

NOTES



CRYSTAL LAKE PARK DISTRICT

*An IAPD/IPRA Distinguished Agency*

*Revised 10/11*

# Crystal Lake Park District's



# Parent Handbook

# Grand Oaks Childcare Program Parent Handbook

Grand Oaks Day Care  
is a quality, low-cost program operated by  
the Crystal Lake Park District  
Grand Oaks is designed to provide child care services  
for the family and the community  
in an environment that is safe and stimulating.



**Grand Oaks Day Care**  
**1401 W. Route 176**  
**Crystal Lake, IL 60014**  
**815-356-2413**  
**[www.crystallakeparks.org](http://www.crystallakeparks.org)**

## FEES INCLUDE:

- Supervision, AM breakfast and an afternoon snack.
- Fees are paid monthly on the 1st of the month. Fees paid later than the 25th of the month will incur a late fee of \$25 and your child is no longer eligible to attend. Day Care attendance may resume upon FULL payment of your child's bill.

All payments for Grand Oaks Day Care need to be mailed to or dropped off at the Administrative Office, One East Crystal Lake Avenue, in the provided self-addressed envelopes.

## BILLING POLICY:

- **Payment** - You will receive 12 bills this year. The parent who registers the child in the program is responsible for making sure that payments are received by the first of each month. The parent who registers the child is also responsible for providing program information to all parties who have an interest in the child (parents, step-parents, etc.).
- **Credits** - You pay in advance. If your child misses a full calendar month (1st day of the month through the last day of the month), you will need to fill out the credit form that we provide. Credits must be requested and applied during the same month. (Credits will not be carried over from month to month.) We will not accept over the phone credits. Teachers cannot accept credits or payments and have no billing information. Their only responsibility is to concentrate on your child's safety and enjoyment.
- We are saving a spot for you, if you need to withdraw, you need to complete a credit form. You will be responsible for payment until this is completed.
- **Miscellaneous** - If your child misses a week here or there, you are responsible for your regular rate. We hire staff, buy supplies, pay for breakfast, snacks according to how many are signed up for the program.
- Schedule changes are on a monthly basis. For example, if you go from a 5-day to 3-day program, your new rate would start with the new month.
- Scholarships are available on a first come, first served basis and are based on financial need.
- If you have any questions, please contact Sandra at 459-0680, ext. 220, or Kim at (815) 356-2413.



Crystal Lake Park District  
Grand Oaks Day Care  
Weekly Fees 2011-2012

**All Day Care Program Classes**  
**Min. 4/Max. 8**

CODE	DAY	TIME	WEEKLY FEE
2456-0	3 Days	Full Day	\$140
2457-0	5 Days	Full Day	\$225
2458-0	3 Days	Half Day	\$110
2459-0	5 Days	Half Day	\$151

***Enrollment Notes:***

- Registration begins December 1, 2011 with open enrollment throughout year as space permits.
- A non-refundable deposit of the first month's tuition is required.
- To be added to a waiting list, a non-refundable deposit of \$25 is required.
- Tuition discounts for 2nd and 3rd children of same immediate family.
- Call (815) 459-0680 to check space availability.

Welcome To  
Grand Oaks  
Day Care!



Dear Parents,

Grand Oaks would like to welcome you and your child into our Day Care. Our Handbook outlines our policies and answers some common questions. Please review this Handbook since it sets forth Grand Oaks policies and procedures. Policies and procedures are subject to change and do not confer any obligation on the Center. Grand Oaks explicitly reserves the right to modify any of these procedures and policies at any time and without notice. Realizing that a Handbook cannot answer everything, we welcome any questions or concerns at the Grand Oaks Day Care Office 815-356-2413.

Sincerely,

**Recreation Supervisor**  
***Sandra Thompson***

**Day Care Director**  
***Kim Rodgers***



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***Grand Oaks Day Care  
is a program which provides educational  
activities designed to meet the  
interests, abilities and needs  
of the children enrolled.***



CRYSTAL LAKE PARK DISTRICT

***Grow Up With Us!!***

# Parent & Teacher Communication

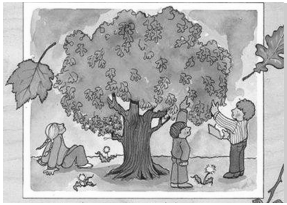


## ***Parent & Teacher Communication***

Open communications is very important to your child's growth and development. Monthly newsletters of the activities from class are sent home with your child. Also an activity chart is posted in the classroom daily. We would appreciate it if you would let us know any pertinent information that could be affecting your child. We are a team working together with your child's best interest in mind.

Parents are asked to respect staff, parents, and other children in our program. We will work to the best of our ability to help problem solve any concerns parents may have in a professional manner. If we find we are unable to meet the needs of a family in a thoughtful process we reserve the right for immediate dismissal from the program and would provide names to agencies that may better serve their needs.

Parents will be given progress reports twice during the year. These reports will show you how your child is developing, and help make any achievement goals for the rest of the year. Parent teacher conferences will be held every six monthes. Progress reports are for the individual child and should not be compared to others.



# Code of Conduct

## Code of Conduct

We believe that a Grand Oaks Day Care employee's role is one of a strong leader helping the children grow toward self-discipline and self-direction. We use cool down periods as a means of calming the child down and then conversing with him/her. If an unacceptable behavior continues, we will do the following:

1. Talk to the parents or guardian.
2. Write an incident report.
3. After three incident reports the child will be suspended from the program for an appropriate amount of time.
4. If upon return, the behavior continues, the child will be removed from the Day Care Program.
5. Depending on the severity of an incident, a participant can be removed, immediately.
6. Grand Oaks Day Care follows District # 47 guidelines.
7. Sexual harassment is illegal and against the policies of the Park District. Sexual harassment involves (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment, or (b) making submission to or rejection of such conduct the basis for employment environment by such conduct.

Any employee who believes that the actions or words of a supervisor, fellow employee, volunteer, intern, vendor, elected official, or any other person involved with the Park District, constitutes sexual harassment has a responsibility to report or complain as soon as possible first to the appropriate supervisor, Director of Parks and Recreation, or to the Crystal Lake Board of Commissioners, in that order.

All complaints must be documented in writing and investigated promptly and in as impartial and confidential a manner as possible by the supervisor or Director, or Board of Commissioners. If an employee is not satisfied with the handling of the complaint, or the action taken by the supervisor, then the employee should bring the complaint to the attention of the Director, or subsequently to the Board of Commissioners. In all cases, the employee is to be advised of the supervisor's, Director's, or Board of Commissioner's findings and conclusions.

# General Policies



1. Enrollment is open to children ages 3—5 years of age provided the program can meet the needs of the child. Maximum age of the child can not to exceed 6 years of age.
2. The child must be potty trained.
3. Enrollment is on a first-come, first-serve basis. A waiting list will be started once the available space is filled.
4. In order to stay enrolled in the program each year an emergency information form and certificate of health examination are required to be on file for every child. The first health exam has to be completed no later than six month's before their start date.
5. We are required to have a birth certificate on file for your child. The Missing Children Records Act mandates a Certified copy be provided. All records are kept confidential.
6. Insurance: Grand Oaks Day Care does not carry individual insurance for your child. Parents are responsible for their child's individual insurance coverage.

## STATEMENT OF NONDISCRIMINATION:

Enrollment in the program shall be granted without discrimination with regard to sex, race, color, creed, or political belief.

## Please note

*The Department of Children and Family Services requires us to have available for parents and caregivers various information regarding licensing rules, caregiver qualifications, child abuse, and resource and referral agencies in our area. This information is available in pamphlet and summary form for you to review in the Grand Oaks Day Care office.*

## Americans with Disabilities Act (ADA)

The Crystal Lake Park District is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). The Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Park District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Park District. If you require a special accommodation, please contact Don Self, Superintendent of Recreation at (815) 459-0680, ext. 217.



# Introduction

*We will care and ready your preschooler for kindergarten in a nurturing environment through a hands-on developmentally appropriate curriculum. Grand Oaks complies with the rules of the McHenry County Health Department regarding Day Care Centers and is licensed through the Illinois Department of Children and Family Services.*

## **WHY CHOOSE GRAND OAKS**

- Meeting or Exceeding the guidelines for the surrounding school districts' kindergarten readiness skills.
- Determining and enhancing each child's own individual abilities.
- Basic values and concepts are supported, such as: self-esteem, primary thinking, problem solving, caring, and sharing.
- Grand Oaks prides itself on the individual and group activities that it offers to each of its children.
- A professional and caring staff.

# Health & Attendance



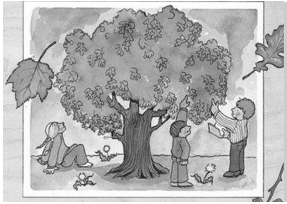
**For each child's protection, the following health regulations will be required.**

1. The child care staff has the authority to refuse any child who shows signs of illness. In such cases, the child care staff's judgment is final.
2. It is the parent's responsibility to verify that their child's daily health is adequate for his/her participation in the program before bringing him/her to the school. A child who shows signs of illness should be kept at home for his/her own good as well as for the protection of other students.
3. If a child becomes ill or injured while at the site, the parent will be notified promptly. The staff will follow the directions stated on the emergency information form concerning your physician and others who are to be notified if a parent or guardian is unavailable. If an ambulance is called, a Grand Oaks staff member will ride with the child to the hospital.
4. If your child is exposed to a communicable disease, you must notify us immediately so that incubation dates can be verified and/or the health of all children concerned can be protected.

**Please do not send your child to Grand Oaks if they display any of the symptoms below, as they may indicate a real illness:**

- Temperature above 100 F in the morning.
- Diarrhea, where more than one abnormally loose stool has occurred in the last 24 hours.
- Vomiting anytime after 6 pm the preceding evening.
- Severe coughing where the child gets red or blue in the face or the child makes a high-pitched croupy or whooping sound after he or she coughs.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Pinkeye (conjunctivitis), evidenced by tears, redness of eyelid lining and irritation, followed by swelling and discharge of pus.
- Infected skin patches that are crusty, bright yellow, dry or gummy.
- Any contagious disease, like chicken pox, measles, mumps, mono, etc.
- If an antibiotic has been given for an ear infection or sore throat, wait 24 hours before sending a child back to school.
- Severe itching of the body or scalp could indicate the presence of lice.
- Severe sore throat or trouble swallowing.
- Constant running nose.

When validated, keeping children home from Grand Oaks Day Care when sick prevents the spreading of disease, so that all kids in the class will be healthier and miss fewer school days.



# Medication

## **Medication**

In order for any medications to be administered, the Education Code states that the school must receive:

- A. A written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken.
- B. A written desire that we assist the pupil in taking the medicine. The medication must be delivered to the school in the original container as delivered by the pharmacy to the parent.
- C. Ask your doctor or pharmacist for another container with a label on it.
- D. We will log in our book when medicine is given.
- E. All medicine is secured in a lock-box.

# Our Philosophy



We believe that children learn by a hands-on curriculum, and every opportunity will be given to present concepts so those children can learn from experience to better internalize their learning.

We believe that children learn best by taking the familiar and expanding their knowledge base by giving them ample experience to form new concepts.

We believe that values and concepts of self-esteem, socialization, caring, sharing, and love for learning, are additionally important parts of our curriculum.

We believe parent communication is vitally important to their child's development. We will do this through newsletters, our parent information board, conferences, parent education and opportunities to participate with your child at Grand Oaks.



# Curriculum

Grand Oaks cares for and readies your preschooler for kindergarten in a nurturing, environment through a hands-on, developmentally appropriate curriculum. Our curriculum will include active learning in:

- *Social Skills*
- *Math*
- *Science*
- *Pre-writing*
- *Pre-reading*
- *Self expressive art*
- *Music*
- *Dramatic play*
- *Large and small motor skills*

Our goals are to care for your child while at work in a compassionate environment, and enhance your child's skills in socialization, self-confidence, and academics for kindergarten.

# Ratios, Birthdays, Visiting, Personal Items



## ***Birthday Celebrations***

Traditionally, classes will honor the birthday child with a song. You are welcome to send in a special commercially made, pre-packaged treat or non-food item such as stickers, which your child can share, or send home, with classmates. We ask that you do not send party invitations to Grand Oaks Day Care unless you are inviting the entire class.

## ***Staff/Ratio***

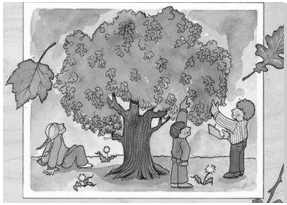
The 3-year-olds have a maximum ratio of one adult per seven children and the 4-year-olds have a maximum of one adult per 10 children. Staffing includes qualified teacher(s) and aide(s). The director is located at Grand Oaks Day Care and is also present in classes as time permits.

## ***Parent Visitations***

We believe that parent visitations are an important part of this program. It allows parents an opportunity to observe how their child is doing in the school setting. Parent visitation also communicates to children that what they are doing in school is important. During your visit, please feel free to discuss any concerns you have with the staff. If you are unable to commit ahead of time due to work scheduling, please feel free to drop-in whenever possible. Month-to-month calendars will be available for sign-up.

## ***Personal Articles***

Students are not allowed to bring toys, sporting equipment, or pets to school unless prior permission has been given. Children are discouraged from bringing large sums of money or valuable items to Grand Oaks which might be stolen or damaged. All items that are brought must be clearly labeled. Neither the Park District nor the program are responsible for any item that is lost, stolen or damaged. Items such as screw drivers, metal nail files, lighters and/or matches are not allowed on school property. The Crystal Lake Park District follows District 47's Zero Tolerance policy on weapons.



## Arrival, Dismissal, Closing Time

### **Arrival and Dismissal**

We cannot supervise early arrivals. This is the time we use to prepare the classroom. The teachers will open the door when Grand Oaks Day Care is ready to begin, and you will sign them in for the day. Thank you for your understanding.

Your prompt arrival at dismissal time is required. Please call the Grand Oaks Day Care if there is an unexpected delay. When your child's day is over, the teacher will open the door and you will be required to sign the release form. Your child can only be released to a parent or an individual designated on the child's release form. Individuals, other than the child's parent, will be required to provide proper, personal identification. (I.E. Driver's license or state ID) If the person picking up your child is someone other than who you indicated on your release form, please write a note prior to the date or phone.

### **Closing Time**

Closing is promptly at 6:15 PM. There will be a late charge when a child is picked up after closing time in the amount of \$10 up to 6:20 PM and \$1 for every minute thereafter, charged on your next bill. After 6:30 PM, if we have had no contact from a parent a responsible party will be contacted to pick up your child. If no one is available from your emergency form, the police will be called and your child will be taken into protective custody until a parent /guardian is located. \*Consistent lateness will result in being dropped from Grand Oaks

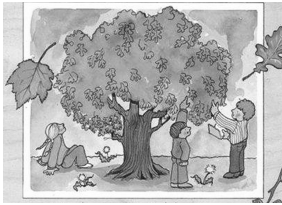
#### **In case you are late and no one is at Grand Oaks:**

1. Contact the people on your emergency form first to verify whether or not any of them have your child.
2. Call the police if you cannot locate your child.

## Our Daily Schedule



6:15 – 7:30 am:	Arrival – Wash Hands/Bathroom – Open Exploration
7:30 – 8:00am:	BREAKFAST – Clean Up and Bathroom
8:00 – 8:15am:	Activity Tables
8:15 – 8:30am:	Social Circle/Flag
8:30 – 9:45am:	Open Exploration and Programmed Activity:
<b>Monday:</b>	Cognitive Recognition (colors, shapes, numbers, letters)
<b>Tuesday:</b>	Nature Study (Exploring the natural world around us & the world)
<b>Wednesday:</b>	Acorn Theater (puppet plays, felt stories, student participation)
<b>Thursday:</b>	Math and Science Lab
<b>Friday:</b>	Music Studio
9:45 – 10:10am:	Clean up and Wash Hands – SNACK
10:10 – 10:50am:	Outdoor Play (weather permitting, otherwise indoor large motor)
10:50 – 11:00am:	Bathroom and Wash Up from outdoor play
11:00 – 11:30am:	Story Time
11:30 – 12:15pm:	Wash up – LUNCH
12:15 – 12:30pm:	Library Time
12:30 – 12:45pm:	Wiggles Out Activity
12:45 – 1:00pm:	Calendar and Weather
1:00 – 3:00pm:	Nap Time/Quiet Play
3:00 – 3:30pm:	Bathroom and Wash Up SNACK
3:30 – 4:00pm:	Music
4:00 – 4:30pm:	Project
4:30 – 6:00pm:	Open Exploration
6:00 – 6:15pm:	Clean Up and Goodbyes



# Operating Policies

## **Outdoor Activities**

We aim to provide outdoor playtime daily when the temperature is over 20 degrees. Any requests to apply sunscreen and/or insect repellent must be in writing, accompanied by the product.

## **Confidentiality**

Children's records are considered confidential and therefore written parent/guardian permission is required for any request to share information, other than for preschool staff needs, or before DCFS inspections.

## **Crystal Lake Park District Green Policy**

We'd like you to know that our maintenance department now uses all green products for cleaning Grand Oaks Day Care. Additionally, the Illinois Department of Public Health now requires that we notify you of our coordinated pest management program in the Park District. Pesticide use is highly avoided due to the possibility of any inhalation or sensitivity with children or staff. However, if found necessary, pesticides would not be applied while children are present, nor would they be used within a two hour period before a class. If you need notification of any pesticide use, please contact us in writing.

**HOLIDAYS:** Grand Oaks will be closed on the following holidays:

- Labor Day
- Columbus Day
- Thanksgiving Break (Thursday and Friday)
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- President's Day
- Memorial Day
- 4th of July

# Severe Weather



## **Severe Weather**

**Closing due to Weather will be broadcast on 105.5 FM radio.  
Or you can call 815- 459 - PARK.**

**Lightning-**If lightning is seen or thunder is heard, children will be kept indoors and will not be allowed outside until 30 minutes after the last sighting of lightning or sound of thunder. If it is lightning and/or thundering at dismissal time, the parent will need to come inside to sign their child(ren) out.

**Tornado Watch-**A tornado watch is in effect when conditions are good for a tornado to form. Our staff will monitor the weather radio and weather conditions when we are under a tornado watch.

**Tornado Warning-**A tornado warning is in effect when a tornado has been sighted. All children and staff will take shelter immediately. If a parent comes to pick up their child(ren) while we are under a tornado warning, we recommend the parent and child(ren) stay in the shelter. If the parent wants to take the child(ren), they must sign the child(ren) out prior to taking them from Grand Oaks.