



Elk Grove Park District (847)690-1138

## Family Handbook 2023/2024

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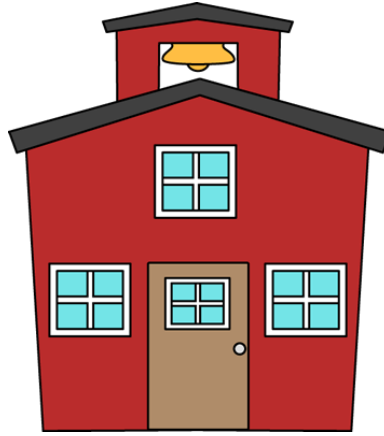
***(Adjustments will occur as new guidelines are provided from IDPH and the Governor's Office of Early Childhood Development)***

### **Park District Board of Commissioners**

President - John R. Walz  
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## Welcome to the Elk Grove Park District Preschool!

We would like to happily welcome you and your child to the Elk Grove Park District Preschool. We are delighted that you have chosen our nationally accredited preschool program for your child. Our staff has a unique commitment to purposeful play, social justice, friendship, citizenship, equal opportunity principles and upholding the American Academy of Pediatrics standards. We are looking forward to a productive partnership with you to ensure our preschoolers achieve their highest potential.



## **Preschool**

For over 52 years, our preschool has had the pleasure of providing an outstanding early childhood education for the families of the community. Our experienced and well-educated staff incorporates music and gym experiences into the curriculum.

## **Philosophy**

Children learn through structured, play-based experiences. Our goal is to enhance a child's learning, creativity, self confidence and willingness to learn.

## **Mission**

With dedication, patience and caring, we provide a safe, nurturing environment that promotes growth of the young child.

## **Vision**

Promote and nurture the love of learning through Illinois development standards to build character in children to develop community-minded individuals.

## **Goals**

- Develop confidence, social skills, and independence
- Provide quality education including themes, purposeful curriculum, and centers for all preschoolers
- Be sensitive to the needs of our Preschool children and families
- Encourage open communication between families and staff
- Provide continuous training and education for staff
- Provide a safe and developmentally appropriate environment

### **Developmental Program**

Our program looks at four developmental domains. Social/Emotional, Physical, Language and Cognitive.

### **Preschool Curriculum**

Our curriculum is based on the Illinois Early Childhood Learning and Development Standards and focuses on the development of the whole child. This includes Get Set for School and monthly Preschool Themes. Our goal is to incorporate the 7 learning areas/domains within the curriculum. The domains are Language Arts, Mathematics, Science, Social Studies, Physical Development and Health, the Arts, and Social/Emotional Development. Get Set for School is a curriculum that includes three complete programs designed to prepare children for school: Readiness & Writing, Language & Literacy, and Numbers & Math. The developmentally appropriate programs complement and expand the existing Pre-K program and energize the classroom.

Our staff curriculum policy encompasses a variety of developmentally appropriate activities and materials that are selected to emphasize concrete experiential learning and to achieve the following goals:

- Meet children at their level
- Foster positive self-concept
- Develop social skills
- Encourage children to think, reason, question, and experiment
- Encourage language development
- Enhance physical development and skills
- Encourage and demonstrate sound health and safety practices
- Encourage creative expression and appreciation for the arts
- Respect cultural diversity and increase awareness, appreciation, and inclusion
- Actively embrace diversity, equality, and inclusion
- Review curriculum yearly

### **Meet the Teacher**

Each classroom will have their own designated time and date to meet their teachers either in person or virtually. There will be 15 minute increments for families to see their new classroom and meet their teachers. Details for signing up for your time slot will come from your classroom teachers. Welcome packets will be distributed at the meeting and/or posted on ClassTag.

# **POLICIES AND PROCEDURES**

## **Arrival and Dismissal Procedure**

Every class has an assigned time located in your Welcome Packet and posted on ClassTag. Please review for additional information.

**Arrivals:** Families will park their vehicles in Elk Grove Blvd parking lot. Families will walk and wait with students on the sidewalk where the teachers will greet them and sign each child in your classroom.

**Dismissals:** Families will park vehicles in Elk Grove Blvd parking lot and wait on the sidewalk for the students. Teachers will check photo ID when necessary and sign each student out.

More info will be provided by your child's Teachers.

## **Early Birds/Late Pick-up/Lunch Arrival:**

All students registered for Early Birds/Late Pick-up/Lunch will have families park in the Elk Grove Blvd parking lot and walk through the playground to ring bell at Door #5. Staff will receive students at the door and sign them in, or at dismissal, out for Late Pick-up.

**Lunch Dismissal:** Dismissal time is 1:00 pm at Door 2

**Enrichment Dismissal:** Dismissal time is 3:15 pm at Door 3

Please be prompt in picking up children. **There will be a charge if you pick your child up late from any program. You will be charged \$1.00 for every minute after the dismissal time.**

**When picking up early or arriving late, you will be required to physically sign-in on the Preschool Late Arrival/Early Release Log located at Customer Service.**

## **Parking Lot Procedure**

When in either Hattendorf Center parking lot, please drive in the direction indicated by the arrows. Hold your child's hand while walking to and from your vehicle. Please be cautious and aware of the speed limit. Please wait for all children coming onto or off school buses.

**We ask that you please suspend cell phone use while arriving and/or departing the facility and focus on making contact with your child and the teachers.**

### **Tardy Policy**

In order to maximize a child's learning in the school setting it is essential that all children be on time for class. If your child is past your assigned window of time for drop off, please sign in your child at Customer Service. Customer Service will call the Preschool Office for the tardy student. Many times our Staff will be occupied and it could result in a long wait time. After 7 times of tardiness, Early Childhood Management will re-evaluate your child's programming and communicate with families on adding extra programming or offering alternative solutions to their schedule.

### **Bathroom Policy**

All children must be fully toilet trained and tend to their own bathroom needs. No diapers or pull-ups are allowed. Accidents do happen! Accidents will require a family member or emergency contact to come and change or take them home. Due to Health Department policy, we are not permitted to personally change clothing. **Please be sure your emergency contacts are aware of this policy, they will be called and required to come and help your child if you cannot.**

### **Toilet Independence**

We understand that different families use different strategies to reach the benchmark of toilet independence however, our program cannot be responsible for potty cueing or potty assisting devices. Three potty incidents will indicate that your child is not fully toilet trained and they may be suspended from the program until such time that they have achieved this requirement (no longer than two weeks). According to the American Academy of Pediatrics the following are signs of toilet independence readiness:

- A child can imitate the family's behavior
- A child begins to put things where they belong
- A child can express interest in toilet training
- A child can walk and is ready to sit down
- A child can indicate first when he/she is "going" and then when he needs to "go"
- A child is able to pull clothes up and down

### **Confidentiality Policy**

All records, progress, and behavior of the children will be kept confidential.

### **Incidents And Accidents**

Should your child be involved in an incident/accident during the course of the day, a staff member will notify the family regarding the incident with a conversation. We will call for emergency medical services, if necessary.

## **Illness Policy**

For the protection of all children and staff, we are unable to accept a child who appears to be ill. Per NECPA Standards, staff is required to perform daily health screenings to determine if a child is well enough to be at school. The teaching staff has the right to refuse admittance of a child who appears to be too ill to attend on a given day. If your child exhibits any of the signs or symptoms below, please keep them home until they are free from these symptoms for 24 hours or you may provide a doctor's note indicating they are cleared to attend school.

- Behavior:
  - Is lethargic, irritable, or cries a lot more than usual
- Digestive:
  - Diarrhea, nausea, or vomiting
- Eyes:
  - Eyes are pink or red, glassy, swollen or have discharge or crust
- Fever:
  - Oral temperature of 100.4 or higher
- Head:
  - Headache, lice, or earache
- Mouth:
  - Sore throat, or mouth sores
- Nose:
  - Excessive nasal discharge, or discolored discharge
- Respiratory:
  - Trouble breathing, cough, or excessive sneezing
- Skin:
  - Rash (unless doctor has determined it is noncommunicable)
- **Any sign that does not allow comfortable participation in activities**

**Children must be symptom free for 24 hours before returning to school.**

If a child develops any of these signs or symptoms at school, the family or other emergency contact person will be notified immediately. **The child should be picked up from school within one hour.** If a family member is reached, but cannot pick up their child within sixty minutes, it becomes the family's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. If the family cannot be reached, the staff will begin to call the people listed as emergency contacts until arrangements can be made for the child to be picked up.

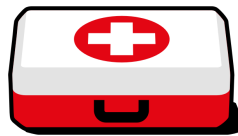
**If a child returns after a hospitalization, injury, or surgery, a note from the physician clearing the child to return to school is required, with or without restrictions.**



Below is some guidance of when it is permitted for your child to return to school. Any questions, please contact your child's physician.

- Conjunctivitis: 24 hours after first treatment
- Chicken pox: at least 6 days after first rash
- Impetigo: 24 hours after treatment has begun
- Measles: 4 days after rash is resolved
- Mumps: 9 days after onset of swollen glands
- Scabies: morning after first treatment
- Strep throat: 24 hours after first treatment plus fever free without the use of fever reducing medication
- Whooping cough (pertussis): 5 days after antibiotic treatment is completed

Referenced: *Licensing Standards for Day Care Centers Section 407*,  
<https://illinoisearlylearning.org>, and <https://necpa.net>



### **Medication**

If your child should require medication during class time, we will ask that you fill out the "Medication Dispensing Form". These can be obtained from your classroom teacher. **DO NOT LEAVE MEDICATION IN YOUR CHILD'S LOCKER OR BACKPACK. PLEASE HAND IT TO THE TEACHER SO THAT IT MAY BE PROPERLY SECURED.**

### **Immunizations**

Any child who does not submit proof of having protection by immunity, as required by law, must receive the needed vaccine or have a State of Illinois Certified Exemption Letter signed and on file. If, for medical reasons, one or more of the required immunizations must be given after the date of entrance of the current school year, a schedule for the administration of the immunizations and a statement of the medical reasons causing delay must be signed by the health care provider or registered nurse who will administer the needed immunizations and shall be kept on file at school. Refer to the following website for the Immunization schedule for Immunizations or speak to your Pediatrician

<https://dph.illinois.gov/topics-services/prevention-wellness/immunization>

## Absence Policy

Please email or message your child's teacher through ClassTag or contact the Preschool Office at 847-690-1138 if your child will be absent from school and give the **child's room number and/or teacher's name**. If we do not hear from you regarding your child's absence, their classroom teacher will contact you after class to ask the reason for their absence.



## Health And Safety Policy

- Handwashing
  - Staff and children will wash their hands at the following times
    - Before and after any food service activity
    - Before and after eating meals or snacks
    - After using the bathroom
    - After having any contact with bodily fluids
    - Upon arrival to the classroom
    - Coming in from outside
- Sanitation
  - At the end of each day staff will sanitize items, including any toys, with a CDC approved disinfectant
  - A log will be kept of items sanitized on a particular day
- Cleaning
  - Mats are to be kept separated by plastic sheet with child's name on them
  - Sheets are to be washed weekly
- Arts Materials
  - All arts materials used must be nontoxic
  - Children and staff are not permitted to eat or drink while using art materials
  - Art materials should be used in a well-ventilated area
- Toxic materials
  - All toxic materials should be stored off premises if possible
  - All toxic materials should be labeled and kept out of reach of children



## **Mandated Reporters**

Under the Illinois Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of the Elk Grove Park District Preschool are considered mandated reporters under this law. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect.



## **Important Classroom Information!**

### **Backpacks:**

- Your child needs to bring a school bag or backpack each day. Please label this bag with their name.
  - It needs to be large enough for papers and projects.
  - We prefer no backpacks on wheels because they are difficult to place in lockers.
  - **Please check your child's school bag on a daily basis for important notes, their work, and projects.**

**Supplies:** Each child will receive a note asking them to bring items that will be used in classrooms during the year (i.e. markers, crayons, Ziploc bags, etc.). Thank you for your support.

**Safety:** Children are not allowed to bring toys or electronics (iPods, iPads, games, phones, GPS Tracking or electronic wrist devices etc.) from home to Preschool.

For the safety of our participants we do not allow any glass items including water or drinking bottles.

### **Attire:**

- Please dress children in clothes appropriate for participation in messy activities, outdoor play and gym class.
- So that the children are able to independently handle personal needs, the clothes should also be “bathroom friendly”. If pants/shorts have zippers, buttons or snaps, children should be able to open and close them independently.
- For children’s safety, gym shoes or rubber-soled shoes are appropriate footwear for class.
- Please provide jackets and coats with large zippers and buttons that the children can handle easily. Children should have boots large enough to put on and take off by themselves. Please label coats, jackets, sweaters, etc. with the child's name.
- Please always have an extra set of clothes, including socks, in your child’s backpack.

**Staff/Child Ratio:** Staff is assigned to work with a particular age group. This is done after reviewing and evaluating the employee’s education and past experience/skills in conjunction with current programming needs. Staff are required to maintain 24 - 30 hours of Early Childhood professional development per year, and are additionally CPR/First Aid/Food Handler certified. Proper staff to child ratios are maintained following current DCFS Standards.

**Family/Teacher Conferences:** Family/Teacher conferences will be held twice a year in November and in May. Teachers will provide more information.

### **School Closings**

In the event of severe weather, our school closing will follow those of District 54 and District 59. **If either district remains open, we will remain open.** If the Elk Grove Park District Preschool is closed for any reason, please visit for up-to-date information:

- [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)
- [www.elkgrovecparks.org](http://www.elkgrovecparks.org)
- Call the Preschool Office at 847-690-1138 for recorded status update
- There are no refunds for days of school missed due to severe weather and circumstances beyond our control (power failure, broken water pipes, heating problems, etc.)

Please be prepared in case school is closed for any of the above reasons to have alternate care for your child. Please remember that you make the final decision of whether your child attends school or not. We are concerned about the safety of each child and therefore, we do not expect them to arrive at school if it is not safe to get them here

## **Cold Weather Guidelines**

The Preschool would like to remind all parents and guardians to consider now, what kind of alternative child care arrangements need to be made for your child/children should our school be closed for inclement weather or other related emergencies. Most importantly, remember that you, the parent or guardian, ultimately make the decision whether to send your child to school.

- **Wind Chill Warning**
  - A wind chill warning indicates that life-threatening conditions and a risk to safety exist. Measures should be taken to safeguard life and property immediately. A wind chill warning is typically issued when the wind chill will be -30 degrees Fahrenheit or colder OR the actual air temperature is -15° F. If this occurs, classes and additional programming will be canceled.
- **Wind Chill Advisory**
  - A wind chill advisory is issued when conditions do not meet the wind chill warning criteria but still cause significant inconvenience. The weather during a wind chill advisory is not life-threatening but presents conditions that may result in inconveniences or pose moderate risk to safety. A wind chill advisory is typically issued when the wind chill is -20 degrees Fahrenheit or colder. If this occurs school and extra programming will be open and run as usual.

**Again, the Preschool would urge you to initiate a plan of action now, so that you are not placed in a position of having no emergency child care arrangements made should the time arise.**

## **Emergency Plan**

In the event children need to be evacuated from the building to another location parents will be notified immediately. Emergency locations are either Grove Jr. High at 777 W Elk Grove Blvd or EGPD Pavilion at 1000 Wellington Ave or Clearmont School at 280 Clearmont Dr. Please keep this information in your wallet or your phone.

Fire and emergency drills are conducted monthly. Staff have been trained and have procedures in place.

## **Emergency Codes**

The Hattendorf Emergency Team has set up the following “color codes” for emergencies:

- Code Orange – Non-Life Threatening Emergency
- Code Blue – Life Threatening Emergency
- Code Red – Fire Emergency
- Code Gray – Severe Weather Emergency
- Code Green – Gas or Chemical Leak Emergency
- Code Black – Power Failure
- Code Brown – Civil Disturbances
- Code Adam (Code Yellow)– Lost Child/Adult



## **Physical Activity Policy**

*Benefits of Physical Activity: The general health and well-being of young children is central to the core of child development. The first five years of life mark significant changes in a child's body and establish a critical foundation for the cognitive, affective, and psychomotor behaviors needed to progress through childhood.*

*In addition to significant health benefits, physical activity, creative movement, and play provide many advantages for the growing child. Young children who are physically active show greater brain functioning and an enhanced ability to develop gross-motor movements.*

*Studies have shown that physical activity plays an essential role in creating nerve cell networks that are the essence of learning (Ratey, 2008). This research reinforces the need to move in a variety of ways, such as left to right, up then down, through and around, tracking a moving ball, and so on. Research also indicates that regular physical activity can help to increase concentration and reduce disruptive behaviors, suggesting a direct correlation to academic achievement*

*(Trudeau & Shephard, 2008). Physical activity and movement also improve children's self-concept and social skills. Children exhibit joy and confidence as they accomplish basic motor skills while playing simple games of low organization or when they move to the rhythm of a beat. Creative movement experiences help children express themselves and learn what they can do with their bodies. And in many physical activities, children learn to relate to other children as they share equipment or take turns.*

*The teaching of physical development and health at the preschool level plays a significant role across the major developmental domains. A strong foundation of physical activity, healthy eating habits, and general health practices will provide each child with the necessary skills and behaviors to be able to benefit from the learning environment and to lead an active, healthy life.*

*Taken from Illinois Early Learning.org*

<https://illinoisearlylearning.org/ields/ields-physicaldevhealth/#:~:text=Physical%20activity%20and%20movement%20also,the%20rhythm%20of%20a%20beat.>

- Physical activity should be implemented 15-20 min per day
- Children should have a change of weather appropriate clothing
- Activities should give children the opportunity to develop eye-hand and eye-foot coordination



## **Outdoor Play Policy**

- Outdoor play is an integral part of our curriculum. The children's safety is our main concern.
- Outdoor play may include sand, dirt, rain and snow. We will take weather conditions into consideration before taking children outside.
- We will not go outside if the temperature is below 25° or if the wind chill or air quality would pose a safety concern to children.

## **Behavior Management Policy**

Our behavior management policy is an on-going process that promotes development of self-discipline and self-regulation in each child. Positive statements and redirection of behavior are used to help children learn self-control, problem-solving, negotiation, and assume responsibility for their actions. This policy incorporates the following:

- When speaking with a child use a calm, quiet and confident tone of voice
- Speak with the child at his/her eye level
- Give clear, simple, positive directions
- Encourage and compliment appropriate behavior using "I-Messages"
- Role-model appropriate behavior
- Encourage use of words to express feelings
- Give positive suggestions and alternatives
- Encourage empathy
- Redirect children to another activity
- Have appropriate, child-centered, consistent and fair rules that the children help to establish
- Be attentive listeners
- Help child problem-solve solutions to conflict
- Enter in to play with the children to reinforce appropriate behavior
- Give children fair warning
- Encourage relaxation
- If necessary, remove child from a situation to help that child gain self-control
- In incidents involving biting, we will work directly with families per Park District policy

## Supervision Policy

Our staff will supervise preschool children by sight and sound at all times. This includes when the children are resting. Our staff will also regularly count and identify children at every transition, and whenever leaving one area and arriving at another, to confirm the safe location of each child at all times.

Active and positive supervision involves:

- Knowing a child's abilities
- Establishing appropriate safety rules
- Being aware of hazards
- Staff positioning themselves strategically
- Staff moving about and scanning play activities
- Staff focusing on the positive to teach each child what is safe for them and for others
- Limiting the number of situations in which a caregiver, adult, or other older child is left alone with a child in care, without another adult present
- All staff are CPR and first aid certified
- All staff are food handler certified

## Fundraising

The Preschool conducts fundraisers during the school year. These are to help us provide toys and equipment for our classrooms that cannot be purchased within our budget. All fundraisers are optional.

## Celebrations

**Birthdays:** On your child's birthday we will celebrate your child in class. Summer birthdays will be celebrated as well. **We cannot accept or distribute food items, trinkets, goodie bags, party invitations, etc from home. You are welcome to stand outside the building at arrival and/or dismissal to personally distribute items to families. You may also connect with classroom families through ClassTag.**

**Halloween:** In order to ensure the safety of all our students, we will use the following guidelines for our child-centered classroom parties:

- Weapons of any kind (plastic guns, lasers, swords, etc) are inappropriate and prohibited
- Costumes depicting excessive violence are inappropriate and prohibited

**We cannot accept or distribute food items, trinkets, goodie bags, etc from home. You are welcome to stand outside the building at arrival and/or dismissal to personally distribute items to families.**



## **Family Involvement Policy**

Opportunities for family involvement include:

- Teacher Family Partnership
  - Meet the Teacher
    - Families meet their teachers and have the opportunity to ask questions and provide information about their child/family
  - Conferences
    - Meeting with families twice a year
  - Sharing
    - Staff provide information to families about themselves and invite families to do the same
- Photos
  - Share photos of children at school
  - Families invited to share photos of their family life
- Online Connection/Notify
  - ClassTag, email
  - Virtual parent meetings
- Star of the Week
  - Opportunities for students to share about fun facts themselves and their families
- Monthly Sign ups
  - Provide supplies/materials to their child's classroom
- Guest Reader
  - Reading stories and or sharing talents with class
- Special Events
  - Opportunity to participate in Teacher Appreciation Week

Revised 7/14/22

## **Communications Policy**

- The preschool utilizes several forms of communication including ClassTag, email, phone calls and in-person conversations
  - Please make sure that your email and phone number is always up to date with the office and classroom teachers
- ClassTag allows families to:
  - Connect anytime to receive announcements and reminders in your preferred language
  - See class pictures, videos, daily notes and newsletters
  - Send messages to your teachers directly
  - Schedule Meet the Teacher and Family Teacher Conferences
- Teachers will be communicating with families each day about the children's daily activities through ClassTag

- If you have a change in address, phone number, or email address, please give a written notification to the teachers. Any change in discharge information must be written on the discharge form in the classroom
- Situations may arise at home, i.e. illness, death, separation or divorce, etc that may affect your child. It is helpful for the teachers to be aware of these circumstances.
- We are always happy to talk to you about your child. The best time to do this is after class dismissal. Teachers can also telephone you at a mutually convenient time. Scheduled parent/teacher conferences/conversations will occur twice a year. Ongoing communication between teachers and families is essential for a positive and effective experience for each child. Classroom teachers are always available to meet with parents on an informal and ongoing basis.
- Please remember to allow 24 hours for teachers to respond to your inquiries. As always, if you have immediate concerns you may call the Preschool Office at 847-690-1138 anytime
- If you have limited access to the internet, please let the preschool office and your child's teacher know.

Revised 7/14/2023

### **NWSRA**

The Elk Grove Park District will work with your family in cooperation with Northwest Special Recreation Association. Please contact the Early Childhood Department/ACES Club at (847)690-1138 as well as noting any pertinent information on your child's registration form to help ensure a positive recreational experience.

### **Policy On Prohibited Substances**

All Park District indoor facilities, including spectator/viewing areas are designated as non-smoking areas including e-cigarettes. In addition, Village Ordinance no.3074 is in full force and effect. This Ordinance states that it will be unlawful to smoke in unenclosed public places, including all parks, playgrounds, school grounds, public sidewalks within 10-15 feet (per the State of IL law) of a public entrance, and the public right-of-way (sidewalk to sidewalk) along the routes of special events. Thank you for your cooperation. The Elk Grove Park District Preschool is committed to a drug and alcohol free environment. The district prohibits the use, consumption, sale, purchase, transfer, or possession of any illegal drug or alcohol on Preschool premises.

## **Code of Conduct**

Users shall abide by all rules and regulations and shall conduct themselves in a safe, considerate, and reasonable manner so as not to cause disturbance or to damage equipment or property. Users will display respect, consideration and courtesy to all members, participants, staff and Park district property. The Park District reserves the right to discontinue an individual's use of membership because of disruptive or unsafe behavior.

## **Conflict Resolution**

It is important to have a process whereby all parties concerned may resolve possible conflicts, not only major but also minor conflicts such as misunderstandings among individuals. Using this method promotes honest and open communication through proper channels and avoids including individuals who are not directly involved.

All are expected to follow these approved conflict resolution procedures. The following is the step-by-step process should conflict arise:

- The griever shall contact the person with whom there is a conflict and arrange a private conference. Together, these two persons shall write one summary of the conference, sign it, and each retains a copy.
- The griever will, if not satisfied with the results of the conference, will seek out support from the Preschool Administration Team or from the Superintendents of the Park District. At this point, the details of the conflict will no longer be confidential.

## **Bereavement Policy**

- In the event of the death of a staff member or student, an employee will be named a "Facilitator"
- The Facilitator will be in contact with the family and ensure all laws are being followed with regards to the family's rights, as well as their wishes.
- The Facilitator and/or his/her Designee will notify staff on how to proceed and give any directions necessary, including actions and communication.
- The Facilitator or his/her Designee will contact any local agencies necessary to provide support to the staff and/or students.
- Each incident will be treated with extreme care, and case by case basis.

## **Tuition/Payment Plan**

Our Preschool class fees are based on the operating cost per school year, and are divided into 9 equal payments. To make monthly payments, you will need to enroll in our Electronic Funds Transfer (EFT) option. An EFT is an automatic deduction that is set up through a checking account or credit card. Split payments are not accepted. Your monthly Preschool tuition will be deducted on the 1<sup>st</sup> of every month October through May, with the exception of Flex classes which are billed for actual days registered.

### **Change Policy**

- After your initial enrollment, changes to any of these additional programs must be made by the 15th of the month prior to the changes (for example: if you would like to make a change to your child's schedule for October, you would need to go to Customer Service to make the change no later than September 15th).
- Changes will incur a \$10 change fee.
- Changes to your child's schedule can only begin the 1st of the month.
- Refunds are not granted for missed classes and/or changes made to a current schedule that is already in progress.

### **Withdrawal Policy**

In the event that you are withdrawing your child from Preschool, please give a 30 day notice and:

- Complete a withdrawal form (available at Customer Service) for any and all early childhood program withdrawals
- Notify your child's classroom teacher

Withdrawal/Refund requests made after the Registration may be assessed a 10% service fee

### **Programs, Policies, And Fee Revisions**

Early Childhood Management reserves the right to revise any fees and/or policies after proper public notification.

The Elk Grove Park District Foundation offers families partial fee assistance, please see Customer Service for further details and an application.

## **Extra Preschool Options**

**Early Birds:** This program begins at 7:30 am. Please use the Doorbell System to drop off your child at Door #5. Our staff will sign your child into the program. Children may bring their own **nut free** breakfast/beverage to this program. The doorbell will be removed at 8:40 am. Please drop off your child at Door #3 if you arrive after this time.

**Lunch Box Kids:** If your child is being transitioned from a preschool morning class into Lunch, we will appropriately escort them and sign them in. If you are independently dropping off your child into Lunch Box Kids at 11:45am, please use the Doorbell System at Door #5. If your child's day ends with the Lunch Box Kids program, please pickup your child at 1:00 pm using the Arrival/Dismissal Procedure at Door #2. If your child is being transitioned from Lunch Box Kids into an afternoon class/program we will appropriately escort them and sign them in. Please send your child with a **nut free** lunch and beverage.

**Extended Enrichment:** We welcome you and your child to our Extended Enrichment program. **The Extended Enrichment program automatically includes the Lunch Box Kids Program.** This program begins immediately after Lunch. Children who remain five or more hours at the Preschool shall have the opportunity to rest or nap. (A mat and fitted sheet will be provided for your child. Bedding is laundered weekly and in between as needed). Children may bring a blanket no larger than beach towel size. Please note: Rest time is optional for Pre-Kindergarten students only. Staff will dismiss at 3:15pm using the Arrival Dismissal Procedure at Door #3. Please have your ID ready at all times to be properly identified by our staff. In the event of an emergency/special circumstance, call the Preschool Office @ 847-364-7224 prior if you need your child dismissed early.

**Late Pick Up:** This program runs from 3:15-5:30pm. If your child is being transitioned from an afternoon class or Enrichment program, we will appropriately escort them and sign them into the Late Pick-up program. Please send your child with a **nut free** snack and beverage. Please use the Doorbell System to pick up your child at Door #5. Please have your ID ready at all times to be properly identified by our staff. **In case of an emergency or a delay or update, please Call or Text (224) 723-4274. Please put this Late Pickup Cell phone number in your Contacts. A backup office phone is customer service at 847-364-7224 or the Preschool Office at 847-690-1138.**

## **Nut Free Program**

**All of our programs are tree nut free. Please refrain from sending your child to school with anything that contains nuts including but not limited to peanut butter, Nutella, almond butter.**

## 2023-2024 Elk Grove Park District Preschool Calendar

Week of August 28th	Preschool Kick Off (Meet the Teacher)
Wednesday, August 30th	First Day of School and Extra Programming for all 4 classes* and 3s in Mon-Wed classes
Thursday, August 31st	First Day of School and Extra Programming for 3s in Thu-Fri classes
<b>Monday, September 4th</b>	<b>Labor Day-NO SCHOOL</b>
<b>Monday, October 9th</b>	<b>Columbus Day/Indigenous Peoples' Day-NO SCHOOL</b>
Wednesday, October 11th; Friday, October 13th	Picture Day
<b>Monday, November 20th</b> <b>Tuesday, November 21st</b>	<b>Family/Teacher Conferences-NO SCHOOL</b>
<b>Wednesday, November 22nd-Friday, November 24th</b>	<b>Thanksgiving Break-NO SCHOOL</b>
Thursday, December 21st	Winter Break begins at the end of school day
<b>Friday, December 23rd-Friday, January 5th</b>	<b>Winter Break-NO SCHOOL</b>
<b>Monday, January 15th</b>	<b>MLK Jr Day-NO SCHOOL</b>
<b>Monday, February 19th</b>	<b>Presidents' Day-NO SCHOOL</b>
<b>Friday, March 22nd</b>	<b>Non Attendance Day-NO SCHOOL</b>
<b>Monday, March 25th-Friday, March 29th</b>	<b>Spring Break-NO SCHOOL</b>
TBD	Picture Day
May (Exact date TBD)	Pirates' Cove Day
Wednesday, May 15th	Last Day of School and Extra Programming for 3s Mon-Wed classes
Thursday, May 16th	Last Day of School and Extra Programming for 4s in Mon-Thu class
Friday, May 17th	Last Day of School and Extra Programming for 4s in Tues-Fri and Mon-Fri classes; 3s Thu-Fri classes
Monday, May 20th	Family/Teacher Conferences
Tuesday, May 21st	3s End of Year Program
Wednesday, May 22nd	4s Graduation

