



## ORCHARD DOWNS PRESCHOOL MANUAL 2023-2024

### University Housing Mission Statement

University Housing is an essential element of the Illinois experience. We create communities that transform student lives.

### Non-Discriminatory Commitment

It is the policy of the University not to engage in discrimination or harassment against any person because of race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation, gender identity, arrest record status, unfavorable discharge from the military, or status as a protected veteran and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

For more information see the [Office of Access & Equity](#) or [At Illinois We Care](#) website. [University of Illinois Non-Discrimination Statement](#)

Each child shall be recognized as an individual whose gender, abilities, personal privacy, choice of activities, and whose race, cultural, ethnic, and religious background shall be respected. The program provides opportunities for children to have free choice of activities that are available, to play alone if desired, or to play with peers throughout the day.

Families who believe that a University of Illinois at Urbana-Champaign employee has subjected them to discrimination or harassment in violation of this policy should contact the Office for Access and Equity at [accessandequity@illinois.edu](mailto:accessandequity@illinois.edu) or (217) 333-0885.

Please click the link to see the [University of Illinois System Statement on Sex Discrimination, Sexual Harassment and Other Sexual Misconduct](#).

No student, parent/guardian, employee, or other member of the school community will be subjected to retaliation as prohibited by law.

Any person who believes any preschool student, employee, or third party or the school generally has engaged in conduct prohibited by Title IX or the [University Sexual Misconduct Policy](#) should report the conduct to the [Title IX Coordinator](#). Danielle Morrison serves as the University's Title IX Coordinator and can be contacted in person or by mail at the Title IX Office, 616 E. Green Street, Suite 214, Champaign, IL 61820; by phone at (844) 616-7978; or by email at [titleixcoordinator@illinois.edu](mailto:titleixcoordinator@illinois.edu). The Title IX Coordinator can also assist with [supportive measures and remedies](#). Preschool students may also report such conduct to any school employee, including any teacher, counselor, or school administrator. Reports may also be made online using the [University Reporting Form](#). The University prefers that all reports and complaints are in writing; however, verbal information will be accepted and processed.

Inquiries about state or federal laws protecting against discrimination or harassment based on one or more of the protected classes listed above may also be directed to one or more of the following agencies:

U.S. Department of Education  
Office for Civil Rights (OCR)  
Chicago Office  
JCK Federal Building  
230 S. Dearborn Street, 37th Floor  
Chicago, IL 60604  
Telephone: (312) 730-1560  
Facsimile: (312) 730-1576  
Email: OCR.Chicago@ed.gov

U.S. Equal Employment Opportunity Commission (EEOC)  
Chicago District Office  
JCK Federal Building  
Chicago, IL 60604  
Telephone: (312) 872-9744  
Facsimile: 312-588-1260  
Info@EEOC.org

Illinois Department of Human Rights (IDHR)  
Springfield Office  
535 West Jefferson  
1st Floor  
Intake Unit  
Springfield, IL 62702  
Telephone: (217) 785-5100  
Facsimile: (217) 785-5106  
Email: IDHR.webmail@Illinois.gov

## **Confidentiality**

Preschool personnel shall respect the confidentiality and individual records of each child. The access of a child's personal information is limited to university staff. All information is kept confidential unless the parents/guardians of the child have granted written permission for disclosure.

## **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.

## **Logistics and Operations**

### **Location**

Orchard Downs Preschool is in the Orchard Downs Community Center at 509 W. George Huff Ct., Urbana, IL 61801. A convenient location, the preschool is within walking distance of the Orchard Downs apartments and is a part of Family & Graduate Housing. The preschool is a child friendly facility with well-equipped educational materials, a fenced in playground, and open spaces to explore. Please follow the signage on the doors to know where to enter and exit the facility.

### **Days and Hours of Operation**

Orchard Downs Preschool is a part of Family & Graduate Housing and **follows the University Academic Calendar: (Preschool starts in August and ends in May).**

8:00 a.m. to 5:30 p.m., Monday - Friday

Lunch is included with Full-Day enrollment.

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

### **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 both a child and teacher directed environment.

The program offers:

- Educated and experienced staff consisting of four teachers, students, and volunteers
- Small class size
- Individual and group instruction
- A unit-based curriculum incorporating the development of the four learning domains: cognitive, language, physical, and emotional
- Goals for children to develop self-help and social skills
- Creative and fun opportunities to experience art, music, movement, and literacy
- Special attention to science and math
- Field trips and guest presentations to enhance learning experiences
- University resources available to staff and curriculum

## Enrollment

Orchard Downs Preschool is open to children 3-5 years old who are fully toilet trained and demonstrate readiness to participate in a structured learning environment.

- Children turning 3 will be considered depending upon assessment by preschool staff.
- We take new applications throughout the school year until April 1st.

Fully toilet trained expectations are:

- Child demonstrates awareness of need to use the toilet
- Child has ability to tell staff they need to use the toilet
- Child has capability to pull pants/underclothes up and down
- Child is self-sufficient when using the restroom

Parents/guardians are asked to bring an extra 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.

## Registration Waiting List

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. Students in the Half Day Class have priority for moving to the Full Day Class when space becomes available.

## Emergency Contact Information

The Preschool Phone Number: 217-333-3497. At registration, parents/guardians **must** provide the following information:

- Home and work emergency contact information
  - Working email address
  - Activated voicemail

Every parent/guardian should have an alternate person to care for the child in case of illness or school closure. Please be sure to provide this information on the application.

## 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 via secure online payment site. If you are affiliated with the University, please include your UIN Number if writing a check. Tuition is non-refundable. **To avoid charges, parents/guardians must provide a minimum of two week notice if the child will be withdrawing from the program before the end of the term.**

If a child does not attend school due to illness, vacation, personal or family leave, a refund will not be given. However, if tuition payments are up to date during leave, the child's enrollment spot will be held. Special consideration may be given for an extended illness or family emergency.

### **Late Pick-Up**

Fees apply when children are picked up late **without prior notice**. If prior notice of late pick-up is given, the fee may be waived at the discretion of the Children's Program Director.

- \$5.00 each time the child is picked up past 5:30 p.m.

### **Daily Arrival and Departure of Children**

#### **Routine Procedures**

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

To protect each child's physical and emotional well-being, parents/guardians are asked to assist child(ren) with the following prior to coming to the preschool:

- Have your child wash their hands
- Take a temperature check for your child and ensure that it is below 100.4°F/38°C
- Ensure that your child is not showing any symptoms of being sick
- Escort your child to the building

Daily departure of children from 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 can 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, 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.

### **Timeliness**

Children should arrive and depart on time. Arriving on time allows children to fully participate and engage in activities. The recommended arrival time is by 9:00 am. Children picked up at the appointed departure time gives children a sense of security and consistency. Arriving and departing on time also demonstrates respect for staff to complete other tasks and responsibilities.

## **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. Teacher contact information will be given to parents upon enrollment.

## **Dress**

The Preschool highly recommends that children wear comfortable clothes that are easily washable, as clothes may get dirty during play time and art activities. It is required of parent/guardians to provide an extra set of clothing, which will be stored in the child's basket. When supplying extra clothing, be mindful of the changing seasons/weather. If dressing child in layers, please limit to two layers to avoid difficulties during toileting. A comfortable temperature is maintained inside the building. Children's shoes should be closed toe with non-skid soles that fasten to the child's feet snugly. Sandals, flip flops, and crocs are discouraged. Children need to move freely and safely throughout the classroom and on the playground.

## **Lunch Program**

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

## **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 on a cot during the first half of this designated time. The Preschool provides a separate cot and individual sheets for each child. Each cot is labeled with the name of the child. Parents/guardians provide a blanket and pillow, which are sent home to be washed weekly and/or when a child has been ill.

## **Guidance and Discipline**

The Preschool staff follows a guidance and discipline policy. The policy 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 state 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.

After appropriate intervention, any child who continues to demonstrate inappropriate behavior, or whose actions are 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.

For all reports or complaints alleging Title IX Sexual Harassment (see [University Sexual Misconduct Policy](#) for definitions), the [Procedures for Addressing Title IX Sexual Harassment Complaints](#) will be used to process the report or complaint. Processing a report or complaint under the [Procedures for Addressing Title IX Sexual Harassment Complaints](#) does not mean that the Preschool will not process some or all allegations of a report or complaint as described above, to the extent allowed by Title IX and other laws. For all other reports or complaints of sexual harassment other than Title IX Sexual Harassment, above process for guidance and discipline will be used. Please note that the range of discipline for Title IX Sexual Harassment for preschool students extends from educational conversations to withdrawal, following appropriate parental notification and involvement as referenced above.

## **Health and Safety**

### **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 personal hygiene is familiarizing children with the act of washing their hands after using the toilet, after playing inside or outside, after playing with pets, after coughing, sneezing, or blowing their nose, and before eating or handling food.

Antibacterial soap is used for hand washing. We have children wash their hands before each day begins, upon coming inside from the playground, before meals and after toilet use. Disposable paper towels are used for drying hands.

### **Building/Classroom Cleaning and Maintenance**

The Orchard Downs Community Center is maintained daily by the Housing Building Services staff. Preschool staff also maintains the classrooms with daily cleaning of surfaces and frequently used areas. Toys and classroom materials are disinfected on a daily and weekly basis.

### **Health Requirements for Children**

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, Polio, Hib, PCV, Hepatitis B, MMR, Varicella (chicken pox), and Meningococcal conjugate. The record of immunization may be waived in cases where religious practices prohibit immunizations.

## Health Status

Children should **stay at home** if they are unable to participate in program activities, or are 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 (free of eggs and bugs)
Whooping cough (pertussis)	Mumps
Measles	Common cold with a runny nose
	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 parent's/guardian's arrival. If a child is sent home from preschool due to illness, that child must remain at home until all symptoms of the illness have subsided for **24 hours without medication**.

## 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 brought by parents for a student will be kept in the Preschool office. Parents are responsible for keeping medications current.

## Accidents

At least one staff member certified in Child First Aid and CPR will always be available. In the case of an 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, the appropriate authorities will be contacted, and an accident report will be filed.

Accidents are recorded on an accident report form. This form requires the signature of the parent/guardian at the time of pick-up. A copy of this signed document will be given to the parents/guardians upon request.

## 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.



## **Tornado & Fire Drills**

Safety drills are practiced on a monthly basis 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 Orchard Downs Preschool operates in accordance with the University of Illinois' schedule. If the University is closed, the preschool will close. Typically, when the Urbana Public Schools close due to inclement weather, the Director of Family & Graduate Housing will decide if the preschool will close or remain open.

Considerations include but are not limited to:

- Severity of the weather
- Below zero temperatures
- Staff availability to work and considering those staff members who commute
- Expected low attendance

Our utmost concern regarding closing is for the safety and well-being of our children, families, and staff. Parents will be contacted by email regarding inclement weather closings. Other communications used will be Facebook, phone calls, and or texting. When possible, decisions to close the preschool will be made in the evening prior to the day closing or by 6:00 am the day of the closing. Tuition charges remain the same during inclement weather closings.

## **Addendum Procedures for Fall 2023**

### **Orchard Downs Preschool policy response to continuing COVID-19 Monitoring**

Per guidance from the Department of Child and Family Services and the Champaign Public Health District, Orchard Downs preschool will continue to monitor community levels of COVID-19. In times where the levels are high, children and staff may be required to wear a face covering until the return to a lower level.

Preschool staff or children will be prohibited from the preschool facility if they:

- are showing symptoms of COVID-19,
- have received a positive COVID-19 test,
- or have been confirmed to have been in close contact with someone who has a positive COVID-19 test, as indicated by CUPHD.