outages, vacations taken by families, moving out of the area, weather, days missed due to illness or discontinuing in the middle of the school year. There are no tuition refunds given for partial attendance.

GRADUATION & REINSTATEMENT

I acknowledge and understand that my Preschool Balance must be paid in full by the final tuition due date in April. If my balance is not paid in full my child will not be able to participate in the preschool graduation. Any family who has an unpaid balance will not be allowed to attend the upcoming school year or register for any park programs in the future (this includes ALL family members in the household).

ACTION FOR CHILDREN CLIENTS

The Veterans Park District Preschool accepts subsidy payments from the state. To determine eligibility the parent is instructed to call Action for Children and inquire about the program and obtain the proper paperwork. It is the state's determination whether a family is approved for subsidy (by income qualifications). Regular tuition rates and payments are required until a valid approval letter is sent to the preschool. If approved, the preschool requires the client to pay the difference between what the state pays and what Veterans Park District charges for tuition. This will be different than the determined "parent co-payment" issued by the state. The amount owed will differ from month to month based on the amount of service days in each month. The preschool distributes the monthly charges at least one week prior to the beginning of a new month. Any questions can be forwarded to the preschool director. All clients, including subsidy clients, are subject to late fees for past due tuition. For rate information, please call the preschool director.

DISCONTINUING FROM PROGRAM

Should at any time, you need to discontinue from the program please contact the preschool director. We require a 2 week WRITTEN notice given to your child's teacher or emailed to the preschool director. This will allow us to transition the child out of the program properly. If notification of withdrawal is not given, billing will continue. If you would like to return to the program after withdrawing and space is still available, you must wait 6 weeks after your child's last day and re-register with a \$100 registration fee and first month's tuition.

EMERGENCY CLOSINGS

The Veterans Park District preschool will hold all scheduled classes and times under normal circumstances. However, some things are beyond our control, such as power outages, lack of heat, lack of water, and/or severe weather conditions. In case of an emergency that necessitates the closing of the preschool during hours of operation, parents will be contacted to come pick-up their child immediately. In the event of inclement weather conditions or other emergencies where the preschool will be closed, the preschool director will send an email to all families informing them of the closure. Parents can also check the Veterans Park District Preschool Facebook page at <https://www.facebook.com/vpdpreschool> for information on preschool closings.

The preschool also participates in the EMERGENCY CLOSING CENTER. Listen to WGN Radio 720-AM, WBBM Radio 780-AM or watch CBS Ch 2, NBC Ch 5, ABC Ch 7, FOX32, WGN-TV, or CLTV cable for closing information. You can also check our status on www.emergencyclosings.com. There is no refund or credit for these unforeseen closures due to facility issues or inclement weather.

SCREENING & MONITORING OF CHILDREN AND STAFF FOR COVID-19

The guidelines for monitoring symptoms of COVID-19 for staff and children are as follows:

- Upon arrival, staff and children must wash their hands for at least 20 seconds.
- Staff, children and authorized drop off persons must fill out a VPD COVID-19 daily health assessment form to ensure they have no symptoms or have not been in contact with someone who has COVID-19.
- If staff or children has a temperature (100.4 or above), they will be sent home and asked to contact a health professional. All temperatures will be recorded and logged. Prior to returning to the preschool, a physician's note will be required clearing them to return.
- No visitors will be allowed into the preschools unless it is necessary for the health, safety and education of children. Visitors who are allowed to enter will be required to wear a mask, their temperature will be taken, and a VPD COVID-19 daily health assessment form will be completed before entering.

ENHANCED OPERATIONAL PLAN FOR PPE

The following procedures for personal protection equipment (PPE) must be followed by staff, families and any person entering VPD preschool buildings:

- Staff must always wear a mask or face shield when in the facility and outdoors if social distancing cannot be maintained.
- Children must wear a face mask when arriving and leaving the preschool, when in hallways and in the classroom (as practicable). Masks are not required when children are eating, napping, or playing outdoors.
- All parents, guardians and designated persons must wear a mask when dropping off or picking up.
- Non-permeable gloves must be worn when checking temperatures, serving food or dealing with wounds.

CLEANING, HYGIENE AND HEALTH PRACTICES FOR COVID-19

Cleaning and disinfecting in VPD preschool classrooms will take place at increased frequencies following these guidelines:

- Classrooms and entryways will be cleaned and disinfected before, after and in between part day preschool classes.
- All high touch surfaces including doorknobs, toilet handles, sink handles should be cleaned every two hours. Computer components and telephones should be wiped down before each use.
- All classroom tables, chairs, shelves and toys shall be cleaned at the end of each day.
- Classrooms with half day classes will be cleaned in between use by different groups.
- No soft or plush toys will be permitted.
- During nap/sleep time, children's cots should be separated by either 6 feet or non-permeable barrier to separate napping children.
- Children and staff should wash their hands before and after playground use. Playground toys (balls, etc.) should not be shared between classrooms.

ILLNESS PROCEDURES

In an effort to maintain a safe environment and to keep all children healthy and free from contagious disease, we request assistance from parents on the following:

- All children attending preschool must be in good health. If symptoms of illness are present at home, you should not bring your child to class.
- Please notify the preschool when your child is ill, so we can be alert to similar symptoms in other children. Contact your preschool site and leave a voicemail or email message for your child's teacher.
- Children may be sent home for the following symptoms or conditions and a physician's note may be necessary to return to class:
 - Fever with a temperature of 100.4 degrees or higher or change in behavior (**Must be fever free for 72 hours to return**).
 - Loose stools (diarrhea) with two or more episodes.
 - Vomiting with two or more episodes within the last 24 hours.
 - Conjunctivitis (pink eye) with discharge
 - Rash (sometimes) associated with other signs of illness.
 - A specific contagious disease such as whooping cough, strep throat, scabies, chicken pox, mumps, measles, ringworm, impetigo, scarlet fever, etc.
 - Head Lice
 - A child who has received stitches, who has a broken bone, underwent surgery of any sort or who has injured his/her teeth.
 - Any illness or injury, which prevents the child from participating comfortably in preschool activities.

The preschool will notify all families in writing of any illness that may be present in their child's classroom while maintaining confidentiality. We will specify the date of illness, symptoms to watch for and the incubation period.

ISOLATION AND DISCHARGE OF SICK CHILDREN & STAFF DUE TO COVID-19

- If a child or staff member becomes ill while at preschool, it must immediately be reported to the preschool director.
- Parents of the child will be called, and the child will be moved to a designated separate space in the classroom or director's office to go home. Staff members who are ill will be sent home immediately. Symptoms of COVID-19 include, fever (100.4 or higher), chills, sore throat, runny nose, cough, shortness of breath, muscle aches, headache, vomiting and diarrhea.
- If a staff member or child has symptoms of COVID-19 and it is determined by a medical provider that they most likely do not have COVID-19, the staff or child can return if the following are met:
 - a. **No fever for 72 hours without the use of fever reducing medications.**
 - b. **Negative test for COVID-19 or;**
 - c. **A note from a medical provider documenting no clinical suspicion of COVID-19.**

- If a staff member or child has tested positive or is suspected to have COVID-19, the Park District will not identify the employee or child by name to ensure compliance with privacy laws. The following 3 requirements must be met to return:
 - a. **Individual is fever free without the use of fever-reducing medications for at least 72 hours.**
 - b. **Symptoms, including cough, have improved.**
 - c. **It has been at least 10 days since the onset of the individual's illness**
- Any staff or child who has had close contact with a person who has been diagnosed with COVID-19 should quarantine for 14 days and be tested for COVID-19 at a state, government, or health center.
- A VPD preschool incident report will be completed, signed by a parent/guardian and placed in the child's file any time a child show signs or symptoms of COVID-19 and is sent home. This procedure will also apply to staff members.
- Please review Section 407.310 Health Requirements for Children of the DCFS Licensing Standards in regard to health and use these as a guideline when deciding whether your child should attend class. Thank you for your cooperation in this matter.

COMMUNICATION PLAN FOR COVID-19

If a child, parent/guardian, or staff member has tested positive for COVID-19, the following communication procedures shall be followed:

- The staff or parent shall immediately report all known positive cases to the preschool director, who will then report the case to the director of recreation.
- The preschool director will contact the local DCFS licensing office by phone and IDPH at 1-800-889-3931 or dph.sick@illinois.gov immediately upon being informed of anyone at the preschool center being exposed to COVID-19 and follow-up in writing to the local DCFS licensing office.
- Families will be also be expected to immediately notify VPD if someone in their home tests positive or if the child has been in close contact with a positive case.
- VPD administrative staff will work together with the local health department to determine the need for facility closure.
- All families and staff will be contacted via email regarding any positive cases that have been found at the preschool while maintaining confidentiality.

PROVISIONS FOR EMERGENCIES

By signing and agreeing to the Emergency Care Release in the Preschool Application you hereby authorize the Veterans Park District, their employees and agents to provide emergency medical assistance or to arrange for and consent to on your behalf immediate medical treatment by a licensed or certified physician or other medical personnel for your child whenever the authorized Park District personnel believes such emergency medical assistance is necessary to protect the health, safety and welfare of your child. Please be sure you provide us with accurate and all information regarding your child's medical needs and health conditions.

In case of a non-medical emergency the preschool staff will contact parents/guardians. In case parents/guardians cannot be contacted, the Emergency Contacts persons will be contacted. **Please update phone numbers, emails and emergency contacts by notifying the preschool director.**

Our preschoolers will use all the play equipment and participate in all the activities of Preschool. By signing the policy in the registration packet, you grant permission for your child to leave the preschool/park grounds under supervision of preschool staff members for a neighborhood walk and visit.

MEDICATION

The preschool only administers medication for life maintenance purposes, such as an epi-pen for a specific allergic reaction or an inhaler for asthmatic. The following is required for medications:

- A written physician note confirming such condition with details including proper dispensing of the medication, schedule, directions for administering the medication and possible side effects should be noted.
- A Medication Permission Form must be signed by parent and will remain confidential in the child's file.
- Depending on the child's medical condition and type of medication, parents may be required to participate in a meeting to train the teachers on proper administration of the medication.
- Medications must be in its original container and clearly labeled with the child's first and last name, name of the clinician, expiration date, and manufacturer's instructions.
- Medications that are vital to a child's health, such as asthma inhaler or epi-pen for severe allergic reactions are kept in the classroom secured in the first aid bag, in a locked cabinet or a lockbox in the refrigerator if necessary. Medications can only be administered by the staff in amounts and at times listed on the labels.
- Staff will keep a medication log detailing date and times that the medication was administered.
- **Please Note:** All other medications will not be administered by staff, which includes all over the counter medication as well as prescription antibiotics. Please consult with your physician regarding alternative medications, such as 12-hour antibiotics or suspension liquids that do not have to be taken during school hours.

TOILETING PROCEDURES

Children that are not potty trained will immediately be sent home until the parent feels confident that the child is properly potty trained. This includes being able to use the toilet by him/herself, cleaning him/herself after a bowel movement, and washing their hands after using the urinal or toilet.

If your child has an accident:

- Parents will be required to pick up their child immediately.
- The child will not be admitted back into class until he/she has been taken home, cleaned, and dressed in dry, clean clothes and shoes.
- If there are repeated accidents, parents will have a meeting with the preschool director and the child's instructor. It will be determined at that time if your child will be sent home until they are toilet trained or some other intervention is taken.
- No refund will be given for days due to bathroom accidents. While accidents happen, it is expected that your child is able to take care of their toileting needs before they are registered for preschool.
- Diapers or pull ups are not allowed.

FIRST AID

If a child incurs minor cuts, bumps, bruises, scrapes, etc., the staff will administer basic first aid and completes an accident report. Basic first aid procedures consist of soap, water, band-aids and ice packs only. All staff in the preschool is certified in First Aid/CPR/AED.

Any topical product such as sunscreen or insect repellent, requires a consent form signed by the parent.

FOOD & NUTRITION

All children enrolled in the half day preschool program will receive a mid-morning or afternoon snack, depending upon class time. All children enrolled in the full day preschool program will receive a mid-morning snack, hot catered lunch, and an afternoon snack. Each snack and meal is served with juice or 1% milk. All food is provided by Veterans Park District.

No outside food is allowed unless there is a Medical Exception Statement for Food Substitution form filled out and signed by your physician (see Preschool director for form.) The physician note must state a legitimate reason as to why the child cannot have the snack or lunch served by the preschool. An alternate food must be provided by the parent and clearly labeled with the child's name and cannot be shared with other children. It is important that you inform your child's teacher if your child suffers from a food allergy.

CHILDREN WITH ALLERGIES

If your child has an allergy, please inform the teachers and director. A Medical Exception Statement for Food Substitution form must be signed by your child's physician before an alternative food or beverage can be brought from home. Reasonable accommodations will be made to maintain areas used by children who have allergies to dust mites or to furnishings or supplies according to the recommendations of health care professional. If it is determined that the child cannot successfully participate in the program without altering the essentials of the program, the parents will be advised, and appropriate referrals will be made.

Please Note: Veterans Park District is a PEANUT SAFE ZONE. We do not serve peanuts and peanut products are not allowed into the program. It should be recognized that this will reduce but not eliminate the risk of accidental exposure.

BIRTHDAY CELEBRATIONS

For health safety concerns and to avoid classroom cross contamination, NO FOOD is allowed for in-class birthday celebrations. We will celebrate you child's special day with a birthday crown, poster, and/or special card and the group will sing the "Happy Birthday" song. There will also be **NO outside gifts or goodie bags allowed in the classroom.**

Please note: Any cakes, cookies, candies, toys or gift bags will not be accepted for distribution in the classroom and will be returned to the parent.

INSURANCE

Veterans Park District carries Legal Liability Insurance in the amount of \$8,000,000 per each occurrence

PRESCHOOL BEHAVIOR POLICY

Preschool plays an important role in teaching children social skills and how to interact appropriately with each other. Teachers incorporate these skills in the curriculum by modeling good manners and showing children how to respect each other. They work hard at preventing behavioral problems by arranging the classroom environment, so children are able to work in small groups and have large choice of activities. Teachers are also trained to direct behavior along appropriate channels and give ample praise for appropriate behavior. All parents and staff members sign a statement of understanding in regard to the Veterans Park Preschool Behavior Policy, included as part of your child's enrollment packet, so that a clear understanding exists between both parties. Therefore, our behavior policy is as follows:

1. The teacher will give a **verbal reminder** of the rules and explain to the child why their behavior is not appropriate.
2. If the behavior is demonstrated again, the child will be **re-directed** to another activity.
3. If that does not deter the repeated behavior, the child will be directed to a quiet area of the classroom to **"sit and think"** about what they have done (not to exceed one minute per year of the child's age.)
4. If the action or behavior is repeated after sitting out, a behavior report will be written, and the parent/guardian will be notified of their child's behavior, which must be signed at pickup.
5. After **three behavior reports**, a meeting will be held with the parent/guardian to review a behavior plan has been drafted by the Director of Early Childhood and the child's classroom teacher(s). The parent/guardian is required to attend this mandatory meeting with the Director of Early Childhood and teacher(s) to discuss the behavior(s) and new behavior plan.
6. If the inappropriate behavior(s) continue(s) after the meeting and the new behavior plan is implemented, resulting in **two more behavior reports** being written, another mandatory meeting will be held to discuss an alternative behavior plan. Additional resources will be recommended to assist in the improving the behaviors.
7. If the inappropriate behavior(s) continue(s), resulting in **two more behavior reports** being written, the child will be **transitioned** from the Preschool Program under the direction of the Executive Director. Resources will be provided to the family for the transition.

* In all instances, when the Executive Director decides that it is in the best interest of the child to transition out of the program, the child's and parents' needs shall be considered by planning with the parents to meet the child's needs when he or she leaves the facility, including referrals to other agencies or facilities. (407.250 Enrollment and Discharge Procedures of the DCFS Standards)

* If a child poses a direct threat to the health and safety of other children, staff or him/herself the parent of the child and the local police will be notified immediately. **Termination will be in effect immediately**, at the discretion of the Director of Recreation and/or Executive Director.

VISION AND HEARING SCREENINGS

In Compliance with DCFS Section 407.310(d), each Spring the Township of Proviso conducts vision and hearing screenings to each preschool student. If the personnel conducting the screening finds the child needs further vision or hearing examination, they will provide a referral that the preschool staff will send to the child's family.

PEST CONTROL

Pest Control will be performed by a licensed pest control technician employed by the Illinois Department of Public Health on an as needed basis. If pest control is needed, notifications will be displayed at least 2 days in advance. Children will not be present at the time of pesticide applications.

CHILD ABUSE & NEGLECT POLICY

All Veterans Park District staff, regardless of position, are mandated reporters of any suspected child abuse and/ or neglect; in accordance with Illinois state law. The preschool is required to have a written policy indicating compliance with the law. A child is considered neglected if he or she is not provided with adequate food, clothing, medical attention or protection. If any of these conditions are suspected, the preschool is required to file a report with DCFS. It is not the place of staff to determine if a child is or is not being abused and/ or neglected, but rather only to report the suspected abuse and/ or neglect to the proper authorities. Failure to report any suspected child abuse and/ or neglect can result in criminal charges being brought up against the preschool and any involved staff members. If any staff member observes signs of suspected abuse and/ or neglect, the staff person must indicate this in a written observation and immediately report the findings to the preschool administrative staff. A staff member will seek to inform the parent/ guardian of the situation and try to secure cooperation when a report must be filed to DCFS. The parent or guardian's explanation of the child's situation will be recorded along with the staff member's observation. The observation will be immediately reported to DCFS with or without parent involvement. If a parent or family refuses to talk with the staff about the child's situation, or a child does not attend school after inquiries have been made, an additional report to DCFS will be made. **IMPORTANT:** If a parent shares with the staff his/her concern that he/she may be abusing their child, the staff will work to help the parent receive the appropriate services and will support the family in reporting the situation to DCFS.

PHOTOGRAPH AND VIDEO USE

Photographs and video footage are periodically taken by Veterans Park District Staff or contracted photographers of persons, including children, participating in Veterans Park District programs, activities, attending Park District classes and events, or using District facilities or property. It shall be the policy of the Park District that by registering oneself or by registering one's child for a program, class, or participation in an activity, attending an event, or using Park District facilities or property, the participant expressly authorizes the Park District to use photographs and video footage of that person(s) for promotional purposes in District publications, advertising, marketing materials, brochures, event flyers, the Park District's website and social media (including Facebook, YouTube, Instagram, Twitter, and other social media sites that may be operated or utilized by the District), without additional notice or permission of those persons and without any compensation. All photographs and videos shall be the property of Veterans Park District. Photographs and videos of children, including preschool children, shall not include the child's first and last name with the express consent of the child's parent or guardian. Photographs and videos shall never be taken in bathrooms or changing areas.

Persons not wanted to be photographed or videotaped, or not wanting their children to be photographed or videotaped, must inform the photographer, videographer, instructor or other Park District staff member of their desire not to be photographed or videotaped.

Notification of the Park District Photograph and Video Policy and participant's consent shall be included in all Veterans Park District brochures.

For the safety and protection of the children, each classroom is equipped with and utilizes surveillance cameras.

STATEMENT OF UNDERSTANDING

At the time of enrollment, you must sign a statement of understanding indicating your intent to read and adhere to all policies in the parent handbook, and any subsequent amendments. From time to time policies are reviewed, added or changed. If so, the change will be issued to all families to attach to their existing handbook.

PRESCHOOL CALENDAR 2020-2021

There will be NO CLASS on the following Dates:

October 12th - Columbus Day

November 11th - Veterans Day Observed

November 25th - Parent Teacher Conferences

November 26th - Thanksgiving Break

November 27th - Thanksgiving Break

December 21st to January 1st - Winter Break
(Classes resume on Monday, January 4, 2021)

January 18th - Martin Luther King Day

February 15th - President's Day

April 2nd - Commissioner's Day

April 5th - April 9th - Spring Break
(Classes resume on Monday April 12th)

Supply List: Veteran's Park Preschool

Class supplies will NOT be shared by everyone in our classroom.
Please Label Them

- ◆ 1 box of **Classic Crayons** (8 in a package)
- ◆ 1 box of **Washable Markers** (8 or 10 pack **broad line** markers)
- ◆ 1 Pack **Fine Point Dry Erase Markers** (any color or brand)
- ◆ 2 large **Elmer's** glue sticks
- ◆ 1 bottle of **Elmer's bottle glue** (4 oz. ea.)
- ◆ 2 Rolls of **Paper Towels**
- ◆ 2 Boxes of **Gallon Ziploc** Bags
- ◆ 2 Boxes of **Quart Ziploc** Bags
- ◆ 1 pack of unscented baby wipes
- ◆ 1 **Backpack** - large enough to put in 8 X 11 size papers
 - (Please put first and last name inside bag)
- ◆ A **Change of Clothes (at least one of each item)**: pair of socks, underwear, pair of pants, & a shirt. Please have these items in a Ziploc bag with your child's name written on it. If possible, please also write your child's name or initials inside the labels of the clothes too.
- ◆ 2 **Face Masks**
- ◆ **FULL DAY STUDENTS**: Please supply a **SMALL** pillow and a **SMALL** blanket for nap time.