

Preschool + Club Preschool Handbook



Believe in Us

Galena Art & Recreation Center (ARC)
11084 US HWY 20
Galena, IL 61036
ARC Main Phone # 815-777-2248
www.galenaarc.org

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Galena ARC Mission Statement

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.

A Typical Day at AM Preschool

7:00-8:30 **Free Choice:** Children are encouraged to explore interest areas in the room.

8:30-9:00 **Circle Time:** Children will participate with the teacher in greeting friends, choosing classroom helpers, talking about the calendar and weather and reviewing classroom rules.

Bathroom Break

9:00-9:30 **Snack:** Students are encouraged to eat and socialize together. They will practice table manners and will be encouraged to try new foods.

9:30-10:00 **Stories/Music/Games**

10:00-11:00 **Recess:** Outside, weather permitting or in the gym or dance room.

11:00-12:00 **Centers:** Children will spend time exploring centers. We will close by sharing the day's highlights and talking about fun upcoming events. Say goodbye to our teachers and friends.

A Typical Day at PM Extended Care

12:00-12:45 **Lunch:** Children all sit down together to eat a nutritious lunch from our hot lunch program and socialize. A monthly calendar of meals will be sent home as well as posted in the classroom.

12:45-1:00 **Bathroom break/Get Ready for Quiet Time:** The lights in the classroom are turned down and the children begin to make themselves comfortable (taking their shoes off, and laying out their pillows and blankets). The teachers will play some soft music to the children to help transition them into quiet time.

1:00-2:30 **Quiet Time:** Children who sleep are allowed to do so for approximately one and half hours. Other children will be asked to lie on their cot and have quiet time for 30 minutes. After this time if your child has not fallen asleep, he/she may read books; color, work puzzles, or play quiet games.

2:30 **Bathroom Break /Quiet Reading**

3:00-3:30 **Snack:** Students are encouraged to eat and socialize together while practicing table manners and trying new foods.

3:30- 4:00 **Bathroom Break/Music/Reading Games**

4:00-5:00 **Recess:** Outside, weather permitting or in the gym or dance room.

5:00-5:30 **Centers/Free Choice:** Children will have free time, in the classroom, until their parents pick them up. We may still be outside or in the gym during this time.

A Typical Day at Club Preschool

7:00-9:00 **Free Play:** Children are encouraged to explore interest areas in the room.

9:00-9:30 **Snack:** Students are encouraged to eat and socialize together while practicing table manners and trying new foods.

9:30-10:00 **Stories/Music**

10:00-11:00 **Centers/Free Choice/ Art & Craft Activity/Group Games**

11:00-12:00 **Recess:** Outside, weather permitting, or in the gym/dance room.

12:00-12:45 **Lunch:** During Camp Preschool, parent are responsible for bringing in a sack of lunch. on special days, you may have the option of a catered lunch (Subway, and Culver's or Casey's).

12:45-1:00 **Bathroom Break/Get Ready for Quiet Time:** Children who sleep are allowed to do so for approximately one and half hours. Other children will be asked to lie on their cot and have quiet time for 30 minutes. After this time if your child has not fallen asleep, he/she may read books; color, work puzzles, or play quiet games.

1:00-2:30 **Quiet Time**

2:30-3:00 **Bathroom Break/Reading:**

3:00-3:30 **Snack:** Students are encouraged to eat and socialize together while practicing table manners and trying new foods.

3:30-4:00 **Bathroom Break/Music/Reading Games**

4:00-5:30 **Recess:** Outside, weather permitting, or in the gym/dance room or free time in the classroom until parents pick up.

Program Enrollment Policies:

1. Children must be 3 years old and **completely 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 child birth certificate, & consents to day care providers must be completed prior to child attending.
4. A receipt of Preschool facts sheet must be completed prior to child attending.
5. Family accounts must be in good standing with the ARC before enrollment in program.

• Enrollment policy for students with special needs:

The Galena Art & Recreation Center 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 children with special needs, and will make reasonable modifications in policies, practices and procedures to accommodate all children.

1. If a child 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 ARC's programs. This aide must be furnished at the parent/guardian expense.
2. A child'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 child's IEP, individual needs, behavior, or other circumstances.

Behavior Management Policy

The Galena Art & Recreation Center has adopted the following policy to deal with aggressive behavior. This policy was established to protect all children, including the child exhibiting the aggressive behavior. If a child has three aggressive behaviors in one calendar year, the child may be removed from the program. If a student is asked to leave early for the day, or suspended for a period of time, parents will continue to be billed for tuition. An incident report will be sent home and parents will be notified each time a child displays negative physical aggressive behavior such as hitting, shoving, punching, biting, verbal aggression such as swearing, and/or name calling or inappropriate sexual behavior will also be addressed in the same manner.

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 teachers will also help to show the child a way to deal with the situation in a positive manner while here at the ARC. 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.

If after 15 minutes, a parent/guardian has not been reached, emergency contact people will be called to pick up the child.

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.

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 for a full day. This will be their committed schedule for the school year.

Vacation: Each family is eligible for one week (contracted days) of vacation at no charge. All vacations must be scheduled with the ARC **two** weeks in advance of the date. **If a two-week notice is not given, parents will be responsible for the contracted weekly fee.** All other days, that your child does attend preschool will be billed according to your contract.

Camp Preschool: This ARC program is in session when regular preschool is on holiday break. Pre-registration for these days is required. **Additional fees will apply.**

Sick days: If your child will not be attending because of illness, parents must phone in this absence to the ARC preschool number: 815-777-2248 ext 22. **No tuition refunds will be given for days missed because of illness.**

Holidays: The ARC observes the following holidays and will be closed: Labor Day, Thanksgiving Day & the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Independence Day. Please see the attached preschool calendar. Any changes to these days will be communicated in writing.

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.

Camp Preschool Days: The ARC will be open from 7am-5:30pm.

Pick-up:

Children will be released only to the parent or another adult authorized in writing by the parent to pick up the child. Be sure to include on the authorization form anyone 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 12:00 pm if they are enrolled in the AM Preschool and 5:30pm if their child is enrolled in the PM Extended Care or Camp Preschool. If a child has not been picked up 12:15 or 5:30, we will begin calling all names listed on his/her emergency card twice. If, after a half hour, parents and/or another authorized emergency person have not been able to be contacted and the child has not been picked up we will contact the authorities.

Inclement Weather:

If the Galena Public schools have cancelled classes for the day, the information will be announced on local radio stations. If Galena Public Schools have cancelled for the day, ARC preschool will also be cancelled. Please check for a text message or our website to make sure the ARC is open for Childcare. If the Jo Daviess County Sheriff department advises no travel, the ARC will remain closed.

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 ARC 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 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. All preschoolers must have a complete set of extra clothes, including socks and underwear. Please label all items.
- **Outdoor Dress:** We will be playing outside as often as the weather permits, so please send your child with a coat, snow pants, hat, gloves/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. Please label all items.
- **Candy & Food:** Children are not allowed to bring food into the classroom. Candy, soda and gum are not allowed. Please send a water bottle labeled with your child's name.
- **Birthdays:** Birthdays can be celebrated in two ways: 1) Families may choose to bring a treat for the entire class. This can be a pre-packaged food or toy/trinket such as play-doh, stickers, etc. 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 put Birthday invitations in the student's cubbies. Children are **not** allowed to hand out in the classroom.
- **Hooks/Cubbies:** Each child will be assigned a hook and wooden cubby in the hallway for their belongings.
- **Backpack:** Children will need a large backpack with **their name written on it**. Please be sure that the backpack is large enough to accommodate all items. 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. No lunches from home are allowed due to state standards. Lunch fees are included in the cost for the pm option of our program.

- **PM Extended Care program:** All children enrolled in the PM/Camp Preschool program will need to bring a small pillow and blanket. These are required to be taken home and brought back weekly to be washed by parents.
- **Toys/Electronics/Personal Belongings:** These items should not be brought to the ARC. We have found it causes issues if the they were to become broken or lost.
- **Photography:** Photos and videos are periodically taken of participants during programs at special events, trips or at the ARC. These photos/videos may be used for 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 should not be sent to the ARC when ill. 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 ARC. Children are able to return to the ARC when they have been symptom free for 24 hours, without medication.
- **Emergency Procedures:** The ARC 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). 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 ARC will not tolerate bad language, disrespect of**

staff/administration & lack of parental involvement. The ARC reserves the right to terminate services due to improper parental behavior.

- **Potty Training:** All children must be potty trained to be enrolled in the ARC Preschool program, though we understand that accidents do happen.
- **Open Door Policy:** The ARC 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 ARC Director to escort you. We also have a full building security system with cameras in every classroom and buzz entrances on all doors.
- **Key Cards/Buzz Entrance:** All families will be given 1(one) key swipe card to allow them access to the building. A \$25.00 replacement fee will be charged.
- **Parent Folders:** Please check your child's parent folder on a daily basis. All parent communications will be put in your parent folder
- **Field Trips/Special Lunches:** Children may be attending various field trips throughout the year. You will sign a field trip permission slip covering all field trips. Parents will be notified ahead of time. All fees associated with field trips are in addition to the daily tuition fees.
- **Conferences:** One parent/teacher conference will be held in October/November and the second will be held in February/March. We encourage all parents to attend conference. It is a great time to ask questions, discuss concerns and marvel at your child's progress. Prior to the conferences, we will be using observations and a screening tool to help evaluate your child.
- **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 help out when needed to make the party a success.
- **Medications:** ARC 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 ARC staff does not administer injections to any child enrolled in our programs (except epipen). If injected medication is required during ARC 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.

- **Allergies:** Please make us aware of any allergies your child (ren) may have. We will store any medication at the ARC 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.

Program Fees

- **Registration:** A once a year, non-refundable registration fee of \$30.00 will be collected to hold your child's spot in the Preschool or Camp Preschool programs.
- **Tuition:** Weekly tuition fees are due by Friday of the week prior. All payments should be placed in the Parent Payment lock box located in the ARC lobby outside the entrance to the Infant/Toddler wing. Payments should not be given to teachers or placed in take home folders. Please see the ARC Childcare Director/Office Manager with any payment questions.
- **Late payment:** If payments are two weeks outstanding, the ARC 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 \$50.00 may be charged.
- **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.
- **Return check:** There will be a \$30.00 fee for any returned check. After one returned check the ARC reserves the right to require cash payment and/or pre-payments only.
- **Lunches will not be provided on Camp Preschool days.** We ask all children to bring lunch from home.
- **Please see contract for most current fees.**
- **Multi-Child Discount:** Families with more than one child in and ARC program will be given a 10% discount on the least expensive childcare rate. Families with 2 or more children will receive a 20% discount on the least expensive childcare rate.