



Alsip Park District Preschool Program

Policies & Procedures

School Year: 2023-2024
Parent Handbook

Apollo Recreation Center

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Mission

The mission of the Alsip Park District is to enrich life through quality leisure services at a variety of parks and facilities, while offering programs in education, social involvement, and recreation in a clean, safe environment for individuals of all ages.

Purpose, Description and Goals

Welcome to the Alsip Park District Preschool Program! We are looking forward to working with your children throughout the school year. Enclosed you will find information on the preschool policies and procedures.

ePACT how to...

How to change medical information for your child on ePACT

- This was a question you answered in the ePACT profile for each child. If you want to change your answer, please follow these steps:
 - Log in to: <https://www.epactnetwork.com/>
 - Click on my ePACT
 - Scroll down still you see the heading My Connected Organizations
 - Click on Alsip Park District Program your child is in
 - Click on the child's name (you will have to do this for each child if you have multiple children in the programs)
 - Scroll down to the section "medications and treatments" and edit the information you are changing.
 - PLEASE NOTE: If your child takes medication during camp you must consent to the medical waiver on ePACT under "medical waiver".

How to add someone to your pickup list on ePACT.

- Log in to: <https://www.epactnetwork.com/>
- Click on my ePACT
- Scroll down still you see the heading My Connected Organizations
- Click on Alsip Park District Program your child is in
- Click on the child's name (you will have to do this for each child if you have multiple children in the programs)
- Scroll down to the bottom and click edit in the sections where information needs to be added.

Troubleshooting:

- If it doesn't let you save/continue make sure you check to make sure each person listed shows a relationship to the child (under manage relationship). Then click save and you should be good to go.
- If you are not able to add a picture, and you put the e-mail address in for that person and they have a check mark next to their name. They have taken control of their own account and need to add a picture themselves.

Class Dojo App

Class Dojo is a communication tool that we will be using this school year to send you updates, pictures/videos, announcements, and important information when it comes to everything preschool! Please make sure you download the FREE app ClassDojo on your phone to make sure you get all the features to work (the desktop version does not show all announcements). You will also be able to reach out to the senior leadership and teachers directly through the app without having to make a call at work to report an absence or anything else you need us to know about!

Ill Child in the Preschool Program

If a child becomes ill during preschool, parents/guardians will be notified and asked to pick-up their child immediately. The ill child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until picked-up. A child sent home from preschool due to illness will not be permitted back without a doctor's note certifying they are able to return.

General Health Expectations

If your child displays any to the following symptoms in the previous 48 hours, please keep them at home that day.

- 1) Temperature above 100.4 which may result in a fever
- 2) Persistent cough
- 3) Vomiting
- 4) Diarrhea
- 5) Excessive running nose and sneezing

As always please consult your doctor for further information. You are not hurting your child by keeping them home for the day, because usually when children are not feeling well, they prefer to be home safe, secure, and resting. Please contact us if your child gets any of the following illnesses, as they are contagious and could be passed on. Your child's name is never revealed, it is kept confidential. Some of the illnesses which are common among pre-school age children:

- | | | |
|-----------------|------------------------|--------------|
| 1. Lice | 5. Mumps | 9. Pink Eye |
| 2. Chicken Pox | 6. Scarlet Fever | 10. COVID-19 |
| 3. Strep Throat | 7. Hand Foot and Mouth | |
| 4. Measles | 8. H1N1 Virus | |

Even if you keep your child home with a common cold, please let us know as we are concerned about all the children. If your child has had one of the above illnesses or a symptom of COVID- 19, we will need a note from the doctor that your child is able to return to school. **If your child**

is absent for a total of TWO OR MORE SCHEDULED CLASS DAYS, a doctor's authorization stating the date that the child can return to school is required.

Bathroom

1. **Children must be completely toilet trained.**
2. Parents are asked to take their child to the washroom **before** dropping off for class.
3. Your child will be allowed to go the washroom as they need to go, however, the teachers **cannot** assist your child in any way. This policy is to protect both the teachers and the children.
4. Parents should do their best to teach their child how to wipe themselves as the teachers **cannot** assist with this.
5. Should the need arise, please inform the teachers if there is a special problem that your child may need to use the bathroom more frequently during the class time.

Attendance

- You must call the classroom phone if your child will be absent. Staff will not be available until 8:00 a.m., but you may leave a message prior to opening.
- Please indicate why your child is not coming to preschool, to prevent us from calling back to find the reason why the child is not attending
- We also understand that family vacations or other events may occur during the year. Please understand that no refunds will be granted for missed days.
- If you do not notify us of their absence on that day, it will be marked as an absence due to illness. IF your child is out TWO OR MORE SCHEDULED CLASS DAYS, a doctor's authorization stating the date that the child can return to school is required.

Emergency Closings

- Emergency closings due to weather conditions or building emergencies will be decided on as early as well can but no later than 7am the day of class is scheduled.
- We will do our best to make up these days but please note the schedule may not allow for makeup days.

Check-In/Out Procedure

- Check-in Procedure
 - Please line up in the hallway outside the classroom. Check in will begin 5 minutes before class time begins. Please note that each person dropping off the child must be in the child's ePACT profile with a current picture of that person.
- Check-out Procedure
 - Students will be dismissed at the end of class. Please note that each person picking up the child must be in the child's ePACT profile.

Authorized Pick-Ups

Students will only be released to the people listed on the Authorized Pick-Up list or listed as an emergency contact through EPACT that have a picture on their account. If you are wanting to add someone it must be done on your EPACT prior to them showing up to pick up. All individuals authorized to pick up your child will be required to have a picture on the EPACT account. Authorized Pick Ups must be 18 years or older.

Late Arrivals/Early Check-Out

Please notify the Recreation Supervisor and/or Front Desk in advance if your child will be arriving to preschool late or leaving early. Please walk in the front lobby and check in with the main office. The office staff will notify the teachers, and someone will be out shortly to assist you.

Parents Leaving Town

We understand that there are times that you may be going out of town. If you are leaving your child in the care of someone else during this time, please indicate in writing who the person(s) will be taking your child to and from school. It is important to indicate the name and phone number where this person(s) can be reached.

Custody Situations

Both parents will be allowed to pick up their child at any time unless you provide legal documentation such as court orders explaining your custody arrangement. Please bring your most current documents to the office and we will copy the sections pertaining to custody.

Documents from past school years need to be re-submitted.

Monthly Newsletter and Parent Notifications

At the beginning of each month, you will receive a newsletter on the Class Dojo App. The newsletter is a major source of communication between parents and the teacher. This newsletter and calendar include important facts about the curriculum, concepts being taught, special days family projects introduced and helpful hints. Additionally, there will be important notifications, reminders, special event notices and more sent out through the Class Dojo App and ePact system.

Snacks

Our snack time is approximately 10 to 15 min. long. Please send you child with **ONE** appropriate snack and **ONE** beverage item which can be consumed in this amount of time. **Please make sure that your child's name is on his/her snack and beverage.** Some suggestions: small box of raisins, two or three cookies or crackers, small piece of fruit, small juice box or small water bottle.

Celebrating Birthday's

Birthdays will still be celebrated with a Birthday crown for the birthday child and everyone singing "Happy Birthday." You may bring in treat bags, for your child's classmates if you wish. We encourage non-food items in the treat bag. However, if the treat is a food item it must be store bought and individually wrapped and factory sealed. These treats will be handed out at the end of the day and will be up to the parent if the child may consume the food treat at home.

Special Events

We will have family events and classroom parties this year: Ice Cream Social (September), Fall Classroom Party (October), Winter Show (December), Valentine's Day Classroom Party (February) and a Family Sock Hop (April). In May, a graduation will take place for the 4-year-old program.

Participation Expectations

- Participants must show respect to fellow classmates and all staff.
- Participants are expected to take directions from teachers/staff.
- Participants must refrain from using abusive or foul language.
- Participants must refrain from causing bodily harm to self, other participants, or staff.
- Participants must show respect to equipment, supplies, and facilities.

Discipline is simply learning to take control of our lives, and that means controlling our actions and accepting the consequences for our choice of actions. We learn to do this through listening and having respect for ourselves and others. There are times when we have a hard time controlling ourselves and this may turn into a disruptive type of behavior. Several methods are used to reinforce positive behavior:

- Reinforcing the class rules to all the children.
- Using positive language when describing the appropriate behavior. Such as, “walk please.”
- Sometimes a touch on the child’s shoulder or making eye contact can stop the inappropriate behavior.
- Standing or sitting next to the child.
- Due to the unfortunate circumstance of violence in our country’s schools, we feel that along with other schools, we need to stress the importance of speaking with your child/children regarding either verbalizing or pretending to use any weapons. We do not allow the children to play/pretend to use weapons!

Should these methods fail; the child will be given two warnings concerning the disruptive behavior. If the behavior has not corrected itself, the child may be asked to sit for a period of 3 to 5 minutes or may be asked to sit at the table until the activity is completed.

If the disruptive behavior continues, then the parent will be informed and asked to help in assisting with correcting the behavior.

Classroom rules play big part in the development of a school setting. Please review these with your child.

While indoors, we always walk.

We keep our hands and feet to ourselves. We put on our listening ears.

We use our inside voices.

We learn to share and take turns. We are kind and respectful to others.

Abuse and Neglect

In accordance with the procedures set forth in the Abused and Neglected Child Reporting Act, the Alsip Park District personnel, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their supervisor. The proper authorities will then be notified.

Parent Code of Conduct

Parents and/or emergency contacts/authorized pick-ups are required to follow the Alsip Park District policies while you are at our program.

- Please refrain from inappropriate conduct; using harsh, demeaning, threatening or abusive language, speaking in a level that is not appropriate when speaking to any staff member.
- No Parent and/or Emergency contacts/authorized pick-ups shall be under the influence of drugs/alcohol. There will not be any physical violence toward staff, a child (your own or another), another parent, member or volunteer, materials or property.
- If inappropriate behavior is displayed your child will be terminated from the program.

Discharge policy

The Alsip Park District has the right to discharge a participant without issuing a refund if the following is determined:

- Falsified/incomplete registration forms
- Participants' actions or activities endanger the safety to self or other participants or staff
- Repeat violation of any policy listed in Parent Handbook
- Non-payment will result in your child not being able to attend preschool

Refund Policy

If you choose to pull your child out of the preschool program after the school year has begun, you will be charged for the last month that your child attended class. (ex. if child is in the class for any portion of the month you will pay for that month). You will also be charged the \$50 administrative fee.