

PARENT HANDBOOK

for



Early Childhood Ministries of
 **HOLY CROSS**
LUTHERAN CHURCH



CrossWays Preschool

For ages 2 to 5 years
2s, 3s, 4s, and PreK half-day preschool program
Enrichment classes
Half-day summer camp

(847) 367 - 4367
crossways@holycrosschurch.org
cpreschool.org



Celebration! Childcare

For ages 6 weeks to 12 years
2s, 3s, 4s, and PreK full-day preschool program
Full-day summer programs

(847) 367 - 6208
celebration@holycrosschurch.org
cchildcare.org

Both programs are located at:

Holy Cross Lutheran Church
1151 N. St. Mary's Road, Libertyville, IL 60048
(847) 367 - 4060 Church Line

Table of Contents

Philosophy/Mission.....	1
Curriculum	2
Outdoor Play	2
Summer Programs	2
Field Trips – CrossWays Preschool	2
Enrichment and Electives	3
Holiday Observances.....	3
Photo and Media Policy.....	3
Nap-Time and Quiet-Time – Celebration! Childcare	3
Meal and Snacks	3
Birthdays	4
Attire	4
Personal Belongings – Celebration! Childcare	4
Enrollment.....	4
New Student Visit	5
Brightwheel.....	5
Tuition Fees	5
Enrollment Fees.....	5
Payment Schedule	6
Late Fee Schedule.....	6
Withdrawal	6
Release of Information.....	6
Operating Schedule	7
Attendance.....	7
Vacation – Celebration! Childcare	7
Emergency Closings.....	7
No School Days	7
Drop-Off/Arrival	8
Drop-Off/Separation Issues.....	8
Pick-Up	8
Degree of Due Diligence Policy	9
Security.....	9
Fob System	9
Health Regulations.....	9
Sick Children.....	10
Injuries	10
Discipline and Guidance	11
Biting Policy.....	12
Parent Involvement	12
Parent Involvement Activities.....	12
Parent Communication.....	12
Visiting the Classroom	13
Smoking.....	13
Non-Discrimination Policy	13
Appendix A – Immunization Policy	14
– Exclusion Policy	15

PARENT HANDBOOK

CrossWays Preschool Celebration! Childcare

WELCOME!

CrossWays Preschool and **Celebration! Childcare** are programs supported by the Early Childhood Ministries of Holy Cross Lutheran Church. This handbook has been created for parents/guardians of children who are enrolled in **CrossWays Preschool** and/or **Celebration! Childcare**. It explains the daily routines and policies that have been designed for your child's safety and benefit. The majority of information in this handbook applies to both **Celebration! Childcare** and **CrossWays Preschool**. However, the words **CrossWays Preschool (CWP)** and **Celebration! Childcare (CC)** have been color-coded to assist parents in quickly finding information specific to their particular program. Throughout this handbook, the word "parents" refers to parents and legal guardians.

CrossWays Preschool and **Celebration! Childcare** are licensed by the Illinois Department of Children and Family Services (DCFS). This agency provides regulations that we carefully follow. All staff members are required to accrue 15 Continuing Education Hours annually. Staff also receive health and safety training such as CPR on a regular basis. License renewal is every 3 years. Upon license renewal, our facility is tested for radon and water purity. Required inspections are completed by the County Health Department, the State Fire Marshall, and the Lake County Fire Inspector to assure compliance with all required regulations.

PHILOSOPHY/MISSION STATEMENT

CrossWays Preschool and **Celebration! Childcare**, Early Childhood Ministries (ECM) of Holy Cross Lutheran Church, seek to acquaint children with a world that lies beyond the home and to provide a broad base of learning to develop each child's God-given gifts socially, emotionally, physically, spiritually and educationally. Our quality, faith-inclusive childcare and preschool are a superior competitive value for families in our service area, and are designed to provide parents with safe, nurturing environments for children to grow, play and learn.

CrossWays Preschool and **Celebration! Childcare** believe...

- all children are capable of learning and have individual needs, skills, and talents.
- partnerships between experienced, caring teachers and parents benefit the whole family.
- children learn best through experiences that enhance their self-esteem, help them make choices, and develop competencies.
- children learn best through play-based discovery combined with teacher-directed lessons to maximize learning, creativity, and curiosity.
- connecting children to nature develops children's innate senses of discovery and exploration.
- God-honoring values promote sound, morally based decision-making skills and treatment of others.
- flexible programs best satisfy family needs.

CrossWays Preschool and **Celebration! Childcare** celebrate...

- the fullest potential in each child.
- the uniqueness of each child and family.
- the richness that diversity and differing cultures bring to the learning environment.
- a nurturing, loving, safe, and secure environment.
- the act of service to others.
- a child's social, emotional, physical, spiritual, and intellectual development.
- a variety of experiences that increase the child's awareness of the world around them.
- a love of learning in an atmosphere of mutual trust, respect and responsibility.

CURRICULUM



Our educational goal for the programs within **CrossWays Preschool** and **Celebration! Childcare** will be to assist each child to increase an awareness of reality as he/she experiences it in themselves, in others, and in the world around them. All programs are designed to create a positive experience using a variety of age-appropriate published curricula such as *Creative Curriculum* and *Learning Without Tears*. The *Creative Curriculum* is planned within nine specific domains; Science, Math, Language, Literacy, Dramatic Play, Physical Health and Development, Creative Art, Social and Emotional Development and Approaches to Learning. God-honoring values are taught through Religious Education materials and children's chapel. Children enrolled in preschool

classes at both **CrossWays Preschool** and **Celebration! Childcare** are offered curriculum that prepares them for the transition into a formal kindergarten program. This curriculum is aligned with the Illinois State Standards for Early Childhood education.

OUTDOOR PLAY

CrossWays Preschool and **Celebration! Childcare** programs recognize the need for children to run, play, climb, and jump. For this purpose, all children will be taken outdoors daily, as weather permits. No child may remain inside. When the temperature and wind-chill reaches below 15 degrees Fahrenheit, or in rain or sleet, etc., at the discretion of the Director it may be necessary for the children to stay indoors. They will still be provided with large motor activities. Please send appropriate shoes and outdoor wear every day to avoid confusion. A child not well enough to go outside will not be considered well enough to attend school.



Because we spend a lot of time outside, we ask that parents make us aware of any environmental allergies, including being allergic to bee stings. These allergies should be noted on your child's enrollment form and health forms.

SUMMER PROGRAMS

CrossWays Preschool:

We offer Little Sprouts Summer Camp. Please see the Director for more information.

Celebration! Childcare:

We offer full-day care for children 6 weeks to 12 years old. Currently enrolled families have the option to decrease days or cease attendance during the summer camp program. For families who are decreasing their child's weekly scheduled days, they must continue to attend at least two days a week. Summer changes to schedules can only be made during camp months (typically June – Mid-August) and families must return to their regular attending schedule when the summer program ends. Families will forfeit their security deposit if they do not return at the end of the summer camp program and/or do not inform the office of their disenrollment at least one week before summer camp changes take place. For families needing schedules modified before or after the summer camp program, it is at the discretion of the Director to grant these requests. Summer schedule changes may be canceled or suspended at any time. For more information regarding our summer program, please see the Director.

FIELD TRIPS - **CrossWays Preschool**

Children and staff may participate in on and off-site field trips to enhance the curriculum. Parents are notified and field trip permission slips will be sent home for parents to complete and sign. The permission slip will provide information as to the date, place and time of the trip. Parents are encouraged to attend field trips and help chaperone the children. For off-site field trips, parents must provide transportation to and from the field trip site.

ENRICHMENT AND ELECTIVES

CrossWays Preschool: Enrichment classes for 3s, 4s and 5s are available on Tuesday and Thursday mornings. Please check the website (cpreschool.org) and Registration Form for more information.

Celebration! Childcare:

Electives are offered with the goal of promoting individual development potential. Electives may be selected during enrollment, with changes allowed at the end of each session for the next session. There is an additional fee for these classes. Programs offered may vary depending on demand. Enrollment will be on a first-come, first-served basis.

HOLIDAY OBSERVANCES / INSTITUTE DAYS

CrossWays Preschool and **Celebration! Childcare** are nondenominational interfaith facilities. Traditional holidays are celebrated through a variety of classroom activities. Some of the special occasions celebrated are Valentine's Day, Easter, Independence Day, Halloween, Thanksgiving and Christmas. We recognize that students come from different diverse cultural and religious backgrounds. If parents prefer that their child not participate in these activities, the parent must notify the Director to discuss other options.

PHOTO AND MEDIA POLICY

We understand that there are legitimate privacy concerns regarding the Internet and social media, especially for children. As parents, you are right to consider all the implications of your child's image appearing in print, on websites, and on online platforms. With all these considerations in mind, we are committed to the following standards regarding taking and using photos and videos that may include your student.

- Captured photos and videos will be appropriate and tasteful, representing the best interests of your children, family, **CrossWays Preschool** and **Celebration! Childcare**, and Holy Cross Lutheran Church.
- Photo shoots will happen informally as part of classroom activities in the presence of other children and staff.
- We will not publish pictures or videos with any identity information: images will not use or reveal names, addresses, phone numbers, or email addresses.
- We will only use images and videos on official publications of **CrossWays Preschool** and **Celebration! Childcare**, and Holy Cross Lutheran Church. Examples include Facebook, Instagram, BrightWheel, websites, posters, signage, and printed materials.
- Public-facing use of photos and video will happen as part of structured, intentional marketing efforts.

NAP-TIME AND QUIET-TIME – **Celebration! Childcare**

DCFS stipulates that every child who participates in a full day program be provided a two hour nap-time or quiet-time. Children one to five years of age are provided cots on which they nap during quiet time. This time is when children learn to lay quietly. If children are not able to rest quietly on their cot during this time, they will be provided an alternative activity (e.g., story books) that will not disturb the other children. For those children six years and up, quiet-time is observed where they may entertain themselves with board games, books, puzzles, art, etc. in a quiet manner. **Celebration! Childcare** believes that quiet-time is important for children in order to learn self-control and provide needed rest for their growing bodies.

MEAL AND SNACKS

Individual children's allergies must be noted on the enrollment packet. Allergy accommodations can be made at the discretion of the Director. A catered hot lunch with milk is provided for **Celebration! Childcare** children who are on table food. This same lunch is provided to **CrossWays Preschool** students who participate in Lunch Bunch. Both programs will provide well balanced snacks that are age appropriate and include a beverage of 100% fruit juice. Quantities of all food served are determined by DCFS. Non-center food and drinks are not allowed unless doctor prescribed.

Celebration! Childcare:

A breakfast of cereal and milk is served before 7:00 a.m.

Infants: Infants are fed on individual schedules according to parental preferences with formula and/or baby food provided by their parents. Infants will transition to school snacks and lunch as they near their first birthday to prepare for their move to the Toddler Room.



BIRTHDAYS

Birthday celebrations are a nice way to let our children know they are special and important. We make every effort to celebrate children's birthdays with a special classroom celebration. Children may bring in a special birthday snack or decorations. State regulations specify commercially prepared and wrapped, unopened snacks be used if brought from home. Sweet treats of moderate portions will be allowed for birthdays. In consideration for all children with allergies, **CrossWays Preschool** and **Celebration! Childcare** ask that all snacks be nut-free!

ATTIRE

Consider the child's comfort when choosing daily clothing. Clothing should be simple, washable, sturdy and appropriate for the season. The children play outside daily, unless weather conditions are prohibitive. Therefore, in fall and winter, children should have hats, gloves and boots to wear. Children may occasionally have accidents. Please send extra clothing daily. This clothing may be kept in their backpack/cubby. Please understand that if a child has an accident and has no extra clothes, the staff will be required to call parents to bring a change of clothing immediately. Children cannot stay in wet clothing. The child's name is to be marked on each piece of clothing including coats, hats and boots. Children are not to wear expensive jewelry to school. **CrossWays Preschool**, **Celebration! Childcare** and their staff are not responsible for loss, theft or breakage. PLEASE NOTE: Parents of children who are still in **diapers** must provide a supply of diapers and wipes.

PERSONAL BELONGINGS

We provide equipment and activities which support learning processes. Soft personal items are allowed at nap-time. Other personal items will be stored in the child's cubby or backpack. We strongly suggest that children do not bring toys from home to school unless preapproved by the teacher. Examples include: 1) children who have a difficult time transitioning to school and 2) Show & Tell day. Toys from home are often not shared well with other children and have the potential to become broken, causing tears for all children involved. For these reasons we ask that toys are kept at home or at least in your child's backpack upon arrival to school. **Staff is not responsible for lost or damaged personal belongings.** Please do not send candy or chewing gum with your child. Parents should encourage children to follow the rules and NOT bring personal items (especially toy guns, action figures, toy weapons of any kind, etc.) that tend to encourage rambunctious play. Children should not bring in any electronic devices. **Staff are not responsible for lost or damaged personal belongings.**

ENROLLMENT

The child may attend **CrossWays Preschool** or **Celebration! Childcare** once the parent has provided:

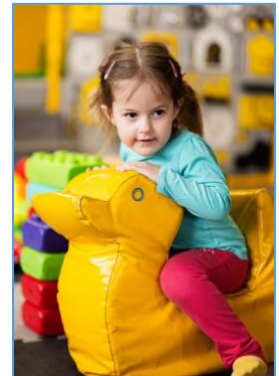
Signed Enrollment Forms	Copy of Birth Certificate	Personal History Sheet
Signed Permission Sheet	Key Fob Fee	Registration Fee
Security Deposit (CC)		

DCFS Receipt of Handbook Acknowledgement

Completed Current Physical Exam (within the last 6 months), including TB test results and current immunization record. (Please ask Director for a copy of the State Health Requirements.)

CrossWays Preschool:

Enrollment for the following school year will begin on or after January 15th and is first open to members of families currently enrolled and member families of Holy Cross Lutheran Church. Following in-house registration, enrollment is open to the public on a first-come, first-served basis and space availability. A meeting/tour with the Director or one of our Assistant Directors is encouraged. A Registration/Enrollment Form and registration fee are required to hold a spot.



Celebration! Childcare:

Enrollment is made at the discretion of the Director, usually on a first-come, first-served basis. To complete enrollment, parents are encouraged to meet with the Director or one of our Assistant Directors for a tour of **Celebration! Childcare**. At that time, a registration fee and security deposit are required in order to reserve a spot.

NEW STUDENT VISIT

New children adjust best when parents bring them for a short visit prior to their first day. Please make arrangements with the Director for a pre-enrollment visit if desired. At this time, we will collect any enrollment paperwork you have for your child's file.

BRIGHTWHEEL

Parents will be required to create an account on Brightwheel, our chosen preschool and childcare management app. Brightwheel integrates billing and payments, real-time communication, classroom updates and daily reports, and more. Details of Brightwheel are shared at the time of enrollment.



Enrollment of a child signifies an agreement and promises cooperation with **CrossWays Preschool and **Celebration! Childcare** policies and regulations as stated here and as announced or posted.**

TUITION FEES

Rates are posted online at cpreschool.org/forms for **CrossWays Preschool** and at cchildcare.org/forms for **Celebration! Childcare** or can be requested in-person. Both **CrossWays Preschool** and **Celebration! Childcare** offer a military discount on tuition of 10%.

Celebration! Childcare Sibling Discount: Families with two children enrolled full-time will receive a 10% discount on the fee for the older child. Families with three children enrolled full-time will receive a 10% discount on the fee for the oldest child and a 10% discount on the fee for the middle child. In order for the family to receive a discount, the enrolled children in the family must attend full-time, 5 days a week.

ENROLLMENT FEES

CrossWays Preschool:

A non-refundable, annual fee is due upon registration. Returning students will receive a discounted registration fee when enrolling for the upcoming school year. Students who are enrolled mid-school year will be given a discount on the registration fee of 50%. Rates are posted online at cpreschool.org/forms. Payments can be made on the Brightwheel app after signing up.

Celebration! Childcare:

A one-time, non-refundable registration fee as well as a one-time security deposit (equal to one week of tuition) will be due upon enrollment. If the student has been enrolled for at least 90 days, the security deposit will be applied to the final week of attendance when notified at least one week prior to withdrawal (two weeks'

notice is required for Infants and Toddlers), otherwise, the security deposit is non-refundable. If not used for the last week of attendance, the deposit is non-refundable unless otherwise stated by the Director. Payments can be made on the Brightwheel app after signing up.

PAYMENT SCHEDULE

Online payments through the Brightwheel app are preferred, but checks will be accepted if necessary. Bank transfers will be no charge to families, however if using a credit/debit card for online payment, a 2.95% processing fee will be applied by Brightwheel.

CrossWays Preschool:

All tuition is due on the first day of the month on which your child attends. If parents would like to pay for several months at a time, they may do so provided that they're paying in advance. Payment receipts for reimbursement purposes can be given once each month. Please notify the Director to set this up.

Celebration! Childcare:

All tuition is due on the first Tuesday of the week. If parents would like to pay for several weeks at a time, they may do so provided that they're paying in advance. Parents will be asked to withdraw their child from **Celebration! Childcare** if their account becomes two weeks past due. Payment receipts for reimbursement purposes can be given once each month. Please see the Director upon enrollment to arrange.

LATE FEE SCHEDULE

CrossWays Preschool:

Payment received after 12 p.m. on the 5th of the month will incur a \$25 late payment fee. For each additional day the tuition is late, a \$10 (per day) fee will apply. The entire tuition payment must be received or late charge(s) will apply. Subsequent tuition payments will be applied to any outstanding fees before tuition is credited. Any exceptions to this policy must be approved in writing and signed by the Director.

Celebration! Childcare:

Payment received after 6 p.m. on the first Tuesday of the week that your child attends may incur a \$25 late payment charge. For each additional day the tuition is late a \$10 (per day) charge will apply. The entire tuition payment must be received or late charge(s) will apply. Subsequent tuition payments will be applied to any outstanding fees and late charges before tuition is credited for the next period. Any exceptions to this policy must be approved in writing and signed by the Director.

WITHDRAWAL

A one week* written notice is required before withdrawal from **CrossWays Preschool** or **Celebration! Childcare** programs. **A Two weeks written notice is required for infants and toddlers.** A portion of the tuition may be refunded at the discretion of the Director based on individual circumstances and a notice to withdraw. Parents may withdraw their child for any reason.

Celebration! Childcare:

If a written notice is not provided, the one week security deposit will be forfeited.

RELEASE OF INFORMATION

Information about a child and family is confidential and will not be released to other centers, schools or agencies unless written permission is received from the parent.

OPERATING SCHEDULE

CrossWays Preschool operates on a school year calendar. Enrollment can occur at any time. Program hours are: 9:00 a.m. – 11:30 a.m., Monday - Friday, Lunch Bunch: 11:30 a.m. – 1:00 p.m., program days may vary.

Celebration! Childcare operates on a year-round basis. Enrollment can occur at any time. Program hours are: 6:30 a.m. to 6:00 p.m., Monday – Friday.

ATTENDANCE

We ask that parents please notify the school if their child will not be attending any day, for any reason, or if there is to be a variation in their schedule. Rates are based on space reserved for each child. Facilities and staff are provided whether or not the child actually attends. Therefore, the fees remain the same each week regardless of illness, personal days, or emergency closings.

VACATION – Celebration! Childcare

Parents may take up to one week of vacation from the center without charge per calendar year with a required one week written notice. In this case, a “week” consists of the number of days a child is normally scheduled to attend per week. Vacation days may be taken in single days, combinations of days or for the entire week.

EMERGENCY CLOSINGS

CrossWays Preschool: We often follow District 68 and District 70 Emergency Closing decisions but reserve the option to remain open. We will notify families through email and/or Brightwheel.

Celebration! Childcare:

We will remain open, provided power and heat are available, even though public schools may be closed. If in doubt, please call **Celebration! Childcare** or check Brightwheel. We will also notify families via email. **There will be no refunds or credits for any closings.**

NO SCHOOL DAYS

CrossWays Preschool:

We often follow District 68 and District 70 and will not have school on days that both districts do not have school. However, if only one district is not in attendance, we will usually be in session. **CrossWays Preschool** closes for Labor Day, Parent/Teacher Conferences, Thanksgiving Break, Winter Break, Martin Luther King Jr. Day, President’s Day, Spring Break, Good Friday. There may be additional days that the school closes such as Election Day.

Celebration! Childcare:

We will provide childcare on most days when the public schools are closed. **Celebration! Childcare** closes for New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day, depending on where the holiday falls in the week. There may be an additional day that the school is closed (e.g., if Christmas Day is on Thursday, we will be closed on Friday as well as Christmas Eve). The regular tuition will remain the same for the weeks with these holidays.

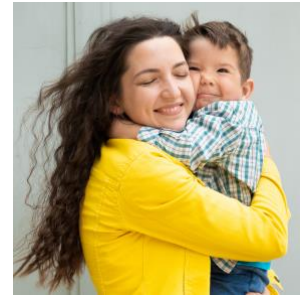
CrossWays Preschool and **Celebration! Childcare** will be closed on the third Monday of January each year (MLK Day) and June 19 (Juneteenth) for Teacher Institute Days. On these days, our staff will be in the building to deep clean their classrooms, participate in meetings and trainings, and have allotted time for additional planning and organizing without our students present. The regular tuition will remain the same for the weeks with Institute Days.

DROP-OFF/ARRIVAL

Parents are required to bring the child all the way into the classroom or to the care of the staff and sign in and out every day. **CrossWays Preschool** or **Celebration! Childcare** do not have legal authority or responsibility for a child who is not signed in. Parents are asked to assist their child with his or her belongings when possible. Adults help to set the tone of the child's day by providing enough time to help him or her get happily settled without rushing. Adults and children should wash their hands when entering the classroom each day. Parents are responsible for transporting children between home and **CrossWays Preschool** or **Celebration! Childcare**.

CrossWays Preschool:

The program will open its doors 10 minutes before class begins to ensure a smooth transition from home to school. We ask that children use the restroom and wash hands before entering their classroom.



Celebration! Childcare:

The program opens at 6:30 a.m. **Celebration! Childcare** is not licensed to care for children before that time. Staff/personnel who are in the facility before 6:30 a.m. are preparing for the day and are not available for childcare. We ask that children wash hands upon entering their classroom.

DROP-OFF/SEPARATION ISSUES

When it is time to leave the child, make sure the child understands when a parent will return. PLEASE do not try to sneak out. Later on, other issues for the child may arise if parents choose to try this technique. The staff will give the child the needed attention to foster adjustment. If any child cries, the staff will know what to do. In this situation it is best for the parent to tell the child they will be back and hand the child physically over to the staff. Every day we send body language messages to children. With the action of handing a child over to a staff member, the parent shows the child that the staff person is entrusted with the child's care. Some children cry for a short time. The adjustment period varies with each child. The staff is trained to help in this process. It's the desire of the staff to keep in close contact with parents during this time. Parents may check-in via phone call or Brightwheel message to relieve any worry that parents may have while away.

PICK-UP

Only those authorized on the enrollment form and child's Brightwheel profile will be allowed to pick up children unless specific permission has been granted from the parent to other individuals by a special note from the parent. In emergency situations, a written consent notification must be received prior to releasing any child to an individual not originally specified on the enrollment form. **People who do not regularly pick up a child should be prepared to show their driver's license or photo State I.D.** The staff will check information on the enrollment cards to match it to the driver's license. Children will not be released to another adult without a license or proper state picture I.D. Persons with the proper authorization **MUST SIGN CHILDREN OUT DAILY**. Children are to be picked up on time. Parents of any child picked up late will be charged \$1.00 per minute with a grace of one warning.

At pick-up, parents should check the child's cubby or hook. This is where parents will find the child's work and individual parent statements or notes. Please read through any material in case of emergency situations or policy changes. General class information is posted through email, monthly newsletters and the bulletin boards.

DEGREE OF DUE DILIGENCE POLICY

Parents who are picking up children are asked to please contact the program if they will be LATE. Staff will make every effort to locate parents or emergency contacts. **CrossWays Preschool** and **Celebration! Childcare** are mandated by the State of Illinois to have a degree of due diligence policy. If a designated pick-up contact cannot be located after one hour of the first attempt of contact, **CrossWays Preschool** or **Celebration! Childcare** staff are required to contact Lake County Sheriff's Department. Staff will give the responding law enforcement officers enrollment and emergency contact information. The child will be placed in the care and supervision of law enforcement. **Consistently picking up children late from care is grounds for termination of child care services.** *Illinois State Law Statutes pertaining to due diligence: 407.260.f.1.A, 407.260.f.1.B, 407.260.f.1.C*

CrossWays Preschool Closing times:

Please note the following closing times for our programs: Preschool – 11:30 a.m., Lunch Bunch – 1:00 p.m., Summer camp– 11:30 a.m.

CrossWays Preschool is not licensed to care for children after the specified ending time of the class or program the child is enrolled in.

Celebration! Childcare Closing times:

Please note that we close promptly at 6:00 p.m. **Celebration! Childcare** is not licensed to care for children after 6:00 p.m. Parents arriving close to that time should not plan to feed their child, sort their belongings, etc., while at the **Celebration! Childcare** facility.

SECURITY

Entrance doors to the **CrossWays Preschool** and **Celebration! Childcare** program areas are locked at all times. Visitor access is available through the church office during regular business hours but parents are encouraged to use their fobs to gain entrance via the program doors. Visitors are only allowed into the **CrossWays Preschool** and **Celebration! Childcare** areas with permission from the Director and must check in before entering any classroom space. Security measures are reviewed and updated regularly on an as needed basis.

FOB SYSTEM

Security and safety of **CrossWays Preschool** and **Celebration! Childcare** children are our highest priority. Therefore, a fob system lock will be utilized at all of the building entrances. Fobs will be necessary to enter the interior door of the **Celebration! Childcare** program areas. To enter **CrossWays Preschool** interior doors, please ring the bell. All families will be issued a fob at the time of enrollment. There is an initial non-refundable fob key fee of \$25. If a family would like a second fob they may purchase another fob for an additional \$25 during the enrollment period. If a fob is lost, there will be an additional cost for replacement of the fob. Replacement fobs cost: 1st lost fob, \$25; 2nd lost fob, \$50; 3rd or more: \$75. We ask that the door fob not be given out to other parties, including siblings. The staff will be available to open the door for authorized persons not holding the fob. Fobs must be returned when your child leaves the program or a \$25 penalty will be assessed. Thank you for returning the fob(s) when your child exits the program.

HEALTH REGULATIONS

It is expected that each child will have a current medical form signed by a licensed healthcare professional before admittance to **CrossWays Preschool** or **Celebration! Childcare** programs. This medical form shall include documentation of having received the immunizations specified on DCFS Form IL444-4737. It is recommended, but not required, that children receive the following additional immunizations recommended by the American Academy of Pediatrics (AAP): Hepatitis A, rotavirus series, and influenza.

- Physicals need to be updated every two years. More frequent updates are required for infants and toddlers.
- Subject to satisfying the requirements outlined in APPENDIX A, **CrossWays Preschool** or **Celebration! Childcare** programs will consider acceptance of medical exemptions for missing immunizations. Please speak to the Director for information regarding this process.
- Subject to satisfying the requirements outlined in APPENDIX A, **CrossWays Preschool** or **Celebration! Childcare** programs will consider acceptance of religious exemptions to specific individual immunizations on DCFS Form IL444-4737, physical exams and/or medical treatment. Please speak to the Director for information regarding this process.
- If a **CrossWays Preschool** or **Celebration! Childcare** child exhibits symptoms of any of the diseases specified on DCFS Form IL444-4737, the parents will be contacted to pick up the child. The child cannot return as long as the symptoms continue. If the disease becomes a confirmed case¹, the child will be excluded from attendance at any **CrossWays Preschool** or **Celebration! Childcare** program until that child is no longer contagious. In addition, if the disease is confirmed, **CrossWays Preschool** and **Celebration! Childcare** will notify the Lake County Health Department Communicable Disease Program and the parents of all **CrossWays Preschool** and **Celebration! Childcare** children. **CrossWays Preschool** and **Celebration! Childcare** will also invoke the Exclusion Policy for any children with medical or religious exemptions to that particular disease. **APPENDIX A** provides further details about the Exclusion Policy for unimmunized or under-immunized children.

¹ Confirmed case means diagnosis by a healthcare provider and/or lab-proven.

Parents are asked to wash their child's hands when entering the classroom. This will help cut down on the possibility of spreading various communicable diseases.

SICK CHILDREN



Sick children may not attend both for their sake and for the sake of the rest of the children. When symptoms of a communicable disease (e.g., diarrhea [two episodes]), conjunctivitis, vomiting, etc.) or a high fever (100.4 degrees or higher) are present, the parent will be called and must pick up their child. In the event the parent cannot pick up their child within a reasonable time, the staff will notify the emergency contact.

When the child is sent home with symptoms of a communicable illness, **the child may not return for at least 24 hours and be symptom free.** The parent should bring the child to his or her doctor when the child is sent home. The child may come back to school before twenty-four hours if there is a written notice from the doctor stating that the child is not contagious and is able to attend our program. The child may return when he or she is well enough to take part in **ALL** activities, including outdoor play.

Contagious diseases such as chicken pox, conjunctivitis and “strep” infections must be reported to the Director. A physician's release or adequate time of absence (usually 24-48 hours) from the program is required before the child can return. Children will be exposed more frequently to communicable diseases in a group setting and may experience more illness until immunity is built up. Parents must be sure to have childcare arrangements secured for a sick child prior to enrollment. This should be indicated on the Registration form.

If a child becomes acutely ill and requires immediate attention, the staff will call for paramedic help, then notify parents. The parent's signature on the emergency form gives the hospital permission to care for your child.

INJURIES

Accident reports are prepared for each accident and a copy will be given to the child's parent the day of the accident. In some cases, a parent's signature is required on injury reports to confirm the accident information was discussed by both teacher and parent. A member of the staff who has been trained in pediatric CPR and

emergency first-aid will handle most minor injuries. Should a serious injury occur, the child will be taken to the nearest hospital via ambulance. Parents will also be called immediately and asked to come to the hospital. The parent's signature on the emergency card gives the hospital permission to care for the child. Injured children will not be transported in staff vehicles under any circumstances.

DISCIPLINE AND GUIDANCE

Sometimes, discipline and guidance may be necessary in order to establish a happy, organized environment where good learning and fun can take place. Discipline and redirection, if used effectively, can change the behavior of a child and help the child gain self-control. The purpose is to help children learn to play safely, to respect the rights of others and to relate to others in a socially acceptable manner.

The staff's positive attitude plus a room of interesting activities is the first step in accomplishing effective classroom management.

It is our goal that children...

- will not hurt other children.
- will respect the property rights of others.
- will use "indoor voices".
- will run outdoors only.
- will learn to clean up after themselves.
- will learn to share.
- will use appropriate language.
- will learn good table manners.

It is our policy that teachers...

- will carefully explain rules to the children.
- will give positive reinforcement frequently.
- will redirect children into a more appropriate activity if a rule is broken.

DISCIPLINE AND GUIDANCE (con't)

If a child persists in breaking a rule, a teacher may limit the child's activities. For instance, if a child throws blocks, the teacher will remind the child of the rule and offer them another activity where throwing is more acceptable (e.g., ball play). If the child refuses the alternative activity and persists with throwing blocks, the child will lose his turn in the block area for a short period of time. Removing the child from all activities for a short period (one minute per year of the child's age) may then be used if the procedure has not yet been effective.

If a child loses control in a temper tantrum, the child may be removed from the group, but not left alone. At all times, teachers will remember that the goal of discipline is to help children gain control over their own behavior. Teachers will treat children fairly and with respect. Children should feel that inappropriate actions are unacceptable, not themselves as individuals. Discipline will be immediate, not too lengthy and consistent. Corporal punishment will never be used.

Parents will be asked to come to a conference if a child does not respond to the above procedures. A conference will be held to find solutions. If problems persist and cannot be corrected in a beneficial manner, the child may be dis-enrolled. Discipline and redirection can be most effective when staff and parents work as partners. If a question arises or a concern regarding discipline occurs, please bring it to the immediate attention of the staff.

Children may continue in the program as long as their presence remains a positive experience for themselves and the rest of the group. If a child is not fitting into our group setting, a conference will be called with the parents. At that time, concerns will be addressed and a plan to solve them will be sought. Should a situation arise where no workable plan is possible, we will ask for the child to be moved to a more suitable program. Please refer to the **Behavior/Transition Policy** found in your enrollment packet for more information.

BITING POLICY

CrossWays Preschool and **Celebration! Childcare** staff are aware that biting will occur in groups of young children for a variety of reasons. While the staff will do everything they can to address such incidents, biting may not always be prevented. When the staff and the Director conclude that EVERYTHING possible has been tried to resolve the habit, the parents will be requested to attend a Parent/Teacher Conference. At that time, a probationary period of two weeks duration will take place to determine whether this behavior has changed. If during this time period excessive biting continues and no change has occurred, a discussion concerning the child's continued enrollment in the program will be held.

Sometimes, a temporary suspension solves the problem. At other times, it is necessary to move the child to a smaller or specialized program or a one-on-one situation. The **CrossWays Preschool** and **Celebration! Childcare** programs are not able to provide this smaller environment.

PARENT INVOLVEMENT



The best environments for children are those in which parents are highly involved. All parents are welcome to take part in the many activities discussed. Should any parent have ideas for a topic to be shared, please inform the child's teacher.

CrossWays Preschool and **Celebration! Childcare** are supported by the Parent Relations Committee. The board meets bi-monthly and tracks programmatic and curricular issues, staffing needs and recognition, fundraising, and general functioning. Parents, who have been asked to represent their child's classroom, are important members of this board. These **Parent Representatives** serve their term, one year at a time. Other members include the ECM Director, a church administrator, the bookkeeper, a representative from Holy Cross Council, and a President and Vice President, selected from members of Holy Cross Church.

PARENT INVOLVEMENT ACTIVITIES

Parent involvement is a critical component for the success of the **CrossWays Preschool** and **Celebration! Childcare** programs. This involvement can be shown in many ways: Attend Parent/Teacher conferences, support of program activities (book fairs, classroom activities, etc.), participation in the restaurant fundraisers, volunteering for and attending fund raisers that reach out to the community, and other activities that are created to benefit **CrossWays Preschool** and **Celebration! Childcare**.

CrossWays Preschool and **Celebration! Childcare** offer family events such as movie nights, concerts and holiday celebrations. Families are strongly encouraged to attend and/or participate in activities. Parent-Teacher conferences are regularly scheduled during the school year.

PARENT COMMUNICATION

CrossWays Preschool and **Celebration! Childcare** believe that for young children to show positive development - physically, emotionally, socially and intellectually - there must be a strong parent/teacher relationship. To foster this relationship, the Director and Assistant Directors frequently communicate with parents using emails, Brightwheel messages, the **CrossWays Preschool** and **Celebration! Childcare** websites, phone calls and notes home. Teachers also reach out in numerous ways and welcome emails, notes, Brightwheel messages and conversation from parents. Feedback from parents is an important way for us to evaluate how we are doing! Parents are also encouraged to seek out the **Parent Representative** for their child's



class to share ideas or concerns. A poster listing the Parent Representatives as well as a suggestion box can be found near the entrance of each program. Please use these options to communicate with the Director and the staff.

Please refer to this **Handbook** as it has been designed with parents in mind. Refer to it for answers to questions you may have. If you cannot find the answer or need clarification, please contact the Director.

VISITING THE CLASSROOM

If you wish to visit your child's classroom, please arrange this observation with the Director. The Director will certainly try to accommodate your visit.

SMOKING

In the interest of health and comfort, smoking is not allowed at **CrossWays Preschool** or **Celebration! Childcare**.

NON-DISCRIMINATION POLICY

CrossWays Preschool and **Celebration! Childcare** admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the Center. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admission policies, assistance programs and other school-administered programs.

Updated: 6/2024

APPENDIX A

IMMUNIZATION POLICY

For the safety of all our children, including those too young to be immunized, it is expected that parents will maintain the schedule of childhood immunizations specified on DCFS Form IL444-4737. If **CrossWays Preschool** or **Celebration! Childcare** becomes aware of a child whose parents are not maintaining the recommended schedule of immunizations against one or more of the diseases on that form, the Exclusion Policy below shall apply for each of those one or more diseases.

MEDICAL EXEMPTIONS

If the medical condition of a child is such that the administration of one or more of the required immunizations is medically contraindicated, then the following policy will apply. First, the parent must provide a written statement by a licensed healthcare provider to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that specific immunizations are not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, child/ family medical history, for which the physician does not recommend immunization. Secondly, the parent must grant permission for Holy Cross personnel to discuss the child's medical conditions with the child's primary care provider. Based upon that discussion, a determination will be made as to whether it is safe and advisable for that child to participate in **CrossWays Preschool** or **Celebration! Childcare** programs. The child may be granted provisional admission to **CrossWays Preschool** or **Celebration! Childcare** with stipulations as to which specific immunizations the exemption applies and stipulations as to whether the exemption is permanent, for a set time or until a given age. The exclusion policy specified below shall apply to that child for the specific disease conditions for which immunization was not possible. If there are medical options that can be exercised to make that child safe against that particular disease (such as injection of immune globulins), documentation that those options had been implemented would need to be provided. If the exemption is granted, the parents must sign an acknowledgement form, provided by the Director.

RELIGIOUS EXEMPTIONS

In accordance with the State of Illinois health statutes (in particular, 105 ILCS 5/27-8.1) (from Ch. 122, par. 27-8.1), parents wishing to claim a religious exemption to one or more of the required immunizations must fulfill the following requirements. The parents must provide a written overview of their religious beliefs that inform their decision to withhold immunization(s) and/or medical examination(s) from their child. The overview must include detailed written responses to the following points of consideration:

- Articulate the parents' set of beliefs concerning the cause, nature, and purpose of the universe and how they are organized into a system of doctrine and practice.
- The Supreme Court has interpreted religion to mean a sincere and meaningful belief that occupies in the life of its possessor a place parallel to the place held by God in the lives of other persons. The religion or religious concept need not include belief in the existence of God or a supreme being to be within the scope of the First Amendment. When considered as the creation of a superhuman agency or agencies, what informs the parents' spiritual and ethical code for the conduct of human affairs?
- Substantiate specifically where there is conflict between the parents' religious beliefs and their participation in the State of Illinois health statute (105 ILCS 5/27-8.1) (from Ch. 122, par. 27-8.1). Detail the grounds for objection and the specific immunizations, tests, or examinations to which the parents object. The grounds for objection must set forth the specific religious belief that conflicts with the examination, test, immunization, or other medical intervention.

RELIGIOUS EXEMPTIONS, (con't)

Following a review of the parents' responses to the above, the child may be granted a religious exemption. If granted, the exclusion policy specified below shall apply to that child for the specific diseases for which the religious exemption was granted. If the exemption is granted, the parents must sign an acknowledgement form, provided by the Director.

EXCLUSION POLICY

Exclusion of an unimmunized or under-immunized child from **CrossWays Preschool** or **Celebration! Childcare** programs during a disease outbreak protects the health of the unimmunized or under-immunized child and minimizes the potential for further spread of that disease to other children, staff, family, and community members.

- If a **CrossWays Preschool** or **Celebration! Childcare** child exhibits symptoms of any of the diseases specified on DCFS Form IL444-4737, the parents will be contacted to pick up the child. The child cannot return as long as the symptoms continue. If the disease becomes a confirmed case¹, the child will be excluded from attendance at any **CrossWays Preschool** or **Celebration! Childcare** program until that child is no longer contagious. If the disease is confirmed, **CrossWays Preschool** or **Celebration! Childcare** will notify the Lake County Health Department Communicable Disease Program and the parents of all **CrossWays Preschool** and **Celebration! Childcare** children. **CrossWays Preschool** and **Celebration! Childcare** will also invoke the exclusion policy for any children with medical or religious exemptions to that particular disease, and that exclusion lasts until the incubation period for that disease has passed. If an outbreak² of that disease should develop in Lake County, the exclusion will continue as outlined below.
- If we become aware of an outbreak² in Lake County, Illinois of any one of the diseases listed under immunizations on DCFS Form IL444-4737 for which a child has not been receiving immunization at the recommended schedule, that child will be excluded from attendance at any **CrossWays Preschool** or **Celebration! Childcare** program starting 24 hours after our notifying the parents. Length of exclusion for each disease outbreak is defined by the Lake County Health Department Communicable Disease Program and lasts until the incubation period from the last confirmed case of the communicable disease has passed; this can be as long as 21 days after the last confirmed case in Lake County. **CrossWays Preschool** or **Celebration! Childcare** will notify the parent verbally and in writing of the beginning and end of such excluded attendance period.
- It is the responsibility of the parents to make alternate childcare arrangements during the exclusion period.

Updated 6/2024