

# Little SCOUTS

WHERE GREAT MINDS GROW



## Parent Handbook

300 S. Waukegan Road Lake Forest, IL 60045  
847.935.9670



## **Letter from the Director**

Thank you again for choosing Little Scouts Preschool as the early childhood program for your family. We are pleased to be working with you and thank you for the opportunity to watch your child grow and learn.

Little Scouts provides an environment where children can grow and learn at their own pace. Through our play-based curriculum, we can individualize our teaching to best meet the needs of each child and each family. We support children's independence and aim to foster a life-long love of learning. We are committed to striving for excellence in the field of early childhood.

Ongoing, two-way communication between home and school is critical to making this a positive experience for you and your child. Each classroom has customized communication systems that are geared to the individual ages of that room. We rely upon parent feedback on how a child is progressing at home and ask that parents share any concerns or suggestions that they have with the staff. In addition, parent-teacher conferences will be conducted once a year in each classroom.

Again, thank you for choosing us as the program for your family. We understand that you are entrusting us with your child, and we take that trust very seriously. If there is anything that I can ever do for you, please do not hesitate to call.

Best,

Heather Monzingo  
Director, Little Scouts Preschool  
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## **Section 1: Introduction to Little Scouts**

### **History**

Lake Forest High School's Little Scouts began as the result of a survey given to the Lake Forest High School faculty in 1996 requesting their suggestions on ways to improve LFHS. Several faculty members mentioned the need for quality childcare for their children. The Board of Education decided it was a needed service. They had rooms available at West Campus and the paperwork could be monitored through the Community Education Department. Little Scouts was opened with the agreement that it would need to be self-supporting through the tuition that was collected from the parents using the facility. Once opened on October 7, 1996, Little Scouts received many requests from people who lived and worked in Lake Forest and Lake Bluff to make it available to the general public. In 1996 Little Scouts opened with one classroom of 3 and 4-year-olds. With younger siblings of current students came requests to expand to a wider range of ages. In the fall of 1999 Little Scouts expanded to include two-year-old children. In the summer of 2001 Lake Forest High School's West Campus closed. Little Scouts found a new home at Grace United Methodist Church in Lake Bluff. While in its new location Little Scouts opened its doors to infants and toddlers in the fall of 2005. August 2008 brought Little Scouts full circle and we moved back to Lake Forest High School's West campus where the program has continued to grow and thrive. Throughout the relocation and expansion of programs, Little Scouts has remained a safe, nurturing, and motivating place for children to attend.

### **Mission Statement**

The mission of the Little Scouts program is to serve the Lake Forest High School faculty and the surrounding community. Our goal is to provide a safe and happy environment where children can grow and learn. We encourage creativity, critical thinking skills, and cooperation to accomplish common goals. The Little Scouts staff is dedicated to providing the best possible care and instruction in an environment that is stimulating to children and encourages exploration and independent thinking. We feel that play is children's work, and we support the seamless integration of literacy, science, and math concepts through theme-based learning activities.

### **Philosophy**

We believe that play is children's work. In a structured yet nurturing environment Little Scouts offers quality care and developmentally appropriate activities for children six weeks to five years old. At Little Scouts, we are dedicated to creating a nurturing, stimulating, and welcoming environment for all children. Our unique program incorporates a variety of educational theories, while always keeping the child's best interest in mind and allowing for hands-on, experiential learning. We employ a holistic approach of early childhood education. We believe that when we expose children to different environments and various learning experiences, we allow them to explore their self-awareness and gain a sense of the world around them. Once they leave our Preschool, they're fully prepared for the next stage of their young lives.

### **Confidentiality**

All student records (including medical, psychological, behavior, and family history) are kept confidential and not released without written parental consent. Little Scout Staff may

see files for information that will help them better understand and serve the needs of your child. The Health Department and Department of Children and Family Service officials may have access and are required by law to occasionally review center files.

## **Our Staff**

We understand that what matters most in a high-quality early childhood program are the teachers. To assure that the philosophy of Little Scouts is carried out; an experienced educated professional Early Childhood Director is directing and supervising the Early Childhood Program. The Director of Little Scouts reports to the Chief Operating Officer at Lake Forest High School. All Little Scouts staff are employees of Lake Forest High School. The Early Childhood Teachers are selected for their educational background in Child Development and their sensitivity to the individual needs of the young child. In keeping with our anti-bias philosophy, Little Scouts feels strongly about the need to have a diverse staff. Our teachers consist of different ages, gender, many religions, various nationalities, and a variety of abilities.

Our teachers all have training in Early Childhood Education as well as previous classroom experience with young children. They all have CPR, First Aid, and Abdominal Thrust maneuver instruction. All of The Little Scouts staff participates in a continuous program of in-service education and studies for professional advancement to remain alert to the ever-changing needs of today's families and current research in the field.

The ratio of teachers to children at any one time will not exceed:

<u>Age</u>	<u>Staff</u>	<u>Children</u>
Infant	1	4
Toddler	1	5
2	1	8
3-5	1	10

## **The Developmental Approach at Little Scouts**

Little Scouts believes that each child is a unique individual who brings their personality, temperament, learning style, family background, and rate of growth to our program. Our environment, curriculum, and staff respond to these differences through a developmental program that enhances each child's growth while challenging the child's interest in and understanding of their world.

A developmentally appropriate program allows infants, toddlers, and preschoolers to experience their environment through their senses, through physical movement, and through social interaction - first with a nurturing adult and then with peers. As the child moves toward developing language, Little Scouts provides conversation, simple books, puzzles, and music. Space is provided for play to develop gross motor skills.

As children get older, they are ready for greater activity and movement with an emphasis on large muscle development. Language development continues to be particularly important, and stories, music, and verbal interaction with peers increase. Positive relationships are the foundations that enable all learning to occur. At Little Scouts, we

value and nurture these relationships, between children and teachers, teachers and families, and children with their peers.

Little Scouts designs curriculum to be responsive to each child's level of maturity and development. For example, toddlers will explore blocks by touching them and putting them in their mouths. Later, simple stacking of blocks may occur, and then more complicated structures may appear, incorporating other toys, such as cars, small people, or animals. Blocks of different sizes and shapes will be introduced at different times during this process. Blocks are not set up in a pattern for a child to copy. This enables each child to feel successful about the product.

The following are descriptions of the developmental tasks of childhood and our developmental goals, which occur and are assessed according to a child's individual growth.

## **Social and Emotional Development**

Social development refers to a child's ability to interact with people. Relationships are the bedrock or foundation for all positive social and emotional developmental milestones. For toddlers, this interaction involves many new skills, including turn-taking, sharing, and communicating with others. Some of these skills may be difficult for young children, but with proper modeling and open-ended activities, the child will learn to incorporate these skills into his or her social interactions. Examples of activities that serve to develop social skills include dramatic play, block construction, sensory play as well as structured games like "Duck, Duck, Goose," "Ring Around the Rosie," and "Musical Chairs." For infants, this social interaction involves such skills as visual and verbal communication, cause and effect relationships, and imitation.

Over the preschool years, children are developing their self-identity and their ideas about others. They are gradually figuring out that they are like other people in many ways and different from others. Children's learning experiences in these early years can help them to form a strong, positive self-concept and grow up to respect and interact comfortably with people different from themselves. As a part of our anti-bias philosophy Little Scouts provides books, dolls, toys, and wall decorations (paintings, drawings, photographs) that reflect diverse images that children may not likely see elsewhere. We encourage the children to discuss differences among people and talk positively about each child's physical characteristics and cultural heritage.

Emotional development is just that, the development of emotions. Any activity in which a child experiences happiness, sadness, self-esteem, insecurity, calmness, and uneasiness and is positively responded to by a caring adult will encourage emotional development.

Social and emotional readiness can be taught and nurtured most effectively when children are young. Because preschool is a prime setting for obtaining social and emotional competence, social/emotional development is an important focus for our program.

## **Cognitive Development**

Cognitive development refers to the mind and how it works. It involves how children think, how they see their world, and how they use what they learn. Cognitive development, from a Piagetian perspective, involves children's creation of increasingly complex relationships that result in a more complex framework for understanding reality. This framework is constructed through the child's interactions with the environment. Such interactions may include matching, sorting, problem-solving, and block construction. Matching and sorting develop classification skills, problem-solving develops cause-and-effect relationships, and block construction develops spatial relationships.

## **Physical Development**

Physical Development includes children's gross (large muscles) and fine (small muscles) motor skills. The two overall goals for physical development are:

Achieving gross motor control: moving the large muscles in the body, especially the arms and legs, consciously and deliberately. Gross motor control includes balance and stability; movements such as running, jumping, hopping, galloping, and skipping; and physical manipulations such as throwing, kicking and catching.

Achieving fine motor control: using and coordinating the small muscles in the hands and wrists with dexterity. As these fine muscles develop, children can perform self-help skills and manipulate small objects such as scissors and writing tools. (The achievement of fine motor skills generally lags gross motor development.)

## **Language Development**

Language is an important aspect of a child's life that allows the child to 1) encounter a wider world of ideas, 2) to shape his/her talk, and 3) to express his/her thoughts.

Language development occurs in a variety of ways, 1) everyday speech, 2) reading, and 3) singing. Through the constant repetition of these three activities, a child learns language. Some activities that foster language development are reading, singing, fingerplays, and dramatic play.

## **Creative Development**

Creativity is the child's ability to use his/her mind in different or more flexible ways.

Creative development occurs through such activities as art and dramatic play. Through open-ended art activities such as easel painting or collage making or sensory play, a child can express him/herself. Creativity is also enhanced through dramatic play. Dramatic play begins with using one object to represent something or someone else. As a child's creativity grows, so does the imagination that allows them to pretend to be something else. Through fantasy play, the child rehearses life experiences and roles.

## **Section 2: Operational Policies**

### **Hours of Operation**

Little Scouts is open from 6:45 a.m. until 5:15 p.m. Monday through Friday.

Little Scouts follows Lake Forest High School's calendar year except for teacher in-service days (Little Scouts will remain open). Little Scouts closes on most national holidays such as

Labor Day, Martin Luther King Day, etc. We also close for two weeks in the winter and a week for Spring break. We do remain open in the summer but close for one week in August that will be announced at the beginning of each school year. A Little Scouts calendar is available to all families upon enrollment. You do not pay for winter break, spring break, Thanksgiving break and the weeks you do not attend in the summer. You will not be charged when Little Scouts is closed for 3 or more days in a row. You are expected to pay for various holidays throughout the year such as Labor Day, MLK Day, and President's Day. If your child is absent or sick you will not be reimbursed for those days missed.

If Lake Forest High School is closed due to unsafe weather conditions, Little Scouts will also be closed. Once we accept children and schools close early due to weather, we will remain open until all the children are picked up. However, we respectfully ask that parents try to pick up their children as soon as possible. Should there be a delay in the opening time of public schools, the opening of Little Scouts will be delayed by the same amount of time. We will use our Brightwheel Alerts to notify staff and families of unexpected closes and other urgent notifications.

## **Arrival and Departure**

Parents are responsible for seeing their child into and out of the building each day. You must sign your child in each morning and sign him/her out, with your full signature, at departure time through our Brightwheel App. Please remember for Little Scouts to accept legal responsibility for your child, your child must be signed in by the person bringing him/her to school and signed out by the person picking him/her up each day. If you wish to have someone other than yourself pick up they need to be on the authorized pick up on the Brightwheel App. At any time you may add or eliminate people on the authorized list. Anyone picking up your child must be authorized to do so and present photo identification when picking up your child. We will not release your child without your consent and a valid ID.

When you drop off your child, we ask that you:

- Sign him/her in through Brightwheel
- Help your child remove their outerwear and place it in your child's cubby
- Assist your child in hand washing. This will help keep all of the children healthy
- Always say goodbye- it is important that you say goodbye to your child every day. We know that this can be hard at times. However, by acknowledging them when you leave, you are helping to instill a sense of safety and security for your child.

**Arrival times:** Although you may bring your child anytime after 6:45 a.m. we do ask that the full-day children are here no later than 9:30 a.m. so that the classroom teachers can begin their group time activities without the disruption of children arriving once it has begun.

**Departure:** Parents will pick up all children from their respective classrooms. If you are picking up more than one child please arrive in enough time to get to both classrooms and gather your child's belongings by 5:15 p.m.

Children are not allowed to leave the classroom to meet a parent. Parents must walk with their child to exit the building and remain with their child in the parking lot. Once in the

parking lot please stay with your child and be alert of other cars entering and exiting the lot. At no time should a child be left unattended outside or in the parking lot. This has been established for the safety of the children.

## **Late Pick Up**

It is your responsibility to have your child picked up from Little Scouts on time. If another authorized person is picking up your child you need to notify them of our closing time and a late fee will incur upon late pickup. Little Scouts closes promptly at 5:15 for Full-day classes and 12:30 for Half-day classes. **The late fee policy is as follows:**

- If you find you are in an emergency situation and cannot arrive at Little Scouts on time please send a message through the Brightwheel App to make us aware of your situation.
- If you will be more than 5 minutes late you will need to find an alternate person that is on your authorized pick-up list to pick up your child.
- Each family will have 1 warning. After 1 warning you will be charged \$1.00 per minute to be paid upon late arrival. You will also need to initial a late fee slip.
- After 3 late pick-ups, you will need to meet with the director to discuss your need for alternate pick-up plans.
- After 5 late pick-ups, you will be charged \$2.00 per minute.
- Chronic lateness- more than 10 late pick-ups will result in a one-day suspension.

If your child has not been picked up by 5:45, we will begin to contact the emergency backup people. If no one can be reached, your child will be released to the care of the Lake Forest Police Department.

Your child will only be allowed to leave with a person whose name is on file as an authorized pick-up person. If a person not on the list is asked to pick up, we will need verbal or written consent from the family to release the child. The person will be REQUIRED to show identification before the child's release.

If the parent/guardian arrives intoxicated or under the influence of drugs in the opinion of the provider, all reasonable steps will be taken to avoid releasing the child to that person and an emergency contact will be called to pick up the child. If an emergency contact cannot be reached, we will call a cab for the parent. If the parent should refuse this offer, the Police will be called, given the car license plate number, and informed of a suspected impaired driver.

## **Parents' Role in Separation**

We encourage all parents to ALWAYS say goodbye when leaving their child at Little Scouts. This builds and maintains a trust relationship with your child. As part of this leave-taking process, Little Scouts suggest parents develop a routine that may include, smiling, kissing, hugging, or waving, and saying goodbye. It is particularly important to be positive at this time. You should leave your child with a positive message saying something like, "I will

come back to pick you up later,” This is not a time to verbalize your worries. Your positive and decisive attitude will help your child feel secure and that things are in control.

At the time of separation, it is normal for children to cry and cling to the parent. Some children need a security object (blanket or toy). The staff is always prepared to comfort your child. We try hard to assist parents with the separation while not stepping in too early. We ask that you let the teachers know when you are ready for them to step in and assist. We will wait until you let us know that you are ready to leave. Some children do well with quick drop-offs while others need a little longer.

Please feel free to message through Brightwheel to check on your child as well. If you would like to visit your child, however, and you are not taking your child home with you we ask you to observe discreetly through the door or from a distance. If your child sees you most likely they will want to leave with you and become upset which is disruptive to their friends as well as the classroom routine.

## **Discipline**

Part of the Little Scouts' developmental philosophy is to encourage a child's positive self-image and self-confidence. We strive to teach children acceptable ways to change their behavior in ways that will not damage their sense of self-worth. Therefore, at Little Scouts, respect for others is always demonstrated. Part of a child's growth is learning to balance their needs with those of other people. In doing so children feel good about themselves and become more independent. Children also feel more secure when they have consistent limits which are established in a nurturing environment. Through staff words and actions, the child realizes how this behavior, positive and negative, makes other children feel. Thus, each discipline situation is a learning experience.

Philosophy on discipline - Discipline is setting guidelines for appropriate behavior. It is based on respect and implemented with kindness and consistency. We feel it is necessary to be clear in defining expectations and guidelines. We are consistent in implementing the rules; follow through with praise for those who follow the rules and consequences for those who do not. Self-discipline is a learned behavior and is based on respect. Why do we need discipline?

- To ensure the safety of children in care while away from their families
- To teach self-discipline as opposed to motivation by fear of punishment
- To ensure that there is a reasonable relationship between the inappropriate act and the consequence.

## **Steps of Discipline that we follow:**

1. Clearly discuss and define expectations and room rules. (We don't hurt people, feelings, equipment, or belongings.)
2. Verbally reward good behavior
3. Verbal warning. (Children know by this point that the reason we have rules is to keep everyone safe and happy. A teacher may say, "I see someone running." If it doesn't stop, "please walk")

4. Redirection. Give the student two choices predetermined by the teacher. It empowers the student to have some control of his environment and encourages the student to live with the consequences of his/her choices.

In case of tantrums or behavior that is upsetting or endangers other children, removal of the child from the situation and area is best until he/she can calm down and talk about why they are upset. (if a secluded area is not available in the room, a visit to the Director's office is an option in extreme cases.) The teacher will help facilitate a solution and conclusion to the outburst by getting the child to express his/her feeling in words.

5. Consequences related to the occurrence may be necessary. (i.e. taking privileges away) Children are often asked what they could do now to make the situation better. If a student refuses to play with a toy or in a play area properly, the area or toy may be off-limits for that student for that day.
6. Notify parents there is a problem that we need to address. (If you do get a phone call at work we do not expect you to punish the child when you pick him up. We just ask that you talk to your child about why they were having trouble and reinforce the need to follow rules. The children need to know that the parents and teachers are in support of each other. One will not "save" the child from the other and allow for manipulation of the situation or revoke consequences.
7. Time outs: time outs may be used when a child becomes extremely disruptive or is hurting another child in the classroom. Time is limited to the age of the child. For example, a 2-year-old would be in a time out for no more than 2 minutes, a 3-year-old for 3 minutes, etc.
8. The last alternative- if unacceptable behavior continues and parents are not willing to work with the teachers to put a stop to the problem, removal from the program is necessary. We will not allow a child to continue if it endangers other children's safety or requires so much of the teacher's time that it affects the adult/child ratio in the class.

Finally, we believe that communication between home and school is vital to ensuring the best possible program for all children. If at any point you have concerns about your child's behavior either at home or at school, please feel free to set up a conference with your child's teachers. In turn, we will do the same. We will communicate with you regularly regarding your child and make you immediately aware of any discipline concerns. If we find that a certain behavior becomes ongoing, we will set up a conference with you to discuss the situation and to work together to come to a solution. We intend to always assist a family and child in discovering the cause of a behavioral challenge and to work together for a solution. If after working together we find that the behavior is continuing, Little Scouts reserves the right to dis-enroll your child. (For more information, please refer to our Disenrollment Policy).

### **Prohibited Behavior in All Child Care Settings by All Present on School Premises**

Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching, and other measures intended to induce physical pain or fear; threatened or actual withdrawal of food, rest, or use of the bathroom; abusive or profane language; any form of public or

private humiliation, including threats of physical punishment; and any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child are prohibited.

### **Code of Conduct Policies**

To ensure that our school environment remains safe and comfortable for families, children, and staff, we ask that everyone adhere to these policies. No verbal or physical abuse is to be displayed toward any child or adult within the center. Any display of inappropriate behavior will be addressed immediately. All members of the center staff are mandated reporters, and any sign of physical or mental abuse of a child must, by law, be reported to the Illinois Department of Children and Family Services (DCFS). Weapons of any kind are prohibited. DCFS screens all staff for criminal background.

### **Communication between School and Home**

Communication between parents and Little Scouts is shared in a variety of ways. All our classes use the Brightwheel application. You will sign in through the app as well as receive progress throughout the day. You will also be able to connect with your child's teacher through Brightwheel. If there is any information you would like them to know you can email the Director, your child's teacher, or send the information through Brightwheel. You are also welcome to arrange a meeting or phone conference with the teachers. All classes have a weekly communication that details the theme of the week and some of the activities so that you know what is happening in the classroom for the week. This helps parents communicate with their children about what they can expect or what took place during the day went they were apart. With Brightwheel you will also receive pictures and videos.

### **Parent Involvement**

We would like parents to participate as much or as little as they prefer. We have an open-door visitation policy for families enrolled in Little Scouts. You may come into the room at any given time without notice to the teachers. Please understand that the teachers will implement the discipline in the classroom if needed and assist children in using words to resolve conflicts between students. If a parent observes a student acting inappropriately, please express your observation/concern to the teacher so he/she can discuss it with the children. Please understand that there may have been other interactions that you did not witness previously and that is the reason the teacher is the most appropriate individual to deal with the situation. We invite parents to join us on field trips. The more adult hands available, the better! Although we understand parents have busy schedules, so please do not feel an obligation for adult participation.

Several times parents have volunteered to visit the class as guest speakers. Their children are very proud to introduce their parents to their friends and happy that you took the time to be there. Parents have come to talk about their culture, occupations, or share a musical talent.

Once a year each class holds a family night where the whole family is invited to come to Little Scouts. It is also a casual setting to meet the families of the friend your child has made in class. Your children appreciate you taking the time to be there.

At the end of the school year, we have a graduation party for all the children moving on to Kindergarten the following fall. The children sing some songs and we also have a ceremony followed by dinner.

Parent conferences with teachers are held annually to discuss the growth and accomplishments of your child during the school year. Conferences can also be held at the request of a parent or teacher throughout the year. The conferences will take place in the morning or late afternoon without children present. Please inform Little Scouts of events, which may affect a child's feelings and/or behavior, i.e. parental absence from the home, a new sibling or adult in the home, a family death (pets included), or even a special trip.

## **Dress**

We suggest your child be dressed for school in comfortable, washable play clothes. We want the children to feel comfortable having fun painting, running around outside, and playing in the texture bins without having to worry about getting their clothes ruined. In the summer, sandals are not safe for running and climbing. Please send your child in gym shoes. In the winter when boots are worn, please send gym shoes to wear during class. We plan to go outside every day that the temperature (or wind chill factor) is 20 degrees or higher and it is not raining. Therefore, PLEASE dress your children to go outside. Once we have a frost, make sure your child has a coat, hat (that covers the ears), mittens, boots, and snow pants. A spare set of mittens and socks are useful if they go outside in the afternoon as well as the morning.

## **Toys from home**

Except for the toys that are needed in the opening days of school to help ease your child's transition from home to school or toys brought for 'show and tell', we ask that you leave all toys at home. Please do not allow your child to bring toy guns or weapons. All items from home should be labeled with your child's name. Lake Forest High School's Little Scouts cannot be responsible for lost, stolen, or damaged personal items at school.

## **Nutrition**

Morning snacks, lunch, and afternoon snacks are served to the full-day classes. Snacks consist of items such as cereal, crackers, pretzels, fruit, or vegetables. Snack is served with water. We try to avoid items high in sugar except on special occasions. Our lunch is catered by A Taste for Kids and served by the director or teachers in the classrooms on disposable plates. The director does maintain the food and sanitation certificate. Menus are distributed every month to the parents and are always posted in each classroom and on the hallway bulletin board. Each day the children have a serving of meat, fruit, vegetable, carbs, and milk offered to them. We do not force children to eat food but we do encourage children to try the food.

Parents are welcome to bring a special treat to share with classmates on birthdays or special occasions. Treats must be store-bought in their original sealed package or from a health department inspected kitchen bakery.

## **Allergy**

Little Scouts environment is a PEANUT FREE environment which means we do not serve peanut products or nut products to the children nor do the adults eat food items with tree nuts in the classrooms. We ask that any food brought in from the outside for special occasions has ingredients that are “nut-free”.

## **Toilet Training**

Children in our Explorers and Adventurers classes are not required to be toilet trained. When your child is ready it is our goal to assist in toilet training. We understand the necessity of frequent trips to the bathroom to develop and maintain good habits. Each child is an individual and it is the child who should determine when the time is right. When the child is ready we encourage each child with a lot of praise for using the toilet and becoming self-sufficient. We would not ‘force’ a child to comply. Teachers are supportive in this learning process and will remain non-judgmental. Some children in the class (two-year-old class) may already be trained and make wonderful role models for others. We know accidents will occur and we are equipped to handle those occasions with changing table facilities in the classroom as well as child-size bathrooms. Parents are to supply their disposable diapers/pull-ups and wipes. (please see separate toddler and two-year-old supply list) Diaper ointment is treated as a medication and will need a release to have it applied to their child.

We understand that all children do not develop at the same rate. While it is not required, it is highly suggested that your child is toilet trained by the time they enter our Pathfinders room. We do not have a diaper changing table in the room, and when one of our teachers needs to take a child out of the room, to change a diaper or pull-up, that changes our classroom ratio. We **HIGHLY** encourage our families to work on toilet training in the Adventurers’ room and/or the summer before they enter the Pathfinders room.

## **Field Trips**

Our Pathfinders and Trailblazers take at least 1 field trip annually out in the community to enrich the children’s lives with new experiences. These trips are always planned and a separate permission slip needs to be filled out to participate. There is usually an additional fee to cover the cost of tickets and the bus ride. Parents are welcome to come and help chaperone. We appreciate the extra supervision for Little Scouts children so we prefer younger siblings are left at home.

## **Celebrating Holidays**

We view holidays as a reason to celebrate, have fun, and learn about different cultures all around the world. If you have visited or lived in another country and would like to share pictures of children celebrating a holiday in that country or talk about your experiences please speak with your child’s teacher or the director to arrange a time to do so. Although we do spend many weeks learning about various holidays we do not teach or talk about any religious aspect of any holiday. We will talk about customs and traditions but not the religious meaning of the holiday or any other religious reference. We approach holiday celebrations in an inclusive and non-biased manner.

## **Children with Special Needs**

Some circumstances may warrant extra attention for some children in terms of development while they are enrolled at Little Scouts. We welcome and support parents who need supplemental services for their children that complement or extend our approach so children can grow and thrive. If special services are necessary, a meeting will be set up with the parents and staff to discuss the special services and discuss Little Scouts' ability to meet the needs of the child and develop a plan.

If your child will be coming to Little Scouts and already has an IFP (Birth-three years old- Individualized Family Plan) or an IEP (3-5-year-old - Individualized Educational Plan) a meeting will be set up with the Director and the classroom Teacher to discuss that plan before enrollment to discuss if we can meet your child's needs. Each situation is unique and specific in terms of what different children need and so a thoughtful approach is required.

## **Outside Services**

It is not unusual for young children to be receiving educational or special services outside of school. The school must have access to any information from these outside services which would help to facilitate the child's adjustment to preschool as well as to maximize his/her educational and social experience.

To facilitate the child's success in our center, Little Scouts will ask that the parent sign a release of information to allow the Early Childhood Director to receive reports from professional service providers and communicate directly with them. This exchange would enable the center to:

1. Understand the child's needs and help the child.
2. Be consistent with the approach taken by the family and outside consultant/professional.
3. Focus on those developmental areas which require the most attention.

All information exchanged will be treated with the utmost confidentiality. No information will be sent to any other school, agency, consultant, or therapist without the parents' written permission.

## **Photographs, Videotaping, and Social Media**

Photographs/ videotapes of children participating in Little Scouts programs may be taken from time to time and may appear in newspapers, magazines, brochures, social media (Little Scouts Facebook Site), or other publicity materials. Full names will never be used. Your permission to take photographs/videotapes of your child, to be used without compensation, is part of this Center Policy Handbook. A permission slip will be provided to state whether you agree to these terms.

## **Grievances / Parent Feedback**

Little Scouts strives to make sure that our program meets the highest standards and the needs of our families each day. Our growth is dependent on parent feedback. Please feel free at any time to share your thoughts and ideas with the teachers in the room or the

Director. We will do all that we can to incorporate your feedback into our program. If you have felt as if you have addressed the issue with the classroom teachers and it has not been resolved, please bring your concern to the director so that we can assist you.

### **Staff as Babysitters**

Little Scouts understands that teachers may be used for private babysitting purposes. Little Scouts does not assume any liability for use of staff members in this capacity. Staff members are not permitted to make babysitting arrangements during their work time or to allow babysitting to interfere with their work performance. If you need to make babysitting arrangements, please do so outside of Little Scouts. Little Scouts strives to hire quality staff and train them intensively. They are here to benefit all the children. Any family that attempts to hire a staff member for a position that will conflict with that staff member's duties or position at Little Scouts will be dis-enrolled immediately and family deposit forfeited.

## **Section 3: Health and Safety**

### **Hand Washing Policy**

Children and staff are required to wash their hands with soap and water when they enter the building from the outside, before handling any food, after each use of the bathroom (or changing soiled clothes), and after coughing or sneezing. Parents PLEASE encourage your child and assist him/her in washing hands as part of the morning drop-off routine.

### **Security**

Breathe a sigh of relief knowing that we take all of the necessary precautions to keep your babies out of harm's way. The Little Scout outside doors are locked at all times for the safety of our students and staff. Our school requires a key fob for entry, while playgrounds are separated by age group to prevent bumps and bruises.

### **Accidents**

If your child has an accident at school that requires attention (i.e. Ice pack, wash with soap and water, bandage, etc) the teacher supervising at the time of the accident will fill out an accident report on Brightwheel describing what happened, the time, and the first aid given.

If a wound is more than a small bump or scrape, the teacher may call you during the day so you are not surprised at pick-up time with the appearance of a bandage or bruise. She will discuss the severity so you can determine whether you want to pick up your child early, and whether or not you prefer to take your child to be seen by a physician.

If an accident is serious (i.e. student unconscious, bleeding profusely, compound fracture, etc.) 911 will be called. Parents will also be notified immediately. The director or staff member will accompany a child to the hospital until the parent arrives. Staff members are not allowed to transport students in their cars.

### **Emergency Contacts**

Parents are required to provide three local emergency contacts on the enrollment form. These people should live close by and be able to get to school within 20 minutes.

Emergency contacts will be reached when parents are unavailable and your child is sick, injured, or still at school after closing. If changes ever need to be made, please inform your child's teacher and/or the director. Once again, it is of the utmost importance that these numbers are kept current.

## **Medical Forms**

It is required that your child has an updated physical with a completed immunization record before attending Little Scouts. The information needed is listed on the enrollment forms. Keep us informed of special medical problems. The Lake County Health Department requires that each child have a completed physical dated not more than six months before entering into the program. The physicals are good for two years before the child needs a new one. Immunizations must be current according to the age of each child. The infant and toddler rooms will need to update their immunization records each time they receive an additional immunization.

## **Insurance**

Lake Forest High School carries insurance to cover the building, the employees, and the children while they are attending school programs and activities. Individual medical insurance for students needs to be covered and paid for privately with family policies.

## **Illnesses**

Maintaining health and preventing the spread of contagious infections are responsibilities shared by parents and the staff at Little Scouts. The following guidelines are for the protection of ALL children.

- The staff at Little Scouts will decide as to whether a child can/cannot attend school based on the child's ability to participate in group care and our sick policies.
- In the instance that your child becomes ill during the day, we will contact you immediately. A fever of over 100.4 degrees, one episode of vomiting, three episodes of diarrhea, or eye drainage will constitute immediate pick up of your child. In an attempt to prevent the spread of illness, your child will then be moved out of the classroom to the Director's office for isolation from the other students. **You will be required to pick up your child within 30 minutes of notification. Children will then need to be symptom-free, without the use of medication, for 24 hours before returning to school.** It is the parent's responsibility to ensure that emergency contacts in Brightwheel are updated and that a parent or emergency contact is reachable at all times. The emergency contact name that you designate will be called if you are unreachable. We will attempt to contact the parent/guardian for 15 minutes and then will begin calling emergency backup persons.

## **Health FAQ's**

### **When can I expect my child to return to Little Scouts?**

1. Fever: once their temperature has been normal for 24 hours without the use of fever-reducing medicines.
2. Conjunctivitis (pinkeye): after 24 hours of treatment AND resolution of discharge.

3. Strep throat: after 24 hours of treatment AND 24 hours' fever-free.
4. Persistent congestion, persistent cough: once your physician determines your child is not contagious or your child has received appropriate treatment and is no longer infectious.
5. Whooping cough: after completing 5 days of antibiotic treatment.
6. Measles: 4 days after the rash is completely gone.
7. Mumps: 9 days after parotid gland swelling starts.
8. Diarrhea: once having formed, non-loose stools or medical provider indicates that the cause of diarrhea is non-contagious, and your child is well enough to participate in all activities without risk of dehydration.
9. Vomiting: after 24 hours without vomiting.
10. Head lice or scabies: the day after the first treatment.
11. Impetigo: after 24 hours of treatment if the affected area is covered.
12. Chickenpox: typically, 6 days after the rash began and lesions are crusted over.
13. Mouth sores: when health care provider says your child may return.
14. Other serious, communicable diseases noted in the IDPH Code: after the health care professional states that it is safe for the child to return to a childcare setting.

\*\*\*Please report any of the listed illnesses to your child's teacher so that a health alert can be posted on classroom doors. All parents are asked to follow the guidelines listed above. Please be considerate of other families and children when determining whether or not your child should attend school.

## **Absence**

If your child will not be attending Little Scouts on a scheduled day, please call the school (847-235-9670) or send a message on Brightwheel. If your child is not scheduled for the day but has contracted a contagious illness we would appreciate a phone call so that we may notify the other families in your child's room.

## **Medicines**

Necessary medications may be administered to a child at school upon completion of a Medicine Release form filled out by the parent. Prescription medications should be labeled with the child's name, directions for administering the medication, dose, the date, the physician's name, the drug store or pharmacy, and in its original container. Pharmacists are usually happy to give you two containers if you ask for them. Then one can be kept at home and one can be brought to school with just the quantity needed to be given at school. Aspirin, Tylenol, or any other fever reducer cannot be given to reduce a child's fever at school. Please notify your child's teacher if your child has received any medication before coming to school for the day. Sunblock, insect repellent, and diaper ointment are treated as medicines. They all need to be given to the teacher and put away, out of the reach of children for safe storage. Do not leave them in your child's cubby or locker. Cough drops are also medicine and cannot be dispensed without written medical consent.

## **Biting Policy**

Each case is dealt with on an individual basis. Extreme and numerous biting incidents may lead to suspension and possible enrollment termination. After 3 bites, in one day, the parent will be called and the child will be sent home. At that time the parent of the biter will meet with the teacher and director to go over a plan of action. If the child continues to bite and is sent home 2 more times, the director will evaluate the situation and the child may be suspended or permanently dismissed. We treat all children as individuals but we are also sensitive to the needs of those children in the group and the anxieties of the families of a child coming home bitten frequently. Due to privacy acts, we ask that you not request staff members to reveal the name of the biter.

## **Sunscreen**

Please apply sunscreen each morning during the sunny months of spring, summer and fall. During these months, please provide Little Scouts with your desired brand of sunscreen labeled with your child's name. We will reapply after nap if we go outside.

## **Section 4: Financial Policies**

- A \$100.00 per child registration fee is charged annually and will be added to your Brightwheel invoice when registration is collected. A child cannot be placed on the classroom roster until remittance of the registration form. The registration fee is non-refundable with the exception that Little Scouts does not have space available.
- We use Brightwheel as our billing platform. Tuition is annualized, so there is no change from month to month. This annualization includes unpaid breaks such as Thanksgiving, Winter, and Spring. Tuition payments will be invoiced on the 14<sup>th</sup> of each month and due on the 24<sup>th</sup> of each month for the following month's tuition. Payment is remitted by automatic credit card charge, except for families using payroll deduction. A \$25 fee will be assessed for any declined credit card charge. Lake Forest High School and Lake Forest Elementary School employees are encouraged to pay through payroll deductions.
- It is presumed that the child is enrolled for the full academic year. If withdrawal from the program or change in schedule is necessary, a **30 day written notice is required**. If notice is given under 30 days, the family is responsible for the remaining tuition. Failure to complete a full academic school year will result in a loss of priority for the following academic school year. Re-enrollment is subject to availability and requires a \$100.00 registration fee even if it is within the same school year.
- Tuition receipts and tax statements can be accessed through the Brightwheel App.
- Tuition fees are listed separately and vary between programs, the number of days, and the length of day you attend. Add-on days and extended days are subject to the Director's approval. Any additional added days, which would apply for any day your child is not regularly scheduled, you will be charged a single day rate. Any extended days, for our half-day students, will be charged the difference of a single full-day rate.

## **Dis-Enrollment Policy**

Lake Forest High School and Little Scouts Child care center reserves the right to remove a student or family from the program for the following reasons:

1. Child's behavior is unacceptable when it endangers the safety of other children or teacher, show no respect for the adults and peers associated, or requires so much individual attention from the teacher that it takes away from the rest of the class in the child/teacher ratio. (We will make every effort to work with the child, consult with the parents, and implement an action plan to document behavior and reward good behavior. The length of time given to see improvement will vary depending on the severity of the problem and the effect it has on the function of the rest of the class. Injuries to other children (causing bruising or bleeding) may only get one warning. If it happens again, the child is considered harmful to other children in the class and can be removed immediately.
2. When pick-ups are chronically late and late fees do not seem to make a difference in the effort to arrive on time.
3. If parents are unwilling to work with the staff in arriving at a solution (cooperation between home and school) to solve a severe problem.
4. Failure to pay for services as outlined under the tuition section in the parent handbook. If you get one month behind in payments you may be asked to keep your child at home until payments are caught up to date. Two months behind is a reason to replace a student's spot with a person on the waiting list. Payment in full with late fees included is expected for the entire two months.

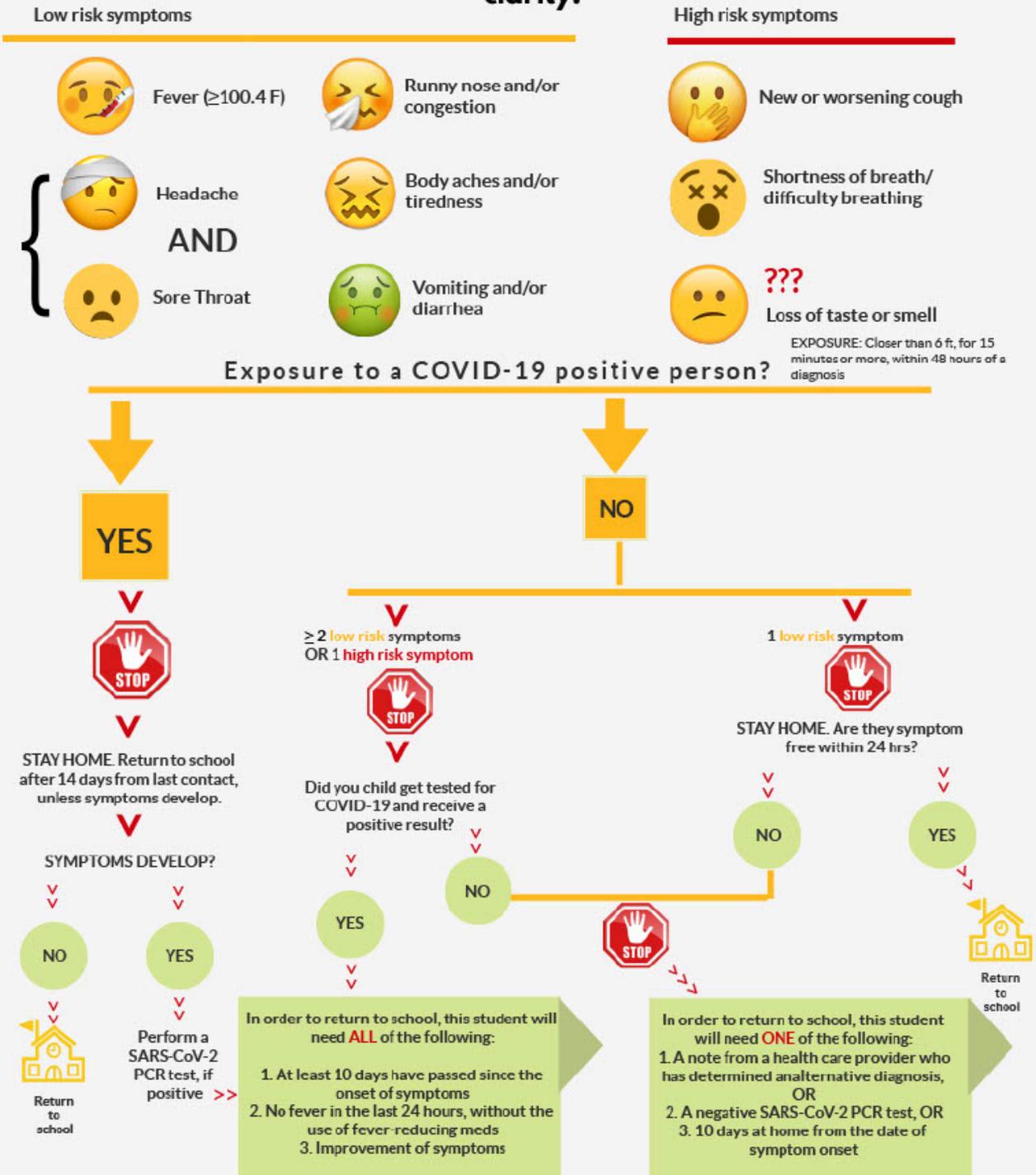
Permanent dismissal is rare and not considered if a reasonable compromise can be met. The impact that disruptive or aggressive behavior has on the reputation of our center, our enrollment, and giving our teachers support in their efforts will not be sacrificed for one student.

## COVID-19 Illness Policy:

- If your child exhibits a temperature of 100.4 or above or other signs of illness they will be isolated with a staff member and must be picked up within 30 minutes.
- Symptoms of COVID-19 are fever, chills, sore throat, runny nose, cough, shortness of breath, muscle aches, headache, vomiting, and diarrhea.
- Our illness policy, as instructed by IDPH and DCFS is that a child or staff member who is **not infected** with COVID-19, and has **no known exposure** to COVID-19, must be fever-free without the use of medication for 24 hours before they will be allowed back to school. A doctor's note will have to be provided stating that there is no clinical suspicion of COVID-19.
- If your child has any of the below symptoms, please consult the symptom decision tree located on the next page. Depending on symptoms, you may need to keep them home and avoid contact with others. You must provide a note from your healthcare provider clearing your child to return. The symptoms include:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- If the child or staff member is diagnosed with COVID-19, he or she is not to return to the Little Scouts until ALL three of the following are met:
  1. The individual is free from fever without the use of fever-reducing medications for at least 24 hours.
  2. Individual symptoms, including cough, have improved.
  3. It has been at least 10 days since the onset of the individual's illness.
- The CDC recommends that any child or unvaccinated staff with close contact (within 6 feet for greater than 15 minutes) to a person suspected or diagnosed with COVID-19 be excluded from the school for **14 days** and monitored for symptoms. If symptoms develop, they are encouraged to be evaluated and tested for COVID-19.

# Student Symptom Decision Tree

We are working to help you make the best decision possible, we know it is difficult in these times to know what the best course of action is, and what exactly they need to return to school. Hopefully this will lend a little bit of clarity.



## **PARENT HANDBOOK SIGNATURES**

I acknowledge receipt and have read and understand the Little Scouts Family Handbook and its content listed below:

**Section 1: Introduction to Little Scouts**

**Section 2: Operational Policies (Including Late Fee and Media Policy)**

**Section 3: Health and Safety Policies**

**Section 4: Financial Policies**

**Covid Illness Policy**

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<b>Print Name</b>	<b>Parent Signature</b>	<b>Date</b>
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<b>Print Name</b>	<b>Parent Signature</b>	<b>Date</b>
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