

Sandbox of Homer Glen

Early Care & Education

Parent's Handbook



Website: www.sandboxschools.com

Email: sandbox159@comcast.net

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Rev. 2007

Rev. 2008

Rev. 2009

Rev. 2010

Rev.2011

Rev. 2012

Rev. 2013 – pg. 4 – 06/08/13

Rev. 2014 – 01/17/14

Rev. 2014 – 10/06/14

Rev. 2015 – 01/16/15

Rev.2015-3/15/15

Sandbox Provisions for Family Involvement

1. Families are invited to observe the group that their child will be attending prior to enrollment.
2. Directors share the Parent Handbook with the families.
3. Sandbox shares information about their child and the program with the families.
 - a) Group meetings are planned for parents
 - b) Each center has a parent library with parenting information to check out.
 - c) There is a parent board in the main entry as well as in each classroom.
 - d) Daily care informational sheets are sent home daily for children two year of age and younger.
 - e) Each classroom sends home a monthly newsletter.
 - f) In addition to frequent informal conversations at drop off or pick up times, a planned conference is offered to the families twice per year, or as needed.
4. Sandbox offers a variety of alternatives for involvement.
 - Assisting staff when the group takes a field trip.
 - Sharing a family cultural customer with the class.
 - Helping with a special activity, such as a science or art project.
 - Bringing a special visitor, such as a new baby or family pet.
 - Having parents talk to the class about their jobs.
 - Helping with fund-raising events.
 - Participating in "Family Night".
 - Helping to provide a "teacher appreciation" event.
 - Join in the child's birthday celebration.
 - Families are invited to school shows (Spring Fling, Graduation, etc.).
 - Grandparents Day,
5. Families are asked to participate in an annual evaluation of the program.
6. Parents are referred to other professionals when the staff and director feel it is needed for the well-being of the child.

SANDBOX LOCATIONS

All facilities are fully insured and licensed by the Illinois Department of Children and Family Services and approved by the County Health Department and the Fire Marshall of the State of Illinois.

| Location & Contact Information | Hours |
|---|--|
| Sandbox of Homer Glen 12030 West 159 th Street Homer Glen, IL 60491 (708) 301-2311 Phone (708) 301-6761 Fax | Infant & Child Care – 6:15 a.m. – 6:30 p.m. Preschool – 9:00 a.m. – 11:30 a.m. / 12:15 p.m. – 2:45 p.m. Afterschool care until 6:30 p.m. Kindergarten ½ day – 8:30 a.m. – 11:30 a.m. Kindergarten Full Day – 8:30 a.m. – 2:30 p.m. |
| Midlothian 14811 S. Turner Avenue Midlothian, IL (708) 389-5682 Phone (708) 389-5681 Fax | Childcare for District 143 staff – follows District 143 schedule |
| | |
| Orland Park – 82 nd Avenue 14311 S. 82 nd Avenue Orland Park, IL 60462 (708) 349-7732 Phone (708) 349-8512 Fax | Childcare – 6:30 a.m. – 6:00 p.m. Preschool – 8:45 a.m. – 11:15 a.m. / 12:15 p.m. – 2:45 p.m. Afterschool care until 6:30 p.m. AM Kindergarten ½ day – 8:00 a.m. – 11:00 a.m. PM Kindergarten ½ day - 11:30 a.m. – 2:30 p.m. |
| Orland Park – 151 st Street 9970 West 151 st Street Orland Park, IL 60462 (708) 349-7557 Phone (708) 364-7672 Fax | Childcare – 6:30 a.m. – 6:30 p.m. Preschool – 9:00 a.m. – 11:30 a.m. Afterschool care until 6:30 p.m. AM Kindergarten ½ day – 8:15 a.m. – 11:15 a.m. Kindergarten Full day - 8:15 a.m. – 2:15 p.m. |
| Sandbox of Palos Heights 12832 S. Ridgeland Ave Palos Heights, IL 60463 (708) 371-5443 Phone (708) 371-4480 Fax | Infant & Child Care – 6:00 a.m. – 6:30 p.m. Preschool – 9:00 a.m. – 11:30 a.m. Afterschool care until 6:30 p.m. Kindergarten ½ day – 8:30 a.m. – 11:30 a.m. Kindergarten Full Day – 8:30 a.m. – 2:30 p.m. |
| Palos Hills 7845 West 103 rd Street Palos Hills, IL 60465 (708) 598-8410 Phone (708) 233-7806 Fax | Infant & Child Care – 6:15 a.m. – 6:00 p.m. Preschool – 9:15 a.m. – 12:00 a.m. Afterschool care until 6:30 p.m. Kindergarten ½ day – 8:30 a.m. – 11:30 a.m. Kindergarten Full Day – 8:30 a.m. – 2:30 p.m. |

MISSION STATEMENT

Sandbox provides high quality childcare that supports children and parents through superior developmentally appropriate curriculums that correspond with each stage of development, nurturing children ages 6 weeks through 12 years. A variety of programs are offered, providing choices that assist each child in the cognitive, the social the emotional and the physical development during the formative years.

DIRECTORY

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WELCOME

Welcome to the Sandbox School. We feel certain that you and your child will enjoy a positive growing, learning experience here at Sandbox.

The Sandbox Schools and their programs were successfully created and developed in 1968 by Beverly Avery and Sue Moustakas, two local teachers with Master’s Degrees in Early Childhood Education, who wanted the best possible early childhood program for their own children. Today there are seven Sandbox locations, four of which are owned and operated by the same two partners, each of whom have over 40 years experience working with young children. The Palos Hills Sandbox is owned and operated by Dorothy Garofalo, a long-time Sandbox teacher, with 30 years in early childhood and a degree in Early Childhood Education. The Sandbox of Homer Glen is owned and operated by Dawn Soukup, M.Ed., a Sandbox alumni herself as well as a long-time Sandbox Director with over 20 years in early childhood. Directors and staff are carefully chosen and well qualified for the job at Sandbox.

Here are the names and contact information for our seven Sandbox locations:

| School | Director | Phone / email |
|---|----------------------------|---|
| Sandbox of Homer Glen..... | Amy Gurosh/Dawn Soukup ... | (708) 301-2311 / sandbox159@comcast.net |
| Sandbox Midlothian..... | Kathy Izzo..... | (708) 389-5682 / sandboxmidlo@yahoo.com |
| Sandbox Oak Lawn..... | Laura Cunningham..... | (708) 424-2000 x 2450 / sandbox@chsd218.org |
| Sandbox Orland Park | Casey Cannatello | (708) 349-7732 / sandbox143@comcast.net |
| Sandbox Orland Park 151 st | Cindy Galason | (708) 349-7557 / sandbox151@comcast.net |
| Sandbox of Palos Heights | Amy Moustakas | (708) 371-5443 / sandboxschools@aol.com |
| Sandbox Palos Hills | Karen Humphrey | (708) 598-8410 / sandboxpaloshills@yahoo.com |

Please call us if you have any questions or need reassurance regarding your child’s adjustment.

****The Sandbox Early Learning Centers are always improving; therefore, we reserve the right to change policies and procedures in the best interest of children and their early childhood development.***

PARENTS ARE WELCOME

There is an open door policy at the Sandbox for all parents of children attending. Parents are encouraged to visit and observe, especially on the child's birthday. The Sandbox believes that the parents are the first and most significant teachers in the life of a child. A good partnership between parent and Sandbox is a necessity for the optimum growth of the child. The Sandbox experience should be exciting and happy for both parent and child; therefore, good communication between parents and staff is essential. Parents are encouraged to share all information that could help in making the child's experience a better one.

UNITY

I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind
And they fashioned it with care.
One was a teacher, the tools she used
Were books and music and art.
One was a parent with a guiding hand
And a gentle, loving heart.
Day after day the teacher toiled
With touch that was deft and sure.
While the parent labored by her side
An polished and soothed it o'er.
And when at last their task was done
They were proud of what they had wrought.
For the things they had molded into the child
Could never be sold or bought.
And each agreed she would have failed
If each had worked alone.
For behind the parent stood the school
And behind the teacher, home.

SANDBOX PHILOSOPHY

The Sandbox believes that each child possesses great dignity, and deserves to be treated with respect, and that, in the proper developmentally appropriate environment, children will gain a love of learning and a learning to love...self, friends, and the world around us.

SANDBOX GOALS

To develop in all children a positive self-image and sense of adventure in the search for knowledge.

To provide developmental opportunities and experiences meeting cognitive, the social, the emotional, linguistic, and physical needs of each child in order for full potential to be reached.

To help each child adjust and become secure and happy, and self-confident in this early care and educational environment.

To prepare the child for future schooling by allowing development at his/her individual pace.

To provide quality care and early education in a homelike atmosphere that is comfortable, safe and enjoyable for those children requiring part or all day care.

GOALS FOR PARENTS

To ensure parent satisfaction through the provision of quality care and early childhood education for each child and to provide a working partnership with parents in the development of the whole child.

SANDBOX STAFF

Staff are selected for their experience and expertise in the field of early childhood. They are chosen to work with certain groups of children because they meet those special requirements that are necessary to share in the very important responsibility (with parents) of developing the minds, bodies and emotions of young children during their formative years.

All staff members must meet the requirements of Sandbox School and the Department of Children and Family Services, including fingerprinting, background checks, as well as a health physical.

All Sandbox staff are offered an additional 24 hours of training per year. The majority of Sandbox staff are First Aid and CPR certified. Most Sandbox directors are First Aid and CPR instructors.

All teachers and caregivers work directly under the supervision of the Sandbox Center Director. All Sandbox Directors are under the direct supervision of the Executive Directors who formed the Sandbox Schools in 1968.

COMMUNICATION WITH STAFF

With Sandbox goals in mind for children, parents and staff, good communication is an absolute must at all times. Parents are encouraged to share information regarding the condition of the child with the Director and caregiver upon arrival each morning. A routine daily health check of each child is required by DCFS and conducted by a staff member.

STAFF BABY-SITTING FOR CLIENTS

It is not **EVER** allowed that Sandbox staff baby-sit for clients of Sandbox. Although we have the greatest confidence in those that are hired, Sandbox can neither assume liability or responsibility for the staff outside of working hours at the center. Programs that allow staff to babysit for families can be sued if the child is harmed. Therefore staff who do babysit for clients will have to choose between the job at Sandbox and the babysitting job for the client this decision is based on the recommendation of Sandbox legal counsel.

The work of caring for children can be exhausting, both physically and emotionally, and therefore the recommendation for those wishing additional work hours is that the work be outside the field of child care.

REPORTING CHILD ABUSE

According to Illinois state law, all child care workers are mandated reporters of child abuse. If any of the four types of abuse are noted and documented by a caregiver and not reported to DCFS, a violation of the law has occurred.

The four types of abuse are:

- Physical Abuse
- Emotional Abuse
- Verbal Abuse
- Negligence

Information on the four types of abuse is available at the center. Please ask your director for a copy.

CURRICULUM

CURRICULUM GOALS

The Sandbox School embraces a total concept in early childhood education aiming towards the total development of the whole child with activities that are both age appropriate and individually appropriate.

- Socially – for each child to enjoy friends, fun, and healthy interaction with the environment
- Cognitively – for each child to progress at his/her individual pace through the developmental stages in the areas of number readiness, art, movement, music, drama, literacy and whole language, and experimental science.
- Physically – for each child to be allowed to blend mind and body through movement activities designed to develop coordination, flexibility and agility.
- Emotionally – for each child to develop happily and securely in a caring environment that fosters positive self-esteem.

UNITS

The year is divided into units with a special theme that is always set to music. Field trips and special visitors are scheduled in conjunction with some units and help the children learn about and appreciate the world around them.

STUDENT EVALUATION

Preschool progress reports will be issued in January and May of each year. Kindergarten report cards will be issued in November, February, and May. Parent-teacher conferences are always welcome, and will be scheduled during the school year.

Sandbox curriculum corresponds with the Illinois Early Learning Standards set forth by the Illinois Board of Education.

Vision and hearing testing will be conducted each year by the Department of Health when available. Parents will be notified prior to this service.

PROCEDURE FOR REFERRAL TO A SPECIALIST

The early (most important) years in a child's life may also be time when the need for a specialist may be determined. Specialists of many varieties may be extremely helpful in determining ways to benefit a child, with any of the types of possible problems, in the life and childcare setting of a little one.

Sandbox schools follow the procedures below when such a need seems necessary:

1. Communication between the director and staff regarding concern over some deviation in the development of the child.
2. Written permission of the parent of the child to allow a specialist (to be determined together with Sandbox School) to observe the child in the Sandbox group care and educational environment.
3. Schedule the observation with the specialist.
4. Coordinate a meeting between the specialist, parent and Sandbox staff to discuss professional observations.
5. Develop a plan for improvement including goals and adaptations.
6. Adapt.
7. Communicate progress frequently – parents and staff

PROGRAMS OFFERED AT SANDBOX

CHILD CARE CENTERS – CHILDCARE & PRE-SCHOOL AVAILABLE

- Homer Glen, 12030 W. 159th Street, Homer Glen
- Midlothian, 14811 South Turner Avenue, Midlothian
- Oak Lawn, 4625 W. 107th Street, Oak Lawn
- Orland Park, 14311 S. 82nd Avenue, Orland Park
- Orland Park, 9970 W. 151st Street, Orland Park
- Palos Heights, 12832 S. Ridgeland Avenue, Palos Heights
- Palos Hills, 7845 W. 103rd Street, Palos Hills

PROGRAMS

(Midlothian & Oak Lawn locations are day with preschool and only open to employees and families employed by the school district in which they reside)

- Infant Care – (Homer Glen, Midlothian, Oak Lawn & Palos Heights) - 6 weeks +
- Toddlers – 15mos
- Mini-School & Teeny 3's
- Jr. Pre-School
- Pre-School
- Kindergarten – Half Day & Extended Day (Homer Glen, Orland Park Schools, Palos Heights)
- Before and After School Care
- Summer Camp – 3, 4, 5's (Homer Glen, Orland Park Schools, Palos Heights, Palos Hills)
- SB Summer Camp – Entering 1st–4th Grade (Homer Glen, Orland Park Schools, Palos Heights, Palos Hills)
- Bigger Better Camp – Entering 5th Grade – Age 12 (Homer Glen, Orland Park Schools, Palos Heights, Palos Hills)
- Summer Day Camp – 9 – 11:30 (Homer Glen, Orland Park Schools, Palos Heights, Palos Hills)
- Summer Math and Reading Enrichment (call your school for guidance)
- Summer Fun School (Homer Glen. Orland Park. And Palos schools)

ADDITIONAL PROGRAMS

- Dance & Co. – Ages 3 – adults
- Tumbling – Ages 3 through 5
- Summer Enrichment – Ages 5 – 10
- Tutoring (Individual & Small Group) – Ages 5 through 12
- Martial Arts – Ages 4 through 12 when possible

*****Disclaimer: Not all programs are offered at all sites. Please call your local center for information**

TYPICAL DAY

- | | | |
|---------------|---|---|
| 6:30 – 8:45 | - | Free play with a multitude of developmentally appropriate choices |
| 7:30 – 8:00 | - | Breakfast – for those who choose |
| 8:45 | - | Clean-Up Time |
| 9:00 – 11:30 | - | Pre-School begins |
| | | Music |
| | | Art |
| | | Reading Readiness |
| | | Snack & Freeplay |
| | | Motor Development & Science (indoor & out) |
| | | Number Readiness |
| | | Character Development |
| 11:30 | - | Preschool ends. Preparation for lunch for all day care children |
| 11:30 – 12:30 | - | Nutritious, well balanced, hot lunch |
| 12:30 – 2:30 | - | Naptime for 1, 2, 3 year olds |
| 12:30 – 1:00 | - | Storytime. Prepare for nap – 4 & 5 year olds |
| 1:00 – 2:30 | - | Naptime |
| 2:30 – 3:00 | - | Wake Up, Snack, Story, Freeplay |
| 3:00 – 4:00 | - | Outdoor play – weather permitting |
| 4:00 – 6:00 | - | Small Group Activities and Interest Areas, Departure |

****** Each Sandbox school has its own schedule, this is just a sample of a any given school**

Each program provides a balance of quiet time and active play, of teacher directed activities and free choice. Our program is designed to meet the total needs of the child by coordinating activities and experiences pertinent to the child's stage of development, and at the child's own pace.

INFANT TYPICAL DAY

| | |
|---------------|--|
| 6:15-8:15am | Greet parents and children, breakfast and bottle feeding |
| 8:15-9:00am | Diapering, hand washing, individual activities |
| 9:00-10:00am | Nap time |
| 10:00-10:15am | Snack time |
| 10:15-11:30am | Individual activities, diapering, hand washing |
| 11:30-12:30pm | Lunch, bottle feeding |
| 12:30-2:00pm | Nap time |
| 2:00-3:00pm | Individual activities, diapering, hand washing |
| 3:00-3:30pm | Snack time |
| 3:30-4:30pm | Bottle feeding, diapering |
| 4:30-6:30pm | Individual activities, departure |

ENROLLMENT

To enroll your child in the Sandbox program, you must first visit the center, observe the programs and meet with the director. When you choose to enroll, the registration fee must then be paid. An enrollment form, a certificate of health and immunization record (to be signed by your doctor), consent and release forms must all be completed and returned to Sandbox. The acknowledgement at the back of this parent handbook must also be signed and returned. Upon enrollment, you will receive the second package of helpful information to ensure a happy, healthy year for your child at the Sandbox School.

POLICY STATEMENT

The Sandbox welcomes all children to apply for enrollment. Each application will be considered on an individualized case-by-case basis without regard to race, sex, religion, or disability. With respect to special needs children, reasonable accommodations and adaptations that are readily achievable will be made, so long as such changes will not unduly burden or fundamentally alter the Sandbox program.

With respect to special needs children, parents are reminded that the Sandbox facilities are private day care and early childhood pre-school programs. Sandbox does not declare itself to be a special education facility. Sandbox staff hold no special education certifications, nor does the facility employ any specialized staff such as occupational therapists, physical therapists, or speech/language pathologists. Sandbox is not part of any public school system or cooperative of public service providers. However, Sandbox will cooperate with and encourage participation between public and private agencies and the parents of special needs children and will rely upon the expertise of specialists in the field when deemed necessary.

Upon application and acceptance, the Sandbox staff will:

- A. Require a properly executed release of information directed to the child's school district (if applicable) and any other service provider whose input would be beneficial to Sandbox staff in providing appropriate care for the child. This information will be shared with the child's Sandbox teacher(s).
- B. Ask for and maintain school records, including any case study evaluations and/or individualized education plans (IEP) which may have been developed by the local school district
- C. When applicable, participate with public school representatives and parents in developing an IEP designed to meet the special needs of your child.
- D. Maintain interactive communication with the parent as well as any other personnel employed by the parents or the school district to provide resource services to the child while they attend Sandbox.
- E. Incorporate reasonably available in-service training that relates to specific needs of children currently served by Sandbox.

- F. Monitor the resource services provided by the local school district or other agency related to your child's specific needs and request evaluations and/or reviews with those resource persons and the parents at least twice a year, in accordance with DCFS licensing standards.

POLICY STATEMENT CONTINUED

Parents of Sandbox children will be required to:

- A. Sign all necessary releases;
- B. Supply all pertinent medical and educational records regarding the child which can facilitate Sandbox staff to appropriately meet each child's needs;
- C. Cooperate with Sandbox rules, regulations, policy and reasonable request concerning the welfare of the child;
- D. Maintain interactive communication with Sandbox staff and provide up-to-date information such as current phone numbers and authorized adult information;
- E. Participate in parent in-service meetings when provided
- F. Cooperate with Sandbox and/or public school personnel by providing necessary consents to the local school system for evaluation and/or services should it become evident that the child has emerging needs that can only be addressed by appropriate resource services; this consent and cooperation would also be expected with future reassessments, if necessary.
- G. In accordance with DCFS Regulations, within 30 days of enrollment the parent or guardian must provide a certified copy of the child's birth certificate or other reliable proof of identity and age of the child. Sandbox will make a duplicate and return the original certified copy to the parent or guardian no later than the next business day after receipt. If a certified copy of the birth certificate is not available, the parent or guardian must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate. If the parent or guardian fails to produce a certified copy of the birth certificate within 30 days of enrollment, Sandbox is required by law to notify the Illinois State Police or local law enforcement.

Continuation in the Sandbox program will be dependent upon the growing needs of the child. Sandbox staff will work to provide a consistent program for each child that is both developmentally appropriate as well as age appropriate. The Sandbox will document the progress of each child, or lack of such, through observation, interaction with parent, child, and resource service providers and through reassessment.

Past situations, whereby a child has physically outgrown the ability group into which the child has been placed has caused Sandbox to know that this type of circumstance can be overbearing on younger classmates, posing a threat of harm to all children within the group. Therefore, discretion will be used if placing an older child in a group of younger children.

If Sandbox staff concludes that, due to the changing needs of any child, the Sandbox can no longer appropriately meet the day care needs in the child's current program or any other program with

reasonable accommodations, the disenrollment procedures of the Sandbox Policy Handbook will then be invoked. Sandbox staff will be happy to suggest alternative appropriate placements

DISENROLLING

IF YOU CHOOSE TO LEAVE SANDBOX:

To disenroll, please notify the Sandbox, in writing, at least two weeks in advance. Please include the reason for leaving the Sandbox. Without notice, the parents will be charged two weeks' tuition. If you are transferring to another center, your records may be picked up at the office or can be transferred.

DISENROLLMENT

Sandbox Policy on Disenrolling a Child:

The Director and teachers at the Sandbox School will always attempt to make the Sandbox experience a happy, healthy, fulfilling time for each child. However, some programs cannot meet the needs of some children. In the event that a child is harmful to him/herself, to others, or the environment, the child will be disenrolled.

This process will occur after the following steps have been taken to help the child adapt and adjust to the program:

1. Documented observations by the teacher in the child's classroom and Incident Reports as discussed and signed by the parent or guardian.
2. Several observations of the disruptive behavior, by the Center Director, of the child in the everyday setting.
3. Conference with the parents regarding the behavior of the child.
4. Remediation will be determined.
5. Upon parents refusal of remediation, the student will be disenrolled immediately for the safety of the others, or the environment.

Parents will be given a two week notice of the Director's decision to discharge the child from the center and an alternative referral will be suggested.

RELEASE OF PERSONAL INFORMATION

The Sandbox will release personal information and records on any child with written permission from the parent or legal guardian, including authorized Department licensing representatives, Department child protection investigators, or other Department representatives who have the Department Director's written authorization (specifying the statutory authority or administrative rule under which access is granted) shall have access to the day care center's records and reports. All persons with access to records and reports shall respect their confidential nature.

In the event that a parent would ever threaten or be harmful to any Sandbox child, Sandbox staff member, or the Sandbox environment, such an occurrence would be grounds for immediate termination for that family from the Sandbox center and programs.

DISCIPLINE AND GUIDANCE

Discipline means “to teach”; Discipline does not mean “punishment”

Discipline at the Sandbox is positive and is to be handled in the following manner:

There is to be positive reinforcement rather than negative.

There is to be redirection of activities.

There is to be respect for the dignity of the child even in discipline.

Teachers model positive manners in order to help the children learn self-discipline.

If the behavior of a child jeopardizes the safety of him/herself, the other children, or the equipment, the child should be removed from that situation and brought to a calming place where there can be redirection of activities.

If a child disturbs the other children, that child will be asked to take a time out possibly in order to think of how to do better with the group and/or to self-soothe.

If a child misuses the equipment, the child will be told that he/she cannot use the equipment until it can be properly used.

If a child is continually unable to be disciplined in any of the positive methods, testing will be recommended for the child through the school district. If, in the opinion of the Sandbox staff, the child's behavior interferes with the program, the parent or guardian will be asked and required to withdraw the child from the center. Recommendations of alternative placement will be made available to the parent.

Behavior is almost always good when children are engaged in activities that meet their needs and match their individual stages of development.

We suggest your family use positive forms of discipline, so that there is consistency between home and school. Ask your director for further information on positive guidance and discipline.

CONFLICT RESOLUTION POLICY STATEMENT FOR PARENTS

CONFLICTS ARE:

- Natural
- Usually over materials or space
- Are social Disagreements

THE POSITIVE SIDES OF CONFLICT

Children can solve conflict using the following skills:

- Social
- Language
- Cognitive
- Cooperation
- Acceptance
- Negotiation

Six problem-solving skills adults can use to help children resolve problems:

- Approach calmly, stopping any harmful actions or language
- Acknowledge feelings
- Gather information
- Restate the problem
- Ask for ideas for solutions, or chose one together
- Give follow-up support as needed

This conflict resolution process helps children to:

- Express needs and strong feelings
- Hear and respect each other's point of view
- Express ideas
- Experience the "give and take" of relationships
- Develop a desire to engage in positive social behaviors
- Feel in control of the solution and outcomes
- Experience successful cooperative solutions
- Develop trust in adults and other children
- Understand how to make constructive choices
- Experience feelings of competence

RISK MANAGEMENT

Every effort is made to provide a safe and healthy environment for Sandbox children.

- Fire drills are practiced monthly at different times of the day. Evacuation routes are posted in every room.
- Tornado and severe weather drills are practiced frequently.
- Staff is trained in First Aid and Cardiopulmonary Resuscitation and emergency procedures.
 - Besides training staff in emergency rescue procedures, training is also provided in:
 - Preventing childhood injuries
 - Preventing childhood illnesses
 - Dealing with the mildly ill child
 - Preventing disease transmission by practicing Universal Precautions
- Daily Equipment checks are made, both indoors and out to help ensure safety for the children

The Center Director is responsible for risk management including frequent inspections and staff training. Parents are encouraged to identify and discuss with the Director any perceived risks to the health and safety of the children.

SEVERE WEATHER, FIRE DRILLS, EMERGENCY EVACUATION

Sandbox has a written Risk Management plan which includes fire, weather and crisis emergency evacuation. Fire and tornado drills are held frequently. Should any emergency occur that requires evacuation of the center, you will be notified immediately via the Sandbox159@comcast.net email notification in addition to a telephone call as soon as is possible with consideration of care for the children being a priority.

CLEANLINESS

Cleanliness is a priority at all Sandbox Schools. Centers are cleaned daily by professional janitorial services. Staff clean and disinfect changing tables after each diaper change, cots after rest time, and lunch tables before and after eating. Classroom toys and equipment are also cleaned and disinfected regularly. Frequent hand washing procedures by staff and children are observed after toileting and before and after meals. The new DCFS Licensing Standards requires children to wash their hands upon arrival at the center.

SECURITY

Security at the Sandbox is enhanced by fenced playgrounds and electronically monitored fire and alarm systems.

INSURANCE

Sandbox is a fully insured center with all risk coverage in the following areas: Liability, Injury, Product, Fire & Theft, Workman's Compensation, and Unemployment

PESTICIDE APPLICATION

Sandbox Schools practices Integrated Pest Management, a program that combines preventative techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides. Our licensed application applies the fertilizers and weed control products.

Pesticides will not be applied when children are present at the center. Lawn care products will not be applied to day care center grounds when children are at the center or on it’s grounds. Products must be applied over the weekend.

Sandbox Schools has an established registry of people who wish to be notified two days prior to application of pesticides or lawn care products. To be included in this registry please contact your Director for the appropriate paperwork.

EMERGENCY EVACUATION PROCEDURE

In the case of an emergency of any nature, (such as flooding, fire, gas leak, or hazardous waste spill) that would warrant the evacuation of the building, the following plan should be implemented immediately.

1. Stop work immediately.
2. Shut off all electrical equipment and machines, if possible.
3. Staff and children walk (not run) to the nearest safest exit, without stopping for ANY personal belongings.
4. Sandbox Administration will contact outside emergency response agencies.
5. Community vehicles will be called to transport children and staff to a safe community building, such as a Village Hall, Park District, Public School, Police Station, etc.
6. The parent calling tree will be enacted, informing parents of the occurrence and the location of the children.
7. A sign will be posted on the center door (if possible) notifying the parents of the temporary location of the children.
8. Staff will remain with the children until all children have been picked up.

TUITION FEES

REGISTRATION

An annual, non-refundable registration fee is due per family. It is payable at the time of enrollment for each school year. This fee covers the cost of art supplies for the year and the preparation of the children's program.

CHILDCARE

***** A 10-month schedule or a 12-month schedule is available (no exceptions, please).**

Refer to your Tuition Policy.

Tuition is payable on the first day of attendance each week, upon arrival.

Late Fees – The teachers are hired according to the number of hours specified by the parents' enrollment. We are forced to charge late fees for those parents who do not comply with the rule - \$1.00 per minute late fee is due for every minute after closing hours. This is to be paid directly to Sandbox. Continued tardiness on the part of parents may result in disenrollment of the family.

PRE-SCHOOL (Half-Day)

Tuition is payable monthly on the child's first school day each month. Bi-monthly payments may be schedule upon request.

In order to maintain the high quality of the program, tuition is due even when the child is absent. **Total tuition rates are calculated on a yearly basis, and the holidays are factored out of the yearly charge.** The weekly tuition is calculated for the entire year. The weekly rate is the same each week, rather than less on holiday weeks yet more on other weeks. Tuition for the year must be paid in full by December 31st of that calendar year.

TUITION EXCEPTIONS ARE AS FOLLOWS:

CHILDCARE – a full weeks tuition is due even if your child is absent from school. The only exception is when your child is absent due to hospitalization, then half of each weeks tuition is due in order to secure your child's place in school.

VACATION – Teachers are present and working 52 weeks per year, therefore full tuition is due even when families vacation.

PRE-SCHOOL, KINDERGARTEN and CHILDCARE – In order to hold a child's space in school, tuition is due even when the child is absent.

Part-time students may attend additional days of school, but may not exchange a day for regularly booked days that they have missed. Extra time is charged on a non-regular student tuition rate.

TUITION RATES - Refer to the Registration and Fees sheet given at the time of registration.

TUITION PAYMENT POLICY

Sandbox schools has a “NO CASH POLICY” Sandbox schools requires payment by **check or money order** for tuition paying and other monetary transactions for the following reasons:

- Security
- Lost Receipts
- Record keeping errors
- Confusion in what calendar week payments were made
- Discrepancies in amounts paid
- No hassle record keeping
- Reduction of temptation for theft

ADDITIONAL EXPENSES

An additional charge will be requested for special field trips (such as the Pumpkin Patch). These special events are not mandatory. You will be notified about each trip and the cost in advance.

SEND A FRIEND / PARENT REFERRAL PROGRAM

We feel certain that you will be pleased with Sandbox School. We are always grateful for the many recommendations made by our parents to others. To show our appreciation, a Sandbox credit will be given on tuition if a new student enrolls at Sandbox upon your recommendation. Please see your director for details. This program also includes the Summer Camp Programs.

SUBSIDIZED CHILD CARE PAYMENTS

Sandbox Schools accepts subsidized child care payments from state agencies, such as Action for Children or Child Care Resource and Referral for tuition.

Because these payments do not cover the true cost of tuition, Sandbox requires parents to pay the co-pay designated by the state agency **and** the difference. Upon approval of your application by the state subsidizing agency, we will inform you of the amounts of your weekly or monthly co-pay and the difference.

Until approval is granted for subsidized child care payments, parents are responsible for 100% of the tuition payments and registration. A credit will be applied to any retro payments made by the state agency upon approval.

ASSIGNMENT OF PARENT RESPONSIBILITY IN DIVORCE AND SEPARATION CASES

Divorced or separated parents must sign an Assignment of Responsibility form stating which one parent will be consistently responsible for the weekly tuition payment to the center. Also, parental pick-up days and times must also be agreed upon and confirmed prior to enrollment. Sandbox will not participate in domestic disputes and is obligated to follow the court decision regarding custody of the children.

Please see and complete form in registration packet.

To all concerned:

Sandbox Schools strongly requests **NOT** to be the child exchange or visitation site for divorcing or divorced parents.

The mission of Sandbox School is to provide high quality early care and education in a safe and secure environment.

Past experience has proven that domestic disputes brought to Sandbox in any way, disrupt the energy expending job of the teachers and Directors and deeply effects the "condition of the children".

When parents have used Sandbox as the common "drop off and pick up place" for the children or as a visitation site, domestic disputes on site become common. Even though parents promise not to engage in arguments or fight on premise, fierce anger seems to overshadow past promises and the need to consider the condition of the children. Trying to hold back vicious tempers seems as futile as holding back a tidal wave with one hand.

In the past we have experienced loud, derogatory, rude, vulgar, abrasive, obscene, threatening, frightening arguments between divorcing parents, in the driveway, the open office, and in the presence of children and other parents. The atmospheric conditions of our sunny, safe and secure environment become dark, foreboding and extremely insecure. Happy children sounds change to crying requests to "go home now".

Sandbox believes that the drop off, pick up and visitation site should be a police station, a fire station or even outside McDonalds. A child care center should not ever be the place for domestic disputes.

HEALTH AND SAFETY

HEALTH AND MEDICAL FORMS – Each child must have:

1. An up-to-date Medical – at the time of enrollment (including the parents section)
2. TB Test
3. Lead Screening
4. All immunizations must be up-to-date
5. A completed Physical Form with a physician's signature, date and physicians stamped address
6. Completion of the medical history section and parent's signature

For the welfare of **all** children, please understand the Sandbox Health & Safety Rules:

- Sick children **may not** be brought to the center for care or pre-school. This include contagious diseases, (Dr.'s release must be presented upon return to school), sore throat, bad cold, flu, fever or diarrhea.
- Hand washing upon arrival.
- Health checks will be made daily upon arrival.
- If a child becomes sick while at school, the Director will isolate the child from the group, call Mom or Dad, or designated guardian, and watch over the child until the parent arrives, **which should be soon after notification.**

ACCIDENT PROCEDURE

Accidents are rare, but in the event that one does occur, phone numbers and addresses of person authorized to pick up children must be on file and updated yearly at the center. It is also necessary to have the name and number of the child's physician and the preferred hospital. Emergency vehicles will be called in the event of a very serious illness or an accident.

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

- If you child has had a fever within the last 24 hours (100° (axillary or 101° orally) without medication.
- If your child has a constant cough – not asthma/allergy related (asthma/allergy must be confirmed with a doctor's note).
- If your child has an uncontrollable cold, and/or constant yellow-green nasal discharge.
- If your child has a sore throat, rash, stomach ache, vomiting or diarrhea.
- If your child has symptoms of a communicable disease. Please notify school if your child develops a communicable disease.
- Your child should be fever free for 24 hours without the aid of a fever reducing medication, before returning to school.

REPORTING OF ABSENCES

If a child is going to be absent, please notify the center. If a child is ill, the parent must notify the director of the nature of the illness.

Parents will be asked to sign the "illness acknowledgement form" stating that they will not bring the child back to Sandbox until the child is well.

If a child is enrolled in the before and after school program, the center should be notified at least 2 hours in advance of the scheduled pick-up or drop-off time at the public or private school, if there are any changes on a given day.

WHEN A CHILD BECOMES ILL AT SANDBOX

Parents will be notified immediately when a child's behavior indicates illness. When a child is too ill to remain at the center, or has become contagious, the parent or guardian must pick up the sick child directly after notification by the Sandbox.

MEDICATION

Current Sandbox policy limits the distribution of medication to the infant room and any life sustaining medication (i.e., medication for breathing issues, allergy medication). This policy remains in effect with the following additions effective as of November 1, 2010. Sandbox will follow guidelines set forth by DCFS regulations 407.360 including, but not limited to:

- *All prescribed medication must be in the original box or container with the label from the pharmacy with instructions as to how and when medicine is to be distributed*
- *Over the counter medicine for allergic reactions (i.e., Benadryl) must be accompanied by a doctor's note with instructions as to how and when medicine is to be distributed*
- *Infant Tylenol or other pain medication given for teething must also be accompanied by a doctor's note*
- Any topical products such as diaper ointment, sunscreen or insect repellent, whether supplied by the parent or by the child care center, shall be approved by the parent in writing prior to use on the child.

Sandbox can no longer accept medication not meeting the above requirements.

ALLERGIES

Sandbox must be informed of any allergies that a child might have. Children with severe food allergies must have an Allergy Action Plan completed by parent. Allergies are to be stated on the registration form, emergency card, health form and discussed with the director. These same rules apply to any specific health problem your child might have which the director and teachers should be aware of (epilepsy, asthma, heart conditions, etc.)

WEAPONS POLICY

No student or nonstudent, including adult and visitors, shall possess, use or distribute a weapon when in a school location. Sandbox will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer or member of the public who violates this policy. "School locations" include any school building or grounds whether leased, rented, owned or controlled by Sandbox, school vehicles, areas of arrival or departure from school premises and all locations where school functions are conducted.

FOOD

A nutritious hot lunch, as well as a midmorning and mid-afternoon snack are served daily. Breakfast is also service (for an additional charge) for those who wish to avoid the morning rush of breakfast at home.

According to state requirements, food from home is not allowed at Sandbox, except in the following situations:

1. Special diet under the order of a doctor (provided by parent to the Sandbox)
2. Store or bakery treats brought in for birthdays or special occasions
3. School age camp programs

Meals are served in the classroom in a relaxed and pleasant atmosphere. Teachers sit and eat with the children. Children are offered a variety of foods from the basic groups and are encouraged, but never forced, to eat. A short prayer is said before snack and mealtime. Children are not forced to participate in the prayer.

Menus are distributed monthly as well as posted daily.

INFANT ROOM FOOD POLICIES AND PRACTICES

Sandbox will send home a nutritional guideline from DCFS reminding families of the infants daily requirements. Copies of this DCFS policy are available upon request from the Director.

1. Sandbox asks each family to provide 2-3 labeled bottles, powdered formula and nursery water for each infant. Bottles will be made as needed. Families will be notified when supplies run low.
2. Sandbox always supports breastfeeding. Moms are welcome any time and are provided a rocking chair in a quiet corner as needed. If you prefer, breast milk may be brought to the Center where it will be labeled and dated and only used for the intended child.
3. Sandbox staff will not offer fruit juice to any child less than 6 months of age.
4. Sandbox only serves whole milk.
5. All other regulations of DCFS for infant care will be observed.

REST

According to the Department of Children and Family Services, a rest is required of all children who are of kindergarten age and under, and spend a full day at the Sandbox (at least 5 hours). Older children spending the day will have a restful time with quiet activities.

Children may bring a small labeled blanket from home for rest time. These should be taken home weekly for laundering.

TOILET TRAINING

Toilet training should be a positive experience for the child. Praise and encouragement should be given by both parents and teachers. Please inform the school when you think your child is ready for toilet training. Parents and teachers need to work together during this stage of development.

Before toilet training, disposable diapers and wipes should be brought to the center as needed.

ARRIVAL AND DISMISSAL

For the safety of all children, pre-school will follow the “Coming and Going Procedure” designed by each particular Sandbox.

All day care children must be accompanied in and out of the building by a parent or guardian at all times. Under no circumstances may a day care child enter or exit the building alone. Parents or guardians must sign in and out daily. Children will be released only to parents, legal guardians, or those specifically authorized by the parent. Children may not be released to anyone under 18 years of age.

If the director does not know or recognize the authorized person picking up the child, a valid identification of the person will be required before the child can be released.

In the case of divorce, the Sandbox is bound to honor all legally served court orders regarding custody.

** An assignment of Parent Responsibility must be completed for all divorced and separated parents.

DCFS requires that all children wash their hands upon arrival at the center. Parents must assist their child with hand washing.

PRESCHOOL ARRIVAL

Preschool children will be met at the car where the parent will sign their child in and then will be brought into the building by the director.

PRESCHOOL DISMISSAL

Preschool children will be **taken** to the car of the parent by the director or a teacher on staff where the parent is required to sign the child out.

IT IS THE RESPONSIBILITY OF ALL PARENTS TO PROPERLY SEAT BELT THEIR CHILD(REN) BEFORE LEAVING THE CENTER’S PARKING LOT

In accordance with the center’s responsibility for the safety of the child regarding the release of a child to an adult or other authorized adult suspected to be under the influence, the Sandbox Early Learning Center will:

1. Call additional authorized adults who can be called to pick up the child
2. Call a cab at the parents expense
3. If the parent or other adult is aggressive or threatening, call the sheriff or police (911)
4. If the situation happens repeatedly, discontinue care of that child

DAYCARE DROP OFF & PICK UP PROCEDURE

DROP OFF

1. Enter through main door.
2. Check in at front desk and sign your child in.
3. Escort your child or children to his/her classroom.
4. Help your child hang up his/her belongings.
5. Assist your child in washing his/her hands.
6. Exchange a brief greeting with your child's teacher.

PICK-UP PROCEDURE

1. Enter through main door.
2. Check in at front desk, sign your child out.
3. Pick up your child at his/her classroom.
4. Check your child's file for any important papers.
5. Acknowledge to the teacher that you have arrived and will be leaving with your child.
6. Hold child's hand all the way to the car.

When A Child Is Not Picked Up On Time/Policy

It is extremely important that children arrive and are picked up at the designated time. Center staffing plans are based upon the arrival and pick up times that parents designate on the child's registration form. If these times must change for unforeseen reasons, the director must be notified so that staffing will be adjusted in order for Sandbox to remain in DCFS Staffing Compliance.

After 6:30pm

Each Sandbox closes for the evening promptly at its designated closing time. The staff has worked long hours and has family obligations of their own. It is important to support staff in their effort to leave on time.

In the event of an emergency closing, causing parents or guardians to be later than the designated closing time, parents or guardians must call Sandbox with a truthful explanation.

Parents and guardians must make every effort to contact relatives or friends to pick up the child on time or as soon as possible.

After the designated closing time the late fee is \$1.00 per minute payable to Sandbox upon the parent's arrival. The delayed staff person will be compensated with overtime on the next paycheck.

If at the designated closing time Sandbox has received no notice of family tardiness the closing director will make 6 attempts to notify family, friends and emergency contacts listed on the child's registration form. When the Director has exhausted all possibilities on the child's emergency card, the Sandbox Administration will be called. The local police may then be called for assistance in finding emergency contacts.

If no outside contact is made Sandbox after 30 minutes past closing, outside authorities such as the police and child abuse hotline will be called.

It is crucial for Sandbox to have up to date emergency contact information at all times. Whenever a change in contact information occurs, it is the responsibility of the family to inform Sandbox.

During times of severe emergency, such as weather situations, when parents cannot get to Sandbox in a timely manner, Sandbox will provide quality care with meals as usual until the family or emergency contact arrive.

Whenever problems with punctuality occur, Sandbox staff will not hold the child responsible and he/she will be safely cared for as usual. Discussions of this issue will only be with the parent or guardian and never the child.

SANDBOX HAND WASHING POLICY

All children and staff must wash their hands upon arrival to the Sandbox Schools. Sandbox follows guidelines set forth in the DCFS licensing standards for day care centers. Below are the hand washing practices observed by Sandbox.

- New staff receives training in proper hand washing techniques at orientation. (wet, soap, wash for 20 seconds (happy birthday 2 times), rinse thoroughly, dry completely, waste in trash)
- Staff receives training review on hand washing at September staff meeting by staff nurse or director. Each staff member receives packet of songs and a reminder note.
- Staff continues good practices with children on daily basis following posted procedure.
- Each fall a parent/child reminder letter is sent home on proper hand washing
- Review of hand washing is again held in February during Community Helper Month

TRANSITIONS

Sandbox provides information to families for the following transitions:

- Infant to Mini Room
- Mini Room to Teeny Three Room
- Teeny Three Room to Junior Preschool Room

Transitions may be difficult for some children.

During the first few weeks of school, parents should not be disturbed if their young child:

- Is shy and clings to them
- Is aggressive and won't share
- Hits and refuses to take turns
- Tires easily and cries a great deal
- Resists using the school bathroom and has accidents
- Doesn't talk much about what happened at school

These are typical and expected reactions to a new situation, and will disappear as the child becomes familiar with the teachers, other children, and classroom routines...sympathy and support are needed.

Parents can help by:

- Letting the child bring in a favorite security-object (doll, blanket, etc.)
- Letting the child just stand and watch, knowing observation is one way of participating
- Not putting pressure on the child to produce something to take home
- Not pushing the child to conform to routines without time to adjust
- Allowing lots of time for personal routine, a nourishing breakfast, and a pleasant, safe ride to school
- Having a cheerful, positive attitude when the child leaves either at home or at school with a "Goodbye, I'll see you later"
 - Prolonged goodbyes make transitions difficult
- Encourage talking about school by asking specific questions ("Did you play with _____ today?" or "What was for snack today?" rather than "What did you do today?")

CLOTHING

Comfortable, washable playwear is the clothing used for happy, active days at the Sandbox. Preschool children will work with paint, clay, sand, water and sometimes mud. Preschool is more fun when children are not restricted by formal, fancy clothing. All day children should have an extra set of clothing at the center, clearly labeled with the child's name. Also, hoop earrings are often caught by little fingers and are considered dangerous. The only completely safe earrings for young children are starter earrings that lock.

OUTDOOR SHOES

For safety's sake, rubber-soled shoes (tennis shoes) are a **MUST** for all children at all times. Party shoes, sandals and leather soled shoes are slippery and unsafe when playing and using outdoor equipment.

ALL DAY CARE

All day care students must have the following at the center:

- One complete change of clothing
- One small picture of family member
- One small back pack (no wheels)
- One small nap blanket – No pillows (Health department rules)
- For Summer Only – swim suit, towel and water shoes

All clothing and personal belongings must be clearly labeled with the child's name.

POLICY STATEMENT FOR OUTDOOR PLAY

The NAEYC (National Association for the Education of Young Children) policy statement on Developmentally Appropriate Practice states that outdoor experiences should be provided for all young children on a daily basis. Because their physical development is occurring so rapidly, young children should go outside daily to practice large muscle skills, learn about outdoor environments, and experience the freedom not always possible indoors. Outdoor time is an integral part of the curriculum and should be planned.

PROCEDURES FOR IMPLEMENTATION OF OUTDOOR POLICY

1. All children will go outdoors daily for at least 20 minutes. This time may be spent on the playground and/or on a walk. The outside time is to be viewed as an integral part of the curriculum. Therefore, planning for and discussion of that experience will be included in the weekly processing and lesson plan.
2. A child may not be permitted to stay indoors due to an illness. Children not well enough to go outdoors are probably not well enough to be in school. Director discretion will be final.
3. Plans will be made to provide caps, mittens, sweaters, etc. if needed. Plan to dress your child for outdoor play.
4. Circumstances which might preclude daily outdoor play are:
 - Chill factor below freezing (32° F) at the time children go outdoors.
 - Steady rain or downpour. Length of stay outdoors will be adjusted on drizzly or snowy days.
 - During tornado watch or tornado warning periods.
 - Heat/ozone advisory alert
5. On days when circumstances do preclude going outdoors, opportunity for large motor activity and/or walks within the building will be provided.

BIRTHDAYS, SCHOOL HOLIDAYS AND SPECIAL CLOSINGS

BIRTHDAYS

Birthdays are a time for celebration and every child celebrates the special day at Sandbox. If the child's birthday should fall during vacation time, we will celebrate an Un-Birthday during the school year. A note from the teacher will announce the coming celebration and give you all the details.

Parents may send some small favor on that day to share with classmates. We ask for non-junk food. Healthy treats such as bananas, raisins, bread, celery sticks, etc. are greatly appreciated.

SCHOOL HOLIDAYS

School will be closed on the following days or observed holidays:

- Labor Day
- Thanksgiving and the day after
- Christmas Day
- New Year's Day
- Memorial Day
- 4th of July
- Two teacher in-service days – one in August and one day in January

EARLY CLOSING

The school will close at 3:00 p.m. on Christmas Eve and 5:00 p.m. on New Year's Eve. In addition the school will close early the night of the staff holiday party. (Date and time to be announced.)

EMERGENCY CLOSING POLICY

In the *very rare event* that Sandbox would be closed or have a delayed opening due to extreme weather related conditions, information will be posted through the Emergency Closing Center website and also broadcast on WGN news.

The decision to close the center is made based on the ability of our staff and families to arrive and depart safely to and from the center, along with other potential weather related issues such as loss of electricity and heat.

Tuition will remain the same as all scheduled Sandbox staff will be paid for the day.

SPECIAL EVENTS, FIELD TRIPS, FUNDRAISERS

SPECIAL EVENTS

Parents will always be notified of the special events at the beginning of each month.

- Halloween – Costumes are welcome. No masks or small items. It is so much fun to paint faces for this special day.
- Thanksgiving Party – A small program is presented to the parents, followed by our Sandbox Thanksgiving Feast.
- Christmas – Santa will visit. The center will be filled with the joy of special Holiday activities.
- Valentine’s Day – Everyone brings Valentine Cards for the homeroom children. Valentine cards should not be addressed to any particular person, but may be signed “from” your child.
- Fashion Show – As part of the Good Manners Unit, each preschool and kindergarten child is invited to participate in the Sandbox Fashion Show. This event usually occurs near Easter. All family members are invited to this special event.
- Graduation – All graduates will perform in a grand musical production to be held at a local high school.

SCHOOL PICTURES

Individual school pictures and class composites are taken in the fall. Parent under no obligation to purchase these, but we must admit that they are wonderful mementos of this special time in early childhood.

FIELD TRIPS

Field trips are a wonderful way of learning about the world around us. They are additional learning experiences that are great fun. Field trips are planned in conjunction with a learning unit. Parents are always notified in advance of all field trips. Permission slips must always be signed and returned to school by the designated date in order for your child to participate. Parent volunteers are wonderful and welcome and will be scheduled to come along by the director prior to each trip. (There must be limits, of course). Each permission slip will indicate the need for parent volunteers. The cost of each field trip will be specified on each permission slip, and must be paid prior to the field trip day. Sandbox reserves the right to postpone or cancel a field trip due to severe or extreme circumstances.

FUNDRAISER

The fall fundraiser is an annual event which is of great assistance to the center, and helps keep tuitions at a minimum and quality at a maximum. Indoor and outdoor equipment and staff raises are almost always the fundraiser priorities. All parents are encouraged to participate in the fundraiser.

TOYS AND OTHER PERSONAL BELONGINGS

We discourage children from bringing toys from home to the Sandbox because of the possible damage or loss. Suitable items for “Show and Tell” must be labeled and taken home at the end of the day. All of your child’s clothing should be labeled also. Should your child lose clothing or some other possession, please check with the Director. Sandbox is not responsible for lost or damaged items.

ANIMAL AND PET POLICY

Sandbox follows all the DCFS regulations (Sec. 407.300) of Illinois Daycare Centers regarding animals in the Center. Permission and release forms must be obtained from the Center before pets may be brought on premise.

The animal and pet policy is as follows: Healthy household pets, with proof of current inoculations, may visit the Center with permission for the Director and if all the children in the room are allergy free of fur or pet dander.

Birds of the parrot family are prohibited as are turtles, ferrets, iguanas, and all wild or dangerous animals.

VIDEOTAPING & PHOTO POLICY

Video and photo session by each child's parents are welcomed on special occasions; however, picture taking sessions must be limited to pre-arranged times. The decision of the school director must be the final authority in order not to disrupt classes or violate the privacy of others.

BITING

Child development experts tell us that because of the young toddlers' inability to communicate with words, biting is within the nature of many small children. It is possible that between the ages of 18 months and 36 months children engaging in group play with siblings at home, neighbors, in the backyard, or in group play at pre-school your child will either give or receive a bite. When a child does bite, the Sandbox staff has been trained to follow this procedure:

- The child who received the bite will immediately be comforted and cared for by cleaning the bite to prevent infection.
- The child who bit will receive a brief, yet firm, "No, that hurts" explanation in order to establish a correct expectation of behavior. (The teacher will show by role modeling a behavior pattern of concern for the classmate who has been hurt.)
- Both parents will be informed of the incident and the follow-up procedure that occurred. Due to the Right to Privacy Act, both children involved will remain anonymous.
- The Director will initiate a discussion and provide information concerning the incident, thereby providing documentation of a consistent pattern of behavior modification that can be reinforced in the home and school.
- In order to minimize any frustrating situation, the teachers will conduct careful observation of the classroom environment by checking time of day and interaction with other children, etc.

As children mature, and parents and teachers are loving and consistent, the stage of biting is most often short lived. For those children who continue to bite it may become necessary to disenroll the child until the biting has curtailed.

TRANSPORTATION STATEMENT & PERMISSION

Sandbox School provides transportation to and from the public schools for before and after school age students. Sometimes the transportation will be contracted with a known bus company. Some routes will use the Sandbox School Buddies Bus for transportation to and from the public school.

All parents will be notified about the bus that will be providing transportation for their child(ren).

Parents will also be given a copy of the (strongly enforced) bus rules and be asked to review these rules at home with their children.

Parents will also be asked to sign a consent form giving permission for each child to ride the bus to and from Sandbox Schools.

Parents, upon registering with Sandbox, shall be responsible for notifying their child(ren)'s school that Sandbox has permission to transport their child to and from Sandbox.

Transportation can be provided only after the signed consent form is completed and returned to Sandbox.

PARENT HANDBOOK ACKNOWLEDGEMENT

SIGNATURE PAGE

I acknowledge the fact that I have read the Sandbox Parents’ Handbook and I am fully aware of the educational philosophy and the discipline policies and procedures. I also acknowledge and understand the policies indicated on the opposite side of this Signature Page.

Any non-compliance with Sandbox Policies and Procedures may result in disenrollment.

Signature: _____

Date: _____

Child’s Name: _____

Child’s Name: _____

Child’s Name: _____

Child’s Name: _____

Child’s Name: _____

DCFS REQUIRED – SIGNED PARENT ACKNOWLEDGEMENTS

- 1) ***Parent Handbook Acknowledgement*** – last page of handbook, please sign, detach and return
- 2) ***Discipline and Guidance Policy***
- 3) ***Illness Policy***
- 4) ***Late Pick-Up Policy***
- 5) ***Bus Transportation Permission, Bus Rules and School Age Zero Tolerance Policy*** – if applicable.
- 6) ***Birth Certificate Requirement/Policy***
- 7) ***Integrated Pest Management Policy***