



PRESCHOOL

A Ministry of
Sycamore United Methodist Church

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

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2025 - 2026 Calendar

Aug. 25	Parent Orientation 6:00 p.m.
September 2 & 3	First Days of School
September 19	Early Dismissal. No Afternoon Adventures Classes
TBD	Hearing and Vision Screening
October 6	Open House for Parents and Children 6:00-7:00 p.m. Classroom Visits!
October 8 & 9	Hearing and Vision Follow-up Screenings
October 10	Early Dismissal-No Afternoon Adventures Classes
October 23	Early Dismissal-No Afternoon Adventures Classes
October 24 & October 27	No School
October 30 & 31	Pumpkin Parties (Parent Volunteer Opportunity)
November 5 & 6	Preschool Class Pictures
November 20 & 21	Harvest Feast (Parent Volunteering Opportunity) The children will take part in preparing a special snack for their classroom feast.
November 24-28	Thanksgiving Break - No school
December 1	Classes resume
December 9	Christmas Sings: Pandas & Koalas @ 11:00 am Starfish, Dolphins & Sea Turtles @ 6:00 pm Lions, Polar Bears and Penguins @ 7:00 PM
December 18 & 19	Baby Jesus Parties (Parent Volunteering Opportunity)
December 19	Early Dismissal-No Afternoon Adventures Classes
December 22- January 5	Christmas Break
January 6	Classes Resume

January 19	Marting Luther King's Birthday-No School
January 20-23	Teddy Bear Week
February 6	Graduation Pictures
February 11 & 12	Valentine's Day Parties
February 13 & 16	No School
February 26	Parent Conferences (Starfish & Polar Bears)
February 27	NO SCHOOL-Parent Conferences (Lions, Dolphins, Sea Turtles & Penguins) Pandas will have morning classes this day. No Afternoon Adventures Classes
March 2	Preschool Registration 2026/2027
March 4	Open Registration 2026/2027
March 18 & 19	Beach Party (Parent Volunteering Opportunity)
March 20	Early Dismissal-No Afternoon Adventures Classes
March 23-27	Spring Break—No School
March 30-April 2	Easter Celebration (Parent Volunteering Opportunity) - We celebrate Easter by dyeing eggs. An Easter Egg hunt and other Eggciting events are planned.
April 3 & April 6	No School-Good Friday and Easter Monday
April 13 & 14	Spring Pictures
April 14	Spring Sing: Pandas & Koalas @ 11:00 am Starfish, Dolphins & Sea Turtles @ 6:00 pm Lions, Polar Bears and Penguins @ 7:00 PM
May 18	Last Day of School Penguins
May 19	Last Day of School Polar Bears

May 18	Last Day of School Penguins
May 19	Last Day of School Polar Bears
May 20	Graduation Penguins at 9:30 am
May 21	Graduation Polar Bears at 9:30 am Last Day of School Lions, Koalas and Starfish
May 22	Graduation Lions at 9:30 am Last Day of School Pandas and Sea Turtles

ABC Staff

Director:	Lisa Szydowski • 779-222-4029 (office)
Teachers:	Vicki Stevens, Jen Meier, Aleesa Gunderson, Amy Kruszka, Jayna Bartelt, Shannon McCullagh, Megan Hindle and Abby Smith
Music Teacher:	Bridget Johnson
Assistants:	Kendall Colness, Jessica Martin, Amanda Monney, Kristin Salerno and Megan Schelkopf
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 hypotheses as well as encouraging problem solving and divergent thinking skills. A variety of materials including sand, water, noodles, slime, Goop, Gak and Ooblek are 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 fosters 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 snacks as part of open center time, where it is their choice to partake in snacks or continue with their activity.

MUSIC TIME - Kristin Salerno 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, entrance number 3 unlocked at 8:50 each morning and then will be locked 10 minutes after the start of classes. If you need to enter the building at any time during the day, you will need to use entrance number 2, by the church office. Please check in with the office and they will buzz you into the preschool area. Classroom doors are also locked while school is in session. If you would like to visit your student, please plan with the preschool office. ABC Preschool does not allow any firearms on the property at any time. See Parent Night folder for additional information.

A. L. I. C. E.

The staff at SUMC along with ABC Preschool have all been trained using the A.L.I.C.E model for 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 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
Lions	4- & 5-Year-olds	Mon-Fri. 9:00 AM-12:00	\$540/month
Penguins	4- & 5-Year-olds	M • W • F 9:00 AM - 12:00 PM	\$325/month
Polar Bears	4 & 5-Year-Olds	T/TH 9:00 AM – 12:00 PM	\$220/month
Pandas	2-year-olds	M • W • F 9:00 AM-11:30 AM	\$200/295 mth
Koalas	2-Year-olds	T • TH 9:00 AM – 11:30 AM	\$200/ month
Sea Turtles	3-Year-olds	Mon-Fri 9:00 AM - 11:30 AM	\$450/month
Dolphins	3-Year-olds	M • W • F 9:00 AM - 11:30 AM	\$285/month
Starfish	3-Year-olds	T • TH 9:00 AM – 11:30 AM	\$190/month
Full Day/Daycare	2–5-Year-olds	Mon-Fri 7:00 AM – 3:30 AM	\$1000/month
Early Drop Off	3-5-Year-olds	Monday-Friday from 8 AM-9 AM	\$10/day
Afternoon Adventures	2 & 3-Year-olds	Mon-Thurs. 11:30 PM-3:30 PM	\$160/day/month
Afternoon Adventures	4 & 5-Year-olds	Mon-Thurs. 12:00 PM-3:30 PM	\$150/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 3–5-year-old classes must be completely toilet trained. Pull-ups are not allowed in these classrooms. To enroll, a registration form must be completed online and payment for the \$100.00 registration fee needs to be paid at the same time. The registration fee is **NON-REFUNDABLE**.

Physical Exam

The State of Illinois requires that all children admitted to preschool must receive a physical examination (including a TB test or a waiver) dated within six months of enrollment. Immunizations must be up to date. This form must be on file at the time of admission. If the child has not received immunizations for health reasons, a doctor must sign the form noting this. If your physician deems that the testing for TB and lead is not necessary, that must be noted on the physical exam form. We will not accept religious beliefs nor personal exemption.

*Failure to submit the required health information will result in the child being discharged from ABC Preschool.

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. Each registration must have a 1st and a 2nd choice listed. You will receive an email confirming your program once all registrations are in. 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, or You **will be asked to move your car**.

- Enter the school through Entrance number 3.
- There will be a QR code available at each entrance for you to scan from your Procure app on your phone. If you do not have a QR code, please use your personal PIN number to sign your child in. Please make sure to wait for confirmation that your child is signed in. Staff cannot sign your child in.
- Walk your child to his or her cubby 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.

Parents or persons responsible for dropping off or picking up a preschool child may not leave other children in the car unattended. The staff of ABC Preschool and Sycamore UMC are required by law to report such situations to the Department of Children and Family Services.

Pick-Up

Your children will be released each day at their designated time from their assigned entrance provided by the teacher. These are clearly marked around the building. You will need to sign your child out using the Procure app and then we will safely release your child to you. Please wait for the confirmation notification that your child has been signed out. Staff will not be allowed to sign your child out for you.

Procure QR codes or your personal PIN will be used to scan your child in and out each day. Be certain that anyone picking up or dropping off has their personal PIN number.

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 on the phone numbers you have provided. On your enrollment application, you identified people 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 the 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-5 minutes past the designated pick-up time there will be a fee of \$15.00; this fee doubles every 5 minutes that your child is still on the premises. Your child needs to be picked up and signed out on time each day.

For example:

*5 Minutes Late-\$15.00 per child

*10 Minutes Late-\$30.00 per child

*15 Minutes Late-\$60.00 per child

*20 Minutes Late-\$120.00 per child

Late fees will be due and payable at the time of pick up in cash; drop off privileges will be suspended until paid in full. If more than 3 late pickups occur in a 6-month period, a meeting will be scheduled with the director to discuss the concern and continued enrollment status.

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 preschool. They are the safest shoes for active play indoors and outdoors. We do not allow Crocs here at ABC Preschool. If inclement weather calls for boots, please bring tennis shoes for your child to wear while they are at school. We will 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.

Toilet Training Policy

Step 1- Pull-Ups (Velcro side opening required)

Once your child has shown the readiness skills listed on our Toilet Training Questionnaire, and you have had success at home with toilet training, then you should talk to your child's teacher about toilet training at school. Once you and the teachers have discussed toilet training and the teacher feels that the child is comfortable enough in the classroom to go to the potty, then you may send your child to school in a pull-up. The pull-up must have easy open side panels. (Velcro)

Step 2-Underwear

Our school day is filled with busy and fun activities, which can distract a child or make them reluctant to stop and use the bathroom. Before your child can be sent to school in only underwear, they must have successful toilet training at school in a pull-up for one month with no accidents. Your child will continue to wear a pull-up at nap time until they begin to wake up and their pull-up is still dry.

Clothing Requirements

Our staff is aware that accidents happen. That is why we ask you to keep a change of clothing at school. However, if your child has accidents every day they are in school, we do not consider your child to be toilet trained. If your child is ill and has diarrhea, they should be kept at home until they have been incident free for 48 hours. (Sick Policy)

To help your child in their toilet training journey, send your child in clothes that are easy for them to pull up and down. Do not send them in tight clothing that is hard to pull off. Do not send them in shirts or pants that snap in the crotch. Do not send them in overalls. No one piece jumpers or suits which

require them to completely disrobe. No big tutus, dresses or skirts that may get in their way.

Required supplies

Two changes of clothing including socks and underwear in a plastic bag, labeled with their name.

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 our two-year-old program, please note that we do not allow pacifiers in the classroom.

If your child is staying all day, he or she can bring one 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.

Parent Participation and Open-Door Policy

ABC Preschool practices an open-door policy. Parents are welcome 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-year-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.

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. Emergency Closing Center info is included in your Parent Packet. We do not make up snow days.

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 the messaging system on our Procure app 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 parents. Teachers and parents can enrich the child's life by sharing ideas and information. All programs, except for Pandas and Koalas, will offer a Parent-Teacher Conference to be held during the school year. The conference date has been determined by the teacher. We will be using Signup Genius to schedule conference times well in advance.

Communication with families shall occur in a culturally and linguistically competent manner.

Divorced or Separated Parents

ABC tries to be aware of, and sensitive to, the families we serve. If divorced or separated parents are sharing custody and there is some way the program can help make this easier, or avoid making the situation more difficult, please let us know. We can include both parents in all Center e-mails and other notices. We encourage parents to attend joint parent/teacher conferences, but we will conduct separate conferences if requested. Please understand that we cannot presume one parent has any more/less rights than the child's other parent without a legal document (e.g., copy of custody settlement or restraining order). If the enrolling parent does not indicate the name of the other parent, we cannot presume someone has legal access to information unless they provide proof of parental rights. We do, however, consider the parent who signs the enrollment forms and with whom we have primary contact as the parent to whom we are accountable. We will not adhere to the requests of a parent with whom we have little contact unless the request is approved by the primary parent. If we are familiar with both parents and there is a disagreement about emergency contact info and/or who can pick up your child, these issues need to be resolved by both parents (or a court order) to maintain childcare at the center. We cannot and will not be placed in the middle of parental disputes.

School Wide Behavior Policy

The administration and staff of ABC Preschool and Sycamore UMC seek to assure a climate in the school which is appropriate for learning, and which assures the safety and welfare of personnel and students. As partners in the education of children, parents/guardians in our school community are expected to always demonstrate respectful behavior with staff, students, and volunteers.

Unacceptable behaviors include but are not limited to, harassment and/or verbal abuse of staff, students or volunteers.

Discipline Policy

ABC preschool believes that discipline provides 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 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 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..

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 via Procure. We ask that you e-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 event 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. If you would like to send something in for your child to celebrate, you are welcome to. Any food related item must be individually packaged with a full ingredient label and cannot be homemade.

Example: Little Debbie Brownies are individually packaged in a box with all ingredients clearly labeled.

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 class time. In case the parents 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 pink eye
There are seven signs of pink eye:
discharge from the eyes or sticky eyes
crusty eyelashes and lids

swelling around the eyes
burning sensation
tearing up
red or pink in the whites of the eyes
irritation or grittiness in the eyes

Your child will be unable to attend until all their symptoms have cleared.

- 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 Procure message will be sent out so that parents will be aware.

Health Safety Practices

- ABC Preschool requires all individuals (children, parents, teachers, resource professionals, and volunteers) to wash their hands with soap and water **prior** to entering our classrooms. To help children develop good habits, we post detailed visual instructions in the bathrooms our children use.
- ABC staff disinfects and sanitizes all areas of the classroom at the end of each school day. We adhere to Illinois sanitation recommendations and mandates, as well as guidance from CDC.
- Health and Safety training is required and conducted annually for all staff. These trainings include CPR, First Aid, AED, Prevention and Control of Infectious Diseases, Food Sanitation and Safety, as well as Food Allergy Awareness just to name a few.

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 have taken training regarding Anaphylactic Shock and 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 a 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 in August. This fee will purchase the necessary beverages, fruits, crackers, yogurts, cereals, and other items allowed by DCFS that provide every child with a healthy and nutritious snack daily. If your child has food allergies or any special dietary needs, you will not be assessed a fee and instead will provide your child's snacks.

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.

Lunches

All lunches are required to be provided by ABC Preschool, except as follows: parents will provide lunch for any child **needing** a special diet. This includes all allergies. Special foods provided by parents must be clearly labeled with the child's name and date.

Menus will be posted and provided to parents by the beginning of each month. Meals will be prepared in the kitchen here on site and will meet the nutritional requirements per DCFS.

Tuition

Tuition is paid monthly. Beginning August 28, tuition is due on the 30th of each month to be applied to the next month's tuition. Payment options include cash, check, card or an automatic withdrawal via the Procure App. 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. There is a 2.9% surcharge added to your payment for all credit card transactions. Your payment secures their place in the program regardless of the number of days attended each month. There is no credit, refund, or adjustment for days missed, and due to DCFS classroom ratios, we cannot make up days missed for illnesses, vacations, etc.

Late Payment Policy

Should a circumstance arise in which you are unable to pay your child's tuition by the 30th 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 \$50.00 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 and must include the reason for withdrawal. 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 childcare 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 applications 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 an 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 2023. 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 regulations 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 1 fixture. Sycamore United Methodist Church has replaced 31 fixtures in the building with touchless faucets. New water filters have also been placed on all sinks in the building. All the current areas that the children use have been tested at below the acceptable level of 2.01 parts per billion (ppb) or less.

Children can be served water to drink from their classroom sinks after a 30 second "flush."

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.