



Preschool

2020 Parent Guide

Preschool Statement of Purpose

The purpose of the Dundee Township Park District Preschool is to provide a program in which the children are actively involved in a curriculum that stresses the social, emotional, physical and academic aspects of their development.

Class Enrollment:

Based off safety and social distancing guidelines from the CDC, the Illinois Department of Public Health and Illinois State Board of Education we will be taking precautions with our class sizes to mitigate the risk of illness. Each Preschool classroom will be based on the following:

Ages	Minimum Staff to Child Ratio	Maximum Group Size (Children)
Two	1:8	12
Three	1:10	15
Four/Five	1:10	15

Masks/Face Coverings:

- All students and staff are required to wear face masks/coverings while entering and participating in our Preschool program.
- Masks/coverings must be worn so that both the nose and mouth are fully covered.
- Individuals with a medical condition or concern which prevents them from wearing a face mask/covering will be handled on a case-by-case basis. However, please note, at this time COVID-19 is a safety risk and accommodations may not be made if it presents a risk to the participant or others.
- Students should wear a mask and bring a second with in the event something happens to the first.
- Masks/Coverings for students will NOT be provided by the Park District.

Distancing

- Identified classroom furniture and materials will be removed to allow for ease of passage and adequate preventative distancing.
- Student seating will be assigned and arranged to support social distancing
- To provide preventative social distancing in centers, floor markings will be placed on classroom floors to indicate areas that are appropriate to sit.
- Classroom items made of fabric or plush materials will be removed.
- Drop-off and Pick-Up Procedures will be modified to reduce additional foot traffic (described below).
- All non-essential visitors will be restricted access from the classroom.

Classroom Modifications

- Toys that cannot be cleaned and sanitized will be removed from classrooms.
- Children's books will be rotated within the classrooms.
- Water, sand and other sensory tables will be temporarily suspended.
- Materials that are cloth and fabric will be removed.
- Dramatic play dress up center will be suspended until further notice.
- All possible high-touch items and surfaces will be cleaned on an ongoing basis.



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Daily Health Screenings:

Parents/guardians will receive a COVID-19 Symptom Questionnaire. All parents/guardians will be required to perform the below health screening of their child(ren) at home and report to the staff member at drop-off that he/she has answered no to all questions on the questionnaire.

- Perform a COVID-19 Symptom Questionnaire at home and report findings to staff at check-in:
 - Do you have a fever of 100.4 degrees Fahrenheit or higher?
 - Do you have a cough?
 - Do you have a sore throat?
 - Have you been experiencing difficulty breathing or a shortness of breath?
 - Do you have muscle aches?
 - Have you had a new or unusual headache (e.g. not typical to the individual)?
 - Have you noticed a new loss of taste or loss of smell?
 - Have you been experiencing chills or rigors (i.e., a sudden feeling of cold with shivering accompanied by a rise in temperature)?
 - Have you tested positive for COVID-19 in the last 14 days?
 - Is anyone in your household displaying any symptoms (as listed above) of COVID-19?
 - To the best of your knowledge, in the last 14 days, have you come into close contact (less than six feet for greater or equal to 15 minutes) with anyone who has tested positive for or been diagnosed with COVID-19?

If a child has a temperature of 100.4 degrees or higher, experiencing vomiting and/or diarrhea, or answers yes to any of the above questions they will NOT be permitted and will not be allowed to return until the following has been met:

- No sign of fever for three days (without use of any medication)
- Coughing or breathing problems have subsided
- Vomiting and/or diarrhea has stopped for two days

Ill Child:

If a child becomes ill, parents/guardians will be notified and asked to pick-up their child immediately. **THE CHILD MUST BE PICKED UP WITHIN 20 MINUTES OF BEING NOTIFIED.** For the safety of all participants and staff, if the child is not picked up within 20 minutes, the authorities will be called to safely remove the child from the facility. Prior to pick-up, the ill child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until pick-up. A child sent home due to illness will not be permitted back to class without a doctor's note certifying they are able to return.

Positive COVID-19 Test Policy:

If a child or household member tests positive for COVID-19, all children from those families will not be permitted to attend for two weeks. We will report the case to the Kane County Health Department and proceed by following the guidance from the Department. Refunds will be applied for those not permitted to attend and/or due to closure and will be pro-rated based on the days that were unattended.

Communication/Attendance:

All contact information (name, address, phone, emergency contacts, approved pick-up people, etc.) must



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be kept current with our Registration Desk. Not doing so could jeopardize the safety of your child in the case of an emergency where we need to contact you. If you need to contact the site, a direct phone number will be included. There may be times when teachers are unable to answer. Please be sure to leave a message with any pertinent information.

Please report all absences and reason for absence, directly to the appropriate site.

Important Contact Numbers:

Rakow Registration Desk	(847) 551-4319
Randall Oaks Registration Desk	(847) 836-4260
Billing questions, Susan Pilkerton	(847) 428-7131 ext.1003
Recreation Supervisor, Stacey Teeple	(847) 428-7131 ext. 1203
Preschool Coordinator, Janet Coyle	(847) 428-7131 ext. 2301
Rakow Center Preschool	(847) 428-7131 ext. 1300
Randall Oaks Recreation Center Preschool	(847) 428-7131 ext. 2302
Sleepy Hollow Preschool	(847) 428-7131 ext. 6102
Washington Street Preschool	(847) 428-7131 ext. 4006

Drop-off and Pick-up Procedures:

To help stop the spread of germs we have changed the procedures and some of the requirements for both drop-off and pick-up. The person dropping off and picking up must be listed as an authorized person on your paperwork at registration. If you need to make a change to your authorized drop-off and pick-up list, please contact the registration desk. The procedure below will be reviewed to maximize social distancing wherever possible.

Drop-Off Procedure:

- **Parents will be asked to remain in their vehicle until a staff member is able to check in the student.**
- Parent/Guardian will be responsible for ensuring child is unbuckled from their car seat.
- **Parents will NOT be allowed to walk their children to the main entrance.**
- Please listen for instructions as staff approach your vehicle.
- Staff will check off that child(ren) have passed symptom check.
- To minimize the handling of materials, Staff will mark the attendance sheet when they are dropped off. Parents will only be verbally checking their child(ren) in.
- After receiving the name of the student being checked in, staff will escort child(ren) to wash/sanitize their hands.
- Staff will then direct the child(ren) to the appropriate program area and help them place their items into an assigned cubby.

During this process staff will also visually inspect each student for any sign of illness (i.e. cough, runny nose, pale skin, etc.). If for any reason staff chooses to refute the at-home health screening, they will perform their own screening. If it is found the child is not in good health, they will not be permitted to attend Preschool that day.

Late Arrivals:

Please call the specific school telephone number if your child will be arriving late. Drop-off procedures for these occasions will be the same as listed above.



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Pick-Up Procedure:

- Staff will be at the designated pick-up area for parent arrival.
- Parents are asked to pick-up at the same designated area as drop-off.
- Upon being greeted by a staff member, staff will ask for the child's name that is being picked up.
- A state-issued ID will be required for the staff to verify the person picking up is on the authorized pick-up list.
- Staff will then escort the child(ren) to the vehicle. You will be responsible for ensuring your child is buckled in their car seat.

Early Pick-Up:

If you need to pick up your child early, you will need to call the specific site telephone number. Please do your best to notify us in advance. A staff member will assist with pick-up once you arrive at the location. Verification using the Authorized Pick-Up List will be conducted for all check-outs.

Late Pick-Up and Early Drop-Off Charges:

There will be an overtime charge for children who are not picked up on time. A flat fee of \$5.00 per child will be charged for up to ten minutes. For each additional minute after 10 minutes, the charge will be \$1.00 per minute. This charge will be applied to your monthly statement.

Consistent late pick up charges may result in your child's dismissal from the program.

COVID-19 Refund Policy:

- Families will receive a refund for any non-attendance days school is forced to close for any period due to a COVID-19 outbreak.
- Any family choosing to withdraw from the school year due to concerns of COVID-19 will be given a refund provided one weeks' notice is given prior to cancellation.
 - PLEASE provide as much advanced notice of cancellation as possible.

Cleaning Modifications:

In order to properly clean and sanitize the facilities, cleaning modifications will include:

- Cleaning of counter tops, door handles and all high touch areas with disinfecting spray will occur prior to the program starting and as needed throughout the day.
- Cleaning of bathroom toilets, stall handles and sink handles with disinfecting spray
- Equipment and activity supplies will be cleaned regularly.
- All areas used will be sanitized each evening.
- Park District Staff will continue to monitor the situation and add to the above list as needed.

Hand Washing Modifications:

- It will be important to wash/sanitize hands often to stay healthy and safe. Students and staff are required to wash or sanitize their hands upon arrival and throughout the day.

Personal Protective Equipment, Cleaning and Sanitation:

- The Park District will provide disinfectant spray/wipes, gloves and face coverings for use by



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staff.

- The Park District will also provide hand sanitizer, hand soap, and paper toweling to be used by staff and students with staff supervision.
- Students must supply their own mask.

Activity Modifications

Staff is hard at work planning fun and creative curriculum that will allow our students to experience a fun, interactive, and safe experience. Modifications to activities will include:

- Social distancing six feet apart enforced during activities/games inside and outside.
- Outside activities are encouraged.
- School Supply List-attached
- Supplies and equipment will be sanitized throughout the day to minimize the spread of germs.

Jolly Phonics-Pre-Reading Program

In our 3 and 4-year-old program, the Jolly Phonics concept will be introduced through songs and simple age-appropriate activities. This will better prepare them for the Pre-Kindergarten program the following year.

The 4 and 5-year-old Pre-Kindergarten classes will be continuing the Jolly Phonics Pre-Reading Program. This program is currently being used in School District #300 Kindergarten and 1st grade. It is designed to help children recognize the letter and its sound consecutively. When children are introduced to both of these concepts together, reading becomes a natural progression.

Water Bottles:

It is recommended that your child bring a labeled reusable water bottle with them every day. Drinking fountains will not be available for use on an individual basis.

Lunch & Snacks

Regular preschool classes **will not** have snack time. Birthday treats will also not be allowed. Extended Care: please send lunch in disposable containers. No reusable food containers, other than water bottles are permitted. Prohibited foods include: peanuts, tree nuts, sesame seeds (this list may expand depending on the allergies of other participants).

Bathroom Use:

Classes will be assigned a bathroom to utilize. To make this as efficient as possible we ask that you remind your child(ren) to please use or try to use the bathroom facilities during scheduled bathroom breaks.

Participation Requirements:

1. Participants are ALWAYS required to wear a face mask or covering while entering and participating in the Recreation Center. This must be provided from the parent and be worn upon arrival. Individuals with a medical condition or concern which prevents them from wearing a face mask/covering will be handled on a case-by-case basis.
2. Participants are not required to wear a face mask or covering while participating in outdoor physical activities, if participants can maintain a safe social distance.



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3. Participants are required to wash their hands upon entering and before/after a change in activity.
4. Participants are required to maintain social distancing by keeping at least six feet away from other participants and staff members.

Behavior Management Policy

In order to insure a pleasant Preschool environment, which protects your child and their classmates, the following policy concerning Aggressive* and Consistent Disruptive** Behavior has been adopted:

1. The parent/guardian will be informed of the specific behavior
2. If the behavioral problem continues, the parent/guardian may be called to come and take the child home, or the child may be asked to remain at home for the next class (or another specified amount of time.) No refund will be given.
3. If the behavior continues, the parent/guardian may be asked to withdraw the child from the class. A refund will be left to the discretion of the Recreation Supervisor.

*Aggressive behavior is defined as any behavior that causes or could lead to personal injury of your child or others. Examples, not limited to: hitting kicking, biting, throwing things, defying or running away, or any behavior that disrupts the normal classroom climate. The Dundee Township Park District Preschool maintains a Zero Tolerance behavior policy for aggressive behavior against other children or staff members.

**Disruptive behavior in the broad sense, is any behavior that takes one of the adults in the classroom away from the group for long periods of time, thus leaving the other adult to care for the rest of the children. Disruptive behavior could also be a child that is reluctant to be left by a parent and cries for long periods of time. In this case, the staff may feel that the child is not ready for this Preschool experience.

Zero Tolerance COVID-19 Behavior Policy:

Due to the seriousness of the COVID-19 situation, in order to provide a safe environment for all participants and staff, the Park District will be enforcing a Zero Tolerance Policy in regards to any behavior deemed inappropriate or unsafe in accordance with social distancing and other COVID-19 related guidelines. If a student is exhibiting any of this type of behavior, the child will be removed immediately and will not be able to return for the school year. Please have a conversation with your child(ren) about the importance of following all established guidelines outlined in this parent guide.

School Pictures

At this time, fall class pictures will not be taken. Spring pictures are pending based upon safety and health guidelines.

What to Bring

Students are encouraged to bring: a labeled backpack, labeled school supplies, labeled water bottle, 2 masks, and a change of clothes in the backpack.

Lost and Found

Items left in a child's cubby at the end of each day will only remain in the cubby for the duration of one-week. All items left, will be disposed of at the end of the day each Friday. Due to health guidelines, a traditional lost and found will not be provided.



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Medication

We recognize that participants will, on occasion, require the consumption of prescription and/or non-prescription medications. The Park District has a policy regarding disbursement of medication. A Medication Form can be picked up at either the Rakow Center or Randall Oaks Recreation Center and must be filled out completely for all medication prior to attendance.

School Closings

The Dundee Township Park District Preschool will post emergency closings on our website at www.dtpd.org.

The Dundee Township Park District, 847-428-7131 opens for calls beginning at 8:00 am.

Toilet Training

All children in Preschool must be toilet trained (allowances are given for Almost 3 participants). If your child has an accident, you will be called to bring in a set of dry clothing and to change your child. If accidents occur more than one time, you may be asked to take your child out of class and try again at a later date. We do not allow “pull-ups” in our 3-5-year-old classes. “Pull-ups” are accepted in the Almost 3’s program, however, if a change is needed, parents will be responsible.

Sunscreen

Children in our Preschool program will be playing outside from time to time. Please apply sunscreen to your child prior to the start of the program. The park district will not supply sunscreen. Our classes are in session 2-2 ½ hours. If sunscreen is applied prior to the start of class, it should still be in effect during our outside time.