



PRESCHOOL

A Ministry of Sycamore United Methodist Church

160 Johnson Avenue • Sycamore, IL 60178 • Phone: 779-222-4029

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2023 - 2024 Calendar

Aug. 28	Parent Orientation 6:00 p.m.
September 5 & 6	Phase in Days-Half of the children attend for an hour. This allows for the teachers to get to know the children in a smaller group before the normal class schedule begins.
October 16	Open House for Parents and Children 6:00-7:00 p.m. Children and parents visit the classrooms.
October 16-18	Scholastic Book Fair
October 31	Pumpkin Parties
October 26	No Afternoon Adventures Class
October 27 & October 30	No School
October 27-30	Pumpkin Flag Sales Fundraiser (Parent Volunteering Opportunity) We will be selling Pumpkin Festival Flags at the Sycamore United Methodist Church craft show on Friday and Saturday.
November 1	Pumpkin Parties
November 16 & 17	Harvest Feast (Parent Volunteering Opportunity) The children will take part in preparing a special snack for the feast. These treats will be enjoyed together as a preschool family during their snack time. More information to follow.
November 20-24	Thanksgiving Break - No school
November 27	Classes resume
December 7	Christmas Concert Programs 1-4 at 6:30 PM
December 11 & 12	Three's Christmas Sing at 11:00 AM
December 20 & 21	Two's Christmas Sing at 11:00 AM
December 21 & 22	Baby Jesus Parties
December 25- January 5	Christmas Break
January 8	Classes Resume
January 15	No School

January 16-19	Teddy Bear Week
February 13 & 14	Valentine's Day Parties
February 16 & 19	No School
February 22	Parent Conferences (Bunnies)
February 23	NO SCHOOL-Parent Conferences (Lions, Dolphins, Sea Turtles, Penguins & Owls)
February 26	Preschool Registration 2024/2025
March 4	Open Registration 2024/2025
March 18-22	Easter Celebration (Parent Volunteering Opportunity) - We celebrate Easter by dyeing eggs. An Easter Egg hunt and other Eggciting events are planned.
March 25-29	Spring Break—No School
March 29 & April 1	No School-Good Friday and Easter Monday
April 2	Classes resume
April 11 & 12	Beach Party/Parent Volunteering Opportunity
April 11	Spring Sing 6:30 PM Programs 1-4 will sing Spring themed songs and watch a media presentation with their parents.
April 15 & 16	Three's Spring Sing at 11:00 AM
May 15 & 16	Two's Spring Sing at 11:00 AM
May 22	Last Day of School (Dolphins, Penguins, Panda Bears & Owls)
May 22	Graduation (Penguin's @ 9:30 AM/Dolphins @ 11:00 AM)
May 23	Last Day of School (Lions, Koala's, Bunnies & Sea Turtles)
May 23	Graduation (Polar Bears @ 9:30 AM/Lions @ 11:00 AM)

A. B. C. Staff

Director:	Lisa Szydowski • 779-222-4029 (office)
Teachers:	Vicki Stevens, Julie LaCerba, Jen Meier, Stephanie Turner, Megan Haeffner-Balch, and Aleesa Gunderson
Music Teacher:	Laurie Horn
Assistants:	Gladys Bisco, Tricia Peabody, Debbie West, Lauren Ireton, Jessica Martin, Kristin Salerno, Kylee Petschow , Kendall Colness and ***
Office Assistant:	Sarah Stamper

ABC Preschool's Mission Statement

ABC Preschool fosters the development of the whole child and provides a nurturing environment enriched by God's love.

ABC Preschool Is a Place Where Your Child...

- Develops at his/her own rate.
- Grows physically by using equipment that develops his/her large and small motor skills.
- Encourages your child to grow spiritually that each child might know God and have a personal relationship through knowledge of the Lord Jesus Christ.
- Expresses themselves freely through art, music, games and books.
- Grows socially and emotionally by encouragement of self-discipline, tolerance, spontaneity and satisfaction in interpersonal relationships.
- Learns acceptable and constructive ways of handling frustrations.
- Learns limits of behavior regarding safety, health, and respect for the rights of others.
- Has opportunities to gather and classify information to correct misconceptions and to seek answers to questions hereby extending and enriching their understanding of the world around them.

Philosophy

ABC Preschool believes in the development of the whole child. The hands-on curriculum offers development in the following areas: physical, emotional, social, cognitive and spiritual. ABC Preschool believes that children learn best through play and a variety of hands on experiences. The preschool provides a child directed classroom, that fosters self-esteem, love of learning, self-help skills, and love of God. Nurturing warm and flexible interaction between adults and children leads to positive physical, cognitive, social, emotional and spiritual growth. The children are to explore, create, problem solve and develop at their own pace while being supported by teachers. Teachers act as facilitators who stimulate, encourage and guide the children. The teachers use every opportunity to help the child to reach his/her potential; providing the richest environment

possible. Children will experience trusting, supportive relationships that will enable them to develop a positive self-image. The children will develop body awareness, coordination and the ability to communicate feelings and ideas. Our goal is to help the children adjust to different situations, to become creative, imaginative, inventive. We work with them to feel comfortable and secure in coping with their environments, to learn to think on their own and problem solve and, most importantly, to feel good about themselves.

Learning Centers

The children are offered a variety of activities which are arranged throughout the room in learning centers. The largest portion of our program time is spent in open centers when the children choose the activities in which they would like to participate. By offering a variety of activities each child's development needs in the classroom are met. The classroom is divided into the following areas:

ART CENTER - Fosters creativity and promotes small motor development which leads to writing skills and divergent thinking skills.

BLOCK CENTER – Promotes pre-math skills such as balance, building simple machines, geometry, problem solving skills and creativity.

WRITING CENTER – Cultivates writing and reading skills for all levels of readiness. The center is equipped with a variety of writing tools and paper. New words are posted each week for the children to practice copying.

DRAMATIC PLAY – Encourages social, verbal, problem-solving and negotiating skills as well as creativity and imagination. This area changes throughout the year from housekeeping to camping and other exciting areas of imaginative play.

SENSORY TABLE – Promotes math skills such as counting and measurements. This center also promotes pre-science skills such as forming and testing a hypothesis as well as encouraging problem solving and divergent thinking skills. A variety of materials including sand, water, noodles, slime, Goop, Gak and Ooblek placed in the sensory table according to the week's theme.

MANIPULATIVES - Provides learning equipment such as marble works, math games, Legos and puzzles. This equipment focuses on fine motor development, cooperation with peers, creativity and pre-math skills such as counting, sorting, patterning and problem solving.

BOOK CENTER – Develops pre-reading and verbal skills and nurtures a love for reading and learning. Books change throughout the year based upon season and learning themes.

SCIENCE/MATH CENTER - This area is to foster curiosity and promotes math skills with counting and patterning. It also promotes pre-science skills such as forming and testing hypothesis. In addition, it promotes problem solving love and wonder for the world around us and divergent thinking skills.

Daily Schedules

Teachers incorporate the following components into each class session:

TABLE TIME - Each day begins with table time. The teachers put out a variety of writing activities math games and manipulatives to meet different skill levels. The teachers interact with the children by greeting them and getting them started on a fun learning activity.

GROUP TIME - Weekly themes and learning concepts are introduced and discussed. Stories that reinforce themes are read to the children as a large group and finger-plays are recited to promote comprehension of subject matter.

OPEN CENTER - Several different activities are available throughout the room. The children choose activities based on their interests. A planned art activity is also available currently.

SNACK TIME - Some classes have snack time where everyone is seated together. The children in other classrooms experience snack as part of open center time, where it is their choice to partake in snack or continue with their activity.

MUSIC TIME - Laurie Horn teaches music to all programs at ABC Preschool. New songs are introduced weekly to coincide with classroom themes. A variety of musical instruments are used throughout the year. Parents receive a written copy of the songs as part of the monthly classroom newsletter.

LARGE MOTOR TIME - is set aside each day for the children to enhance their large motor skills. Weather dependent, the children will play on our outdoor playground equipment or in the gym which offers large motor climbing apparatus, balls, trikes, basketball hoop, scooters, etc.

JESUS TIME - A group time that emphasizes Bible stories, discussions, prayer and bi-monthly chapel visits.

Security Information

To ensure the safety of our students, the preschool doors will be locked 10 minutes after the start of classes and unlocked 10 minutes prior to the end of classes. If you are running late, please use the entrance by the Church office as these doors remain unlocked for church business. Classroom doors are also locked while school is in session. If you would like to visit your student, you may knock on the classroom door to be let in. Please see handout in parent night folder for additional information.

A. L. I. C. E.

The staff at SUMC along with ABC Preschool has all been trained using the A.L.I.C.E model of responding to a serious threat inside or out of the building.

ALERT - Use any and all means; text, PA system, bells, sensory inputs, etc. to provide intel to as many people as possible.

LOCKDOWN - Barricade (be a harder target), once lockdown is in effect no one should be allowed into your secure room under any circumstances other than a uniformed police officer.

INFORM - Real time information as possible will be provided.

COUNTER - Engage in acts that will require a very high skill level to be disrupted. This can be done by making noise, movement, creating distance and distractions

ESCAPE - If the threat is inside the building get outside if safe to do so.

In short, when faced with an armed intruder invading our secure area, we will use the A.L.I.C.E. approach to:

- Listen carefully to the location and type of event.
- Get to and/or remain in a secure area until it is safe to evacuate.
- Apply skills to distract, confuse and gain control should an armed intruder enter the area.
- Evacuate as soon as it is safe.

Training will emphasize that the best way to survive an active shooter is to escape. When that is not possible, being mentally prepared and having been given the authority and ability to act will save lives.

In **NO WAY** are we asking or teaching our staff to make any attempt to subdue an armed intruder outside of their secure area. However, we have been provided with options that can be applied if faced with a life or death situation to enhance their chances for survival. Some of the methods taught, in the event we are confronted by an armed intruder are:

- Cause distractions to interfere with the ability to shoot accurately.
- Cause as much chaos in the room as possible to create sensory overload.
- Do not be a stationary target.
- How to control the attacker using body weight.
- Where to go once you have escaped, i.e. identified reunification point.

Class Schedule

Program	Age	Day and Time	Tuition
Program 1/Lions	4- & 5-Year-olds	Mon-Fri. 9:00 AM-12:15	\$350/month
Program 2/Dolphins	4- & 5-Year-olds	Mon-Thurs. 9:00 AM-12:00 PM	\$325/month
Program 3/Penguins	4- & 5-Year-olds	M • W • F 9:00 AM - 12:00 PM	\$250/month
Program 4/Polar Bears	4-Year-olds	T • TH 9:00 AM - 12:00 PM	\$175/month
Program 5/Owls	3-Year-olds	M • W • F 9:00 AM - 11:30 AM	\$225/month
Program 6/Bunnies	3-Year-olds	T • TH 9:00 AM - 11:30 AM	\$155/month
Program 7/Pandas	2-year-olds	M • W • F 9:00 AM - 11:30 AM	\$75/150/225/month
Program 8/Koalas	2-Year-olds	T • TH 9:00 AM - 11:30 AM	\$75/150/month
Program 9/Sea Turtles	3-Year-olds	Mon-Fri 9:00 AM - 11:30 AM	\$300/month
Early Drop Off	3-5-Year-olds	Monday-Friday from 8 AM-9AM	\$10/Day
Afternoon Adventures	4 & 5-Year-olds	Mon-Thurs. 12:00 PM-3:15 PM	\$75/Day/Month

Enrollment Requirements

Children must be at least the listed age for the class on or before September 1st of the year they are enrolled in ABC Preschool. Children enrolled in program numbers 1-6 must be completely toilet trained.

Pull-ups are not allowed in these classrooms. To enroll, a registration sheet and a check for the \$100.00 registration fee should be mailed to:

ABC Preschool
160 Johnson Avenue
Sycamore, IL 60178
 The \$100.00 registration fee is non-refundable.

Physical Exam

A physical exam is required by the State of Illinois. All immunization dates and current TB and lead test results must be submitted to the preschool office. If your physician deems that the testing for TB and lead is not necessary, that must be noted on the physical exam form. The health form supplied in the registration packet must be completed and turned in on or before the first day of preschool. The physical and TB results cannot be dated earlier than 6 months prior to the first year of preschool attendance. The physical and TB test results are good for two years. Children may not attend the preschool without a current physical on file per DCFS standards. Children must be up to date on all immunizations to attend ABC Preschool. We will not accept religious beliefs nor personal exemption. A doctor's order will be accepted.

Enrollment Dates

Enrollment for the following year begins in February with first preference offered to SUMC church members and to families currently attending ABC Preschool. Thereafter, it is open to the public. Your program choice will be determined by the order that your registration form and check is received. You will receive an email confirming your program once all registrations are in. Once you have that, you may begin filling out the required paperwork online. All paperwork needs to be completed before your child will be able to begin classes. If you have any further questions, please call the office at 779-222-4029.

Drop Off Procedure

Please Park in either the South or West parking lots. You MUST park in the designated parking spaces.

You will be asked to move your car.

- Enter the school through the South or West side doors.
- There will be a QR code available at each entrance for you to scan from your Procure app on your phone.
- Walk your child to his or her cubbie to hang up their items. Please take them to the washrooms and have them wash their hands **BEFORE** entering the classrooms. Doors to the rooms will open at 9:00 am.

Pick-Up System

You can either come into the building and get your child's things and then wait by the classroom door for the teacher to release the students, or if you prefer, pull your car up to the designated door forming a single line. Sign your child out on your Procure app. You can then walk up to the door to get your child when the teacher dismisses your child to you. The passenger's door should be closest to the preschool doors. Either way that you choose, we are unable to let your child leave the building until you have signed your child out for the day.

Children will be dismissed according to their program time. Teachers try to have all the children ready to dismiss at their designated time. It is important that you be prompt for your child's feelings of security as well as respectful to the teachers' time.

Parent Participation and Open-Door Policy

ABC Preschool practices an open-door policy. Parents are welcome and encouraged to visit their child's classroom at any time. We believe that parent participation is an essential part of our quality program. If you are interested in volunteering in the classroom, we ask that you make alternative arrangements for younger children as the preschool is designed and licensed for a specific number of 2 to 5-years-olds.

If you would like to volunteer in the classroom for any parties, or parent helpers of any kind, please provide the office with a copy of your MMR, Tdap and TB immunizations which we will keep on file. This is a requirement of DCFS.

Emergency Contacts & Authorization to Pick-Up Child

By the first day of class, parents are required to fill out information regarding emergency contact and pick up information. This form tells us where we can contact you or other people authorized to pick up your child if we cannot reach you. **YOU MUST FILL THE EMERGENCY FORM OUT BEFORE YOU LEAVE YOUR CHILD AT THE PRESCHOOL.** The form allows us to move swiftly in the case of your child becoming ill or being involved in an accident. **You must provide a minimum of 3 emergency contact numbers!**

Our first attempt will be to contact you at the phone numbers you have provided. On your enrollment application, you identified persons who could serve as emergency contacts in the event you can't be reached. Please be sure to update that information as needed so we can contact them in emergencies if attempts to locate you fail.

When a parent or emergency contact person is notified of an illness or emergency, they must RESPOND IMMEDIATELY by either calling the preschool, coming to the preschool, or if applicable, having one of the emergency contacts come to the school and pick up your child.

It is responsibility of the parents/guardians to keep all their phone numbers, and the phone numbers of the people on the pick-up list, up to date. Children will only be released to a person authorized by the parent. We must have authorization in writing on the release form. If changes occur, they must be in writing.

Late Pick Up

Any child remaining after the designated pick up time will be brought to the Directors office or the child's classroom. A late fee will be assessed as follows-10 minutes past the designated pick up time there will be a fee of \$5.00 and \$1.00 for every minute after. (Example: 15 minutes late=\$10.00) The late fee is due the next day of attendance. Emergencies do arise so please call and let us know if there is an emergency and you will be late for pick up.

Once a parent is 10 minutes picking up their child, staff will attempt to contact Emergency Contact individuals the parent listed on the child's enrollment application. Those Emergency Contacts, who are authorized for

child release, will be asked to come to the preschool to assume responsibility and physical custody of the child.

After 30 minutes, if no one on the emergency list is reached or a custodial parent(s) hasn't arrived to pick up a child, the Sycamore Police Department and DCFS will be called to handle the situation as they deem appropriate.

The child will in no way be held responsible for this situation and discussion of this incident will only be with the parent or guardian and never with the child.

Separation Anxiety and Saying Goodbye

Many children will go in their new classrooms and have no difficulty separating from Mom or Dad. Other children sometimes take a couple of weeks or more to ease into the program. Even an experienced child may need an adjustment period after a long summer. Following are a few suggestions that may help reduce the separation anxieties of both parent and child:

We have found that the children who have difficulty separating from their parents seem to do better if the good-byes are kept brief. Long, drawn out goodbyes seem to produce more tears from those who have difficulty adjusting. You are welcome to stay in the parking lot and text Lisa or she will text you to check on your child as often as you wish. However, please stay out of your child's sight as this can produce the separation anxiety response all over again.

The Director or the child's teacher will call parents to come pick up a child who remains terribly unhappy or seems inconsolable after a reasonable amount of time.

Clothes

Washable, comfortable, play clothing should always be worn. The children often participate in messy activities therefore, their clothes may get messy. Please allow your child the ability to fully enjoy the activities without worrying about getting their special clothes dirty. Paints and other messy items will be put away on picture day. This is the one dress up day of the year. Otherwise, please send your child in comfortable play clothes that they can manage easily (including when they are using the bathroom.)

Closed toed shoes are required for the preschool. They are the safest shoes for active play indoors and outdoors. If inclement weather calls for boots, please bring tennis shoes for your child to wear while they are at school. We will do not allow wet boots in the classroom. Please change your child into their tennis shoes before entering the classroom. Please label all outer clothing with your child's name. Hats, mittens or gloves and warm coats are needed during the winter months. We tend to go outside as much as we can.

Potty Training/Diapers

In programs 7 & 8 we are happy to assist in your efforts to potty train your child. The children are taken to the bathroom on a regular basis, and teachers will encourage children to go if they behave as if they need to use the potty. Also, teachers will always take a child to the potty if he or she asks to go.

If your child is not reliably potty trained, please pack plenty of absorbent training pants or pull-ups and several changes of clothes. Our staff will send soiled clothing home in a plastic bag. Also, keep in mind that children who seem to be doing well at home, may behave quite differently here where there are so many distractions. Please bring diapers for your child each session. Write your child's name on the diaper. Place your diaper in his or her cubby.

Please be aware that children who attend a three-year-old and up classroom, need to be self-reliant in the bathroom. We will help with buttons and zippers, but we are not able to help with wiping once a child has finished using the toilet. We can help with the changing of clothing if they spill or have a "potty" accident. By this, I mean that we will hand the clothing to the child and encourage him or her to change into dry clothing. We cannot, however, change a child who has had a bowel movement "accident." For this we need to call a parent to come into the school to change the child. If your child has more than 3 accidents in a 1-month period and is in a 3's and up classroom, we will need to discuss moving that child out of the classroom until they are self-reliant in the bathroom.

Personal Items

Toys and educational items are provided by the Preschool. Toys from home can easily be misplaced, broken or lead to conflict. Unless specified by your child's teacher, please have your child leave personal items at home. Candy and gum are not allowed in the classroom. If your child is in Program 7 or 8, please note that we do not allow pacifiers in the classroom.

If your child is staying all day, he or she can bring a blanket or a lovie to use during cot time. You must keep these items INSIDE your child's backpack, and we will gather them for your child.

Inclement Weather

ABC Preschool will close on inclement weather days following Sycamore School District closings. You can find this information on the local news stations. We also use the Emergency Closing Center and our Face Book page to advise all parents of up to date information regarding school closings. Listen to local radio stations for closing information. (B95fm, 1360am, 1560am and WNIUFM). Emergency Closing Center info is included in your Parent Packet.

Holidays and Vacation Days

ABC Preschool is a 33-week program. Included in this handbook is a calendar which lists days off and special events. Please refer to this for more information.

Parent Communication & Conferences

It is important to maintain open communication between the home and the preschool. ABC Preschool uses many different types of communication. Each teacher provides a monthly newsletter and snack calendar as well as her own email address for you to contact anytime that you need to. We use our closed Facebook group, Procure messenger and email to share upcoming events and announcements frequently. We ask parents to

check your child's backpack regularly.

When your child's teacher dismisses your child to you at the end of class, she will briefly tell you about your child's day. However, we would rather not discuss the children in their presence. For a more formal discussion, please set up a telephone conference with the staff or, if urgent, telephone the Director or teacher.

Our staff appreciates the important role of the parents. Teachers and parents can enrich the child's life by sharing ideas and information. All programs, except for 7 & 8, will offer a Parent-Teacher Conference to be held during the school year. The conference date is determined by the teacher. We will be using Signup Genius to schedule conference times well in advance.

Discipline Policy

ABC preschool believes that discipline is providing children with the guidance they need to become self-motivated and self-controlled individuals that respect other people and property. This goal is achieved through positive guidance techniques in offering children alternatives when their behavior is not appropriate.

CORPORAL PUNISHMENT IS NEVER USED

The following are some of the techniques that are incorporated in the classroom:

DISCUSSION - We talk to the child to help work out the inappropriate behavior. We will include other children in the discussion if another child is involved and help give the children words to express themselves to resolve the situation.

REDIRECTION - We direct the child away from the conflict to another activity that they may be more interested in and successful in doing.

TIME AWAY FROM THE ACTIVITY - As a last resort, we will remove the child from the group to help them focus on the inappropriate behavior and how it may be corrected. This is done with the teacher and child discussing when they feel they may be ready to join the group and participate appropriately.

PARENT CONFERENCE - If a behavior distracts from the total learning environment, puts staff or other children in danger or otherwise makes a group setting for the child unsuccessful, a meeting will be conducted with the parents. *See Behavior Support Policy

Behavior Support Policy

When persistent and serious challenging behaviors emerge, staff at ABC Preschool will begin observing and documenting ongoing challenging behaviors. Together with parents/guardians, we will come up with strategies to address the behaviors. We will continue communication with parents/guardians to work together in planning and decision-making.

We will make certain to take all necessary steps to ensure that the child can participate safely in the ABC Program.

ABC Preschool shall, with parental/guardian consent as required, utilize a range of community resources, if available and deemed necessary, including, but not limited to, developmental screenings (local school district Preschool Screenings), referrals to programs and services administered by a local educational agency or early intervention agency, consultation with infant and early childhood mental health consultants (4C's) and the child's health care provider. The program shall document attempts to engage these resources, including parent/guardian participation and consent attempted and obtained. Communication

with the parent or legal guardian shall take place in a culturally and linguistically competent manner.

Transition Policy

If there is documented evidence that all available interventions and supports recommended by a qualified professional have been exhausted and the program determines in its professional judgment that transitioning a child to another program is necessary for the well-being of the child or his or her peers and staff, with parent/guardian permission, both the ABC Preschool and pending programs shall create a transition plan designed to ensure continuity of services and the comprehensive development of the child. Communication with families shall occur in a culturally and linguistically competent manner.

Child Injury

If your child is involved in a minor injury, first aid will be administered by our staff. An accident report will also be sent home. We ask that you sign a copy of the accident form for our files. If the injury requires medical attention, we will contact the parent immediately and take appropriate action to get the child prompt medical care.

Insurance

In case of an accident or injury, the preschool does carry secondary insurance in addition to that of the child's family. If your child does get injured while at preschool, an accident form will be sent home. Additionally, we will inform our insurance company of the accident to help cover whatever your insurance does not cover.

Special Visitors

We enhance our classroom experience by having special educational visits from the Fire Department, Police Department, and dental professionals. We also have visits from local farmers in which the children can visit with and pet baby farm animals. We support and encourage parents and others to share hobbies, skills, jobs, etc. in the classroom. If you are interested, please speak with your child's teacher.

Child Abuse or Neglect

The staff at ABC are mandated reporters under the Abuse & Neglected Child Reporting Act. This means the ABC Staff is required to report to the Child Abuse Hotline number whenever there is reasonable suspicion that a child is being abused or neglected. The staff is legally responsible for reporting any suspected abuse or neglect to The Department of Child and Family Services. D.C.F.S. then determines whether there is sufficient evidence to investigate the suspected abuse.

Tornado Drills

Tornado drills will be conducted twice a year, once in the fall and once in the spring. Drills prepare children to feel safer and know more of what to expect should a real tornado occur. Such drills are charted and posted

in each room. In the threat of a tornado, the staff will take all the children to the large bathroom in the concourse.

Fire Drills

Fire drills are conducted monthly. Children become more used to the loud alarms and the directions they must follow should an actual evacuation need to be conducted. Fire drills are charted and posted in each room.

Substitutes

If a staff member is unable to come to work, a substitute will be called in. Substitutes must meet the same DCFS requirements and background checks as the ABC Preschool staff. If you think you may be qualified to substitute and would like to be on the call list, please let the Director know. Parents will be notified of any long-term staff changes if they occur.

Personal Information

ABC Preschool will not release personal information such as phone number, address or names of the children who attend the preschool without written consent from the parents. In past years we have made class lists to distribute to other preschool parents with children and parent names, address and phone numbers of others in the class. Due to the number of parent requests, we will no longer be passing out class address lists.

Birthdays

Children's birthdays are special and are a time when we can all thank God for the blessing of each child in our program. Considering the allergies that many of our children have we no longer serve food "treats" for birthdays. We ask you to consider the donation of a book or other useful item to the preschool in your child's name. Ask your child's teacher for suggestions. If your child would like to bring something for his or her friends, **it cannot be food related.**

Health and Illness

Your child's health is a matter of importance to us, not only for your child, but for the health of the entire class and teachers. You will be contacted if your child shows symptoms of illness during the class time. In case the parent cannot be reached, we will continue to call the telephone numbers that you have given us for emergencies until someone has been reached. Please remember to keep the preschool up to date on all phone numbers.

Health standards require that your child should not attend school if he/she:

- Has a fever of 100.4 degrees or more orally. The child must be fever free without the aid of fever reducing medicines. (i.e., Tylenol) for **48 hours** before returning to school.
- Has a heavy nasal discharge, constant cough, earache, or general illness which prevents the child

from participating comfortably in all the program activities.

- Has a pink eye or impetigo - until 24 hours after initial antibiotic treatment has been administered.
- Vomiting - Child must not have vomited within **48 hours** before returning to school
- Has had diarrhea two or more times in the last **48 hours**.
- Has a positive strep culture or has symptoms of a communicable disease.
- Rash - do not send your child to school until your doctor has said it is safe for them to return.
- Chicken pox - Those children who have chicken pox should remain home until the pox are dried (usually 7 days).
- Any child who is sent home due to lice will not be allowed back into the classroom until they are louse and nit free.

Please report illnesses to your child's teacher or Director. If your child has been exposed to a communicable disease, a note will be sent home with each child so that parents will be aware of a possible infection.

Allergy Action Plan

If your child has a serious allergy, please be sure to discuss this with the preschool Director PRIOR to the first day of school.

To prevent a student from having an allergic reaction, we at ABC Preschool take the following precautionary measures to reduce the chance that a student will have a reaction at school:

- An Allergy Action Plan needs to be on file in the preschool office detailing what the student is allergic to and how they should be treated in the event of a reaction.
- If medication, i.e.: Benadryl, EpiPen, etc., needs to be dispensed in the event of a reaction a letter from a doctor with detailed dosing instructions must be submitted to the Director. This will be attached to the Allergy Action Plan on file in the preschool office.
- The Allergy Action plan, accompanied by the child's photo, will be displayed in each classroom so that staff can easily identify the student.
- All staff will be trained in August, on how to identify and treat a student that has an allergic reaction. During training, all staff members will be given instruction on how to properly use an EpiPen, as well as participate in simulated exercises to familiarize themselves with the procedures that are in place if reaction should occur.

*****ABC PRESCHOOL WILL NOT SERVE SNACKS THAT CONTAIN NUTS*****

Nutritious Snacks

Parents are assessed a one-time snack fee based on the number of days your child attends. This amount is due on Parent Night held in August. This fee will purchase the necessary beverages, fruits, crackers, yogurts, cereals and other items allowed by DCFS that provide every child a healthy and nutritious snack.

We are required to follow nutritious practices set by the state. The snacks must consist of 2% milk, 100% fruit juice or water and a “whole grain” such as crackers, etc. from the list approved by DCFS. Foods brought in for classroom snack must be nut free, unopened and packaged by the bakery or manufacturer. Due to licensing standards we cannot accept homemade items during the school day.

Tuition

Tuition can be paid annually, semester or monthly basis. Beginning August 30, tuition is due on the 30th of each month to be applied to the next month’s tuition. Payment options include cash, check, debit, or credit card payments online or an automatic withdrawal. If you choose to pay by cash or check, please pay in person in the preschool office. Tuition is charged based on your child’s enrollment and not on attendance. There is no credit for days missed.

Late Payment Policy

Should a circumstance arise in which you are unable to pay your child’s tuition by the 1st of the month, please discuss your situation with the director right away. While following the Parent Handbook guidelines, we will handle your case with discretion. Limited tuition assistance is available for those in need. If payment is not received by the 5th of the month a \$10.00 late fee will be added to your account. If tuition is not received by the 10th day of the month, attendance will be suspended until payment is made. If payment is not made within two weeks after attendance is suspended, enrollment will be forfeited, and the spot filled.

Returned Checks

Returned checks due to insufficient funds will result in a \$35.00 charge for each occurrence. If two checks are returned cash or money order will be required.

Refunds on Withdrawal

In the event of a withdrawal, one month’s notice (30 days) is required in writing. If due, a refund will then be issued based on the effective withdrawal date. The \$100.00 registration fee is non-re-fundable.

4-C Services for Observation, Consultation, and Special Programming

As part of our ongoing efforts to make the preschool program we offer the best it can be, we sometimes work

cooperatively with others in our community. Periodically we may have students, health professionals, child development experts, or other appropriate persons spend time in our facility. They may be observing our classes (either to learn from what we do or to offer their own expertise), helping us assess our environment, presenting educational programs (such as the visiting child care nurse consultant who teaches children about hand washing), or assisting in other ways. We encourage parents to take advantage of these free resources as well, and we will be sure to let you know whenever opportunities arise. Only through good communication and working together can we provide the very best care to your child. We ask for your signature to show your permission and agreement allowing your child to participate in these opportunities.

Pest Management Plan/Pesticide Application

- Chemicals for insect and rodent control shall be applied in minimum amounts and shall not be used when children are present in the facility. Toys and other items mouthed or handled by the children must be removed from the area before the pesticides are applied. Children must not return to the treated area within 2 hours after a pesticide application or as specified on the pesticide label, whichever time is greater. Over-the-counter products may be used only according to package instructions. Commercial chemicals, if used, shall be applied by a licensed pest control operator and shall meet all standards of the Department of Public Health (Structural Pest Control Code, 77 Ill. Adm. Code 830). A record of any pesticides used shall be maintained at the facility.
- Before a child is enrolled, the day care center shall provide a summary of its pest management plan and uses of pesticides to the child's parents or guardians. The center shall notify all parents or guardians before a pesticide application or maintain a registry of parents or guardians who wish to receive written notification of when the facility will receive a pesticide application and send a written notification to them. Notification of the intended date of the application of the pesticide which may be used in the form of newsletters, bulletins, calendars, or other written communication methods presently used by the center must be given at least 2, but not more than 30, days before the pesticide application. When economically feasible, the center must adopt an Integrated Pest Management (IPM) program as defined in Section 3.25 of the Structural Pest Control Act [225 ILCS 235/3.25], involving the cooperation between day care staff and pest control personnel or other specialists to use a variety of non-chemical methods as well as pesticides, when needed, to reduce pest infestations to acceptable levels and to minimize children's exposure to pesticides.
- Prior notice of pesticide application is not required if the application is due to an immediate threat to health or property, in which case the pesticides must be immediately applied. Children shall not be present during the application and shall not return to the treated area within 2 hours after a pesticide application or as specified on the pesticide label, whichever time is greater. If such a situation arises, the appropriate day care center personnel must sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided to parents or guardians as soon as practicable.
- Pesticides subject to notification requirements shall not include antimicrobial agents, such as disinfectants, sanitizers, or deodorizers, or insecticide baits and rodenticide baits (Section 10.3 of the Structural Pest Control Act).
- All garbage and refuse shall be collected daily and stored in a manner that will not permit the

transmission of disease, create a nuisance or a fire hazard or provide harborage for insect, rodents or other pests.

- An adequate number of covered, durable, water-tight, insect and rodent-proof garbage and refuse containers shall be provided for use.
- Garbage and refuse containers used to discard diapering supplies, food products or disposable meal service supplies shall be tightly covered and lined with plastic. Contents shall be covered immediately or removed for discarding.

ABC has a Lawn Care Products and Application and Notice Act program. We do not use pesticides or lawn care products on the playground area or church grounds during the times that children are in attendance.

Lawn Care Products Application and Notice Act and the Structural Pest Control Act (415 ILCS 65/6)

(<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1597&ChapterID=36>)

Notification for applications of pesticides to day care center grounds other than day care center structures and school grounds other than school structures.

The owner or operator of a day care center must either (i) maintain a registry of parents and guardians of children in his or her care who have registered to receive written notification before the application of pesticides to day care center grounds and notify persons on the registry before applying pesticides or having pesticides applied to day care center grounds or (ii) provide written or telephonic notice to all parents and guardians of children in his or her care before applying pesticides or having pesticides applied to day care center grounds.

Written notification required may be included in newsletters, bulletins, calendars, or other correspondence currently published by the school. Posting on a bulletin board is not sufficient. The written or telephonic notification must be given at least for 2 business days before application of the pesticide and should identify the intended date of the application of the pesticide and the name and telephone contact number for the school personnel responsible for the pesticide application program or in the case of a day care center, the owner or operator of the day care center. Prior written notice shall not be required if there is imminent threat to health or property. If such a situation arises, the operator of the day care center must sign a statement describing the circumstances that gave rise to the health threat and ensure that written or telephonic notice is provided as soon as practicable.

To complete its mandate per the Lawn Care Products Application and Notice Act, the Illinois Department of Public Health also recommends that day care centers and schools use a pesticide-free turf care program to maintain their turf.

For further information on pesticide-free turf care programs contact your local University of Illinois Extension office. For information on regulations for outdoor pesticide or fertilizer application, please contact the Illinois Department of Agriculture at 217-785-2427. For questions about regulations for pesticide application in and around structures, contact the Illinois Department of Public Health, Division of Environmental Health at 217-782-5830.

Radon Testing

Effective January 1, 2013, the center shall be tested for radon at least once every 3 years by a licensed Radon Measurement Professional pursuant to rules established by the Illinois Emergency Management Agency (32 Ill. Adm. Code 422). The report of the most current radon measurement shall be posted next to the center's license, along with the following statement: Every parent or guardian is notified that this facility has performed radon measurements to ensure the health and safety of the occupants. The Illinois Emergency Management Agency (IEMA) recommends that all residential homes be tested and that corrective actions be taken at levels equal to or greater than 4.0 pCi/L. Radon is a Class A human carcinogen, the leading cause of lung cancer in non-smokers, and the second leading cause of lung cancer overall. For additional information about this facility contact the licensee and for additional information regarding radon contact the IEMA Radon Program at 800-325-1245 or on the Internet at www.radon.illinois.gov. The center shall provide copies of the report to parents or guardians of children attending the center, upon request. [225 ILCS 10/5.8]

Lead Testing

Any day care center serving children under 6 years of age housed in a building constructed on or before January 1, 2000 shall be subject to lead in water testing by an IEPA laboratory or an IEPA-certified laboratory. A current list of certified laboratories can be obtained by contacting the Day Care Information Line at 1-877-746-0829 or can be accessed online through <https://sunshine.dcf.illinois.gov/Content/Licensing/LeadTesting.aspx>. Water sampling guidelines followed by certified laboratories may also be accessed through this link. Test results and mitigation plans, when required, shall be submitted to the local licensing office within 120 days after notification of test results of 2.01 ppb or above.

In compliance with Illinois regulations, we tested the drinking water for the presence of lead at ABC Preschool in the month of February 2021. You cannot see, taste or smell lead in drinking water. The only way to confirm that water contains lead is to have it tested.

Testing our drinking water for lead exposure is important so that we can continue to provide a safe and healthy environment for your children to learn and play. The Centers for Disease Control and Prevention (CDC) states that no safe blood lead level in children has been identified. Lead exposure can damage the brain and nervous system, impair development, and contribute to learning and behavior problems. Children under the age of six are most vulnerable to the detrimental impacts of lead exposure.

To best protect children's health, Illinois regulation require us to develop and implement a mitigation plan to reduce lead if any water samples come back with a lead level of 2.01 parts per billion (ppb) or greater.

We had previously tested 32 fixtures at Sycamore United Methodist Church for lead. We found lead levels of 2.01 ppb or greater at 23 fixtures. Sycamore United Methodist Church has replaced 31 fixtures in the building with touchless faucets. All the current areas that the children use have tested at below the acceptable level of 2.01 parts per billion (ppb) or less.

Children will now be able to be served water to drink from their classroom sinks after a 30 second “flush.” We will not be allowing the children to use the drinking fountains at this time either.

A copy of all our lead in water test results will be posted at our facility outside of the Preschool office. We welcome you to view these results at any time.

COVID-19 HEALTH RISK MANAGEMENT PLAN

HEALTH EXCLUSION

If a staff member is suspected of having COVID-19, diagnosed with COVID-19, or have been in contact with persons suspected of or diagnosed with COVID-19, he or she will follow the current CDC guidelines regarding attendance here at ABC Preschool.

If a child is suspected of having COVID-19, diagnosed with COVID-19, or have been in contact with persons suspected of or diagnosed with COVID-19, he or she will follow the current CDC guideline regarding attendance here at ABC Preschool.

Families are expected to immediately notify ABC Preschool if someone in their home tests positive or if the child has been in close contact (6 feet or greater than 15 minutes) with a positive case.

If a child becomes symptomatic while in preschool, he or she will immediately be taken to the preschool office. The Director will contact the family by phone to come pick up the child immediately. He or she will remain in the office until a family member can come.

If a staff member becomes symptomatic while giving care, that staff member will be tested on site immediately. If the staff member tests positive for COVID-19, we will follow the current CDC guidelines regarding attendance here at ABC Preschool.

SYMPTOMS

In addition to exposure, staff, parents, guardians, and children are expected to stay home if they have tested positive for COVID-19, or have any combination of flu-like illnesses or symptoms, including but not limited to:

- | | | |
|-----------------|----------------------|----------------------|
| Fever of >100.4 | Shortness of breath | Fatigue |
| Chills | Vomiting | Other viral symptoms |
| Cough | Muscle or body aches | |

FAMILIES

ABC Preschool will keep families informed and updated regarding illness policies as they are specified in the ABC Handbook

Monitor and report illness/absences to the DeKalb County Health Department daily

ABC Staff will take the following precautions:

Wash hands often for a minimum of 20 seconds using soap and water This includes but not limited to blowing nose, sneezing, or coughing, being in a public place, using the washroom, changing diapers and when coming into a new room/location during the day.

Avoid touching eyes, nose and mouth and if so, wash hands

Cover mouth and nose with tissue when coughing or sneezing-wash hands

Stay home when ill

SANITIZE

Keep acceptable COVID-19 sanitizers and cleaners stocked up for all staff to use.

Keep soap stocked for all staff and children to use.

Clean and disinfect frequently touched surfaces daily:

The cleaning of such areas will be done by using Lysol sprays, Clorox Clean Up spray, Clorox Disinfectant Bleach Wipes and Purell Professional Sprays.

Bleach water and soap water will always be in every room in marked spray bottles and will be dumped out at the end of each day and refilled at the beginning of each day.

Follow the current CDC guidelines regarding the cleaning and sanitizing of classrooms and buildings.

Classrooms will be cleaned and properly sanitized between classes. Toys and surfaces will be cleaned and disinfected for the next class to begin.

All touch areas (tables, desks, and counter tops) are to be cleaned with bleach spray or Clorox Clean Up Wipes after each use and at the end of each class.

All toys that were used are to be sprayed with a disinfectant spray at the end of each class and allowed to air dry overnight before used again. All toys and bins are to be run through the sanitizer and air dried at the end of each week.