



Full Day Parent Handbook

2018

Kensington School of Glenview

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Kensington School's Mission Statement and Philosophy

Mission Statement

Welcome to Kensington School. We believe that we have an excellent program, and we are glad that you have chosen us to meet your child's educational needs. We would like to share a statement of our mission and philosophy with you.

We are here for the benefit of the children entrusted to our care.

We believe in treating the children with the same respect we would give our own family members or friends. The health and safety of the children is of paramount importance. Whatever else we do during the school day is only worth doing if we protect the children from harm or hurt to the best of our ability. This marks our top priority and guides all our actions.

We provide experiences that contribute to the growth and development of our students.

Recognizing that every day in the life of a child is marked by learning and growth, we keep our program focused on making the most of the time we have to help the child grow socially, emotionally, and in thinking and communicating. We have an important part to play in helping lay the foundation for later school and life accomplishments.

We view each child as a unique individual.

We make a point of noting each child's unique abilities, personality, and development. We will always adapt the program to the child, rather than asking the child to fit the program. We complete assessments for each child within 60 days of his or her enrollment. This information, gently gathered, indicates each child's unique abilities and assists us in promoting individual growth and development. Our curriculum goals and objectives for each child align with these assessments.

We create an inviting, colorful, and pleasant environment.

We all recognize that physical surroundings play a large part in parents' choice to send their children to our program. We assess our surroundings daily to insure that we provide a pleasant and stimulating environment.

We encourage parental involvement.

We strive consistently to include parents in our program, through special activities, parent newsletters, student evaluations and semiannual parent-teacher conferences.

We hold our staff members responsible for putting these principles into practice.

Our staff members must have a clear understanding of our policies and goals, as they are put into practice every day. We welcome your feedback and comments about your child's daily experiences.

Kensington School

Full Day Policies

ADMISSION

The school is open to the community and admits children of any race, sex, religion, or national origin.

ENROLLMENT

Enrollment is open to children between the ages of **six weeks and six years**. The school will accept **full and part-time enrollment**. A **non-refundable enrollment fee and a non-refundable deposit of one week's tuition** are due at the time of enrollment. When enrolling an infant, the **non-refundable deposit will be charged after confirmation, six weeks before the child's requested start date**. The director will be available to review the school's policies, procedures and philosophy and answer any questions.

- ◆ **Kensington School of Glenview is a full day, year-round early childhood program. If a child disenrolls, re-enrollment is dependent upon availability.**
- ◆ **A child must start within two weeks of his or her anticipated start date listed on the enrollment form. Full tuition must be paid to hold a child's place should there be a delay in a start date beyond two weeks or that child's place is forfeited.** There is a one month courtesy hold for a delay in an infant's proposed start date. All enrollment fees and deposits are forfeited should a child not enroll.
- ◆ Upon enrollment, important and useful information will be given to parents/guardians. This will include forms to complete a child's file per the Department of Children and Family Services. **All forms must be fully completed and on file with the school prior to the child beginning school, including the child's medical form.**
- ◆ **A copy of the child's certified birth certificate is required** by the state of Illinois, according to the Illinois Missing Children's Act, **for all newly enrolled children**. If a copy of the certified birth certificate is not available, a copy of the child's certified passport, visa, or other United States government identification document may be acceptable. If the family is unable to comply with this requirement within thirty days of enrollment, Kensington School is required to notify D. C. F. S. and/or the local police department.

PAYMENT

Tuition Express is Kensington School's automatic payment program for all tuition and fees. Families must complete a **Tuition Express Enrollment Form and a Full Day Tuition Agreement** to enroll in Tuition Express. Methods of payment are a direct debit from bank account or by credit card/debit card (2.5% service charge). **Cash and checks are not accepted at Kensington School.**

PAYMENT (*continued*)

- ◆ **Payment may be paid either weekly or monthly and will be charged to your Tuition Express account on the first day of the week that your child attends.** If, for any reason, we are unable to collect funds from your Tuition Express account, a \$25 fee will be charged.
- ◆ **A non-refundable enrollment fee of \$100.00 is due at the time of registration.** Siblings enrolling for the same school year will be charged an enrollment fee of \$50.00 per child. **Enrollment fees are not applicable toward tuition.**
- ◆ **A non-refundable deposit of one week's tuition is also due at the time of registration.** When enrolling an infant, this non-refundable deposit will be charged after confirmation, six weeks before the child's requested start date. This deposit will be credited to your child's last week of tuition when a two week notice of disenrollment is given. Without a two week notice, tuition is due and the deposit is forfeited. At the time the deposit is paid, a child must have a specific start date.
- ◆ **Book fees (for students who turn 3 or 4 years-old by September 1st) are charged on September 1st and are non-refundable.** For three and four-year-old students enrolling after September 1st, book fees are due at the time of enrollment.
- ◆ **Fees are not reduced for holidays or any other type of absence.** If a child is enrolled on a part-time basis (two or three days a week) and the child is absent or a holiday falls on a scheduled day, the child may not substitute another day. Depending upon availability, a day may be added at an additional rate. This additional day rate is based upon your child's current weekly schedule (example: three day rate is divided by three). Adding additional day(s) must be pre-arranged and approved by the school's director. Kensington School does not offer a drop-in program.
- ◆ **A change in a child's schedule is dependent upon availability and must be for a minimum of four weeks.**
- ◆ We have allowed for two emergency days during the year in the tuition fees. Full tuition is still due up to two days. Any additional days off due to weather or other emergency will lead to a pro-ration of tuition. Please see the emergency procedures section for more information.
- ◆ **VACATION POLICY:** Once a child has been in full-time (five days per week) continuous attendance for one full year, he or she is eligible for one week of vacation when tuition will be waived. The second week of vacation will require half tuition. This vacation credit is awarded on the anniversary date of the child's start date and must be used within that next year. Vacation credit applied will be equal (or half) of the child's current weekly rate. Notice must be given to the director two weeks prior to vacation to use benefits. This is only applicable to those children who attend full-time, twelve months a year. Children must be absent when taking a vacation credit.

ARRIVAL AND DEPARTURE

No child is to be dropped off at the entrance and enter the school alone. Parents are expected to bring their child(ren) into the building and see that each child is under the supervision of a teacher before leaving the premises. Kensington School parking lots are CELL FREE ZONES.

- ◆ When you enter the school with your child, **sign your child in on the biometric computer before entering your child's classroom.** When leaving with your child, sign your child out on the computer **after** you pick him or her up from the classroom. **Parents must also sign their child in and out in the classroom.** If you are unable to sign your child in or out on the school's computer, please notify your child's teacher or director and they will sign your child in.
- ◆ It is imperative that parents sign their child in and out on the computer and in the classroom daily. This is a D.C.F.S. regulation that we must always follow.
- ◆ We ask that your child be in attendance no later than 9:30 a.m. to assure his/her routine adjustment into the classroom and morning programming. This is also important in maintaining teacher/student ratios and staff planning for the day, as well as lunch counts.

After signing in, proceed to take your child directly into the classroom. A staff member will be there to greet you and your child. Please have your child wash his or her hands. If an infant is brought into school asleep in a car seat, a staff member will take the child out of the car seat before the parent leaves and place the child in his or her crib. The parent will then take the car seat.

When picking up your child, enter the school and go directly to the classroom. Please, for the child's safety, indicate to the teacher in charge that you are removing your child from the school grounds. Please escort your child by hand out of the classroom and to the car. If someone else is authorized to pick up your child, he or she is to follow the same procedure. Children must be signed out manually and electronically.

Children will be released only to their parents/guardians unless the director or teacher is notified that another authorized person will pick up the child. If this person is not listed as an authorized person in your child's file, a written and signed note is required before your child may be released. If a teacher does not recognize you or your emergency people, she may request identification. Please make sure this person has the proper identification.

ACCESS TO SCHOOL

Parents are permitted access to all parts of the facility at any time their child is present. Visits are encouraged and parents are invited to take part in activities in the school. Visitors must show photo identification, unless known by the director.

LATE PICK-UP POLICY

Our school is open at 7:00am and closes promptly at 6:00pm. The parent of any child remaining in the school after 6:00pm will be required to pay a **late pick-up fee of \$5.00 if the parent is ten minutes late or less.** If the parent is more than ten minutes late, **an additional \$1.00 per minute thereafter will be due.** This late pick-up fee is per family, not per child, and will be charged to your Tuition Express account.

LATE PICK-UP POLICY *(continued)*

Please be aware that this policy will be enforced regardless of weather or any unexpected circumstance.

If a parent is later than fifteen minutes picking up a child and has not called, the closing director will begin to contact the child's emergency contacts. If a child is at the school more than one hour after closing and if all attempts to reach the parents and emergency contacts are unsuccessful, the closing staff will contact the school director and notify her of the situation. The closing staff will then contact the police for assistance.

SCHOOL CLOSINGS

Kensington School will be closed the following days for the 2018/2019 school year:

- ◆ Labor Day, Columbus Day (*Staff In-Service*), Thanksgiving and the day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Jr. Day (*Staff In-Service*), Presidents' Day (*Staff In-Service*), Good Friday, Memorial Day, May 31, 2019 (*Staff In-Service*), Independence Day, August 16, 2019 (*Staff In-Service*)

Kensington School will close early on the following days:

- ◆ Halloween, Wednesday, October 31, 2018: school closes at 4:00pm.
- ◆ New Year's Eve, Monday, December 31, 2018: school closes at 3:00pm.

Select Kensington School Locations Open:

- ◆ Monday, December 24, 2018, Christmas Eve, 7:00am-12:00pm - *Glenview, Naperville, St. Charles, Western Springs OPEN* - all Full Day families are welcome to attend these locations.
- ◆ Wednesday, December 26, 2018, 9:00am-6:00pm - *Glenview, Naperville, St. Charles, Western Springs OPEN* - all Full Day families are welcome to attend these locations.

In the event that projected attendance is extremely low, a Kensington School location may close a day before or after a holiday or holiday observed. Should this occur, care will be provided but may be provided at a nearby Kensington "sister school." School calendars and a list of school closings can also be found at kensingtonschool.com.

EMERGENCY PROCEDURES

Kensington School conducts monthly fire drills and seasonal tornado drills, involving all children and classrooms. **In the event of a possible emergency day, please see WGN's televised broadcast for notification of school closures or check www.emergencyclosingcenter.com.** Kensington School makes every attempt to remain open during heavy snow. In the case of a national emergency, children, teachers and administrators will remain on site at Kensington School except when instructed otherwise by emergency personnel. Please always keep parental contact phone numbers up to date in the school's office.

EMERGENCY PROCEDURES *(continued)*

At least one staff member certified in First Aid and CPR (cardiopulmonary resuscitation) by the American Red Cross is on site at all times. First Aid kits are provided and maintained for each classroom, as well as traveling First Aid kits. **In the event of a medical emergency involving a child, a staff member or a parent, staff will employ first aid techniques as trained. Staff will notify the school's director immediately, and he/she will call emergency services as needed.** In the event of an emergency with a child, a teacher and/or a director will accompany the child until the child's parent/guardian arrives. A director will refer to the Authorization for Emergency Medical Care form on file for each child when contacting parents and emergency contacts. A child's complete file will be taken to the hospital with Kensington School's staff member.

In the event of an emergency and the school needed to evacuate, the Glenview Public Library will serve as a "safe haven" for Kensington School. The children will be bussed, most likely utilizing Lehigh Road, and children and staff will enter the library through the rear/receiving entrance. Parents can park in any available library parking lot space or in an appropriate parking space along Washington or Prairie Streets and enter through the main lobby of the library to pick their child up.

HEALTH

Children's Medical Forms

Each parent will present a completed medical form signed by his/her child's doctor. We follow strict state regulations regarding children's medical forms. **Medical forms must be on file prior to your child's first day.**

- ◆ Physical exams must be done within six months of the start of school and are considered current for two years. If the child is transferring directly from another school, his or her medical form may transfer to Kensington School, if it has been completed within one year prior to enrollment at Kensington School.
- ◆ Parents are to complete the health history section on the back of the medical form.
- ◆ The physician must sign and date under the physical examination section and the health care provider/nurse must sign and date under the immunizations section.

Sick Policy

A child will not be admitted to the school if the child is determined ill by the staff member who greets him or her. **For the protection of all the children, your child must be kept at home or will be sent home if he or she shows any of the following symptoms:**

- ◆ A temperature of over 100.3 axillary
- ◆ Intestinal disturbance, accompanied by diarrhea or vomiting
- ◆ Any undiagnosed rash
- ◆ Sore or discharging eyes or ears
- ◆ Profuse nasal discharge
- ◆ Head lice

HEALTH *(continued)*

Any child sent home with any of the above symptoms is **to remain at home for a full 48 hours after recovery**, unless we have received a signed letter from the child's physician stating that the child is not a health risk to others at the school and is able to participate in all school activities. Children diagnosed with head lice must be nit free to return.

Communicable diseases, such as strep throat, should be reported to the director immediately. Please keep children with active colds at home.

If any child becomes ill at the school:

- ◆ The child will be isolated under the care of a staff person.
- ◆ The parent or guardian will be notified at once and asked to pick up the child.
- ◆ If the parent or guardian cannot be reached, the provided emergency names will be contacted.
- ◆ If the situation demands, the family doctor will be contacted for prompt care.

State law requires that you designate on your enrollment form two people who are permitted by you to pick up your child **within an hour** should your child become injured or ill and we are unable to reach you.

Children enjoy the outdoors on a daily basis. If your child is not feeling well, please keep this in mind when making the decision whether or not to send him or her to school.

Nut Allergies

While Kensington School makes a good faith effort to be a nut-free environment, we cannot guarantee that our school will be completely nut-free. With that in mind, we have created the following guidelines for parents of children with nut allergies:

1. Parents will assume primary responsibility for teaching their children about the management of their allergy and informing the school about the child's condition. Parents of allergic children are expected to:
 - a. Inform Kensington School of their child's allergy, both in writing on the enrollment form, and by verbally informing the school director and classroom teacher.
 - b. Provide the school with any necessary medication, including Epi-pens when medically indicated.
 - c. Verify the expiration date of their child's Epi-pen.
 - d. Teach their child to refuse any suspect food while at school.
 - e. Teach their child not to share food.
 - f. Keep a supply of safe snacks for their child at the school, and periodically check its supply and freshness.

HEALTH *(continued)*

2. Kensington School will make every effort to ensure that allergic children do not come in contact with nuts or nut products. Kensington School will:
 - a. Keep nuts out of all classrooms.
 - b. Provide nut-free lunches and snacks.
 - c. Ensure that students will never use nuts in any crafts or projects.
 - d. Educate our teachers about the seriousness of nut allergies.
 - e. Train our teachers and administrative staff in the proper use of Epi-pens.
 - f. Administer an Epi-pen injection if needed, while calling for an emergency response team.

Vision and Hearing Screening

Per the Illinois Statute (410 IL CS 205/) Child Vision and Hearing Test Act, vision and hearing screening services are administered annually to all children ages 3 years and older. The costs of these screenings is paid by the parent and is charged to Kensington School Tuition Express Accounts.

These services are not optional, as they are mandated by the state, unless there is proof of a child's eye examination by a M.D. specializing in diseases of the eye or a licensed optometrist and/or proof of an audiological evaluation completed by an audiologist that has been administered within the previous 12 months.

MEDICATION

Medication is not administered by the school. Emergency medications, such as an Epi-pen, may be kept at the school along with an emergency medical form outlining the proper directions for use.

In rare circumstances, medication may be administered by the school if the child is under a physician's care for a chronic, diagnosed condition.

NUTRITION

Kensington School is proud to provide healthy snacks and lunches catered by OrganicLife, a leading provider of organic and natural meals. OrganicLife uses only grass-fed beef, free-range poultry, and 100% certified organic grains, dairy, fruits and vegetables. Monthly menus are posted on the parent board. Snacks are offered mid-morning and mid-afternoon each day.

Children should not bring additional food to school since adequate meals and snacks are provided. Breakfast food from home should not be brought into the classrooms in the morning. A healthy morning snack is served around 9:00 a.m. **Bringing food from home is not allowed, per D.C.F.S. regulations.**

Food exceptions cannot be made for individual children. Through OrganicLife catering, Kensington School is able to provide vegetarian, gluten-free, dairy-free, soy-free, egg-free and shellfish-free meals and snacks. Kensington School does not allow nut products. This includes almond milk. If your child has food allergies, please see information under the previous health section. If there is an allergy that Kensington School cannot accommodate, rare exceptions may be made with a signed letter from the child's physician.

NUTRITION *(continued)*

Children should be introduced to food at home prior to consuming at school. Older infants are served snacks and lunch catered by OrganicLife as directed by parents through their instructions on an Infant Menu Item Form.

Due to food allergies, only non-food items may be brought in to share for birthdays, such as stickers, pencils, etc.

BOTTLES

Kensington School follows very specific infant bottle procedures. **Infant bottles are to be labeled by the parent with the child's first and last name, dated and marked whether it is human milk or formula.** Teachers check bottles prior to a parent's departure to confirm that bottles are labeled properly. **Bottles with formula must be prepared by parents; staff members may not mix formula for infants.** Bottles may not contain solid foods unless the child's health provider supplies written instructions and a medical reason to do so.

After one hour, staff members discard any formula that is served but not completely consumed. After two hours, staff members discard any human milk that is served but not completely consumed. If requested by the parent, any human milk that is not consumed within a two hour time frame can be returned to the parent at the end of the day. All bottles are returned to parents upon pick up. **Glass bottles are not allowed.**

CLOTHING

We recommend that children wear comfortable clothing that is non-restrictive to active indoor and outdoor play and that they can manage on their own when toileting. As children will enjoy activities in various art mediums and messy play at school, we ask that you dress your child appropriately for these experiences. Children will also be playing outdoors daily, weather permitting, and should be dressed accordingly. They should not wear sandals or shoes with a slippery sole. These make it difficult to run and can cause accidents on the playground.

PERSONAL BELONGINGS

Some children may want to bring a security/comfort toy or item with them to the school. We ask that this be limited to one item to sleep with during nap time. Such items should be clearly labeled, and be able to fit neatly into the child's Kensington School tote bag or back pack. We request that candy, gum, weapon-type toys (including squirt guns), and small cars remain at home. Also, jewelry and money must remain at home to avoid disappointment from loss. The school cannot assume responsibility for loss or damage to any personal belongings the children bring to school.

PERSONAL BELONGINGS *(continued)*

Infant Needs:

Baby food, labeled with child's name and dated
Baby formula/milk in bottles, labeled and dated
(no glass bottles)
Pacifiers, labeled
Disposable diapers, labeled on package
Two changes of clothes, labeled
Diaper ointment/sunscreen, labeled
Sleep Sack

Toddler/Two-Year-Old Needs:

Small blanket for naptime, labeled
Disposable diapers, labeled on package
Two changes of clothes, labeled

Three to Five-Year-Old Needs:

Small blanket for naptime, labeled
Change of clothes

****Please note that bottles are not permitted in the toddler and two-year-old classrooms.****

Kensington School provides a school tote bag or backpack for each child. This hangs on the child's hook at school and should be taken **to and from school every day**. Artwork and notes from school are placed in totes for children to take home.

SELF HELP SKILLS

Kensington School believes developing self help skills in a positive manner is one of the benchmarks of a comprehensive preschool curriculum. Children are expected to wash their hands upon arriving at school, and periodically throughout the day based on Kensington School handwashing policy. Parents are encouraged to continue this practice at home when children return from school.

Kensington School does not require children to be toilet trained, except to participate in enrichment classes. A child who is toilet trained is able to manage independently in all areas of toileting.

NAP AND REST TIMES

Daily nap times and rest times are scheduled in accordance with state regulations for toddlers through five-year-olds. Bedding is provided by the school. However, a favorite blanket may be brought from home, which will be sent home weekly for laundering. Each child enrolled in our full day program receives a labeled cot for individual use, along with a sheet that is supplied by the school.

Infants will not be placed in cribs with blankets or any soft toys. They may be placed in sleep sacks only and must be placed on their backs to help prevent SIDS (Sudden Infant Death Syndrome). Infants are not left asleep in swings, car seats, high chairs or other equipment not certified for infant sleep.

FIELD TRIPS

Walking excursions in the neighborhood and use of public park facilities may be planned from time to time. Parental consent for these short trips is given when completing our school's consent form at the time of enrollment. Special trips to places of interest will occasionally be scheduled and parents will be notified approximately one week in advance of these excursions. Parents will be asked to sign a separate consent form allowing their child to participate.

COMMUNICATION

The director and the staff wish to keep parents informed of their child's daily activities. A staff member is always available to answer any questions a parent may have about his or her child. Lines of communication may be verbal, written, or posted in prominent places at the school. Staff-parent conferences are scheduled as necessary. We will gladly listen to and discuss any questions, concerns or comments.

CONFIDENTIALITY/RELEASE OF INFORMATION

All information contained within your child's file and all conversations held with staff members concerning your child or family members will be considered confidential. The school is restricted by law from releasing confidential information to any individual, agency, school district, etc. without first obtaining permission from the parent/guardian to do so. In the event that such a need arises, a written authorization from the parent/guardian will be required before confidential information is released. (Exception: If a case of child abuse or neglect is suspected and reported, proper authorities have legal access to a child's file with or without parental consent.) HIPAA (Health Insurance Portability and Accountability Act) does not allow a parent to receive information about another child's health status at any time, for any reason.

SOLICITATION OF STAFF

Parents are not permitted to solicit staff for babysitting or nanny services.

RELIGIOUS INSTRUCTION

There is no formal religious instruction offered at the Kensington School. We understand that families have varied religious and cultural traditions and Kensington School makes every attempt to be inclusive of all. If you would like to share your family's tradition with your child's class, please see the schools' director.

INSURANCE

The school does not offer any type of insurance for purchase for children utilizing the school. Medical expenses which may result while the child is at the school will be primarily the responsibility of the parent.

GUIDANCE

Children are supervised by staff, through sight and sound, at all times. **Children will be encouraged toward appropriate behavior through positive tones of voice and praise.** Children displaying inappropriate or disruptive behavior will be met with a verbal reminder of accepted behavior and receive redirection toward more positive actions. Children whose behavior endangers others will be supervised away from the other children while processing the problem with staff or concerned parties. Time-out will not be used. **Serious inappropriate or disruptive behavior will be discussed with the parents either in a telephone conversation or a conference. At this time, a problematic behavior plan for resolving this**

GUIDANCE *(continued)*

behavior will be put in place. This plan must be signed by staff and parents. Should parents refuse to sign the plan, it is grounds for immediate dismissal of the child.

The following forms of discipline are **prohibited** in our schools: any kind of corporal punishment, withholding or threatening to withhold food, abusive or profane language, any kind of humiliation and any form of emotional abuse (shaming or isolating a child). Please refer to our discipline policy statement. This form should be signed by the parent/guardian and will be a part of the child's file.

INTEGRATED PEST MANAGEMENT

Kensington School practices Integrated Pest Management (IPM), an approach to pest control that reduces pest populations while minimizing pesticide applications. If, after trying non-chemical and least-toxic means to control a current pest problem, and a pesticide has been deemed necessary, applications will be scheduled for Friday afternoons whenever possible. The school will notify and/or post any needed pesticide applications for a parent's review. The term pesticide includes insecticides, herbicides, rodenticides and fungicides.

DISCHARGE POLICIES

A child may be discharged from the school due to any of the following:

- ◆ If it is determined that the child's needs are not being met at the school.
- ◆ If the parent does not comply with the policies of the school such as: fees not paid on time, child not picked up on time, etc.
- ◆ If it is determined that the child is disruptive, uncooperative, or disturbs the other children or the program.

The director and the staff will work with the child and parent to attempt to arrive at an amicable solution to any problem. Discharge will occur as a last resort. Kensington School reserves the right to refuse services due to inappropriate or abusive behavior towards Kensington School's staff members or administration, at the discretion of Kensington School's owners.