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Message from the Early Childhood Supervisor

Thank you for choosing the Schaumburg Park District Preschool Program for your child's first preschool or continued preschool experience. My staff and I are committed to fostering a partnership with the children and families we serve through mutual respect and understanding. We want your child to have the best possible preschool experience and a lifelong love for learning. I will be happy to answer any questions or concerns. Should you need additional assistance, please call (847) 490-7036.

Sincerely,

Teresa Varco

Teresa Varco
Early Childhood Supervisor

PROGRAM AND PHILOSOPHY

WELCOME

Welcome to the Schaumburg Park District Preschool! It is our intention to provide a warm, caring environment in which your child can learn and grow. Our preschool represents quality programming developed through the dedication of parents and teachers. You have chosen a program accredited by the National Association for the Education of Young Children (NAEYC). In 1970, our doors opened to 14 preschoolers. We now offer preschool at three neighborhood centers. We are proud of our program and staff and look forward to providing an enjoyable and beneficial experience for both you and your child.

MISSION STATEMENT

The Schaumburg Park District Preschool is dedicated to supporting children's development and learning; respecting individual differences; and helping children learn to live, play and work cooperatively in a safe, healthy and nurturing environment.

PHILOSOPHY

We are dedicated to enhancing the development of children through research-based curriculum and countless hands-on activities. Learning through play is the key to our curriculum which incorporates the Illinois Early Learning Standards developed by the State Board of Education. Our program focuses on the whole child. We encourage curiosity and strive to develop an enjoyment for learning.

PRESCHOOL COMMITMENT TO FAMILIES

Family is of the primary importance in a child's development. We welcome all families and encourage them to participate in the program, including involvement in shared decision making. We are dedicated to building family relationships, learning about family structure, culture, language, customs and beliefs to ensure a culturally consistent environment for all children and families.

NAEYC ACCREDITED since 1991

The National Association for the Education of Young Children (NAEYC) accreditation is the mark of quality in early childhood education. NAEYC accredited programs show their quality by meeting the 10 NAEYC Early Childhood Program Standards, which are based on the latest research on the education and development of young children. All NAEYC Accredited programs must:

- Promote positive relationships for all children and adults
- Encourage each child's sense of individual worth
- Implement a curriculum that fosters all areas of child development: cognitive, emotional, language, physical, and social
- Use developmentally, culturally and linguistically appropriate and effect teaching approaches; provide ongoing assessments of a child's learning and development
- Promote nutrition and health
- Employ and support a qualified teaching staff
- Maintain collaborative relationships with families
- Use the resources of the community to support program goals; and provide a safe and healthy environment.

NAEYC accreditation is awarded for five years. During that time programs submit annual reports documenting compliance with the program standards. Programs are subject to unannounced visits by skilled and reliable NAEYC program assessors.

PROGRAM

Classes include a mix of group and individual activities throughout the day. Interest centers and activity areas are available to allow the child to plan his/her free time. Kindergarten readiness skills are integrated into each day's activities. Sound and name activities build phonemic awareness to prepare for reading. Art activities introduce the concepts of color, shape and space. Cooking and sensory play explore the ideas of volume and measurement. Playdough, scissors, crayons and small blocks aid in the development of fine motor skills needed for handwriting. Dramatic play and music encourage self-expression. Movement activities and outside play allow opportunity for physical development.

TEACHING STAFF

There are two teachers in each class; one teacher for every 10 children for the 4-year-old classes, one teacher for every 8 children for the 3-year-old classes and one teacher for every 7 children in the mini preschool classes. Teachers are certified in CPR and First Aid.

All teachers meet DCFS requirements and hold a degree or associate degree in Early Childhood or a degree in another field with a minimum of six hours in Early Childhood Education (ECE). Many have associate degrees or higher in ECE or Elementary Education. Assistant teachers are hired when necessary and have teaching experience and training in early childhood development. Teachers work as a team. Each facility has a lead teacher who coordinates the program within that facility and acts as a liaison between the other facilities to ensure program consistency.

CURRICULUM

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

The Seven Domains of Learning:

1. Social & Emotional Development

Children will learn:

- Confidence
- Positive self-esteem
- How to interact with others
- Independence
- Separation

2. Language Arts

Children will learn:

- To understand and follow oral direction
- To distinguish rhyming patterns
- To express self using words
- To ask and answer questions
- To recreate literature through dramatization

- To dictate stories, thoughts, and experiences
- To participate in conversation
- To recognize upper and lower case letters
- To identify initial letter sounds
- To recognize labels and signs in the environment
- To recognize his/her name
- To recognize reading and writing progresses from left to right and top to bottom

3. Mathematics

Children will learn:

- To classify
- To compare and measure
- To arrange items in a series
- To recognize patterns
- To understand one to one correspondence
- To recognize numerals
- To count to 10 with meaning

4. Science

Children will learn:

- To problem solve
- To observe
- To use multiple strategies
- To explore cause and effect relationships
- To apply knowledge

5. Social Science

Children will learn:

- About their school and community
- How to be safe in their environment
- About other cultures and traditions

6. Fine Arts

Children will learn:

- To recognize, name and make various colors
- To recognize basic shapes: square, triangle, circle, etc.
- To experiment with light and shadows
- To explore various art media

7. Physical Development and Health

Children will learn:

- To develop gross motor skills, such as running, jumping, galloping and hopping
- To develop fine motor movements: squeezing, pinching, cutting, and prewriting skills
- To develop eye hand coordination by using puzzles, pouring and lacing
- To practice good health through healthy snacks and physical activity

PARENT INVOLVEMENT

PARENT INFORMATION

Parent information meetings are held in August. Parents will have an opportunity to meet the teachers, learn about the curriculum and ask questions. Specific dates and times are available upon registration.

All required information (physical, child information sheet, etc.) should be turned into the Pat Shephard Center by the first Friday in August or prior to the child's first day of attendance if registering after the school year has started. A child may not start preschool without a current Certificate of Child Health Examination and a completed Childhood Lead Risk Assessment Questionnaire.

MEETING INDIVIDUAL NEEDS

Meeting the developmental needs of children is an important part of our preschool program. The following steps are taken to help children be a successful participant within the preschool setting.

At the beginning of the year, "Meet the Teacher" allows parent(s) and child to meet the teachers and share information. If a child has trouble separating, parent and teachers work together to develop a plan to promote independence. When a child continues to have a difficult time in a class, teachers may offer an alternative schedule where the parent comes to pick the child up earlier if the day is too long or bring the child later if entering the classroom is too difficult.

MEET THE TEACHERS

Your preschool experience will begin with an opportunity for you and your child to meet his/her teachers and share information that will help provide a successful experience. This meeting date and time is on the welcome letter you received at registration. If you register after preschool classes have started, the classroom teachers will schedule a time to meet with you to share information and review paperwork. Please bring all completed information from the student packet with you when you meet the teachers. Children may not start if information is incomplete.

PARENT VISITATION

Parents are always welcome. Parents are an important part of our preschool program. Listed below are some ways to enhance your child's learning experience and support your child's teachers.

- Sign Up to be a parent visitor and experience your child's special world away from home
- Volunteer to read a story to the class or monitor an activity center
- Share your occupation, hobby or family traditions with your child's class
- Chaperone on your child's field trip

PARENT TEACHER COMMITTEE

P. A.T.C.H. (Parent and Teachers; Cooperative Helpers)

Parents are welcome to join the parent group P.A.T.C.H. This group is made up of parents and teachers. Some of the goals of this cooperative group are: critique the curriculum, evaluate and suggest program changes, assist with and initiate community action projects. If you are interested in joining P. A.T.C.H., please contact your child's teachers

PARENT TEACHER COMMUNICATION

Please keep us informed of any changes at home (new siblings, grandparent visits, new pets, etc.). Any of these could affect your child's behavior and notification will help us work more effectively with your child. **Notify the teachers when you have a new telephone number, address or if there are any changes on the emergency information sheet this will expedite our ability to reach you in an emergency.** We believe parents and teachers working together will provide the best learning environment for young children.

CLASSROOM NEWSLETTER/NOTES

Special days, items to be brought to class and trips are announced on a daily note posted outside the classroom and/or e-mailed home. Family activities, general information, holidays, non-attendance days and special happenings, such as picture day, will be included in a newsletter e-mailed to the parents from the Schaumburg Park District Preschool. Limited hard copies will be available to those who do not have web access.

DOOR NOTES

A daily door note is posted outside the classroom to let parents know the daily activities including projects, special activities, music, finger plays, books and literacy experiences. A teacher will highlight the day's activities when opening the door for pick-up.

PRESCHOOL OPEN HOUSE

Parents, grandparents and siblings are welcome to the open house held in October. Children have an opportunity to show their guests the classroom and demonstrate what they do at school.

PARENT TEACHER CONFERENCES

Conferences are an important part of our program. Conferences are scheduled twice a year. Further information will be available from your child's teachers. School is canceled on these dates. The teachers look forward to meeting with parents and discussing each child's progress. A written report will be given to the parent at the conference.

PRESCHOOL SCREENING

Each parent is asked to complete the Ages and Stages Questionnaire screening tool prior to Meet the Teacher at the beginning of the year. The teachers will use this information to better understand your child's development and establish a starting point where they can best enhance his/her growth.

A new DCFS licensing standard has gone into effect requiring all children 3, 4 and 5 years old to have a vision and hearing screen. Every child must have this done in order for us to be in compliance. A vision and hearing screening will be provided by the preschool. A licensed hearing and vision technician will conduct the screenings by engaging the children in related age appropriate play activities.

ASSESSMENT

Teachers assess each child's development through observation and one-on-one interaction. Teachers will be looking at the child's social, emotional, physical and cognitive development. All one-on-one assessments are done through play during the preschool day using familiar materials the children use in the classroom. Teachers engage the children in games to assess cognitive development. The teachers use the information gained through assessments to guide curriculum and lesson planning. Parents are informed about their child's learning and development at least twice a year either verbally, written or by work samples. Parents are encouraged to use this information to reinforce these developing skills at home and praise their child's accomplishments.

EARLY INTERVENTION

Teachers act as an advocate for you and your child. The earlier a delay or disability is identified, the better the chance that intervention services may help a child reach his or her potential. Your child's teacher can provide you with valuable resources. A teacher may need additional information on how to best meet your child's needs. In this instance, the teacher will request you contact School District 54 for a professional evaluation. This professional will then confer with both you and the teachers.

ADA AND SPECIAL ACCOMMODATION

Schaumburg Park District participates in a cooperative agreement with Northwest Special Recreation Association (NWSRA). This team of therapeutic professionals provides inclusion assistance to the park district. The Schaumburg Park District will work with your family if your child requires special accommodations while attending the program. Please contact the early childhood supervisor, as well as noting any pertinent information on your child's registration form.

CONFIDENTIALITY

The Schaumburg Park District preschool staff respects your family's right to privacy. Only classroom teachers and the program supervisor will have access to the individual child's screening and assessment results. These screenings and assessment results will be used by the teachers to better understand your child's development, provide clear guidelines for curriculum planning and support learning. The teaching staff will not release student information to other persons or outside organizations without the written consent of the parents. Child information is secured in locked files.

PROGRAM EVALUATIONS

The continued success of our program relies on input from you. Each year parents are asked to evaluate both the program and staff interactions. The current lengthening of the 3 and 4-year-old programs is a result of parent suggestions.

QUESTIONS/CONCERNS

Questions or problems concerning preschool should be discussed with your child's teachers. If they don't have an answer or solution, please contact the early childhood supervisor tevarco@parkfun.com. The preschool office is located at the Pat Shephard Center, or you may call (847) 490-7036. Office hours are Monday-Friday 9:00AM-5:00PM.

POLICIES AND PROCEDURES

SCHOOL CLOSINGS

The Schaumburg Park District Preschool observes school holidays in accordance with School District 54. **During winter, preschool will not follow District 54 on inclement weather days off.** Parents will receive a phone call from Everbridge notification system and an e-mail letting you know preschool is cancelled. Weather-related preschool closings will also be posted on the website: www.parkfun.com. WE DO NOT follow School District 54 in regard to institute days. Please check the preschool calendar.

PARKING

There are designated areas for parking. You are prohibited from parking in the **handicapped spaces or fire lanes**. VIOLATORS WILL BE TICKETED! Children should not be left unattended in the car while the parent is entering the building.

ARRIVAL AND DEPARTURE

Upon arrival, children need to go to the bathroom and wash their hands before entering the classroom. Children may not be left unsupervised. Teachers will open the doors promptly at the designated class time. You must sign your child in and out each day.

At dismissal, please check the bulletin board for the day's activities and special notices. Your promptness in picking up your child is greatly appreciated. Each child eagerly awaits his/her parent's arrival in order to share special experiences and is greatly disappointed when the parent does not arrive on time.

AUTHORIZATION FOR PICK UP

If you will not be picking-up your child, please be sure that all persons authorized to pick up your child are listed on your pick up authorization form. **NO** child will be released to someone not listed on the authorization form. All authorized individuals will be required to sign the sign-in and sign-out sheet for that day. If the teachers do not know this person, picture identification (i.e. driver's license) will be required. Occasionally, emergencies arise where another individual, who is not on the authorization form, must be sent to pick up your child. You must call the preschool office prior to pick up, so your child's teachers can be notified.

LATE PICK UP POLICY

All parents who are late picking up their child will be asked to sign a late pick up notice. There will be a fee of \$1 a minute for every minute you are late to pick up your child. All late fees are directly billed to your child's account.

If after 30 minutes and after all emergency contacts have been attempted and are unsuccessful, staff will contact the police. Habitual late pick up will result in the removal of your child from the program.

In case of an emergency, please contact the building where your child attends, so teachers are aware of the situation.

CLOTHING

We ask that children be dressed as comfortably as possible. Simple play clothes are best. We will use a wide variety of art materials that tend to get messy, and children enjoy themselves more if they don't have to worry about their clothing. Please make sure your child's clothing does not hinder his/her ability to take care of his/her own bathroom needs.

We recommend gym shoes with non-skid soles for your child's safety. To avoid confusion and loss, all removable clothing should be marked with your child's name. **The Schaumburg Park District is not responsible for lost or stolen items.**

OUTDOOR PLAY

An important part of children's growth and development happens during outside play. Our playgrounds are a great place to develop large motor skills! Whether it is looking for insects, watching the change of seasons or experiencing how levers work, outdoor exploration is a great way to extend our curriculum.

PLEASE DRESS YOUR CHILD APPROPRIATELY! Weather changes often, dressing your child in layers will allow your child be prepared for the changes. *All children go outside with the class.* Adding a sweater or sweatshirt in case the day is cool is a good idea. A light jacket is important for colder days. Hats and mittens are required for the winter months; boots are needed on snowy days. Please label each item with your child's name. Parents will be notified ahead of time if a sledding day is planned and snowsuits are needed.

In the fall and spring, children should wear sunscreen and hats to protect from the sun's rays. Sun screen or sun block with UVB and UVA protection of SPF 15 or higher is recommended. Teachers do not apply sun screen or sun block to exposed skin. Parents should do this prior to bringing the child to preschool.

Parents are encouraged to apply insect repellents containing DEET which public health authorities recommend because of high risk of insect-borne disease.

PERSONAL HYGIENE

Children must wash their hands before entering the classroom. This practice will alleviate many germs and keep our environment safe.

BATHROOM USE*

All children must be *fully toilet-trained* and tend to their own bathroom needs. **No pull-ups or diapers are allowed.** Teachers or hall monitors will walk your child to the bathroom. Teachers and hall monitors are not allowed to change your child or assist him/her in the bathroom. *If your child has a bathroom accident, you will be called to come and change him/her.* Please be sure the people on your emergency phone list are aware of this policy. Three incidents will indicate that your child is not fully toilet trained and he/she may be removed from the program until such time that he/she has achieved this requirement.

* Two 3-year-old classes are available for children in pull-ups. *If your child is noticeably wet or uncomfortable, you will be called to come and change him/her.* For **Mini Preschoolers only**, pull-ups are allowed **until December** for children who are in the process of potty training, but need the reassurance of pull-ups.

SNACKS

Remember a snack is a small portion of food. All snacks must be store brought. Items do not need to be individually wrapped but must come in an unopened packet or plastic container. A suggested snack list will be provided the first day of school. Your cooperation is appreciated. Snack is a special time to develop socialization/conversational skills.

Because of food sensitivities for some children, the preschool classrooms are peanut restricted environments. Please do not bring nuts, any items containing nuts or items having a label that states it was manufactured in a facility that processes nut products to class.

If your child has a food allergy or food restrictions, please inform the classroom teachers.

BIRTHDAYS

Birthdays are special occasions and receive special attention at preschool but are not meant to take the place of your in-home party. Because we want to recognize your child's special day and continue with our planned-learning activities, we ask that birthday activities be kept simple and teacher-directed. Teachers may not pass out party invitations, as this may lead to hurt feelings for those children not invited. Because each child needs to feel as important as the next, we need to be consistent when recognizing birthdays. ***The Guideline for Preschool Birthday Celebrations is available from your child's teachers.*** No balloons, birthday hats, candles, or birthday cakes are allowed.

DISCIPLINE

PHILOSOPHY

It is our belief that discipline is the ongoing process of developing inner controls so the children can manage their own behavior in socially approved and acceptable ways. Teachers' help 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.

DISCIPLINE POLICY

Our early childhood classrooms are designed to promote self-discipline. A variety of activities are available to promote independence, small group play and problem solving.

THE TEACHER'S ROLE IN THE DISCIPLINE PROCESS

Teachers use the following techniques when promoting self-discipline:

- Encourage and compliment appropriate behavior
- Offer alternatives
- Ignore minor incidents
- Apply natural consequences
- Redirect children to another activity
- Have appropriate, child-centered, consistent and fair rules
- Incorporate the children's ideas into classroom rules
- Role-model appropriate behavior
- Send "I-Messages"
- Enter into play
- Reinforce appropriate behavior in peers
- Remove the child from a situation to help the child gain self control

THE CHILD'S ROLE IN DEVELOPING SELF-DISCIPLINE

- Help establish classroom rules
- Encourage others to Be Respectful, Be Responsible, Be Safe
- Role model appropriate behavior
- Use words to express feelings
- Problem solve

INVOLVING PARENTS IN THE DISCIPLINE PROCESS

If children are having difficulty adjusting to the classroom environment, the teachers will enlist the assistance of parents.

Written discipline notices will be given to the parents of children who do not respond positively to teacher redirection for behavior such as:

1. Being physically abusive: hitting, kicking, biting, throwing objects
2. Defiance of authority
3. Abusive/foul language
4. Abuse of equipment, supplies, facilities

The first written notice will alert the parent of the continuation of inappropriate behavior. The parent, program supervisor and teachers will meet to discuss steps to correct the behavior. Teachers may request permission to access outside resources from NWSRA, CHASI, or the child's school district for additional information on how to best meet the child's needs.

The second written notice will result in the parent needing to attend a class with the child. The parent, teachers, early childhood supervisor, and other professionals working with the child will meet together to develop a behavior modification plan. This plan will be reviewed and modified as needed.

The third written notice will result in the child being dropped from the program. If, at any time, a child's behavior threatens his/her own safety or the safety of others, the parent/guardian will be notified and is expected to pick the child up within the half hour. If the child is not benefiting from our program, or the health, safety and welfare of this child, and/or that of another child in the group are at risk, we reserve the right to dismiss the child.

The early childhood supervisor reserves the right to review each situation on an individual basis and may eliminate steps depending on the severity of the incident.

PROHIBITED DISCIPLINE TECHNIQUES

- Physical punishment
- Abusive or profane language
- Public or private humiliation
- Shaming or isolating
- Withholding food

ADULT RULES OF CONDUCT

Any parent/guardian or authorized person who displays any one of the following behaviors will no longer be allowed at the site:

- Physical abuse: shaking, grabbing, hitting, pushing, etc.
- Verbal abuse, including inappropriate language or threats
- Use or possession of alcohol or illegal substances
- Smoking on premises

HEALTH INFORMATION

CERTIFICATE of CHILD HEALTH EXAMINATION

The medical form must be completed and returned to the Pat Shephard Center prior to the first day of class. State law requires schools to keep your child out of class if you do not file proof of a health exam, which includes proof that your child has been immunized in compliance with state regulations. **CHILDREN MAY NOT START PRESCHOOL WITHOUT: A Certificate of Health Examination and a signed lead test questionnaire (results of lead tests must be included if indicated), or a written waiver signed by a parent or guardian stating immunizations and health related assessments are waived because of cultural or religious beliefs.**

Health information must remain current. Proof of appointment must be provided if date for routine service and immunization has passed.

HEALTH POLICY

For the protection of all children and staff, we are unable to accept a child who appears ill. **THE TEACHING STAFF HAS THE RIGHT TO REFUSE ADMITTANCE OF A CHILD WHO APPEARS TOO ILL TO ATTEND ON A GIVEN DAY.** If you are in doubt about your child's health, please keep him/her home and notify the appropriate center prior to your child's usual time of arrival. If your child has a communicable disease, please notify the teachers or preschool office. A few guidelines to follow in determining whether you should keep your child home are:

- a. Children who have vomited or need medication (fever reducer or decongestant) prior to the start of class should not attend school.
- b. Children should be free of an elevated temperature for 24 hours before returning to school. Sometimes children are anxious to get back to school and return too soon. Because their resistance is lowered, they are more susceptible to germs and may become ill again.
- c. If medication is prescribed, children should be on the antibiotics for 24 hours before returning to class to insure they are no longer contagious.
- d. If green/yellow mucus is coming from your child's nose, it is usually symptomatic of an infectious process beginning. Please keep your child home.
- e. Children should be free of diarrhea for at least 24 hours before returning to school.
- f. A rash may be the first sign of many illnesses, such as scarlet fever or chicken pox. A rash or spots may cover the entire body or may appear in only one area. Do not send a child with a rash to school until your doctor has said that it is safe to do so.

COMMUNICABLE DISEASES

(Head Lice/Strep/Ringworm/Impetigo/Hand, Foot and Mouth Disease/Conjunctivitis)
If your child is diagnosed with any communicable disease, please notify the teachers or the Pat Shephard Center office. The Schaumburg Park District has firm guidelines that must be followed before your child may return to preschool. Please see your child's teachers if this information is needed.

If a child is not immunized because of a medical condition or the family's beliefs, staff will notify the parent and exclude the child from direct contact as much as possible if a vaccine-preventable disease occurs in the classroom. A Health Alert will be handed out to parents or caregivers.

INJURY AND ILLNESS

For any child who is injured and requires more than basic first aid, the following steps will be taken:

1. Attempt to contact parent/guardian.
2. Attempt to contact emergency listings.
3. If necessary, the child will be transported to the nearest hospital by ambulance, accompanied by a staff member.

The Schaumburg Park District does not provide accident insurance or medical insurance to its participants.

If any child has a rash, fever or other signs of illness, and the parent/guardian cannot be reached, staff will contact persons listed on the participant's authorization to pick up form.

When your child's class is exposed to a communicable disease, such as chicken pox, pink eye or head lice a notice will be sent home with the children.

ALL MEDICATION should be administered at home. If your child requires medication or any kind of treatment during school hours, this must be discussed with the early childhood supervisor. Pick up a **Medication Release Packet** from Pat Shephard Center.

REGISTRATION

Preschool classes begin the first Tuesday following Labor Day in September until mid-May. Preschool follows School District 54 holidays **but not the winter weather closings**. School conferences and in-service trainings are set by the Park District and noted on the school calendar.

All registrations are taken at the Pat Shephard Early Childhood Center. Children must be the age on or before Sept. 1. A birth certificate and proof of residency (if a resident) are required at the time of registration.

For registration information, call (847) 490-7036 or visit the Pat Shephard Early Childhood Center, 421 N. Springinsguth Road, Schaumburg, IL. The Pat Shephard Center is open Monday-Friday, 9:00AM-5:00PM.

TUITION AND FEES

1. A \$95 fee is required to register - this includes a \$45 non-refundable registration fee and a \$50 security deposit. Payment may be made by check or money order made payable to the Schaumburg Park District or credit card (American Express, Visa, Master Card or Discover). If registering more than one child, you must include separate payments for each child.
2. You may pay the entire balance in full.

3. You may have the tuition automatically billed to a credit card on the first of each month. A one-time administrative fee of \$5 is required.
4. You may pay in eight installments. Invoices will be sent on the 15th of the previous month. Tuition is due on the first of each month. Payments may be dropped off at the front counter where your child attends, mailed or paid online. Please allow five working days if mailing your payment.

Mail payments to:

Schaumburg Park District
Patricia Shephard Center
Preschool Payment
421 N. Springinsguth Road
Schaumburg, IL 60194

5. Fees for late pickup will be charged to your account.
6. **A \$20 late fee will be assessed to all accounts not paid by the 1st of each month.**
7. Returned checks or rejected credit/debit payments will be charged a \$25 fee. Restitution must be in the form of a money order or cash and received within five days of notification or the child will not be able to attend class.
8. Failure to pay by the 15th will cancel your child's preschool registration. A \$45 registration fee will be charged to reinstate your child.

REFUNDS AND WITHDRAWALS

A withdrawal form must be completed in order to receive a refund.

1. Full refunds (minus the non-refundable registration fee) will be granted until August 1st. After this date, refunds will be prorated.
2. Refunds are not granted for vacations, illness or leaving the country.
3. The Schaumburg Park District staff has the right to request the withdrawal of a child. This will be done only after a reasonable period of time and after the staff has conferred with the parents.

I have received the Preschool Handbook and agree to abide by the Schaumburg Park District Preschool policies, including payment requirements, parking regulations, the late pick up policy and the discipline policy.

(Parent/Guardian Signature)

(Date)

Summary Of Licensing Standards For Day Care Centers DCFS

Day Care Information Line 1-877-746-0829

The statewide toll-free information line provides information to the public on the past history and record, including substantiated violations, of licensed day care homes, day care centers and group day care homes. This number operates Monday - Friday from 8:30am - 5:00pm

Summary of Licensing Standards for Day Care Centers

The following is a summary of the licensing standards for day care centers. It has been prepared for you so that you may monitor the care provided to your child. This is a summary and does not include all of the licensing standards for a day care center. State licensing standards are minimum standards. If you observe a violation of any of these standards, you are encouraged to discuss your concerns with the day care center operator. In most cases, parents and day care operators are able to resolve the parents' concerns and issues. If you believe the day care operator is not responding to your concerns and may not be meeting state licensing standards, you may make a complaint to the local DCFS Licensing Office or by calling the Child Abuse Hotline at 1-800-252-2873 and stating you want to make a licensing complaint. A DCFS licensing representative will investigate your complaint and report back to you. The day care center is required to provide a copy of its own written policies regarding the operation of the facility to each staff person and to parents of enrolled children.

Staffing

- The day care center must have a qualified child care director on site at all times. The director must be at least 21 years old, have completed two years of college or have equivalent experience and credentials.
- Early childhood teachers must be at least 19 years old, have two years of college or have equivalent experience and credentials.
- School age workers must be at least 19 years of age and at least five years older than the oldest child in their care. They must have completed one year of college or have the equivalent experience and credentials.
- Early childhood assistants and school age assistant must have an high school diploma or the equivalent and must work under the direct supervision of an early childhood teacher or a school-age worker.
- Student and youth aides must be at least 14 years of age, at least five years older than the oldest child in their care, and must work under the direct supervision of an early childhood teacher or school age worker
- Student and youth aides are not generally counted for purpose of maintaining staff/child ratios
- The director and all child care staff must have 15 hours of in-service training annually

- All staff must have the current medical reports on file and are subject to background checks for any record of criminal convictions or child abuse and neglect
- A person certified in first aid including CPR and the Heimlich maneuver must be present at all times.

Group Size and Staff Requirements:

Age of Children	Staff/Child Ratio	Max Group Size
Two years	1 to 8	16
Three years	1 to 10	20
Four years	1 to 10	20

- Exceptions: One early childhood teacher and an assistant may supervise a group of up to 30 children if all of the children are at least five years of age.
- Whenever children of different ages are combined, the staff/child ratio and maximum group size must be based on the age of the youngest child in the group.

General Program Requirements

- Parents must be allowed to visit the center without an appointment any time during normal hours of operation.
- Staff must demonstrate respect for each child enrolled regardless of gender, ability, cultural, ethnic or religious differences.
- There must be a balance of active and quiet activity. Daily indoor and outdoor activities are to be provided for all children to make use of both large and small muscles.
- In preschool programs where children receive care for less than three hours per day, outdoor activity is not required.
- Children may not be left unattended at any time.

Preschool-Age Children

- Toys and indoor equipment must be cleaned and disinfected daily. Safe and durable equipment and play materials must be provided.
- A variety of developmentally appropriate activities and materials must be available for all children

Enrollment and Discharge

- Parents must be provided the names, business address and telephone number of the persons legally responsible for the program.
- Parents must be provided, in writing, information on the program, fees, arrival and departure policies explaining to the parent and guardians what actions the caregiver will take if children are not picked up at the agreed upon time and the guidance and discipline policies.
- Parents must complete an enrollment application, which includes, for the first time enrolment, providing a certified copy of their child's birth certificate, emergency numbers and the person authorized to pick up their child.
- A child may only be released to a parent or other responsible person designated by the parent.

- Daily arrival and departure logs must be kept by the center.

Guidance and Discipline

- Parents must be given a copy of the guidance and discipline policy.
- The following are prohibited:
 - Corporal punishment
 - Threatened or actual withdrawal of food, rest or use of the bathroom
 - Abusive or profane language
 - Public or private humiliation
 - Emotional abuse, including shaming, rejecting, terrorizing or isolating a child
- Time-out is to be limited to one minute per year of age. Timeout may not be used for children less than two years of age

Health Requirements for Children

- A medical report indicating that the child has been appropriately immunized must be on file for each child. A tuberculin skin test is to be included in the initial exam unless waived by a physician.
- The medical report is valid for two years for infants and preschool children.
- The center will comply with the Illinois Department of Public Health's Hearing and Vision Screening Codes and the Illinois Child Vision and Hearing Test Act.
- Children aged one to six years must have either a lead risk assessment or lead screening.
- Water must be freely available to all children.
- Children's hands must be washed with soap and water upon arrival at the center, before and after snack or using the toilet, after wiping or blowing their noses, after outdoor play and after coming into contact with any soiled objects.
- Prescription and non-prescription medication may be accepted only in its original container. The center must maintain a record of the dates, time administered, dosages, prescription number and the name of the person administering the medication.
- Medication must be kept in locked cabinets or other containers that are inaccessible to children.

Physical Space

- Indoor space must provide a safe, comfortable environment for the children. Floor and floor coverings must be washable and free from drafts and dampness
- Toilets and lavatories must be readily accessible to the children.
- Hot and cold running water must be provided.
- Hazardous items must be inaccessible to children.
- Parents must be notified before pesticides are applied, unless in an emergency.
- Exits must be unlocked and clear of equipment and debris.
- Drills for fire and tornado must be conducted. A floor plan must be posted in every room indicating the areas providing the most safety in the case of a tornado and the primary and secondary exit routes in case of a fire.
- Smoking or the use of tobacco products in any form is prohibited in the child care center or in the presence of children while on the playground or on trips away from the center.
- Play materials must be durable and free from hazardous characteristics.
- The facility may not use or have on the premises any unsafe children's products as described in the Children's Product Safety Act. Lists of unsafe children's products

and recalls from 1999 to now are available at

www.idph.state.il.us/webapp/SRSApp/pages/index.jsp

- The facility must be cleaned daily and kept in sanitary conditions at all times
- First aid kits must be maintained and readily available for use.

Outdoor Play Area

- Play space must be fenced or otherwise enclosed or protected from traffic and other hazards. There must be a shaded area in summer to protect children from excessive sun exposure.
- All areas of the outdoor play space must be visible to staff at all times
- Equipment must be free of sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, the potential for entrapment and/or other hazards.
- Protective surfaces must be provided under equipment from which children might fall.
- During hours of operation and at all times that children are present there must be a means for parents of enrolled children to have direct telephone contact with a staff person.

This summary has been developed to assist parents in monitoring the care provided by the day care center.

For a complete copy of the Licensing Standards, write or call

*Department of Children and Family Services
Office of Child and Family Policy
406 East Monroe Street
Springfield, Illinois 62701
(217)524-1983*

Licensing Standards for Day Care Centers may also be accessed through the DCFS web site: www.state.il.us/dcfs and follow the link to Part 407, Licensing Standards for Day Care Centers. You may also contact your nearest DCFS office.