

RLAPD Child Care Center Preschool



Dear Families,

Welcome!

You are now part of our Round Lake Area Park District Preschool family. Our programs offer a relaxed and casual setting geared to the needs and interests of each child and each family who is part of our school. We try to take into consideration individual differences and special abilities as well as family cultural patterns. If you should wish at any time to speak with us, please contact Joan Ellis at 847-886-5085. This will allow us the opportunity to become acquainted and to discuss ways to provide optimum learning opportunities for your child.

This parent handbook was written to clarify our operating policies and procedures. Please review the contents of it carefully. You are responsible for reading and understanding its contents. If you should have any questions or concerns, please feel free to contact us.

We thank you for allowing us to join with you in providing nurturing care and early education for your child. We look forward with eagerness to the school year ahead.

Sincerely,

Joan Ellis, IDC, Preschool Manager
And the entire Preschool Staff

GENERAL INFORMATION

Started in 1978, the preschool program is operated in the spacious Community Center facility. The school is licensed by the Department of Children and Family Services (DCFS) and each lead teacher is a DCFS Certified Early Childhood teacher.

Address and Telephone

Round Lake Area Park District
Preschool
814 Hart Road, Round Lake, IL 60073
847-546-8558

Hours of Operation

Full-Day Preschool: 9 am – 3 pm

- Extended Care: 6:45 am – 6 pm

Half-Day Preschool:

- Morning: 9 am – 11:30 am

Mini Classes: 9:15 – 11:15 am

Child Development Center Administrative Staff

Preschool Manager

Joan Ellis: 847-886-5085

joan_ellis@rlapd.org

Superintendent of Recreation

Katie Gamroth: 847-886-5080

katie_gamroth@rlapd.org



Is This Preschool Right for You?

Choosing a preschool for your child is a BIG decision, and we want to make sure that we provide you with as much information as we can for you to make the most informed decision when choosing a place to entrust your child.

An important question you can ask yourself: "Is my child ready for preschool?"

Here at Round Lake we begin preschool at two years of age and look for developmental milestones in social/emotional, language/communication, movement/physical, and cognitive development from the CDC for ages 2, 3, 4, and 5. These guidelines, as set out by the CDC (the entire list can be found at www.cdc.gov/ncbddd/actearly/milestones/index.html), help us to determine if our program is the best for you and your child to have a fun and safe learning experience. Here are a few that each age group that we look at:

2-year-olds: What most children do by this age

- Social and Emotional
 - Copies others, especially adults and older children
 - Gets excited when with other children
 - Plays mainly beside other children, but is beginning to include other children, such as in chase games
- Language and Communication
 - Points to things or pictures when they are named
 - Says sentences with 2 to 4 words
 - Follows simple instructions
- Cognitive (learning, thinking, problem-solving)
 - Begins to sort shapes and colors
 - Completes sentences and rhymes in familiar books
 - Follows two-step instructions such as "Pick up your shoes and put them in the Closet."
- Movement and Physical Development
 - Stands on tiptoe
 - Walks up and down stairs holding on
 - Throws ball overhand

3-year-olds: What most children do by this age

- Social and Emotional
 - Takes turns in games
 - Shows concern for a crying friend
 - Copies adults and friends
- Language and Communication
 - Follows instructions with 2 or 3 steps
 - Talks well enough for a stranger to understand most of the time
 - Understands words like “in”, “on”, and “under”
- Cognitive (learning, thinking, problem-solving)
 - Can work toys with buttons, levers, and moving parts
 - Does puzzles with 3 or 4 pieces
 - Turns book pages one at a time
- Movement and Physical Development
 - Climbs well
 - Runs easily
 - Pedals a tricycle

4-year-olds: What most children do by this age

- Social and Emotional
 - Enjoys doing new things
 - Would rather play with other children than by himself
 - Is more and more creative with make-believe play
- Language and Communication
 - Knows some basic rules of grammar, such as correctly using “he” and “she”
 - Tells stories
 - Sings a song or says a poem from memory
- Cognitive (learning, thinking, problem-solving)
 - Names some colors and some numbers
 - Starts to understand time
 - Uses scissors
- Movement and Physical Development
 - Hops and stands on one foot for up to 2 seconds
 - Catches a bounced ball most of the time
 - Pours, cuts with supervision and mashes own food

5-year-olds: What most children do by this age

- Social and Emotional
 - Wants to please friends
 - Can tell what's real and what's make-believe
 - Likes to sing, dance, and act
- Language and Communication
 - Speaks very clearly
 - Uses future tense
 - Says name and address
- Cognitive (learning, thinking, problem-solving)
 - Counts to 10 or more things
 - Can print some letters or numbers
 - Know about things used every day, like money and food
- Movement and Physical Development
 - Can do a somersault
 - Uses a fork and spoon and sometimes a table knife
 - Swings and climbs

Class Grouping

All preschool classes are divided according to the Child's age, social and developmental abilities. The ratio of Child Development Center staff to children present at any one time shall be as follows:

<u>Age</u>	<u>Staff</u>	<u>Children</u>
2 & 3 Year Olds	01	08
3 Year Olds	01	10
4 & 5 Year Olds	01	10

Toilet Training

Children who are 3 years of age should be working on being toilet trained. Children who are 4-5 years old should be fully toilet trained to attend preschool.

About Our Program

Philosophy

The Round Lake Area Park District Preschool's philosophy is "Learning through Play." At this early age, play is a child's work. Through play the child learns how to share, create, cooperate, interact and solve problems. We desire to create an atmosphere that will give children time to grow and room to explore, to experiment, to discover, time to play, and time to be a child.

We believe that each child develops emotionally, socially, cognitively, and physically at their own pace. Independence and communication skills are encouraged while self-esteem is enhanced by the basic concept that children learn most effectively through play.

Our Mission

The mission of the Round Lake Area Park District Preschool is to provide children and their families with a supportive, developmentally appropriate curriculum, and a safe, nurturing atmosphere in which children feel genuinely respected, gently guided, and free to explore the world in which we live.

Our Staff

Each classroom is assigned staff who are experienced early childhood educators, also trained and certified in First Aid and CPR. The lead teacher holds a minimum of one year of college with one year of experience and six credits in Early Childhood Education. On occasion, students from the local college or high schools spend time in our program, but they are not part of our staff ratio. All of our teachers participate in a continuous program of in-service education and studies for professional advancement to remain alert to the ever-changing needs of today's families and current research in the field. The Preschool is headed by one Manager, who reports to the Superintendent of Recreation for the Park District.

Daily Program

When the child enters his/her classroom, he/she is given the freedom to explore various learning activities and interest centers that have been prepared before his/her arrival. The children will have experiences in art, singing, games, storytelling, cooking, rhythm and movement, drama, pre-reading and pre-writing skills, science, math, music and nature. We suggest that your child be dressed in comfortable, washable play clothes that will allow them to move freely throughout the day. Although we use washable tempera paints and washable magic markers at school, these items may still stain certain clothing.

All curriculum is play-based with interest centers. Throughout the year, activities are planned around themes which incorporate all aspects of child development – social, emotional, physical and academic. Our approach to children’s learning and development is based on the recommendations of the National Association for the Education of Young Children, the Creative Curriculum and Illinois Early Learning and Developmental Standards.

Personal Items to Bring to Program

All Half-Day and Mini students need a backpack with a complete change of clothes and disposable diapers and baby wipes, if needed.

All Full-Day students are assigned a locker and should bring the following items in their backpacks:

- Cot-sized blanket. Full-day children have rest time from 12:30 – 2:30pm in their classrooms.
 - Please label with your child’s name
- Complete set of clothing.
 - Gym shoes in the winter when snow boots are worn
- Disposable diapers, ointment and baby wipes; if your child still uses them.

Toys from Home

Except for toys that are needed in the very opening days of school to help ease your child’s transition from home to school or toys brought in for “Show ‘n Tell,” we ask that you leave your child’s toys at home. If an item is brought to school, we are not responsible for it. Please, no guns, war toys, or other toys of destruction. *These items are not allowed in our school.*

Pick-Up & Drop Off

The Community Center, Pool and Nature Center are all very busy places making parking a challenge. Please park in the designated parking areas only. Parking along the sides of the parking lot create traffic hazards, please use the additional parking the back lot of the Community Center if needed. Please stop for all stop signs in our parking lot.

Drop Off

Children will be dropped off at our outside entrances. A visual health assessment and temperature check will be made by staff. Staff will apply hand sanitizer and walk the child into their classroom. Parents must sign their child in with time and initials.

Pick-Up

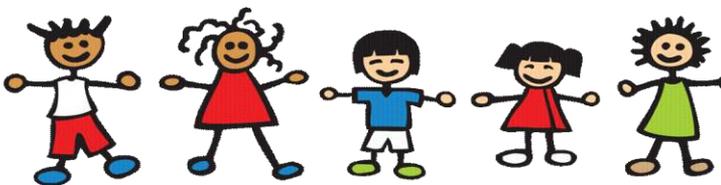
Children will be picked up at our outside entrances or designated pick-up spot. Parents or authorized persons picking up a child must sign their child out using a complete signature, not initials.

A child will be released from the Center only to the child's parents or guardians or to a person designated *in writing* by the parents or guardians.

- Staff is unable to release to any person, related or unrelated, who has not been authorized (*in writing*) by the parents or guardians to receive the child.
- Persons not known to staff will be asked to provide an Illinois Drivers License or photo identification card issued by the State of Illinois to establish identity before the child's release.

Absences

Please notify the office by 9:00 a.m. on the day of your child's absence.



Trips

Walking trips will be taken on occasion. These trips help a child become more aware of the community and also help to enrich their lives with new experiences in an unfamiliar setting. You will be notified of all trips in the monthly newsletter. Spontaneous trips to nearby parks will be sent out via email or class App.

Consent for Special Activities

Preschool students involved in other park district programs during the day must complete a "Consent for Special Activities" form and turn it in to their teacher. Forms may be picked up at the Preschool office. This form will insure that your child is escorted to and from the special activity, i.e.: tap and ballet. Children can only be escorted to activities which are held in the facility where they attend class.

Family Involvement

Both family and our program staff have a common interest in the child's well-being and because they share the tasks of care and education, it is important to establish and maintain positive relationships through communication, cooperation and collaboration. Children are the ones who benefit most from healthy, reciprocal relationships between teachers and families.

Addressing Concerns

Our program staff are always available to address any personal concerns that may arise by setting up individual conferences with our families. Parents should feel comfortable discussing problems with teachers, or to seek administrative help please contact Preschool Manager, Joan Ellis at 847.886-5085 or joan_ellis@rlapd.org.

Parent Advisory Council (PAC)

The Parent Advisory Council meets once a month with the purpose of providing input to the park district Preschool. The Council provides family activities throughout the year as well as fundraising activities that provide additional equipment, enrichment activities and educational opportunities for the Center staff. Any family that has a child enrolled in the Preschool is welcome to attend.

Orientations

Enrollment Orientation helps your child feel comfortable before they begin our Full-Day program allowing children to visit our classroom. Half-Day holds a Parent Orientation before the first class. This helps ease the separation anxiety as the child transitions from parent to school.

Parent Volunteers

Classroom volunteering enables parents to share and understand their child's preschool experience. Parents are able to assist teachers with activities and gain an appreciation of their child's day. Volunteering in the class can be an enriching experience for you, your child, and the entire class.

We are also always looking for family members who are fluent in a second language to assist us in translating and/or interpreting important information to our families who are unable to read and/or speak the English language. Please call the Preschool Manager at 847.886-5085 if you are willing to help.

Cultural Celebrations

Parents are encouraged to share their family's cultural celebrations in your child's classroom. There are many holidays celebrated within our country; our preschool classes discuss a few, such as, Halloween, Thanksgiving, winter holidays and Valentine's Day. We invite families to share other holidays with the class by discussing your holiday, reading a book, or even doing a craft with the class.

Keeping in Touch

Child Screening / Assessment Reports

All children 2-5 years are screened annually. We use the Brigance screening method and this is conducted within sixty (60) days of entry into our program. Formal and informal assessments are completed throughout the year to monitor your child's progress. Occasionally, preschool screening may be suggested through a nearby school district for children who may have developmental delays. The school district may recommend that the child attend one of their programs to receive extra help or may encourage staying with the Preschool program. Assessments help the teaching staff to identify children's interests and needs, while also allowing them to modify curriculum and adapt their teaching practices. Parents will receive information regarding their child's progress in school. Assessments will be discussed during parent-teacher conferences.

Vision and Hearing

The Illinois Health Department offers free vision and hearing testing for Full-Day and Half-Day preschool students age 3 and up

Parent-Teacher Conferences

Please allow two days for a parent-teacher conference, one in October/November and the second in April. Half-day classes will be cancelled at this time. Further information will be available in your parent newsletter. Feel free to discuss any concerns or questions with a preschool teacher anytime throughout the year.

Program Evaluations

Evaluations of the preschool program will be distributed to parents in December and in May. Evaluations can be dropped off at your preschool site in a designated drop box or directly to the program manager, and all responses will remain anonymous. Please take the opportunity to complete the evaluations; your input is very important to continuing to provide a successful preschool program for the community. You will receive a summary of the evaluations.

Communications with School

Much of our communications are done via email and our classroom Apps. It is up to the discretion of the teacher which app they use, but all of them allow us to safely communicate and coordinate with parents, sharemedia, school events, instantly message parents, and safely share classroom photos. This will be by invite only.

Progress Report

These reports are written to the parent, as needed, to let the parent know more formally the child's progress in school. Progress reports also alert parents to any injuries or incidents that may have occurred that day.

Program Changes

Parents will be notified of any changes that affect children, such as changes in room or teacher or use of special services. Classroom changes will be given to a parent prior to any move to give parents the opportunity to address concerns. Classroom visits will also be done to ensure a positive and smooth transition.

Home Emergency

We understand that there may be times that an outside emergency happens during the day in which case you need to get in touch with us. Please contact our Preschool Manager Joan Ellis directly at 847-886-8085 or joan_ellis@rlapd.org for assistance.



Keeping our kids healthy and safe

Medical Information

It is required that your child have an updated physical with a completed immunization record. Keep us informed of special medical problems. We schedule free vision/hearing screenings, which are optional for your child. We also have information on speech therapy which is available to any child in the Round Lake School District over the age of three at no cost.

The Lake County Health Department requires that each child have a completed physical dated not more than six months prior to entrance into the program. Returning student's physicals cannot be older than two years. All immunizations must be current according to the age of the child. If the physical form has not been turned in, is incomplete or inaccurate, the Center will send out a reminder notice so you may comply with our request. If by the second reminder notice your child's physical is not in compliance, the park district has the right to request that the parent make other arrangements for the child. In addition, the following immunizations must be documented and on file with the Child Development Center:

- Hepatitis B Vaccine Series
- Hib Vaccine Series
- Lead Assessment/Screening
- TB Assessment or Test and Results
- Varicella

Confidentiality of Children's Records

Information pertaining to the admission, progress, health or discharge of an individual child shall be confidential and limited to facility staff designated by the program manager, unless the parent of the child granted written permission.

Illnesses

For the protection of all children, your child must be kept at home (we cannot accept him/her at our Center) if he/she shows any of the following symptoms:

- A fever of 100° or more.
- Diarrhea or vomiting.
- A rash.
- Nasal discharge / discharging of ears or eyes.

Parents must exercise every precaution and keep their child home for a 24-hour period when exhibiting these symptoms. Children must be well enough to participate in all regular program activities when returning to the program. In the case of head lice, a child must also stay home for 24-hours after his/her first treatment.

When a child become ill at school, the child will be removed from the classroom and made comfortable in a location where he/she is supervised by a familiar caregiver until he/she is picked up by a parent or emergency contact.

If the child has a contagious disease, he/she will be kept at home and the fact of his/her condition should be reported to the Child Development Center Manager. Strep throat, pin worms, measles, mumps, chicken pox, scarlet fever, head lice, covid, etc. are among those conditions categorized as “highly contagious.” If your child is diagnosed with covid 19 they should isolate for 5 days and wear a mask for 5 days upon returning to school.



Medicines

Necessary medications may be administered to a child at school upon completion of a Medication Release form. Prescription medications should be in its original container and labeled with the child's name, directions for administering the medication, the date, the physician's name, the prescription number and the drug store or pharmacy. Once medication has been administered for the prescribed time, please take home the remaining medication. The Center cannot keep medication that is no longer being administered.

Non-prescription medications may be administered upon written parent's permission. Such medication shall be administered according to medication package instructions and shall be labeled with the child's name and date. Any differences in medication procedures from parent instructions and packaged instructions will not be given without a written doctor's note. Please hand the prescription or non-prescription medicine to staff at drop off with instructions to place it in the refrigerator or in the medicine cabinet. The parent should then fill out the necessary Medication Release paperwork. Aspirin and related products may not be used to control temperature, but only as a pain reliever. Medication that is to be administered for longer than ten (10) days must be signed off by the physician.

Medical Emergencies

In the event of a medical emergency or of an accident, the teacher will provide emergency First Aid. We shall then contact the parent/emergency contact. In the event that the parent/emergency contact cannot be reached and emergency care is required, the staff will call the Greater Round Lake Fire Protection District Rescue Squad to transport the child to the nearest hospital. A representative from the park district, child's teacher or counselor, will assist with transport whenever possible. Your authorization for the staff to take whatever emergency medical measures deemed necessary is understood to be part of this agreement.

Emergency Contacts

Parents are required to provide two local emergency contacts. The contacts are listed on your child's registration form. Emergency contacts will be reached when parents are unavailable and your child is sick, injured or still at the Center after closing. If there are to be any changes and/or additions to the emergency contacts, it must be put in writing to the Center. This is required for the safety of your child. To make any changes or additions to your child's emergency contacts, see Guest Services or Child Development Office.

Building Security / Access

Robert W. Rolek Community Center

Due to the unique fact that our preschool is located within a public facility, we are unable to have a fully locked down facility. The one exception is our lower level Full-Day and Half-day preschool the main entrances are locked throughout the day. We do have an alarm system that activates when the door of the lower level is opened/closed, security surveillance cameras at all entrances. Staff have access to a panic button which sends a call immediately to our local police department for immediate assistance. Staff are also trained on procedures regarding intruders and missing children.

Fire Drills

The Department of Children and Family Services of Illinois requires us to have monthly fire drills. An announced practice fire drill and orientation will be conducted in September and June. All other fire drills will be unannounced.

Nutrition

We serve a breakfast snack with 1% milk. A hot lunch is served daily to all Full-Day students. An afternoon snack served with 100% fruit juice or water is served to all Full-Day students. A child requiring a special diet due to medical reasons, allergic reactions or religious beliefs, must provide the Center with written instruction from parents, clergy, or child's medical provider (DCFS Licensing Standard Nutrition and Meal Service 407.330). This is a requirement of our DCFS license.

- Please remember no food may be brought from home per our DCFS license.

Birthdays and Special Occasions

Parents are welcome to send a special treat to share with their child's classmates on birthdays or special occasions. Treats must be either whole fruits or commercially prepared packaged foods in factory sealed containers. Please keep in mind food allergies. Please speak to your child's teacher for specific classroom allergies.

Handwashing

Our center promotes a healthy environment. Upon entering our center your child will wash their hands for at least twenty (20) seconds. Handwashing will be encouraged throughout the day to help prevent the spread of illnesses.

Outdoor Play

Outside play is very important to the health and physical development of young children. Therefore, it is very important that your child be prepared. During the warmer months staff will apply sunscreen and insect repellent with your written permission. Outdoor play will be limited on Ozone Action Days with a heat index at or above 90°F. During the winter months your child may need snow boots, gloves, hat and snowsuit. Children may go outside when the temperature is 20°F and above including wind chill factor.

Biting Policy

The Center has established a biting policy. Each case is dealt with on an individual basis. Extreme and numerous biting incidents may lead to suspension and possible dis-enrollment if a suitable solution is not reached. We treat all children as individuals but we are also sensitive to the needs of those children in the group and the anxieties of the families of a child coming home bitten. Due to privacy acts, we ask you not to ask staff members who the biter was.

Participant Information Requests

Please request copies of physicals or other information from our files ahead of time.

- Only certain personnel have access to these files.
- Only authorized people, usually the parents, have permission to take this information.

Inclement Weather and Snow

The Full-Day child care programs try to never close due to inclement weather. The Round Lake Area Park District will post on our website if the District closes.

The Half-Day preschool and mini programs will not open if School District 116 closes due to inclement weather.

- Please listen to or watch your local radio or television station for school closing information and check our website at www.rlapd.org.

Integrated Pest Management Program

Illinois State Law Public Act 93-0381 required licensed day care centers to adopt an Integrated Pest Management (IPM) program. IPM uses the most appropriate practice to achieve control of pests while avoiding adverse effects people and the environment. IPM is what the Round Lake Area Park District has always practiced. Anderson Pest Control is our pest management provider.

Public Act 93-0381 requires written notification prior to the application of pesticides. Should you wish to receive written notification prior to specific applications of pesticides you must register. To register to receive written notification 48-hours prior to pesticide applications, please submit your name and address for notification by mail or your e-mail address to: Round Lake Area Park District, Mr. Lyle Perry, Building Maintenance Supervisor, 814 Hart Road, Round Lake, IL 60073.

If an emergency pesticide application exists to protect against an imminent threat to human health, prior to the actual application, a good faith effort will be made to supply written notification to those on the registry. Please note that pesticides subject to notification requirements do not include consumer available products such as anti-microbial agents or baits. If you have any questions regarding this program, please contact Joan Ellis.

EPACT

ePACT Network is a secure emergency network we use to collect emergency information electronically and replace paper medical forms and waivers. ePACT will help us:

- Save you time – you only need to complete your child’s information once and then can use that record for other programs and subsequent years.
- Improve our privacy and security. Eliminating paper forms ensures that your key information is safe and secure. ePACT maintains the same levels of security as online banking and limits access only to those administrators we assign.

How Epact Works

- You’ll receive an email invite to share information with the Round Lake Area Park District.
- Click “complete request” to create a free account, or log-in if you already have an existing ePACT account.
- Enter the required information, like medical conditions, and share it with the Round Lake Area Park District.

Additional Forms

In addition to ePact we have a few additional forms that must be completed before registration is complete: Forms are kept confidential.

- Copy of the Child’s Birth Certificate, Medical Form with Current Immunizations
- Behavior Contract
 - DCFS License Summary*
 - Child-Adult Food Form*

**These forms will be given out in your welcome folder and are only required for specific programs.*

Enrollment Information

Tuition-Full-day

Our preschool program runs from August – May (early June) each year. There is an annual registration fee for residents and non-residents that will grant you access to online enrollment. You may enroll and pay in full or participate in a weekly payment plan that is automatically charged.

- If you elect to pay in weekly installments, two methods of payment are required (we will only charge the second method if the first method is declined).

Tuition-Half-day

Tuition is based on the total yearly cost of the program based on the programs calendar schedule. For convince and affordability we spread out the yearly payment into 9 equal monthly payments. Therefore, no tuition adjustments are made when the school is closed on legal holidays.

Tuition Adjustments-Full-day

All attendance changes must be submitted for approval ten (10) business days in advance. Full-time participants, (enrolled Monday thru Friday), will receive ten (10) days of tuition credit to use for vacation or illness within one school year, (August to May).

Part-time participants, (2-4 days), will not receive a tuition credit due to non-attendance days. If we can accommodate a make-up day we will. This is based on enrollment with-in the specific classroom.

The school is usually closed one week in December for the Full-Day program and tuition is not charged for the shutdown or legal holidays that we are closed.

Detailed Payment Procedures

- All payments are due in advance of any programs service.
- In the event of a failed credit card payment or a failed NSF check payment, an automated notification email will be sent, and a phone call will be attempted the next business day.
- Payment Plans
 - If a payment plan is available for a program mandatory automatic payment plans are enforced.
 - Automatic payment plans require a primary and a secondary form of payment. We accept credit or checking accounts.
- Failed Payment Penalties
 - If a payment was not able to be processed, the payer has until the start of the program the default payment was intended for to avoid disruption of service and removal from the activity.
 - The park district always reserves the right, based on changing conditions and cost of operations, to adjust tuition at any time.
 - Past due payments can be made from your online account or in person during regular business hours. We will accept over the phone payments on past due accounts only with existing saved credit cards. If a new credit card needs to be attached to your account, this can be done in person or from your online account. You will need to contact us to connect your new card to your payment plan.
 - All outstanding past due balances more than five business days will be assessed a \$25.00 late fee in addition to any other processing fees listed. To avoid late fees, contact us within five business days to make payment arrangements or seek assistance.
 - If payment arrangements are not made, and your account has an outstanding balance for more than five business days, your family account will be suspended. All participants will be canceled from the affected activity and will be ineligible to participate. In addition, your family will not be eligible to participate in any future activities/events/rentals until the balance and late fees associated with the charge are paid in full.

Withdrawals

The Child Development Center has a limited number of spaces and waiting lists for many of its programs. We hope you will be with us for a long time, but if circumstances dictate that you will be leaving the program, please notify us by putting into writing your child's last day of attendance. This can be given to the Preschool Office or Guest Services.

- A child may be dis-enrolled by the Preschool without prior notice if, in the sole opinion of the Preschool, it is in the best interest of the child or Preschool staff.

Change of Address and Telephone

Please notify the staff of any change in address, telephone number or emergency phone numbers immediately. If any emergency involving your child arises, we need both your work and home phone numbers. Returning students need to update their Emergency information if there has been any changes over the summer. Emergency information can be updated online.

Late Child Pick-Up

Parents/guardians will be charged a late pick-up fee of \$10 for every portion of fifteen (15) minutes you are late in picking-up your child. This fee is charged per child in the same family.

- 6:01p.m. – 6:15p.m. = \$10 per child
- 6:16p.m. – 6:30p.m. = \$20 per child

Half-day / min class charges will begin with scheduled dismissal time in the same format.

Parents who are consistently late in picking-up their child/children from the Center may be asked to leave the program.

If I or other authorized persons fail to pick-up my child and/or contact the Center, and I or other authorized persons cannot be reached, Center staff, within thirty (30) minutes after closing time or in accordance with State child care licensing regulations, may release children to the custody of child protective services or other local authorities.

BEHAVIOR MANAGEMENT

Behavior Management – P.B.I.S.

The Preschool has adopted a Behavior Management program called P.B.I.S. – Positive Behavior Intervention Strategies. It is a process that assists us in creating a school culture that encourages positive behavior and interactions, while discouraging problematic behavior. The process focuses on three expectations, rather than rules: 1) “Be Ready,” 2) “Be Safe,” 3) “Be Kind.” However, there are still rules in place. It is important for children to learn and respect the limits of acceptable and unacceptable behavior at the Center and elsewhere. Behavior Management means developing our student’s inner controls, and our goal is to encourage self-discipline within each child. The following Behavior Code of Conduct has been adopted by the Round Lake Area Park District to be used as a guideline for behavior management for any program participant:

- Will show respect to all participants, staff and volunteers.
- Will follow directions from staff and volunteers.
- Will show respect to equipment, supplies and facilities.
- Will *not* use inappropriate, abusive or foul language.
- Will *not* show any aggressive behavior (hitting, punching,slapping, kicking, biting, etc.) regardless if the behavior is initiated or in retaliation.
- Will *not* show continuous disruptive behavior.



- A positive approach will be used regarding discipline. Staff will consistently give verbal and visual teaching reminders about expectations prior to each activity. If inappropriate or unacceptable behavior begins to occur in a repetitive manner initial observations of challenging behaviors will be documented, and a prompt resolution will be sought using the following steps:
 - A parent/teacher conference will be scheduled to discuss and develop a behavior management plan. Families input in any intervention, and family consent for or refusal of services discussed. When there is a specific plan for responding to a child's pattern of unacceptable behavior, all staff who interact with the child shall be aware of the plan and cooperate in its implementation. Plans for addressing issues with the child, including resources/services/interventions contacted and used.
 - Clinical behavior management plan may be developed to meet the needs of a particular child if developed with the parent and a professional clinician. This must be documented in the child's file. All staff working with the child shall receive training on implementing the plan.
 - If the child is transitioned out of program (in situations where this is determined to be most appropriate.) a Planned Transition process will be developed and shared with families and staff.
 - The Round Lake Area Park District reserves the right to remove a participant whose actions endanger the safety of him/herself or others. Under no circumstances should a child be hit or strong-armed by a teacher. Any childcare worker who behaves in such a manner is subject to dismissal. Each child is enrolled on a probationary status. Any child, after attempts have been made to meet the child's individual needs, who demonstrates the inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be temporary removed from our program. If the provider's professional judgement is to transition child out of the program, they would start the process now

Using P.B.I.S. – Setting Limits / Why and How

A child who loses self-control needs help. His/her actions may be the only way he/she knows how to reach out for help. Setting limits gives the child the security of knowing that his/her strong emotions will not lead him/her to do things that he/she will later regret. He/she knows an adult will take the responsibility of stopping unacceptable behavior until he/she is able to do so for him/herself.

- Staff will teach the proper behaviors.
- Staff will teach the child about safety, care of property, good health habits and consideration for others.
- Staff will use the common vocabulary of “ready, safe, kind.”
- Staff will allow the child to make as many decisions as possible with the necessary limits.
- Staff will explain the expectations in a matter of fact, sympathetic manner to make them understandable and acceptable to the child. Avoid repetition. Say what you have to say once after first being sure that the child is paying attention. Be consistent, firm and fair.
- Staff will work to understand the reasons for a child’s disruptive behavior, (such as hitting, kicking, biting, throwing things, defying, or running away). His/her behavior may be caused by any of the following:

Fear	Jealousy	Loneliness
Fatigue	Confusion	Hyperactivity
Anger	Toileting	Over-stimulation
Curiosity	Boredom	Sleepiness
Insecurity	Shyness	Embarrassment
Hunger	Illness	Other

- Staff will maintain close relationships with the children; work on building caring relationships with them.
- Staff will avoid sex stereotyping and sex discrimination or the use of different methods of rewards and punishments for boys and girls. Approach all noise, fights and socially unacceptable behavior in the same fashion for both boys and girls.

- Staff will value and encourage the following traits in all students: independence, assertiveness, kindness, gentleness, integrity and other qualities which will help both boys and girls to become capable and productive people who are living and working up to their potential.
- Staff will avoid using language which would disparage either sex; i.e.: “just like a girl, be a man, that’s not ladylike, etc.”
- Staff will expect the same manners from all the children.
- Staff will not use food will as a reward nor will it be withheld.

Handling Difficult Situations

In spite of the expectations and limits that are set, difficult situations will arise. Staff will remain alert to the total situation, and will attempt to foresee and forestall trouble. We will work on redirecting an uncooperative child to another activity, or will direct the entire activity into a more wholesome direction.

Staff will allow children of comparable size and ability to work out their own solutions. We will encourage the shy child to stand up for him/herself, and encourage the aggressive child to verbalize in order to help children understand one another’s actions.

We will not allow a child to strike staff members. If necessary, a child may have to be gently restrained without punitive action. Our purpose is to help him/her. If one child requires too much adult attention, he/she may be temporarily removed from the group. We will do so gently without punitive action. Our purpose is to help

Questions and Concerns

Grievance Procedure

Should any questions or concerns arise during your child's enrollment with us, please be sure to communicate with us right away so that we can take necessary steps to remedy the issue. The following is a list of typical questions and concerns and the staff position who can assist you:

- Child's daily activities?
 - Refer to classroom lesson plan or the teaching staff.
- Payments
 - See Guest Services
- Behavior, how your child is interacting in the program? Problems, concerns, etc. about child?
 - See child's lead teacher.
- Unable to talk to teacher due to pick-up/drop-off schedule?
 - Feel free to speak with the opening/closing staff.
- Discuss your child's teaching staff, classroom procedures or any related issue?
 - See Preschool Manager.

Americans with Disabilities Act (ADA)

The Round Lake Area Park District welcomes participants with special needs. It is the parent's/guardians responsibility to notify the Preschool Manager of any special needs of a preschool participant. We work very closely with the Special Recreation Services of Norther Lake County (SRSNLC) to assure proper care is provided for our preschool program. Please refer to pages 3-6 for program eligibility guidelines. If you have further questions contact the SRSNLC Manager at 847-886-5092 or our Preschool Manager at 847-886-8085.

