

## **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.

## **Program Information 6 week-3 Years**

### **Our Staff**

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 Scout 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. All Little Scout staff are employees of Lake Forest High School. The Director of Little Scouts reports to the Chief Operating Officer at Lake Forest High School.

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

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

### **Tiny Scouts-Infants**

Little Scouts will take infants once they have reached 6 weeks of age. The infant teacher ratio in this room is 7:2. Safety and communication with infant families is the top priority in this room. The Little Scout teachers are dedicated to making your child safe, happy, and comfortable in this classroom. Each infant and parent is greeted daily and asked to stay for a short while at morning drop off before beginning his or her day. Parents will bring fresh, labeled bottles daily. Parents in this room supply their infant's nutritional needs until their child is ready for table food and at that time will be supplied by Little Scouts. A separate daily supply list is given to all parents in the infant room. The infant teachers will maintain routine and consistency in this classroom. Their day will consist of meeting the infant's needs as well as providing time for the infant's growth and development, such as floor time, one on one interaction with the teacher, and outdoor time (weather permitting). The infant room does come equipped with the essentials to accommodate each child's growing needs. We have equipment for 6-week infants up to the time they are mobile. The room is equipped with a baby swing, floor mats, exersaucer, books, and push and pulls toys- just to name a few.

### **Wanderers and Explorers-Toddlers and Young Two's**

The toddler room will consist of children 15 months of age to 36 months. The teacher-student ratio is 5:1 for the toddler room, until all children are 2-and then it changes to 1:8. Safety is our first concern along with creating a positive first school experience for these young students. We feel this is best accomplished with good supervision and warm, nurturing role models that provide new opportunities for hands-on exploration of the world around them. There is a daily routine that provides consistency for the children to learn what to expect next. The quality-learning atmosphere creates a setting where play is maximized and confusion is minimized but still allows flexibility to accommodate the needs of the children at any one moment. The toys in this room are age-appropriate and the equipment is lower to the ground and very accessible to the children. During the day their schedule includes stories, songs, fingerplays, music, science,

art, and free play. The children in these classes have a little shorter attention span and the length of the circle time will be adjusted accordingly. It is the 'process' of the activity that we stress, not the 'product'. It is important that they have fun and feel good about their accomplishments.

## **Adventurers-Two by September 1<sup>st</sup>**

The two-year-old room will consist of children 24 months to turning three any time after September 1. The teacher-student ratio for this class is 8:1, this class will not exceed 15 children. Oh, the adventures we will have! Two-year-old's are striving for independence and looking to explore which is why the Adventurers' Room uses learning activities disguised as FUN! Our learning experiences are designed to promote the blossoming independence of a two-year-old, to help develop their social skills, and to foster self-confidence. This stage is filled with huge thinking and emotional changes that will help these little ones make sense of the world around them. Our teachers are there to support them, and you, every step of the way!

### **Separation**

Toddlers and Two's need to have an opportunity to become familiar with new surroundings and new people. When your family is ready to start Little Scouts, we ask that you bring your child to school before his/her first day for a visit. We encourage you to talk with your child about Little Scouts. Children need to be well-informed. Conversations about new friends, fun activities, playing on the playground, and learning teacher's names will help with your child's transition. Parent's role in the separation

1. We encourage all parents to ALWAYS say goodbye when leaving their child at Little Scouts. This builds and maintains a trusting relationship with your child. As part of this leaving process, we suggest parents develop a routine, which may include hand washing smiling, kissing, hugging or waving, and saying good-bye. It is very 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.
2. 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 very hard to assist parents with 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 your child. We will wail until you let us know that you are ready to leave.
3. Little Scouts has an open-door policy and parents are always welcome to visit their child. Please feel free to use our Parent Communication App, Brightwheel, to check on your child as well.

### **Food**

A nutritionally balanced hot lunch is provided each day once the child is completely on table food. A monthly menu is posted in the classroom and copies are available to the parents as well. Morning and afternoon snacks are served in each classroom.

### **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 the 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. When you are thinking about beginning the toilet training process, please talk to your teachers so that everyone can be on the same page!

## **Program Information 3 Years-5 Years**

### **Pathfinders-Three by September 1<sup>st</sup>**

The days in our Pathfinders room are more structured than in the Adventurers' Room. Our teachers offer a wide variety of activities based on the children's developmental needs and interests all designed to help further social-emotional growth and development. Our experiences are theme-based, and the teachers provide plenty of materials for children to explore and learn while encouraging their natural curiosity. These self-directed experiences with small group activities give children the tools they need to grow and develop. The student-teacher ratio is 10:1. We play outside every day, weather permitting, and if not we will go to the large motor activities such as riding bikes, playing with balls and hoops, or climbing on large motor equipment.

### **Trailblazers-Four by September 1<sup>st</sup>**

Our Trailblazers Pre-K room is focused on school readiness. They focus on enhancing your child's confidence and independence by providing activities to help them become problem solvers and lifelong learners. Social skills are developed and nurtured as they learn to effectively communicate with peers in all types of situations. We utilize the "Handwriting Without Tears" program to teach proper letter formation and strengthen fine motor skills. Our teachers are experienced at making sure that all children are actively engaged, and they are always willing to pose additional challenges to further develop brain connections. The student-teacher ratio is 10:1. We play outside every day, weather permitting. If we cannot, we will go to the large motor activities such as riding bikes, playing with balls and hoops, and climbing on large motor equipment.

The Half-day children arrive at 8:30 a.m. and are dismissed at 12:30 p.m. They will have a morning snack and lunch served in the classroom. The full-day children can arrive anytime after 6:45 a.m. and need to be picked up anytime before 5:15 p.m. They will receive a morning and an afternoon snack as well as a hot lunch.

### **Toilet Trained**

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.

## **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 when they were apart. With Brightwheel you will also receive pictures and videos.

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.

## **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 a guest speaker. 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.

## **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.

## **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 Scout children so we prefer younger siblings are left at home.

## **Change of Information**

Please notify the director of any change in the information filled out on the registration and enrollment forms at the beginning of the year (i.e. change in address, phone numbers, people authorized for pick up, etc.) In case of an emergency, we need to be able to contact you immediately.

## **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. Once again, a child will not be released to anyone that has not been authorized in writing by the parents or guardian to receive the child. If a person other than the parent is going to pick up your child, we would appreciate a note saying who will pick the child up and when to expect them. Please tell the pickup person that until we recognize faces, we will be asking for a photo ID from that person to establish their identity before the child's release. 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. Full-day classes end at 5:15 p.m. Half-day classes end at 12:30 p.m.

The late fee policy is as follows:

- School closes promptly at 5:15 p.m. for full-day classes and 12:30 p.m. for half-day classes.
- 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.
- 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 or phone the office (847)235-9670 and 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 which will be added to your tuition statement. You will also need to initial the late fee log.
- 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.

Little Scouts agrees to keep my/our child/children for 30 minutes after the above-stated pick-up time, with late fees accruing, before contacting the local police and/or the Child Abuse Hotline if contact cannot be made with parents/guardians or emergency persons.

Little Scouts will continue normal responsibilities for the child's protection and well being and agrees not to discuss your tardiness in arriving with your child/children beyond reassuring them you or someone known to them will be there soon to pick them up.

Parents/Guardians agree to advise Little Scouts immediately of any changes regarding their personal contact information, including addresses and phone numbers for home and work and cell phone numbers. Parents/Guardians also agree to provide immediate notice to the provider of any changes for their emergency contact or contingency persons.

## **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.

### **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 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, bread, 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.

## **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.

- Parents will be notified if their child becomes ill at school and needs to be sent home. Parents or the emergency contact need to pick the ill child up within 30 minutes after notification. 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 back up persons. The ill child will be isolated from the group whenever possible while waiting to be picked up.

## **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 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 of 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's 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 staff with close contact (within 3 feet for greater than 15 minutes) to a person suspected or diagnosed with COVID-19 be excluded from the school for **10 days** and monitored for symptoms. If symptoms develop, they are encouraged to be evaluated and tested for COVID-19.

## **Other Common Childhood Illnesses**

- **Undiagnosed rash** (fever blisters, impetigo, ringworm, yeast infections, unknown skin lesions, etc.)  
If we suspect that a rash or skin lesion is contagious, your child will be required to see the doctor for diagnosis and treatment. If the rash or skin lesion is communicable, your child must stay home until the rash is resolved. In the case of a rash in a covered area, such as the diaper area, your child may return to the center after using a prescribed ointment for 24 hours. Documentation of the prescribed ointment from your child's physician is required for your child to return.
- **Conjunctivitis** (pink eye, or any green, profuse, or otherwise unusual discharge from the eyes)  
These infections are often contagious. Your child will be allowed to return to the center when he/she has been on prescribed appropriate medication for 24 hours AND when the discharge is resolved. Documentation of the prescription from your child's physician is required for your child to return.  
the hour.
- **Strep Infection**  
Your child may return when he/she has been on antibiotics for 24 hours, no longer has a fever, and can participate in activities. Documentation of the prescribed medication from your child's physician is required for your child to return.
- **Any communicable disease such as whooping cough, German or regular measles, mumps, chickenpox, diphtheria, pinworms, scarlet fever, roseola, or RSV:**  
With any of these diseases, your child will not be admitted to school until he/she has been symptom-free for 24 hours. A doctor's note will be required before your child can return to school.
- **Head lice**  
This is a parasitic infestation on the scalp that is unrelated to cleanliness or quality of care. A child can be admitted to school after receiving treatment and if no signs of lice, eggs, or nits are present. The child will need to be inspected by the Little Scout staff upon re-entry.

\*\*\*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.

## **Special Services**

Little Scouts schedules vision and hearing screenings through the Lake County Health Department for children three years of age and older. These screenings are optional and are intended to help with early detection and preventative measures.

If at any time a parent has a question or special concern regarding their child please ask a teacher or director for additional resources that may be of help to you.

## **Animals**

Little Scouts values the education and science that the children gain from observing and caring for pets in our classroom. Watching a tadpole turn into a frog or caterpillars transforming into beautiful butterflies is fun and mysterious for the children. Occasionally a teacher or parent will bring in a family pet such as a cat, dog, lizard, or bunny. All animals that visit are required to have a veterinarian health report on file stating they are healthy and would not be harmful to children. They need to be fed and cleaned regularly. Children must wash their hands after handling the animal.

If your child is allergic to animal fur, please bring this to the attention of the director before enrollment so we can be sensitive if an animal comes to visit or the consideration of a classroom pet.

Pets from home cannot be brought to school without an appointment. If you are willing to acquire the necessary medical papers and would still like to bring your animal to school as a class visitor, it must be arranged in advance with the teachers and worked into the lesson plan. Please do not bring your dogs with you to school (especially in the classroom.) when picking up your child. Children are naturally curious and want to pet these animals. Some pets are more tolerant than others in accepting all the attention they may attract! Again, we would need a veterinarian certificate on file stating the animal is current with vaccinations and safe for children before any contact with children takes place.

## **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 celebration in an inclusive and non-biased manner.

## **Discipline Policy**

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.

There will be no corporal punishment of any kind. It tends to stimulate anger and rebellion rather than stop behavior.

### **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.

## **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.

## **Conditions Requiring Permanent Dismissal**

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.

## **Vacations/Holidays/Snow Days**

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 Veterans 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 Scout calendar is available to all families upon enrollment. You do not pay for winter break, spring 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 Thanksgiving, 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 be using the district's Instant Alert System as well as our Brighwheel Alerts to notify staff and families of unexpected closes and other urgent notifications.

## **Registration Fee and Tuition**

A \$100.00 per child registration fee is charged annually and is due upon remittance of a child's annual registration form. 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.

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. If the 14<sup>th</sup> falls on a weekend or holiday, tuition is invoiced on the preceding Friday or weekday. If the 24<sup>th</sup> falls on a weekend or holiday, tuition is due the subsequent Monday or weekday. Payment is remitted by monthly automatic credit card charge. A credit card authorization form will be kept on file, for all families except families using payroll deduction, and will be charged the applicable monthly tuition if alternative payment is not received by the 24<sup>th</sup> of each month. 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.

A payment schedule will be disbursed at the beginning of each school year and is available on the Lake Forest High School website. Tuition receipts and tax statements can be accessed through the Little Scout's Parent Portal.

Tuition fees are listed separately and vary between programs, the number of days, and the length of day you attend. If there are charges for additional days or returned check/declined card fees, these can be paid separately or with the following month's tuition payment. 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.