



WHITE OAK SCHOOL

**And Day Care Center, Inc.
2112 W. White Oak Street
Arlington Heights, Illinois 60005
Phone: 847-439-0202
www.whiteoakschool.biz**

We at White Oak are greatly concerned with your child's welfare. We strive toward helping your child in his physical, emotional, mental, and intellectual development. Our program is planned to develop a creative mind as well as gross and fine motor skills. These goals will be achieved through the use of easel and finger painting, clay, crayons, chalk, scissors, stories, singing, dancing, rhythm, basic exercises, and free and creative play.

Our Preschool program is designed to prepare your child for Kindergarten. The early childhood years should be a time of fun, warmth, security, exploring, and discovery. We aid your child in experiencing the discovery and adventure of learning. Your child is guided toward self-realization of his identity, his capabilities, and his worth as an individual.

All that we expect of the child is that he be himself. What we expect of the parents is that you read the operating procedures in this handbook and any supplemental notes and newsletters that we may send you, and that you feel free to be part of the school.

In order that your child has a good wholesome learning experience at White Oak, let us at all times keep the "door of communication open". No matter how small the question, feel free to call me anytime as I am as near as your phone.

Laura M. Racutt
Director/Owner

STANDARDS . . .

White Oak School and Day Care Center is licensed by the Illinois Department of Children and Family Services and complies with all of the standards put forth by that Department. White Oak School and Day Care Center is privately owned and operated.

AFFIRMATIVE ACTION STATEMENT . . .

White Oak School and Day Care Center advertises in the public media in order to make openings known to all. Children are admitted regardless of race, creed, color, sex, national origin, or religion. Children with special needs will be accepted if the director feels the child's emotional and physical needs can be adequately met.

ADMISSIONS . . .

Children must be two years of age to enroll at White Oak School.

1. A child must be 2 years old by September 1 to be admitted into the 2 year old class.
2. A child must be 3 years old by September 1 to be admitted into the 3 year old class.
3. A child must be 4 years old by September 1 to be admitted into the 4 year old class.
4. Classes are filled on a first-come/first serve basis.
5. If classes are filled, the child's name will be put on a waiting list. Vacancies will be filled as they occur.

CONFIDENTIALITY OF RECORDS . . .

Children's records are open only to the staff members of White Oak School, an authorized employee of the licensing agency, or the child's parent or legal guardian.

COMMUNICATION WITH PARENTS . . .

This handbook has been supplied in an effort to answer many of your questions. Please contact the Director or Assistant Director if you have questions at any time.

HOURS OF OPERATION . . .

The school opens at 6:30 a.m. and closes at 6:00 p.m. Half-day sessions are 6:30 a.m. to 12:30 p.m. or 11:30 a.m. to 6:00 p.m. We also offer pre-school only programs from 8:30 a.m. to 11:30 a.m. If you choose the afternoon hours your child will not benefit from our pre-school program.

TUITION . . .

Full-time--all day _____ per week

Full-time tuition fees are due every Monday morning. NO REFUNDS will be given for non-attendance. Parents will be given one week vacation (tuition free) after one year of continuous enrollment. Your child may not attend school that week.

NO TUITION CREDIT is given for scheduled school holidays.

Part-time _____

All day 4 or less days per week _____ per day

Half-day with lunch _____ per 1/2 day

Tuition is due on Monday or the first day of the week your child attends. You must pay for the specified number of days per week for which your child is enrolled.

Pre-school - 8:45 a.m. to 11:45 a.m. _____

Pre-school is contracted for 2, 3, 4, or 5 days per week on a monthly basis
_____ for 2 days
_____ for 3 days
_____ for 4 days
_____ for 5 days

Tuition is due on the first day of the month your child attends.

NO REFUNDS will be made for non-attendance. NO CREDIT is given on tuition for scheduled school holidays.

Parents will be given on calendar week vacation (tuition free) after one year of continuous enrollment. Your child may not attend school that week.

We are licensed to care for a certain number of children per day. Therefore, we cannot automatically grant opportunities to make up days lost as a result of absences. Make-ups MUST be completed within 60 days of absence. Make-up days may not be used to replace the number of days you have contracted for. They are to be used in addition to contracted days. Part-time children may switch days if there is availability.

There will be a tuition increase effective September 1st of each year.

OTHER CHARGES . . .

** There will be a \$5.00 late charge for any tuition not paid by Friday of the week due.

** There will be a \$12.00 fee for all returned checks.

SPECIAL CONSIDERATIONS . . .

All children should arrive no later than 8:45 a.m. to fully participate in our preschool programs.

Your child will be given a morning snack of crackers and juice and an afternoon snack of cookies and milk. A nutritious hot lunch will be prepared for them on our premises.

Each week a menu is posted on the bulletin board by the front door which meets with the guidelines established by the Department of Children and Family Services.

Show and Tell is on Mondays. Children are encouraged to bring something to show the other children and to talk about their weekend. Children are NEVER allowed to bring guns or any weapon to school.

CLOTHING . . .

Weather permitting, healthy outdoor activity is a part of our program. All children should dress accordingly.

Think of your child's comfort and safety--and provide simple clothing that is free of complicated fastenings. Think of the messy art materials and other messy activities--and provide clothing that is sturdy and washable. Think of the changeable weather and dress your child accordingly. Provide sweaters and jackets even on the first sunny fall days. It is much easier to remove an unneeded item than to put on something you don't have. Also, provide your child with a hat when needed.

Finally, think of our collection of unlabeled, unclaimed clothing--and put labels on all outer garments, including hats and boots.

Children MUST wear gym shoes with socks to school. Sandals, clogs, thongs or crocks are NEVER allowed. This is for your child's safety.

EVERY child is to have a complete change of clothing in their locker.

TRANSPORTATION . . .

DO NOT DROP YOUR CHILD OFF !!!!!!!!!!!!

Before your departure, walk your child inside the building and place them in the guardianship of a teacher. You must sign your child in and out everyday. Sheets will be on a clipboard on top of the locker at the front door.

When arriving and departing, please exert caution as children may be crossing the driveway. PLEASE TURN OFF YOUR IGNITION AND REMOVE YOUR KEYS FROM THE CAR when you enter the building.

Children will not be released to anyone unless authorized by either parent or guardian. All persons must be listed on the pick-up sheet. If they are not listed, a note must be sent to school. A phone call is not sufficient. If during the day a need should arise for an authorized person to pick up your child, please call the school.

NO CHILD WILL BE RELEASED TO THE CUSTODY OF ANYONE UNLESS AUTHORIZED BY PARENT OR GUARDIAN !!!!!!!!!!!!

HEALTH GUIDELINES . . .

It is a state requirement that every child have a complete physical examination by his physician. The medical form must be dated less than six months prior to their enrollment. If a child transfers from another center, the medical form may be used if it is less than 1 year old. Medical forms must be updated every two years.

It is important to maintain a healthy and safe environment for all children and staff at White Oak School. Your child should not attend school if they have a contagious illness.

Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the child care staff shall determine whether they are able to care for the child safely without compromising the health and well-being of the other children.

Your child should not come to school if any of the following is present:

1. Fever of 100.5 degrees F or higher shall not be admitted to the day care center, and shall be removed as soon as possible should these symptoms develop while the child is in school. Children should be fever free for 24 hours before coming back to school.

2. Unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of severe illness.
3. Diarrhea of 3 or more stools within 24 hours. The child must be symptom-free before returning.
4. Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
5. Mouth sores associated with the child's inability to control his or her saliva, until the child's physician states that the child is noninfectious.
6. Rash with fever, unless a physician has determined the illness to be non-communicable.
7. Conjunctivitis, until 24 hours after treatment has been initiated.
8. Impetigo, until 24 hours after treatment has been initiated.
9. Strep throat, until 24 hours after treatment has been initiated and until the child has been without a fever for 24 hours.
10. Head Lice, until the morning after the first treatment.
11. Scabies, until the morning after the first treatment.
12. Chicken pox, until at least six days after onset of rash.
13. Severe cold symptoms with excessive runny nose, consistent cough, chest congestion, fatigue, irritability.

These guidelines were established by the Department of Children and Family Services. They are not meant to inconvenience anyone or cause anyone to miss work but are meant to keep all of our children and staff healthy. We are sure that you share our concern that children attending White Oak School should not be exposed to these illnesses.

If your child has been exposed to a contagious disease, please notify the Director.

If your child is going to be absent, please notify the school by 8:45 a.m.

NO REFUND WILL BE MADE FOR NON-ATTENDANCE!!!!!!!!!!!!!!

Medication, clearly marked with your child's name may be sent to school for your child; however, a medicine slip, dated and signed by the parent MUST accompany the medication with specific directions for administering. We MUST have a permission slip for ALL medications including insect spray, suntan lotion, and diaper rash medications. Medication MUST be in its original container.

PLEASE omit handkerchiefs. Tissues are furnished by the school.

In case of accidental injury or illness we will call 911. Then we will contact the parent or guardian. Until the arrival of a parent, physician, or paramedic a White Oak staff member trained in CPR/First Aid will make all decisions concerning the care of the child. You will be expected to assume responsibility for any resultant expenses not covered by our insurance. The school will maintain a parent's signed consent form agreeing to this provision. It is to your child's benefit that you keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information.

TOYS . . .

Except for toys that are needed in the very opening days of school to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in your car. If an item is brought to school, we cannot be responsible for it. Books may be brought to be shared at story time.

A blanket or favorite stuffed animal may be brought for use during naptime only.

VACATION DAYS . . .

White Oak School is closed on:

New Years Day	Thanksgiving and the Friday after
Memorial Day	Christmas Day
Fourth of July	Christmas Eve or the day
Labor Day	after Christmas

If the Holiday falls on Saturday or Sunday we will be closed on the Friday before or the Monday after at the Directors discretion.

FIELD TRIPS . . .

From time to time, special trips will be arranged to give the children the opportunity for additional experiences. You will be notified in advance of these field trips and asked to sign special permission slips.

SPECIAL EVENTS . . .

Birthday and Special Holiday parties are planned as the occasion develops. Only store bought treats will be accepted. Please do not purchase items containing nuts. Please contact your child's teacher to make arrangements.

You will be invited to our annual Open House one evening in early December.

STAFF AND FACILITIES . . .

Our teachers are qualified, and meet all standards established by the state. All employees are fingerprinted and background checks are done.

Our indoor facilities provide ample area, it was constructed and is maintained to meet the standards of the Illinois Department of Children and Family Services. Our outdoor facilities are one of the most ideal for young children in the area. Our yard provides more than adequate running space for your child. Our facilities are on a half-acre of country-like atmosphere and landscape.

For your child's protection, our school is equipped with a modern fire alarm system, smoke detectors, and heat sensors which are connected to the Mt. Prospect Fire Department Board. Fire drills are performed throughout the year.

PICK-UP POLICY . . .

Our hours of operation are 6:30 a.m. - 6:00 p.m. Every effort should be made to arrive on time or to call someone on your pick-up list to pick-up your child by 6:00 p.m. If this is not possible please call and let us know your anticipated time of arrival. If you do not call or arrive by 6:15 p.m., we will begin calling the people you have designated as alternates for pick-up. If no one is available and your child has not been picked up by 7:00 p.m. we will call the police to assist us in trying to locate you or your alternate pick-ups. Please be sure that the numbers on your emergency contact sheet are up-to-date including your work, home, and cell phone numbers as well as your alternate pick-ups.

We are still responsible for your child until you or an alternate pick-up arrives. If outside authorities deem it necessary to take

your child we are no longer responsible. We will not hold your child responsible for the situation and will make every effort to make your child feel safe and comfortable. We will not discuss the situation with your child.

There will be a late fee of \$2.00 for the first 5 minutes you are late and \$1.00 per minute thereafter. This fee should be paid to the teacher who has stayed with your child. Consistent lateness will be cause to ask you to withdraw your child from school.

GUIDANCE/DISCIPLINE POLICY . . .

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control.

For a child not cooperating in a group listening situation, the child is seated by a teacher and reminded of acceptable behavior.

Removal from the group for a period of time-out is the next method used for a child who continually demonstrates unacceptable behavior. The time-out shall not last longer than 1 minute per age of the child. This time-out is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide when he/she is ready to rejoin the group with appropriate behavior.

If behavior problems persist, the parent is asked to a conference to discuss what may be helpful in motivating the child to behave in an acceptable way.

It may be suggested that the child be tested by their local school district to become involved in a Special Education Program which might include a behavior modification plan. If a specific plan is developed to meet a child's needs, the records may include:

1. Any assessments by center staff or resource personnel.
2. Goals for the child.
3. Specific ways to handle different behaviors or situations.
4. A written plan for carrying out recommendations.
5. Evaluations to determine if goals and plans are being met.

Parents will always be consulted before any special procedures, testing, or observations from any outside source be used.

All records will be kept private and are only open to White Oak staff, or the child's parent or legal guardian. If problems still persist and after attempts have been made to meet the child's needs, and the child still demonstrates an inability to benefit from the care given by White Oak School, or whose presence is detrimental to the group, shall be discharged from the facility.

If White Oak School decides that it is in the best interest of the child to terminate enrollment, the parents will be given a two week notice in which to attempt to make alternate day care arrangements. At the time of notice every attempt will be made to assist the parent in finding alternate day care by giving the parent names of other facilities, day care homes, or babysitters in the area.

INTEGRATED PEST CONTROL PLAN . . .

White Oak School and Day Care Center is committed to maintaining a safe, clean, and healthy environment. This reduces the potential for pests. Common pests might be ants, spiders, bees/wasps or other small insects.

If these insects need to be controlled Edward J. Racutt will spray a non-toxic pest control formula on Friday after hours.

Parents will be notified in writing once a year of the White Oak School & Day Care Center Integrated Pest Management Plan.

Parents will be notified in writing 24 hours prior to any pesticide use.

If the pests can not be controlled after 2 applications an outside pest control service will be called.

Laura Racutt, director and owner of White Oak shall assume responsibility for the implementation of pest management for the school.

Records shall be kept of any pest sightings and dates and times that any type of pest control was used shall be documented. Also, records will be maintained if any outside service is used for pest control. Records will be kept of any communications sent to parents and employees concerning pest control management.