

# Wilmette Public Schools District 39 2017-2018 Before School Child Care Early Birds Program

Central  
Harper  
McKenzie  
Romona Elementary Schools and  
Highcrest Middle School



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## Program

The Before School Child Care Program provides children with convenient, early morning care in their own schools. The program offers children an opportunity for imaginative and unstructured play in a safe environment. Age appropriate, child initiated activities such as puzzles, board and card games, reading, doll play, and block building are positive, creative outlets for children. Materials for simple art and craft projects are provided. Children may also use this time to complete homework.

## Gym and Outdoor Play

Each child care site has access to the school's gym or playground for 30 minutes a day. Children enjoy the freedom of outdoor play on warm, sunny days while the gym provides a comfortable place for large motor activity during less pleasant weather. We encourage children to take part in physical play during this period, however participation is entirely voluntary.

## Supervision

Child care staff members form a diverse group of adults committed to caring for children. Many of our staff have experience working in District 39 schools, the Wilmette Park District, Kohl Children's Museum, Chicago Public Schools, Chicago Park District, and local children's theater programs. The staff range from college students, educators, parents, grandparents and retirees, but they all share a love for children and a special interest in the value of unstructured play as it contributes to a child's development. The program strives to maintain an approximate ratio of 10:1, students to staff.

## Sign-In

Because of the early hour, parents must bring children into the school building and sign them in. There are no exceptions to this rule and it will be strictly enforced. Reasonable accommodations are available upon request. Contact the program coordinator: [eslerm@wilmette39.org](mailto:eslerm@wilmette39.org) or 847-512-6036.

## Emergencies

At the time of registration, parents provide emergency contacts and a medical information and release form. If minor injury occurs, such as a cut or bruise, first aid is given. If a true emergency occurs, the following steps are taken:

1. Call the paramedics.
2. Try to reach the parents or the emergency contact person.
3. Paramedics and a staff member take the child to the hospital
4. Nothing except lifesaving measures are taken until a parent is reached.
5. The child must be released to a parent from the hospital

### Limitations

Wilmette Public School District 39 does not assume responsibility for injuries, accidents or loss of personal property that may occur at the Before School Child Care Program. Please do not allow your child to bring valuable items to school. The District cannot be responsible for the safety of these items or other personal belongings.

### Site Locations, Getting into School and Where to Park

If the designated entrance or parking is inaccessible to you or the person bringing your child, please contact us so we can make reasonable accommodations. If we are aware of any accessibility concerns before the start of school, we will make every effort to have an accommodation available for the start of school.

Central School  
910 Central  
847-512-6174

Central School Early Birds opens at 6:45 a.m. and is located in the south end of the cafeteria facing Central Avenue. Parents may park on the street and enter through the cafeteria entrance. A child care staff member will open the door for you.

Harper School  
1101 Dartmouth  
847-512-6212

Harper School Early Birds opens at 6:45 a.m. and is located in the cafeteria. Parents may enter through the rear schoolyard by taking Illinois Road to Greenwood, which ends at the school. Please use the kitchen entrance, Door #15. This entrance is hidden behind the refuse enclosure. There is a ramp leading to the doorway. Please ring the doorbell and a staff member will open the door for you.

Highcrest Middle School  
569 Hunter Road  
847-512-6630

Highcrest Early Birds opens at 7:00 a.m. and is located in room 113. Parents may park in the visitor parking near the front entrance. A staff member will buzz you in. All children enrolled in the Early Bird Program must be accompanied into school by a parent or guardian and the attendance sheet must be initialed by that parent/guardian. Parent sign in is in the school lobby. A staff member will radio to the Early Bird group in room 113 that a student is coming. The student will sign in again when he/she arrives in room 113.

McKenzie School  
649 Prairie  
847-512-6312

McKenzie School Early Birds opens at 6:45 a.m. and is located in the cafeteria.

- From 6:45 a.m. to 7:45 a.m., parents may park in the school parking lot and enter through the cafeteria egress door. Please ring the doorbell and a child care staff member will open the door.
- After 7:45 a.m. please park on the street and office staff will buzz families in through the front door. Parents should sign-in as visitors at the office and then escort their student(s) to the cafeteria. Parents will still need to sign-in on the regular child care attendance sheet in the cafeteria.
- Walking or Biking: Parents who are walking or biking may enter through the cafeteria egress door at any time.

Romona School  
600 Romona Road  
847-512-6412

Romona School Early Birds opens at 6:45 a.m. and is located in the cafeteria.

- From 6:45 a.m. to 7:45 a.m., parents may park in the school parking lot and use the teachers' entrance door #19-20. A child care staff member will open the door.
- After 7:45 a.m. please park on the street and office staff will buzz families in through the front door. Parents should sign-in as visitors at the office and then escort their student(s) to the cafeteria. Parents will still need to sign-in on the regular child care attendance sheet in the cafeteria.

### Dates of Service

The before-school program is open every school day of the year, including the first day of school, Tuesday, September 5, 2017. It does not operate during in-service, institute and conference days, and school or summer vacations. The Wilmette Park District provides child care at the Recreation Center on days when schools are not in session.

### Hours

Child care will be open from 6:45 a.m. for grades K-4 and from 7:00 a.m. for grades 5-6. Children are dismissed from child care when school begins. Child care will not meet if schools are closed due to severe weather emergencies.

## Snacks

The program fee covers the cost of a daily snack provided by District 39 cafeteria staff. While we strive to provide wholesome snacks, please know that this is not intended as a substitute for a nutritious breakfast. The snack consists of three items:

- fruit,
- cereal, crackers or a similar item, and
- low fat milk.

## Bringing Food from Home

Should parents choose to send a snack to school with their children, fresh fruit and/or vegetables are the only foods brought from home that are considered appropriate. Any food brought to child care must adhere to District 39 guidelines regarding food in the classroom. View [Communal Food in Classroom PreK-8 Practices](#) for more information about District 39's food practices.

## Behavior Expectations and Discipline

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions with adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. The Before School Child Care Program uses a positive approach to discipline and behavioral concerns and practices the following discipline and behavior management techniques:

- Communicate behavior expectations to children using positive statements
- Consistently apply rules and expectations
- Give children the opportunity to make choices and solve problems
- Help children to talk out conflicts and think of solutions
- Listen to children and respect children's needs, desires and feelings
- Acknowledge and recognize children's positive behavior
- Use natural consequences such as breaks, withdrawal of privileges and spoken or written apologies

If needed, the program staff will work with a student's parents, classroom teacher, paraprofessional, learning behavior specialist, social worker, the school principal, and District 39 Student Services to support the student and ensure a successful experience at child care.

The before school program reserves the right to dismiss a child from the program if we are unable to modify a student's behavior adequately and the student poses a danger to others.

## Bullying

The Before School Child Care Program follows District 39 policies, procedures, and practices to address bullying. [Board Policy/Section 7-Students/7:180 – Preventing Bullying and Other Aggressive Behaviors](#)

### Communication with Parents

Parents will be informed if their child is injured while at child care, if there are behavioral concerns, and also when the child has made improvement. We rely on parental cooperation in resolving behavioral issues at child care and may ask parents to discuss certain interactions with their child at home. Child care uses natural consequences to reinforce the importance of appropriate behavior, including breaks and privilege withdrawal. We may ask the parent to help the student compose a letter of apology to another student or a staff member and to assist the child in presenting the apology the next day.

### Cell Phones, iPads and Other Electronic Devices

We do not allow electronic game play or screen time at child care as it seems to discourage beneficial social and interactive play. Students may be allowed to bring electronic devices to child care as a replacement for print materials if used with the supervision of child care staff. At Highcrest, using an iPad or other electronic device for school work is allowed under direct supervision of the staff. If your child brings a cell phone or other device to child care for purposes other than school work, we will ask that it be stored in the student's backpack.

### Toy Restrictions

With the exception of electronic gadgets or games, we do not restrict bringing playthings from home. Familiar and favorite objects offer a measure of comfort and can help a child make the transition between school and home. However, there are situations where certain types of toys or toy fads provoke competition, trading, and eventually lead to conflict. This results in many hurt feelings and sometimes the loss of a favorite toy.

When this happens, we may ask that certain toys not be brought to child care. Parents will be notified by email when we need to restrict a toy. The child care staff will talk to the children about not bringing these toys to child care and will explain why a particular toy is not allowed. If your child brings this type of toy to child care, they will be instructed to keep them in their backpacks. The Before School Child Care Program does not assume any responsibility for lost, stolen, or damaged personal property.

### Medication

Since child care opens at 6:45 or 7:00 and the school nurse does not arrive until slightly before school begins, we need to make alternate arrangements for medication. If your child requires medication that must be administered in a life-threatening emergency, such as an EpiPen for a food allergy or an inhaler for asthma, we ask that a copy of the student's medical plan and a supply of the medication be kept at child care. We do not need a separate supply if the child is cleared to self-administer and carries the medication.

### Staff Training

Child care staff receive training in nonviolent conflict intervention, bullying prevention and awareness, and CPR/AED.

### Registration/Fees

Registration is conducted online through the [District 39 Web Store](#). Because a parent's need for child care may change suddenly, the program accepts new registrations throughout the year.

There are two ways to use the program, "regular" attendance for a set number of days per week and "drop-in" which allows parents to use the service as needed.

Regular attendance requires payment by semester. We ask parents to specify the days of the week their child will participate, but we understand these days may vary. If a student is registered for less than five days per week and extra days are needed, please contact the program coordinator to purchase extra days or to change a student's schedule.

Registration for regular attendance obligates parents to pay for a minimum of a full semester of service. Payment in full for the first semester is due at the time of registration. Fees for the second semester will be due no later than the first day of the second semester. Parents may also pay for the entire year at the time of registration. Failure to meet the financial obligations of the program will require withdrawal of the child.

With drop-in attendance payment is for the days used only. Once a student is registered for drop-in attendance, parents may use the service as needed. It is not necessary to notify us in advance when the child will be attending. We encourage parents to pay online, either as they go or by prepaying for a number of days. There is no processing fee for online child care payments. Accounts will be reconciled against attendance records and invoiced once a month. Failure to meet the financial obligations of the program will require withdrawal of the child.

### Regular Attendance Fees Per Semester

1 Day	\$151.00
2 Days	\$284.00
3 Days	\$383.00
4 Days	\$486.00
5 Days	\$605.00

### Drop-in Attendance Fees

Drop-in	\$8.40 per day
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First semester begins September 5, 2017.

Second semester begins January 25, 2018

### Refunds

No refunds are given if children do not participate due to vacation, illness or other before-school programs. No refunds are given after the program begins unless student dismissal is required for behavioral reasons. Staff members are hired based on the number of students registered; therefore, registration for regular attendance obligates parents to pay for one full semester of service.

### Financial Assistance

Child care scholarships are available through [New Trier Township Social Services](#) and District 39's [Angel Fund](#).

### After-School Child Care

A kindergarten enrichment program, after-school recreational and child care activities are provided by the Wilmette Park District at the Recreation Center. A separate registration procedure is necessary to enroll children in the Park District program. For more information concerning the after-school program, please call 256-6100.

[Youth Connection](#), a Wilmette social service organization dedicated to providing opportunities for students in grades 5-8, offers free and low-cost after-school programs on the school premises at Highcrest Middle School and WJHS.