

# SCHOOL FOR THE YOUNG YEARS

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2020-2021 School Year  
(Updated 9/6/2020)

Dear Parents:

We welcome your child to Sauganash School for the Young Years Pre-School program.

Sauganash School for the Young Years was founded in 1974 as a non-profit school and continues to serve our community with the support of the Sauganash Community Church.

Sauganash School for the Young Year's early education program provides strong development of your child's social, emotional, physical and intellectual needs. Our classroom is carefully designed to enhance the creative developmental needs of young children. The room arrangement is child sized, placed at a child's level, and developmentally appropriate for the ages of 3-5 years old. Classrooms are stimulating with bright colors. Young Years has demonstrated a commitment to providing a high quality program for young children and their families. Our focus is placed on the quality of interactions among teachers and children and the developmental appropriateness of the curriculum. Health and safety, staffing, staff qualifications, physical environment and administration are all reviewed annually. Please feel comfortable with the fact that your child is enrolled in one of the highest quality early childhood programs.

We ask that you familiarize yourself with this parent handbook. It has been created for the health, safety and well-being of your child.

Best regards,

Sauganash School for the Young Years Pre-School Staff

## GOALS

We believe that a high quality program promotes the physical, social, emotional, and cognitive development of young children within a safe and nurturing environment. Our curriculum is planned to meet the different needs, interests, and developmental levels of our students, ages 3 – 5.

- Experiences are provided that meet children’s needs and stimulate learning in all developmental areas – physical, social, emotional, and intellectual.
- Each child is viewed as a unique person with individual patterns and timing growth and development. The curriculum and adults’ interactions are responsive to individual differences in ability and interest. Different levels of ability, development, and learning style are expected, accepted, and used to design appropriate activities.
- Interactions and activities are designed to develop children’s self esteem and positive feelings towards learning.
- Teachers prepare the environment for children to learn through active exploration and interaction with adults, other children and materials.
- Teachers move among groups and individuals to facilitate children’s involvement with materials and activities by asking questions, offering suggestions, and adding more complex materials or ideas to a situation.
- Teachers facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity and setting clear limits. Teachers’ expectations match and respect children’s developing capabilities.
- Children develop an understanding of concepts about themselves, others, and the world around them through observation, interaction with people and real objects, and seeking solutions to concrete problems. Learning about math, science, social studies, health, and other content areas are all integrated through meaningful activities such as building with blocks; measuring sand, water and ingredients of cooking; observing changes in the environment; sort objects for a purpose; explore animals, plants, wheels and gears; sing and listen to music from various cultures; and draw, paint, and work with playdough.
- Children have opportunities to use large muscles, including running, jumping, and balancing. These activities are planned so children develop large motor skills, and can express themselves freely and loudly.
- Teachers work in partnership with parents, communicating regularly to build mutual understanding and greater consistency for children.

## **Registration Fees and Tuition**

All fees and tuition paid to the school must be paid by check or money order, payable to School for the Young Years.

Tuition rates are as follows:

- \$75.00 non-refundable registration fee paid when the child is accepted into the program.
- \$2,160.00 (or 9 payments of \$240.00) for our Two day program, Tuesday and Thursday A.M. .
- \$2,610.00 (or 9 payments of \$290.00) for our Three day program, Monday, Wednesday, Friday A.M. or P.M.
- \$35.00 one time insurance fee that covers each student against accidents while they are in school.
- \$50 one time snack fee to cover the entire year.(non-refundable)

**Tuition is due at the 1<sup>st</sup> of each month. There is a \$10.00 late fee for all payments received after the 10<sup>th</sup> of the month. Late pick up fee: \$5.00 for the first 15 minutes and \$5.00 for every 5 minutes thereafter. There is a \$ 20.00 charge for all returned checks.**

No allowances shall be made for any days absent. There is no reduction in tuition for absences of illness or vacation. No refunds will be given for partial months in the event the student unenrolls and/or the school closes due to health codes.

We do not accept credit card payments. We accept cash and checks.

## **Age Requirements**

All students attending our program must be at least three years of age by September 1.

## **Diapering/Toilet Requirements**

Students attending our school must be completely potty trained. This disallows the use of diapers, pull-ups and other leak preventive measures, except in cases of physical disability as stated by a physician. Children will be supervised, but must be independent when using the bathroom. If your child is not completely potty trained, he/she will be asked to leave the program.

## Records/Confidentiality

Minimum confidential records on all children are on file. We do like to pass out a class list with names, address, and phone numbers. If you do not want this information shared, please notify us, in writing, at orientation.

## Notification Policy

The school communicates with parents via monthly newsletters, email updates, and classroom and entryway bulletin boards. Newsletters, periodic handouts, phone lists, etc. will be placed in the child's cubby/backpack to be sent home. In the event of an emergency closing, parents will be notified via email/and or telephone call.

## Entering and Exiting Policy

Please use the Forest Glen entrance to enter and exit the Preschool.

Morning classes run from 9:00 – 11:30 a.m.

The outside doors will remain locked until class begins. Parents and students must wait socially distanced wearing face coverings until able to enter. Before entering the school, staff will take the temperature of the students. Temperatures will be logged into a chart. Any student with a temperature of above 100.4 will not be permitted to attend class. Staff will ask parents to confirm the child has met the requirements of the Self health assessment. Children will be seated socially distanced while waiting for their classmates to enter. Teachers will assist with coats and boots and then escort children to the classroom. **Please be prompt when dropping off your child.**

Please be prompt in picking up your child at dismissal time, as a child feels insecure when no one has come to pick him up. Teachers will assist students with coats, boots, and backpacks and walk them up to the 1st floor entryway where they will wait socially distanced. Students will not be released until their parent/caregiver arrives. Parents/caregivers must wear face coverings and proceed to the door staying socially distanced from other parents/caregivers. If you are unavoidably detained, please call the school, so we can reassure your child. **There will be a charge of \$5.00 for the first 5 minutes and \$5.00 for every 5 minutes thereafter.**

Students will only be released from school to their parents or person listed on the emergency form. Parents may email the school or complete the Release Authorization Form to allow a student to be released to another adult on a given day. These notes will be kept in the student's file, and only apply for the dates designated. Anyone other than a parent/legal guardian picking up your child must be 1) listed on the student's emergency form, 2) at least 16 years of age or older and show a valid driver's license or state ID.

Teachers and staff are not authorized to transport students.

## **Dismissal Policy For a Child Left At School**

If a child is left at school these procedures will be applied:

1. a teacher will call the home phone # and/or cell phone #
2. a teacher will call the parents work # or pagers
3. a teacher will call the 1<sup>st</sup> person authorized to pick up child
4. a teacher will call the 2<sup>nd</sup> person authorized to pick up child
5. a teacher will stay with the child until an authorized adult picks him/her up and shows appropriate identification

## **Handwash Policy**

Hand washing is the single most important means of preventing the spread of infection,” according to the Centers for Disease Control and Prevention (CDC). Children will wash their hands with soap and water for 20 seconds upon arrival to school, before eating, after using the toilet, after sneezing, coughing and wiping their noses. Please encourage your child to put into practice the skills he/she is learning in our classroom. Both your example and your encouragement are important.

## **Guidance & Discipline**

Our form of discipline is redirection and teaching conflict solving skills. We use key phrases to help children with their sharing skills. We encourage them to use words to help solve problems in a non-aggressive manner. We strive to help each child build their self-control as well as their self-confidence. We do this through modeling and encouraging accepted behavior, and setting clear limits. Occasionally, if redirection does not work and the behavior continues, a child needs to be taken out of the area of play and seated at a less stimulating activity for a short period of time. (General rule is 1 minute for every year old, 3 minutes for a 3-year-old...).

## **Biting**

If a child bites another child or teacher, that child’s parents will be notified immediately and the child will be sent home for the remainder of the school day.

## **Discharge**

Occasionally a child will experience difficulty in adjusting to our program. We will make every possible effort to assist that child and their family to assure a smooth transition into the school setting. However, aggressive behavior towards other students and staff will not be tolerated. Our primary concern is the safety of our students; therefore a student will not be allowed to hurt themselves, others or the environment. There are situations when the school program is not able to meet the individual needs of a child or family. If after every effort has been made, with a close working relationship between parents and staff, we feel that a child is not ready for our school setting or cannot work within the boundaries of our program, we reserve the right to withdraw your child from our program.

## Health

**A child may not enter school until his/her medical forms, signed by a doctor, have been returned.** The report must be dated within **3 months** prior to the start of school and signed by the examining physician. The report will be valid for two years and include a tuberculin test, a lead screening and indicated immunizations required by current state regulations.

For the protection of all the children, we cannot accept a child or allow a child to remain at school showing the following symptoms:

- unusual behavior, lethargic, non-functional children
- changes in skin color or texture
- intestinal disturbances accompanied by diarrhea or vomiting
- respiratory difficulties including green or yellow discharge from the nose, coughing, wheezing, or stuffy nose.
- severe undiagnosed rashes or open, draining sores
- discharge from eyes or ears
- Fever above 100.4

If a child becomes ill at school, the child will be isolated from the other children and placed on a cot away from the other children.

Students will never be left alone and must always be supervised while maintaining necessary precautions. Parents will be immediately contacted so the students may be taken home. School will utilize other emergency contacts if parents are not reached.

### PREVENTION

- Families should practice social responsibility by wearing masks in public, socially distancing, avoiding traveling to hot zone areas, or maintaining a two week quarantine after returning from hot zone areas.
- Temperature checks of all students and staff must be taken on arrival at school each morning.
- Before arriving at school, parents and students will confirm compliance with SSYY's Self Health Checklist
- Any student or employee who has a temperature above 100.4 degrees Fahrenheit must be sent home and encouraged to contact a doctor.
- Masks must be worn at all times by individuals who are above the age of two.

### INFECTION PROTOCOLS- COVID -19

Actions that will be taken by students/staff if sent home with COVID-like symptoms.

- All students and staff sent home with COVID-like symptoms should be diagnostically tested.
- Students and staff should remain home from school until they receive the test results.

- Students and staff who are confirmed or probable cases of COVID-19 must complete 10 calendar days of isolation from the date of first symptom onset and be fever-free for 24 hours without use of fever-reducing medications and other symptoms have improved before returning to school.
- Students and staff returning to school after experiencing COVID-like symptoms but being diagnosed with a non-COVID illness must meet the criteria for returning to school for the illness with which they have been diagnosed. At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medication and have had no diarrhea or vomiting in the previous 24 hours. Other diseases have specific criteria for when a student or staff member can return to school. A doctor's note documenting the alternative diagnosis or a negative COVID-19 test result should accompany a student or staff member returning to school with an alternative diagnosis after experiencing COVID-like symptoms.
- Students and staff with COVID-like symptoms who do not get tested for COVID-19 and who do not provide a healthcare provider's note documenting an alternative diagnosis, must complete 10 calendar days of isolation from the date of first symptom onset and be fever-free for 24 hours without use of fever-reducing medications and other symptoms have improved before returning to school.
- Medical evaluation and COVID-19 diagnostic testing is strongly recommended for all persons with COVID-like symptoms.

#### ISOLATION PROTOCOL-COVID-19

If any student or employee is diagnosed with COVID-19, While every situation is unique, the following steps will likely be implemented:

1. The student or employee will be sent home and monitored for ongoing symptoms, as described above.
2. SSYY will distribute the COVID-19 Exposure Letter to all parents and employees. Note that it is essential that the privacy of the impacted student or employees be protected. SSYY will not disclose the specific identity of the infected individual to parents.
3. The classroom will be thoroughly cleaned. Windows in the area should be opened to maximize airflow.
4. School/day care closure will be determined by the LDH to determine the next steps.

#### COVID-19 EXPOSURE OF FAMILY MEMBERS

In cases where students and employees have exposure to individuals (such as an immediate family member) who are COVID-19-positive. These students will be required to follow quarantine rules put forth by the IDPH.

## **Emergency or Injury Requiring Medical Attention**

In case of a medical emergency, the staff will administer first aid. The parent or authorized adult will be notified as quickly as possible, however, if the child requires immediate medical attention, we will seek that attention before contacting you. If immediate medical attention is required, the staff will call the local ambulance service (911), and they will transport the child to the most appropriate hospital via ambulance. A staff member will accompany the child, if parent or guardian is not available. Accompanying staff member will have the child's emergency form.

*For these reasons we ask that all parents notify the school of any change of address or phone numbers that occur during our school year so we may update our files.*

## **Child Abuse Policy**

Staff members are mandated reporters under the Abused and Neglected Child Reporting Act [325 ILCS 5/4]. We are required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever we have reasonable cause to believe that a child in our classroom may be abused or neglected.

## **Emergency School Closings**

If for any reason the school needs to close for the day, all parents of students attending that day will be notified by email and/or telephone. All school closings are based on the discretion of the administration of Sauganash School for the Young Years. No emergency days are scheduled into our program and children are not expected to make up these days.

## **Snacks**

School for the Young Years will provide a nutritious snack for each child once a day. Regulations from the Public Health Nurse states that we may only serve pre-packaged foods. No home baked goods are allowed.

Water is available at any time throughout class. Please refrain from bringing water bottles. The school will provide a new clean cup for each time water is given.

There will be a \$50.00 yearly fee for snacks. This fee is non-refundable.

In the case of severe allergies, parents may be asked to provide snacks for their child. These special cases will be determined on a case-by-case basis. These parents will be exempt from the snack fee.



## **Birthdays:**

The school provides recognition for children by using a special birthday chair and a birthday hat.

Birthday Pass-outs will not be allowed at this time.

In the past, we have had some wonderful birthday treats, but we are sorry to say that our young children are unable to even eat a portion of the sweets provided. Due to the prevalence of food allergies and health reasons, we ask that **no birthday cakes or cupcakes** be brought for snack. Please save these wonderful and special treats for family celebrations.

## **Cleaning Policy**

### **Cleaning Supplies**

The classroom is stocked with disinfectant sprays/ wipes, bleach solution, and paper towels. Unless the cleaning supplies are being used by staff, they are to be stored on a high shelf out of children's reach or locked in a cabinet. Any other cleaning supplies are to be stored in the janitorial cabinet which is locked at all times.

### **The teaching assistants perform the following daily cleaning tasks:\***

1. Sanitize the classroom between classes.
2. Sanitize tables and chairs before and after meals/snacks.
3. Sanitize shared toys between use throughout the day.
4. Sanitize high traffic areas often throughout the class time.
5. Rotate toys and materials in and out of the room to allow for proper disinfecting.
6. Immediate cleaning and sanitizing of toys that have been accidentally put in children's mouths.
7. Check and sanitize bathrooms after use by children.
8. Sweep floors after meals/snack.
9. Take garbage out as needed.
10. Keep storage cabinets organized.
11. Keep bathrooms and sink areas stocked with paper products and liquid soap

\*Cleaning and disinfection products are EPA-approved and used safely and in accordance with label directions.

## **Bringing Things From Home**

We ask that all children bring a large backpack daily containing one shirt, one pair of shorts or pants, socks and underwear. THE BACKPACK MUST BE CLEARLY LABELED WITH THE CHILD'S NAME (this will allow the teachers to quickly find the child's backpack if needed). Projects and important papers will be sent home with your child daily. Please ensure that their backpack is large enough to accommodate this.

Be sure to check the backpack regularly to replace used items.

- Children should dress in durable, comfortable, play clothes, so that they can play freely and not worry about ruining clothes by spilling paint, juice, etc.
- All outside clothing, such as coats, hats, boots, sweater, should be labeled with the child's name, so that misplaced items can be returned to the proper owner.
- Many of the children love to wear jewelry such as bracelets, rings and necklaces, etc. In order to avoid a foreseeable choking accident, we ask that these items also be left at home.
- No toys will be able to be brought from home and we will not be having Show and Share at this time.
- If children bring in any items from home, teachers will have the children put these items in their cubbies until the children depart from school with their parents.
- Candy and chewing gum are not allowed in school.

## **Emergency Plan**

If an emergency arises and the building needs to be evacuated the children will be relocated to Sauganash Park 5861 N Kostner (773-685-6122).

## **Fire Drills**

The children participate once a month practicing fire drill procedures: (lining up by the exit signs, exiting the building, taking attendance, and reentering).

## **Graduation/End of the Year**

Our school will hold a graduation ceremony at the completion of each school year for those students that will be eligible to enter kindergarten in the fall. Only these students and their families will participate in our graduation ceremony.

Each class will have an end of the year party. These parties will take place on the last scheduled day of each respective class.

\*If current health codes allow

## **Parent Involvement**

Parents are welcomed to volunteer for one class. You will have an opportunity to sign up in December. We ask that parents do not bring any siblings along as it is against our insurance policy. \*

\*If current health codes allow

## **Conferences**

Parents or teachers may arrange for a conference at any time during the school year. Teachers prefer not to have conferences when you drop off or pick up your child because of the needs of all the children at these times. Feel free to contact the school to set up an appointment for a conference.

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