



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 the 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

Child Development Center Preschool Manager

- Joan Ellis, 847.886-5085 / joan_ellis@rlapd.org



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.
- The Round Lake Area Park District Preschool's philosophy is to provide a safe, nurturing and fun environment that is open-ended and child focused. We recognize and respect each child's own diverse background.
- 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 in order 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.
- 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 Text and Illinois Early Learning Standards.
- Each day is a special day. There is always something new and different at the various interest centers.

Hours of Operation

- Full-Day Preschool..... M-F / 7:30 a.m.-5:30 p.m.
- Half-Day Preschool..... 2 or 3 Days, Mornings
9:00 a.m.-11:30 a.m.,
9:15 a.m.-11:30 a.m., or
12:30 p.m.- 3:00 p.m. Afternoon
- Mini Classes..... 2 Days, Mornings Only
9:15 a.m.-11:15 a.m.

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.

Dress

- Although we use washable tempera paints and washable magic markers at school, these items may still stain certain clothing. We suggest that your child be dressed in comfortable, washable play clothes. During winter when snow boots are worn, please send gym shoes to wear during class.

Parking

- The Community Center, Pool and Nature Center are all very busy places. Parking can be a challenge. Please park in the designated parking areas only. Parking along the sides of the parking lot create traffic hazards. There is additional parking in the back lot of the Community Center. Please stop for all stop signs in our parking lots.

Personal Items to Bring to School

- 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 should bring the following items listed below:
 - Cot-sized blanket. Full-day children have a rest time from 12:30 p.m.-2:30 p.m. Children rest on small cots in classrooms.
 - Complete set of clothing.
 - Disposable diapers, if your child still uses them. If the Center provides the diaper, it is an additional cost of \$1.00 per diaper.
 - Ointment, if needed.
 - Baby wipes, if needed.
 - Tote bag.
- Your child is assigned a locker with a storage shelf to store his/her personal items; check it from time to time. *We cannot be responsible for personal items left at school. All items should be labeled in permanent marker with your child's name.*

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 cannot be responsible for it. Please, no guns, war toys or other toys of destruction. *These items are not allowed in our school.*

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 posted on the classroom parent board.

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	06
3 Year Olds	01	10
4 & 5 Year Olds	01	10

- All preschool children must be a specified age by September 1. Class groupings are flexible and a child may be moved from one group to another to meet special needs.

Arrival

- After washing your child's hands, please walk your child into the classroom, sign him/her in on our attendance clipboard and notify the teacher of your arrival. A child should *never* be left in the hall or empty classroom. Find a teacher!

Dismissal

- Children will be picked up in their classrooms 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 parent(s) or guardian(s) to receive the child. Persons not known to the staff will be required to provide an Illinois Driver's License with photo or photo identification card issued by the State of Illinois to establish identity prior to the child's release.

- Please be prepared to show proper identification whenever picking up your child from the program. This procedure is to increase your child's safety when under our supervision.
- *Verbal* permission for changes in child's pick-up from the program *cannot* be approved by the Center.

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.

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.

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.

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.

Curriculum

- The preschool curriculum is based on the Creative Curriculum and the Illinois State Board of Education Early Learning Standards, which encourages children to be actively involved in the learning process, to experience a variety of developmentally appropriate activities and materials and to pursue their own interests in the context of life in the community and the world.
- Our curriculum objectives include teaching children language and literacy development, cognitive development, physical development, and social emotional development.

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.

Parent-Teacher Conferences

- Please allow two days for a parent-teacher conference, one in October/November and the second in April/May. 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

- The Parent's Bulletin Board is the most important communication center. It is used to display messages, snacks, weekly lesson plans, and the daily classroom schedule. Please spend some time reading the bulletin board each time you arrive. The Parent's Bulletin Board is located outside each classroom.
- A monthly calendar will be emailed and posted keeping families aware of any special Center information for that month.
- Teachers will also use email to communicate. Teachers may also use an App to safely communicate and coordinate with parents, share media, school events, instantly message parents, and safely share classroom photos. This will be by invite only. Which App is used is up to the discretion of the teacher.
- File Folder / Children's Mailboxes
Each child will have their own file folder in a file box or classroom mail box located in the classroom. Personal letters, memos, art work and newsletters will be put in the file folder/mailbox. Please check this folder/mailbox on a daily basis.
- 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.
- Email
You may email your child's teacher or in an emergency, call the Manager, at 847-886-5085
- Preschool Manager, Joan Ellis can be contacted via e-mail at joan_ellis@rlapd.org.
- Program Evaluation
There is a written program evaluation at the end of the school year giving the families the opportunity to evaluate how well the program is meeting their child's needs.
- 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.

- **Communication Apps**

Our Preschool programs provides a brief daily summary to our parents with information about their child's day on their Bloomz or Snapfish app.

We Want You to know, to understand, and discuss our goals with us.

We Want You to look often into our busy, happy, noisy, creative classrooms and see your child at play.

We Want You to realize the validity of that play and the importance of what your child is learning.

Parents and Teachers Together can help your child develop to his / her full potential.



HEALTH AND SAFETY

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

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.

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.

Medicines

- Necessary medications may be administered to a child at school upon completion of a Medication Release form. Prescription medications should be 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.
- Medicine must be brought in its original container.
- 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 your child's teacher 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.
- 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.

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.

- Parent 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 becomes 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, etc. are among those conditions categorized as “highly contagious.”

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 preschool classroom area which can only be accessed with a security key, issued to families with students who are registered in a program located in this area. We do have an alarm system that activates when the door of the lower level is opened/closed, security surveillance cameras at all entrances and within the preschool. Staff now 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.

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 Registration, the classroom teacher, or Child Development Office.

Handwashing

- Our Center promotes a healthy environment. Upon entering our Center, please wash your child's hands for at least twenty (20) seconds. Handwashing will be encouraged throughout the day to help prevent the spread of illness.

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.

Outdoor Play Policy

- 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.

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.

Toilet Training

- Toilet training is a complex process for a young child to master. Each child is an individual. It is the child who should determine when the time is right. We support the child in the process. We remain non-judgmental during this process. Children who are being toilet trained should never be forced to sit on the toilet. Toilet accidents are viewed casually. These are steps that are necessary to be fully toilet trained:
 - Feel the sensation of a full bladder or bowel.
 - Make a connection between the sensation and results.
 - Tell someone of the need.
 - Undress, relax and go, clean-up and dress.
- Staff check diapers or pull-ups at least every two hours or when children have awakened from rest time.

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.

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 in the afternoon 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. Our lunch and snack menus are always posted on the bulletin board near the kitchen and our classrooms.
- Reminder, no food can be brought from home per 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.

Snow Policy

- 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 replaces paper medical forms and waivers.
- Why are we using ePACT?
 - To save you time – with ePACT, you only need to complete your child’s information once and then can use that record for other programs and subsequent years.
 - Improved 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 additional forms 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 Procedure

- There is a \$60.00 annual per person registration fee. (Enrollments prior to Aug. 13th will receive an early bird discount of \$5 per student.) This fee will make you a member of our preschool program and grant you access to online enrollment

Tuition Adjustments-Full-day

- 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 August).
- Part-time participants, (2-3 days), will receive five (5) days of tuition credit to use for vacation or illness within one school year, (August to August). 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.
- A weekly payment plan is available. Auto-payment is required. 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).
- All attendance changes must be submitted for approval ten (10) business days in advance.

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.

Detailed Payment Procedures

- All payments are due in advance of any programs service.
- In the event of a failed credit card payment, an automated notification email will be sent, and a phone call will be attempted the next business day.
- In the event of a failed NSF check payment, as soon as the bank notifies us of non-sufficient funds (NSF), the failed payment will be assigned to your account, a 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.
 - All programs require an “Authorization Form” for automatic payment. We take credit or checking accounts.
- Failed Payment Penalties
 - If a payment was not able to be processed, the payer has five (5) days to pay outstanding balances 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 Registration.
- 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.
 - 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.

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, parent board, or the teaching staff.
 - *Payments?*
See Registration or Bookkeeping.
 - *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.

Late Child Pick-Up

- Parents/guardians will be charged a late pick-up fee of \$10.00 for every fifteen (15) minutes you are late in picking-up your child. This fee is charged per child in the same family.
Example: 5:31p.m. -5:45p.m. = \$10.00; 5:31p.m.-5:45p.m. = \$20.00
- For Half-Day/mini classes charges will begin with scheduled dismissal time.
- Parents that 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.

Americans with Disabilities Act (ADA)

- The Americans with Disabilities Act became a law in 1990 and became effective in 1992. The purpose of the law is to end discrimination for people with disabilities and to remove barriers that have prevented their full inclusion in our society.
- The Preschool strongly supports the Americans with Disabilities Act. Children have an opportunity to make new friends and develop an awareness of disabilities. Children learn to accept differences in people.
- Parents learn that children are more alike than different. Parents develop a positive and optimistic attitude about the acceptance of children with disabilities.



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, prompt resolution will be sought using the following steps:
 - Discipline shall be the responsibility of adults who have an on-going relationship with the child and initial observations of challenging behaviors will be documented.
 - 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 plans 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 and how 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
- He/she may also be trying out negative behavior because the need to fight controls is normal at certain stages of development.
- Remember at all times, that a child is vulnerable. Another child, the adults in his/her life, or the school as a whole may all or separately be just too overwhelming. The child needs, above all, your love, patience and understanding.
- 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.

- Duties and responsibilities should not be assigned on the basis of sex.
- 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.
- Food will not be used 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. We will attempt to foresee and forestall trouble.
- Staff will redirect 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.
- Staff will help children understand one another’s actions.
- Staff will treat toilet accidents casually.
- 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.