



# 2020-2021 Preschool Program Policies and Changes

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

### **Pick Up and Drop Off**

All students will be dropped off and picked up at the entrance of either the north side or south side of the building for the Triphahn Center and the main entrance for Willow Recreation Center. Each class will receive their entrance pick up and drop off information in their welcome to preschool letter. You will bring your child to the entrance doors where your child's teacher will be waiting to sign them in to class. Parents will not be allowed to enter the classrooms during school hours.

Parents will receive an email at the end of every week with everything that the student's did that week. We will no longer be having "this is what we did today" updates at the end of class time. If you need to speak to your child's teacher at any time, please call or email.

All parents are required to wear a face covering at drop off and pick up times. Any person other than the guardian of any child who comes to pick up, will need to bring their ID and our yellow pick up authorization card (provided in the welcome packet) that has been signed by the child's guardian. We will not release the child without both.

Temperature checks will be administered at drop off using a no touch thermometer. All temperatures will be recorded and any student who has a 100.4 fever or higher will not be allowed to enter the classroom. Students will be monitored throughout the day with symptom checks to ensure all students are healthy and safe.

### **Daily Schedule**

Every classroom will have no more than 15 students and 2 teachers at any given time.

Students must wear a face covering to the extent practicable. Students will not be required to wear a face covering while outside, in the gym, or when eating snack. All staff will be required to wear a face covering during the entirety of their time at school.

All gross motor play, whether in the gym or outside, will be staggered and disinfected between classes. The playground will have only one class on it at any given time. We have designated a grassy patch at each location to use for gross motor play as well if needed. Only one class will use this area at any given time. Each classroom will have their own set of outdoor toys which will be cleaned and sanitized daily.

Hand washing will be continued to be enforced throughout the entire day. Students will wash their hands upon arrival every day, between transitions to new activities, before and after going to the gym or outside, before and after all meals, and extra handwashing as needed. Staff will follow the same hand washing procedures.

Play in centers will be limited to only 3 children in a center at a time.

At this time, all field trips off site have been cancelled. We will plan in-school field trips throughout the year. Only one classroom will participate at a time.

Due to a regulation that students may not mix with other classrooms or teachers, enrichment programs that were offered after preschool, will not be offered at this time.

### **Cleaning Procedures**

Daily cleaning will continue to happen as usual. Every classroom will be deep cleaned and disinfected at the end of every day. All counters, tables, chairs, and high touch areas will be cleaned and disinfected throughout the day by the teachers using a soap and water solution first and then a bleach solution for

sanitizing. Bathrooms will be deep cleaned at the end of the day and in between morning and afternoon class times.

Classrooms will be fogged with disinfectant between uses of morning and afternoon classes.

Toys will be cleaned between child usages throughout the day. At the end of the day, all toys will be deep cleaned using our sanitizing solution.

Gym spaces will be fogged with disinfectant in between class use.

### **Snack Time**

The park district will be providing snack for every preschool class this year. All snacks will be individually prepackaged. We will continue to follow the DCFS guidelines for approved snacks and to insure that all snacks are safe for every child that is in our care. We will no longer be serving snack family style, but rather have a designated snack time for all children to enjoy together. Any child with a food allergy or dietary restriction will need to communicate with the program manager before starting school to ensure they are given an appropriate snack option each day.

### **New Policies**

To reduce the use of shared materials, every student will need to bring their own pencil case each class day that includes crayons, markers, a pencil, scissors, and a glue stick. Every pencil case will need to be labeled with their name.

Please send your child to school with a water bottle each day. All water fountains will be turned off in the building. These water bottles need to be labeled with your child's name.

During sunny days, please make sure to apply sunscreen to your child before they arrive at school in case they go outside.

The dramatic play center will no longer have dress up clothes and accessories. We will keep all food and baby dolls in the center which will be cleaned following our cleaning procedures. The teachers will create themes for each center to help expand student's creative thinking skills.

We will no longer be using communal sensory tubs. For sensory exploration, the teachers will create activities with individual trays for each child to explore.

At this moment, we will not be having our Family Nights in November.

### **Sick Policy**

We will be following the guideline stated by the CDC for all Covid-19 related illnesses. Below are the steps that we will be enforcing as a district.

- Signs of Illness or Confirmed Case of COVID-19
  - If a participant shows illness symptoms, there will be a designated room for that participant to go until they can be picked up safely by parent or guardian. This room is located near the program manager to ensure the child is safe until they are picked up.
  - Local health officials, staff and families will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with ADA and other privacy laws. The program manager will work with the local public health department to assist with contact tracing and monitoring of absenteeism among children and staff.

- The other program participants will be moved to another designated room in the building. The contaminated room will be quarantined and cleaned 24 hours after initial exposure. Programs can return to room upon following proper disinfecting procedures.
- We will ask that the program participant self-quarantine per CDC guidelines.

**If HEParks is informed of a confirmed case of Covid-19 in a program room:**

**All program participants in that room will be asked to self-quarantine per CDC guidelines.**

- Participants or Staff who is exposed/diagnosed to COVID may not return until:
  - They have had no fever for 72 hours (without medicine) AND
  - Other symptoms have improved AND
  - At least 10 days have passed since their symptoms have passed
- OR
  - Have had two negative COVID-19 tests in a row, with testing done at least 24 hours apart.

If a participant or direct family member has contact with a confirmed COVID-19 case, we will ask that the participant self-quarantine per the CDC guidelines.

Any COVID-19 related absences will not be charged tuition. All other illness related absences will follow original sick policy.

### **Parent Communication**

#### **Late Pick-up Fee**

Please call the park district if you will be late in picking up your child. A \$5 late fee is assessed for every 10 minutes of tardiness. The fee must be paid before your child can attend scheduled classes. All money collected is deposited into a fund that is used to purchase preschool supplies.

#### **Parent Orientation**

This orientation will be held at the beginning of the school year. Each policy and procedure will be talked about throughout this orientation. This orientation will be held virtually. Willow Recreation and the Triphahn Center will each have their own night. An email will be sent out to families with a zoom link to participate in this orientation.

#### **Meet the Teacher**

Each classroom will have their own designated time and day to meet their teacher. We will be limiting the amount of students that participate during each time frame. These will be 15 minute increments for families to see their new classroom and meet their teacher before the start of school. Your time slot will be sent out in your welcome packet.

#### **Newsletters**

Each month a newsletter is emailed to each family. This newsletter serves to remind parents of special days, items that should be brought to class, schedule changes, and upcoming events. Please make an extra effort to read each month's newsletter.

#### **Parent-Teacher Conference**

Please allow one day for parent-teacher conferences, held at the end of January. Classes will be cancelled at this time. Further information will be available in your parent newsletter. Feel free to discuss any concerns with a preschool teacher anytime throughout the year.

### **Assessment Reports**

Formal and informal assessments are completed throughout the year to monitor your child's progress. Occasionally, preschool screening may be suggested through a nearby school district for children who may have developmental delays. The school district may recommend that the child attend one of their programs to receive extra help or may encourage staying with the HEParks program. The assessment reports are aligned with the curriculum's goals & objectives. Assessments help the teaching staff to identify children's interests and needs, while also allowing them to modify curriculum and adapt their teaching practices. Parents will receive reports throughout the school year regarding their child's progress in school. The first report, sent out in September, will show where your child is at developmentally in the beginning of the year. The second assessment report will be discussed at the parent-teacher conference in January. This assessment report will then be completed again in May before the school year ends.

### **Program Evaluations**

Evaluations of the preschool program will be emailed to parents in December and in May. Please take the opportunity to complete the evaluations; your input is very important in continuing to provide a successful preschool program for the community.

### **Teacher-Child Orientation**

A teacher-child orientation (Preschool Prep Day) will be held at the beginning of the school year. You will receive your 15 minute timeslot in the mail.

Details on the teacher-child first day orientation will be mailed home on the school calendar.

### **Messages for Teachers**

Messages can be left for teachers on their classroom phones by the Triphahn Center by calling 847-885-7500 or Willow by calling 847-285-5440. Ask to be transferred to their classroom extension.

### **Donations & Fundraisers**

The HEPD Preschool sponsors various fundraisers throughout the year. All funds raised are used to improve the preschool program. Your support is greatly appreciated.

### **Classroom Guidelines**

#### **Clothing & Personal Items**

We do many art projects using paint, glue, glitter, and other materials. Please dress your child in clothes that can get messy. We provide smocks to cover your child's clothing; however, accidents do happen. Indoor and outdoor activities are also planned. Children should wear gym shoes or comfortable shoes.

Since we visit the playground daily (weather permitting), please make sure children bring coats & other warm clothes to wear outside. All personal items should be clearly labeled.

#### **Bathroom Use**

Children need to be fully toilet-trained before the first day of preschool. Please do not send your child to class in diapers or pull-ups, only regular underwear. Dress children in clothes that are easy to maneuver since staff is restricted in assisting children with personal hygiene. Teachers will not enter the bathroom with children. Teachers will check on the students often.

#### **Discipline Policy**

Positive statements and redirection of behavior are used to help children learn self-control, problem-solving, negotiation, and assume responsibility for their actions. When more discipline is needed, removal from the group may also help children regain control. Children will only be removed from the group for short periods of time, not exceeding one minute per age of the child.

Parents will be informed of problems involving their children if deemed necessary. If behavior persists, a meeting with the program manager, teacher and parent will be held.

### **Additional Information**

#### **Donations & Fundraisers**

The HEParks Preschool sponsors various fundraisers throughout the year. All funds raised are used to improve the preschool program. Your support is greatly appreciated.

#### **Board of Commissioners**

As a governing body, the park district has seven elected commissioners who represent the recreational needs of the community. Park commissioners serve four-year terms and are not paid. Park commissioners work as a board to interpret the park and recreational needs of the community, formulate short and long term plans, set policies, and inform the public of the purpose, worth, and extent of the district's services, parks, and facilities.

#### **Northwest Special Recreation Association (NWSRA)**

The Hoffman Estates Park District participates in a cooperative agreement among 17 park districts which forms NWSRA. The NWSRA team of full-time therapeutic recreation professionals and trained part-time staff provide fun, quality, and year-round recreational opportunities to individuals with disabilities of all ages and ability levels.

Inclusion assistance is provided by NWSRA to those individuals who wish to participate in their home park district program. When registering, the parent should inform the park district of any accommodation needed for their child, in order to successfully participate in the program. The park district staff will then contact NWSRA for assistance with the accommodation.

If a teacher believes that a child requires assistance with activities because of behavior or physical challenges, or requires assistance to better adapt to the classroom environment, the park district program manager may contact NWSRA to perform an observation. The program manager will obtain written permission to conduct an observation from the parent. If NWSRA believes that additional staff would benefit your child, the NWSRA staff member and HEPD program manager will meet with parents to discuss such issues. The additional staff will work one-on-one with your child, while interacting with all children in the program.

#### **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. Quality Pest Management is our pest management provider.

Public Act 95-0058 requires written notification prior to the application of pesticides. Should you wish to receive written notification prior to the specific application of pesticides you must register. To register to receive written notification 48 hours prior to pesticide applications, please submit your name and address for notification by mail or email to [nwood@heparks.org](mailto:nwood@heparks.org).

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.

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## **Health Information**

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### **Physicals & Immunizations**

At the time of registration, all new registered preschoolers will receive a physical exam form. The Department of Children and Family Services (DCFS) requires the park district to have a completed exam form on file before your child can attend any classes. The physical exam should take place no longer than 6 months prior to the beginning of school. The completed form must also include proof that your child has been immunized in compliance with state regulations.

#### ***Children entering preschool are required to have the following immunizations:***

3 doses	Poliomyelitis
1 dose	Measles
1 dose	Rubella
1 dose	Mumps
4 doses	Diphtheria/Pertussis/Tetanus (DPT)
4 doses	Haemophilus Influenzae B (Hib) **
3 doses	Hepatitis B
1 dose	Varicella (Chicken Pox)

*\*\* 3 doses of Hib will be accepted if it is a combined shot with Hep B. Please make sure your doctor notes on the physical if your child has received this combo shot.*

#### ***Children entering preschool must obtain the following skin test: TB Test \****

*\* If the physician feels that a TB test is not necessary, this must be documented on the physical form or included on a separate signed statement.*

**Physical exam sheets returned with missing information or a non-recent TB test will be returned.**  
**(There is a section on page 2 of the physical form called "Health History" that needs to be completed and signed by a parent. Please do not forget this section!)**

Children who are not fully immunized for medical reasons or religious beliefs must submit a written letter signed by your doctor. If a child is diagnosed with a vaccine-preventable disease, the non-immunized child will be excluded from the program until the school is disease-free.

### **Medication**

Any child requiring any type of medication, including epi-pens, must have a signed medication release form on file with the teacher. These forms are available upon request. Medication cannot be administered without this release form. If your child is taking medication, please send the medication in its original container with the prescription label attached which includes: child's name, dosage, & expiration date. Medication will be kept in a locked cabinet in your child's classroom.

### **Vision & Hearing**

Vision & Hearing screenings are required by DCFS for all preschool children. The Hoffman Estates Health Department will be conducting the vision and hearing screening at our preschool facility.

### **Confidentiality of Children's Records**

Information pertaining to the admission, progress, health or discharge of an individual child shall be confidential and limited to facility staff designated by the program manager, unless the parent of the child granted written permission.

## **Emergencies & Severe Weather**

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### **Emergencies**

In case of serious illness, accident, or injury of a child while attending the program, parents will be notified immediately. If all means of locating the parent have been unsuccessful, the HEParks staff will contact emergency services for transportation to the nearest hospital.

In minor illness or accidents, if parents cannot be contacted, the child will be kept in a safe and quiet area until the parents are reached.

In family emergencies, please contact the program manager at 847-285-5561.

### **Severe Weather**

Preschool will be cancelled when there are severe weather conditions. The Triphahn Center follows School District 54's severe weather days and Willow Recreation Center follows School District 15's severe weather days. You may call 847-885-7500 for cancellation information.

If any class section misses more than 3 days due to snow days, those classes will be made up at the end of the school year.

### **Registration**

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Preschool class will run for 36 weeks. Children entering preschool must be the proper age by September 1. Children must also be toilet-trained. Birth certificates are required at the time of registration and medical forms must be turned in prior to the first day of class.

### **Birth Certificates**

A copy of your child's birth certificate is required at registration. Official birth certificates are issued by the county clerk in the county in which your child was born. Hospital certificates will not be accepted.

Contact information for some local county clerks is listed below.

#### ***Cook County Clerk***

847-818-2850

#### ***DuPage County Clerk***

630-682-7035

#### ***Lake County Clerk***

847-360-3610

#### ***Kane County Clerk***

630-232-5950

### **Payment**

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Register in person at the Triphahn Center or Willow Recreation Center. A special registration form and a non-refundable \$50 processing fee are required with all preschool registrations. Payment for the entire school year may be paid in full by check or credit card. For your convenience, we also offer an 8-month payment plan. A \$100 initial payment is payable upon registration and monthly payments will be deducted from your bank account or charged to your credit card through our Electronic Funds Transfer (EFT) option.

Hoffman Estates Park District Tax ID (FEIN): 36-2546738

### **Refunds**

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Refunds are granted prior to the first day of school. After the first day has met, a pro-rated refund is granted. A refund request form must be filled out in order to obtain a refund. Refunds cannot be granted for days missed due to illness (not related to COVID-19) or vacation.

### **Schedule of Classes**

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The preschool program follows the attendance schedules of School Districts 15 and 54. If school district classes are cancelled because of inclement weather, preschool will also be cancelled. Teacher institute days and half days are not followed. A preschool calendar is distributed prior to the beginning of the school year with important dates highlighted. Rates listed are the monthly payment amount: resident / non-resident.

#### **3-year-old Preschool**

##### **Location: Triphahn**

156211-A	M,W,F	9:30-11:30 am	8/24-5/21	\$169 / \$188
156211-B	M,T,Th	12:30-2:30 pm	8/24-5/20	\$169 / \$188
156211-C	T,Th	9:30-11:30 am	8/25-5/20	\$116/ \$129



**Location: Willow**

156212-A	M,W,F	9:15-11:30 am	8/24-5/21	\$190 / \$211
156212-B	T,Th	9:15-11:30 am	8/25-5/20	\$128 / \$142

**4-year-old Preschool****Location: Triphahn**

156214-A	M,W,F	9:15-11:45 am	8/24-5/21	\$210 / \$233
156214-C	T,Th	9:15-11:45 am	8/25-5/20	\$136 / \$151
156214-D	M,T,W,Th,F	9:30-11:45 am	8/24-5/21	\$318 / \$351
156214-E	M,T,Th	12:30-2:45 pm	8/24-5/20	\$190/ \$211

**Location: Willow**

156215-A	M,T,Th	12:30-2:45 pm	8/24-5/20	\$190 / \$211
156215-D	M,T,W,Th,F	9:30-11:45 am	8/24-5/21	\$318 / \$351

**3's Playschool****Location: Triphahn**

156221-B	M,W	9:30-11:00 am	8/24-5/19	\$109 / \$121
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**Location: Willow**

156221-C	T,Th	9:30-11:00 am	8/25-5/20	\$109 / \$121
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**2's Playschool****Location: Triphahn**

156223-A	Tu	9:15-10:15 am	8/25-5/18	\$353 / \$388
156223-B	Th	9:15-10:15 am	8/27-5/20	\$343 / \$377

**Location: Willow**

156223-C	F	9:15-10:15 am	8/28-5/21	\$333 / \$366
156223-D	M	9:15-10:15 am	8/24-5/17	\$323 / \$355