

Sandbox School School Buddies Program Parent's Handbook



Sandbox School Buddies

Website: www.sandboxschools.com

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Rev. 2009

Rev. 2010

Rev. 2011

Rev. 2012

Rev. 2014

Rev. Jan 2015

Rev. Aug 2015

Rev. Oct 2015

Rev. Jan 2016

Rev. May 2016

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 7:00 a.m. – 5:00 p.m.
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 6:00 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.

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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 six Sandbox locations three that are owned by Beverly and Sue; two are in Orland Park and one is in Midlothian. The Palos Hills Sandbox is owned and operated by Dorothy Garafalo, long time Sandbox teacher, with 30 years in early childhood care and a degree in Early Childhood Education. The Sandbox of Palos Heights is owned and operated by Amy Moustakas, daughter-in-law to Sue Moustakas. Amy has a Master's Degree in Early Childhood Education and has been a teacher and a director for 26 years at this location. The Sandbox of Homer Glen is owned and operated by Dawn Soukop, daughter of Beverly Avery. Dawn has her Master's Degree in Early Childhood Education and has worked as a director for 20 years.

Directors and staff are carefully chosen and well qualified for the job at Sandbox.

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

School	Director	Phone / email
The Sandbox of Homer Glen.....	Dawn Soukop.....	(708) 301-2311 / sandbox159@comcast.net
Sandbox Midlothian.....	Kathy Izzo.....	(708) 389-5682 / sandboxmidlo@yahoo.com
Sandbox Orland Park	Casey Cannatello	(708) 349-7732 / sandbox14311@comcast.net
Sandbox Orland Park 151 st	Laura Cunningham.....	(708) 349-7557 / sandbox151@comcast.net
The 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.

Signature

Date

****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.***

The daily supervision of this Sandbox program is under the direction of:

Director

The telephone at this center is: _____.
You are encouraged to call if you have questions, problems or need reassurance regarding your child's adjustment.

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
And 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.

THE SANDBOX MISSION STATEMENT

To develop and nurture a “love to learn” attitude in all Sandbox children,

To meet the 5 individual needs of each child in each stage of development,

To provide a comfortable, loving, safe, trusting environment for all children and their families.

SANDBOX GOALS

To collectively know and understand each child thoroughly and deeply

To maintain strong connections with each family

To understand family hopes, customs, plans and worries

To provide plentiful paid trainings for all staff each year

To maintain LOW staff turnover

GOALS FOR PARENTS

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

SCHOOL BUDDIES BEFORE & AFTER SCHOOL PROGRAM OBJECTIVES

- To provide an alternative afterschool environment for children of working parents and for other youth who wish to participate.
- To provide enriching and educational activities that will enhance the well-being of the child
- To create positive adult/child interaction and communication
- To introduce the child to responsibility through positive involvement
- To utilize a curriculum that extends and enriches the cognitive, social, emotional and physical development of each 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 children during their school age 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.

Sandbox school prides itself on its low staff turnover.

All Sandbox staff are offered an additional 25 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.

ADMISSION

Enrollment is open to all children provided that the program can meet the needs of the child.

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.

All children must be registered before they attend the program. A completed registration packet, non-refundable annual registration fee, and first week's tuition must be received before the first day of attendance. Each child must have on file an enrollment form, medical emergency form, health form, and fees contract. **State law requires emergency information to be updated annually.**

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.

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 conclude 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

SUBSIDIZED CHILD CARE PAYMENTS

Sandbox Schools accept 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. 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.

REGISTRATION FEE

An annual non-refundable registration fee is due at the time of enrollment in the school year and an activity fee is also due for enrollment in the summer program. This fee must accompany the enrollment packet in order to be processed.

The following policies relate to fees:

- The weekly fee is due on Monday, or the first operating day of the week. Monthly payment is also acceptable, on the first of the month.
- Failure to pay on scheduled days is cause for removal from the program.
- Fees are based on contracted days of service and are due whether the child attends or is absent. Teachers are hired according to contracted student days.
- No refunds will be made for illness or absence.
- Parents must pay the weekly contracted fee until a new contract is executed.
- Contract changes must take place with the director and should be for one semester or longer.
- The program closes at the time designated at each school, and fees pay for service until that time. Parents whose children remain past the designated time will be charged an overtime fee of \$1.00 per minute.
- Overtime charges must be paid before children attend the program the next day.
- On days when grade school is closed for inservice conferences or holidays, the School Buddies program will be available on a full day basis. 24 hours advance notice is required for children who **only** attend on inservice or school holidays.

MEDICAL AND HEALTH INFORMATION

General Health Information

The School Buddies Afterschool Program is sensitive to the health and physical needs of children; therefore, the following policies have been adopted:

The program must have current health form and current emergency information on file for each child.

- It is the parents' responsibility to keep the program informed of any change in the child's emergency, medical, dental or physical condition.
- In case of serious illness or injury, the staff will follow the "Sandbox Permission Slip". In all cases staff will deal with serious emergencies in the most expeditious way possible.
- If staff are unable to locate the parents or an "emergency" contact, staff will secure appropriate treatment at the nearest medical facility via ambulance transportation. If a major injury or illness is involved the child will be transported by ambulance immediately to a designated site and/or physician.
- In all cases of injury or illness attempts will be made to contact parents immediately and involved them in the decision regarding treatment.

Health Requirements

The following health requirement policies have been set by the State of Illinois or School Buddies After School Program:

- Each child is given a daily health screen as he/she enters the program.
- It is the parents' responsibility to monitor the daily health and physical condition of their child and to determine their child's ability to actively participate in the program.
- When a child shows signs of illness the parent will be contacted and must, as per the illness policy, pick up the child immediately. The child will be isolated and made comfortable until the parent or designee can pick up the child.

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 physicians 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.
- Handwashing 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

Due to increased risk and liability, there will be a no medicine distribution policy at Sandbox, effective June 1, 1997. According to state guidelines, any child who is so sick that they cannot be without medication, is too sick to be at the center and is at risk staying at the center. Many centers are now adopting this policy because it is the safest and best way for children to receive their medications.

EXCEPTIONS TO THIS POLICY

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.

- *All prescribed medication must be in the original box or container with the label from the pharmacy*
- *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*

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.)

NUTRITION

The School Buddies Afterschool Program will provide an afternoon snack. These snacks will be nutritious. Additionally, a snack bar with choices of treats will be available on selected days.

FOOD

A nutritious hot lunch, as well as a mid-morning and mid-afternoon snack are served daily. Breakfast is also served (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.

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.

CHILD SAFETY

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.

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.

SCHOOL BUDDIES COMING & GOING

Drop Off & Pick Up

- Please have child enter through designated doors.
- Checking In - Parents please escort child if you are providing transportation, if child is transported by other means, have child greet director.
- Child should hang up belongings in designated area.
- Child should wash hands.
- Child should greet teacher and classmates upon entry to designated area.

SIGN IN / SIGN OUT SHEETS

The “Weekly Attendance Sheet” must be kept on all children who attend the program. Each child is required to be signed in and signed out each day by the responsible adult. Afterschool program children are to be signed in by the teacher and signed out by the parent. In full day programs, the parent (or authorized person) must sign in as well as out.

Children leaving and/or returning to the program for extra curricular activities must sign in and out each time.

TRANSPORTATION

Transportation to and from the Before and Afterschool program is the responsibility of the parent. At some sites school bus transportation between primary school and Sandbox is available; however, parents must follow policies established by the school district, School Buddies Afterschool Program and the bus company. (please refer to School Age Bus Agreement)

When transportation is needed for field trips, parents will be notified in advance. Parents must have signed permission slips on file before their child will be allowed to participate.

Pick up may be available for some after school activities for an additional fee.

CELL PHONES & ELECTRONIC DEVICES

Cell phones for School Buddies are not appropriate nor allowed during program hours. Parents may always reach their child through the school office.

Sandbox is not responsible for any phones or electronic devices brought to the center.



DEFINITION OF RESPONSIBILITY FOR SCHOOL-AGE CHILDREN

1. A parent shall be legally responsible for the child enroute to Sandbox unless transportation is provided by the facility of school.
2. Children leaving the Sandbox to go to school will be the responsibility of _____ Bus Company while riding the _____ bus.
3. Children leaving school to go to the Sandbox will be the responsibility of Sandbox Bus School Bus Co. upon entering the Sandbox bus.
4. Children leaving the Sandbox become the responsibility of the parent or guardian when the parent or guardian arrives at the Sandbox to pick the child up.
5. Sandbox will be responsible for children leaving the facility for Sandbox field trips or activities.

Child name: _____

Child School: _____

Grade: _____ Teacher Name: _____

This form is to be updated yearly. The parent is responsible for informing the center in writing fo any changes to this plan.

Signature Parent/Guardian

Date



TRANSPORTATION STATEMENT & PERMISSION

Sandbox school provides transportation to and from the public school 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 School.

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

My child, _____ has my permission to be transported to
/from _____ school by the Sandbox School
Buddies Bus or the local school district bus.

Parent Signature: _____

Date: _____



SCHOOL AGE BUS RULES & AGREEMENT

- **Upon entering the bus:**
 - Check in with the driver
 - Sit Down
 - Buckle Up (one child to a belt)
- **Assigned seating**
 - Keep belongings under your seat
- **Windows and doors are to be opened by driver only**
- **Best Bus Behavior Practices:**
 - Respect, listen to and obey the driver
 - Keep noise down
 - Stay seated and buckled up until arrival at final destination (the bus driver gives the ok to unbuckle and stand)
 - No shouting, swearing or bad words
 - No fighting or argumentative behavior
 - No tormenting
 - No stealing
 - No threatening
 - No bullying
 - No food, drink or gum on the bus
 - No unkind behavior
- **When leaving the bus:**
 - Check out with the driver
 - Take all belongings
 - Walk **into** building always – **check in** with Director
 - Go either to assigned classroom or sign out and leave with parent or guardian
- **Consequences for bad bus behavior:**
 1. Warning
 2. Suspension
 3. Disenrollment

We have discussed the Sandbox School Age Bus Rules at home with our child, and support it.

Parent Signature: _____

Child Signature: _____

Date: _____

DISCIPLINE

Discipline is based on the worth and dignity of each child. Any form of discipline that impairs the student's self-respect will be avoided. The teacher's role is one of a strong leader helping students grow toward self-discipline and self-direction. A dynamic program that is adapted to the needs and interests of the student keeps discipline problems to a minimum.

Recurring problems will be discussed with parents to obtain a possible solution to the problem.

If behavioral problems persist a child may be suspended from the program for one to five days.

If a temporary suspension does not bring about satisfactory improvement, the child may then be removed from the program.

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



SCHOOL AGE ZERO TOLERANCE POLICY

Each school age child at Sandbox School must at all times abide by the behavior policies and procedures of the school. There will be a ZERO tolerance policy regarding school age misbehavior at all times regardless of the occasion. This means that students who violate the behavior rules may be suspended or disenrolled from the program immediately.

BEHAVIOR THAT WILL NOT BE TOLERATED

- Swearing or obscenities
- Fighting or hitting, belligerent and argumentative behavior
- Tormenting
- Insubordination to teachers or bus drivers
- Stealing
- Threatening
- Bullying
- Deliberate disrespect for equipment
- Disrespect to teachers and staff
- Inappropriate bus behavior

ACCEPTABLE BEHAVIORS

- Speaking without swearing or obscenities
- Tolerant, cooperative behavior
- Kindness to others and respect for their personal space
- Empathy to others
- Respect in word and deed for:
 - Teachers and friends
 - Fair Play
 - Responsible behavior towards people and equipment
 - Helpfulness

Please return bottom half of signed form and hang up top portion of at home:

We have discussed the Sandbox School Age Zero Policy at home with our child, and support it.

Parent Signature: _____

Child Signature: _____

Date: _____

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 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.

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.
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. This form is available at the front desk.

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.

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.

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 applicator 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 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 supplies for the year and the preparation of the children's program.

After School Programming

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.

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 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:

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

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 (during school breaks and summer). 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.

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. **At no time will a child 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.**
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.

SCHOOL HOLIDAYS AND SPECIAL CLOSINGS

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.

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

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.

TOYS, ITEMS AND OTHER PERSONAL BELONGINGS

We discourage children from bringing items from home to the Sandbox because of the possible damage or loss. Should your child lose some 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.

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.

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

Signature: _____

Date: _____

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) ***Illinois Policy***
- 4) ***Late Pick-Up Policy***
- 5) ***Bus Transportation Permission, Bus Rules and School Age Zero Tolerance***