



Family Handbook

2022/2023

Pilgrim Community Nursery School

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HISTORY AND ADMINISTRATION

MISSION STATEMENT

Pilgrim Community Nursery School is a non-profit nursery school serving Oak Park and its surrounding communities. We welcome children of all races, religions, ethnic backgrounds, and economic situations. We seek a student population that represents the rich diversity of the greater Oak Park area.

Our mission is to provide exceptional care to all children while fostering each child's intellectual, social, emotional, and physical growth in a play-based environment.

HISTORY

PCNS is a non-profit, non-sectarian school established in 1966 to provide a quality preschool program for children residing in Oak Park and surrounding communities. PCNS was created as part of the Pilgrim Church Outreach Program and had two classes for approximately 18 three and four-year-olds. Since then, our program has grown and currently can serve up to 88 children. PCNS's goal has always been one of helping children develop socially, emotionally, intellectually and physically in a play-based environment.

ADMINISTRATION

PCNS is governed by a volunteer board of directors consisting of parents of PCNS children, church members and a community member. The PCNS Board meets once a month and concentrates on the oversight and guidance of our school. We invite all parents to join. The PCNS director is in charge of day-to-day operations of the school.

LICENSING AND ACCREDITATION

Our school is licensed by the State of Illinois Department of Children and Family Services, and is re-licensed every three years. Families are invited to review the [Summary of DCFS Standards for Daycare Centers](#). The Oak Park Public Health Department inspects the facility every year and the Fire Department makes regular inspections. Pilgrim is furthermore accredited by the National Association for the Education of Young Children, NAEYC, (www.naeyc.org). This accreditation acknowledges that Pilgrim has met stringent requirements for providing an exceptional preschool program.

PHILOSOPHY

As Early Childhood Educators, we believe:

- Early childhood programs should be planned to stimulate the child's balanced growth in all areas of development including socially, emotionally, intellectually, and physically.
- Each child has a unique rate of development, which should not be hurried or rushed. Different levels of growth and ability are expected, valued and accepted.
- Parents and families are a vital part of each child's life and should be actively involved in their child's education.

- Play is an essential part of the early childhood learning experience and should be reflected in the daily schedule. Children learn by doing, imitating, experimenting, and questioning.
- Young children learn best through self-selected, hands-on experiences and active participation with their environment. An environment rich in sensory and motor experiences invites a child to see and experience more.
- Intellectual development is approached developmentally with emphasis on process rather than product. Language enrichment is an integral part of all experiences provided.
- In an early childhood classroom, guidance should include positive reinforcement, firm and consistent procedures, and individual and group problem solving to encourage the children to move toward self-discipline, independence, and responsibility for their actions

ADMISSION

ADMISSION

PCNS strives to be an inclusive and joyful environment for all children and families. We welcome all races, religions, ethnic backgrounds and economic situations.

ENROLLMENT ELIGIBILITY

Our school year runs September through May. Children must be at least 2 years of age by the first day of school to enroll in the two-year program. Children must be 3 years of age by the first day of school to enroll in any additional programs.

If space allows, we have open enrollment meaning a child can enroll in the program during the school year if and when space is available and the child meets the age requirements as listed above.

ENROLLMENT PROCESS

The application and enrollment process for upcoming school years has two stages:

PRIORITY ENROLLMENTS

Registration begins in December for children of families who are currently enrolled at Pilgrim, or are Pilgrim Congregational Church members, or have had a sibling who attended Pilgrim.

NEW ENROLLMENTS

Registration opens to all community families in January.

Enrollment applications are ongoing until all placements are filled. When there are more applications received than openings available, a wait list system will be used with applicants placed on the list in the order their applications were received. A **\$100 non-refundable** per family registration fee is required at the time of application.

ENROLLMENT FORMS

Required forms by DCFS must be on file for each child:

- Application form
- Copy of a certified Birth Certificate
- Current Certificate of Health Form
- Emergency Contact Form

- Child Developmental History or Update
- Permissions for photos
- Signed receipt of Family Handbook indicating that parent/s have read the “Discipline/Guidance” Policy
- Signed receipt of DCFS Summary of Licensing Standards for Day Care Centers

ENROLLMENT OF CHILDREN WITH SPECIAL NEEDS

PCNS strives to provide an enriching educational environment for all children, including children with special needs or disabilities. When enrolling children with special needs or disabilities, we partner with families to ensure appropriate accommodations can be made within our school environment. Special needs may include, but are not to be limited to; allergies, medical conditions, developmental delays, physical challenges, behavior disorders, and social service involvement.

RELEASE OF INFORMATION

All child information is confidential and will not be released either orally or in written form unless the school has received written permission from his/her parents/guardian.

CURRICULUM AND PROGRAM

CURRICULUM

PCNS's motto is "Play with Purpose" as deep immersive play allows children to explore, discover, negotiate, take risks, create meaning and solve problems – all the essential foundations for developing literacy, numeracy and social skills. A play-based emergent curriculum approach supports both child initiated learning and teacher developed learning experiences. Teaching teams of PCNS use Creative Curriculum foundations and Illinois Early Learning Standards and Guidelines to create a planned developmentally appropriate curriculum for activities in their classrooms. Lesson plans will be shared with families on a regular basis by classroom teachers.

SCHOOL HOURS

School hours are 8:30 a.m.-11:30 a.m. Monday through Thursday. Late End is an enrichment opportunity which runs 11:30 am - 12:30 pm on all days school is in session.

SCHOOL CALENDAR

PCNS operates Labor Day through Memorial Day and follows Oak Park Elementary School District 97 calendar. Please see the published school year calendar for exact dates.

ARRIVAL AND DISMISSAL

Arrival and dismissal is conducted outside of the school using walk up or drive up options. Cars using drive up options enter the Church parking lot on Lake Street, turn right (east) and proceed in a circle to the end of the playground fence. Children will be signed in or out on the iPad provided using your family's unique code. Once signed in, a staff member will walk your child to their class. Families are responsible for sharing their unique code with anyone authorized to pick up the child.

LATE PICK-UP

When parents and caregivers are more than 10 minutes late, their child will come to the Pilgrim school office to be supervised by the Director of Administrative Assistant. Parents and Emergency Contacts will be contacted via phone. Fifteen minutes after the scheduled pick-up time a \$5.00 late pick-up fee will be assessed. A \$1.00 per minute fee will be assessed for each minute thereafter. Parents/guardians/caregivers will be required to sign a release form that notes the time of pick-up and fee accrued.

PARKING

The lot next to our building is rented for Oak Park River Forest High School staff parking during school hours. Please do not park in this lot. Please park on the streets around our building and be sure to observe parking regulations. There are 15-minute parking zones on Lake St. and Scoville for your convenience at arrival and departure times. Please observe the parking regulations, as the Village does issue tickets for improper parking. PCNS has no control over the enforcement of parking rules.

DAILY SCHEDULE

Each daily classroom schedule is designed to support all areas of child development including free play, large motor, group time, and snack. As deep play is the learning foundation in our school, free play makes up the largest amount of time in which children are free to investigate and explore center areas such as dramatic play, creative arts, blocks, literacy, sensory and science, and table curricular activities. Depending on the weather, children will spend their large motor time either in the gym or on the playground. Group time and snack time are in the classroom. Individual classroom schedules will be provided by your teachers, and will be posted and reinforced with children using visual schedules to assist in learning the classroom routine.

SNACK

We provide a daily snack for all children. Snacks may include:
Fresh Fruit or vegetables (no carrots allowed in the Star Room)
Dried Fruit
Apple or Yogurt Squeezers
Veggie or fruit chips/sticks
Crackers, Goldfish Crackers, Graham Crackers, Rice Cakes
Cheese sticks
Pretzels (not allowed in Star Room)

If your child has any food allergies, please let us know immediately. We will provide you with a Food Allergy Action Plan to be filled out by you and your doctor. We welcome an opportunity to meet with you to discuss how we can implement a formal personalized health management plan including curricula modifications as needed. We post food allergies in the classroom.

PEANUT-FREE ENVIRONMENT

As community groups often meet in our building outside of school hours, we can not guarantee a peanut-free environment.

BATHROOM ROUTINES

Children may use the bathroom at any time during the school day. A teacher will supervise the child/ren in the bathroom and encourage children to be self-sufficient in all aspects of toileting and ask that parents reinforce their child's abilities in undressing, **wiping, flushing, redressing, and washing hands.**

Should a child have a toileting accident, teachers will help in changing clothes and will offer to take the child to the bathroom to clean up. Unless a child is consistently free from having accidents in their pants, children must be in diapers or pull ups while at school. Soiled clothing will be bagged and returned to the parent or caregiver. We do not rinse out soiled clothing.

Children in our Star Room are not expected to be potty-trained; however, familiarity with the toilet and toileting routines will be encouraged. We offer a workshop on toilet training for parents and encourage parents to attend if their child is not potty-trained. When toilet training your child at home, please let your child's teachers know so they can encourage him or her at school as well.

HAND WASHING

Hand washing is important for preventing the spread of illness. Children will wash hands at the beginning of a session, after being outdoors, after using the toilet, after coughing into hands, after playing at the water table, and before and after eating snacks.

CLOTHING GUIDELINES

Simple play clothes make it possible for children to enjoy all school activities. Clothing should be roomy enough for freedom of movement and easily washable. We encourage you to dress your child in clothing that encourages independence and is easy to pull up and down to help facilitate independence using the toilet. This type of clothing also makes it easier for a teacher to change a child who has had a toileting accident.

Preschool play is often messy. Though we provide smocks for painting and sensory play, please send your child in clothing that can get dirty. Please provide a complete set of seasonal appropriate clothing to be stored at school, send in replacements as needed and **label all clothing, including outside wear.**

Outdoor play is daily, weather permitting. Dress your child every day as if the class will be going outside because we would like to spend as much time outdoors as possible. If snow boots are worn to school, please also send a pair of non- skid soled shoes or house slippers to wear while inside.

We ask that all children bring a backpack large enough to accommodate artwork, extra clothes, water bottles, etc.

FIELD TRIPS

All field trips are within walking distance of the school, and permission slips will be given prior to any walking field trip. Trips may include visits to the Oak Park Library Main Branch, OPRF High School, Stevenson Park, the Euclid Avenue Fire Station, various local shops and restaurants.

BIRTHDAYS AND SPECIAL DAYS

Families are always welcome to provide birthday snacks for their child's classmates. Pursuant to DCFS regulations, all snacks sent to school must be store bought and in the original sealed

containers and **cannot** be homemade, or manufactured in a facility that processes peanuts. Small, healthy snacks are preferred, candles are not allowed. In lieu of party favors, families are welcome to read a favorite book to the class and donate a copy if you would like. Children often like to bring invitations for outside-of-school parties. If children bring invitations to school to hand out, we ask that the invitation go to all the children in the classroom. Teachers cannot be responsible for undelivered invitations.

HOLIDAYS

The Pilgrim teachers will incorporate holidays in a manner that is developmentally appropriate for their given class. The teacher may share a story, song, craft, or food related to a holiday or ask families to come in and share their family customs and traditions. Our main mission will be to provide an environment that follows the normal classroom routine as much as possible while honoring holidays and traditions.

PERMISSION FORMS

We ask families to sign a permission form before school begins granting permission for their child to do the following:

- Appear in photos and videos connected with the PCNS school program. These photos and videos may be used in school newsletters, parent enrollment evenings, newspaper articles, websites, or other school related publications.
- Have artwork and other projects in school publications, school events, websites.
- Participate in Ages and Stages Questionnaire Developmental Screening Project
- Participate in classroom and school family contact listserv

Throughout the year, additional permission slips may be given granting permission for your child to:

- Leave the school to go on walking field trips
- Have a student teacher observe in their classrooms

POLICIES AND PROCEDURES

PAYMENT OF TUITION AND FEES

All tuition and fees are payable through Sandbox. We no longer accept cash or check payments outside of the Sandbox system. Tuition for the 2022/2023 school year is as follows:

	Annually	Monthly
Two year old (2 days)	\$3000	(\$300/ month)
3 hour AM program	\$5000	(\$500/month)

Once you register with Sandbox, the parent portal allows you to see your invoices and pay online using a credit card or ACH. Please check the “pay through sandbox” button when setting up your account. By September 1, your 2022-23 invoices will be visible in your account for the entire school year.

Tuition is due on the first day of each month. September tuition plus Materials Fee and Insurance Screening Fees are due on or before September 6, 2022.

A \$25 late fee will be charged upon any tuition payment received by the Nursery School **after the 10th day of the month in which it is due**. If the 10th falls on a weekend, we will accept payment on the first Monday after, without a penalty.

CREDIT CARD CONVENIENCE FEES

Starting September 1, 2022, an additional Convenience Fee will be added to all invoices processed through Credit Card Payments. There are no additional fees for ACH payments. Please see table below and select the payment option you would like to use for 2022-23 invoices by August 15th. If you would like to change your payment method during the school year, we request you inform us by 15th of the previous month in order to make the adjustment in a timely manner.

Convenience Fees added to Tuition and Fee Invoices

Registration Fee \$100.....Fee: \$3.20
Screening /Insurance Fee \$60.....Fee: \$1.92
Late Fee \$25.....Fee: \$.85

3-5 Year Old Classroom
Tuition: \$500/month.....Fee: \$14.80
Material fee \$100.....Fee: \$3.20

2 Year Old Classroom
Tuition: \$300/month.....Fee: \$9.00
Material fee \$50.....Fee: \$1.75

Early Start/Late End: \$150.....Fee: \$4.65

A tuition deposit for the 2022-23 school year was due on or before April 15, 2022 which reserves your enrollment for this school year and is applied to the May 2023 tuition. We understand enrollment needs may change for families, however after September 1st, this deposit is **NON-REFUNDABLE**. Should you experience financial difficulties through the school year, or need to withdraw for any reason, please contact the Director to discuss tuition assistance options and procedures to disenroll from the program if needed. We do not prorate tuition through the school year for any reason at this time.

SCHOLARSHIP

Tuition assistance is available in the form of a partial scholarship and is confidential. Please contact PCNS Director for more information and to apply for a scholarship if needed.

DISCIPLINE/GUIDANCE PROCEDURES

PCNS views each child as unique individuals and strives to set up each child for success by creating a classroom environment where children can trust they are safe to explore and practice new behaviors and skills. *Our goal is to set a foundation of respect, kindness and social understanding to support children as they grow older.*

The word "discipline," translated from Latin, means "to learn." Discipline is the continual process of helping a child develop self control and learn new skills and behaviors supported by teachers utilizing

a variety of positive guidance techniques. In working with children, teachers will never use demeaning or abusive language, corporal punishment, humiliation or shaming tactics, threatening to withhold a snack, or punishment for toileting accidents. Classroom expectations and limits are expected to be enforced in a consistent, clear, calm, and kind manner.

Positive guidance techniques the teachers use may involve:

- Setting and communicating clear, consistent and fair expectations for classroom behavior with children
- Posting classroom expectations using both visual picture cues and print labels, phrased in positive guidance language such as: we use our walking feet, inside voices, gentle handles, kind words etc, and are referred to regularly
- Focusing on child's actions and behaviors rather than personality
- Redirecting the child with a positive statement to an appropriate alternative activity
- Providing supportive problem-solving language and strategies with a child may use to communicate how they are feeling and wanting to express in resolving a conflict with a peer
- Comforting a child until they regain composure
- Accompanying the child to a quieter area to do an activity together until the child is ready to return to appropriate play with their classmates

Should a child need additional guidance or a higher level of support, teachers will contact the Director for assistance. With the Director, teachers will be supported to

1. Observe and assess the function of the behavior
2. Strategize positive appropriate support options with the intent to retain child in our program
3. Collaborate with families to develop an individualized support plan for the child
4. Make additional referrals for further evaluation if appropriate

PCNS is committed to providing quality early childhood education to every child. If after all supportive processes and procedures outlined above have been implemented, and with enough time for a child to develop new strategies and skills has passed, a child is not thriving in PCNS, only then will disenrollment be a consideration.

COMMUNICATION AND FAMILY PARTICIPATION

At Pilgrim Community Nursery School, we take the word "Community" very seriously. We are committed to partnering with families to provide a welcoming and loving educational environment for our children.

COMMUNICATION METHODS

We use a variety of communication methods to keep families informed of PCNS happenings. Teachers will use Homeroom App to communicate classroom news, pictures, lesson plans and calendars. Families will receive an invite to join their classroom Homeroom page from your teachers.

Teachers may also email or use Sandbox Parent Portal to communicate with families regularly, and phone calls as needed.

The Director sends a monthly Family Newsletter by email to all families which will include PCNS programmatic updates, PTO happenings, Pilgrim Congregational Church information and local community partnership information as well. The Director will also email and call families as needed. Occasionally we will provide updates on our social media accounts as well.

Please follow us!

Instagram: pilgrim_preschool

Facebook: Pilgrim Community Nursery School

Website: www.pilgrimschool.net

To respect and honor our environment, most of our communications are virtual. Sometimes print forms will be sent home. Please check your child's backpack daily!

HOME VISITS

To support a smooth transition to a new school year, teachers will schedule a time to visit with families at your home or another mutually agreed upon location. These short Home Visits allow children to meet their teacher(s) in their natural environment, and begin the important step of relationship building. Home Visits will be scheduled in the last two weeks of August, prior to Family Night at School.

PARENT-TEACHER CONFERENCES

We view the parent to school relationship as being the cornerstone for a successful experience for children in our school. We encourage parents to contact teachers at any time during the year to discuss how their child is doing at Pilgrim. In addition, we hold parent- teacher conferences twice a year. These conferences provide excellent opportunities to talk to the teachers about your child and their experiences at our school. Because of the nature of the conferences, we ask that children not be present. Consequently, school will not be in session on those days and request families to arrange for childcare during conference times.

COMMUNICATING CONCERNS

If families have concerns relating to the care and supervision of their child, we encourage you to discuss with the teachers first to promote collaborative resolution of concerns. If after communicating with teachers, concerns are not resolved, please contact the Director. The Director will arrange a meeting with the teacher and parents to support the resolution process. If there is a question concerning policy, please communicate directly with the Director. If families have concerns that are not resolved with the Director, please communicate with the PCNS Board of Directors.

BOARD MEMBERS

Pilgrim is governed by a volunteer Board of Directors consisting of parents of PCNS children, Pilgrim Congregational Church members and a community member. The board concentrates on the oversight and administrative guidance of our school. We are looking for parents who are interested in getting involved in their children's education and in helping the school reach its goals. This is a great opportunity to help our Pilgrim Community! All parents are eligible to serve on the PCNS Board, no special skills are necessary other than a desire to help. Board member terms are October to September of the following year, there are no restrictions on the number of terms served. Board meetings are held monthly.

PTO

New in 2022! Our Parent Teacher Organization is an opportunity for families to partner with the Director and Teaching Staff of PCNS to develop community engagement projects. The PTO may assist in family engagement activities for the entire school, fundraising, teacher appreciation, service projects, Pilgrim Congressional Church partnership opportunities and NAEYC Week of The Young Child activities. We welcome all ideas and talents to the PTO!

ROOM PARENTS

Parents can help in the classroom by being Room Parents. Room Parents are the liaison between teachers and the other parents and assist in volunteer coordination and teacher support for each room. Room parents may also be asked to assist in contacting parents via phone list for closing and emergency situations.

FUNDRAISING COMMITMENTS

We supplement our budget with fundraisers throughout the year. Our goal is to build community while also raising funds, and we invite you to join us at these activities and events **as you are able**.

We have a Farmer's Market Donut Day fundraiser each year. This is our largest fundraiser of the year and its success is dependent on family participation! A sign up for volunteer spots will be released before each Donut Day and we expect at least one (1) adult per family to sign up for a volunteer spot on Donut Day. If you are unable to sign up, you have the option to "Buy-Out". The "Buy-Out" option for Donut Day is \$275 per family. We will charge the "Buy-Out" fee for a no show on the day you signed up for.

FAMILY SURVEY

We invite every family to fill out a school survey twice a year to provide reflection on your experience with PCNS so far and information to guide our future planning.

SAFETY, HEALTH AND DEVELOPMENT

We are committed to providing a safe and healthy environment for all children at Pilgrim Community Nursery School. Families are encouraged to talk with Teachers and the Director regarding any individualized health and safety needs for your child.

MANDATED REPORTER

The State of Illinois requires that all staff of childcare agencies be alert for signs of child abuse and neglect. All staff are mandated to report suspected cases of abuse to DCFS Child Abuse Hotline (1-800-25A-BUSE) without prior notification of the parent/guardian.

CPR and FIRST AID

The State of Illinois requires all staff of childcare agencies to be up to date on certification of CPR and First Aid with AED training. We have AED available on school premise at all times.

PESTICIDE POLICY

In accordance with Public Act 93-0381 we assess the classrooms for pests on the first Friday of the month. An integrated pest management (IPM) system is used to assess whether further steps are needed to control pests.

RADON TESTING

In accordance with Illinois law, all licensed day care centers, day care home, and group day care homes shall have the facility tested for radon at least once every three years. We are in compliance with the Illinois Child Care Act and have just completed our radon test in July 2020.

EMERGENCY SAFETY DRILLS

We perform all safety drills as an entire school in a developmentally appropriate manner which will prepare children for an emergency situation without undue fear or stress. Fire Safety Drills are conducted monthly, Severe Weather and Unauthorized Access Drills are conducted 2 times a year each.

BUILDING ACCESS

The entrances of our building are kept locked at all times. Visitors are to use the main Church entrance facing Lake Street only. This entrance is closely monitored by Church and Administrative Staff using cameras, the doorbell is located above the handicap accessible push button. All visitors must have prior approval to enter the building and remain masked at all times within the building.

EMERGENCY PROCEDURES

All families are required to have an updated emergency information form on file providing contact information in the event of an emergency during school hours. The form is available in your Parent Portal.

For minor accidents, we can only administer ice, band-aids, or cold compresses. Staff will complete an incident report, providing one copy for home, and one to be kept in the child's folder. Teachers may call families afterwards to check on the child and answer any additional questions.

For more severe accidents, the parents or emergency contact person will be notified and arrangements will be made to transport the child either home or to the hospital depending on level of severity.

SCHOOL CLOSING

In the event of severe weather conditions closing OP District 97, PCNS will also close. The Director will notify families via email of the closing ASAP. However, families may also find closing information through OP District 97 website: www.OP97.org

You can find out about emergency closing due to weather conditions by listening to one of the following stations:

Channel 2 WBBM-TV
TVChannel 32 WFLD TV

Channel 5 WMAQ-TV
WGN-AM (720)

Channel 7 WLS-TV Channel 9 WGN
WBBM-AM (780)

If Pilgrim needs to be closed because of bad weather (but District 97 is open) or we have a building equipment difficulty, parents will be notified by our room parents as soon as possible. Parents and caregivers are asked to put the school phone number 708-848-5869 and the room parents' phone numbers into their cell phones to ensure communication is received.

HEALTH RECORDS POLICY

PCNS requires and maintains health records for each child. Records on file include:

- [IDPH Certificate of Child Health Examination](#)
- Emergency contact form updated at a minimum annually
- Additional individual health forms as needed including medication plan, asthma plan, seizure plan, allergy plan or others.

[IDPH Certificate of Child Health Examination](#) must be completed prior to the first day of school attendance, with a 6-week grace period. Completed health forms must document that the child is up to date with all age-appropriate routine screening and immunizations as published by the American Academy of Pediatrics (AAP), the Centers for Disease Control of the United States Public Health Service (CDC-USPHS) and the Academy of Family Practice (AFP). If a child is overdue for any of these measures, the parent or guardian must show evidence of an appointment in the near future for those services as a condition for remaining enrolled. In addition Health History (pg 2) must be completed and signed by parent or guardian.

Proof of all AAP and CDC recommended immunizations is required.

REPORTING ILLNESS

Please let us know anytime your child is feeling unwell and unable to attend school. Children who have a fever, are vomiting or have diarrhea any time within 24 hours before a school day, are asked to stay home. If a child is sent home from school with a fever, vomiting or diarrhea, we require they be kept home for **24 hours** after the temperature has broken without use of medication, and vomiting or diarrhea has stopped.

If your child has been exposed to or diagnosed with a communicable or highly contagious disease, **you must notify the Director via email: emily.norman@pilgrimschool.net**

Your active participation in communicating illness allows us to alert other families and staff as containment is key to a healthy environment! The following illnesses are highly contagious and will require additional communication to families and staff, and authorization to return to school:

Covid-19	
Chicken Pox	Mumps
Conjunctivitis (pink eye)	Measles
Fifth Disease	Ring Worm
Head Lice	Scarlet Fever
Impetigo	Strep Throat

When notified of a highly contagious disease in our school, Teachers and the Director will communicate any information including informational materials and guidance to families as soon as possible, with confidentiality for afflicted children or staff members upheld.

ILLNESS AT PILGRIM

If your child becomes sick while at school, we will notify you immediately and ask that you come for him/her as quickly as possible. Sick children will stay with the Director or Administrative Assistant in the office until a parent/caregiver can come to pick up the child.

We will call you and ask you to pick up your child if he/she has any of the following symptoms:

Fever

Vomiting or diarrhea

Rash

Discharge from nose, ears or eyes

If the child seems very uncomfortable, lethargic or complains of headache, stomach-ache, sore throat, or earache

MEDICATION POLICY

Staff can not administer non-prescription medication or drugs. School staff will dispense emergency medication and prescribed medication only. Families must provide medication in original packaging with administration instructions attached. Medications will be kept in a secure location while at PCNS. Families must also complete the Medication Consent and Release form. We request medication administration scheduling to be made during times when the child is most likely to be under parental supervision. Parents may be requested to come to class to give their child non-emergency medication. The staff cannot give a child a non-prescription drug.

COVID 19 POLICY AND PROCEDURE (August 2022)

Any COVID 19 close contact exposure, suspected case or positive case must be reported to the Director immediately to begin further mitigation processes. PCNS closely follows current Oak Park Health Department Guidelines for Daycares and must at a minimum comply with current regulations. Any child or staff member in close contact exposure to COVID 19, suspected of having COVID-19 or diagnosed with COVID-19 will be excluded from PCNS for a duration of time following Oak Park Health Department Guidance.

PCNS reserves the right to implement additional mitigations to ensure the utmost health and safety for our staff, children and families within our PCNS community. PCNS mitigations in place include reduced class sizes to support social distancing, intentional spacing for snacks as masks are removed, air purifiers in our classrooms, additional ventilation including opening windows in the classroom when possible.

Currently, anyone entering PCNS including staff, families and children are required to wear a well fitting, high quality mask inside our school. Mask wearing outside of our school is recommended but optional unless required per COVID-19 policy and guidelines.

For specific COVID-19 Policy and Guidance for isolation periods and return to PCNS requirements following close contacts, symptomatic and/or positive COVID-19 cases, please see PCNS 2022-23 Covid 19-Guidance which will be distributed to staff and families August 2022. As COVID-19 continues to evolve, any changes to this policy and procedure will be shared with PCNS families and staff in a timely fashion by the Director.

ASQ - AGES AND STAGES QUESTIONNAIRE

PCNS participates in Ages & Stages Questionnaire (ASQ) Developmental Screening. The ASQ Developmental Screenings are a valid and reliable screening tool to pinpoint children's developmental progress and include ASQ-3 which focuses on general development including communication, motor, cognitive and personal-social, and the ASQ SE2 which focuses on Social Emotional Development.

ASQs are completed by families twice a year; once in fall, and again in spring. We request every family complete ASQs for their children as they allow teachers to receive information of a child's development from the families point of view. In addition to ongoing classroom observations and assessment, ASQs support teachers to individualize lesson plans to ensure we are meeting the developmental needs of every child in our program. Access to the online ASQ portal will be provided prior to the start of the school year.

As partners in your child's education, ASQ results will be discussed with families during conferences. Sometimes ASQs will indicate additional developmental evaluations are recommended for children. When this occurs, families, teachers and the director will discuss and develop a support plan together. Some supports could be, adaptation and accommodation in the classroom or PCNS program, additional activities to practice at home, or referral for further evaluation. Please contact your Teacher and The Director if you ever have concerns about your child's development. We are here to support every family at PCNS.

On behalf of myself, and our entire Pilgrim Community Nursery Preschool Staff, we would like to say:

Welcome to Pilgrim Nursery School!

School Calendar 2022

Home Visits	Week of August 22nd
Family Night at School 5:30-8:00 Pm	Wednesday August 31st
First Day of School	September 6th*
Orientation Night Zoom 6:00 PM	Wednesday September 7th
Rosh Hashanah No School	Monday September 26th
Yom Kippur No School	Wednesday October 5th
Picture Day	Monday October 3rd, Tuesday October 4th
Donut Day	Saturday October 8th
Indigineous People's Day No School	Monday October 10th
Parent Teacher Conferences No School	Tuesday November 8th
Thanksgiving Break No School	November 23rd-24th
Winter Break No School	Thursday December 22nd- January 5th
Classes Resume	Monday January 9th
Martin Luther King Birthday No School	Monday, January 16th
President's Day No School	Monday February 20th
Parent Teacher Conferences No School	Thursday March 2nd
Spring Break No School	Monday March 27th - 30th
Institute Day No School	Tuesday April 4th
Last Day of School	Thursday May 26th

*Abbreviated schedule Sept 6th, 7th for Star Room Only

RECEIPT OF HANDBOOK AND PERMISSIONS

Please Initial, Sign, Date and Return to PCNS by September 15, 2022

_____ I have received and reviewed the PCNS Family Handbook including Discipline and Guidance Procedure (pg 9)

_____ I have received and reviewed the Summary of DCFS Licensing Standards for Daycare Centers (pg 2)

ASQ Developmental Screening Project

_____ We will participate in the ASQ Developmental Screening for my child.

_____ We **will not** participate in the ASQ Developmental Screening for my child.

Photo, Video, Work Sample Sharing Permission

_____ I give PCNS permission to share photos, videos, work samples only internally with PCNS staff and current families including class projects, Child Portfolio and Memory Book.

_____ I give PCNS permission to share photos, videos, work samples for external PCNS publication including newsletters, publications, websites and PCNS promotional materials.

Sharing Conditions: _____

_____ I **do not** give PCNS permission to share photos, videos, work samples for external PCNS publication including newsletters, publications, websites and PCNS promotional materials. Permission is for internal PCNS purposes only.

Family Directory

_____ Please include our contact information in the family directory which will be shared with PCNS families and staff.

Sharing Conditions: _____

_____ Please **do not** include our contact information in the family directory which will be shared with PCNS families and staff.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature _____

Date: _____