



# Parent Handbook

## Chicago Latvian Preschool

4555 Church St.  
Skokie, IL 60076  
Phone: 773.308.4977

[www.starins.org](http://www.starins.org)  
[director@starins.org](mailto:director@starins.org)

*\*Updated September, 2017\**

*\*Updated August, 2018\**

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## Introduction

*Please note that this handbook is subject to change based on the requirements of the Department of Child and Family Services of Illinois.*

### Mission Statement

The *Chicago Latvian Preschool, d/b/a Chicago Latvian Preschool (CLP)* is an extraordinary scholastic environment structured to develop the social, emotional and physical needs of the child by offering a stimulating program with a strong focus on the family and values that support acceptance and respect of Latvian and other cultures.

### Core Values

Children are unique and special.

Teachers nurture, teach, and speak Latvian.

Atmosphere is natural, friendly, and feels like home.

Parents add value.

Curriculum allows teachers to be prepared.

### Vision

By setting the highest standard of childcare and preschool curriculum, and proactively understanding the ongoing demographic marketplace, the CLP will become the required extended family for the newest Latvian generations within the greater metropolitan Chicago area.

### CLP Staff

<b>Director/Teacher</b>	Andārte Phillips
<b>Teacher</b>	Lana Jacobs
<b>Assistant Teacher</b>	Lāsma Maher

### Board of Directors

CLP is an Illinois 501 (c) (3) non-profit corporation with bylaws that were written and developed in the spring of 2004. The Board of Directors serves on a voluntary basis and has oversight and advisory responsibilities regarding the management of the center. The Board does not concern itself with day-to-day design and management of the program except in its role of overseeing the Program Director. It does concern itself with evaluating and approving the long range development of services offered by the corporation (e.g., program size and type). As the legal body responsible for the corporation, the Board carefully reviews the legal and financial implications of all activities of the corporation, its agents, and membership.

The 2018/2019 school year Board of Directors is:

Larisa Freimanis – President

Beata Blackburn - Vice President

Rebecca Tupurītis – Secretary

Kristīna Grants – Treasurer

Benita Plūme/Specker and Larisa Jesinskis – Special Projects

Andārte Phillips – CLP Director (salaried position)

### Volunteers

CLP encourages and supports the participation of volunteers in the classroom. The purpose of volunteers is to enrich the daily program. The responsibility of the CLP to volunteers is to assist them in meeting their goals, which may be as simple as having a joyful experience of giving, or as complex as fulfilling a practicum requirement for a college class.

## **Operating Funds**

CLP does not rely on charitable gifts for operating expenses. The center is managed so tuition fees are the primary source in meeting budgetary requirements. Charitable gifts are always welcome for special purchases or to assist with the center's program. CLP is a tax-exempt Section 501 (c) (3) organizations.

## **Religious Affiliation**

CLP does not have a religious affiliation. The center encourages the children to feel comfortable with their faiths and be proud of their family's values, and have respect and understanding for the values of others.

## **Curriculum and Philosophy**

It is important for children to have many opportunities to develop observation, questioning and listening skills, and to have many opportunities to express themselves. The main objective of the program at CLP is to provide a developmentally appropriate and positive atmosphere, which encourages children to develop cognitively (intellectually), creatively, physically, socially, and emotionally in a calm, stimulating Latvian environment. The curriculum is developed by teacher observation, evaluation of individual children, and careful creative planning. The school's curriculum has a focus on Latvian traditions and celebrations.

The CLP believes in:

- Acceptance of children as they are, valuing their uniqueness.
- Facilitation of children's self-understanding through provision of accurate, non-judgmental feedback on their behavior.
- Maintenance of a secure environment through provision of clear, consistent limits for behavior and by clear, accurate explanations of behavior and events.
- Encouragement for children to develop self-sufficiency through taking responsibility for themselves, their actions, and their environment.
- Encouragement of clear communication, verbal expression of feelings, sensitivity to others' needs and attunement with one's own needs.
- Assisting children to perceive their world holistically, recognizing the connection and interdependence among all things, valuing uniqueness and diversity.

## **An Inquiry/Play Based Learning Program**

The CLP promotes **inquiry** as a pedagogical approach to student learning. Through structured inquiry and play, young children learn to make sense of the world around them and to explore big ideas, which are important in their lives. By inquiring, the child is moved to a new and deeper level of understanding by:

- **Exploring**
- **Wondering**
- **Questioning**
- **Collecting information**

## **Daily Schedule**

A sense of routine of knowing that there is an order and predictability to events is extremely important to children as they form their ideas about the world. The daily schedule reflects a balance between adult-initiated and child-initiated activities, active and quiet times and indoor and outdoor use of space. Every day there are small and large group experiences as well as individual free choice periods and transition times. The length of time spent in any one period varies depending on the particular needs and abilities of the group as well as their attention span and interest levels.

### \*Sample Daily Schedule

8:00-10:00	Children's arrival Free choice play in activity areas/ individual and small group activities/ art activities
10:00-10:45	Clean up time/Hand washing/Snack
10:40-11:00	Circle time
11:00-11:15	Getting ready for outdoor play
11:15-12:15	Outdoor play and engagements
12:15-12:30	Storytelling
12:30-1:00	Lunch, preparing for rest
1:00- 3:00	Nap/Quiet time
3:00-4:00	Individual or group project work/Free choice play in activity areas
4:00-4:15	Circle time/ story time/ songs/ dance
4:30-4:50	Afternoon Snack
4:50-5:00	Preparation for going home time
5:00-6:00	Outdoor play, if weather allows

**Activity/Play Centers** – Centers promote independence, foster decision-making and encourage involvement. During exploration times, the children are encouraged to independently explore the environment and the materials in it, and to interact with their peers. During this time the teachers work to spark interest in children, to reinforce creativity, to protect the rights of individuals and to maintain a happy, productive environment. Activities and centers will be planned around units of study and around acquiring the Latvian language and culture.

**Large Group** – During large group activities, children gather together to participate in an activity at the same time. Some examples of large group activities are; stories and songs related to the current unit of study, rhythm, folk games and movement, circle games, learning of letters and numbers, art and craft activities, science experiments, etc. Large group activities give the children an opportunity to function in a group and learn to consider the needs and rights of others (cooperative play). Teachers use many varied group management techniques to keep the attention of the group and foster a creative and unique learning environment.

**Meals (Lunch and Snack)** - Meal times for young children are important times of the day. Not only do the children refuel their bodies, they are also given a time to socialize with one another and practice various essential skills, such as pouring, spreading, cleaning up after themselves, etc.

**Outdoor Play** - The children will have the opportunity to play outdoors every day, weather permitting. The children spend time running, climbing, riding, sliding, jumping, and digging. All of these (gross motor) activities help develop the child's agility, coordination, muscle strength and overall physical health. Outdoor play also provides endless opportunities for peer interaction and social skill development.

\*Going outside to get fresh air, even for a few minutes, is what we want our kids to experience every day. We understand that reported temperatures in the news vary from temperatures at the school itself. We will not go outside if the temperature at the school is 10 degrees Fahrenheit or below including wind-chill. The Director and teachers will use their discretion when making a decision about outdoor recess depending on factors such as wind chill, rain, snow, wind, fog or other weather conditions.

**Nap/Quiet Time** – At quiet time, the children lie on their cots and relax. They look at picture books, are quietly read to and listen to soothing music. This time allows children to recharge their bodies and minds so that they can play hard and work hard for the remainder of the afternoon.

#### **Classroom Organization and Curriculum Areas**

The environment in the classroom is set up with different interest centers to spark children's inquiry. These centers might include the following: dramatic play, block building, sensory area, rug area for large group

activity, investigation centers (to explore the world of science, mathematics and nature), and quiet reading areas.

### **Language Development**

The CLP mission is to offer a stimulating program with a strong focus on the family and values that support acceptance and respect of Latvian and other cultures. Although all children will be accepted into the CLP, the main language of instruction will be Latvian at all times. Children will be encouraged at all times to communicate in Latvian and will be positively supported in their journey of learning the language. At no time will students be punished for incorrect use of language.

Written communication to parents and other outside sources will be in English.

### **Approach to Discipline**

It is vital to the well-being and successful development of young children that they have clear, consistent, and appropriate limits on behavior. Because of our commitment to developing a positive sense of self-esteem, and independent, responsible, and caring behavior on the part of children, we approach "setting limits" (discipline) in a predictable, clear, and sensitive manner. The limits we set arise from two areas of importance: not hurting oneself or others, and respecting everything in the physical environment. We also set up the environment to minimize the necessity of limits, and share control with children in the decision-making process.

If a child's behavior is inappropriate or unsafe, an educative consequence appropriate to the behavior, age and individual child is applied. The first two courses of action are positive redirection (for instance a child may be simply directed to another activity) and facilitation of "win-win" problem solving. Generally, these two approaches are successful. If they are not, other strategies are utilized, which may include removing a child from an area or limiting access to materials for a brief time until the child is more in control and able to respond to or follow safety guidelines. Toddlers and two year old children receive many, many messages and reminders from the teachers regarding what is appropriate and safe. With children who are four and five years old "time away", may be utilized. Time away is not a punishment and is not intended to be humiliating. It is used as a mechanism to assist the child in calming down, reassessing the situation, and re-establishing some inner control. It also provides the teacher and child an opportunity to talk about feelings. Ideally the child determines the length of time away by letting the teacher know when he/she feels ready to participate in an appropriate manner.

**AT NO TIME WILL A CHILD BE STRUCK, ROUGHLY HANDLED,  
VERBALLY ABUSED, OR DEMEANED AS A DISCIPLINARY MEASURE.**

## **Tuition**

Following is a description of the schedule options and tuition charges for the 2018/2019 school year. Lunch is included in tuition costs. Because CLP is a small organization, it currently offers only a full day option. There are four monthly rates based on the number of days per week your child attends school.

**Additional Days** – Enrolled students may add additional days with **one-week** advanced notice to the Director. Requests made with no advanced notice will be considered on an individual basis. The Additional Day fee is \$90.00 per day. Payment must be made on the day of attendance.

There is an option to purchase a 6-pack of drop-in days at a 10% discount. All 6 days need to be paid upfront and the days can be used any time during the 2018/2019 school year and are transferrable only within a single family. This prepayment package will be available for purchase throughout the school year.

# MONTHLY PAYMENTS

	September 2018 - May 2019	June 2019
<b>Enrollment</b>	<b>100%</b>	<b>50%</b>
4 days/week	\$1308.00	\$654.00
3 days/week	\$1092.00	\$546.00
2 days/week	\$835.00	\$417.00
1 day/week	\$446.00	\$223.00

Drop in days: \$90      6-day drop-in package: \$486.00 (\$90 X 6 – 10% drop-in package discount)  
 Friday tuition (2x/month):

- If your child is enrolled 4 days/week = \$79.18/day
- If your child is enrolled 3 days/week = \$85.70/day
- If your child is enrolled 2 days/week = \$96.58/day
- If your child is enrolled 1 day/week = \$103.27/day

CLP can accept one drop in or make up day per Friday with advanced notice and only from parents whose children are enrolled at CLP 4 days/week. This is on a first come, first served basis and must be arranged with the Director.

Tuition is charged for all weekdays each month, including holidays, whether or not your child is in attendance. It may be helpful to think of tuition as you might rent an apartment. It holds a place for your child at the center. Just as a landlord is unable to fill your apartment for a few weeks while you go on a vacation, we are unable to fill your child's space for a brief vacation period while our operating expenses remain constant.

Students are allowed to make up any missed days. A \$25 service fee will be charged for each used make-up day. Families must contact the center before the child returns to school after absence and make arrangements about the date of the make-up day.

In the event of severe inclement weather, those families traveling more than 75 miles one way to school may swap the day their child is unable to attend with a day that falls within ten consecutive school days following the absentee day. These families must contact the center on the day the weather conditions are preventing them from attending school and make arrangements about swapping days.

There is an additional discount on prepaid tuition. Families will receive a 2% discount on their tuition if the entire school year's tuition is paid by September 1st or if the tuition is paid in two equal installments, September 1<sup>st</sup> and February 1<sup>st</sup>. Please note that if a prepaid student is withdrawn from Stariņš, the family will be refunded the remaining balance of the tuition.

CLP offers families with multiple children a discount. In general, a ten percent (10%) tuition discount is applied toward each additional child attending simultaneously where tuition is of equal or lesser value. Additionally, a twenty percent (20%) tuition discount is applied to each additional child when all the children are enrolled simultaneously full time (i.e. four days per week). These discounts do not apply to additional drop in days.

Additional details regarding tuition (see also Tuition Agreement):

- Checks should be made payable to the *Chicago Latvian Preschool*, mailed or placed in the Director's mailbox at the sign-in table.
- Tuition can also be transferred through our bank's Quick Pay system by submitting the payment to [director@starins.org](mailto:director@starins.org). For more details, contact the director.

- Tuition is due on the **first of each month**. Payments are recorded on the date the check is received. Postdated checks are not acceptable. If fees are not received by the 5<sup>th</sup> of the month, a **\$40.00** late fee will be charged. If fees are not paid in full by the 10<sup>th</sup> of the month, enrollment may be terminated.
- Any early drop-off or late pick-up charges (explained later) have to be paid directly to the teacher who has supervised the child.
- Due to bookkeeping costs, we are obliged to charge a processing fee to cover the costs of checks dishonored by the bank. We will charge the bank's returned check fee.

### **Changes to Attendance**

If a family decreases the scheduled days for their child during the school year, the subsequent invoice will reflect the penalty of \$250. CLP contracts their employees based on the enrollment forms and these commitments are honored regardless of changes to attendance. The penalty will be applied to cover these commitments.

### **Changes to Enrollment**

A minimum of **30 days' written notification** must be given for changes to enrollment or withdrawal from the program. Tuition will accrue for 30 days from the date written notice is received. Penalty for reduction of the enrolled days is explained in the section **Changes to Attendance**.

### **Annual administrative and curriculum material fee**

In order to fund all of the school supplies we use, the first invoice of the school year will include a \$100 per child nonrefundable administrative/curriculum fee. This fee covers:

- |                                        |                                   |
|----------------------------------------|-----------------------------------|
| - Colored pencils, markers, crayons    | - Paints and watercolors          |
| - White and colored construction paper | - Play-dough                      |
| - White watercolor/ painting paper     | - Other arts and crafts materials |
| - Elmer's glue and glue sticks         | - Special event expenses          |

### **Types of insurance coverage for children**

CLP follows all Illinois state requirements regarding insurance coverage. The center carries public liability insurance in the single limit minimum amount of \$300,000.00 per occurrence. The center also carries Director and staff insurance.

### **Admissions Policy**

Enrollment is open to children 2 years to 6 years of age of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the center. It does not discriminate on the basis of race, sex, color, religion or national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs, provided the child will benefit from the program offered, and not pose a threat to the health and safety of other children enrolled or to the staff.

### **Application Process**

Families interested in enrollment at CLP are asked to complete the following activities in the process of applying to the program:

1. After requesting application and information, be sure to read the *Parent Handbook*, the student enrollment form and any attached materials thoroughly and carefully. If you have any questions, please call the Director at 847-915-2003 or email at [director@starins.org](mailto:director@starins.org).
2. To secure a spot for your child, a non-refundable deposit of \$100 is due by June 15 for all enrollees. The deposit is applied toward the first tuition payment.
3. Return the completed enrollment form with the \$200.00 one-time registration fee.

4. Make arrangements to visit the center with your child.
5. Meet with the Director prior to enrollment.

### **Transition**

Starting school can be a challenging and new experience for a parent and a young child. We encourage parents and children to visit the center after the initial visit and prior to actual enrollment. One or more visits to the center during activity time, lunch, and nap (if the child is staying all day), provide an opportunity for children to become comfortable with the new environment before setting off on their own.

### **First Day of Attendance**

On the first day of attendance, the child needs to bring:

1. A complete change of clothes, labeled, with extra underpants
2. A small pillow, labeled
3. If the child is not using the toilet routinely, you will need to provide diapers and disposable wipes, labeled
4. Indoor shoes or slippers, labeled

## **Operational Details**

### **Dates and Hours of Operation**

CLP is open from the beginning of September to mid-June. Please check the CLP calendar posted on the CLP website at [www.starins.org](http://www.starins.org). CLP is open from 8:00 a.m. to 6:00 p.m., Monday through Thursday. To the best of our ability, we try to accommodate scheduling that effectively meets the needs of the parent, child, and our center.

### **Holidays**

The CLP holiday schedule is listed on the annual calendar disseminated at the beginning of the school year. The calendar can also be located on the web site [www.starins.org](http://www.starins.org).

### **Staff Training Days**

Staff training takes place one day per quarter on Friday in order to fulfill the Illinois State requirements for continuing education. These dates are noted on the school calendar. These dates allow for staff collaborative planning and training.

### **Arrival**

Signing your child in and out each day is a state law requirement. Parents must assume the responsibility for signing the time their child is in and out each day. If someone other than the parent will be doing this, the center must be notified **in writing**. Signing in is our only record of attendance. Your child will not be released to someone unfamiliar to us without prior notification and photo identification.

Immediately upon arrival at CLP, children **must** wash their hands before proceeding to the classroom. In addition, the parent or authorizing adult is requested to provide information about the child's demeanor that day. The information is especially needed if one of the following areas of the child's life has changed or is not routine:

- How the child slept the night before (i.e. change in hours of sleep)
- The child's mood and demeanor that day
- If the child has eaten well, or what he/she has eaten so far that day
- If there has been any change in routine/activities for the family at home that may impact the child.



- If there has been any sign of illness: fever, skin eruptions, vomiting, diarrhea, discolored mucus with frequent sneezing or coughing, extreme fatigue, swollen glands, discharge from the eyes, or a sore throat.

**Please note:** When dropping off or picking up your child, please park your car in the church parking lot or on the street. **You may not park your car, even for a few minutes, outside the school door.** This is a fire lane, which needs to remain accessible at all times. Also, during drop off/pick up times please check that the door is fully closed to ensure the safety of our children.

### **Departure**

After a very busy, activity filled day, the transition of going home is often the most challenging time for children, parents and teachers. In order to make this time as smooth and conflict-free, we suggest the following:

- Discuss expectations of pick-up times with your child at home (i.e. who will come to pick up child, getting dressed to go home, behaviors and saying good-bye, etc.)
- If you would like to speak to the teachers in length about your child's day, phone them later in the day or the following day. It is challenging for staff to individually speak to all parents, while leading activities for those children who remain in school.
- Please sign out your child as soon as you arrive and help them get ready to go home in a timely manner. If you would like to visit with other parents and families after pick up, please do so outside of the classroom.

\*It is mandatory to sign your child out every day.

### **Authorization to Pick up Child**

Your child will only be released to you or an authorized person. When you complete the Enrollment Form, you are asked to list persons who may pick up your child from preschool without prior notice to the teacher. Please have at least three back-up people that your child may be released to if you are not able to pick up your child. Under no circumstances will a child be released to anyone whose name is not on this form without written authorization from the parents. We recognize that it is legal for either parent to pick up a child unless we have a copy of a court order restricting visitations.

**It is crucial to keep up-to-date emergency  
Contact information numbers on file at the school.**

### **Parking**

The parents and visitors of CLP are allowed to use the parking lot for drop off and pick up. Please do not park your car directly outside of the doors of Stariņš, as this is a fire lane.

### **Early Drop-Off and Late Pick-Up Penalty Fees**

The CLP reserves the right to impose a penalty for dropping off and/or picking up your child/ren up before/after hours. If your child is dropped off earlier than the time the center is open, there is a **\$1.00 per minute** early drop-off fee. If your child is picked up after the center is closed, the late pick-up charge is **\$15.00 for the first 15 minute period** after closing and **\$1.00 per minute** after that. The charge of these fees goes directly to the teacher who stays late.

If a parent does not pick up their child within ½ hour after the center is closed, staff will begin notifying those persons on the emergency contact form. If nobody can be reached on the emergency contact form within one hour the local authorities will be notified.

**IF YOU ARE GOING TO BE LATE, PLEASE CALL TO NOTIFY THE SCHOOL.**

### **Cubbies and mailboxes**

Each child has a cubby in the room in which spare clothes should be kept. Every family has a mailbox designated for important messages. Please check your child's cubby/mailbox during each visit to CLP. Please help us keep these areas clean!

### **Visiting**

The center encourages parents to visit during the day at a time scheduled with the Director. This makes the child feel special and facilitates communication between the center and home.

### **Birthdays**

Because each child is special and needs a time to feel very important, we do recognize and celebrate birthdays.

### **Toys and Accessories**

Napping children may bring a pacifier or a special sleeping toy, which can be kept in their cubby. State licensing regulations require each child to have a pillow and small blanket for rest time. It is permissible to bring a toy to play with here at the center during the first month of the child's enrollment to facilitate the transition. Please understand, however, that these toys are subject to being damaged or lost. Occasionally such a toy generates excessive conflict among the children and the staff places it in the child's cubby. Please label all of your child's toys and accessories.

**NO GUNS OR WEAPONS OF ANY KIND ARE PERMITTED IN SCHOOL.**

### **Clothing**

- **Comfortable Clothing:** Children should be dressed in comfortable, washable, play clothes. In order to fully explore the media used, children should not be concerned with spills, spots, or rips. The general rule is that children will get messy!
- **Shoes:** Since we encourage outdoor play, sports shoes are the best choice for running and climbing. Slick soled shoes are discouraged. Snow boots are mandatory for play in the winter and spring. Please make sure they fit well, and that children can get them on and off without assistance.
- **Winter Clothes:** It is very important to make sure children have warm, appropriate clothing to enjoy their time outdoors. A snowsuit or coat and snow pants are critical for playing outdoors. Children should also have mittens, scarf, and a hat. Simplicity is important at the center. If children can put on their own outdoor clothing they gain a sense of independence. For ease of dressing, zippers should have large pull-tabs and fastenings should be Velcro or large buttons and buttonholes (if possible). Please put your child's name on every piece of your child's outerwear.
- **Rain Clothes:** Children enjoy splashing in puddles and watching raindrops fall on the playground. Please have at the center: rain boots, raincoat (with hood) and rain pants.

Reminder: Cubbies will be provided for each child attending the center in which to store clothing.

## **Communication**

### **Messages, Notices and Newsletters**

Please be sure to check your mailbox for daily messages. An email newsletter will be distributed, as needed (usually once every two weeks). This is our primary means of communicating CLP information to you.

**PLEASE READ IT CAREFULLY.** Other notices will be distributed or posted as necessary. A parent bulletin board also exists in the school for advertisement of community wide events and information of interest.

### **Web Site**

Please check our web site [www.starins.org](http://www.starins.org) for any necessary calendars or forms.

### **Communicating Concerns**

Open communication is the key for a safe and harmonious environment at the school. Please feel free to communicate your needs and concerns as they arise. The teachers and Director are the persons directly responsible for the operation of the center and have the training and experience to answer your questions and solve any problems that may arise.

### **Parent Concerns about Children – Conferences**

We care about your concerns for your children. If you desire a parent/teacher conference before or after school hours to discuss any concerns that you may have, please schedule one with the center's Director. The staff is here to meet your needs concerning you and your children.

At the end of the school year, there will be a planned parent/teacher/child conference with the staff. This conference will last approximately 30 minutes. At this conference, you will have a chance to discuss your child's overall growth and development. Your child will have the opportunity to share his/her classroom and various projects that they have worked on throughout the year.

## **Health and Hygiene**

### **Illness**

The State of Illinois forbids any sick child to attend the program. Parents are asked to exercise good judgment and keep children at home while ill, seeking medical attention as appropriate. Symptoms, which are signs of possible impending infection or disease, include:

1. Fever over 101 F., rectal or oral or a fever over 100 F., when taken under the arm
2. Signs of a new cold: cough, sore throat, watery eyes, etc., green mucus
3. Headache or head pain
4. Loss of appetite
5. Excessive irritability or unusual passivity
6. Vomiting
7. Diarrhea
8. Inflammation of the eye (conjunctivitis)
9. Abscess or draining sores
10. Rash, unless the cause is determined to be non-contagious
11. Behavior not normal for the child

Our policies and procedures are as follows:

1. Sick children must be excluded from the center until they are no longer contagious, so as not to expose other children. **If your child has a fever of 101.0 F (rectal or oral) or above or a fever over 100.0 F. under the arm, do not bring him/her to school until 24 hours after the temperature becomes normal.**
2. If your child arrives at the center with symptoms or possible illness or disease s/he will be sent home. If above symptoms manifest while your child is at school or if s/he has a significant accident, we will contact you immediately. Children are isolated and parents are requested to pick them up. If we are unable to contact you or you cannot pick up your child, we will phone the person(s) you list as alternates for us to call in an emergency. If the child seems particularly sick or injured, we will attempt to call your child's doctor, or clinic for further instructions. In a real emergency, we will call the paramedics for treatment, and simultaneously call you.
3. If your child contracts a contagious illness, please notify us so we can pass the information on to other parents, along with our consulting physician's recommendations.
4. In the event that a situation arises with a child that is beyond the capacity of the staff to properly care for and, at the same time ensure the smooth functioning of the program, parents will be asked to pick up the child as soon as possible.

## **Contagious disease**

If your child contracts a contagious disease, you must notify the center immediately. The center will then notify other parents and/or the Illinois Dept. of Health of any exposure so that they may take appropriate action.

## **Medicine**

Although we encourage parents to administer medication to their children outside of school hours, we understand that at times your child may need medication during the day. Children will not be permitted to keep medication in their own bags or cubbies. We will administer prescription or non-prescription medicines to your child only with a signed doctor's note. If you bring medicine to school, you must:

1. Provide medication in original container. **NO OTHERS WILL BE ACCEPTED!!!** Over-the-counter medication shall be clearly labeled with the child's first and last name. The container shall be in such condition that the names of the medication and the directions for use are clearly legible.
2. Fill out a *Medical Dosage Release Form* stating what the medicine is, when it is to be given, and how much. This must be done for each day the child is to receive medicine. Forms can be obtained from your child's teacher.
3. Make sure that the prescribed medicine's container is labeled by the pharmacy with the child's name and dosage.
4. Put the medicine in the locked container/cabinet provided in the classroom.
5. Post the *Medical Dosage Release Form* on the refrigerator in the classroom

## **Emergency policy**

In the case of a serious medical emergency, staff will call 911 immediately. In the case of an emergency involving poisonous substance, staff will notify 911, as well as the poison control center.

## **Nutrition and meal service**

Lunch for the children is provided by in house kitchen worker Vija Reinfelds. Snack is served twice a day, once prior to lunch and once after lunch. If your child has any dietary restriction, a written note is required to be kept on file at the center.

Parents as part of holiday or birthday celebrations may bring in commercially prepared foods occasionally. According to state law, food brought in for this purpose must arrive unopened as packaged by a bakery or manufacturer.

## **Diapering/toilet training procedures**

The center will have a designated diapering area. All staff and parents must follow the posted diapering procedures. Toilet-training equipment will be provided for children being toilet-trained.

## **Smoking and Alcohol Policy**

The use of tobacco, in any form, is strictly prohibited in the school. The use of alcohol, drugs and controlled substances is prohibited in the center.

# **Emergency Procedures**

The CLP is well prepared for both individual and larger emergencies. Several procedures have been established in order to provide for protection against and care in the event of an emergency.

## **Individual Emergencies**

The Director and members of the staff of CLP are certified in Red Cross CPR and First Aid. All staff receives ongoing review of procedures in the event of an individual emergency.

## **Mass Disaster Preparedness**

CLP conducts monthly fire and tornado drills, in which children and staff practice evacuation to predetermined areas when the drill bell is sounded. CLP has also taken steps to assure special safety in the classrooms.

**School Closing/Severe Weather**

The 2006/2007 School Board made a decision that CLP would follow the school closing of one of the primary schools in the area. In the event of severe weather, the Director will watch the local news beginning at 5:30am. If the primary school is closed, CLP will also close. In the event of severe weather or an unplanned emergency, the Director will contact families by 7:00 a.m. We understand that this may cause inconvenience; however, we must ensure the safety of all families and staff. We are unable to give a refund for these days. However, in the event of school closure, children who regularly attend school on this day may be brought for an additional drop-in day at no cost any time during the rest of the school year. The drop-in day must be scheduled with the director for days when no additional staff is required. We strongly encourage parents to use their own judgment when the weather is questionable for both you and young children to travel to and from school.

**Child Abuse/Neglect Reporting**

In accordance with state law, center staff will report any suspected incidence of child abuse and/or neglect to the Illinois Department of Human Services.

**Confidentiality of Records and Information**

Information pertaining to the admission, progress, health, or discharge of an individual child will remain confidential and limited to the CLP staff, its Director and to the Department of Child and Family Services representative, unless the parents of the child have granted written permission for disclosure or dissemination.

If ever a situation would arise in which confidential information would need to be shared, the parent of the child would need to fill out a *Confidentiality Release Form*. This form will specify to whom information may be released and the length of time that the release form is valid.