

Lake Forest Community High School District 115

Little Scouts

Parent Handbook



Dear Parents,

We welcome your child to Lake Forest High School's Little Scouts Day Care Center! We hope this will be an enriching experience for you and your child. The classrooms are equipped with the latest state of the art equipment and resources available and designed to meet individual needs of the children and staff. Activities are developmentally appropriate for the age level involved in a room filled with warmth, affection and respect for others.

We hope this is just the beginning of many enjoyable experiences for your child at Little Scouts and soon he/she will feel as comfortable at school as he/she is at home. This parent handbook was written to clarify our operating policies and procedures. You can help your child and us by reading its contents carefully. If you have any questions or concerns, please feel free to discuss them with the teachers or director. We look forward to you being a part of our Little Scout family.

Sincerely,

*Shari Kantor
Director*

Little Scouts.....(847)235-9670

Alternate number- (hall desk) (847)235-9671

E-mail:..... skantor@lfschools.net

FAX:(847)234-5132

LFHS Main Number:.....(847)234-3600

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 own 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 in 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. Each year after, Little Scouts has added a half-day program along with additional classes. 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. In the fall of 2005 Little Scouts opened its doors to infants and toddlers. In August 2008 Little Scouts has come full circle and 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.

Goals

Our purpose and first priority is to serve the Lake Forest High School faculty as well as District 65 and 67. In addition Little Scouts does serve Lake Bluff and Lake Forest City employees as well as members of the community.

Our goal, at Little Scouts, is to provide a safe and happy environment where your child can grow and learn. We encourage creativity, good thinking skills, and cooperation to accomplish common goals. We want each child to develop a healthy self-esteem and to be excited about coming to school each day. The Little Scout 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.

Philosophy

We believe that it is equally important for a child to develop in all areas of growth. Each child is a unique individual who brings their own personality, temperament, learning style, family background and rate of growth to our program. Our environment, curriculum, and staff respond to these differences through a developmental program that enhances each child's growth while challenging the child's interest in and understanding of their world.

Confidentiality

All student records (including medical, psychological, behavior, family history etc.) and classroom conduct are kept confidential and not released without written parental consent. Little Scout Staff may see files for information that will help them better understand and serve the needs of your child. The Health Department and Department of Children and Family Service officials may have access and are required by law to occasionally review center files.

Our Staff

Our teachers all have at least undergraduate training in Early Childhood Education as well as previous classroom experience with young children. They all have CPR, First Aid and Heimlich maneuver instruction. All of The Little Scout staff participates in a continuous program of in-service education and studies for professional advancement in order to remain alert to the ever-changing needs of today's families and current research in the field. One such in-service is the annual conference in Chicago sponsored by the National Association for the Education of Young Children. All Little Scout staff are employees of Lake Forest High School. The Director of Little Scouts reports to the Deputy Superintendent of Finance and Operations at Lake Forest High School.

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

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

Program Information

Infants

Little Scouts will take infants once they have reached 6 weeks of age. The infant teacher ratio in this room is 7:3. 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. Each parent (or guardian) will fill out a daily information sheet and settle their infant in for the 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 baby swing, floor mats, excersaucer, books, and push and pulls toys- just to name a few.

Toddlers and Twos

The toddler room will consist of children 15 months of age to 36 months. The two-year-old room will consist of children 24 months to turning three anytime after September 1. The teacher student ratio is 10:2 for the toddler room and 15:2 for the two-year-old room (with an assistant available on most days) 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 each 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, finger plays, music, science creative art, etc. 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 importance, not the 'product'. It is important that they have fun and feel good about their accomplishments.

Separation

It is very important for toddlers and preschoolers 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 prior to 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 separation

1. We encourage all parents to ALWAYS say goodbye when leaving your 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, "giving an approximate time. 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 wait 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 call or e-mail to check on your child as well.

Nutrition

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. (See nutrition later in the handbook for more detailed information).

Toilet Training

Children in both 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 own disposable diapers/pull-ups and wipes. (please see separate toddler and two-year-old supply list) Diaper ointment is treated as medication and will need a release to have it applied to their child.

3-5 Year Olds

Full day and Half day

Children must be 3 by September 1st to be eligible for the 3-year-old program and children must be 4 by September 1st for the 4-year-old program. For the full day classes the 3 and 4-year-old children join together at the beginning of the day (for the children who arrive before 8:30 a.m.) and again at the end of the day (after 4:30 p.m.). A separate curriculum guide is available for both classes. The student teacher ratio is 10:1. There is an assistant that helps each class depending on each classes needs. Each week the children's activities are based around a theme. Their art, science, language development, books, songs, and games all relate to the theme of the week. Throughout the year the three year olds concentrate on colors and shapes while the four year olds work on a letter each week. Each class works on literacy activities such as story dictation, journaling, dramatic play and writing centers. Parents receive a copy of the lesson plan that states the 'theme of the week' and the activities scheduled for each day. Every day the children will experience music through songs, tapes, and/or musical instruments. Language development is encouraged through reading books, flannel board stories, puppets, and finger plays. Socialization is encouraged through circle time, playing games in a group, dramatic play, following directions, and participating as a valuable member of our class family. Children have opportunities to make choices, negotiate, and practice basic problem solving. We play outside every day, weather permitting and if not we will go downstairs to Fellowship hall for large motor activities such as riding bikes, playing with balls and hoops or 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 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. (Please see nutritional section in handbook for more detailed information)

Separation

Although some of the 3 and 4 year olds have been to a school previously or have been coming to Little Scouts for years we still need to be thoughtful of separation issues. If this is a child's first time attending Little Scouts we do ask that they make a visit with their parent or guardian before their first official day of attendance. Most teachers ask children to bring pictures from home to hang in their child's cubby. Children at this age still need reassurance that their parents leave and come back every day.

Communication between School and Home

Communication between parents and Little Scouts is shared in a variety of ways. For the full day programs you will receive a daily report that lets you know about your child's day. The daily report lets you know how much your child ate at lunch, how long they slept at rest time, where they enjoyed their large motor exercise for the day and any individual notes that the teacher wants to bring to your attention. If you have a specific question or concern, you may share that with the teacher at drop off or pick up time as long as it is short in length. If it takes more than a minute or two, please arrange a meeting or phone conference with the teacher at a later time. All classes will receive a weekly lesson plan that details the theme of the week and 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. All parents will receive monthly meal calendars and newsletters from the director about the daily operation of Little Scouts and child related issues that may be informative.

Parent conferences with teachers are available in October/November to discuss initial adjustment and again in April/May to review 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. (We require appointments be made for initial tours of the center before enrollment.) 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 we have a family night where the whole family is invited to come to Little Scouts. The children like to share a few songs they have learned in class. It is an occasion to celebrate our children and their accomplishments. It is also a casual setting to meet the families of the friend your child has made in class. Your children really appreciate you taking the time to be there.

At the end of the school year we have a graduation for all the children moving on to Kindergarten the following fall. Once again 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 to have 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.

Personal items to bring to school:

- A complete change of clothing
- Tote bag or backpack
- Diapers/pull-ups and wipes (if needed)
- A cot size blanket and pillow (if desired)

Box of tissues

*each class may ask for extra items in addition to the ones above

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

Once in a while we may take a field trip out in the community to enrich the children's lives with new experiences. These trips are always planned in advance 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 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. 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 form. 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
- Help your child remove their outerwear and place 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 everyday. 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 prior to the child's release. Children are not allowed to leave the classroom or playground 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 pick up. Full day classes end at 5:15 p.m. Half-day classes end at 11:30 a.m. and 12:15 p.m.

The late fee policy is as follows:

- If you find you are in an emergency situation and cannot be to Little Scouts on time please phone Little Scouts and make them aware of your situation.
- If you will be arriving late you will need to find an alternate person that is on your authorized pick up list to pick up your child by closing time.
- Each family will have 1 warning. After 1 warning you will be charged \$1.00 per minute to be paid upon arrival. You will also need to sign a piece of paper upon late arrival.
- After 3 late pick ups you will need to meet with the director in order 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

Hand Washing Policy

The Health Department and the Department of Children and Family Services have implemented a new hand-washing rule in attempt to lower the spread of communicable diseases. 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

The Little Scout outside doors are locked at all times for the safety of our students and staff. As parents and upon registration, you will be given a key fob to access Little Scouts.

Nutrition

Morning snacks, lunch and afternoon snacks are served to the full day classes. Snacks consist of 100% fruit juice or milk along with cereal, crackers, pretzels, fruit or vegetables, etc. We try to avoid items high in sugar except on special occasions. Our lunch is catered by Quality Catering Company and served by the director or teachers in the classrooms on disposable lunch ware. The director does maintain the food and sanitation certificate. Menus are distributed every three months 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.

Each family will receive a daily report that will let you know how much your child ate for the day. Half-day children will receive a morning snack.

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.

Health and Safety

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 describing what happened, the time and the first aid given. A copy is given to the parent at pick up time and the parent is asked to sign the original to be put in the student's file at school. Signing this is just to acknowledge that you were informed of the incident and to communicate with you what happened. Having a note on paper also helps to remind the teacher so that the incident is not forgotten.

If a wound is more than a small bump or scrape, the director 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 in nature (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 personal 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 prior to entrance 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 make a determination 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 one hour after notification. It is the parent's responsibility to ensure that the emergency card is updated and that a parent or emergency contact is reachable at all times. The emergency contact name that you designate will be called in the event that you are unreachable. We will attempt to contact the parent/guardian for 30 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.
- If your child is manifesting symptoms similar to those of other diagnosed children in the room, you may be required to provide us with a doctor's note or to remain home until symptoms subside.

Children exhibiting signs of illness listed below will be sent home. They may not return the following day and must remain home until symptom free without medication for a minimum of **24 hours**.

- **Fever** (of 100 degrees or greater)
Children who develop a fever while at school (or the night before at home) will not be readmitted to school until their temperature has been normal for 24 hours **without the use of Tylenol or other fever reducing medicines**. In the case where a child appears ill but his/her temperature is lower than 100 degrees, the Little Scout staff will decide whether or not the child may remain at school
- **Diarrhea** (Watery or foamy bowel movements that look different and/or are more frequent than usual)
Your child must stay home until he/she is having formed, not runny, stool or until the pediatrician indicates in writing that the diarrhea is of a non-contagious nature, and your child is well enough to participate in all activities.
- **Vomit** (more than spitting up)
- **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 of a communicable nature, 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 a 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.
- **Nasal discharge, Colds and Persistent Coughs:** (mucus that is green or not clear, severe cold and cough)
Discolored nasal discharge is a sign of infection. Children with green mucus may not attend Little Scouts. Yellow mucus generally means that an infection is forming. Therefore, we will adhere to the following guidelines regarding nasal discharge:

1. If your child has yellow mucus during the day we will let you know at pick-up time. At that time you can consult a physician if you choose to.
 2. If your child has green mucus, we will call to let you know. You will not be required to pick your child up within the hour. However, we will need a doctor's note before your child can return to school.
 3. If the doctor determines that your child has a non-contagious infection, he/she may return the next morning.
You will need to provide a note from your child's doctor as identified on his/her enrollment application or emergency card or from a local urgent care/emergency room facility before your child will be readmitted to the center.
 4. If your doctor determines that your child has an infection, he/she will need to be symptom free for 24 hours before returning to school.
 5. If your child has green mucus and any other symptoms (temperature, lethargy, clingy, pulling ears, etc.) you will be required to pick your child up within the hour.
- **Strep Infection**
Your child may return when he/she has been on antibiotics for 24 hours, no longer has a fever, and is able to 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, chicken pox, 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 prior to your child returning 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 presents. 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 (847-295-9670) no later than 9:30a.m. 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 physicians name, the drug store or pharmacy, and in its original container. Pharmacists are usually happy to give you two containers if you ask for it. 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. Sun block, insect repellent and

diaper ointment are treated like 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 for the purpose of 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. School pictures are usually taken in the fall by Smiles Photography. You will receive information in advance about the date picture will be taken and the package prices. There is no obligation for the purchase and it is not intended as a fundraiser for Little Scouts.

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, turtle 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 in the event that 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 to 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 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 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 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. 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 disenrollment if a suitable solution is not reached. 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 affect 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 "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 reason to replace 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 with the exception of 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 are expected to pay for various holidays through the year such as Thanksgiving, Columbus Day etc. If your child is absent or sick you will not be re-imbursed 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 make an effort to

pick up their children as soon as possible. Should there be a delay in opening time of public schools, the opening of Little Scouts will be delayed by the same amount of time. At the beginning of the school year each class will receive a phone tree to pass on information such as school closing and we will be using the districts Instant Alert System to notify staff and families of unexpected closes and other urgent notifications. In addition, if you are unsure of school closure you may call school and speak to the director or listen to an updated answering machine message that will alert you to any changes in the daily schedule.

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 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 14th of each month and due on the 24th of each month for the following month's tuition. If the 14th falls on a weekend or holiday, tuition is invoiced on the preceding Friday or weekday. If the 24th falls on a weekend or holiday, tuition is due the subsequent Monday or weekday. Payment options include monthly automatic credit card charge, check, or cash. If paying by check, make payable to: LFHS. A credit card authorization form will be kept on file and be charged the applicable monthly tuition if check or cash is not received by the 24th of each month. A \$25 fee will be assessed for any returned check or 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 **one-month written notice is required**. A payment schedule will be disbursed at the beginning of each school year and is available to the Lake Forest High School website. Tuition receipt and tax statements can be accessed through the Little Scout's Parent Portal.

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

Lake Forest High School District 115
Little Scouts Day Care Center

Parent agreement

I have read and thoroughly understand the content of the Parent Handbook and enrollment Forms for Lake Forest High School's Little Scouts program. I am in agreement with these policies and totally support their implementation. This includes the implementation of discipline procedures detailed on pages 14 and 15. I agree that the school and family must work together for the optimal benefit of the child.

Parent Signature _____ Date _____

*Please sign and date the above form and return to the Director