

Parent Handbook



**Welcome to Union Church's
Early Childhood Programs!**

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OUR HISTORY

The Christian Family Weekday Programs were created in 1954. In 2001, the name was changed to the Union Church Early Childhood Programs (UCECP). In 2003, the church underwent a major building expansion project and the UCECP moved into an amazing new environment in 2004. We now offer a variety of programs that are based on the same premise as the program in 1954. The programs are governed by the Board of Trustees, planned and administered by the Board of Christian Education and the Early Childhood Program's Executive Committee. The programs are designed to meet the needs of children and their families, and are tailored to meet the varied developmental levels of children six weeks through 6 years of age.

SHARED MISSION

The UCECP and The Union Church have a shared mission. The Guiding Principles of Union Church state that "our mission calls us to minister to the needs of the whole human family in our congregation, our community, the nation, and the world." This mission forms the foundation for the Union Church Early Childhood programs. As part of Union Church, UCECP helps to reach out and fulfill the church's mission to children, to families, and to the community at large.

At The UCECP We Believe:

- To help develop a child you must focus on the whole child: intellectually, socially, emotionally, physically and spiritually.
- Learning is a process and that the teachers are both partners and facilitators of this process.
- It is important to focus on each child and their individual characteristics and goals.
- Children learn through active participation: experimenting, exploring, interacting, observing and manipulating materials in their environment.
- In a strong commitment to helping each child grow and develop a positive self-image.
- That families are essential to a successful program and that active participation should be welcomed.

OUR PHILOSOPHY

The Union Church Early Childhood Programs are dedicated to the development of the whole child – intellectually, socially, emotionally, physically, and spiritually.

Our teaching principles are based on the belief that children learn best through active participation. By nature, young children are constantly in movement and need the opportunity to express their ever deepening relationship to day-to-day life through their play. We believe that through play, children learn about all aspects of the world.

Play is defined by noted psychologist Bruno Bettelheim as any activity characterized by freedom from all but personally imposed rules, by freewheeling fantasy involvement, and by the absence of any rules outside of the activity itself. Such imaginative play, which is an expression of the child’s inner nature, has long been recognized as being important for healthy development. Creative play is an expression of the magical world of early childhood.

At the UCECP we value families and we do not simply view our relationships as involvement. We see our relationships as partnerships. We communicate respect for children and their developmental rights, cultural or family backgrounds and learning styles. Through this attitude of respect we enhance children’s feelings of self-worth, build a joy of learning and provide an atmosphere where they can develop satisfying relationships with other children, their teachers and the school community.

The Union Church Early Childhood Programs are accredited by the National Academy of Early Childhood Programs, which is a division of the National Association for the Education of Young Children. We strive to maintain this accreditation by voluntarily undergoing a comprehensive process of internal self-study and inviting external professional review to verify compliance with the Academy’s criteria for high quality Early Childhood Programs.

Goals and Objectives for Children

The children are at an especially receptive and critical point in their development. Children come to us as creatures of the here-and-now, bundles of vitality, full of curiosity. Their questions and their activities seem to ask: “Who am I?” “Who are you?” and “What is the world like?” Each child thinks largely in terms of his or her own interest while beginning to reach out toward others. A child needs to feel there are people and places to which he or she belongs, and each child needs to experience being loved and wanted. The reality of God’s love will be conveyed to these impressionable children primarily through experiencing human love.

Our programs provide opportunities for experiences that will contribute to the growth and development of the whole child:

Physically: This is a period of rapid growth and physical changes. Children have opportunities to develop both large muscles in active play and small muscles in more precise activities.

Intellectually: Children learn through their experiences at their own pace, under careful, well-trained guidance. Activities are planned that will stimulate children's creative thinking, expand their interests and develop their cognitive skills and abilities. As teachers it is our responsibility to ask open-ended questions, to help expand their thinking and to look outside of the "box".

Socially: Children learn to live together through play, to give and take, to share their toys and working materials, as well as to cooperate with each other, in working toward mutual goals. As children become aware of their own needs and the needs of others, they find they can solve problems using a variety of resources. Children grow in their awareness of God & begin to sense the reality of Christian fellowship.

Emotionally: In relationships, children experience love and rejection, guilt and forgiveness, selfishness and cooperation. The teacher's sensitive guidance encourages children to examine these experiences in an atmosphere of trust. By positive actions and attitudes, more than by words, the children learn that they are understood and begin to understand themselves as unique and special.

Spiritually: The way of love can be learned as it is lived. Children, learning through play to love their friends, whom they can see, can also begin to love God whom they cannot see. The loving and accepting atmosphere of the school provides daily opportunities to practice this way of life and to experience its effects.

Our Staff

We believe that our teaching teams are the cornerstone for implementing our philosophy. Members of our teaching team are carefully selected, trained and evaluated. We are a state licensed program and all our staff meet and usually exceed state educational and/or experience requirements for early childhood staff.

Registration

A child must be registered before attending any program. Registration begins on December 1st and ends the last Monday in January. However, enrollment may occur at any time if there is an opening.

All families will be invited to tour the facilities and read program literature to see if the program fits the needs of the child and the family.

All families will be asked what they need from the program staff to meet the needs of the child and family.

If a family wishes to enroll a child with an identified special need, the program, in compliance with the ADA, we will make every reasonable accommodation to include that child. Some of these accommodations may be to invite and accept parent provided therapists or aides, environment changes, meeting a child that will be dropped off by a bus or adapting classroom materials. The UCECP reserves the right to ask a parent to have a physician specify that the child can participate in a group care type of environment.

Withdrawal

If a family needs to withdraw (temporarily or permanently) notice should be given two weeks in advance of withdrawal. You will still be responsible for payment through the end of the month.

Class Placement

The Director, after consultation with the staff, will place the children in class groups. The special needs of individual children and families (including those with more than one child in the Programs) will be carefully evaluated. The goal is to enhance the school experience for all children by creating groups reasonably balanced in age, sex and temperament.

Calendar

Our school year calendar is similar to that of School District #181, but there are variations and it is important to check the specific calendar for your child's program. There are some days throughout the year that the program will be closed for teacher trainings. We have selected days that will least affect your children and their time at the UCECP. A list of the days that we are closed will be sent to you and your family at the beginning of the year. You will also be reminded about these days in your child's classroom newsletter.

Payment of Fees and Tuition

All registration fees must be paid at the time of application for enrollment and are not refundable except in special circumstances. The tuition for all programs is divided into monthly fees to be paid for a month in advance. **There is no refund or credit for holidays, vacations or days when the child does not attend because of illness, or other reasons.**

At the time of registration families are expected to pay the registration fee and possibly first month's tuition to secure their spot. Once you have been accepted and you have **not** paid September's tuition, you will be expected to pay the 1st month's tuition. The registration fee and the 1st month's tuition are refundable up to a certain date, and then those monies are non-refundable. Families who are put on the waiting list or not enrolled in a program will be refunded their registration fee.

The amount you owe for tuition will remain the same every month. Holidays and times when the school is closed have already been considered when determining monthly tuition amounts. Families pay tuition a month in advance. An emailed statement will be sent out on the 1st of the month and payments are due by the 15th of the month. If we have not received your payment by the 15th of the month, a \$25 late fee will be charged. If we have not received your payment by the 5th day of the following month, your child will not be able to attend until payment has been received.

If at any time during the school year a family has a financial crisis, scholarship help may be available or special financial arrangements can be made.

If at registration time, a family has past due tuition bills the child will be placed on a waiting list. The child will be accepted only when all outstanding bills are cleared.

These actions do not pertain to the families who have made a concerted effort to talk to the Director of Early Childhood Programs about their financial situation and made an arrangement for payment or scholarship. All families who participate in the Early Childhood Programs are expected to fulfill their financial commitments and arrangements.

If the UCECP, or particular programs within the UCECP, need to be closed due to any unforeseen situation like weather, health risk or damage to the building, a tuition reimbursement will not be guaranteed. The UCECP will consult the Governing Board for the UCECP, the Union Church Board of Trustees and legal council to determine if tuition reimbursements will be made.

Procedure for Picking-up Children

Children are not released to anyone that is not listed on the child's emergency card. When a person listed on the card comes to pick up a child and the teachers have not met the person, the teacher will do the following:

- *Ask for the driver's license for identification
- *Check the emergency card to be sure they are listed
- *Have the person sign out the child

If a parent needs someone to pick up a child who is not listed on the emergency card, the parent must state in writing that a new person will be picking up the child and give it to the teachers before that person is scheduled to pick-up.

Late Pick-up Policy

The following policy explains to parents and staff the actions the UCECP will take if a parent or guardian does not pick up, or arrange to have someone pick up, his or her child at the designated, agreed upon time.

A late fee of \$5.00 for every 5 minutes late will be charged. The late fee charge will begin five minutes after the car pool or the program ends. The teachers will be waiting with the child inside the classroom. For all programs, the person picking up will complete the late fee form and the family will be billed for the charges. There will be a 10 minute grace period for the first time you are late.

If a child is not picked up in time, staff will use a great degree of diligence to reach emergency contacts. For the initial 30 minutes following the end of the program, staff will contact all of the people listed as emergency contacts. If after 30 minutes we are unable to reach any of those contacts, the UCECP will request police assistance in contacting the emergency contacts. If at the end of 1 hour after the program has ended we are unable to reach any of the emergency contacts, the authorities will be contacted and the child will be considered abandoned.

Parents will be required to provide the names of individuals who will be available to pick up their children at the closing time of each group. If you are unavailable or detained, we will call one of those designated persons promptly. Based upon our reliance on these emergency contacts, it is essential that you have up-to-date emergency contacts on file.

The UCECP acknowledges our responsibility for each child's protection and well-being until the parent or authorities arrive. Staff will not hold a child responsible for the situation and any discussion of this issue will only be with the parent or guardian and never with the child.

Family Involvement

We believe parents are the most significant adults in a child's life. We do everything possible to ensure parent's involvement in our programs. Your input is important to us and we look forward to communicating with you. This communication is a "two-way street". Just as we will try to keep you informed of everything that happens here, it is important for you to notify us if there are changes in your child's life.

The UCECP Parental Committee is one way to get involved in our programs. The Parental Committee is a fundraising group that raises money for our scholarship fund and also to help purchase some of the large pieces of classroom equipment. Each program's Parent Liaison sits on this committee as well as anybody else who may be interested.

We offer several family and parent education activities throughout the year and encourage you to take advantage of these opportunities. Each program will plan special events throughout the year. These are great opportunities to express your support of what your child and the teachers are doing in the classroom. You are also welcome to visit your child's classroom at any time.

Personal Belongings and Clothing

All children should have a backpack, school bag, or tote to keep their personal belongings in. Please do not have children bring their toys to school unless they are requested to do so.

Please label everything your child brings to school. Outer clothing, hats, mittens, scarves, boots, bottles, pacifiers, toys, diapers, diaper bags and lunch boxes. Children should have an extra set of clothing with them at all times so it is available for use in case of an accident.

Birthdays and Other Celebrations

At the Union Church Early Childhood Programs we value birthdays and want to celebrate with your child. Listed below are some food and non-food oriented ways that you can celebrate your child's birthday with their class. We are asking that parents only select an idea from one of the categories below. All items must be store bought and sealed in their original packaging.

Due to the high number and severity of peanut/tree nut allergies, this school/church is nut free. This means that birthday treats, snacks and lunches must be 100% nut free. Please look at all labels for the following information:

- Avoid foods that may contain any if these ingredients: beer nuts, cold pressed peanut oil, ground nuts, mixed nuts, Nu-Nuts, peanuts, peanut butter, peanut flour, almonds,

brazil nuts, cashews, chestnuts, hazelnuts, gianduja, hickory nuts, macadamia nuts, marzipan or almond paste, nougat, nut butters, nut oil, pine nuts, pistachios and walnuts.

- This means that most candy and chocolate is not permitted.
- Food labels that state the item is manufactured in the same plant as peanuts or tree nuts will also not be permitted.
- Teachers will read labels again in the classroom prior to serving the children.

Foods:

Individual Pudding Cups/Fruit Cups/Jello or Applesauce	Carrot Sticks*
Fruit Kabobs*	String Cheese
Cupcakes	Bagels*
Fruit Salad	Yogurt
Crackers and Cheese	Fruit*
Frozen Fruit Bars (100% Juice)	
Muffins	Rice Krispie Bars
Individual Ice Cream Cups or Sherbert	Sugar Cookies*
Individually wrapped fruit snacks	
Oreos (chocolate and vanilla)	

* Think about bringing either yogurt, icing, cream cheese or veggie dip that the children can spread on the snack.

Non – Food Oriented Activities:

The school can provide the regular snack and you can bring in special napkins and cups.
Reading your child’s favorite book from school or home to the class.
Donating a book with your child’s name to the class
Doing an art project with the children
Spending the day playing in the room
Teaching the class a new song
Donating a toy to the room
Sharing a talent with the class
Cook or bake something with the class

Our center values all religions and cultures. In the spirit of equality, we choose to focus the curriculum around common seasonal themes, including holiday celebrations from many different cultures. We welcome the exchange of ideas and traditions that come from our diverse community. If you have a special family tradition that you or your child would like to share with the class, please speak with his teachers.

As each classroom, teachers and children are unique, a decision will be made on an individual basis as to how holidays are celebrated within the classroom. Some classes may

incorporate the holiday ideas and symbols into weekly themes and daily routines and others may have a party. Other ways classrooms may celebrate a holiday are: have a special snack, do a special art project, or make the symbols available for the children to explore and discuss.

Although the UCECP does not have any direct religious teachings within the classroom, there may be religious references made during the holidays. If teachers plan on including any religious references, parents will be notified in advance. For example, in November teachers will send out information about what types of songs or stories they will be including in the Holiday program. They will invite families to share any personal traditions or religious stories and a deadline will be provided for informing the teachers of these ideas. The UCECP team will look over the information submitted to ensure that it is appropriate to share in the classroom and to determine what information needs to be shared with parents in advance. The idea behind sharing information in advance with families is to ensure that children do not come home discussing a song or an idea that they may not have known about in advance.

Hiring of Staff to Babysit

We consider our staff to be professional Early Childhood Educators and hope that you would give them the same professional courtesy. However, on occasion, parents have asked our teachers to babysit. Union Church of Hinsdale Early Childhood Programs does not authorize or take responsibility for any services that our teachers may provide outside of Union Church premises or UCECP. We would discourage parents from approaching your child's teacher for any such services. This can be confusing for your child, because it sets up a different type of relationship with the teacher in your home setting. This could then cause disruptions and problems for your child while they are here at UCECP.

Severe Weather

When District #181 closes because of bad weather, all UCECP programs will close. District #181 closings are announced on most of the major TV and radio stations in the area that announce school closings. Tuition will still be paid for these days.

Fire and Tornado Drills

In compliance with DCFS licensing, we have monthly fire drills and seasonal tornado drills. The procedures for evacuation are posted in every room. One tornado drill will be held during September and two more will be held during the months of March and April. Fire Drills are held randomly throughout the month; watch your child's weekly newsletters for dates and times.

In the event of a Tornado Warning (when a tornado has been sighted) the children will be taken to a safe place in the building. Since the children will be safely cared for during the entire emergency time, even though it may be past school dismissal, we feel it will be easiest and safest if parents do not pick up children during the emergency period. No child will be released during the emergency to anyone but the child's parent or designated guardian, and then only if the parent comes into the building to claim the child. After the warning, regular car pool drivers can pick up children, at the regular time and place, or when the all clear has been announced after the regular class dismissal time.

Health Examination and Immunization Requirements

The Illinois Department of Public Health requires that students provide UCECP with a completed health examination form and up-to-date immunization record. UCECP will exclude students who are not in compliance with health examination and immunization requirements. **Parents and guardians are advised that all required health and immunization records must be on file in the school office by the first day of school each year.** The Illinois Department of Public Health Code relative to immunizations can be found at <http://www.ilga.gov/commission/jcar/admincode/077/07700695sections.html>

All UCECP students must submit a complete State of Illinois Child Health Examination Form prior to the start of each school year in which the student is enrolled. This form must be signed by a licensed physician, advanced practice nurse (APN) or physician's assistant (PA) in the State of Illinois. All immunization dates since birth must be recorded (month/date/year) on the top of the Child Health Examination Form. These immunizations must meet the standards required by the Illinois Department of Public Health, with a signature from a physician or health care professional certifying their accuracy.

Students whose records are not complete will not be allowed to attend school until all required health examination and immunization forms have been submitted to the school.

Parents/guardians must complete and sign the Health History section on the back of the Child Health Examination Form. If left incomplete or unsigned, the form will be returned to the parent/guardian.

Parents/guardians are strongly encouraged to keep a copy of the completed Child Health Examination Form for their records.

Illness

Parent(s) are required to notify the staff if children are not going to attend their regular program. Please let the teachers know if your child has been diagnosed as having a

communicable disease such as chicken pox, Fifth disease or strep throat, so the proper report may be filed with the DuPage County Health Department and other parents in the group can be notified.

In the KinderBOOST! program, if a child is staying out of school because he/she is sick, he/she cannot attend UCECP that day. If a child is ill, it is the parent's responsibility to call the UCECP and notify us that the child is not attending school or the KinderBOOST! program.

Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the teacher shall determine whether or not they are able to participate safely in the program, based on the apparent degree of illness.

Illness and Exclusion Recommendations from DuPage County Health Department

- An abnormal temperature reading is considered 100 degrees or higher via the mouth, or 101 degrees or higher via an under arm reading. A child with a temperature, as defined above, coupled with any of the following reasons is to be excluded from the program:
 - Illness which prevents the child from participating comfortably in program activities
 - Illness which calls for greater care than the staff can provide without compromising the health and safety of other children
 - Rash combined with temperature of 100 degrees or higher via mouth or 101 via under arm reading. Rash with fever or behavior change, unless a physician has determined the illness to be non-communicable
 - Diarrhea
 - Unusual lethargy, irritability, persistent crying, difficulty breathing or other sign of possible severe illness
- 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
- Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that he child is noninfectious
- Conjunctivitis, until examined by a physician and approved for readmission because they are no longer contagious whether with or without treatment
- Impetigo, until 24 hours after treatment has been initiated
- Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours
- Head lice, until the morning after the first treatment and all nits are removed
- Scabies, until after a treatment has been completed
- Chicken pox (varicella), until at least six days after onset of rash, or all pox are scabbed over
- Whooping cough (pertussis), until five days of antibiotic treatment have been completed
- Mumps, until nine days after onset of parotid gland swelling
- Measles, until four days after disappearance of the rash

- Symptoms that may be indicative of one of the serious communicable diseases identified in the Illinois Department of Rules and Regulations for the Control of Communicable Diseases.

Readmission Procedures

We follow State of Illinois Rules and Regulations for the Control of Communicable Disease and recommendations of DuPage County Health Department.

Chicken Pox:	1 week after breaking out
Strep:	24 hours after treatment with antibiotic
Conjunctivitis:	24 hours after treatment with medication
Head Lice:	All nits and eggs should be gone. Must have a pre-admission check done by the Director
Vomiting, Diarrhea or Fever:	Symptom free for 24 hours

Communicable Disease Policy: A policy about staff or children with HIV, AIDS or other communicable diseases has been adopted and is available for review.

Medication Policy

If your child is with us for more than four hours, there may be times when a child needs regular medication for special health problems or allergies that are not contagious or if an antibiotic is required to be given for an extended time. We will cooperate in these matters when the following procedures are adhered to.

MEDICATION ADMINISTRATION GUIDELINES

When a child requires daily or regular medication, the responsibility for administering such medication rests solely upon the parents. The Health Department recognizes the need to cooperate with parents in the medical treatment necessary for each child's physical, emotional and intellectual growth and well-being.

We recommend that only medicines authorized by a physician be given under the conditions outlined below and with the approval of the UCECP director. Supervision must be provided when the child takes medication. We recommend that parents consult with the doctor to see if midday medication can be adjusted and given at another time.

- A. Prior to giving medication, the Medication Permission Form shall be completed by the parents authorizing the teachers to administer the medication. Permission forms shall be filed in student's health record.

- B. A permanent log shall be kept on all medications given. It shall include: Name-Age-Medication Dosage-Date-Given By Whom. The public health nurse shall review the log regularly.
- C. Medication shall be brought in a pharmaceutical container clearly marked with the child's name, the name of the medication and pertinent instructions. Unused medications shall be returned to the family.
- D. The parent must report immediately any change in prescription or dosage and new permission forms must be obtained for each change.

Child Abuse and Neglect

We are required by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state's child protection agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines and always have the best interest of the children in mind.

Emergency Policies/Building Security

The outer doors to the classroom hallways will be locked during school hours and families must possess a security fob to enter these hallways. One security fob will be given to each family. Additional fobs or replaced fobs are \$35. These security fobs are linked to your family and your child(ren)'s individual schedule(s).

Security cameras are located throughout the building, like outside of locked hallway doors and the playground.

The doors to our classrooms are kept locked at all times for security reasons. The emergency card you signed before your child was allowed to participate in any of the Early Childhood Programs gives us permission to obtain emergency medical care for your child. In case of illness or injury the card is used to notify you or the person you designated. It is extremely important that this information be kept current with correct phone numbers.

In case of an emergency that requires us to leave the building, our evacuation site is the Hinsdale Middle School located across the street.

These are our Lock Down Procedures for Emergency, they are provided for your information:

1. A Lock Down will be announced using the all page function on the phones.

2. Move all children to a secure location in the classroom away from doors and windows as much as possible
3. Check to make sure doors are locked and phone volume is all the way up
4. Listen to all communications
5. Take attendance
6. Report missing students to office, if available
7. Close blinds
8. Lay on the floor if gunshots are detected
9. Do not call office unless it is for vital information
10. Be prepared to stay in lock down position for an extended period of time
11. Wait for all clear signal to be announced over phone

The Procedure if a child is INJURED or becomes ill at school is as follows:

1. A teacher will care for the child. For a minor injury the child will be comforted, the injury washed and ice applied to a bump. The parents will be notified by a teacher at pick-up time or later by phone to be given any further information that may be helpful.
2. If the injury is more severe, another teacher will call the parents who will arrange to have the child picked up.
3. If a parent cannot be reached, then the staff will contact the child's doctor listed on the card.
4. We will follow the parent's or doctor's instructions, which may include taking the child to the hospital. We will transport via ambulance only.
5. If neither parent nor child's doctor can be reached, or if the child's condition appears serious, we will call 911 and have the child transported to the nearest emergency facility, which would be the Hinsdale Hospital, unless the class is on a field trip.
6. The director or assistant director will go with the child, taking the emergency release card and medical form with them.
7. A staff person will continue trying to reach a parent if contact has not already been made.
8. If parents cannot be reached, an emergency name listed on the card will be called and asked to come to pick-up the child from school or the hospital emergency room.

Please be sure the people listed on your emergency card are aware of this responsibility and the card is kept current.

Pest Management Plan

As required by the Illinois Department of Health, this school will notify parents and caregivers prior to any pesticide applications. This school does not permit, unless there are unusual circumstances, the use of any chemical based pest management in or around the areas that the children utilize. This includes our outdoor place spaces.

The UCECP:

- Prevents pest problems through approved sanitation, management of waste, addition of physical barriers, and the modification of habitats that attract or harbor pests.
- Relies to the greatest extent possible on nontoxic, biological, cultural or mechanical pest management methods, or on the use of natural control agents.

The Head of Buildings and Grounds for the Union Church of Hinsdale will assure that this plan is in place.

Naps and Rest Times

For children participating in Early Learning Lab, we observe the following policy: No child will be kept awake or moved to another room to avoid rest times in the infant and toddler room.

- Infants may sleep whenever they need to. Parents may give a suggested nap schedule.
- Toddlers and 2's will rest on cots after lunch.
- Children who are unable to sleep or rest quietly in the 2's room will not be forced to nap. They will be offered an alternative activity. Classroom teachers and the child's family will discuss the plan for this child during nap moving forward.

Lunch and Snack

- In compliance with our DCFS license, all children enrolled in the extended day programming must eat a catered lunch or have a note from a medical doctor on file that excuses them from these lunches. A menu and ingredients list can be requested from the office.
- We offer a variety of snacks to children throughout their day with us. The number of snacks we offer depends upon how many hours your child will be spending at school. We make every attempt to offer nutritious and appealing snacks.
- If you are providing a lunch for your child per a doctor's order, please comply with the following guidelines:
 1. We are a peanut/tree nut free school.

2. Include foods from all of the food groups and remember that your child's energy is based upon the foods that they eat.
 3. Please consider the types of containers that you place your child's food in. They should encourage self-help skills and not require too much assistance from the teachers.
 4. Please consider the amount of processed food that you send with your child.
 5. All foods must be in their original packaging/containers.
- We will support families in making reasonable alterations due to a child's allergy. We encourage parents of children who have severe allergies, other than peanut and tree nuts, to bring their own snack for their children. We encourage all parents who suspect that their children have food allergies to seek the advice of medical professions due to the importance of your child's nutritional needs.
 - Due to the high number and severity of peanut/tree nut allergies, this school/church is nut free. This means that birthday treats, snacks and lunches must be 100% nut free. Please look at all labels for the following information:
 - Avoid foods that may contain any if these ingredients: beer nuts, cold pressed peanut oil, ground nuts, mixed nuts, Nu-Nuts, peanuts, peanut butter, peanut flour, almonds, brazil nuts, cashews, chestnuts, hazelnuts, gianduja, hickory nuts, macadamia nuts, marzipan or almond paste, nougat, nut butters, nut oil, pine nuts, pistachios and walnuts.
 - This means that most candy and chocolate is not permitted.
 - Food labels that state the item is manufactured in the same plant as peanuts or tree nuts will also not be permitted.

The UCECP is a peanut/tree nut free school. If a child has an allergy to another food substance, we will try (within reason) to exclude that item from snacks and birthday treats offered in the classroom. The classroom teachers and the child's family will work in conjunction to devise a plan for a safe classroom snack for the child: one accommodated by the classroom as a group or one provided by the child's family as a separate snack.

Positive Guidance

We believe that children should experience success. We offer a classroom setting that provides opportunities for children to explore their environment within consistent, age-appropriate limits. In this atmosphere, most behavioral issues are prevented. However, if behavioral issues occur, we will help the children to learn Christian values and problem-solving skills and to take responsibility for their choices. We will use redirection, verbal intervention and logical consequences to help the children control their behavior.

If these positive guidance techniques are not working effectively and the inappropriate behavior persists, we will take the following steps:

1. We will observe and record the child's behavior and what we have done to try to change this behavior.
2. Parents will be asked to participate in a conference with the teacher and director in which we will develop a plan of action to address the behavior. The plan will outline the steps staff and parents will take to change the behavior and the steps towards disenrollment if the behavior persists or if the parents are not ready or able to cooperate.
3. We may suggest outside resources to parents and will work with outside resources for further guidance.

Disenrollment

If in certain circumstances it becomes evident that the Union Church Early Childhood Programs are not fulfilling a child's needs, disenrollment will be by referral to another program that is more suitable to the needs of that particular child.

If a parent and/or guardian does not cooperate in working with the teaching staff and administrative personnel to help their child function in the program, they will be asked to leave the program.

When a parent and/or guardian refuse a request to give permission for an observation, assessment and/or evaluation to determine proper placement of their child, they will be asked to leave the program.

If during the time of gaining information for referral or intervention within the Union Church Early Childhood Programs, the child becomes destructive to property or hurtful to staff and/or other children, they will be asked to leave the program.

Parent Code of Conduct

A promise to adhere to the values we share such as: honesty, respect, responsibility, fairness and compassion.

Program Concerns and other Grievances

Parental concerns regarding programming of the Union Church Early Childhood Program or other UCECP concerns should be made in writing to your child's teacher(s) and Jennifer Keldahl, UCECP Director. A response, including information regarding any warranted plan

of action developed by the UCECP staff, will be returned within 3 school days. If the response received does not resolve concerns, a meeting of involved parties to discuss the issues should be requested by the parent(s).

If at this time there continues to be an unresolved grievance, a written explanation of concerns, response, and actions taken to date in attempt to resolve the issues, should be submitted by the parent(s) to the President of the UCECP Governing Board. The President of the UCECP Governing Board will notify all members of the Governing Board of the submitted grievance. The UCECP Governing Board will provide a response within 7 school days and will also report the grievance to the Senior Minister of the Union Church and/or the appropriate Union Church ministry depending on the nature of the grievance in accordance with the Union Church of Hinsdale's Constitution. A request to present a submitted concern or grievance at a Governing Board meeting may be made to the President of the UCECP Governing Board.

2020-2021 Governing Board Members

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Governing Board

Future members will be invited to join by a current governing board member. Individuals interested in becoming a member of the governing board should submit their interest in writing to the President of the governing board for consideration by the full governing board.

Outdoor Play

Outdoor play is an integral part of our program. Children need the fresh air during the winter months to keep them healthy. We will play outside daily if weather permits. We use the temperature and wind chill as a guideline to determine if we will go outside to play. As a guideline, if the wind chill is below 20° F or the temperature is below 20° F, we will not go outside. However, some classes may go out for a short time on days like this. We also factor into our decision the conditions of the playground. **It is important to dress your child as if they are going outside every day.** Please think about how you dress your child for outdoor play. As the children play in the winter snow, their clothing may become wet. At times, even though the temperature is cold, children sweat while they play in their snow gear. Because of this, please think about layering your child's clothing to ensure that they remain dry and warm. Make sure all items are labeled with the child's name.

The programs of the UCECP are allotted a 1/2 hour per day of outside play. The Academy of Pediatrics recommends that children reapply sunscreen after an hour of play outside.

Because our programs utilize the outdoors for less than an hour, please apply sunscreen to your child prior to the beginning of their school day.

During months where insects are a concern to outdoor play, please apply insect repellent to your child before coming to school. The Village of Hinsdale does utilize a city wide insecticide during the morning hours when the threat of insect borne diseases is high. Please contact the Village of Hinsdale for more information about this policy.

Field Trips

We enjoy giving children the opportunity to learn about the community by providing exciting recreational and educational field trips. You will be notified in advance of all scheduled trips. There may be an additional fee required for some trips. This applies to children in the 4's PreK, 5's PreK, and Kindergarten only. We do occasionally take walking trips around the block without advance notice.

Conferences

An individual conference with the parent(s) of each child and the teachers will be scheduled during the school year. Additional conferences will be held, if requested by either parent(s) or teachers. Informal parent phone calls will take place in the fall and a formal parent/teacher conferences will be scheduled in the spring.

Information for Parents

Parents and other adult family members very often have questions concerning child development, divorce, death and other topics related to children and families. Books and articles are available from the UCECP Director to assist those who wish to become more knowledgeable about these topics. Please contact the Director for more information and assistance.

Distribution of Information to ECP Families: Email and School Bag Distribution Policy

The UCECP and the Union Church of Hinsdale are non-profit organizations that do a great deal of fundraising. Due to this, we do not distribute or accept flyers, pamphlets or handouts from other organizations. Informative brochures or handouts will be accepted if they do not relate to fundraising in any way.

In accordance with the paper policy listed above, we do not distribute any information outside of Union Church of Hinsdale or Early Child Program's via email. Parents and staff that have access to the UCECP parent email list are prohibited from using this list for anything other than Union Church or UCECP related information.

Directions: Tear off and sign below

Receipt of Parent Handbook

I have received the Union Church Early Childhood Program's Parent Handbook. Within this document I can find information about late pick-up policy, discipline and guidance policy and the pest management plan.

Print family name above

Parent Signature

Date