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**PARK DISTRICT**

# Schaumburg Park District Early Childhood

## Parental Guidelines

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**PARK DISTRICT**

## PARENTAL GUIDELINES

### Early Childhood Programs

*Thank you for choosing our Schaumburg Park District Early Childhood Program. We hope you enjoy time for yourself while your child is in this “on my own” program. In order to have a successful program for all the children involved, please familiarize yourself with the following policies:*

#### **Program Participant Information**

In order to insure that the Schaumburg Park District is provided with the proper information to best serve your child, the participant information form must be filled out. You will receive this information the first day of class and you must stay with your child until it is completed. It is also available on line at [www.parkfun.com](http://www.parkfun.com). If your child needs medication during the program, carefully read Medication in this handbook.

#### **Authorization for Drop-off/Pick-up**

**Drop-off:** When dropping off a child to his/her program, parents or authorized persons must walk the child into the program and sign-in with the teacher.

**Authorization for pick-up:** Only those persons authorized in writing on the participant drop-off/pick-up information form may pick up a child. Parents or those authorized to pick-up must sign the child out after presenting a valid photo ID. Schaumburg Park District will not release any child to an unauthorized person. In the case of emergencies when you need someone not authorized to pick up your child, and a one day written notice is impossible, you must notify your child’s teacher. Your child’s safety is extremely important to the Schaumburg Park District.

**Bock Center 847-985-2141**

**Meineke Recreation Center (MRC) 847-985-2143**

**Shephard Early Childhood Center (PSC) 847-490-7036**

**Community Recreation Center (CRC) 847-490-7020**

## **Injury and Illness**

For any child who is injured and requires more than basic first aid, the following steps will be taken:

1. Attempt to contact parent/guardian
2. Attempt to contact emergency listings
3. If necessary, 911 will be called and the child will be transported to the nearest hospital by ambulance, accompanied by a staff member

The Schaumburg Park District does not provide accident insurance or medical insurance to its participants.

## **Health Policy**

For the protection of all children and staff, we are unable to accept a child who appears ill. **STAFF HAS THE RIGHT TO REFUSE ADMITTANCE OF A CHILD WHO APPEARS TOO ILL TO ATTEND ON A GIVEN DAY.** If you are in doubt about your child's health, please keep him/her home and notify the appropriate center prior to your child's usual time of arrival. If your child has a communicable disease, please notify the staff or supervisor. A few guidelines to follow in determining whether you should keep your child home are:

- Children should be free of an elevated temperature for 24 hours before returning. Sometimes children are anxious to participate and return too soon. Because their resistance is lowered, they are more susceptible to germs and they can become ill again.
- If prescribed, children should be on antibiotics for 24 hours before returning to insure they are no longer contagious.
- If matter coming from the nose is not clear in color, it is usually symptomatic of an infectious process beginning. Please keep your child home.
- Children should be free of diarrhea for at least 24 hours before returning.
- A rash may be the first sign of many illnesses, such as scarlet fever or chicken pox. A rash or spots may cover the entire body or may appear in only one area. Do not send a child with a rash until your doctor has said that it is safe to do so.

If any child has a rash, fever or other signs of illness, a parent/guardian will be called and must pick the child up within one hour. If a parent/guardian cannot be reached, staff will contact persons listed on the participant drop-off/pick-up form as authorized to pick the child up.

## **Communicable Diseases**

(Head Lice/Strep/Ringworm/ Impetigo/Hand, Foot, and Mouth Disease/Conjunctivitis)

If your child is diagnosed with any communicable disease, please notify the Park District Staff or Shephard Center office. The Schaumburg Park District has firm guidelines that must be followed before your child may return to the program. Please see your child's teacher if this information is needed.

## **Medication**

### **Parental Procedures and Responsibilities**

The parent/guardian must:

1. Complete and sign the following forms: *Permission to Dispense/Self-Administer Medication (Form C)*, *Waiver and Release (Form D)*, and *Medication Dispensing Information (Form E)*. Please ask the teachers for these forms.
2. Where appropriate, provide a *Self-Administration* form from the medication prescriber;
3. Deliver all medication to the Park District Staff. Prescription medication must be in the original prescription bottle with label intact. Non-prescription medication shall be in the original unopened bottle which includes the child's name, medication, dosage, and time of day medication is to be given.
4. Communicate with the teacher regarding specific instructions for medication including self-administration where appropriate.
  - If a child does not have sufficient medication onsite, the parent/guardian will be notified to pick the child up within one hour.
  - Please note that the teacher is not allowed to calculate the amount of dosages participants must take.

## **Sunscreen & Insect Repellent**

Teachers are unable to apply sunscreen or insect repellent to your child. We strongly suggest you apply sunscreen and/or insect repellent to your child at home. It is recommended that sunscreen be applied at least 30 minutes prior to exposure to sunlight.

## **Late Pick-Up**

All parents who are late picking up their child will be asked to sign a late pick up notice. Two late pickups will result in the late fee being charged. The late pick-up fee is \$1 per minute. If after 30 minutes and after all emergency contacts have been unsuccessful, staff will contact the police. In case of an emergency, please contact the building where your child attends, so that the teacher is aware of the situation.

Our programs are designed to promote self-discipline. The staff works with the children through redirection and role-modeling to promote an atmosphere of cooperation. If the child is not benefiting from our program or the health, safety and welfare of this child, and/or that of another child in the group are at risk, we reserve the right to dismiss the child. Unacceptable behavior includes biting, hitting, throwing items, etc.

### **Discipline Procedures**

If children are having difficulty adjusting to the classroom environment, the teacher enlists the assistance of the parents.

Written Discipline Notices will be given to the parents of those children who do not respond positively to teacher redirection for such behaviors as:

- Being physically abusive: hitting, kicking, biting, throwing objects
- Defiance of authority
- Abusive/foul language
- Abuse of equipment, supplies, facilities

**The first written notice** will alert the parent of the continuation of inappropriate behavior. The parent, teachers and program supervisor meet to discuss steps to correct the behavior. The staff may request permission to access outside resources from NWSRA for additional information on how to best meet the child's needs.

**The second written notice** will result in the need for the parent to attend a class with the child. The parent, teachers, early childhood supervisor, and other professionals working with the child will meet together to develop a behavior modification plan. This plan will be reviewed and modified as needed.

**The third written notice** may result in the child being dropped from the program.

If, at any time, a child's behavior threatens their own safety or the safety of others, the parent/guardian will be notified and is expected to pick the child up within the half hour.

The Early Childhood Supervisor reserves the right to review each situation on an individual basis and may eliminate steps depending on the severity of the incident.

### **Adult Rules of Conduct**

Any parent/guardian, authorized person who displays any one of the following behaviors will no longer be allowed at site:

1. Physical abuse; shaking, grabbing, hitting, pushing, etc.
2. Verbal abuse including inappropriate language or threats
3. Use or possession of alcohol or illegal substances

If staff suspects an authorized person of substance abuse or view any act of child abuse or its effects, the police will be notified. Schaumburg Park District's first responsibility is to the safety of the children.

**Clothing**

We ask that the children be dressed as comfortably as possible. Simple play clothes are best. We will be using a wide variety of art materials that tend to get messy and the children can enjoy themselves more if they don't have to worry about their clothing. Please make sure your child's clothing does not hinder his/her ability to take care of his/her own bathroom needs. We recommend gym shoes with no-skid soles for your child's safety for all programs. Children enrolled in Safety Town, Safety Explorers and Great Safety Adventure must wear gym shoes in order to participate. To avoid confusion and loss, all removable clothing should be marked with your child's name. The Schaumburg Park District is not responsible for lost or stolen items.

**Bathroom Use**

Children who are toilet trained should be able to tend to their own bathroom needs. Staff will walk your child to the bathroom but are not allowed to assist your child in the bathroom. If your child has a bathroom accident, you will be called to come and change him/her. Please be sure that everyone on your emergency phone list is aware of this policy and can bring a change of clothes. Some classes allow pull-ups. Children who need the security of a pull-up may wear them to class. If the child is noticeably wet or uncomfortable you will be called to come and change the child. Continual bathroom incidents may indicate that your child is not ready for a class without parents.

**ADA and Special Accommodation**

If your child requires special accommodations while attending the program, Schaumburg Park District will work with your family in cooperation with Northwest Special Recreation Association. Please contact the Early Childhood Supervisor as well as noting any pertinent information on your child's registration form.

**Questions/Concerns**

Questions or concerns regarding the program should be discussed with your child's teachers. If your concerns were not addressed, the Early Childhood Supervisor is available to help. The Early Childhood Supervisor is at the Patricia Shephard Center, or you may call 847/490-7036. Office hours are Monday – Friday 9 AM – 5 PM.

**Parking**

There are designated areas for parking. You are prohibited from parking in the handicapped spaces or fire lanes. Other children should not be left unattended in the car while the parent is entering the building.

**Personal Hygiene**

To alleviate many germs, children are asked to wash their hands before entering the classroom.

If your child has a food allergy or is on medication, please inform the teachers. There are additional papers to complete to assure the safety of your child.