

# AAUW PRESCHOOL PM CLASSES PARENT HANDBOOK

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## FOREWARD BY DIRECTOR

Welcome to AAUW Preschool. It is our belief that your child's years here will be a very special time for all of you.

We want your child to have the best preschool experience he or she can possibly have, and the teachers, board and entire staff will do everything possible to see that this happens. Close communication between you and the staff is vital to this process.

AAUW Preschool is a parent cooperative preschool; as such, it is organized and administered by the parents. Every parent will have opportunities during the year to help in the operation of the school, and we will call upon you at times for assistance. Through the cooperative efforts of you and the staff we will be able to accomplish all we wish for your children.

Please feel free to visit the preschool at any time. You are always welcome to talk to your child's teachers. Our building is designed so that the middle room or secretaries' office is also an observation room and you are always welcome to observe your child during class. I am also available and look forward to getting to know you.

We are so fortunate to have not only a building specially designed for young children, but a wonderful and spacious playground for outdoor discovery and exploration so vital to a child's development. We have one of the finest schools in the county. We know your child will enjoy his or her educational experience with us.

A great deal of time and thought has gone into the preparation of this guide. We are sure it will answer many questions concerning AAUW Preschool. Please keep it handy and use it for reference.

*Ann Adkins*

Ann Adkins  
Director

## **SCHOOL PHILOSOPHY**

We have spent 60 years developing and refining our goals for children: fostering curiosity, independence, and excitement in generations of three, four and five-year-olds. As we move forward, we will continue to maintain our fundamental values as we prepare our children for a changing world.

We wish to nurture children so that they will develop to their full potential. We do this by providing opportunities for the growth of their intellectual, social-emotional, language, physical and creative development. This is implemented by a staff of educated, innovative and experienced teachers who build a program on the base of a firm understanding of child development.

We know that children learn most meaningfully through direct experience. Arousal of curiosity leads to search, search leads to discovery, and discovery leads to knowledge. Concepts strongly rooted in direct experience give meaning to a child's life. We encourage an atmosphere where children can enter into self-initiated, creative play under the teacher's guidance. Research shows that creative play, that which explores and invents, is the most valuable learning method available to the preschool child. Skills developed from this creative play prepare children for future academic and work endeavors.

Each child needs the chance to grow and develop as an individual at his or her own pace and in their own way. Our teachers understand where children are in their development and expand lessons from there. Interest in activities originates with the children but the opportunities to explore these interests in content and in depth are provided by the teachers. Materials are provided to encourage the children to experiment, question, reason, observe, investigate, negotiate, seek, discover and construct knowledge themselves.

The teachers create an atmosphere of comfort and security where children's needs are met with warm acceptance, understanding, and encouragement. Together, with our developmentally appropriate classroom space, equipment and materials, we provide an appealing, safe, challenging environment for young children.

Finally, we intend to teach our young children to live life with meaning, joy, purpose, satisfaction and fulfillment, realizing that children will develop firm educational roots by enjoying and succeeding in preschool. These first experiences influence the way children feel about themselves, other people and the world around them.

## STAFF

Director

Ann Adkins

Assistant Director

Nicole Gaa

Teachers

Nicole Gaa  
Idalia Garza  
Laura Swanson

Teacher Assistants

Liliana Abarca  
Itzel Alvarez-Zamudio  
Jessica Castillo  
Sandra Ramirez  
Denise Romero

Teacher Aides

Jessica Castillo

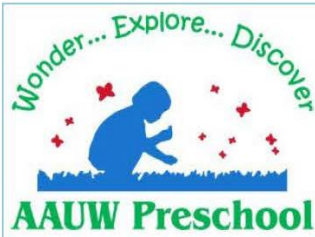
Office Registrar

Emily Frievalt

## 2023-24 BOARD OF DIRECTORS

CO-PRESIDENTS	Molly Escobar Leslie Foss
VICE-PRESIDENT	OPEN
SECRETARY	OPEN
TREASURER	Kristen Cade
CAPITAL DEVELOPMENT CO-CHAIRS	Jocelyn Morales Jana Hudson Liz Roberts OPEN
MAINTENANCE CO-CHAIRS	Teresa Pajor OPEN
COMMUNICATIONS CO-CHAIRS	Jessica Hoselton Stacey Remsing
DAY-TO-DAY OPERATIONS CO-CHAIRS	Jennifer Gnet (Supply) Maria Horvath (Supply) Stephanie Wiest (Supply)
COMMUNITY MEMBERS	Jan Bly

# 2023-24 SCHOOL CALENDAR



- School Closed/ Office Closed
- School Closed/ Staff Attend
- Tuition Due
- School Events
- Board Meetings 3<sup>rd</sup> Wed
- Parent Workshop
- Special

AUGUST '23						
S	M	T	W	Th	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1-2 All Student Paperwork Due
- 15 Tuition Payment Due #1 of 10
- 16 Board Meeting 6:45-8:15 pm
- 21 No School - Staff In-Service Day
- 22 - 25 Developmental Screenings
- 24 & 25 Ody-Pio 1<sup>st</sup> Days (½ Class)
- 28 & 30 Adv-Disc 1<sup>st</sup> Days (½ Class)
- 29 & 31 Voy-Exp 1<sup>st</sup> Days (½ Class)

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1-5 No School - Winter Break
- 8 No School - Staff In-Service Day
- 11 Positive Solutions for Families
- 15 No School - M.L. King, Jr. Day
- 16 Tuition Payment Due #6 of 10
- 17 Board Meeting 6:45-8:15 pm
- 22-31 In-House 2024-25 Registration

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1-11 Spirit Wear Sale
- 4 No School - Labor Day
- 5 & 7 Exp (½ Class)
- 7 Positive Solutions for Families
- 9 Back-to-School Family Picnic 4-6 pm
- 15 Tuition Payment Due #2 of 10
- 20 Board Meeting 6:45-8:15 pm
- 23 Outdoor Workday

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1-11 Faces Shirt Sale
- 4 No School - Staff In-Service Day
- 7 Family Night
- 15 Tuition Payment Due #3 of 10
- 20 Board Meeting 6:45-8:15 pm
- 21-22 No School - P-T Conferences
- 25-29 No School - Spring Break

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 5 Positive Solutions for Families
- 6 No School - Staff In-Service Day
- 9 No School - Indigenous Peoples' Day
- 16 Tuition Payment Due #3 of 10
- 18 Board Meeting 6:45-8:15 pm
- 21 Fall Festival
- 25 Adv-Disc-Ody-Pio Picture Day
- 26 Voy-Exp Picture Day

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 3 Cash Raffle Ticket Sales Begin
- 4 Positive Solutions for Families
- 8 Spring Carnival Signups Open
- 15 Tuition Payment Due #4 of 10
- 17 Board Meeting 6:45-8:15 pm
- 20 Outdoor Workday
- 26 No School - Staff In-Service Day

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 2 Positive Solutions for Families
- 9 No School - Staff In-Service Day
- 10 No School - Veterans Day Observed
- 15 Tuition Payment Due #4 of 10
- 15 Board Meeting 6:45-8:15 pm
- 20-21 No School - P-T Conferences
- 22-24 No School - Thanksgiving Break

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 2 Positive Solutions for Families
- 15 Tuition Payment Due #10 of 10
- 15 Board Meeting 6:45-8:15 pm
- 19 Annual Spring Carnival
- 20 No School - Records Day
- 27 No School - Memorial Day
- 29 Adv-Disc Last Day
- 30 Voy-Exp-Ody-Pio Last Day
- 31 No School - Staff Clean-Up Day

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 7 Family Night
- 15 Tuition Payment Due #5 of 10
- 22 No School - Staff Clean-Up Day
- 25-29 No School - Winter Break

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 3-6 Summer Camp Week 1
  - 10-13 Summer Camp Week 2
  - 17-20 Summer Camp Week 3
  - 24-27 Summer Camp Week 4
- During Summer Camp the office will be open 8am to 12 noon, Mon. thru Thurs. & closed on Fridays.

# EDUCATIONAL PROGRAM

## PRESCHOOL FOR ALL

AAUW Preschool is pleased to offer the same high-quality, reputable program it has been providing to families in the Waukegan and surrounding areas for 65 years at no cost to your family. This is made possible through the Illinois State Board of Education under the Illinois Early Childhood Block Grant – Preschool For All Children (PFA) program.

### A TYPICAL DAY'S SCHEDULE

While each class may run their daily schedule slightly differently, each day will include the below activities.

#### *Greeting Meeting*

A time to say hello to each other and hear about the day's activities.

#### *Free Outdoor Exploration and/or Indoor Centers:*

Children dress appropriately for the weather and enjoy outdoor activities such as sand play, climbing, tricycle riding, water play, art, music, swinging, the sensory path and gardens, as well as observing and learning about their natural environment.

If the weather is too wet or cold, children participate in the following according to their own interests: large and small block center, dramatic play, language arts centers, fine motor and math area, art center, gross motor area, music and movement area, science center, and the sand and sensory areas.

#### *Clean Up Time:*

All children are encouraged to help clean up the playground and indoor classroom.

#### *Snack Time:*

Children sit together to interact and socialize as they enjoy a nutritious snack.

#### *Group Time:*

Children participate in the following: looking at books, quiet table activities, music and rhythm activities, story time, and discussions with their teachers.

#### *Prepare for Departure:*

Children put on jackets and backpacks and sing songs or play games while waiting to be picked up.

## CURRICULUM, SCREENING & ASSESSMENT

CURRICULUM – Teaching staff follow the guidelines of the Creative Curriculum and incorporate elements of The Project Approach to plan and carry out intentional, developmentally appropriate activities across all domains. Lesson plans are aligned to the Illinois Early Learning and Development Standards (IELDS) of the Illinois State Board of Education (ISBE). Parents can review these standards at [http://www.isbe.state.il.us/earlychi/pdf/early\\_learning\\_standards.pdf](http://www.isbe.state.il.us/earlychi/pdf/early_learning_standards.pdf).



MONITORING CHILDREN'S PROGRESS - Have you wondered about any of the following?

- How will I know if my child is meeting developmental milestones?
- How do the teachers decide what lessons and activities to plan?
- What do teachers do with the iPads in the classroom?
- How will I get information about my child's learning and progress?

Below are further details that highlight how teachers assess and document each child's developmental progress and learning through the school year.

Teachers use developmental screenings, ongoing assessment, and documentation of children's work samples to:

- provide information to teachers and parents to demonstrate children are meeting developmental milestones
- assist the teacher in planning a more appropriate program to meet the needs of individual children and the group
- know best how to adapt the environment
- identify children who might benefit from special services
- inform ongoing reporting, communication, and collaboration with families
- improve teaching practices
- guide program planning
- guide program improvement

SCREENING – Each child will receive a developmental screening the first week of school.

Screenings will be conducted during the child's scheduled class time using the BRIGANCE Early Childhood Screen III. Parents will complete a consent form and questionnaires about their child before the child is screened. The purpose of screening is to obtain a sampling of a child's development; results will be shared with parents.

ASSESSMENT – Teaching staff will use ongoing informal assessment methods in the classroom to monitor and record student progress in each developmental area. Ongoing assessment methods of observations, anecdotal notes, and children's work samples will be collected from classroom activities to develop each child's Work Sampling Portfolio.

Staff members have been trained in the screening and assessment methods and tools. Screening data and assessment results will be filed in the child's records and accessible only to professional staff for the purposes outlined above. Technical data (including standards, norms and criterion references) about our screening and assessment instruments and/or methods is available upon request.

Teachers use iPads in the classroom to quickly and easily capture pictures of a child engaged in an activity and/or of a sample of his/her work and to write observation or anecdotal notes. They use a digital application called Seesaw to collect, organize, and store this assessment documentation. Assessment results are shared with parents at spring conferences.

PORTFOLIOS – Portfolios are representative of the work done by children illustrating their progress over time using an application called SeeSaw. They include evidence of progress and/or

development in each of the Illinois Early Learning and Development Standards (IELDS): language arts; mathematics; science; social studies; physical development and health; the arts; English language learner home language development; and social-emotional development. Documentation may include pictures, anecdotal/observational notes, work samples, quotes, and classroom webs or activity pages. Portfolios show the unique ways a child goes about doing something and show how a child is growing and learning over time. Families may access children's portfolios through SeeSaw using a link provided by your child's classroom teacher. This access information will be provided after the start of the school year.

## **CONFERENCES**

FALL AND SPRING – Parent-teacher conferences are held in the fall and spring. Conference times and dates vary as to classroom. This is a time for parents and teachers to discuss any thoughts, questions or concerns you may have regarding your child's experiences at AAUW Preschool. The purpose of the fall conference is for teachers and parents to exchange information. The purpose of the spring conference is to inform parents of their child's progress in the motor, concept, language and social-emotional developmental areas.

SPECIAL CONFERENCES – Special conferences are held at any time parents, teachers or the director feels a conference is necessary. Parents are encouraged to talk with your child's teacher and/or the director by phone at any time. We want the line of communication between parents and the staff to always be open.

## **POLICIES & PROCEDURES**

ARRIVAL PROCEDURES – Upon arrival at school, parents will walk their child into their child's classroom where a teacher will greet you. You will help your child put his/her belongings in their cubby, say good-bye, and sign your child in. It is important that you say goodbye to your child. If you have concerns about separation, talk with your child's teacher. Children will then wash hands and begin their day.

PICK-UP PROCEDURES – Please arrive 5-10 minutes before the scheduled end of your child's class. Parents will come into the classroom or outside to the LearnScape to pick up your child. Let teachers know when you are leaving with your child. Collect your child's belongings and sign your child out. Please note, there is no storage available to leave belongings such as a change of clothes at school. Be sure to turn your car motor off and do not leave children under the age of 14 in the car when dropping off or picking up your child.

BIRTH CERTIFICATE POLICY – In accordance with The Missing Children Records Act and the Department of Children and Family Services (DCFS) licensing regulations, parents are required to submit a certified copy of your child's birth certificate. A copy will be made for AAUW Preschool records and the original certified copy will be returned to you. If a certified copy of your child's birth certificate, or other reliable proof of identity and age, is not received within 30 days of enrollment, AAUW Preschool is required by law to notify the Illinois State Police or local law enforcement agency.

CLEANING AND SANITIZING PROCEDURES – AAUW Preschool has enhanced already stringent cleaning protocols, as recommended by the Illinois Department of Public Health, the Department of Children and Family Services, and the Illinois State Board of Education. These include:

- High touch surfaces and cubbies will be sanitized after each class use.
- Hand cleaning (washing or hand sanitizer use) will be encouraged between use of shared material by children.
- Classroom drinking fountains will not be used.

FIREARM CONCEALED CARRY POLICY – Firearms are prohibited on AAUW Preschool property in accordance with the Illinois Firearm Concealed Carry Act, 430 ILCS 66/65 Sec. 65. Prohibited areas, Section (2) Any building, real property, and parking area under the control of a pre-school or child-care facility.

GUIDANCE AND DISCIPLINE POLICY – See **Appendix A**.

INTEGRATED PEST MANAGEMENT PLAN – In accordance with Illinois House Bill 0425, Public Act 05-0058, Section 10.2 of the Structural Pest Control Act, AAUW Preschool has developed and implemented an Integrated Pest Management Plan. See **Appendix B**.

LATE PICKUP POLICY – A fee of \$15 per 15 minutes of late arrival will be charged. Parents and caregivers, please gauge your pickup times according to your child’s class schedule. If for some emergency reason you cannot pick up your child on time, it is important to call and inform the staff of the situation. Please keep in mind that a child who is left at school may feel uneasy; the more information we have, the easier it will be for us to reassure your child. If a child has not been picked up after five minutes of class ending, staff will attempt to call one or both parents. In the event neither parent can be reached, AAUW Preschool staff will contact one or both emergency contacts. Staff will repeat efforts to contact parents, and then will continue through the Child Authorization Release Form to reach another family member or friend who is authorized to pick up the child. If the child has not been picked up after one hour of school ending, and repeated attempts to contact parents, emergency contacts, or other persons listed on the authorized list have failed, AAUW Preschool staff will contact the local police department to aid in locating a parent or authorized person to pick up your child.

NO CELL PHONE POLICY – For the safety and well-being of the children, parents should refrain from using cell phones when on AAUW Preschool grounds. This includes, but is not limited to, talking, texting, or using apps, games, or the Internet. We understand that from time to time emergencies arise when an important call may be necessary. Parents are asked to finish these as quickly as possible so you may return to giving your child your full attention; this is for their safety, as well as their development, emotional well-being, and self-confidence. At drop-off times, it is important that your child feel ready for their day. At pick-up times, it is important that parents be available to discuss any accomplishments or issues with your child’s teachers.

OUTDOOR GUIDELINES - Children are taken outdoors daily unless dangerous weather conditions are present (i.e., thunder, lightning, strong winds, extreme cold or heat). The following guidelines are used to determine whether we will go outdoors during the winter months:

- If the temperature is above 25°, we will go outside

- If the temperature is below 20°, we will not go outside
- If the temperature is between 20-25°, going outside will be at the discretion of the staff, based on multiple factors including sun and wind

Parents should send appropriate outdoor clothing (jacket/raincoat/winter coat, snow pants, boots, hat, mittens, etc.) each day. Rainboots are highly encouraged daily for outdoor play in wet/sandy/muddy areas. Please label all children's outdoor clothing as many children have the same or similar items. If your child wears boots to school, please bring shoes for him/her to wear in the classroom.

To protect against the harmful effects of sun exposure, please apply sun block prior to dropping your child off at school. We also encourage sending a hat and sunglasses for children to wear while playing outdoors. You can find more information about healthy habits for kids at [aad.org/public/parents-kids/healthy-habits/parents/kids](http://aad.org/public/parents-kids/healthy-habits/parents/kids). Insect repellent (DEET-free recommended) is also recommended, when needed, to protect children from the effects of insect bites.

RELEASE OF INFORMATION – Information pertaining to an individual child will not be released without the written permission of the parent. AAUW Preschool respects the privacy of children and their families. Children's records are kept confidential and are shared only with parents or legal guardians, pertinent staff and board members, and regulatory authorities.

RELEASING CHILDREN – The State of Illinois Department of Children and Family Services mandated in 1984 the current policy procedure for releasing children at the end of the school session. A child may be released only to the child's parents or to an adult who the parents have authorized. The form is kept with your child's emergency form. If someone other than a parent comes to pick up a child and the person is not listed on the authorization form, then your child CANNOT be released. Any person responsible for taking your child must sign out on the Sign In-Sign Out Sheet presented by the staff member in the parking lot upon arrival, as well as signing him or her in when arriving at school. If a special situation arises and a person not listed on the authorization form is sent to pick up the child, then parents must send a written, dated note giving permission to the teacher to release your child. The person picking up your child will be required to show a driver's license as proof of identity, and then to sign out your child on the Sign In-Sign Out Sheet. We cannot deviate from this policy. Not only is it the law, it is also for the safety of the children.

SAFETY – Front doors are kept locked during class times. A staff member will be at the front entrance during the drop-off and pick-up times to facilitate student arrival and departure. Parents should call the front office upon arrival if they arrive at any other time.

A text and email alert system is set up to notify staff of dangerous situations in the immediate area. In such an event, staff follows AAUW Preschool lockdown procedures.

Fire drills are conducted monthly. Tornado-safety drills are conducted in the fall, winter, and spring. These drills help prepare staff and children in the event of a real emergency. A weather radio and text and email alert systems are set up to notify staff of impending weather. In the event of severe weather, staff will follow mandated safety procedures.

Staff reviews the Illinois Department of Public Health's Unsafe Children's Products that may pose a safety hazard to children and removes any listed items immediately from the classrooms.

Parents can also ensure safety at home and review this comprehensive guide at <http://www.idph.state.il.us/webapp/SRSApp/pages/index.jsp>.

**SCHOOL CLOSINGS DUE TO WEATHER** – There is a possibility that sometime during the school year severe cold, severe snowstorm, or tornado conditions may be predicted to arrive in our area. School closings will be posted on our website ([www.aauwpreschool.org](http://www.aauwpreschool.org)) and our answering machine. Text alerts will be sent via MyProcure. AAUW Preschool will be closed for bad weather if either Waukegan School District #60 or Gurnee School District #56 is closed. AAUW Preschool will revert to remote learning, as teachers are able, if school is closed due to severe weather.

**SMOKE-FREE PREMISES** – No smoking of any kind is allowed on AAUW Preschool property.

## **HEALTH GUIDELINES**

AAUW Preschool follows guidelines from the Lake County Health Department and the Illinois Department of Public Health. Children must be healthy when they attend school. This minimizes the exposure of our young children to illness and disease. The following are guidelines to aid parents in deciding whether your child should attend school on a particular day. Your child should not attend school if he or she:

- has had a fever, diarrhea or vomited within the last 24 hours
- has a continuous or severe cough, has a severe running nose, or has started a fresh cold and/or sore throat
- seems lethargic, or complains of a headache or not feeling well, or if you feel your child may not be well
- has strep throat or pink eye until he or she has been on medication at least 24 hours
- has Covid-19, flu, or other contagious virus
- has a rash until it has been checked by a physician
- has head lice until it has been treated and no nits are present

Your child should not attend school if they exhibit any of the following symptoms:

- Fever
- Sore throat
- New cough
- New congestion/runny nose
- Vomiting
- Diarrhea
- Abdominal pain
- Loss of taste or smell
- Rash
- Fatigue from unknown cause
- Muscle aches or body aches from unknown cause
- Positive COVID-19 test result or suspected COVID-19

Often, children are eager to return to school even before they are fully well, but please be cautious in making this decision. When in doubt, please call the school and talk to the staff for guidance. Parents should report student absences to the school office via phone or email (please include your child's symptoms when leaving a message).

**CONTAGIOUS DISEASES** – Parents must inform the staff whenever your child has contracted any contagious diseases such as Covid-19, strep throat, conjunctivitis (pink eye), fifth disease, influenza (as diagnosed by a physician-not the 24 hour type), scarlet fever or scarlatina, chicken pox, mumps,

measles (regular or German) or head lice. All parents will be notified when your child may have been exposed to a contagious disease. The contagious child's name will be kept confidential.

IF A CHILD BECOMES ILL DURING CLASS – If a child becomes ill or injured during the school session the teacher will call and ask you to come to get your child. If the parent cannot be reached, the teacher will call the emergency numbers on the child's Emergency form. In the unlikely case that the illness appears to be serious and requires immediate attention and the teacher is unable to reach you, the teacher will contact your child's physician, or if necessary, call 911. Your child will be kept safe and comfortable until help arrives.

HEALTH FORMS – Parents must submit a State of Illinois DHS Certificate of Health Examination (health form) for each child enrolled at AAUW Preschool before the first day of attendance. The health form must be dated less than six months prior to starting school. The medical examination shall be valid for two years from the date signed by the health provider. Immunization records should be updated each school year.

EMERGENCY ACTION PLANS – If a child has a diagnosed food allergy, asthma, or seizure disorder, parents need to have an Allergy Action Plan, Asthma Action Plan, or Seizure Action Plan completed by their health care provider. Any medications listed in the plan need to be kept at school with the original or prescription label. Medications will be inaccessible to children and administered by trained staff. Children may not attend school until these plans and medications are in place and reviewed by staff. For the safety of those with food allergies, please do not leave any food or drink items in a child's cubby or backpack.

MASK POLICY – All adults and children over the age of two are required to wear masks inside the building when indicated by the Lake County Health Department. The Board of Directors will update the mask policy as needed throughout the school year in accordance with requirements and recommendations from the CDC, IDPH, and the LCHD, and in the best interest of our preschoolers.

## **ADDITIONAL INFORMATION**

BIRTHDAYS – Children's birthdays are celebrated at school in a simple fashion. A child with a summer birthday is welcome to celebrate a half-year birthday at school. AAUW Preschool has a policy of non-edible treats only. For parents who wish to honor your child's birthday with a special non-edible treat, here is a list of suggestions:

- Your child can request his/her favorite book for the teacher to read at rug time.
- Your child can request his/her favorite song to sing at rug time.
- Donate a book to the classroom library in honor of your child.
- Provide stickers, crayons, chalk, bubbles, or other age-appropriate items. Dollar stores, Target's dollar or party sections, Walmart's party section, Oriental Trading, and other online sites are good sources for inexpensive items.

BOARD MEETINGS – Board Meetings are held the third Wednesday of each month August through May from 6:45-8:45 p.m. Board Meetings will be held on a rotating schedule of in-person and via

Zoom. All parents are welcome to attend and voice concerns, ideas, and opinions. Contact the office for information to attend a board meeting.

BORROWING BOOKS – AAUW Preschool has a library that includes many resources for parents, as well as children’s books and activities which are available in the lobby bookcases. Adult resources can be checked out for three weeks and children’s resources for one week. If parents would like to donate new or gently-used books to the library, please drop them off in the office.

BRINGING TOYS TO SCHOOL – It is best to leave toys at home. Toys from home can be misplaced, can cause sharing difficulties, and can distract children from the play and social opportunities the teachers have planned. Children are always welcome to bring a favorite blanket or stuffed animal to school if it is needed for comfort. Items brought to school should be labeled, if possible.

CHILDREN WITH SPECIAL NEEDS – “Special needs” covers a vast area, from the child who has a very minor speech delay to the child who has major physical, intellectual, or emotional disabilities. On occasion we have children with special needs at AAUW Preschool. Many parents are not aware of this since most disabilities at this age are developmental delays and are not obvious to the casual observer. AAUW Preschool’s philosophy about children with special needs is to accommodate them as much as we can within the regular class setting. There are two reasons for this. The special needs child needs an environment among peers in which she or he can learn and practice the necessary skills to help either overcome or compensate for the disability. It is also beneficial for the children who do not have special needs to spend time with children with special needs; they have the opportunity to understand that people are the same inside despite outward differences, to learn compassion, and to interact with many different children.

CLASS TRIPS – While we firmly believe that trips out into the community can provide rich learning opportunities, with this year’s circumstances, we will limit our learning to the AAUW Preschool building and outdoor playground environment until further notice.

CLOTHING AT SCHOOL – Please send an extra set of clothing to school with your child labeled with his/her name in case of any accidents. Spills, getting messy during activities and toilet accidents are frequent with young children, but teachers will reassure him/her while helping change clothes. When school clothing is used, parents are expected to return it laundered. Rubber soled, closed toe shoes are the best and safest for children to wear in the classroom and outdoors.

EXTENDED CARE – AAUW Preschool offers extended hours of care for morning classes for enrolled children. Parents may enroll your child for an additional 15-minutes or half-hour before school and/or a 15-minutes or half-hour after class. The purpose is to provide additional time to parents who need more than the traditional three hours due to their work, volunteer or family schedules. Stop in the office for more information.

FUNDRAISERS – AAUW Preschool holds various fundraisers during the year. The income from these is an important part of our budget. We appreciate your help in this area. Please participate in the fundraisers you can and enjoy.

GRIEVANCE PROCEDURE – Any grievance between parents or parents and staff should be resolved between the parties whenever possible. If a parent or staff member has a grievance that cannot be resolved between the parties, it should be taken to the Director. If agreement is not reached in a

reasonable amount of time, the parent or staff member may then consult the Vice President of the Board of Directors. If agreement cannot be reached, the parent or staff member may then take the grievance to the Executive Board and lastly the Board of Directors for a final decision.

HOLIDAYS – Several traditional holidays are acknowledged at AAUW Preschool and celebrated in a simple and non-religious manner. In addition to these holidays, there may be other special days celebrated when appropriate. If you have questions or concerns, please talk to your child’s teachers or the director.

LICENSING AND ACCREDITATION – AAUW Preschool is licensed by the Illinois Department of Children and Family Services (DCFS), has been awarded the Gold Circle of Quality by ExceleRate Illinois, and is accredited by the National Association for the Education of Young Children (NAEYC). When a child enters AAUW Preschool, parents will receive a packet of information from DCFS. More information about DCFS can be found at <http://www.state.il.us/dcfs/index.shtml>; visit [www.exceleRateillinois.com](http://www.exceleRateillinois.com) for information about ExceleRate Illinois. Information about NAEYC can be found at [www.naeyc.org](http://www.naeyc.org) or [www.rightchoiceforkids.org](http://www.rightchoiceforkids.org). These endorsements are your assurance that AAUW Preschool provides a high-quality early childhood program.

PETS – Children can bring pets from home for a short visit only after receiving permission from the teacher and providing documentation of good health and vaccinations from the vet. Parents must stay at school with the pet.

SCHOOL COMMUNICATION – Every other week parents will receive a class newsletter from your child’s teacher. Please take a look at it! It will aid communication. Office staff and Board Members will send communication to parents regarding school events, reminders, parent participation opportunities, etc., via email and/or children’s cubbies. Parent participation opportunities are posted on Signupgenius; a link is available in the biweekly school newsletter and in the hallway. You can also visit our website at [www.aauwpreschool.org](http://www.aauwpreschool.org).

SCHOOL SNACKS – Children are served a nutritious snack each day following the guidelines of DCFS and the USDA Child and Adult Care Food Program (CACFP). This snack consists of milk, water, or 100% natural fruit juice (occasionally) and foods such as crackers, fruit, bite-sized vegetables, cheese, peanut butter, or baked goods. Snack menus will be included in The Weekly Word email newsletter for parents to review. For the safety of children with food allergies, parents may not bring snacks. If a child has a food allergy, that item/ingredient will never be served in that child’s class to assure safety at all times.

TAKING PICTURES – Parents are welcome to take pictures of your child at school. No videos are allowed. Please refrain from posting pictures of children other than your own on social media.

TEACHER ABSENCES – From time to time it is necessary for a teacher to be absent from class. When this happens, another member of our staff will take the absent teacher’s place. In the event appropriate substitute staffing is unavailable, the class will revert to remote learning or close for the day.

VISITING AAUW PRESCHOOL AND YOUR CHILD’S CLASS – Any parent who has a child enrolled at AAUW Preschool may visit the school at any time. In fact, the staff encourages parents to visit, observe and participate in the experiences of your children. Please make use of our viewing



windows in the office to observe your child. Contact teachers if you would like to help in the classroom or do a special activity with the class. Parents are welcome to assist in the classroom as often as they would like but can earn a limit of up to six of your required parent participation hours helping in the classroom. Contact the office or your child's teacher before planning a visit.

## **PARENT PARTICIPATION INFORMATION**

PARENT COOPERATIVE PRESCHOOL – AAUW Preschool is a parent cooperative preschool operating on the premise that parent involvement plays an integral role in a child's early learning and future academic success. Our school is owned and operated by the enrolled families. Every parent is an active partner in the organization, operation and administration of our school ensuring its success in providing a high-quality early childhood program. Through the cooperative efforts of parents and staff working together, we will provide a nurturing, safe and engaging preschool experience for all our children to grow and learn.

WHY CHOOSE A PARENT COOPERATIVE PRESCHOOL - The involvement parents have in your child's school has a direct impact on his/her academic success.

Choosing a parent cooperative preschool offers many benefits, including but not limited to:

- interaction with other parents who share a commitment to education
- ownership in the decision-making of policies and procedures to ensure a safe, nurturing environment for learning
- a sense of community as parents work together with staff as a team
- more affordable tuition as parents have direct involvement in the operation of the school
- enrichment opportunities for parents to help your children continue to learn at home and in the world around them

PARENT PARTICIPATION - Parents contribute skills and talents to assist with ongoing operations, maintenance, publicity, and fundraising efforts of AAUW Preschool.

To ensure the safety and continuity of our program, parents are requested to complete participation hours as follows for the 2023-24 school year:

- two-parent household families should complete a minimum of 15 parent participation hours
- single-parent household families should complete a minimum of 7.5 hours
- families with more than one child enrolled should complete a minimum of 22.5 hours

HOW TO EARN PARENT PARTICIPATION - Parents earn parent participation hours by working to accomplish specific tasks to maintain our facility, enrollment and improve our programs. All parents can complete the hours helping with other tasks including, but not limited to, completing special projects for the school or your child's class, helping with clerical tasks, or babysitting at meetings or events (when in-person meetings resume). Parent participation opportunities will be posted online on Signupgenius and/or communicated through school emails. It will be your responsibility to volunteer for these tasks by signing up online or contacting the school office.

Alternatively, parents may serve on the Board of Directors to complete participation hours. The Board of Directors is comprised mostly of parents of children currently enrolled at AAUW Preschool. These parents play an integral role and have voting rights in the decision-making process of AAUW

Preschool. All parent participation hours are fulfilled by serving on the Board of Directors. Following is a brief description of each board position and corresponding responsibilities. If you are interested in one of these positions and would like more information, please contact our school office.

**Executive Board:**

- Co-Presidents - Oversee board meetings, members and development including Board recruitment.
- Vice President – Responsible for personnel/human resources functions.
- Treasurer – Responsible for bookkeeping, payroll and budget formulation.
- Secretary – Responsible for Board notifications as well as keeping and distributing official records of board meetings.

**Board of Directors:**

- Capital Development Committee Co-Chairs – Four co-chairpersons share the responsibilities of two shared board positions and the duties of organizing the completion of capital development and fundraising tasks.
- Communications Committee Co-Chairs – Two co-chairpersons share the responsibilities of this committee and the duties of organizing the completion of enrollment and publicity tasks.
- Day-to-Day Committee Co-Chairs – Two co-chairpersons share the responsibilities of this committee and the duties of organizing the completion of day-to-day tasks.
- Maintenance Committee Co-Chairs – Two co-chairpersons share the responsibilities of this committee and the duties of organizing the completion of maintenance tasks.

**THANK YOU FOR YOUR HELP! HAVE A GOOD YEAR!**

## **HISTORY OF AAUW PRESCHOOL**

The idea for AAUW Nursery School originated with a preschool study group of the local chapter of the American Association of University Women. From the results of a study, the women found that the Waukegan area needed a good program for preschool children.

In September of 1953, AAUW Nursery School began with classes held in the Blumberg home at 1414 Sheridan Road. Head teachers directed the educational program while hard-working, dedicated parents organized, administered, and maintained the school.

As enrollment increased, the AAUW Nursery School was relocated to the Temple Am Echod. The preschool became independent of the parent association, but retained its original name, purpose and parent cooperative structure.

AAUW Nursery School continued to grow and develop, and by 1959 it had become apparent that the school needed a building of its own. Through the tireless efforts of devoted parents and friends of the school, a building at 650 Myrtle Street was purchased and prepared.

AAUW Nursery School made the decision in 1970 to purchase property in order to construct a specially designed building for preschool children at 2500 N. Northern Avenue. The new school opened its doors in September 1971. This beautiful building has proven to be an asset to the program and a great tribute to the hard-working, loyal parents who all contributed to make a dream come true.

In 1974, a new concept of an individualized diagnostic approach to education was incorporated into the program whereby each child would be educated and evaluated in the areas of social-emotional, perceptual, motor, language, and concept development. Although the details frequently change according to the latest in early childhood development, the heart of this program remains the same.

AAUW Nursery School was first accredited in 1991 by The National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children. Only schools with the highest standards are awarded this honor. AAUW Nursery School has continued to maintain this highly acclaimed accreditation.

AAUW Nursery School updated its name to AAUW Preschool in 2013. It has grown, flourished and become a professional, educational institution by maintaining its high standards throughout its 65 years of existence. The excellence of the school will continue on because of the many efforts of the parents and the professional staff who are all dedicated to the education of young children. The original goals of helping all children grow physically, mentally, socially, emotionally, and creatively will continue to be the backbone of AAUW Preschool.

AAUW Preschool is not associated with, licensed by, or in any way affiliated with any national organization. It has been operated as an independent local preschool for over 60 years.

## **APPENDIX A – GUIDANCE AND DISCIPLINE POLICY**

### **Guidance and Discipline Policy**

The AAUW Preschool staff uses positive techniques of guidance, including redirection, anticipation of and elimination of potential problems, positive reinforcement, and encouragement rather than

competition, comparison, or criticism. Staff abstains from using psychological punishment such as timeouts or seclusion, humiliating or frightening techniques, or withholding affection; physical punishment such as hitting, shaking, spanking, pulling of arms, or requiring a child to remain inactive for a long period of time; and coercion punishment such as rough handling, physical restraint, or physically forcing a child to perform an action.

Guidance techniques are non-punitive. Consistent, clear rules are explained to children and understood by adults. Limits are stated firmly and consistently, without threats, recriminations, or moralizing. The environment is arranged so that a minimal number of no's are necessary, particularly for very young children. Physical restraint may be used if and only when restraint is necessary to protect the child or others from harm.

At our regularly scheduled conferences and/or requested conferences, parents and teachers discuss individual and group guidance issues. At that time, teachers and parents plan together if/when a special guidance plan is necessary. Every effort is made to provide the best placement situation for the child.

#### Guidelines for Suspensions and Expulsions

Pursuant to best practices and Public Act 100-0105, and in compliance with federal and state civil rights laws, AAUW Preschool will not use exclusionary measures, suspensions or expulsion unless it is in the best interest of the child and/or the child's peers.

When a child's behavior raises concerns for the safety and/or well-being of a child or the child's peers, the teachers, parents, and director work together to create an intervention plan. This plan will be kept in the child's file and include a record of teacher-parent conferences, strategies implemented in the classroom and/or at home, and referrals recommended to the family. A list of local agencies that can provide specialized screening and/or evaluation of children or other services is kept up to date to share with parents as needed.

Exclusionary measures and/or suspensions may be utilized when the safety and/or emotional well-being of the child or child's peers is in jeopardy. These may include a short break from the classroom setting when a teacher takes the child to the hallway or director's office to better help the child return to a calm state or a teacher sends the child home early. The goal will be for the child to return to the classroom setting as quickly as possible.

If, after attempts have been made to meet the child's individual needs, the child demonstrates inability to benefit from the type of care offered by AAUW Preschool or the child's presence is detrimental to the group, it may be in the best interest of the child or the child's peers to terminate enrollment. This procedure is only applied when all other resources and attempts to meet the child's needs, including referrals and collaboration with consultants, have failed and the safety and/or well-being of the whole group is in jeopardy. Staff will work with parents to create an agreed upon transition plan to meet the child's needs when he or she leaves, including referrals to other service agencies and/or a more appropriate setting.

## **APPENDIX B - INTEGRATED PEST MANAGEMENT PLAN**

The following pest-preventative measures will be taken to reduce the need for pesticide applications:

### Entryway

- Keep doors shut when not in use.
- Place weather stripping on doors and maintain tight door thresholds.
- Caulk and seal openings in walls and seal utility chases.
- Install or repair screens.
- Keep vegetation, shrubs and wood mulch at least one foot away from structures.

### Classrooms and Offices

- Allow food and beverages only in designated areas.
- If indoor plants are present, keep them healthy. When small insect infestations appear, remove them manually. If mechanical removal is not possible, use insecticidal soaps or insecticides that are not volatile. It may be necessary to move the plant to an unoccupied room for treatment.
- Keep areas as dry as possible by removing standing water, and water damaged or wet materials.
- Clean cubbies and classrooms routinely.
- Vacuum carpeted areas frequently.
- If students get head lice, consult the local health department and have the parents contact their physician. Discourage students from exchanging hats or caps at school.

### Food Preparation and Serving Areas

- Store food and waste in containers that are inaccessible to pests. Containers must have tight lids and be made of plastic, glass or metal. Waste should be removed at the end of each day.
- Place screens on vents, windows and floors drains to prevent cockroaches and other pests from using the unscreened ducts or vents as pathways.
- Remove all food debris, sweep up all crumbs, fix dripping faucets and leaks and dry out wet areas.
- Promptly clean food preparation equipment after use and remove grease accumulation from vents, ovens and stoves. Use caulk or paint to seal cracks and crevices.
- Capture rodents by using mechanical or glue traps in areas inaccessible to children. Check traps daily. Dispose of killed or trapped rodents within 24 hours.

### Rooms and Areas with Extensive Plumbing

- Promptly repair leaks and correct other plumbing problems to deny pests access to water.
- Routinely clean floor drains, strainers and grates. Seal pipe chases.
- Keep areas dry. Avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.
- Do not store paper products or cardboard boxes near moist areas, directly on the floor, or against the wall.

### Maintenance Areas

- After use, promptly clean mops and mop bucket; dry mop buckets and hang mops vertically on a rack above a floor drain.
- Clean trash cans regularly, use plastic liners and secure lids.
- Keep areas as clean and as dry as possible and remove debris.

#### Outdoor Sites – Playground, Parking Lot, Refuse Dumpster

- Regularly clean trash containers and gutters and remove all waste, especially food and paper debris.
- Secure lids on trash containers.
- Repair cracks in pavement and sidewalks.
- Provide adequate drainage away from the structure and on the grounds.

Preventative measures will be the main means of managing pest control. Staff, in consultation with pest exterminator, will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. The choice of using a pesticide will be based on a review of all other available options and a determination that these options alone are not acceptable or not feasible. Selected non-chemical pest management methods will be implemented whenever possible. The full range of alternatives, including no action, will be considered.

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and school policy. Parents will be notified about pesticide applications before treatments when possible; otherwise as soon as practicable if the need for pesticide application is urgent.