Parent Handbook

2020-2021

BERWYN PARK DISTRICT
EARLY CHILDHOOD
RECREATION LEARNING PROGRAM
# Table of Contents

- Welcome Letter.......................................................pg 3
- FAQ: School Year 2020—2021.................................pg 4
- Virtual Guidance and Regulations...........................pg 8
- Philosophy..............................................................pg 10
- Program.................................................................pg 10
- Age Requirement.....................................................pg 11
- Staff.......................................................................pg 11
- Addressing Concerns...............................................pg 11
- Tax ID.....................................................................pg 11
- Registration............................................................pg 12
- Tuition.................................................................pg 12
- Refunds.................................................................pg 12
- Vacations, Extended Absences & Sick Days.............pg 12
- Communication.....................................................pg 12
- Emergency Closings...............................................pg 13
- Arrival/Departure Procedures..................................pg 13
- Separation.............................................................pg 13
- Toilet Independent Requirement............................pg 13
- Attire & Extra Clothing..........................................pg 13
- Personal Belongings...............................................pg 13
- Backpack & Folder................................................pg 14
- Snack..................................................................pg 14
- Birthdays.............................................................pg 14
- Lunch.................................................................pg 14
- Emergency Procedures..........................................pg 14
- Accident Reporting...............................................pg 14
- Inclusion..............................................................pg 14
- School Calendar....................................................pg 14
- Child/Family Days................................................pg 15
- Illness.................................................................pg 15
- Medication............................................................pg 15
- Giving Tree/Parent Donations................................pg 15
- Fundraisers............................................................pg 15
- Behavior Management..........................................pg 16
- Field Trips............................................................pg 16
- Days off & Dates to Remember..............................pg 17
- Paperwork to Return*..............................................pg 19
- Parent Agreement................................................pg 19
- Waiver & Release................................................pg 21
- Participant Info Form..............................................pg 22 & 23
- Medication Dispensing.........................................pg 24 & 25
- Permission to Dispense Waiver..............................pg 26
- Inhaler/Auto Injector Waiver & Release...............pg 27

*Paperwork must be completed at the time of registration. Children will not be accepted on the first day without proper paperwork.
Dear Parents:

On behalf of the Berwyn Park District, we would like to take this opportunity to welcome you and your child to the Early Childhood Recreation Learning Program. We are a recreational agency providing a quality program that includes a full school year of both academic and recreational activities.

This parent handbook has been designed as an aid for you. It contains all relevant information concerning the Early Childhood Recreation Learning Program. Please read through it carefully, sign, and return the enclosed form titled “Parent Handbook Agreement” form.

We look forward to working with you and your child during the upcoming year. It is our hope that your child’s experience with us, and the friends they make within our program, provide them with a solid social and developmental foundation for the years to come in school. If you should ever have any questions, concerns, or comments, please contact Devin Frendreis at Proksa Park 708-956-7858 or dfrendreis@berwynparks.org.

This year we are pleased to continue our partnership with School District 100. Working together will provide an even more positive educational experience for all the children and their families enrolled in the program.

Sincerely,

Devin Frendreis
Early Childhood and Recreation Manager

Proksa Park Activity Center
3001 S. Wisconsin Avenue
Berwyn, IL 60402
(708)795-2892

Administrative Office
Freedom Park
3701 S. Scoville
Berwyn, IL 60402
(708)788-1701

Liberty Cultural Center
6445 W. 27th Place
Berwyn, IL 60402
(708)795-2891
Frequently Asked Questions: School Year 2020-2021

How will I receive information about school reopening?

Updates will be sent regularly via email to all staff and parent/guardians. Social media will also be used to direct users to the latest message. All information will also be posted on Berwyn Park District website.

The Berwyn Park District will use the email that you provided on file at the time of registration.

The Berwyn Park District will follow the same model as Berwyn South School District 100 for guidance on reopening.

Will the school year calendar be remaining the same?

The first day of school for students is Monday, August 24th. There have been some changes at the state level that required a calendar update. Please check the Berwyn Park District website for the newest calendar.

A 2020-2021 school calendar can also be found in the back of the parent manual.

What are the Symptoms of Covid-19?

People who have been diagnosed with COVID-19 have reported symptoms that may appear as few 2 days or if 14 days after exposure to the virus.

Symptoms include:

- Cough
- Fever (greater than 100.4)
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle or Body Aches
- Headache
- Sore Throat
- New Loss of Taste or Smell
- Congestion or Runny Nose
- Nausea
- Vomiting
- Diarrhea
Frequently Asked Questions: School Year 2020-2021

When should I keep my student home from school?

Any individual who tests positive for COVID-19 or who shows any sings or symptoms of illness of COVID-19 listed above must stay home. Any student or employee who begins to exhibit a high fever associated with COVID-19 like symptoms will be held in an isolated waiting room until they can be picked up.

People who have had close contact with some who tested positive for COVID-19 must isolate at home and monitor symptoms for 14 days. Close contact is defined “any individual who has been closer than 6 feet for more than 15 minutes.”

What if someone tests positive for COVID-19?

Any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness should stay home. Please report possible cases of COVID-199 to your school so that can initiate contact tracing. Individuals should not return to school for 10 days after symptoms first appeared. Individuals must also be free for 72 hours, without the use of fever reducing medications. The state does not require complete school closure due to a positive COVID-19 test. However, entire classrooms may be impacted.

If an employee or student tests positive, Berwyn Park District will contact the Cook County Department of Public Health and follow its guidance for quarantine requirements and the potential closure of a school. Students or employees return from illness related to COVID-19 will be required to check in with the Early Childhood and Recreation Manger.

If an individual student is required to quarantine, they will be provided the option to transition into remote learning, if physically able, and those days will not count absences. If a classroom or multiple classrooms are required to quarantine due to a positive test, impacted students will transition into remote learning during the quarantine period. If a student is physically able to participate, those days will not be a counted as absences.

Health and Safety

Will students and staff be required to wear a mask?

Yes. The IDPH is always requiring face covering while anyone is in a school. Masks may be removed if classes move outside and if 6 feet or more distance is always maintained. Students will be allowed to remove masks when eating or drinking. There will be limited medical exemptions for children who may have sensory processing disorders. The process for waiving the mask requirements are still being determined. ISBE has more details in its Frequently Asked Questions Document.

https://www.isbe.net/Documents/FAQ-Part-3-Transition-Guidance.pdf

Teachers are required to wear a mask. In addition, they may choose to a face shield. If a student chooses to wear a face shield, a mask must also be worn.
Frequently Asked Questions: School Year 2020-2021

For full day students: How can students eat lunch if required to wear a mask?

Students can remove their masks to eat lunch but must be seated 6 feet apart. Berwyn Park District will be considering whether meals can be held outside. Students must wash hands before and after lunch.

Is 6 feet of social distancing required in other places in the Park District?

According to ISBE, social distancing must be observed as much as possible. Areas where students generally line up and congregate should have students spaced 6 feet apart. Teachers will use markers on the floor to help students meet social distancing requirements.

How is hygiene being addressed in the classrooms?

Appropriate handwashing hygiene will be taught and reinforced including washing hands with soap and water frequently, using hand sanitizer when needed, and visual and verbal reminder. Bathrooms will have proper supplies and extra time will be allowed throughout the day for hygiene practices.

Students will be asked to wash hands when they enter the building

What are the cleaning protocols for the building?

All buildings and classrooms will be cleaned nightly when school is in session. During the day, there will be frequent cleaning or disinfecting of high touch surfaces: handles, sinks, tables, and toys. Common area and the lobby will be cleaned throughout the day as well.

How does the Berwyn Park District disinfect and clean?

Over the summer, all Berwyn Park District facilities had an extensive deep cleaning in accordance with CDC and OSHA guidelines. Berwyn Park District will increase its daily cleaning protocols at all school buildings, with an emphasis on repeated cleaning of high-traffic areas and high touch areas (tables, light switches, doorknobs, drinking fountains and sinks.)

Disinfectant has been provided to ALL staff so the cleaning can occur throughout the day. Any area used by a sick person will be closed until proper cleaning and disinfection have been completed.
Frequently Asked Questions: School Year 2020-2021

Remote Learning:

What will a day look like in remote learning?
Students will be engaged in 2.5 hours of synchronous and asynchronous learning (without live instruction).
For full day students a total of 5 hours of synchronous and asynchronous learning will happen.

Learning standards will be the same as utilized for in-person and or hybrid learning.

Information about Remote Learning and Zooming:

- Remote learning for Early Learners will take place Monday, Tuesday, Wednesday, and Thursday for one hour on Zoom each day
- Remote learning for Purple Pals will take place Monday, Tuesday, & Thursday for one hour on Zoom each day
- Remote learning for Blue Buddies will take place Monday, Tuesday, Wednesday, and Thursday for one hour on Zoom each day
- Full day students will have a Zoom call in the morning and the afternoon. They are highly encouraged to attend both meetings on Zoom.

Attendance will be counted for remote learning

Preschool Connection Information:

Circle time / Story times will be prerecorded links that will be sent out in the Preschool Connection Email.
Preschool Connection will be sent out to all families that have the THEME, Zoom links for the week, and any other important information for the upcoming week

Preschool Enrichment Kits:

On Friday's students will pick up Preschool Enrichment Kits. These Preschool Enrichment Kits will guide parents and children through the week following the ECRLP's core curriculum through a lesson plan that has the letter, shape, color, and number of the week specifically focusing on fine motor activities that support necessary preschool skills. All kits will have variety of projects and labeled materials that will make at home learning simple and easy to access.

- Pick up for kits are from 9:00-10:00 at Liberty Cultural Center - 6445 W 27th Place Berwyn IL 60402
Virtual Preschool Guidance and Regulations

Introduction:
This handbook provides general guidelines for parents and students enrolled in Berwyn Park District Early Childhood Recreation Learning Program. Virtual learning consists of instruction provided via electronic means, utilizing the internet and computers as the primary tools for delivery for instruction, evaluation, and interaction.

Live Remote Schedule:
- **Purple Pals** M, T, TH 9:00-10:00am
- **Early Learners** M, T, W, TH 9:00-10:00am
- **Blue Buddies** M, T, W, TH 1:00-2:00pm
- **Early Leaners** M, T, W, TH 1:00-2:00pm

Via Zoom

Every household must create a zoom account.

[www.zoom.com](http://www.zoom.com)

Please upload a picture of your child for the profile picture. It is extremely important that we know who your child is. Each child is unique and important! This will help us identify all the children in the program.

If you need help creating a login in for zoom please contact Devin Frendreis at [dfrendreis@berwynparks.org](mailto:dfrendreis@berwynparks.org)

Attendance:
Students must continue to meet all attendance requirements. Virtual learning attendance is measured into two ways: through login and communication with teacher, as well as participation and completion of at home projects. Students should login into their Zoom account daily at the designated time.

Attendance is recorded daily and submitted to Early Childhood and Recreation Manager as well as Berwyn South School District 100.

Communication and Privacy:
Teachers will communication with students and their legal guardian(s) via District Approved mean and media. Teachers can be contacted during school hours or office hours at -

Ms. Rose 1-708-795-2892 (Purple Pals and Blue Buddies Lead Teacher)

Ms. Maggie 1-788-1701 (Early Learners Lead Teacher)
Virtual Preschool Guidance and Regulations

Student Expectations:

- Complete art projects by the end of the week
- Work independently and be proud of the projects that you complete
- Take care of any BSD100 equipment: computer or iPad
- Ask questions often! Your teacher(s) and Ms. Devin are here to help you and support you

Technology Required:

- A computer or iPad
- Reliable, high speed internet is required

Technical Support:

The Berwyn Park District shall provide basic technical support for teachers, students, and their legal guardian(s) in accessing and using District-approved means and mediums of communication for virtual and distance learning instruction.

Preschool - It is all about play.

Early Childhood and Preschool is all about learning through play. While this may look different Our Zoom morning/afternoon meetings will be tailored for play. We will work on social skills, group games, waiting our turn, show and tell, music and movement, as well as pre-writing activities.
PHILOSOPHY
Learning through play is our Early Childhood Recreation Learning Program philosophy. Play was once considered to be the opposite of education, but it is now regarded by early childhood specialists as the extraordinary educational process by which preschool children become introduced to a world filled with new and exciting discoveries.

The Early Childhood program staff are primarily concerned with the needs of the preschool child. Early childhood play has purpose and intent. Play is not random as the teachers have carefully planned the aspects that direct the play into a positive learning experience. Through play, we encourage creative expression, socialization, interaction with peers, and the development of a positive self-image. The Early Childhood Recreation Learning Program teachers are qualified and devoted to lead children through this exciting and important period of education and development.

PROGRAM
The Berwyn Park District Early Childhood Recreation Learning Program has a carefully planned curriculum. All planned activities are designed to aid specific developmental areas.

Physical Development: Activities in physical health support the child’s overall education and growth and promotes fine and gross motor skills, teaches good nutrition and hygiene.

Social and emotional: Social and emotional development helps children become caring, competent and confident individuals. Activities foster independence, encourage children to make friends, teach children to share and give them a strong sense of self.

Fine Arts: Creative art supports all areas of child development and fosters imagination and creativity. Through arts and crafts, singing, dancing and role-playing with their friends, children develop self-confidence, learn to express their thoughts, ideas and feelings in new and creative ways.

Social Science: Social science is about people and how they work and play together. In preschool, children learn how to get along with others and how others affect our lives, starting them on the path to being a good citizen.

Science: Science is the study of the world and how it works. By experimenting, making predictions, exploring, testing observations and investigating, children learn about the world.

Mathematics: Mathematics is the study of numbers, quantities, measurement and shapes and their relation to each other. When math is presented in a fun and creative way, children develop abstract reasoning skills, learn complex concepts and create solutions to real-life problems.

Literacy: Literacy begins by immersing children in an environment rich with language and reading. Children’s literacy skills are supported by activities that involve discriminating between sounds, identifying print, recognizing letters, developing a love of books, writing and appreciating the rhythm of language.

Language Arts: Language is the experience of speaking and listening. By engaging children in conversations, exposing them to new words, singing songs, discussing symbols and their meaning and encouraging expression of thoughts, feelings and opinions through words, children lay the foundation for later reading success.

Typical Routine
Each day begins with greeting/introduction of daily activities. Daily activities may include: Free-play, table toys, art projects, dramatic play, clean-up, story, snack, circle time and activity time.
Age Requirement

Must be the appropriate age by September 1.

<table>
<thead>
<tr>
<th>Class</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purple Pals</td>
<td>M-T-TH</td>
<td>9:00 - 11:30am</td>
<td>Proksa Park</td>
</tr>
<tr>
<td>3 years old</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blue Buddies</td>
<td>M-T-W TH</td>
<td>12:30 - 3:30pm</td>
<td>Proksa Park</td>
</tr>
<tr>
<td>4 years old</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Learners</td>
<td>M-T-W TH</td>
<td>All Day 8:45am - 4:00pm</td>
<td>Freedom Park</td>
</tr>
<tr>
<td>3 - 5 years old</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Staff

**Administrative Staff**

Devin Frendreis
Early Childhood & Recreation Manager
708-956-7858
Dfrendreis@berwynparks.org

Mike Gianatasio
Superintendent of Recreation
708-795-2893
mgianatasio@berwynparks.org

**Lead Teachers**

Ms. Rosemarie Lugay
rlug@berwynparks.org

Ms. Maggie Martinez
jmartinez@berwynparks.org

Addressing Your Concerns

The staff is here for you and is more than willing to help with any concerns that may arise. If you have a question about something unique to the classroom please start with the teachers. If there are questions about administrative procedures, billing, or general preschool info; please contact the Early Childhood and Recreation Manager.

Tax Information

The Berwyn Park District tax identification number is 36-6005797. The Berwyn Park District does not supply year-end tax information. If you should need a receipt, please contact the Park District at 708-788-1701 (Freedom) or 708-795-2892 (Proksa).
Registration

1. Must be 3-5 years old by September 1 of the current year.
2. All children must be toilet independent.
3. Registration may only be completed in person.
4. A certified copy of your child’s birth certificate must be presented at the time of registration.
5. Each child must have an updated Immunization Record (Physical).
   • Registration is available at Proksa Park or Freedom Park.
   • Payments by cash, check, and credit cards (Visa & Mastercard) are accepted.
   • Proper I.D. is required when paying by check. Regular occurrence of insufficient funds will result in the revocation of check acceptance. There will be a $25.00 additional charge for any non-sufficient funds (NSF) check.

Tuition

Parents/guardians are responsible for paying the tuition for their child’s class.

Payment Options:
1. Pay in full at the time of registration or opt to pay according to the monthly payment plan.
2. Credit/debit cards will be charged on the 1st of each month
3. Installment Bills will be processed on the 1st of each month and payments are due by the 10th of every month.

Please Note: A child will not be allowed to return to class if tuition is not paid on assigned dates. Special payment arrangements may be available, please contact Devin Frendreis, Early Childhood and Recreation Manger at 708-956-7858 or dfrendreis@berwynparks.org

Children who are registered through District 100 are not required to pay tuition.

Refunds

If for some reason you need to remove your child from the Early Childhood Recreation Learning Program, you must notify Devin Frendreis in writing at dfrendreis@berwynparks.org

Tuition is processed on the 1st of every month. Once tuition has been processed for the month the following refund policy applies:

- Prior to the 1st of the month..............................................Total Fee
- After the 1st class of the month.......................................50% of fee
- After the 3rd class of the month.................................No refund/credit

Please Note: There is a $10.00 administrative fee for program cancellation. Please be patient; our refund process takes fourteen to twenty-one days.

Vacations, Extended Absences & Sick Days

The Park District does not offer refunds or prorates for students who miss due to vacations, extended absences, or sick days. If you are planning a vacation or extended absence you will be required to continue to make tuition payments in order for your student to stay enrolled in the program. If you choose to not make tuition payments your child’s enrollment will be cancelled. If space allows, you will be more than welcome to re-enroll your child.

Communication

The ECRL staff makes every effort to inform parents how their child is progressing, as well as the activities that their child will be participating in the classroom. We ask the parents to please keep the Park District up to date with changes in phone numbers, addresses, and email info, authorized guardians, emergency contacts, or pertinent medical information. It is important the staff has the most up to date information.

The ECRL staff will provide the parents with a monthly newsletters and calendar. These will outline upcoming activities, field trips, guest speakers, or special classroom celebrations and upcoming days off.

Parents will be offered the opportunity for parent teacher conferences in February. This is a great opportunity for the parents to speak with the teacher about their child’s strengths, progress, behavior, and areas that need further development. The conferences are not required, but are encouraged.
Emergency Closings
The Berwyn Park District Early Childhood Recreation Learning Program classes will follow Berwyn School District 100 for closings. In the event of severe cold weather or snow, the Berwyn Park District staff will notify you via email if school is not in session. Please make sure your contact information is up to date in our registration software. You can also look out for this information on our park district Facebook page or website.

Facebook.com/berwynparkdistrict
Berwynparks.org

*Snow and emergency days will not be made up and refunds will not be given.

Arrival/Departure
Be on time for class. Please sign your child in. Sometimes drop-off can be difficult, so when the teachers open the door please say a quick good-bye and allow the teachers to take your child. Please be aware we are a public facility and others utilize the building at the same time our ECRLP program does.

We ask that children be picked up promptly at the end of their class. If your child has not been picked up a $5.00 fee for every 5 minutes will be charged. The late fee will be added to your monthly bill, and an email will be sent notifying you of the fee. If your child has not been picked up within 5 minutes of the end time of the program we will attempt to contact the parent/guardian on all numbers provided to us. If after 3 attempts to the parent/guardian or additional emergency contacts have been unsuccessful we will contact the local authorities to pick up your child. Please notify us if running late or an emergency arises.

For security reasons we ask that all children be signed in and out by an authorized adult. Authorization forms are included in the parent packet. Any person who is picking up your child must be on this list. Please let the teacher know in writing if someone new will be picking up your child. Identification will be required when staff is not familiar with parents/guardians or any other individual picking up your child. Please include their name, phone number, and any specific instructions. You are responsible for advising said people of the arrival/departure procedure.

Separation
Separation anxiety is very common for children this age. The first day will be filled with many different emotions for parents and children. The staff is completely aware of this and will do their very best to make the separation go as easily as possible for you and your child. The teachers will need your help to make this transition go well. Please remember to reassure them that you will be back to pick them up in just a short while, say good-bye to them with a hug or kiss and leave. Please do not linger for it only makes it harder on the child. Be positive and happy in front of your child to reassure your child’s feelings. Some children will take longer to adjust which is common.

Toilet Independent Requirement
All children must be toilet independent prior to entering our program. Children cannot come to preschool in pull-on diapers or traditional diapers.

Our facility is not equipped for diaper changes, nor is the staff prepared or expected to do this task.

We understand that at this age children do have occasional accidents. In this case, we will have your child change their own clothing. If the child is unable to change their own clothing the Park District will contact the parents to come and change them.

Attire & Extra Clothing
Children get messy during preschool. It is best to send them in “play” clothing. Clothing that is acceptable to get dirty and is comfortable and easy to move around in. Gym shoes are recommended. Flip flops, sandals and clogs or other open shoes make it difficult to participate in certain activities. Please make sure your child is dressed for the weather. When the weather permits we take the children outside. During the winter months, when boots are worn, please send a separate pair of shoes to be worn in the classroom.

We request each child bring a change of clothes including undergarments. Please clearly label these items in a zip-lock bag. Socks, pants, shirt, and underwear must be provided. All clothing is returned at the end of the school year.

Personal Belongings
Please make sure any items that come to school with your child are clearly labeled with their name; this includes clothing, folders and backpacks. We strongly suggest that children leave their personal items at home. This includes: toys, toy guns/weapons, stuffed animals/dolls, electronics, expensive personal items, candy and gum. Exceptions are only be made for show and tell days. The staff make every attempt to return belongings to the appropriate person. If you are missing an item please check the lost and found. At the end of each month the lost and found is donated to a local charity. The Berwyn Park District is not responsible for any lost, damaged or stolen items.
Backpack/Folder
Each child should bring a backpack and folder (provided by program) labeled with their name. This will be used to distribute information that needs to go home. Teachers will put important information in here, we strongly encourage parents to check the folder every day. Parents can also utilize the folder if they have information they need to relay to the teacher they can place it in the folder. These folders will be checked by our teachers every day. If this folder is lost you will need to replace it with another folder for your child.

Snack-UPDATED
The Berwyn Park District ECRLP believes in living a healthy life style. Parents will be asked to sign up for snack days and will be required to bring snack for the entire class. Please provide any necessary serving items (cups, napkins, silver-ware).

While we cannot promise our classrooms are free of peanut and tree nut products, we do request that families not provide snacks that contain these allergens. Products/drinks with red dye are not permitted.

A detailed list will be provided. Items not listed will be refused.

Special Events: Any food items that are shared with the class must be store bought and pre-packaged and may not contain peanuts/tree nuts.

Birthdays-NEW
If you are interested in having your child celebrate their birthday with the class, please view the snack list for appropriate birthday treats. Items not listed on here will not be permitted. We also encourage instead of food, small goody bags not containing food to ensure all children get to enjoy in the festivities. Please contact the teacher to make arrangements. There are certain guidelines we must adhere to, but we would love to celebrate with your child!

Lunch
If your child is attending the full day, they must be sent with a lunch and drink. Please ensure everything is properly labeled. Please no peanut or tree nut products as we may have friends with allergies. Products/drinks with red dye are also not permitted.

Emergency Procedures
Evacuation procedures for each program have been established in the event of a major emergency that would necessi-tate removing children from the site. Additionally plans have been developed for fire and tornado procedures. If an individual child is injured in the program, we will take the necessary emergency steps and contact you as soon as possible. However, should the injury be more severe, we will call 911 without hesitation. The parent/guardian also authorizes the Park District and its employees to consent to medical treatment. By registering your child for the preschool program, you are releasing the Berwyn Park District from all liability which may arise from the child’s participation in the program.

Accident Reporting
Staff will fill out accident reports for all incidents, no matter how minor an incident may seem. If something happens throughout the day, that we do not need to contact the parent immediately for, we will advise the parent at pick up time. All accident reports will be reviewed by the Safety Committee.

Inclusion of All Children
Berwyn Park District is a diverse community of families representing a wide range of ethnic, cultural, and geographical backgrounds. Children, parents and staff each arrive with unique traditions and beliefs. It is the goal of the Park District staff to respond with sensitivity to diverse backgrounds and actively encourage a broad understanding and acceptance of diversity. Berwyn Park District is committed to implementing the intent and spirit of the Americans with Disabilities Act. We believe in the inclusion of all children. Inclusion of differing abilities within the program enriches the experiences of all of the children. If your child needs special accommodations or an aid please speak with the Early Childhood and Recreation Manager.

School Calendar
The Berwyn Park District Early Childhood Recreation Learning Program classes will follow Berwyn School District 100 for days off. Parents are not charged for these days. They are taken into consideration when setting up program fees. Please check our monthly calendar/newsletter for days off.
Child/Family Days

A few Thursdays throughout the school year we will hold a Child/Family day, on these days we will not meet for regular class hours. Instead, we encourage a parent to attend with their child for a one hour educational activity 8:45-9:45am. Attendance is required at these events per Berwyn School District 100. Missing one of these days will count as an absence.

Illness

Everyone shares in the responsibility for reducing exposure and spreading illness. Our illness policy requires children to be clear of any symptoms/illness for at least 24 hours before returning to school.

**Our regulations state that if your child symptoms they cannot remain at school:**
- Fever over 100 degrees
- Diarrhea
- Vomiting
- Nausea
- Severe Cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe, weeping or puss filled.
- Stiff neck or headache
- Difficulty breathing or wheezing
- Complaints of severe pain
- Excessive nasal discharge
- Lice

If your child shows any of the above signs he/she will be separated and you will be notified. It is your responsibility to pick up your child immediately, or arrange another person on your pick up list to pick up your child. These policies are put in place for the health of all participants and staff in the program.

If your child has had any symptoms within the past 24 hours; please withhold them from the program, for an additional 24-48 hours.

Children with head lice may not return to the program until the scalp is free from all traces of lice and nits at least 48 hours after final treatment. Documentation will be required.

If your child is unable to come to school because they are ill or have a communicable disease, please notify us so that we may inform staff and other parents to watch for symptoms. Documentation may be required.

Medication

If your child is required to take prescription medicine while at preschool the staff will administer it. The medication must be given to the teacher in the original, properly labeled container.

The label must include:
- Date the prescription was filled
- Child’s name
- Physicians name
- Drug name and dosage
- Instructions on when and how to give the medication.

A Medication Release Form must also be filled out and on file before any medication can be given.

The staff cannot apply sunscreen. We recommend that you apply sunscreen to your child before they come to the program for the day. If your child needs additional sunscreen it is best to send your child with the spray version, as it is easiest for them to apply.

Giving Tree/Parent Donations

Each classroom will have a giving tree or a list of donations that the classroom or teachers are in need of. We encourage you to look at this list throughout the school year and if you are able to donate any items on the list it would be greatly appreciated.

Fundraisers

During the school year we will participate in multiple fundraisers that are all optional. During the month of October we will be hosting a Taffy Apple Fundraiser. Every month we will also be passing out Scholastic magazines, ordering books through these catalogs helps our classrooms receive free books and supplies.
Behavior Management

Our goal is to have all children enjoy their time in our programs, while feeling safe and secure, to learn appropriate social skills, and to develop problem-solving skills. We strive to create an atmosphere of mutual respect between adults and children, as we believe that is the foundation for development of positive social interaction skills.

Classroom Code of Conduct
- Show respect to all.
- Assure safety for everyone.
- Share resources, teacher time, and other materials.
- Assist children and require staff to use appropriate language to resolve conflict and express emotions.
- Build concepts of mutual respect, cooperation and the sensitivity to the needs of others.

General Rules for Safety
(There will be classroom specific rules that all children will be expected to follow. The preschool staff will go over these rules to reinforce expectations.)
- Children must walk while indoors.
- Children must use inside voices while in the building.
- Children must listen when the staff gives instructions.
- Children must follow all directions given.
- Children must use equipment carefully.
- Children must keep hands, mouth, and feet to themselves.

Staff Response to Negative Behavior
- The staff will take all necessary steps to ensure safety to all of the participants.
- The staff will always try to redirect negative behavior into positive alternative activities.
- If necessary, the child will be removed from an activity when behavior is undesired and redirection has failed.
- After the situation is calmer the teacher will discuss with the child acceptable and unacceptable behaviors.
- When negative behaviors are clear, consistent consequences will be used. However the parents will be fully involved in planning and discussing the actions.

Consequences for not following expectations will be implemented; this may include redirection, verbal corrections, and loss of privileges. As a last resort time outs may be used to provide the child a chance to regain control. If the system in place by the program is not working for a specific child staff and parents will work together to create a plan designed for the success of the student.

We expect the parents to be an active participant in the behavior management of their child. In behavior situations where the child is physical with others or not cooperating with staff we may call parent(s) to pick up their child. The parent will be expected to arrange for immediate pick up.

Our staff puts safety of the children first. Since safety is a primary concern, Berwyn ECRLP has established immediate pick-up procedures for the following behaviors:
- Biting self or others
- Hitting or injuring self or others
- Spitting on others

The Berwyn Park District reserves the right to suspend or dismiss a child from the program if the staff determines that the program can no longer meet the needs of the child, if the child is a physical threat to him/herself or others, or if the child’s behavior consistently impedes the normal daily functions of the group. Children may also be dismissed from the program if their parent(s)/guardians demonstrate inappropriate behavior or fail to cooperate with staff. Parents may not be involved in disciplining any child other than their own. Failure to comply with our policies and procedures may result in dismissal from the program for as little as one day, or as much as complete removal from the program. All situations and behaviors are evaluated on a case by case situation. If a child is removed from the program no refund or proration will be given.

Field Trips

Information on field trips that the Early Childhood Recreation Learning Program will be taking can be found on the monthly calendar/newsletter. Parents who are chaperones for field trips are not allowed to bring other children who are not registered for the program. Field trip costs are not included in the program fee. Parents are responsible to pay the cost for their child if they decide to attend. Chaperones must also pay for themselves. Early Childhood Recreation Learning Program T-shirts must be worn on all park district field trips.

We use commercial vehicles to transport the children to and from field trips. The Illinois Child Passenger Protection Law DOES NOT require seat belts for commercial vehicles.

Field trips are on a completely VOLUNTEER basis and are considered a regular Early Childhood Recreation Learning Program class day. Prior to any trip, information will be sent home. Please register at the front desk for our trips. It is very important to meet the deadlines for trips, otherwise your child will not be permitted to attend. Chaperones must sign a waiver before going on a trip.
Berwyn Park District
Early Childhood Recreation Learning Program
Days off & Days to Remember
2020 - 2021 School Year

August 24, 2020
First day of school
May 13, 2021
Last Day of School

Road Map To Re-opening
Phase 1: Remote Learning: August 24th—September 25th
First Check Point September 25th

<table>
<thead>
<tr>
<th>Days Off</th>
<th>No School</th>
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<tbody>
<tr>
<td>September 7, 2020</td>
<td>Labor day</td>
</tr>
<tr>
<td>October 12, 2020</td>
<td>Columbus Day</td>
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<tr>
<td>October 13, 2020</td>
<td>Teacher Institute</td>
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<tr>
<td>November 2, 2020</td>
<td>Veterans Day</td>
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<tr>
<td>November 3, 2020</td>
<td>Election Day</td>
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<tr>
<td>November 23-27, 2020</td>
<td>Thanksgiving Holiday</td>
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<tr>
<td>December 21, 2019-January 3, 2021</td>
<td>Winter Break</td>
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<tr>
<td>January 18, 2021</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>January 19, 2021</td>
<td>Teacher Institute</td>
</tr>
<tr>
<td>February 15, 2021</td>
<td>Presidents’ Day</td>
</tr>
<tr>
<td>February 18, 2021</td>
<td>Parent Teacher Conferences</td>
</tr>
<tr>
<td>March 1, 2021</td>
<td>Pulaski Day</td>
</tr>
<tr>
<td>March 29 - April 5, 2021</td>
<td>Spring Break</td>
</tr>
</tbody>
</table>

Parent Teacher Conferences
February 18, 2021
Virtual Parent Teacher Conferences
February 19, 2021
Virtual Parent Teacher Conferences

Picture Day
TBA
TBA—Fall Pictures
TBA—Spring Pictures

Child Family Days
Once per month
Dates TBD

Field Trips
NO FALL FIELD TRIP
Fall Field Trip
NO SPRING FIELD TRIP
Spring Field Trip
Parent Handbook Agreement
Please sign and return:

I have read the Berwyn Park District Early Childhood Recreation Learning Program handbook. I understand and agree to the policies and procedures contained in the Parent Handbook.

____________________________________
Parent Signature

____________________________________
Parent name (please print)

____________________________________
Child’s name (please print)

____________________
Date

Please circle the class in which your child is enrolled:

Purple Pals   Blue Buddies   Early Learners-Liberty
Early Learners-Freedom   Friday with Friends
The Berwyn Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Berwyn Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participant’s safety. However, participants and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities/programs. You are solely responsible for determining if you or your minor/ward are physically fit and/or skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK:
Recreational activities/programs are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity/program. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers and injuries due to inclement weather, slipping, falling, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor and outdoor recreational activities/programs exist. In this regard, it must be recognized that it is impossible for the Berwyn Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK:
Please read this form carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services/vehicle operation, when provided). I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damage or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the Berwyn Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred as “Berwyn Park District”) I do hereby fully release and forever discharge the Berwyn Park District from any and all claims for injuries, damages, or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with this program/activity. I further allow the Berwyn Park District to use my likeness and photograph for promotional purposes. I have read and fully understand and forever discharge the above important information, warning of risk, assumption of risk and waiver and release of all claims, including use of photographs and likeness. If registering on-line or via fax, your on-line or facsimile signature shall substitute for and have the legal effect as an original form signature.

Please Print Participant’s Name: _________________________________________________________________

Parent/Guardian’s Signature: ________________________________________________________________

Print Parent/Guardian’s Name: ___________________________________________ Date: ________________
Participant Information Form
Please complete at the time of registration.

Child’s Name: _______________________________ Home Phone: ________________________
Address: ____________________________________ Cell Phone: ________________________
Age: __________ Birth Date: _______________ Gender: _________________________
Parent’s Name: ______________________________ Daytime Phone: ______________________
Parent’s Name: ______________________________ Daytime Phone: ______________________
Email Address 1: ______________________________
Email Address 2: ______________________________

In case of emergency and we are unable to contact either parent/guardian

Name: ______________________________ Daytime Phone: ______________________
   Relationship: ______________________________ Cell Phone: ______________________
Name: ______________________________ Daytime Phone: ______________________
   Relationship: ______________________________ Cell Phone: ______________________

Please list any allergies (seasonal, food, medicines) we should be aware of: ____________________
_________________________________________________________________________________

Does your child use any medication that he/she will be bringing with them to school? __________________
_________________________________________________________________________________

Are there any special needs your child has that may limit his/her success in the program?
_________________________________________________________________________________

Any likes/dislikes or fears your child may have: ____________________
_________________________________________________________________________________

(over)
Participant’s Name: _________________________________________________________________________________

The following people have permission to pick up and transport my child:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Phone</th>
<th>Cell Phone</th>
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</thead>
<tbody>
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</tbody>
</table>

Is there anyone **restricted** from picking up your child from preschool? __________

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<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
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<td>_________________________________________________________________________________</td>
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Please let us know of any changes that occur during camp regarding your information above.
Medication Dispensing Information
This form must be completed for each program session or when medication changes

BACKGROUND INFORMATION:

Participant’s Name: ____________________________________________ Age: _____________________

Address: _________________________________________________________________________________

Parent’s/Guardian’s Name(s): ______________________________________________________________

Daytime Phone: ___________________________ Cell Phone: _________________________________

Doctor’s Name: ____________________________ Phone: _________________________________

MEDICATION INFORMATION

Name: ____________________________________________ Dose: ________________ Time: ____________

Dispensing & Storage Instructions: _____________________________________________________________

                                                                                         __________________________________________________________________________________________

Possible Side Effects: ________________________________________________________________________

                                                                                         __________________________________________________________________________________________

Name: ____________________________________________ Dose: ________________ Time: ____________

Dispensing & Storage Instructions: _____________________________________________________________

                                                                                         __________________________________________________________________________________________

Possible Side Effects: ________________________________________________________________________

                                                                                         __________________________________________________________________________________________

Name: ____________________________________________ Dose: ________________ Time: ____________

Dispensing & Storage Instructions: _____________________________________________________________

                                                                                         __________________________________________________________________________________________

Possible Side Effects: ________________________________________________________________________

                                                                                         __________________________________________________________________________________________
I understand that it is my responsibility to give the medication directly to the teacher with full instructions in individual dosage containers, clearly labeled envelopes, or in original prescription bottles.

In all cases, medication dispensing can only be changed or modified by completing another Permission and Waiver to Dispense Medication Form and Medication Information Form.

I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward or other family member is accurate. I also understand that it is my responsibility to inform the agency if any changes in the dispensing of medication change.

________________________________________________________
Signature of Parent or Guardian

________________________________________________________
Date
Berwyn Park District

Permission to Dispense Medication

Waiver and Release of All Claims

The Berwyn Park District will not dispense medication to a minor child or other participant until the Permission and Waiver to Dispense Medication and Medication Information Form have been fully completed by a parent or guardian. The agency's internal procedures on dispensing medication are available for review.

NAME OF PROGRAM: ___________________________ DATE: ___________

I ______________________________________ the parent/guardian of _______________________

(Print Name) (Print Name)

give permission to the staff of the Berwyn Park District

to administer to my child _____________________________________________________.

(Name of Medication)

I understand it is my responsibility to give the medication directly to the program staff in individual dosage containers, original prescription containers, or envelopes clearly labeled with the following information:

PARTICIPANT’S NAME: _______________________________________________________

NAME OF MEDICINE AND COMPLETE DOSAGE INSTRUCTIONS:

___________________________________________________________________________
___________________________________________________________________________

In all cases the recommended dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to the Berwyn Park District to secure from any licensed hospital physician and/or medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

WAIVER & RELEASE OF ALL CLAIMS

I recognize and acknowledge that there are certain risks of physical injury in connection with the administering of medication to my minor child. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

In consideration of the Berwyn Park District administering medication to my minor child, I do hereby fully release or discharge the Berwyn Park District and its officer, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have (or accrue to me or my minor child), and arising out of, connected with, incidental to, or in any way associated with the administering of medication.

____________________________________________ ____________________
Signature of Parent or Guardian Date
WAIVER & RELEASE OF ALL CLAIMS
FOR USE OF INHALER OR AUTO-INJECTOR

WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION

Please read this form carefully and be aware that pursuant to the Illinois Asthma Inhalers at Recreational Camps Act, 410 ILCS 607/1 et seq., you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain in connection with the possession, self-administration, or use of medication, including, but not limited to the use of an epinephrine auto-injector or inhaler at the camp or at any camp-sponsored activity, event, or program; except for claims arising out of the willful and wanton conduct of the Berwyn Park District.

As parent/guardian of the below identified participant, I verify and attest that my child/ward has the knowledge and skills to safely possess, self-administer, and use an epinephrine auto-injector or inhaler in a camp setting. I also recognize and acknowledge that there are certain risks of physical injury to participants’ possession, self-administration, or use of medication, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said possession, self-administration, or use of medication. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of or arising out of the possession, self-administration, or use of medication against the Berwyn Park District, including its officials, agents, volunteers and employees; except for claims arising out of the willful and wanton conduct of the Berwyn Park District.

I further agree to protect, indemnify, save, defend and hold harmless the Berwyn Park District from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including reasonable attorney fees) for which the Berwyn Park District may become obligated by reason of the possession, self-administration, or use of medication; except to the extent caused by the willful and wanton conduct of the Berwyn Park District.

I have read and fully understand the above waiver and release of all claims and indemnification. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

PLEASE PRINT Participant’s Name ________________________________
Parent/Guardian’s Signature ________________________________

PARTICIPATION WILL BE DENIED
If the signature of parent/guardian and date are not on this waiver.