

PARENT HANDBOOK



Phone Numbers

Main Office / Registration	630-540-4800
Coordinator	630-540-4853
Classrooms 1 & 3	630-540-4846
Classrooms 2 & 4	630-540-4851
Classroom 5	630-540-4847
Classroom 6	630-540-4849

Bartlett Community Center • 700 S. • Bartlett Road • Bartlett IL 60103

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WELCOME

Welcome to the Bartlett Park District Preschool. We are thrilled that you have chosen our Preschool Program to become part of your child's education and developmental process. This DCFS licensed recreational based program is designed to offer a variety of preschool learning hands on experiences. It is our intention to provide your child with a safe and stimulating environment that will help your child develop to their fullest potential. Our focus is to provide each child individually and as a group with activities and to stimulate all areas of their growth: physical, emotional, social, and intellectual. For most children, this is their first experience in a social setting without their parent. Our goal is to give each child the building stones to the foundation of learning.

The Bartlett Park District Preschool is located within the Bartlett Community Center (700 S. Bartlett Road behind the library) in a secure wing containing six classrooms. Each room is staffed with one teacher and one assistant.

Registration and Eligibility for Each Program

Each child must meet the age requirement for the program (September 1 of that year) to enter. We follow the same guideline as the Illinois State Board of Education. They must also be toilet independent. The Bartlett Park District accepts any child whose needs can be met in our setting. In all cases, the child must be able to participate and substantially benefit from our program without risk to him/herself or to the other children. NO person shall; on the basis of race, color, religious belief, national origin or sex be excluded from participation, be denied the benefits of or be subject to discrimination.

Special Accommodations Procedures / Policy

Upon registration or entry into the program, the parent / guardian should disclose any information regarding special accommodations that may be needed. A special accommodation section will be provided on the registration form. If parents / guardians provide information in this section, they should be contacted for more information about any behavior or other modification programs in place at school or home. Attempts should be made to utilize these in the program.

Fees / Payment Plans

Fees are for the entire preschool term from September through May.

- All payments are processed through the Registration Department.
- Your payment plan will be the choice you made at the time of registering your child.
- Payments (per your choice) will begin mid-June.
- If you have any financial questions, please contact the Registration Desk. (630-540-4800).
- To add or withdraw (see Cancel Policy from your registration packet) your child from the Preschool program, a request must be made in writing to the Community Center (ask your Preschool Coordinator or Registration for the proper form needed).
- Future School Registration for the following school year occurs in January. A reminder notice will be given to returning families. Current families enrolled will have a VIP registration one week prior to opening registration for the next year.

What Forms are Required to Start Preschool?

All Enrollment Forms and Physical & Immunization Forms must be completed and turned in BEFORE the first day of class. Children will not be permitted to start preschool without proper paperwork signed and turned into the Preschool office BEFORE the first day. You may turn your child's enrollment forms and physical & immunization forms to the Preschool office, front desk registration office. We need to be notified if/when you have a new address or telephone number or if there are any changes to be made on their emergency information form.

Our Philosophy of Learning / Curriculum

The Preschool staff believes that "Growing through Play" describes our strategy in meeting the needs of young children. Based on the theory that children learn through play, classroom routines will encourage active involvement with materials and reinforcement through repetition. Children will be challenged with new materials being presented weekly. Classroom schedules are designed to balance structure and free choice as well as active and quiet times. We provide a caring and positive atmosphere, using unit topics, small and large group times, gross motor/fine motor activities, walking field trips and special guest speakers. Children will explore centers and are encouraged to use skills as they become developmentally ready. Activities are planned on specific topics and themes weekly and monthly. Each day there is always something new and different set up at the various centers for them to explore.

Our program reflects the Illinois State Standards for Early Learning and is taught using the developmentally appropriate practices established by NAEYC (National Association for the Education of Young Children). Our goal in this recreational based program is to incorporate the Seven Domains of Learning within our curriculum and focus on the development of the whole child.

1. Personal and Social Development
2. Language Arts
3. Mathematics
4. Science
5. Social Science
6. Fine Arts
7. Physical Development and Health

Our program realizes that:

1. Every child is an individual with their own rate and style of learning and growing. Their genes and experiences have made them unique, and he / she is to be regarded as such.
2. Intelligence develops as it is nurtured. Cognitive development depends on adequate and appropriate physical, mental and social nourishment supplied by the home, the Preschool and the community working together (home / school connection).
3. All aspects of development are interrelated and this shall be considered when planning the Preschool curriculum map. The difference in the development of the 3 and 4 year old shall be influenced in the planning of daily activities.
4. Play is an important avenue for learning and enjoyment. A child learns through active experiences in play, using all their senses and by doing things for themselves. The values of play are increased by informed guidance and a wide variety of appropriate material and equipment as well as space and uninterrupted play time.
5. Positive attitudes and feelings are important in learning and for healthy personality growth. If a child is to develop well, a child needs to feel that they are valued and feel that they are a capable person. A positive self-concept or self- image enables the child to use his / her capacities to the fullest.
6. Understanding and responsible positive guidance is necessary if the child is to develop his/her

potential. Children at a very young age need caregivers who value them, can set limits and will follow through with them and will also create an environment that will stimulate a child's ability to explore.

When Does School Begin?

The Preschool program will start on the first days after Labor Day. An email will be sent out in August introducing you to your child's teachers, classroom number and specific days and start time (this should be received upon registration with your receipt).

Parent Information Link for Current School Year

A Parent Link is sent out the week prior (August) to school starting. This is an informational link that covers important information about the upcoming school year. Parents / Guardians will have the opportunity to learn more about the curriculum and classroom procedures. By reviewing this link, you will be more informed and better able to communicate with your child about their preschool.

Come Peek Day - Student Meets the Teachers

The child, along with their parent/guardian (no siblings), will have a scheduled time to meet the teachers and "peek" at the classroom before school begins. This will give the child a chance to see their classroom, meet the teachers, see where their cubby is and meet some of their new Preschool friends. Attending this event is very important in helping your child adjust to Preschool.

The Come Peek will begin with time to explore the room and a short circle / group time activity and color. One adult will be required to stay with the child during this scheduled event. This preview class is designed to give the new Preschooler an opportunity to become familiar with the teachers and setting, thereby providing a smoother start to the school year. If at all possible, we ask that you make child care arrangements for siblings on this day.

First Beginning

Starting Preschool will be a giant step for most children. It may be the first time your child has left your side. We are aware that some children may experience difficulty during the initial days of Preschool. The staff have experienced the "first day of jitters / tears" many times. Please trust us to guide your child.

The best advice that we can share is to:

- Start the day off with plenty of time to get up and ready
- Eat a healthy breakfast
- Arrive on time but not too early
- Do not linger at the door or hesitate even if your child begins to express some anxiety
- Tell your child that you love them, offer a great big hug, and reassure them that you'll be back to pick them up at the end of the day
- Most importantly, please remember to be prompt when picking up your child.

Some children have no difficulty in adapting to new situations while others react differently. Often times, after the child has expressed a fear / frustration, had time to acclimate to the new environment, they seem quite content to join in the daily activities. You may see readjustments occur after a long weekend or a vacation or long break. These are all very normal. Your continued positive attitude will be the best tool to help smooth over the "bumpy" days. The teachers are willing to work with each family in making the "giant step" a smooth one for both you and your child.

If your child has an upsetting experience such as a death of a pet, a family member, illness, new siblings, or drastic change in their routine, please let the teacher know. Any of these could affect their behavior and knowledge of this will help us work more effectively with your child.

What does a Typical Day Look Like?

- Upon Arrival, children hang their belongings in their cubby **
- Wash their own hands **
- Welcomed by teachers and friends in a Group Time (introduction to that day's activities)
- Learning Centers Exploration
- Story Time
- Music and Movement
- Large motor play outside or in gym (gym time is once a week)
- Dismissal

** We strongly encourage your children to develop their self-help skills during this part of the day. Children will be encouraged to hang up their coat and bag and wash their hands without parent / adult assistance ("I can do this all by myself").

The children are given the freedom to explore various learning activities and interest centers during their day. They will have experiences in art, science, math, literature, music and movement, dramatic play and language arts.

Adjusting To School

Our teachers are trained and secure in their approach to helping your child adjust to Preschool. Sometimes tears happen. Please be available and nearby for our call just in case he / she is having an exceptionally difficult time adjusting during the first days of school or has a toilet accident (reminder-no pull ups or diapers to be worn in school).

Things to help:

- Have your child use the washroom prior to going into class (there is a washroom in the hallway).
- Arrive on time. Arriving too early can cause anxiety, arriving late causes your child to miss the "meet and greet" part of the day and disrupts the flow of class.
- Depart quickly. Acclimation and adjustment only begins when the parent leaves and the door closes.
- Tell your child that you will return and you can't wait to hear how their day went.
- Be on time to pick up.

Stories About Preschool to Help Prepare Them for Their Preschool Experience

Picture books about the beginning of school can help to lessen apprehensions and help your child develop positive feelings about Preschool. The following books may be helpful. You can find them at your local book store or library. This is a great time to get a library card and utilize their resources too.

"What to Expect at Preschool"	by Heidi Murkoff
"Will I Have a Friend"	by Miriam Cohen
"The Kissing Hand"	by Audrey Penn
"Where is the Bear at School?"	by Bonnie Larkin Nims
"D.W.'s Guide to Preschool"	by Marc Brown

Parent / Teacher Communication

Communication between the parents and teachers is very important. The teachers are interested in developing a close working relationship with you and your family throughout the school year. We believe that working together, we can provide the best learning environment for young children. Teachers use the bulletin boards outside their classroom to post daily lesson plans, special day notices, items to be brought to school

and general classroom activities. Teachers will also use email to help bridge the home / school gap.

Progress Evaluations Reports & Conferences

Progress Evaluations are completed mid-year in February. This is to give families a sampling of how the child has progressed since the beginning of the school year to present, as well as demonstrating how best to help their child continue with teachable moments at home. Parent Teacher Conferences are held for the children enrolled in the 4 Year Old Program and the Pre-K program on the Tuesday after President's Day in February. The 3 year old program does not do conferences, however, one may be scheduled at the parent or teacher request if needed. You may schedule an appointment to meet with your child's teacher and / or Preschool Coordinator to discuss specific needs of your child at any time throughout the school year.

Calendar for Days Off

The Bartlett Preschool follows the U-46 school district calendar for holidays and institute days off, with the **exception of one additional day**, mid-year, for our 4 year old Preschool conference schedule. If school district classes are cancelled because of inclement weather, Preschool will also be cancelled. You may go to the U-46 web site (www.u-46.org) and sign up for an automatic notice of school closure due to inclement weather or listen to the radio for more information on WRMN at 1410 AM on your radio dial. Missed days due to holidays or "snow days" will **not** be made up or refunded. A separate school calendar will be sent out for the current school year with days / holidays off.

What To Bring in their Backpack

- Backpack or tote bag everyday
- Water bottle filled with WATER (no juice)
- A 2 pocket plastic folder

When purchasing a backpack for Preschool, please keep in mind it should be easy to open and large enough (big but not too big) to accommodate daily art projects and important parent notes. Send your child with their bag every day. Backpacks help the teachers to organize projects sent home and create a smoother dismissal. Children will be encouraged to pack their own bag, zipper it and be responsible for their belongings, thus becoming more independent.

Please check your child's book bag each class day. Please do not put medication or other snacks / food in backpacks. You can also provide a change of clothes in case they have a potty accident so they can change themselves (we cannot assist in washrooms).

School supplies (are not required but we appreciate any donations of the following items)

Each classroom may request a separate specific list of items for their individual class. However, most common items requested are: (hold off on getting these items until your Preschool Coordinator or Teacher sends you a specific list for their classroom.

1. 2 Boxes of Gallon Size Ziplock Bags
2. 1 Can of Lysol (generic is fine)
3. 24 Count **Crayola** Large Crayons
4. 10 Count **Crayola** Washable Markers
5. 12 Sticks **Elmer's** Glue Sticks
6. 2 Rolls of Paper Towels
7. 1 Package of Hand Wipes
8. 1 Package of Disinfectant Wipes

Personal Items

Sometimes children are interested in sharing a cherished item with his / her classmates. Some classes may have a "Show and Tell" on a designated day and with some guidance to items while other classes may not do this at all. Please do not allow children to bring toys to class unless a show and tell day has been scheduled. If your child needs a special "security" item, the teachers will encourage them to leave it in their back pack or cubby so that it is not lost, broken, or forgotten at school. Reminder to not put food or medication in their backpacks.

Arrival & Dismissal

Please have your child arrive to school on time. In addition, when waiting in the hall for the classroom door to open, please do not let your child run in the halls, bang on the walls or engage in other inappropriate behavior. Keep in mind, other classrooms may be already in session. When a student is late to school, he / she disrupts the rest of the class and misses some very important routines and learning opportunities that the teacher has planned.

Drop Off and Pick-Up Policy

Please use the main entrance to enter and exit via the Preschool doors (doors are locked from outside). This creates a one way traffic pattern as well. Children must be accompanied to and from class by an adult to the classroom door. Each child is required to be signed in and out every day. Teachers will open the doors 2-3 minutes before class begins / ends. If you arrive late to Preschool, please do not disturb the class but go directly to the Preschool office and the Preschool Coordinator will escort your child to class.

Late Pick Up Policy

Your promptness in picking your child up is extremely important. All parents who are late will be asked to sign a late pick up notice. Late Fees may also be charged per the Late Pick-Up Policy. Late fees are calculated at a rate of \$5.00 for the first 10 minutes (or any portion thereof). A \$1.00 / minute fee will be charged after the first 10 min. All late fees are directly billed to your child's Preschool account. Habitual late pick up will result in the removal of your child from the program. No refund will be given. Phone calls will be made to all phone numbers and emergency numbers after 10 minutes. If we have been unable to reach anyone, the police will be contacted after 30 minutes.

Authorization For Pick-Up Policy

Please be sure that all persons authorized to pick up your child are listed on your emergency contact authorization form (a minimum of 2 alternate persons must be listed other than parents). **NO** child will be released to someone who is not listed on this form. All authorized individuals will be required to have picture identification (i.e. driver's license) with them. If someone other than a parent will be picking up your child, please make sure that they are listed on your emergency contact form or that you have sent written notification to school with your child.

Parking / Fire Lane Policy

We respectfully ask that you do not park in front of the building. This area is used for special needs, deliveries, maintenance, and emergencies. Do not park in the fire lane.

The fire lane must remain clear at all times. If your car is parked in this area, on the yellow lines or in the drop off zone, you are in violation of the law and safety regulations of the Bartlett Park District Community Center and Village of Bartlett and Fire District. Violators will / may be ticketed. Children or pets should not be left unattended in the car while the parent is entering the building. Please park in one of the parking spaces and walk your child into the building.

Appropriate Clothing to Wear at School

- We ask that all children be dressed as comfortable as possible. Children are active and will be using a wide variety of art materials that tend to get messy. Children can enjoy themselves more if they don't have to worry about their clothing. They will get messy sometimes.
- Clothing that will not restrict their activity and are easy for washroom use (no overalls please).
- **Please make sure your child's clothing does not hinder his / her ability to take care of his / her own bathroom needs.**
- Coat, Jacket or Sweater in Fall and Spring; Hat and Mittens in the Winter. The children will go out in the Winter months when the weather, wind chill factor and temperature allow.
- Apply sunscreen (if needed) at home prior to coming to school.

Shoe Policy at School (Closed Toe Shoe)

Closed Toe Shoes must be worn during preschool. Sturdy shoes for climbing and running (preferably gym shoes. Sandals (although cute) are not recommended. Sandals / Cowboy Boots / Flip Flops can be dangerous (slippery) when children are running or using the playground equipment and woodchips from the playground may hurt small feet. Socks do not count as covering feet in sandals. Provide separate shoes in winter if they wear snow boots. Each class has a designated Gym Day when children must wear gym shoes.

Toilet Independence / Potty Trained

All children entering the program must be toilet independent. This means there are **NO pull ups or diapers** to be worn during Preschool class and that the child is able to wipe their own bottom unassisted by an adult. Teachers are patient and will "talk" a child through their bathroom routine if necessary, but they are unable to enter the bathroom to dress or wipe a child. Please consider this policy when dressing your child for Preschool. If your child has an accident at school the parent or designated person will be called to come to Preschool and change the child's clothing or pick up. Please be sure that everyone on your Emergency Contact list are aware of this policy. If your child can redress themselves unassisted, be sure to provide extra clothes in their backpack. Teachers **cannot** change children's clothing.

Snack and Water Breaks

Only the Four year old and Pre-K classrooms will have a daily snack time. The snack schedule is determined prior to the start of the school year and posted on the parent board and the school board in the exit foyer. The park district provides this snack per the DCFS guidelines. A dry snack and 100 % Apple Juice is offered. Our 3 year old program does not have a snack time.

If your child has any allergies or dietary restrictions we should be aware of, please see your Preschool Coordinator for an Allergy Alert or Dietary Restrictions form that must be completed. This will also be posted in the classroom so teachers working in the room are aware of any and all dietary restrictions.

We encourage children to stay hydrated. For this reason, each student will need to bring a water bottle to school daily. Water bottles are kept in the child's cubby or backpack. Please make sure it can be securely closed without leakage and is sanitized daily. Water ONLY. Please label with first and last name.

Birthdays

Birthdays are special occasions for young children. It is an occasion they like sharing with friends. Because we want to recognize your child's special day and continue with our planned learning activities, we ask that you check with your child's teacher regarding their classroom guidelines for birthday celebrations.

Each child is recognized on their birthday in class. For children whose birthday falls in the Summer, dates will be provided in the Fall or Spring for “un-birthday” celebrations if desired.

Please keep in mind that the teachers do not decorate or put together a “Birthday Party” in Preschool. No balloons, treats eaten in class or candles will be allowed. Teachers will not pass out invitations, as this can lead to hurt feelings for those children not invited. However, if you wanted to send a treat home for each child, make sure it is store bought, individually wrapped and the label is clearly visible. No homemade items are allowed due to DuPage County Health regulations. ***Because of food sensitivities for some children, the Preschool promotes a NUT-FREE environment. We ask that nuts or anything that contain nuts not be brought to class.*** If you have any questions, please ask your child’s teacher or Preschool Coordinator.

If you would like to make special arrangements to join the class for story time on your child’s birthday, please speak with your child’s teacher.

Special Events at School

To promote active play and reduce the concern of allergies, we will celebrate special occasions with games, crafts, stories and songs rather than food. We celebrate special occasions during the last hour of our class time. (ie. Halloween, Valentine’s Day, etc.)

We also host a Winter Holiday Concert the last week of classes in December and a Spring Concert for 3 year olds and a Graduation for 4 year olds the last week of classes in May. These will not be regularly scheduled class times but rather specific time slots in the Oak Room where other family members and guest may attend.

Parent Volunteers

On occasion, we may ask for parent volunteers for special projects like guest reading / storytelling, playing a special game, or party planning to help with special event days. In addition to classroom helpers, we are especially thankful for the parents who would like to share **their occupation / hobby or a cultural activity with the classrooms.** We encourage our families to help expand our curriculum further beyond the classroom.

Field Trips

During the course of the Preschool year, some of the classes may go on a local field trip (ie. Bartlett Library, O’Brien Woods etc.). These trips are for the enjoyment and educational benefit of the children and are arranged for your child’s particular age group.

Field trips serve two purposes in Preschool. One is the educational content and fun of learning outside of the classroom. The second is to learn appropriate behavior for a new set of circumstances apart from family and school. We do depend on a few parent assistants to make some of these trips possible. The adults accompanying the students for safety and optimum learning must give their full attention. It is for these reasons we exclude siblings or other children from attending. Please notify your child’s teacher if your child **will not** be attending the field trip. This will avoid delays in departing on the day of the field trip. Most of our field trips will be within close walking distance or the parent will be responsible for transporting their child to and from the field trip destination.

Healthy Child / Wellness (Illness) Policy

For the protection of all the children and staff, we are unable to accept a child who appears ill. We need your assistance in preventing the spread of germs in our school. If you are in doubt about your child’s health, please keep him / her at home and notify the Preschool Coordinator and classroom teacher. **The teaching staff has the right to refuse admittance of a child who appears too ill to attend on any given day.**

If a child develops symptoms of illness while at school, the following steps will be taken:

- Child's temperature will be taken with a forehead scan thermometer.
- The parent / caregiver / emergency will be contacted to request pick up.
- If possible, the child will be removed from the play area and provided care until someone arrives.

If your child's class is exposed to a confirmed communicable disease, such as chicken pox, a notice will be sent out via email.

Absence Reporting Policy

If your child will not be attending school and / or has a contagious disease (e.g. strep throat, chicken pox, hand foot & mouth disease, etc.), please call / email to notify your child's teacher and / or the Preschool Coordinator. All classes have a 24 hour voice mailbox set up for this purpose (see front page of this document). If need be, we will inform the other parents so they may be alerted to watch for symptoms, but we will not disclose your child's name.

The Bartlett Park District Preschool follows the guidelines designated by the Du Page County Health Department.

- If you notice the beginning of a cold or contagious disease please be considerate of the other children and our staff and keep your child home.
- Children who need medication (fever reducer or decongestant) prior to the start of class should not attend school. (this excludes prescriptions)
- If your child is prescribed any medication, he /she should be on the antibiotic or other medication for a minimum of 24 hours before returning to class to ensure they are no longer contagious.
- A child must be free of an elevated temperature (100.1 or above), pink eye, diarrhea, vomiting or lice for a minimum of 24 hour period before returning to school.
- If the discharge coming from their nose is not clear in color, it is usually symptomatic of the beginning of an infectious process. Please keep your child home.
- A rash may be the first sign of many illnesses, such as hand/foot/mouth, roseola, scarlet fever or chicken pox. A rash or spots may cover the entire body or may appear in one area (ie hand foot and mouth disease – blister-like). Do not send a child with a rash to school until your doctor determines it is safe to do so.
- Please provide a doctor's clearance note for children returning to school after being hospitalized due to the severity of illness or if they have been out for more than 1 week.
- Sometimes parents / children are anxious to "get back to school" and return too soon. Because their resistance is lowered, they are more susceptible to germs and they can become ill again (revolving door effect).

Medication & Dispensing of Medication Procedure (#2527)

The Bartlett Park District does not permit any Preschool teacher, assistant or staff member to administer any kind of medication without proper paperwork and training if necessary. If your child requires medication or any kind of treatment during school hours, this must be discussed with the teacher and Preschool Coordinator. Proper paperwork must be signed before any medication can be administered. This policy also applies to any kind of inhalers, cough medicine or eye drops. Please be sure these items are not left in the back pack when a child is brought to school – please hand off to Preschool Coordinator or Teacher.

In the event of a minor child with special circumstances needing regular intervals of medication during a recurring Bartlett Park District program, such as Preschool, certain procedures must be followed for dispensing such medication.

Parental Procedures and Responsibilities

1. Complete the Permission to Dispense Medication / Waiver and Release of All Claims form (2527.2)
2. Complete and sign the Medication Dispensing Information form (2527.1)
3. Deliver all medication to the Bartlett Park District Preschool office in individual dosage containers, in clearly labeled envelopes, or in original prescription bottles which include the child's name, medication, dosage, and time of day medication is to be given.
4. Verbally communicate with District staff regarding specific instructions for medication.

The following forms are available from the Preschool Coordinator or your child's Preschool teacher should you have a child that requires medicine dispensation:

- a. 2527.1 Medicine Information
- b. 2527.2 Permission to Dispense Medication / Waiver and Release of All Claims

First Aid & Injury Procedures

Basic first aid will be administered for minor injuries (such as a Band-Aid, ice pack, etc.). For any child who is injured and requires more than basic first aid, the parents and / or paramedics will be contacted. Teachers will attempt to contact parent or emergency contact. If necessary, the child will be transported to the nearest hospital / medical facility via ambulance, accompanied by a staff member. The Bartlett Park District does not provide accident insurance or medical insurance to its participants.

Positive Redirection Discipline Approach

The Preschool staff work vigorously in channeling children's curiosity and energy in a positive direction. Teachers encourage and compliment appropriate behavior. The classrooms are set up so that the children may play in small groups and have a free choice of activities. The range of activities will enable your child to experience different learning experiences and also build their confidence when making positive choices.

Positive guidance helps children follow basic rules for responsible behavior by providing an environment where children can learn to problem solve and develop skills to promote self-discipline and assume responsibility for their own actions.

Children will be introduced to limits in their behavior regarding lining up, respecting others, table manners, free choice play, appropriate use of materials, and interaction with others. The following guidelines are in place:

- When / if an incident of misbehavior occur, the staff will redirect the child into a more positive direction of choice.
- When a minor behavior needs to be corrected, a verbal cue will be given.
- If the behavior becomes repetitious, staff may use a brief "cool off" period. The purpose of the "cool off" is to remove the child from a negative situation and allow the child to regain self-control.
- If the inappropriate behavior is chronic, serious, violent, or dangerous to others, the child's parents will be notified.
- Written and or verbal discipline notices will be given to the parents of a child who does not respond positively to teacher redirection for such behaviors as:
 1. Being physically abusive: hitting, kicking, biting throwing objects
 2. Defiance of authority
 3. Abusive/foul language

4. Abuse of equipment, supplies, and facilities

- The behavior will be monitored and if it continues, a more structured form of guidance may be set down after a meeting between the child's parents, teachers and Preschool Coordinator.
- If, after a sufficient amount of time agreed on between both parent and teacher, no improvements have been accomplished by the child toward a positive attitude, the child may be asked to leave the Preschool program.

Behavior Management / Rules of Conduct Procedure

EQUAL ACCESS

No eligible participant shall, on the basis of race, sex, sexual orientation, creed, national origin, or disability be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

BEHAVIOR

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make the Park District programs safe and enjoyable for all participants. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff. Participants shall:

1. Show respect to all participants and staff, and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from causing bodily harm to self, other participants, or staff.
4. Show respect to equipment, supplies, and facilities.

DISCIPLINE POLICY

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If, inappropriate behavior occurs, prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others.

If a participant exhibits inappropriate actions, the following guidelines should be followed:

Program leaders will determine the severity of the action and immediately take steps to correct it.

These may include, but are not limited to:

- * A verbal warning.
- * A supervised "cool down" period (5-10 minutes) from the program. The type of "cool down" may vary according to the situation:

Observational - From sidelines of activity.

Exclusion- Away from the group but within view of activity.

Seclusion: Out of view from the group/activity with a staff member present. If physical restraint is used to protect against injury, it should be documented on a conduct report.

- Any conduct reports made should be given to the full-time supervisor.
- Parent/guardian will be contacted by the supervisor or leader in charge of program.
- Parent/guardian will be given a copy of the conduct report by the supervisor or leader in charge of program personally or by mail. When done in person the parent/guardian will be asked to sign the conduct report.
- A *behavior modification program*, if not already being utilized, will be developed and implemented (those involved in development may include, but not be limited to, park district staff, special recreation staff, parent/guardian, school personnel, other support professionals). The behavior modification program will be monitored and reviewed as needed.

- Communication between staff (program leaders, supervisory and special recreation) and parent should be ongoing regarding any further incidences of inappropriate behavior. Documentation is recommended.
- Other related professionals (teacher, social workers, psychologist, etc.) maybe consulted for suggestions.
- If inappropriate behavior persists, removal from program may be necessary. Options may include but are not limited to:
 1. Transfer to another program where inappropriate behavior may be less prone to occur.
 2. Limited/reduced timeframe that participant is allowed to attend the program.
 3. Suspension from program for a designated time period.
 4. Removal from program.
 5. Refunds will be considered on a case by case basis.
 6. Appeals may be directed to the Superintendent of Recreation.

If a participant makes a direct threat of hurting themselves, call the parent/guardian immediately.

If a parent/guardian is not available, call the police.

If a participant becomes overly aggressive and violent, call the police.

Integrated Pest Management Program

Illinois State Law Public Act 95-0058 requires licensed child care centers to develop and implement an integrated pest management (IPM) program. IPM uses the most appropriate practice to achieve control of pests while avoiding adverse effects on people and the environment. We use a commercial service for our pest management as a provider.

Pest Management Guidelines:

1. All non-toxic chemicals shall be applied in minimum amounts and shall not be used when children are present in the facility.
2. The certified pest control technician shall inspect the facilities at least monthly.
3. Upon inspection, the program manager will insure that no residues are left in areas accessible to children or staff.
4. If there is an immediate threat to health or property and pesticides need to be applied, all children and staff need to be removed from the location before the pesticides are applied. Children may not return to the treated area within 2 hours after pesticide application, or as stated on the label of the product used.
5. If an emergency application occurs, the program manager must sign a statement describing the circumstances that prompted the immediate threat and a notice is provided to parents as soon as possible.

Prevention

In order to prevent any type of infestation in the Preschool program, the following guidelines are enforced.

- All garbage shall be collected daily and placed in the appropriate dumpster outside.
- The outside dumpsters must have durable covers.
- Classroom garbage cans must be lined with plastic and covered.
- The preschool program must be cleaned daily and kept in sanitary conditions at all times.
- Cleaning agents, non-toxic cleaning supplies must be labeled and stored in a locked cabinet or closet away from the children.
- Cleaning & Sanitizing toys, tables, room equipment.
- Food safety: All open food must be stored in the fridge / freezer or stored in Ziploc bags.
 - Kitchen appliances (none in Preschool) must be cleaned regularly and free to crumbs & grease.

Public Act 95-0058 requires written notification prior to the application of pesticides. Should a parent wish to receive written notification prior to the specific application of pesticides they must do so in writing. In order to receive written notification 48 hours prior to pesticide applications, the parent must submit name and address for notification by mail or email to the preschool coordinator.

If an emergency pesticide application exists to protect against an imminent threat to health or property, prior to the actual application, a good faith effort will be made to supply written notification to those on this registry. Please note that pesticides subject to notification requirements do not include consumer available products such as antimicrobial agents or baits.

Radon Testing and Lead Water Testing

Per DCFS guidelines, our facility requires a Radon Test to be administered every 3 years. A current Illinois Radon Test Certificate is posted in the exit foyer. In addition, Lead testing of water is required in some schools. At this time, our facility does not require the testing due to the time frame our facility was constructed.

Photographs and Videotaping

Teachers take photos of the children interacting and engaged in their daily activities. Some of the photos are used for special projects for parents. Some of these photos are utilized to show parents what their child / class is doing in class (typically in their weekly email).

The Bartlett Park District reserves the right to photograph or videotape participants in Park District programs, facilities or parks for the District's promotional materials.

Please sign and return the Acknowledgement to Parent Handbook (part of Enrollment Packet) to the Preschool Coordinator (or Registration Desk) verifying you have received and read this handbook and understand the policies and procedures of our Preschool Program.

Personal Child Information

It is the policy of the Bartlett Park District not to release personal information of our participants to outside organizations or individuals.

The Registration office hours are Monday through Friday 9:00-6:00.

The Preschool Coordinator (540-4853) or Recreation Manager (540-4873) can be reached to answer any questions.



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