



ORCHARD DOWNS PRESCHOOL MANUAL

2017-2018

Mission Statement

University Housing cultivates a safe space for the Illinois community to achieve its full human and academic potential. We are unified in purpose: to create memorable experiences through educational services while respecting cultural backgrounds and diversity.

Non-Discriminatory Policy

It is the policy of the University of Illinois to not engage in discrimination or harassment against any person because of race, color, religion, gender, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran, and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

Program Description

Orchard Downs Preschool offers activities to enhance the social, emotional, physical, and cognitive growth of preschool children. Set in Orchard Downs with its unique blending of social and cultural backgrounds, the school provides a stimulating environment for the individual growth of each child in a teacher-directed environment.

The Preschool is located in the Family & Graduate Housing Community Center, 510 W. George Huff Drive, Urbana, 61801. It offers:

- Specialized English instruction.
- Experienced, university-educated instructors.
- Enjoyable opportunities for the child to develop social skills and a self-paced experience in art, math, music, literature, and science.
- A child-friendly facility, well-equipped with educational materials.
- Convenient location within walking distance of the Orchard Downs apartments.
- A playground and open spaces near the school to explore.
- Parent/guardian participation opportunities.

*The Orchard Downs Preschool follows many of the Department of Children and Family Services guidelines; however, the school is not licensed.

Junior Club

Junior Club is an after-school program available only to the Full-Day Class. It is 3:00-5:30 PM, after the Full Day Class is over, and parents/guardians can pick up their child any time during these hours. Junior Club is staffed by a teacher and student workers. Non-residents of Orchard Downs will be charged a \$10 fee to utilize Junior Club. If you want to enroll your child in Junior Club, please indicate that on the application.

Days and Hours of Operation

Orchard Downs Preschool is a part of Family & Graduate Housing and **follows the University Academic Calendar**. The Half-Day Class runs from 9:00 a.m. until 12:00 p.m. Monday through Friday. The Full-Day Class runs 8:30 a.m. until 3:00 p.m. (including lunch) Monday through Friday. The After School Program available to Full-Day students (Junior Club) is from 3:00 p.m. until 5:30 p.m.

The school is closed one day per semester for a staff development day. Parents will be notified of the date in advance.

Philosophy:

Orchard Downs Preschool offers a unique preschool program within Family & Graduate Housing at the University of Illinois. We provide a consistent schedule with a balance between teacher-directed and child-centered activities, and maintain an environment that enhances self-esteem, builds confidence and promotes respect. Through a play-based philosophy, children are free to explore their surroundings with the teacher acting as a guide. The broad range of age-appropriate activities, based on thematic units of study, will engage preschoolers.

The children will be introduced to multidisciplinary experiences derived from the seven domains of early childhood development. This can include: children's literature, dramatic play, sensory activities, arts and crafts, nature and science discovery, cooking, social skills and science development, music and singing, fine and large motor activities, and computer and early math skills. In addition, the curriculum will be enriched by field trips and special guests.

By offering an engaging curriculum, it is our goal that each child will develop a positive outlook towards school, a better appreciation of the world around them, and acquire a life-long love for learning during their time spent at Orchard Downs Preschool.

Enrollment

- Age: Open to children 3-5 years old who are toilet trained and demonstrate readiness to participate in a structured learning environment, as determined by teachers.
- Maximum class size: 18 students
- We take new applications throughout the school year until April 1st.
- Enrollment is offered on a first come, first served basis with preference given to continuing enrollment and residents of Family & Graduate Housing.

To register your child, call the Preschool at (217) 333-3497 or call the Family & Graduate Housing office at (217) 333-5656. Registration forms are available at the school, at the Family & Graduate Housing office, or online at <http://www.housing.illinois.edu/living-options/apartments/orchard-downs/preschool>. All registration forms must be completed before children may attend.

Every child is required to receive a physical examination or provide proof of having an appointment scheduled before attending class at the Orchard Downs Preschool. The record of immunization must be completed at the time of your child's physical examination. Immunizations which must be kept current are: DPT or DTaP, Tdap/Td or DT, Polio, HIB, Pneumococcal Conjugate, Hepatitis B, MMR, Varicella (chicken pox), and Meningococcal conjugate. The record of immunization may be waived in cases where religious practices prohibit immunizations.

Registration Waiting List

The class size is limited to 18 students in each classroom. Once the Preschool has filled all available spaces, students will be added to a wait list. Students will be selected from the waiting list based on the date in which the application was completed and readiness of child. Readiness will be determined by an assessment done by preschool staff. The Orchard Downs Preschool staff has final determination regarding who will be admitted from the registration wait list. Students in the Half Day Class have first priority for moving to the Full Day Class when space becomes available.

Fees:

Registration fee: \$50 fee is collected at the time of registration and reserves a space in the classroom for your child. This fee is non-refundable. Tuition schedule is available on the website or at the Preschool.

Tuition is due and payable to "The University of Illinois" by the first business day of each month of enrollment. A monthly reminder email will be sent prior to the first of each month detailing the fee. A late fee of \$25 will be assessed for any late payment. Tuition is payable by check or credit card (automatic withdrawal arranged with office). If you are affiliated with the University please include your UI Number if writing a check. Tuition is non-refundable.

Parents/guardians must provide a minimum of two week notice if student will be withdrawing from class before end of term to avoid charges.

If a child does not attend school due to vacation or personal/family leave, a refund will not be given, but the child's place will be held if tuition payments are up to date. Children absent due to illness for more than one week will be issued half credit if a doctor's note is obtained. Any credit given will start at the beginning of the second week of absence and continue for a maximum of two weeks. Special consideration may be given for an extended illness or family emergency.

Those families that are enrolled in the Half-Day Class will be charged **\$5.00 per occurrence each time that the child is picked up past 12:00 noon, unless the teacher is notified prior to late pick up.** Those families enrolled in the Full-Day Class will be charged **\$5.00 per occurrence each time that the child is picked up past 3:00 p.m., or 5:30pm** if enrolled in the Junior Club program, unless the teacher is notified prior to late pick up.

Emergency Form

At admission, parents/guardians must provide the following information:

- Home and work emergency contact information
- Known allergies to food or medications
- Release for emergency medical treatment

Every parent/guardian should have an alternate person to care for the child in case of illness or school closure.

Toilet Trained

Children are expected to be fully toilet trained before entering the Preschool program. Parents/guardians are asked to bring a spare set of seasonally appropriate clothing in case of an occasional accident. These accidents will be handled in a kind and gentle way, with respect for the child's feelings.

If a pattern of frequent accidents occurs, the child will not be considered toilet trained and will be asked to withdraw from the program. Dependent upon space availability, the child would be able to return when the parents/guardians and teachers feel that he/she would have more success in this area.

PROGRAM

Each child shall be recognized as an individual whose gender, ability differences, personal privacy, choice of activities, cultural, ethnic, and religious background shall be respected.

The staff of the Preschool shall encourage parents/guardians to visit the school to observe and participate in their child's experience. Parents/guardians shall be allowed to visit the school without an appointment any time during the normal hours of operation. However we encourage parents/guardians to schedule an appointment to avoid any disruptions during the class period. The program shall include opportunities for a child to have free choice of the activities that are set out, to play alone if desired, or with one of several peers chosen by the child.

Daily Schedule

Full-Day

8:30 Opening/Free Choice
9:00 Circle Time
9:30 Bathroom Break/Snack
 Reading/Calendar
10:15 Art or Craft/Free Choice
11:00 Outside Play
11:30 Music/ Reading
11:45 Lunch
12:15 Bathroom Break
12:30 Naptime
2:00 Free Choice
3:00 Dismissal/Jr. Club Begins

Half Day

9:00 Opening/Free Choice
9:30 Circle Time/Music
10:15 Bathroom Break/Snack
 Reading/Calendar
11:00 Art or Craft/Free Choice
11:40 Outside Play
12:00 Dismissal

Curriculum

The curriculum is created by the Preschool teachers and is based on the developmental domains of early childhood development. These domains are language, cognitive, gross motor, fine motor, self-help and adaptive, social and emotional, and creative. The domains are addressed using themes designed to interest children. Some theme examples include: All About Me, Colors, Shapes, Numbers, Alphabet, Fire Safety, Farm, Harvest Festivals, Me On The Map, Music, Outer Space, Winter Holidays, Five Senses, Human Body, Nutrition, Transportation, Dinosaurs, Insects/Bugs, Under the Sea, Olympics.

Each week a letter of the alphabet is studied, and by the end of the year the entire alphabet has been featured. Student learning is measured by student's ability to recognize, say, and write each letter.

Field Trips

Throughout the year, classes will take field trips. Examples include Curtis Apple Orchard, Sailfin Pet Shop, Anita Purvis Nature Center, Parkland College Staerkel Planetarium, and walking field trips to local parks. Parents/guardians will be asked to sign a liability waiver a few days in advance of the trip. Transportation will be walking, taking the MTD bus, or using University turtle top vans that are driven by staff. The purpose of the field trips are to provide additional enrichment activities for the children that show them the local community.

Guidance and Discipline

The Preschool has a guidance and discipline policy for staff use that is also provided to parents/guardians. Parents/guardians shall sign the policy when their child is enrolled.

A child's behavior is redirected if it is inappropriate or harmful. The teacher will attempt to change the circumstances to bring about acceptable behavior. A child who continues to disrupt the class or bother another child will be spoken to about their behavior. If the behavior continues, the child will be removed briefly from the classroom. The child's parent/guardians will be notified if a problem persists.

In accordance with DCFS guidelines, no child shall be subject under any circumstances to corporal punishment inflicted in any manner upon the body or to verbal abuse, deprived of regularly scheduled meals as punishment, or punished for toilet accidents.

Any child who, after attempts have been made to meet the child's individual needs, demonstrates an inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be withdrawn. Parents/guardians must sign the consent form stating that they have read and agree to abide by this policy. In the event of withdrawal, referrals to other programs better suited to the child's needs will be provided.

Parents/Guardians/Teacher Appointments

The teachers and the Director are available throughout the year for individual conferences with parents/guardians. Parents/guardians are asked to let their child's teacher know any time they would like to schedule a meeting or request an informal evaluation.

Lunch Program

A daily school lunch program is provided by a local catering company. If your child has any food restrictions, we are able to meet their needs. Some examples include: no pork, vegetarian or no milk products.

HEALTH

Personal hygiene

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Encouraging children's personal hygiene habits is a daily routine that parents/guardians and teachers reinforce. Educating young children about their hygiene helps them to understand the links between cleanliness and staying healthy.

A simple precaution that assists in child hygiene is getting children into the habit of washing their hands after using the toilet, and into a regular habit of washing their hands after playing with pets, coughing or sneezing, and before eating or handling food. We also encourage children to bathe or shower daily.

At school, antibacterial soap is used for hand washing before each day begins, before meals and after toilet use. Disposable paper towels are used for drying hands. We also teach a hand washing song to assist children, to the tune of Are You Sleeping:

“Fronts and backs, fronts and backs,
In between, in between,
Rub them all together, rub them all together,
Rinse them clean, rinse them clean.”

Brushing teeth at least twice a day is also an important hygiene habit that helps the development of healthy teeth. Children in the Full-Day Class brush their teeth daily after lunch. Toothbrushes and toothpaste are provided by the school.

Health Requirements for Children

A Certificate of Child Health Examination shall be on file for each child before starting preschool. This will last for two years.

Health Status

Children should stay at home if they are unable to participate in program activities, or ill with any of the following conditions:

- Fever
- Vomiting
- Diarrhea
- Pink eye
- Skin conditions, such as impetigo
- Ringworm
- Strep throat
- Scarlet fever
- Chicken pox
- Head lice
- Whooping cough (pertussis)
- Mumps

- Measles
- Other contagious childhood diseases

Parents/guardians are asked to notify the Preschool by email or phone if for any reason, their child will be absent.

If a child becomes ill while at school, the parents/guardians will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parents/guardians arrival. If a child is sent home from preschool due to illness, that child must remain at home for the following day.

The child may return to the Preschool after illness when:

- No fever (above 98.6 degrees Fahrenheit) is present through the following day
- Nausea, vomiting or diarrhea has subsided through the following day
- In the case of infection, antibiotics have been administered in prescribed dosage for the following day
- If a child has been under a doctor's care and the parents have secured and presented a physician's note stating it is safe for child to resume normal activities
- Child is feeling well again and normal behavior has returned

Medication

Medication will only be administered when the "Permission to Administer Medication" has been signed and submitted with specific dosage instructions.

Allergies

All allergies to medication and/or other substances must be stated on the registration forms. Information about children with allergies will be posted. Any EpiPen or other allergy medication will be kept in the Preschool office. Parents are responsible for keeping these current.

Accidents

At least one staff member certified in Child First Aid and CPR will be available at all times. In the case of any accident assessment and treatment of the injury will be given under the supervision of the teacher and/or Director. If a child needs emergency care because of an accident or illness that occurs while the child is in care, the Preschool staff shall attempt to contact the child's parents/guardians at the phone numbers provided. For a minor accident, first aid will be given and parents will be notified. For a major injury, an accident report will be filed.

Accidents are recorded on an accident report form that requires the signature of the parent's/guardians. A copy of this signed document will be given to the parents/guardians.

Child Abuse

The staff of the Orchard Downs Preschool are mandated reporters and are required by Illinois state law to report any suspicion of child abuse to the University Police, Department of Children and Family Services, or an external police agency.

OPERATIONS

Confidentiality

Preschool personnel shall respect the confidential nature of the child and personnel records. Information pertaining to the admission, progress, health, or withdrawal of an individual child will be limited to University staff designated by the Preschool Director and University representatives, unless the parents/guardians of the child have granted written permission for disclosure.

Enrollment

Prior to enrollment, the parents/guardians shall be provided information about the program and given a tour during the hours of operation. Tours should be scheduled through the Main Office.

Three-year-old children will be assessed for readiness by the Preschool teachers. This will include an opportunity for the child to visit the classroom during hours of operation to see how they respond in a classroom environment. Preschool staff will make the decision on whether to admit the child, based on the assessment.

Daily Arrival and Departure of Children

All parents/guardians are personally responsible for escorting their child to and from the building to ensure the child's safety.

The daily arrival of children to the school shall be conducted in a way that protects each child's physical and emotional well-being.

- Parents/guardians will bring child into the building.
- Parents/guardian will supervise putting on name tag.
- Parents/guardians will supervise using the bathroom and washing hands.
- Parents/guardians will supervise entering the classroom.

The daily departure of children from the school shall be conducted in a way that protects each child's physical and emotional well-being.

- Only parents/guardians and other authorized persons designated by the child's primary caregiver are allowed to pick up a child.
- The staff shall refuse to release a child to any person, whether related or unrelated to the child, who has not been authorized by the parent's/guardians(s) to receive the child. Persons not known to the staff shall be required to provide a driver's license (with photo), a photo identification card issued by the Illinois Secretary of State, or other photo identification to establish their identity before the child is released to them.
- When a child is released to an authorized person, the school shall maintain a record of the person's name and the date and time.
- The time of each child's departure from the school shall be noted on a daily departure log and initialed, signed or otherwise documented by the person to whom the child is released.

Dress Code

The Preschool highly recommends that children wear comfortable play clothes that can be soiled and are easily washable, and appropriate shoes with non-skid soles that allow them to move freely. Parents will also supply a spare set of clothes in case of accidents, which will be stored in the child's basket. Clothing should be appropriate for the season. In winter, children should wear a coat, hat, mittens, and boots. Layers are recommended throughout the year, so children can remove or replace clothing when too hot or too cold. A comfortable temperature is maintained inside the building, so children should not be overdressed.

Rest Period

The Full-Day Class has a supervised rest period, in accordance with Illinois law. Children are not required to fall asleep, but must rest quietly during this time. The Preschool shall provide a separate cot and individual sheets for each child in the full-day class. Each cot shall be labeled with the name of the child. Parents/guardians provide a blanket and pillow, and children may bring a soft toy if desired.

Personal Toys/Items

A child can bring appropriate toys or items from home when they have the "sharing bag". Inappropriate items include toy weapons, food, and living things.

Tornado & Fire Drills

Safety drills are practiced on the first Tuesday of every month in order to familiarize children with safe procedures in the event of an emergency. For tornado drills, students are escorted to the designated shelter area and will practice the correct safety position. For fire drills, students will be evacuated to the designated "meeting place."

School Closings Due to Weather

The Preschool operates in accordance with the University of Illinois schedule. If the University is closed, the school is closed. Typically, when inclement weather closes Urbana schools, the Director will make a determination regarding the Preschool.

Considerations include but are not limited to:

- Severity of the weather
- Availability of staff
- Expected attendance

The Preschool Director will send a mass email to parents/guardians with notification regarding the status of school as soon as possible. School closure will have no impact on tuition payments.