

Deerfield Park District Preschool

PARENT HANDBOOK

2021 – 2022



Deerfield Park District Preschool

836 Jewett Park Drive

Deerfield, IL 60015

847-572-2634 (Preschool office direct line)

847-945-0650 (Park District Registration Desk)

*This handbook reflects the current COVID-19 protocols as of December 2020. Protocols will be updated or changed as state and federal guidance changes.



Like us on Facebook for Preschool pictures and Deerfield Park District events!

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WELCOME TO PRESCHOOL

Dear Preschool Families,

Welcome to the Deerfield Park District Preschool! Entering preschool is an important milestone in the lives of children and their parents. It is a time when children move from home to a classroom, from a small group of friends to a larger community of peers, from loving parents to other adults who care for them in new ways. Our mission is to provide a secure environment of mutual trust in which your child can learn and grow in confidence and self-esteem. Children are encouraged to explore and develop one's own capacities and talents while building a sense of community and cooperation with classmates and teachers.

We want your child to have the best possible preschool experience. If you have any questions or concerns, please do not hesitate to let me know. My door is always open.

Thank you for sharing your child with us.

Warmly,

Lynn

Lynn Braun
Preschool Director
lynn@deerfieldparks.org

About Our School

Deerfield Park District Preschool is a not-for-profit early childhood program that is licensed by the Illinois Department of Children and Family Services (DCFS) and is designed to meet or exceed licensing standards. Located in a secured area on the second level of the Jewett Park Community Center, we offer part-time enrollment for children 2 ½ years through 5 years of age. Deerfield Park District Preschool is open from the day after Labor Day through the week before Memorial Day. Our school generally follows the Deerfield School District 109 calendar for vacations, etc.

Philosophy

We are a developmental program designed so that children learn to play and play to learn. We believe that through play and problem solving, children learn the basic skills necessary to achieve – socially, emotionally, intellectually, physically, and creatively. Our programs are planned to reflect the changing developmental needs of children in each age group through individual and group activities.

Our goal is to provide a warm, nurturing quality preschool environment, recognizing that each child has her/his own unique style of growth and learning. We believe parents and teachers are partners in children's care and education helping children grow in confidence and self-esteem.

Preschool Staff and Information

Preschool Direct line: 847-572-2634

Registration Desk	847-945-0650		
Lynn Braun	Preschool Director	lynn@deerfieldparks.org	847-572-2635
Judy Cohen	Program Coordinator	judy@deerfieldparks.org	847-572-2635
Dana Bundy	Early Childhood Supervisor	dana@deerfieldparks.org	847-572-2624
Tricia Conroy	Administrative Assistant	tricia@deerfieldparks.org	847-572-2634

Our dedicated, caring, experienced teachers are early childhood educators committed to helping children develop to their fullest potential. We are proud of maintaining a low student/teacher ratio. Throughout the year, the staff participates in numerous early childhood conferences, workshops, and in-service trainings to remain informed of current trends and research in the field.

School Hours

Little Learners	Tue / Thu	9:00am – 11:15am	3 years old by May 1
3 Year Olds	Mon / Wed / Fri	8:45am - 11:15am	3 years old by Sept. 1
Pre-K 4's	Mon – Fri	8:45am - 11:15am	4 years old by Sept. 1

BEGINNING SCHOOL

Meet & Greet Open House

The school year begins with our MEET & GREET Open House. This Open House gives children and their families the opportunity to visit school, meet the teachers, meet other children and families, and play on our new Preschool playground! Weather permitting, the Preschool playground is available to gather with new Preschool friends during or even after the Meet & Greet Open House. This is a morning event. Exact times TBD

Pre-Conferences - Little Learners and 3 Year Olds

Prior to the start of school, your child's teacher will call you to arrange a 15-minute pre-conference time. This visit at Preschool will allow you and your child the opportunity to individually meet the teachers and go over important school information.

Class Placement

Deerfield Park District Preschool reserves the right to determine the appropriate class placement of children. If you have any concerns regarding your child, please contact the Director **by July 1** by email: lynn@deerfieldparks.org

Separation and Transition

It is important for parents and teachers to give children sufficient time and support to help them move from the primary relationship with parents to a trusting, secondary relationship with teachers. Therefore, we request that

parents/caregivers plan to remain available during the first couple of weeks of school in the event your child needs you. Please be assured that we recognize that this kind of separation is often as difficult for parents as it is for children. Do not worry if your child is having trouble adjusting, we will get through it together. Be confident that your child is in good hands and that we will call you if necessary. You are welcome to call us to check on your child anytime.

Here are a few suggestions that will help make your child's transition to school a bit easier:

1. Arrive on time. Pick up on time.
2. Be sure to say goodbye. Reassure your child that you will return when school is over.
3. Do not linger at drop-off. Once you say goodbye, do not prolong it. Your child will feel your hesitation.
4. If your child needs a reminder of home, such as a family photo or security blanket, speak to his or her teacher to create a plan. We will encourage your child to leave the item in their backpack where he or she can "check" on it.

Toileting

Children in our 3 Year Old and Pre-K 4's programs should be toilet-trained before the start of the school year. Each classroom is equipped with a child-sized bathroom to encourage independence. We understand that toilet-training is a developmental process and not all children may be fully toilet-trained by September when school begins. If your child has any toileting difficulties, please speak to your child's teachers.

Children in our Little Learners program may be working on toilet-training at the start of the school year. Toilet training is a very important milestone for a child, so we want to work together on this skill. Here are some helpful hints for when a child is ready to wear underwear to school:

- Can follow simple directions
- Able to stay dry for two or more hours at a time
- Can communicate when they need to go potty
- Expresses the desire to wear underpants
- Has limited accidents and makes you aware that they had an accident
- Can pull pants up and down independently

****A parent or caregiver should be available during school hours if a child should have a bowel movement during the school day and needs to be changed. Our licensing does not allow us to change diapers.***

ARRIVAL AT SCHOOL

Upon arrival at school, all children should enter through the **glass entry doors** by the north/east circle driveway. A teacher or staff member will be there to greet you, take your child's temperature, and acknowledge your child's Health Screening.

Late Arrival

Once class begins and drop off has ended (approximately 9:00am), our glass entry doors will be locked. Please ring the doorbell and someone will come to assist you. Children who arrive after the doors have been locked will be brought to their class by a staff member to reduce disruption in the classrooms and maintain security. If your child arrives late and a staff member is not available to open the glass entry doors, please bring your child to the registration office and we will be notified. ***Parking in the circle driveway is prohibited. Please do not leave your car unattended in the circle driveway while you drop off or pick up your child.***

Drop Off Circle

Your child may participate in “drop off” in the circle driveway on the NORTHEAST side of the Jewett Park Community Center. Our staff will be outside waiting to open your car door and direct them to the front door where they will sanitize their hands before entering the building. Drop-off encourages your child’s independence. However, if your child is not ready, you may walk them to the front door. Do not worry if your child is not ready at the beginning of the school year.

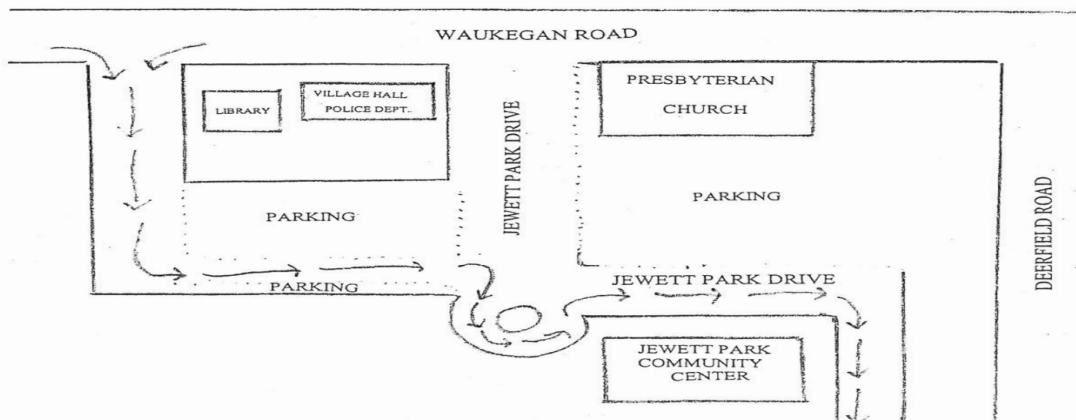
Please follow the directions listed below to participate in our drop off program:

- Morning drop-off begins at **8:40am** for Pre-K students and **8:55am** for the Three Year Olds and Little Learners.
- Enter the drop-off line from the **LIBRARY ENTRANCE** on Waukegan Road.
- Travel through the **library** parking lot, drive behind the police station in a line closest to the park, and turn right into the circle driveway. Please do not block anyone wishing to back out of the parking spaces in these areas. **Pull ALL THE WAY UP in the circle driveway** to the end of the turnaround to allow more cars to enter.
- Put your car in PARK and *unbuckle your child’s seatbelt*. (Please try to have their car seat on the curbside.) The driver should remain in the car at all times.
- A staff member will come up to your car and open the car door then take your child’s temperature and Health Screening form.
- As you exit the circle driveway, turn right (follow NO LEFT TURN signage) and watch for pedestrians in the crosswalk. **Deerfield Police will issue a ticket for left hand turns out of the circle.**

CELL PHONES: The state of Illinois prohibits use of a hand-held cell phone while operating a vehicle in a SCHOOL ZONE area. Please help keep our children and adults safe while obeying this law and refraining to use your cell phone for the few minutes you are in the drop-off circle. Thank you for your cooperation.

We ask that you share drop-off procedure information with your designated drivers such as nannies, relatives, and neighbors before they drop off or pick up your child. For the safety of children and adults, we encourage you to drive slowly and use caution in the parking lot and drop-off areas which can be quite congested at arrival and dismissal times.

Drop Off Circle Diagram



DISMISSAL

Dismissal

It is important to pick up your child on time. Children tend to get upset or worried if all the other children have been picked up and they are still waiting.

Please wait outside of the preschool at dismissal. All children must be picked up by an authorized adult (unless they are registered for an enrichment program). Children will be brought outside for dismissal.

If your child is going home with someone other than their regular carpool, please send a written note at the beginning of the school day. Your written note should include the date, your child's name, name of adult picking up, and parent signature. **Verbal and phone requests cause confusion at pick up time, are not permitted for our licensing, and therefore will NOT be accepted.** We will not release your child to anyone who is not on your **Authorization for Pick Up or Emergency Contact Information forms** without a written note from you. Identification may be requested.

EARLY PICK-UP: Due to security reasons, if you need to pick up your child early, we ask that you **CALL AHEAD to the Preschool Office**. A written note is always appreciated to let your child's teacher know. When you arrive, please ring the bell to the right of the GLASS ENTRY DOORS on the NORTHEAST side entrance where a staff member can see you through the glass.

During the school year, please inform the Preschool Office of any changes to cell phone numbers, home numbers or changes in persons authorized to pick up your child.

Late Pick-Up Policy

We understand that emergencies do occur. Please call the Preschool Office if you will be late. If a parent, guardian, or person authorized to pick up is over five (5) minutes late to pick up a child, we will attempt to reach an emergency contact listed on a child's Emergency Contact Information form. **Frequent tardiness may result in removal from Preschool.**

If after forty-five (45) minutes, we have been unable to reach an authorized person, we will contact the Deerfield Police Department for assistance. A Deerfield Park District employee shall be responsible for the child's protection and well-being until the parent, guardian, or person authorized to pick up the child arrives, or the authorities arrive. We will do our best to keep the child comfortable and calm until the situation is resolved. This issue shall not hold the child responsible for the situation and that discussion of this issue will only be with the parent or guardian and never with the child.

Due to the above late pick-up policy, it is imperative to have up-to-date emergency contact information on file with the Preschool office.

HEALTH AND SAFETY

Absences / Illness

IF YOUR CHILD IS ILL OR WILL BE ABSENT FROM SCHOOL FOR ANY REASON, PLEASE CALL THE PRESCHOOL OFFICE @ 847-572-2634. If the phone line is in use, your call will go directly to voice mail. If this occurs, please leave a message and we will call you back if necessary. **In your message, please notify us as to the reason for your child's absence** – if they are ill and what symptoms your child is experiencing. Due to public health codes, the Preschool office must be notified if your child has any communicable illness, i.e.: COVID-19, strep throat, conjunctivitis, head lice, fifth disease, etc. **Please see the addendum at the end of this handbook for complete COVID-19 protocols. All practices are subject to change as guidance from state and federal agencies change.**

Our goal is to create a safe and healthy environment for all children and staff. To reduce the spreading of germs, we require children and adults to wash their hands upon arrival, before snack, and after bathroom use.

If your child should become sick or if an emergency occurs while at school, we will call you to pick up your child. If we are unable to reach you, we will contact one of the authorized adults listed on your Emergency Contact Information and/or Authorization for Pick Up Forms. *A PARENT, GUARDIAN OR AUTHORIZED ADULT SHOULD BE REACHABLE AT ALL TIMES DURING THE HOURS YOUR CHILD IS AT SCHOOL.*

For the health and wellness of the children and staff, PLEASE keep your child home if he or she has any of the following symptoms: ***(Your child must be free of any of the above symptoms for at least 24 hours before returning to school)***

- * yellow or green nasal discharge
- * discharge from the eyes or ears
- * sore throat and/or persistent cough
- * Lethargy or inability to participate
- * temperature 100.0 or above
- * any contagious disease
- * stomachache, diarrhea and/or vomiting
- * any unusual rash

Vision and Hearing Screening

In the spring, a certified technician from the Lake County Health Department will be providing hearing and vision screening for children enrolled in the 3-Year-Old and Pre-K 4's programs. Families will be notified in advance of the date.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo a vision screening if an optometrist or ophthalmologist completes and signs a report form indicating that an examination has been administered within the previous 12 months. If applicable, please provide the Preschool Office with a copy of your child's eye exam report prior to the screening date.

WHAT TO BRING / WHAT TO WEAR

Everyday Clothing

We suggest play clothes that are comfortable and easy for a child to manage. Some projects may stain or be messy. Although smocks are provided, they do not cover everything. Check weather daily so your child is dressed appropriately for outdoor play. Weather permitting, we go outside EVERYDAY. Label each item with your child's full name in permanent marker. That allows us to return items to you. There is a lost & found bin in the Preschool hallway.

Please send your child to school in **gym shoes** - not sandals, crocs or dress shoes - so they will be safe for indoor *and* outdoor activities. In the winter, send your child to school in boots with gym shoes in their backpack. To encourage your child's independence, gym shoes with Velcro are recommended.

Backpacks

Your child should bring a backpack to school each day – large enough to hold their winter gear as well as extra clothing. Attached to your child's backpack, we will place a plastic note holder to be used for communication between home and school. Inside the backpack in a gallon zip-lock bag the following items * (labeled)

- Shirt and/or sweatshirt
- pants (shorts in warm weather)
- underwear
- socks
- Clothing in your child's backpack should be changed as the seasons change.

School T-Shirts

At the beginning of the school year, each child will receive a Preschool t-shirt. For school spirit, we suggest wearing the t-shirt the first Friday of each month (Little Learners on Thursday).

Cold Weather Clothing

Our experience tells us that the children feel proud of their accomplishments when they can dress themselves independently to go out and play. To encourage your child's independence, we recommend mittens instead of gloves, and boots with Velcro closures rather than laces. This type of gear allows your child to dress themselves more easily. For safety reasons, no loose scarves on the playground.

Upon arrival of cold weather, each child must bring in their backpack or wear to school: (we go outside most days)

- warm coat
- snow pants
- winter hat
- mittens
- snow boots (pull on or Velcro)
- **extra shoes for indoors** (when children take off their snow boots)

Items from Home

With the exception of a security item for young children on the first days of school, please leave all toys and playthings either in the car or at home. Items from home often become the subject of arguments, aggressive behavior and hurt feelings. Our Preschool provides a wide variety of materials designated to help your child learn and grow and many opportunities to work on sharing at school. If your child brings toys to school, the toys will be placed in your child's backpack. Weapons and war toys are never welcome.

CURRICULUM

About Our Curriculum

Young children construct their understanding of the world through active exploration. Our well-rounded curriculum includes opportunities in math, science and nature, literacy, language and listening, dramatic play, and daily outdoor play. Our teachers strive to create the best possible learning environment for each child.

Activities change as the year progresses and as children develop new skills and perspectives. Teachers work as providers, facilitators, listeners, advisors, disciplinarians, mediators, helpers, and warm, nurturing people. Learning occurs as children interact with other children, with teachers, and with materials. These activities are the foundation

for future formal learning. The children are working with others to solve problems, express feelings, and generate ideas. The Preschool is a happy and challenging environment for children as they explore their expanding world.

Our classrooms are set up in learning centers offering exciting learning areas: blocks, writing, reading, manipulatives, science and nature, dramatic play, etc. Our art teachers offer a variety of materials that the child can examine, touch, and experiment with, using color, textures, and design. The groups gather for music and movement each week as well as stories and discussion. Weather permitting, the children play outdoors daily on the adjacent fenced preschool playground.

The curriculum exposes children to a variety of cultural experiences that encourage the development of values such as respect for diversity, giving, sharing, and learning to be good friends. Older children learn about responsibility and taking turns by holding small jobs in the classroom such as snack helpers, table washers, door holder, line leader, line caboose, meteorologist, etc.

A Typical Day at Preschool

A Day in the Little Learners Program

9:00am	Arrival and welcome, handwashing
9:05am – 10:15am	Group circle, learning centers, art table, music/movement
10:15am – 10:30am	Clean up, story time
10:30am – 10:50am	Handwashing, snack, dress for outdoor play
10:50am – 11:10am	Outdoor play
11:10am – 11:15am	Review of the day
11:15am	Dismissal

A Day in the 3-Year-Old Program

9:00am	Arrival and welcome, handwashing
9:05am – 10:20am	Group circle, learning centers, art table, music/movement
10:20am – 10:35am	Clean up, story time
10:35am – 10:50am	Handwashing, snack, dress for outdoor play
10:50am – 11:10am	Outdoor play
11:10am – 11:15am	Review of the day
11:15am	Dismissal

A Day in the Pre-K 4's Program

8:45am	Arrival and welcome, student check in, handwashing
8:50am - 9:55am	Group circle, learning centers, art table
9:55am - 10:35am	Music/movement, learning centers, art table, clean up, story time
10:35am – 10:50am	Handwashing, snack, dress for outdoor play
10:50am – 11:10am	Outdoor play
11:10am – 11:15am	Review of the day
11:15am	Dismissal

Extending Your Child's Day

For Pre-K and the Three Year Old class, preschool ends at 11:15 AM. A child's day at preschool may be extended through Lunch Bunch or other park district early childhood classes. Our teachers provide a smooth transition to these programs. For additional information on Extend the Day programs, please contact Dana Bundy @ 847-572-2624

COMMUNICATION

Parent – Teacher Team

Parent-Teacher communication is key to your child's success at Preschool. Your observations of your child at home are as important as the teacher's observations at school. We hope you will feel free to share these with your child's teacher. Your insights into your own child are useful in helping the teacher work with your child. If there is an area of difficulty at school, communication and understanding between you and the teacher is an important step in helping your child.

Attached to your child's backpack will be a plastic note holder to be used for communication between home and school. Please check the note holder daily and we will, too. We urge you to contact us at any time if you want clarification about a program, to make suggestions, or to discuss your child's experience. We would appreciate you keeping us informed of anything unusual that has happened or is about to happen in your family life (e.g., illness, parents away, death in the family, family visits, birth of a sibling, etc.). We would like to be able to support you as much as possible when you are in need.

We feel regular parent-teacher communication is important. A fall phone conference with parent and teacher is scheduled for all children. In March, we will hold evening Parent-Teacher Conferences for children in our 3-Year-Old and Pre-K 4's programs. In April, a second phone conference is held children in our Little Learners program. *A meeting or phone call may be scheduled whenever parents or teachers have a concern they wish to share.*

To best serve the children, parents and teachers must strive to keep lines of communication always open. We are available to talk to you about any issues and/or concerns that you might have. It is important that these kinds of conversations take place **outside** of the classroom. When the teachers are in the classroom, they are responsible for all the children that are in their care. This will also ensure that you receive our undivided attention. Please do not hesitate to call us to set up a time to address any concerns that you might have about your child.

Annual Surveys

In the spring, we will send parents a survey on our preschool program. We encourage you to complete and return these surveys, as your feedback really helps us grow and learn. However, please never hesitate to approach us with feedback throughout the school year through daily conversations, conferences, or by phone or email. We are always willing to hearing your concerns and/or recommendations.

FOOD AND SNACKS

Snacks

Every day a snack is served at school. Typically, we serve snacks such as pretzels, various crackers, goldfish, or vanilla wafers. Foods such as peanuts, popcorn, or whole marshmallows are never served.

Parents are occasionally asked to provide a fresh fruit or dairy snack for their child's classroom. A note will be sent home from your child's teacher to inform you of your snack date and suggested items.

Allergies: Your child's health is most important to us. If your child can not eat snacks that are served or a special treat that is brought in, we may ask that you provide snacks that your child can eat to be left at school for your child. Be sure to discuss your child's specific food allergies with your child's teachers. A Medical Distribution form should be completed for dispensing medication.

Food Policy

All food, fruit or dairy items that are brought in for birthdays, special days, etc. must follow the guidelines listed below (small portions or mini-sized snacks are best for young children):

- Food items must be store-bought in their original packaging with the nutritional label intact. Please read the labels carefully for nut-free products. **If the package has any statements such as: contains peanut or tree nuts, may contain peanuts or tree nuts, processed on shared equipment with peanuts or tree nuts, or processed in a plant that also processes peanuts or tree nuts, we will NOT be able to serve the snack.**
- Home-baked items and unlabeled bakery items are NOT allowed.
- We are unable to cut fruit at school.
- Packaged, store-bought, unopened fresh fruit (such as pre-sliced apples) as well as low sugar fruit cups (such as applesauce, pears, or peaches) are allowed in their original packaging.

For daily snack or classroom parties, all food served will meet the same guidelines as stated above.

Please do not have your child, a sibling or accompanying adult bring in any food items or hot drinks such as coffee into the classroom due to safety and allergies. Have your child finish breakfast in the car before coming into school. Gum and candy are not permitted as they are choking hazards.

SPECIAL CELEBRATIONS

Special Days

Children in our 3-Year-Old and Pre-K programs are invited to celebrate on their birthday or "special day." A "special day" can take the place of a birthday occurring over the summer or during a vacation period, or if a celebration otherwise cannot occur close to a child's birthday. Your child's teacher will send a note home to let you know which day will be your child's special day.

On your child's special day, parents may bring simple SMALL or MINI-SIZED treats for each child in the class. These treats must meet our food policy guidelines which are stated in this handbook or we will not be able to serve them.

Birthdays

When celebrating your child's birthday outside of school, please consider inviting all classmates so that no child feels excluded. Children do talk about their parties and feelings can get hurt. To prevent confusion and/or loss of invitations, birthday party invitations may NOT be distributed at school. Thank you for your cooperation.

PARENT VOLUNTEERS

Room Parents / Classroom Volunteers

Room Parents serve as the liaison between parents and teachers and help to create a community within each classroom. Responsibilities include, but are not limited to; coordinating classroom events, reaching out to other parents, and assisting classroom teachers as needed. Many room parents organize social events that help parents get to know each other (i.e., coffees and play dates at the playground) or activities related to Teacher Appreciation Week in May. Most classrooms will have two room parents that work together to coordinate activities.

While visitors are not allowed in the classrooms at this time, we are always looking for ways to get the parents involved. Some events have been modified to be held outside so that parents may take part. You will be notified of any of these opportunities.

BEHAVIOR MANAGEMENT

Our goal is to provide a safe environment for all children. If a child experiences difficulty in our program, the director, program coordinator, teachers and families may meet to establish a plan with mutual goals for the child.

We follow the program participant conduct plan stated in the general information of the seasonal park district brochure.

Discipline Policy

It is our goal to create an environment that allows each child to develop self-management skills and inner control. The children are provided with consistent, realistic limits and routines and helped to follow them through positive reinforcement methods only. Children are encouraged to use words, rather than physical means, to resolve conflicts, and are helped to be in tune with their own feelings and the feelings of other children.

The Preschool staff will communicate their behavioral expectations in a language that children are able to understand to redirect inappropriate behavior. Removal from a scene of conflict will be used to help the child to regain self-control and is accomplished either through talking with the teacher or moving to a quieter play area. Positive discipline teaches children about limits, how to maintain control over their bodies and how-to problem solve in the event of conflict. Under no circumstances is corporal punishment or verbal abuse used.

Meeting Each Child's Needs

We recognize the need for and support early intervention for young children when necessary. We work closely with Northern Suburban Special Recreation Association (NSSRA) to provide additional support to our students and staff. We can work together to achieve agreed upon goals. In addition, Deerfield School District 109 offers Child Find for those children 3 years of age or older who may need assistance.

SAFETY AND SECURITY

Security

The security of the children and staff in our program is a top priority. We are in a secured area of the building – all doors are locked during the school day. The glass entry doors on the NE side of school are closed and locked immediately after drop-off is concluded.

School Emergency Procedures

In the event of the necessity to evacuate the building due to an emergency, the children will be evacuated through the designated exit and will be escorted to a safe area away from the building. Children will remain outside of the building until we are informed by the proper authorities that it is safe to reenter.

In the case of a tornado, emergency tornado procedures will be put in place. The staff and children will remain in “safe” areas in the building until weather conditions clear.

Safety drills are conducted regularly and are recorded as required for our DCFS licensing.

Pest Control Procedures

The Jewett Park Preschool Playground is maintained by the Deerfield Park District. Recognizing the importance of providing safe, as well as attractive park areas, the Park District engages in a supervised program of pesticide application. Using the most up to date and safest chemicals available, the Park District hopes to control undesirable insects and plants, etc.

Application is typically done twice, usually in the fall and early spring of the year. When a park/school facility is being sprayed such as the Jewett Park Preschool Playground, the Preschool director will be notified in advance. When school is in session, spraying of ground will be conducted after 4:00pm or on a Saturday.

More detailed information is available upon request.

Radon Testing

The State of Illinois Department of Children and Family Services (DCFS) requires that all licensed childcare facilities hire an Illinois Emergency Management Agency (IEMA) Licensed Radon Measurement Professional to test the radon level in the building. This testing must be completed every three years and is posted next to our DCFS license.

PROGRAM INFORMATION AND POLICIES

Emergency School Closings

The Deerfield Park District Preschool follows the same **snow cancellation** policy as Deerfield School District 109. If District 109 has cancelled school due to snow, our preschool will be closed. If the District has a late start or cancels school due to cold, we will make every attempt to keep school open. There are no make-up days for emergency closings.

The following sites/numbers will be updated by 7:30am:

Websites: www.dfpd.org or www.emergencyclosing.com

Weather Hotline: 847-317-2555

Registration / Enrollment

Fall registration for new students is held in early January. Current students are given priority to register before the public. **ALL REGISTRATIONS AND PAYMENTS ARE HANDLED THROUGH THE DEERFIELD PARK DISTRICT REGISTRATION DESK AT THE JEWETT PARK COMMUNITY CENTER.**

Birth Certificate Policy

To comply with The Missing Children's Records Act, the Illinois Department of Children and Family Services (DCFS) requires that we have a certified copy of each child's birth certificate on file. We are required by The Missing Children's Records Act, to notify the Illinois State Police or local law enforcement agency if a parent or guardian fails to submit proof of the child's identity.

School Directory / Photos

A school directory will be distributed shortly after the school year begins. This directory is for the personal use of preschool families only and may not be used for any other purpose. In addition, photos may be taken throughout the school year to create books, display in the classroom or hallway, or used in promotion of park district programs.

If you do not wish for your child's name to be listed in the school directory, or photos of your child to be used in park district publicity, please notify the Preschool office **by JULY 1.**

Throughout the year, many photos are taken of children by the teachers. At the end of the year, many of those photos will be available to you.

Withdrawal from Program

Please give the Directors at least TWO weeks written notice if you plan to withdraw your child from school. Unfortunately, there can be no adjustments, make-ups, or refunds when children are absent or on vacation, or if snow or emergency days occur.

DEERFIELD PARK DISTRICT PRESCHOOL SAFETY GUIDELINES

Deerfield Park District understands the feeling of uncertainty during these unprecedented times. Please be assured, safety is our top priority for all participants and staff. Before classes begin, all employees are trained on Deerfield Park District's health and safety protocols that are aligned with DCFS, IDPH, CDC and DCEO. All precautions will be taken, including frequent hand hygiene, wearing facial coverings, health screenings with temperature checks, physical distancing, and restricted access to our classrooms.

***Please note that all protocols can be adjusted as state and federal guidelines change.**

Enhanced Risk Management Plan

The Deerfield Park District Preschool will follow the enhanced risk management plan as directed by DCFS. This plan identifies specific ways to reduce or eliminate the risks and helps us to establish the procedures to follow in an emergency or crisis. All staff will be trained in the implementation of this plan. Outlined below are the new guidelines included in this plan.

1. Exclusion Policies

Staff and children with serious illnesses, contagious diseases, and reportable diseases, in accordance with IDPH regulation and recommendations will be excluded from the program. Any child suspected of having COVID-19 shall be excluded from the center until written documentation is provided by the child's physician that the child is no longer communicable and may return to the preschool. After completing 10 days in quarantine, asymptomatic contacts may return to school/day care.

If the contact becomes symptomatic during quarantine, they would be managed as a probable case (if not tested) or a confirmed case (if they test positive).

Probable and confirmed cases must complete 10 days of isolation from the date of first symptom onset, demonstrate resolution of symptoms and be fever-free for 3 days without use of fever-reducing medications before they can return to school/day care.

Child or Staff Person Tests Positive for COVID-19 Procedure

Emergency Communication Plan

Families and staff must immediately notify the preschool if someone in their house tests positive or if the child has been in close contact with a positive case and the child will be quarantined from school. Families are asked to sign a document acknowledging this guideline. It is available in the E-PACT Registration "Packet."

If any child or staff in the preschool tests positive for COVID-19, the Preschool Supervisor will report the case to DCFS and the Lake County Health Department. Families will be notified of the exposure, but the identity of the participant/staff will remain confidential. The children and staff that had direct exposure to the participant/staff will be quarantined for 10 days (or seven days with a negative test after day five). Additionally, the area used by the infected person will be closed. Increased air circulation will be provided. After 24 hours, the room will be cleaned and disinfected. Deerfield Park District will follow additional directives given by the Lake County Health Department.

If a child becomes sick

If a child becomes sick while at school, the child will be placed in an isolation room until the child can be picked-up by a parent or guardian. The Preschool Director/Supervisor will walk the child out to their parent along with his/her bagged belongings. The isolation room will be cleaned and disinfected after 24 hours. The children will be moved to a clean and disinfected room the following day. Staff that show signs of illness will be sent home and substitute staff will be provided.

2. Increased Signage

Signage will be posted outside of all entrances restricting entry to anyone with symptoms of illness/respiratory infection. Also posted will be signage indicating the use of face coverings in the facility and ways to prevent the spread of germs with a focus on handwashing.

3. Personal Protective Equipment (PPE) Operation Plan

- The supply of PPEs will be maintained and monitored by the Preschool Supervisor. This includes face coverings, face shields, non-permeable gloves, and hand sanitizer.
- The Preschool Supervisor will reorder supplies as needed.
- The PPE will be available in each classroom with extra available in the Preschool Office. Inventory will be conducted daily to reorder in a timely fashion.
- Staff will be trained on where the PPE is stored.
- Staff will be trained on best practices for wearing face coverings and other PPE. The Preschool will follow local and state guidelines to ensure compliance with health and safety orders. As determined, all staff and children will wear a face covering at arrival and dismissal, when indoors (except children when they are eating), or when physical distance cannot be achieved outdoors.

4. Drop-off and Pick-up Procedures

Our new procedure for drop-off and pick-up is designed to ensure everyone in our center stays safe and healthy. Parents can choose either curbside drop-off/pick-up or park and walk to the entrance with their child. All staff, parents, and children must be masked during drop-off and pick-up. For drop-off, in both scenarios, a staff member will conduct a quick health screening. Each parent will already have filled out and signed a paper or electronic assessment. Upon arrival, the form will be handed to the staff member to review, and the child's temperature will be taken using a contactless thermometer and recorded at the top of the screening. If the child's temperature is above 100.4 degrees, he/she will not be permitted into the preschool. If the child is below 100.4, a designated teacher will walk them to the preschool entrance to sanitize their hands before they enter the classroom. At pick-up, the parents can choose curbside pick-up or park and walk. The children will remain with their pod until their parent arrives. A designated staff will walk the child out to the parent. We are using an electronic check-in/check-out system this year. Parents, guardians, and non-essential visitors are not permitted into the classrooms until further notice.

5. Daily Health and Temperature Checks for Staff

Staff must comply with the same Health Screening questions as the children. If they answer, "Yes," to any question, they are not permitted to enter the building. Their temperatures will be taken and recorded daily. If they feel ill during the day, they will be sent home and the sick protocol would be activated.

6. Enhanced Staff Plan and Classes

a. Staffing

- Preschool will continue to follow the requirements of DCFS's Qualifications of Lead Early Childhood Teachers.
- Staff are trained on the Emergency Amendments of DCFS, IDPH, and the CDC guidelines for COVID-19.

b. Classrooms and Groupings

- Preschool will follow the maximum group sizes in accordance with the CDC and IDPH guidelines:
 - Two-year olds- maximum of 12 children per group with two staff
 - 3-5-year olds- maximum of 15 children per group with two staff
 - 50 square feet per child will be maintained.
- The staff members will remain with the same group of children throughout the day.
- Preschool will maintain stable groups of children and they will not be interchanged or mixed.

7. Environmental Safety

Intensifying cleaning and disinfection efforts

- Deerfield Park District will follow National Health and Safety Performance Standards. There will be a routine schedule for cleaning, sanitizing, and disinfecting. There will be a checklist adopted to meet the school's needs.
- The administrative staff will routinely clean high touch areas in our common areas on an hourly basis. This includes but is not limited to doors, light switches, and counter tops.
- The teachers will routinely clean bathrooms and high touch points on an hourly basis. This includes but is not limited to doorknobs, light switches, classroom and bathroom sink handles, and toilet flushers. Counter tops, tables, and chairs will be sanitized after use. Toys and cubbies will be disinfected daily.
- Stuffed animals will be removed from the rooms.
- Staff will be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils. Anything placed in a child's mouth will be pulled from the play area until it can be disinfected.
- A bleach solution of four teaspoons per quart of water will be used for cleaning and disinfection. The solution will be left on the surfaces for at least one minute. All cleaning products will remain out of reach of children.

8. Healthy Hand Hygiene Behavior

All children and staff will continue to engage in hand hygiene consistently throughout the day as recommended by DCFS, CDC, and IDPH. With COVID-19, these efforts will be intensified throughout the day. Staff shall clean their hands before and after contact with individuals and after contact with contaminated surfaces or equipment. Non-permeable gloves are provided to staff but are not a substitute for proper hand washing. Staff will wash their hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based sanitizer with at least 60% alcohol can be used. Sanitizer is placed in the common area and at the entrance of every classroom. Staff will assist children with handwashing ensuring all safety measures are in place.

9. Social Distancing

Physical distancing will be promoted and practiced throughout the day. Dividing classroom space and using designated spaces will be encouraged. Children will have their own supply boxes to reduce the number of shared supplies and reduce crowding around supplies. Children will be spaced six feet apart as much as possible. There will be no overlap between classes. If a floater is used, she will only be used

between two classes and will use a smock or large shirt to cover herself and change between rooms. We staggered our arrival and dismissal times to allow for more distancing.