



*Believe in Us*



**Parents:**

Changes are made yearly to our handbook...please read the entire packet!

Don't forget to sign and return page 16 to the ARC!

Scales Mound  
Preschool  
&  
Critter Camp  
Handbook

Galena Art & Recreation Center (ARC)  
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Scales Mound Day Care Main Phone # 815-845-2215 ext 5  
[www.galenaarc.org](http://www.galenaarc.org)

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### **Galena ARC Mission Statement**

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To promote individual independence and cooperation.

To develop community cooperation in programs and activities which further arts/crafts childcare, sports, and recreation for all ages.

To create a friendly, respectful social environment based on self esteem, discipline, fairness, equality and responsibility; collectively for the health, safety and welfare of all including family persons, groups and visitors.

### **Scales Mound Day Care Goals**

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To provide a warm and nurturing atmosphere in a safe setting.

To help the students establish respect for people, equipment and materials.

To provide opportunity to the students to develop large motor skills and coordination through physically activity and play time.

To provide an opportunity for the student to become independent and responsible through self directed and

Individualized activities.

To develop caring and sharing partnerships with all Guardians. Communication is provided through newsletters, daily report forms, daily conversations, and parent-teacher conferences.

## **A Typical Day at AM Preschool**

**7:00-8:30 Free Play:** During this time students are encouraged to choose from areas within the room that interest them and spend time exploring. It is a time for them to transition into “school mode”. Socially this is a great time for students to practice sharing & negotiation.

**8:30-9:00 Circle Time:** This is the time when c students will be invited to sit on their lily pad or letter on our circle time rug and participate with the teacher in taking attendance, choosing classroom helpers, talking about the calendar and weather. We will also use this time to discuss our weekly newspaper, shape of the month and read stories, pledge of allegiance, Jolly Phonics and Spanish Cards that all tie into our weekly theme.

### **9:00-9:15 Bathroom Break/Free Movement Activity**

**9:15-9:45 Group Activities:** The focus of this time is varied. It could be a time when we act out finger plays, sing songs, dance, or play musical instruments. It could also be a time when we play games to study shapes, colors, numbers and letters. Or we may work on large motor skills through games, an obstacle course, or tumbling on mats.

**9:45-10:15 Snack:** This is a time of the day where students are encouraged to eat and socialize together. Students will take turns being snack helper. They will practice table manners and will be encouraged to try new foods.

**10:15-10:45Centers:** Specific learning centers will be set up for the students at this time. The idea is that the students will spend time exploring each center. Many of the centers will be

linked to our weekly theme, while others will be planned just for fun! We will also have a writing center where, every day your child attends; he/she will be encouraged to practice writing, every other week his/her name. A journal of name writing sheets will be kept by the teachers and shown to parents at conference time and at the end of the year.

10:45-11:15 **Recess/ Closing** Weather permitting we try to play outside on our playground as much as possible. We will also spend time in the gymnasium and dance room developing large motor skills. We will be sharing the day's highlights, and talk about fun upcoming events. We will read a final story tied into the weekly theme. Say goodbye to our teachers and friends!

### **A Typical Day at PM Extended Care**

11:15-11:50

**Lunch:** This is a time student all sit down together to eat lunch as a group. It is a wonderful time to socialize and relax. All students are served a nutritious lunch from the Scales Mound Day Care hot lunch program. A monthly calendar of meals will be posted on the bulletin board in the classroom.

12:00-12:30 Get **Ready for Nap and get special Buddy/ Story Time:** The lights in the classroom are turned down and the students begin to make themselves comfortable (taking their shoes off, and laying out their cots, pillows and blankets). The teachers will play some soft music to the students to help transition them into rest time.

12:30-2:00 Quiet **Time:** Some students will nap and are allowed to sleep for one hour. Other students will be asked to lie on their cot and have quiet time for 15 minutes. After this time if your student has not fallen asleep, he/she may read books; color, work puzzles, or play quiet games.

2:00-2:15 Bathroom **Break**

2:15-3 Recess: Weather permitting we will play outside on our playground as much as possible.

3:00-3:30 Snack: This is a time of the day where students are encouraged to eat and socialize together. Students will take turns being snack helper. They will practice table manners and will be encouraged to try new foods

3:30-5:30 Combine with after school program, if numbers allow.

## **A Typical Day at Critter Camp**

7:00-8:30 **Free Play:** During this time students are encouraged to choose from areas within the room that interest them and spend time exploring.

8:30-9:00 **Circle Time:** This is the time when students will be invited to sit on their lily pad or letter on our circle time rug and participate with the teacher in taking attendance, choosing classroom helpers, talking about the calendar and weather. We will also use this time to read stories and discuss our weekly theme.

9:00-9:15 **Bathroom Break**

9:15-10:00 **Group Activities:** Themed unit / art & craft activity/ group activity in gym

10:00-10:30 **AM Snack**

10:30-11:00 **Recess:** Weather permitting, we try to play outside on our playground as much as possible. We will also spend time in the gymnasium developing large motor skills.

11:00-12:00 **Group Activities:** Themed unit / art & craft activity/ group activity in gym

12:00-12:45 **Lunch:** During Critter Camp, Guardians are responsible for bringing in a sack of lunch.

12:45-1:00 **Bathroom Break**

1:00-1:15 **Story Time**

1:15-2:15 **Quiet Times**

2:15-2:30 **Bathroom Break**

2:30-3:00 **Recess:** Weather permitting, we try to play outside on our playground as much as possible. We will also spend time in the gymnasium, developing large motor skills.

3:00-3:30 **Snack**

3:30-4:30 **Group Activities:** Themed unit / art & craft activity/ group activity in gym

4:30-5:30 **Centers:** All centers in the room are open at this time and students are beginning to be picked up by parents for the day, we may be outside.

## **Program Enrollment Policies:**

1. Students must be 3 years old and **toilet trained to enter preschool.**
2. A physician's report of immunizations, a TB skin test, Lead screen, chicken pox (or waiver from a physician that the TB test and/or Lead screen are not necessary) and a medical exam must be on file for each child enrolled, prior to child attending. A parent may request that immunizations, physical examinations and/or medical treatment be waived on religious grounds. A request for such a waiver shall be in writing, signed by the parent.
3. DCFS paperwork consisting of: Application/Record of child information, Verification of receipt of licensing standards, copy of the student birth certificate, & consents to day care providers must be completed prior to student attending.
4. A receipt of handbook must be completed prior to student attending.
5. Family accounts must be in good standing with the Scales Mound Day Care before enrollment in program.

### **• Enrollment policy for students with special needs:**

The Scales Mound Day Care may use the following criteria to enroll students on a trial basis to determine if the preschool/Critter Camp program can fully meet the student's needs. The center will not use eligibility criteria which screens out students with special needs, and will make reasonable modifications in policies, practices and procedures to accommodate all students.

1. If a student has been assigned a one on one aide in the regular school classroom to meet his/her needs it may be determined that a one on one aide be required in the Scales Mound Day Care programs. This aide must be furnished at the guardian expense.
2. A student with a one on one aide in the regular classroom may enroll in the Scales Mound Day Care programs on a trial basis without an aide for two weeks. After the two-week period, the child's progress will be evaluated. At that time, the Childcare Director has two options: 1) have the student continue to attend without an aide; or 2) have the student continue to attend with an aide furnished at the guardian's expense.
3. A student's progress will be closely monitored and the plan may need to be modified and an aide may be eliminated and/or added with changes in the student's IEP, individual needs, behavior, or other circumstances.

## Behavior Management Policy

The Scales Mound Day Care has adopted the following policy to deal with aggressive behavior. This policy was established to protect all student, including the student exhibiting the aggressive behavior. If a child has three aggressive behaviors in one calendar year, the student may be removed from the program. If a student is asked to leave early for the day, or suspended for a period of time, guardian will continue to be billed for tuition. An incident report will be sent home if a student displays negative physical aggressive behavior such as hitting, shoving, punching, and/or biting. Verbal aggression may also be included in an incident report such as swearing, and/or name calling. Inappropriate sexual behavior will also be addressed in the same manner. Below are the steps we will follow should your student show aggressive behavior at the center.

### First Occurrence:

An incident report is sent home and the teacher will make it a point to speak to the guardian regarding the child's behavior per phone call or short end of day conference. Teachers and parents will discuss situations that arise that may trigger a child to react in this manner. A plan will be agreed upon by teachers and parents to monitor the child as to prevent that child from being in situations that can result in this aggressive behavior. The teacher will also help to show the child a way to deal with the situation in a positive manner while here at the Scales Mound Day Care. Parents are expected to discuss the matter at home with their child and discuss different choices for behavior. Discussion will also include any changes or situations that may be going on in the child's regular schedule.

**Please note: If the teacher feels, at any time, the behavior/situation warrants, parents may be called to come and pick their child up immediately for the remainder of the day. Depending on the severity of the situation a suspension may happen. Suspensions will be determined by the Childcare Director. Parents will remain responsible for payment during a suspension.**

### Second Occurrence:

After the second incident report has been sent home, the Program Director will ask for a scheduled conference which must include the teachers, program director, and child. The conference will be held to find ways in which we can work together for the benefit of the child and the group of children of which he/she is a part. After the conference, the teachers will try the ideas in the classroom that were agreed upon. Working together as a team will benefit the child in learning to gain control over his/her own behavior. At this time the parents and child will understand the severity of the problem and realize that after another incident report they may be asked to leave the program.

**Please note: If the teacher feels, at any time, the behavior/situation warrants, parents may be called to come and pick their child up immediately for the remainder of the day. Depending on the severity of the situation a suspension may happen. Suspensions will be determined by the Childcare Director. Parents will remain responsible for payment during a suspension.**

Third Occurrence:

After the third incident report has been sent home, the Childcare Director must take into consideration the needs and safety of the other children/staff in the program. Some children do not adapt well to a large group setting. These children may need a smaller group setting to meet their individual needs. At this point the Childcare Director will meet with the parents to discuss alternative care options or decide to continue to work with the child if the teachers/Childcare Director feel this is an option.

**Please note: If the teacher feels at any time the behavior/situation warrants, parents may be called to come and pick their child up immediately for the remainder of the day. Depending on the severity of the situation a suspension may happen. Suspensions will be determined by the Childcare Director. Parents will remain responsible for payment during a suspension.**

- ***If the teacher feels the child needs to go home for the day because of negative behavior the following procedures will be followed:***
  1. Parents/Guardians will be phoned immediately. We will try all numbers given to us at time of registration and we will leave messages at all numbers.
  2. If, after 15 minutes, a parent/guardian has not been contacted and a plan made for their child to be picked up, we will begin calling all people listed as emergency contacts.
  3. All people listed as emergency contacts/child pick up will be called. Messages will be left at all numbers. If an emergency contact person is reached we will release the child to that person.



## **Schedules:**

**Preschool Program:** When a parent registers their child for this program they are required to choose a SET weekly schedule for their child. Parents may choose to enroll their child for the AM only session or the AM/PM session on the above-mentioned days. This will be their committed schedule for the school year. **Should your family decide to go on a vacation on a day that is not a scheduled school holiday, you will be required to maintain the normal payment schedule.**

**Critter Camp:** This Scales Mound Day Care program is in session when regular preschool or school is on holiday break. Pre-registration for these days is required. And **additional fees will apply, if it's not your normal scheduled days.** These are days parents can always add to their child (ren)'s already committed schedule if the Scales Mound Day Care has space available.

**Sick days:** If your child will not be attending because of illness, parents must phone in this absence to the Scales Mound Day Care preschool number: 815-845-2215 No **tuition refunds will be given for days missed because of illness.**

**Holidays:** Scales Mound Day Care observes the following holidays and will be closed: Labor Day, Thanksgiving Day & the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Day, and Memorial Day & Independence Day. Please see the attached preschool calendar.

**Contract Change:** Parents must give a **two week notice** to permanently change contracted days of service. A change may only happen if the Scales Mound Day Care has space.

**Withdrawal from the program:** If it becomes necessary to withdraw your child, a two-week written notice is required. If a written withdrawal is received with less than a two-week notice, parents will remain responsible for two weeks payment.

- **Arrival:**

**Preschool Days:** Children may begin arriving anytime after 7:00am.

**Critter Camp Days:** The Scales Mound Day Care will be open from 7am-5:30pm. We ask that all children be dropped off by 9:00am.

- **Pick-up:**

Children will be released only to the parent or person authorized in writing by the parent to pick up the child. Be sure to include on the authorization form any relatives, siblings, or friends that may possibly be picking up your child. *Please be aware that any person listed on the pick-up form may be asked to provide identification to the staff.* Please be patient with staff who may not recognize everyone, this is done for your child's protection.

All children must be picked up by 11:00 am if they are enrolled in the AM Preschool and 5:30pm if their child is enrolled in the PM Extended Care or Critter Camp. If a child has not been picked up 11:10 or 5:45, we will begin calling all names listed on his/her emergency card twice. If, after a half hour, parents and/or other authorized emergency person have not been contacted and the child has not been picked up we will contact the authorities.

- **Inclement Weather:**

If the Scales Mound Public schools have canceled classes for the day, the information will be announced on local radio stations. If Scales Mound Public Schools have cancelled for the day, Scales Mound Day Care preschool will also be cancelled. Please check for a text message, our website and or phone message to make sure the Scales Mound Day Care is open for Childcare. If the Jo Daviess County Sheriff depart advises no travel the Arc will remain closed. Tuition reimbursements are not given for snow days, instead any/all snow days will be made up at the end of the school year.

- **Emergency Pandemic:**

In the case of we would have an outbreak of an illness, such as influenza, Covid 19, or any other outbreak of sickness, the Scales Mound Day Care would/could possibly shut down for a time to disinfect and clean the facility. We will take the recommendations of the Jo Daviess County Health Department, DCFS and IDHS to complete these procedures.

## **Student Needs:**

- **Indoor Dress:** Children should be dressed in comfortable clothing so that he/she is able to participate in all activities, from games in the gym/outside, to painting at the easels. Children will be required to wear an art shirt and every effort will be made to protect your child's clothing. Accidents WILL happen, so please select your child's clothing accordingly.
- **Outdoor Dress:** We will be playing outside as often as the weather permits, so please send your child with a coat, snow pants, hat, mittens and boots (snow or mud) when necessary. On days your child wears boots to school; please make sure they have a dry pair of shoes to wear inside the classroom and gym. During the winter, children who wear boots and snow pants may play anywhere on the playground. Those without boots and/or snow pants must stay on the shoveled areas. In the summer we will assist the children with sunscreen application before we go outside.
- **Candy & Food:** Children are not allowed to bring food into the classroom. Candy, soda and gum are not allowed.
- **Birthdays:** Birthdays can be celebrated in two ways: 1) Families may choose to bring a treat for the entire class. If this is what you choose, please inform the teacher so that it can be planned. 2) Families may choose to give a birthday present to the class. Please feel free to ask the teacher for suggestions if you are unsure of what the class needs.  
**Birthday invitations Policy:** Parents may have the staff put Birthday invitations in the student's folder. Children are **not** allowed to hand out in classroom.
- **Hooks/Cubbies:** Each child will be assigned a hook in the classroom. Students who stay for PM care will also have a naptime cubby to keep their naptime stuff in.
- **Backpack:** Children will need a large backpack with **their name written on it**. Please be sure that the backpack is large enough to accommodate large paintings, projects, books, etc. This backpack should be sent with the child on a daily basis.
- **Lunch:** All students enrolled in the PM extended care program must participate in our school hot lunch program.
- **PM Extended Care program:** All children enrolled in the PM/Critter Camp program will need to bring a small pillow and blanket. It is also helpful for each child to bring a change of clothes to be left at school. These are required to be taken home and brought back weekly if not every other week to be washed by parents.
- **Toys & Personal Belongings:** Toys should not be brought to the ARC. We have found it causes problems with sharing and other issues if the toy were to become broken or lost.

- **Photography:** Photos and videos are periodically taken of participants during programs at special events, trips or at the Scales Mound Day Care. These photos/videos may be used for Scales Mound Day Care and ARC publications, website, face book and/or local newspapers. **If, for any reason, you do not want your child's picture used please contact the Childcare director.**
- **Illness:** Children will be screened and temped upon arrival for signs of illness. Children with diarrhea and/or vomiting and/or rash and/or fever (**oral temperature of 100 F or higher**) shall not be allowed to stay at the Scales Mound Day Care while those symptoms persist. Children are able to return to the Scales Mound Day Care when they have been symptom free for 24 hours, without medication. Children will continue to be temped and asked to wash hands multiple times a day.
- **Emergency Procedures:** The Scales Mound Day Care will conduct drills for possible emergency situations. Drills will be conducted once a month for fire and twice a year for tornado. We will maintain records of the dates and times drills were conducted. A floor plan is posted in our classrooms indicating primary and secondary exit routes.
- **Emergency Medical Care:** In the event that your child may need emergency medical care our staff will obtain prompt medical services first and then notify parents.
- **Pest Management:** Chemicals for insect and rodent control will be applied in minimum amounts and will not be used when children are present in the facility. Over the counter products will be used only according to the package instructions. Commercial chemicals, if used, will be applied by a licensed pest control operator and will meet all standards of the Department of Public Health (Structural Pest Control Code, 77 III. Adm. Code 830). A record of any pesticides used will be maintained at the facility.

Any extensive extermination of pests or rodents will be conducted by a licensed pest control operator under the direct observation of a staff member to ensure that residue is not left in areas accessible to children.

## **Parent Responsibilities:**

- **Participation:** Parental support and participation are the keys to a successful preschool program. We welcome and encourage communication between parents and teachers. Please feel free to talk to our teachers/administration about any concerns you may have about your child (ren) and/or the program. We will work with you to find a solution. In return we expect parents to conduct themselves in a professional manner when dealing with staff and administration. **The Scales Mound Day Care will not tolerate bad language, disrespect of staff/administration & lack of parental involvement. The Scales Mound Day Care reserves the right to terminate services due to improper parental behavior.**
- **Open Door:** The Scales Mound Day Care has an open-door policy for all its programs and activities. Parents/guardians are welcome to drop in to see their children or phone them at any time. If parents want to observe their child for any reason (even if you're just curious) please feel free to ask the Scales Mound Day Care Director to escort you. We also have a full building security system with cameras and buzz entrances on the front doors.
- **Parent Folders:** Please check your child's parent folder on a daily basis. All parent communications will be put in your parent folder
- **Behavior Management Program:** Parent/Teacher conferences may be held if the staff feels there are specific concerns we would like to share with parents. This is a great time to work together with staff to ensure your child's success. The Scales Mound Day Care follows their Behavior Management Plan for all children in our programs. The plan is listed in detail on pages 7 & 8. If the need arises for a student to be removed from the program by the request of the Scales Mound Day Care, a withdrawal plan will be agreed upon by the parent and teacher.
- **Field Trips/Special Lunches:** Children may be attending various field trips throughout the year. Permission slips will be passed out and we are asking that parents return them in a timely manner so we are sure to include everyone. All field trips will require a permission slip and parents will be notified ahead of time. All fees associated with field trips are in addition to the daily tuition fees.
- **Supplies:** there will be a onetime fee of \$30.00 for supplies for the classroom.
- **Holiday parties:** With each major holiday the children will be having themed parties. For each party, parents may be asked to provide supplies or be asked to help out when needed to make the party a success.

- **Medications:** Scales Mound Day Care staff does not administer medication of any kind, for any reason; without a medication authorization form. This form must be filled out prior to any medication given to your child. The medication must be in its original container, with your child's name on it.

The Scales Mound Day Care staff does not administer injections to any child enrolled in our programs (except epipen). If injected medication is required during Scales Mound Day Care programs, a parent may: 1) bring the injection in the original container with the child's name on it for the child to administer to him/herself, or 2) join the child at the program in order to administer the medication. Please see attached permission form.

- **Allergies:** Please make us aware of any allergies your child (ren) may have. We will store any medication at the Scales Mound Day Care that your child may need in case of an allergic reaction. A medication authorization form will need to be filled out prior to starting the program.
- **Phone numbers/Emergency contacts:** Please keep us up to date on any changes in phone numbers, either of the parents or other emergency contact people.
- **Birthday Treats must be a prepackaged food from the store, not a homemade product.**

## **Program Fees**

- **Registration:** A once a year, non-refundable registration fee of \$25.00 will be collected to hold your child's spot in the Preschool or Critter Camp programs.
- **Tuition:** Monthly tuition fees are due by the first of the month. Teachers may collect payments but are not able to answer questions about payments. Please see the Scales Mound Day Care Childcare Director with any payment questions.
- **Field trips:** Children may be attending field trips throughout the year and the parents are responsible for transportation fees and any cost for their child to gain entrance to the event. The field trip fees are in addition to daily tuition fees.
- **Late payment:** If payments are two weeks outstanding, the Scales Mound Day Care reserves the right to ask for pre-payment of services or terminate services.

- **Late pick up/Early drop off:** If your child is routinely picked up late or dropped off early additional fees may be charged. A late fee/early fee of \$1.00 per minute may be charged.
- **Return check:** There will be a \$30.00 fee for any returned check. After one returned check the Scales Mound Day Care reserves the right to require cash payment and/or pre-payments only.
- **Lunches will not be provided on Critter Camp days.** We ask all children to bring lunch from home.
- **Holidays:** The Scales Mound Day Care observes the following holidays and will be closed: Labor Day, Thanksgiving Day, and the day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Years Day, Memorial Day, Good Friday & Independence Day. There will be no charge for these holidays.
- **Withdrawal from the program:** If it becomes necessary to withdraw your child, **a two-week written notice is required.** If a written withdrawal is received with less than a two week notice parents will remain responsible for two weeks payment. In order *to re-enter the program*, the family account must be in good standing with the Scales Mound Day Care This includes fees for all Scales Mound Day Care activities, sports & session classes. Parents may be required to pre-pay for services.
- **Suspension from the program:** If it becomes necessary for your child to be suspended From the program, parents remain responsible for payment during the suspension.

**I have read and understand the Scales Mound Day Care's policies stated in their handbook. I agree to abide by these policies and work with the staff to ensure my child's continued success in the Preschool/Critter Camp Programs.**

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**Parent's Name** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please return the bottom section of this form to Scales Mound Day Care staff.**