

# Parent Guide



## Vision Statement

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**At JCC Chicago Early Childhood, your child is at the center of all we do.**

***Children are cherished*** and valued for their sense of wonder and curiosity. We foster learning, inquiry and growth through our curriculum that emerges from their questions, explorations and experiences.

***Families are welcomed*** and encouraged to be actively engaged in their child's early learning. We guide, support and value our partnership with parents.

***Educators are devoted*** to excellence and actively support the unique development of each child. We serve as role models for children, partners for parents, and inspiration for each other.

***Communities are built*** upon respect, trust, communication and shared experiences. We embrace each family's diversity and recognize that each JCC school is reflective of the community it serves.

**We provide the foundation for children to develop and grow while bringing Jewish values to life.**

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## Welcome

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Welcome to JCC Chicago Early Childhood. During the next year, we will partner with you to create a solid foundation for your child's future learning success—socially, emotionally, cognitively, physically, and spiritually. JCC Chicago will provide a foundation for academic successes, nurture your child's unique learning style, interests and abilities, create a safe place for fun and positive social experiences, engage parents as partners and foster an enriched Jewish identity in an inclusive environment.

We believe that children learn best in a safe and secure environment, from caring staff who consistently act with warmth and support in all parts of a child's day. By employing the most qualified educators, applying an innovative curriculum, designing state-of-the-art classroom environments, and consistently listening to the needs of our families, we hope to ensure that you always feel welcome, comfortable, and respected. Understanding that children develop and learn in the context of their families and communities, JCC Chicago educators establish relationships with families that increase their knowledge of children's lives outside the classroom. Together, parents and staff create an educational bridge for children, which nurtures and challenges them to grow and develop in their first formal learning experience.

This *JCC Chicago Early Childhood Parent Guide* has been designed to clearly describe JCC Chicago's Early Childhood program, policies and the myriad details that contribute to making each day as safe, pleasant and successful as possible. Please review it and keep it for a reference.

We understand that choosing your child's early childhood education experience is one of the most important decisions that you will make. We look forward to creating wonderful new memories with your family; together we will celebrate your child's next milestones.

***Thank you for choosing JCC Chicago Early Childhood.***

## About JCC Chicago

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Founded in 1903, JCC Chicago served the needs of the burgeoning population of Chicago's Jewish immigrants, and over a century later, JCC Chicago is making an impact in the lives of individuals, families and the community at large through its high quality life-enriching programs and services. Across multiple early childhood learning centers, full-service community centers, day camps, Camp Chi overnight camp, and countless other programs and services happening outside the walls of our buildings, JCC Chicago welcomes people of all ages, faiths, and backgrounds and provides innovative programs designed to meet the needs of everyone from infants to adults. Through a mix of formal and informal education, recreational and cultural activities, JCC Chicago celebrates learning and brings Jewish values to life every day, ensuring the strength and continuity of the Jewish community.

## About JCC Chicago Early Childhood

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JCC Chicago Early Childhood is staffed by caring, dedicated early childhood professionals serving young children (from 6 weeks through five years of age) and their families each year through a continuum of innovative programs. These programs include Adult/Child classes, Infant/Toddler Care, Full and Half Day Preschool and Enrichment classes, Preschool Summer Camp and Backup Care.

## Accreditation and Licensing

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### NAEYC Accreditation

National Association for the Education of Young Children (NAEYC) is the nations leading voice for early childhood education programs. NAEYC accredited programs have demonstrated a commitment to providing a high quality program for young children and their families. JCC Chicago endorses the NAEYC criterion, which is reflected in our philosophy and curriculum. All of our JCC Chicago Early Childhood Programs are committed to achieving and maintaining NAEYC accreditation. This prestigious recognition is achieved by less than 10 percent of early childhood programs nationwide, demonstrating JCC Chicago's commitment to consistently meeting nationally set standards of excellence in early childhood education.

### Licensing

The Illinois Department of Children and Family Services (DCFS) licenses all JCC Chicago Early Childhood Programs. In addition, the City of Chicago also licenses all JCC Chicago Early Childhood sites located in the City of Chicago.

## Curriculum

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JCC Chicago Early Childhood's philosophy and curriculum is based on a combination of several components that include: cutting-edge brain research, developmentally appropriate practice, Illinois Early Learning Standards, the guidelines of NAEYC (the National Association for the Education of Young Children), Multiple Intelligences Theory, educational inspiration from Reggio Emilia, Italy, and the integration of secular and Jewish learning. JCC Chicago Early Childhood prepares children for their next formal educational step and helps children achieve their full potential by focusing on social, emotional, cognitive, fine and gross motor, language, and spiritual development.

### Infant/Toddler Curriculum – 6 wks-23 mos

Seven curriculum goals have been developed for infants and toddlers based on the Illinois Early Learning Standards as well as the guidelines of NAEYC.

- **Cognitive Development**-Children acquire thinking skills, gain an understanding of basic concepts and relationships, apply knowledge to new situations, and develop strategies for solving problems.
- **Emotional Development**-Children learn about their feelings, communicate a broad range of emotions through gestures, sounds and words, as they grow.
- **Jewish Development**-Children develop Jewish identity, and become part of a community. They learn about Jewish people, objects, holidays, values and practices.
- **Language Development**-Children learn how to communicate, express needs and thoughts, respond to verbal and nonverbal commands, and communicate through language.
- **Physical Development**-Children learn body awareness, develop gross motor skills, develop fine motor skills, coordinate eye and hand movements and develop self-help skills.
- **Self-concept Development**-Children learn about themselves, feel valued and secure in their relationships, feel competent and proud about what they can do and feel supported as they express their independence.
- **Social Development**-Children learn about others, develop trusting relationships with nurturing adults, show interest in peers, demonstrate caring and cooperation and practice roles and relationships through imitation and play.

Experts agree that children are born ready to learn. That is why we believe it is never too early to begin developing a child's Jewish identity. Just as children who are introduced to books and reading at an early age will look

forward to story time, children who have listened to Shabbat songs, and tasted grape juice and challah will begin to associate joy and sweetness with Judaism.

### Preschool Curriculum – 2-5 yrs

In the preschool classroom, children will experience nine different content areas identified to build knowledge and develop the skills and attitudes necessary for kindergarten readiness and later school success. These content areas are derived from the Illinois Early Learning Standards as well as the guidelines of the NAEYC.

- **The Arts**–Dance, music, dramatic play, drawing, and painting
- **Fitness and Well-Being**–Healthy kosher snacks, exercise, and time outdoors
- **Jewish Learning**–Jewish values and practices, holidays, Hebrew vocabulary, Israel, Shabbat and Torah
- **Literacy**–Vocabulary and language, phonological awareness, letters, words, print, comprehension, books, and other texts
- **Mathematics**–Numbers, patterns and relationships, geometry and spatial awareness, measurement, data collection, organization, and representation
- **Science**–The physical properties of objects, living things, and the earth and the environment
- **Social and Emotional Development**–Making friends, solving problems, sharing, expressing feelings and thoughts, respecting others, following routines
- **Social Studies**–How people live, work, get along with others, shape and are shaped by their surroundings
- **Technology**–Tools, machines, materials, techniques and sources of power that make work easier and solve problems

JCC Chicago educators integrate this curriculum content into a combination of meaningful learning activities that address the unique needs of each child. In addition, our educators use every learning experience as an opportunity for expressing and imparting Jewish values and traditions.

The preschool day is filled with what we call “teachable moments,” opportunities to tease out a fact, practice a skill, encourage appreciation, or introduce a new word. Connecting Jewish words, objects or values with your child’s natural curiosity is a simple extension of this process. As a result, children gain a deeper sense of their Jewish identity and an awareness that they belong to a diverse and dynamic Jewish community.

## Families are Welcomed

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### Parent Participation

Parents and educators may look at young children's learning from different perspectives, but they share a common goal: making sure that children engage in meaningful experiences. We believe one way to foster children's learning is through building a partnership between families and JCC Chicago Early Childhood. We have found that the foundation for good parent-teacher relationships is frequent and open communication, mutual respect and building on opportunities to discover what is best for each individual child.

### Communication

JCC Chicago places a strong emphasis on family involvement by encouraging frequent communication. To keep you informed about daily and weekly events and activities, we distribute electronic newsletters through an iPad based app known as Kaymbu. You will also receive director's messages, and notes about your child's educational experience. Documentation is posted in the classroom and around the school to make the children's learning visible. Newsletters and documentation are a great opportunity to talk to your child about the week's activities, learning new skills, friends and other "happenings" in your child's day.

If you have questions or concerns about your child or a classroom issue, please set up a time to discuss it with your child's teacher. Open, respectful communication often clarifies a situation before it becomes a problem. The JCC Chicago Early Childhood Director is always available to discuss your questions and concerns.

### Parent-Teacher Conversations

When meeting with family members, JCC Chicago Early Childhood strives to accommodate parent schedules and will provide a comfortable environment in which parents are invited to ask questions and collaborate with staff. Regularly scheduled parent-teacher conversations occur in the Fall and Spring. Parents or educators may request additional discussions at any time throughout the year. Educators and parents together will share observations and discuss each child's progress and future goals.

### Visits

You are encouraged to observe your child's classroom in session, but we would appreciate your prearranging the visit with the JCC Chicago Early Childhood Director and the classroom teacher. Parents are also invited to participate as volunteers and educational resources.

## Communities are Built

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### Family Involvement Group (FIG)

All JCC Chicago families are invited to join the Family Involvement Group (FIG). This group is made up of committed parents who are interested in helping to build a strong community and enhance the educational values our educators and staff bring to the programs each day. FIG participants represent JCC Chicago in the community, ensure that programs are responding to local needs, plan special projects and teacher appreciation events, and offer programming suggestions.

### Room Parents

Being a Room Parent is a terrific way get to know your child's educators and classmates and to get involved in your child's JCC Chicago experience. Room parents work with educators to arrange or provide for those extra touches that help make the year special and serve as a liaison between educators and parents.

## Celebrations

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### Holidays

Each Jewish holiday receives special attention at JCC Chicago. We encourage parents to join us for classroom and holiday events throughout the year, including our weekly classroom Shabbat celebrations.

### Birthdays

Birthdays are special occasions for your child and we invite you to share this event with your child's class. Special birthday snacks are welcome. Whole fresh fruit or vegetables are encouraged to model healthy eating habits and to be inclusive of children with food allergies. Goody bags and balloons are not allowed. Please talk to your child's teacher if you would like to hold a classroom celebration.

***DCFS Licensing Standards prohibit any home-prepared goods in JCC Chicago Early Childhood.***

## Educators are Devoted

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JCC Chicago Early Childhood is dedicated to sustaining excellence and supporting innovation in early childhood education through the preparation, support, and continuing growth of JCC Chicago early childhood professionals. JCC Chicago provides ongoing professional development for all staff and regularly reviews our curriculum.

The Director and staff of each of our JCC Chicago Early Childhood Programs are experienced, professional educators with academic degrees in Early Childhood Education or related disciplines. JCC Chicago Educators and Directors work together to provide children with the best possible educational experience and families for a true promise of quality.

## Your Child's Day

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### Appropriate Clothing

Your child will paint, color, cook, play and eat, so please send him/her in comfortable, easy to wash clothing. Clothing should also be easy for your child to manage in the bathroom. Your child should have shoes appropriate for running and climbing. Weather permitting (temperature above 20 degrees) we play outside everyday, so please dress your child in appropriate outerwear (jacket, hat, mittens, scarf, boots, snow pants). *Please label everything!*

### Extra Set of Clothing

On the first day of school, please send an extra set of labeled clothing that includes underwear, shirts, pants and socks in a plastic ziploc bag clearly marked with your child's name. Please check periodically to make sure your child's extra set of clothing is the correct size and appropriate as seasons change and children grow.

### Backpacks

Your child should bring a backpack each day to carry papers, artwork and other items. Please be sure your child's backpack is big enough for all of your child's belongings.

### Toilet Learning

JCC Chicago Early Childhood understands and values the unique development of each child, and recognizes that children meet milestones at their own pace. When your child is ready to transition out of diapers, we will partner with you to support this process and create a plan together that will best meet the needs of your child.

## Toys from Home

Throughout the school year some children may need to bring a meaningful toy, blanket or stuffed animal from home to help ease their transition into the classroom. JCC Chicago Early Childhood recognizes the need for children to have comforting objects that help them feel safe and secure. Toys for other purposes are not allowed at school, as it can create confusion for children who are developing group sharing skills. JCC Chicago provides a wide variety of fun materials for children to play with and explore. Children should only bring in special toys when requested by their educators for show and tell. ***Toy guns, war toys or other toys of destruction are not allowed in the school!***

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# JCC Chicago Policies

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## Admissions

JCC Chicago Early Childhood welcomes all children and extends equal admission opportunities to all families.

## Class Placement

JCC Chicago Early Childhood reserves the right to determine the appropriate class placement of children.

## Inclusion Statement

JCC Chicago Early Childhood recognizes the need for and supports early intervention. Together with our Directors and Staff, a team of Social Services Professionals work to partner with families who have children with special needs. JCC Chicago supports the right of each child to play and learn in an inclusive Early Childhood program, consistent with the best interests of everyone involved. We will work with families and specialists to foster the home-school connection and provide consistency and high-quality learning experiences for each child within our current staffing. If our current staffing is not sufficient to meet the needs of a child, then the family will be financially responsible for providing additional support staff that meets the standards of JCC Chicago.

## Arrival and Pick-up Procedures

JCC Chicago has developed arrival and pick up procedures that are designed to ensure your child's health and safety, while also meeting DCFS requirements. If there is a change in custody or guardianship, we will require legal documentation of any changes in routine.

### Arrival

- Upon arrival at the center, please be sure to wash your child's hands.
- You will be asked to sign your child in upon arrival.

### Pick-up

- We require that you complete all of the requested information on the sign out sheet prior to dismissal. If your child is in a carpool, the driver is responsible for recording the requested information for each child in the carpool.
- Children can be released only to authorized adults listed on your child's authorization pick up form.

- Please notify the Early Childhood office in writing if there are any changes to your child's authorization form.
- In the case of a sudden change in plans, a phone call notifying the office of the pickup plan may be acceptable.
- Please note that for your child's protection, our staff are instructed to request identification if they are unsure about the identity of the person picking up your child.

## Health and Medical

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### Enrollment and Medical Forms

All enrollment forms including the medical form (signed by your child's physician) must be completed and returned to the JCC Chicago Early Childhood site before your child begins in our program.

State licensing guidelines require that we have an accurate medical history and current record of immunizations on file, including a TB and Lead Screening test. For children entering our program for the first time, a TB test (only required for children in high risk groups) and medical examination must be completed no sooner than six months before starting the program. The medical examination should be updated yearly by your child's physician.

In addition to state requirements, we may request other pertinent medical information that will enhance our understanding of your child's needs. All such information is strictly confidential and will not be shared with outside parties unless written consent is provided.

Please notify us immediately if there is any change in your home address, home or cell phone numbers, employment, emergency contact information, authorized persons for pick up or pediatrician name and phone number.

### Communicable Diseases Policy

Please call us when your child is ill with any suspected or diagnosed case of contagious/communicable disease. The Illinois Department of Public Health mandates reporting of certain illnesses. Examples of reportable illnesses include: food born illnesses, measles, meningitis, smallpox, whooping cough, and rabies. We will be alert and watch for similar symptoms in other children. If your child has been exposed to any contagious disease, we will send a note home to advise you, so you are alert to the symptoms as well.

## Illness Occurrences while at JCC Chicago Early Childhood

When a child becomes ill, parents are notified immediately so you can make arrangements to have your child picked up within the hour.

***DCFS mandates that children with any of the following symptoms be kept at home. A child may not return to school until they are fever and symptom free. If your child develops such symptoms during the day, you will be called to pick up your child.***

### Symptoms Within Last 24 Hours

- Fever of 100.5° or higher, taken under the arm during the last 24-hour period
- Vomiting or diarrhea within the last 24 hours
- Conjunctivitis (pink eye) until 24 hours after treatment has been initiated
- Impetigo, until 24 hours after treatment has been initiated
- Strep throat until 24 hours after treatment has been initiated
- Ear infections until 24 hours after treatment has been initiated.

### General Symptoms

- An illness that prevents the child from participating comfortably in program activities
- An illness that calls for greater care than staff can provide, compromising the health and safety of other children
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness
- Heavy clear nasal discharge
- Green nasal discharge
- Rash combined with fever

### Diagnosed Contagious Illnesses

- Head lice, until your child is nit free
- Whooping cough (pertussis), until five days of antibiotic treatment have been completed
- Chicken Pox until your physician has cleared your child to return to school

If your child has a cold, continuous runny nose, or just appears to be ill, you may receive a call to pick your child up at school. JCC Chicago Early Childhood reserves the right to confer with your pediatrician when we have concerns or questions about your child's health and attendance at a JCC Chicago Early Childhood Learning Center.

## Medication

If your child needs medication (prescription or over the counter) administered at JCC Chicago, the following procedures are required:

- A doctor's note, including instructions, must be sent for any over-the-counter or prescription medications.
- Completion of a Medication Consent Form.
- Medication container must have the original label with the child's name clearly displayed.
- Medication must be in a safety cap container.
- Medication must have a current expiration date (one month for antibiotics and one year for other medications).
- In the event that your child requires an Epi-Pen, please complete an Emergency Health Plan form, a Medication Consent Form, and provide a current picture of your child for identification purposes.

## Attendance

A child **may be excluded** from the program if one or more of the following conditions is present:

- Illness prevents the child from participating comfortably in the program activities.
- Illness that results in a need for greater care than the JCC Chicago staff can provide without compromising the health and safety of other children.

A **physician's note** shall be required for readmission in the following instances:

- After an absence due to an illness of five or more days duration.
- After any length of absence due to a reportable communicable disease as defined by The Illinois Department of Public Health and enforced by the Chicago Department of Health.
- At the discretion of the JCC Chicago Early Childhood Director.

*Following a fever, a child must have 24 hours of normal body temperature before returning to JCC Chicago. Because we spend time outdoors (weather permitting), a child may return to JCC Chicago following an illness, only if he or she is able to participate in outdoor activities.*

## Accidents/Emergencies

In the event of a serious accidental injury, we will make an immediate attempt to contact a parent or, if necessary, a designated caregiver. If we are unable to reach a parent or caregiver, we will attempt to contact the relative or friend alternate listed on the child's JCC Chicago Emergency Card. If necessary, we will also call 911.

Until the arrival of a parent, relative or friend alternate, or paramedic, the JCC Chicago Early Childhood Director will assume responsibility for the child and make all decisions regarding the child's care. Parents are expected to assume responsibility for any resulting expense. JCC Chicago Early Childhood will retain a parent's signed consent form agreeing to this provision.

JCC Chicago does not provide medical insurance coverage for accidents or injuries that occur while attending or participating in any activity at or sponsored by JCC Chicago.

## Guidance

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In JCC Chicago Early Childhood classrooms, Directors, families and staff work together to teach core Jewish values and instill the importance of being kind to yourself and others. We strive to set reasonable limits for children and provide positive guidance and feedback.

JCC Chicago's Early Childhood staff uses a positive approach to discipline by modeling pro-social behaviors, teaching problem solving skills and fostering independence. Staff work hard to create an environment where children feel respected, valued and supported.

***JCC Chicago Early Childhood does not use negative discipline methods or corporal punishment.***

## Additional Resources

Our team of Licensed Early Childhood Social Workers and Professional Counselors are an invaluable resource to parents, educators and directors. They are a presence in our classrooms and conduct frequent observations in an effort to help enhance the educational and psycho-social development of the children, and ensure that they are each working toward reaching their full potential.

The Social Services Staff are committed to partnering with parents and educators to differentiate curriculum based on the individual unique needs of each child and to support families in addressing the common challenges that may occur while raising young children. The Social Services Staff provide educational trainings for families and educators and act as a liaison between parents, outside service providers and JCC Chicago personnel to provide consistency and foster a positive home-school connection.

Close communication with parents is essential to providing quality Early Childhood care and education. If staff feels that a child should be evaluated

by outside professionals to gather more information about a child's needs and learning style, referrals and recommendations will be made to parents. Once this occurs, it is JCC Chicago's expectation that parents will share information regarding the evaluation so that we can work together to achieve agreed upon goals.

If after working with a child and their family, a child appears to need more than our staff can reasonably provide or the child is a safety risk to self or peers, JCC Chicago Early Childhood staff will work together with appropriate specialists to determine the child's needs, identify the setting and services most suited to meeting those needs and assist the family in finding an alternative placement.

### About Biting

Biting is a normal part of development and is a common behavior among young children. It is typical for young children to communicate with their bodies quickly and spontaneously. Reasons for biting include exploration, frustration, excitement, teething, health problems and limited language skills. Biting is not necessarily an indication of aggression toward another person.

When biting occurs, educators encourage children to use their words, not their bodies. The teacher will show concern for the bitten child and provide immediate comfort and care. Both children are treated with dignity and respect.

After a biting incident, it is JCC Chicago's policy to contact both sets of parents to inform them of what happened. To respect the confidentiality of all parties, JCC Chicago will not share with parents the identity of the other child who was involved.

If a child develops a pattern of biting, our staff will work closely to identify triggers and will meet with the parents to address the behavior. Oftentimes this requires implementing accommodations and teaching the child more effective strategies to deal with the emotions and situations they are experiencing.

## Nutrition and Kashrut

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### Nutrition

Life-long eating habits are formed between the ages of one and five years, which makes proper nutrition for young children a very important task for parents and caregivers. It is the goal of JCC Chicago to promote good eating habits in the following ways:

- Demonstrating the enjoyment of eating nutritiously.
- Weaving nutrition education into the daily curriculum.

- Having children choose food from a selection of nutritious choices and develop the skills to serve themselves.

JCC Chicago provides nutritional snacks that follow Jewish dietary laws as well as the USDA's recommended guidelines including dairy products, fruits, vegetables and whole grain products.

## Kashrut

All food brought into JCC Chicago by a parent which will be shared with other children, must be in original, unopened containers and marked with a kosher symbol. Please become familiar with appropriate kosher symbols found on a wide variety of food items. Here are some accepted kosher symbols. Note that the letter "K" is not an acceptable kosher certification.



Send food with your child only on special occasions that have been coordinated with your child's teacher. For questions concerning lunch catering at Full Day Preschool, please call your Early Childhood Director.

## Food Allergies

**Please be sure to notify us if your child has any food allergies.** We will post a sign in the classroom, add your child's name and photo to our allergy list and monitor snacks and treats.

## Age Policy

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A child must meet the minimum age requirement for a program. JCC Chicago reserves the right to determine appropriate class placement for children. Program rates are determined by the age of the class, based on the JCC Chicago academic calendar, not by the individual age of each child. If your child is new to JCC Chicago programs, you must bring a certified copy of his/her birth certificate to verify age.

## Photo Policy

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JCC Chicago may videotape or photograph participants enrolled in programs, classes and events or while enjoying JCC Chicago facilities. These photographs are for JCC Chicago publications, flyers, publicity efforts, brochures, web use, other electronic communications or video usage. However, for JCC Chicago Early Childhood, a program permission form must be signed to allow a child's picture and name to be used for publicity purposes by JCC Chicago. This policy is mandated by DCFS. All photos and videos are for JCC Chicago use and become the sole property of JCC Chicago. Please contact the Program Director for photographic exclusions for your child.

## Safety and Security

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The safety and security of children is our top priority. JCC Chicago has completed an intensive evaluation of all of our safety and security measures with the help of local and national government and police authorities. As a result, we have implemented permanent security systems at each of our JCC Chicago locations that include:

- Surveillance cameras, recording systems and monitors at strategic places throughout the building and outdoor areas.
- Signage that will alert all visitors that the premises are under surveillance.
- Emergency alarms that are connected directly to police authorities.
- Limited access and locked entries equipped with electronic controls.

JCC Chicago's security system provides a high level of protection that creates a visible deterrent and prompts quick action in the event of danger signs. In addition to these obvious measures, there are less apparent aspects of security in place as well. For our Early Childhood programs located in facilities other than JCC Chicago, we work with the property owner to ensure a high level of safety and security that meets JCC Chicago requirements.

All JCC Chicago staff are carefully screened and undergo background checks. They also receive training in security and safety measures and scenarios including possible medical issues, severe weather conditions, and the oversight needed of children and adults while in our care and supervision.

JCC Chicago also maintains excellent working relationships with local governments including police and emergency personnel. Not only do these municipal personnel keep a watchful eye on our sites and grounds, they alert us to any security information, issues and threats that could affect us. Additionally, we are in regular communication with state and federal agencies that monitor national and world events and who advise us if circumstances warrant any upgrade or modification to our security systems and procedures.

These procedures were not prompted by any specific threat to JCC Chicago, but rather as part of our ongoing efforts to improve our systems as needed. We know that our JCC Chicago families recognize the importance of these measures.

## Pesticides

JCC Chicago Early Childhood uses an Integrated Pest Management (IPM) program supervised by our maintenance staff in cooperation with pest control specialists utilizing a variety of non-chemical methods as well as pesticides, when needed. Parents and guardians will receive written notification at least two business days prior to application in the event that pesticides are deemed necessary. Pesticides are not applied when children are present and toys and other items mouthed by children are removed prior to spraying. Records of inspection and materials data safety sheets are available on site.

## No Smoking

JCC Chicago Early Childhood provides a healthy environment and has adopted an Agency wide non-smoking policy which prohibits any form of tobacco from use in our buildings or on our grounds.

## Radon Testing

Per Illinois Department of Children and Family Services, radon testing is to be completed by an approved laboratory every three years. If indicated, mitigation plans must be written and implemented to ensure that levels are within acceptable limits. All mitigation plans and results are posted in the facility office.

## Lead Testing

Per Illinois Department of Children and Family Services, all sites must be screened to ascertain that the lead levels in water meet or exceed acceptable standards to protect the health and safety of our participants. If indicated, mitigation plans must be written and implemented. Once mitigation plans are complete, lead testing is repeated in six months and again in one year until 2 consecutive tests are obtained within prescribed limits. All mitigation plans and results are posted in the facility office.

## Emergency Procedures

If evacuating the building becomes necessary due to the threat of fire, bomb scare, or other building emergency, the following procedures are followed:

- All children will be evacuated through the nearest exit and will be escorted to a safe distance from the building.
- Children will remain outside of the building until the fire/police department informs us that it is safe to reenter.

When instructed by the proper authorities, children will be escorted back into the building. Parents will be notified about all evacuations in writing.

- Fire drills are practiced monthly
- Tornado drills are practiced twice yearly

In the event of an emergency closing that may prevent your JCC from opening, you will receive a phone call or electronic notification confirming this information. Please check the website for additional information.

### **No Weapons Policy**

JCC Chicago Early Childhood strictly prohibits possession of any weapons by patrons or employees while on our property.

### **Child Abuse and Neglect**

In an effort to protect the health, safety and best interests of each child, JCC Chicago is mandated by law to report any suspected cases of abuse and neglect to the Illinois Department of Children and Family Services.

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## Payment

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All accounts must be current (including services offered by any JCC Chicago or department, etc.) at the beginning of a program session and must remain current through the duration of the program. Should the participant's account be past due, as of the first day of a program session, the participant may, at JCC Chicago's discretion, be prohibited from beginning the program. Should the participant's account become past due during the course of a program session, the participant may, at JCC Chicago's discretion, be removed from the program until such time as the participant's account is paid in full.

### Registration Fee

A non-refundable, non-transferable registration fee is required annually at the time of registration.

### Prorating

Fees cannot be prorated for participant absence from scheduled class sessions. Refunds or credits are not given for illness, vacation or temporary childcare arrangements.

### Cancellation Policy

All cancellations must be in writing.

#### **INFANT/TODDLER CARE, FULL-DAY PRESCHOOL**

All cancellations must be made in writing at least one month (30 days) in advance in order to cancel remaining payment obligations. The participant will be responsible for payment during this 30 day cancellation period. Payments made up to the cancellation point are non-refundable.

#### **HALF-DAY PRESCHOOL**

After June 15, 2020, program fees will not be refunded due to participant cancellation.

#### **DAY CAMP/EARLY CHILDHOOD COMBO**

There will be a \$500 fee assessed for cancellations after April 15, 2020. There will be a \$1000 fee assessed for cancellations after May 15, 2020.

#### **PRORATING**

Pro-rations will be completed for a late start or early leave on a full week basis, with 30 days notice.

*Thank you for partnering with us on your child's Early Childhood education. We are here to assist you in any way possible. Please feel free to contact customer solutions at [support@jccchicago.org](mailto:support@jccchicago.org) with any comments, suggestions or questions regarding registration.*

## Release of Records

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In the event that a parent needs to obtain a copy of their child's file and attendance record, the request must be done in writing and be accompanied by a copy of the requestor's state issued identification for verification purposes. Records will only be released to a parent or guardian as indicated on the child's registration form. Please note that it may take a minimum of two weeks to process the request depending on the amount of information needed.

## Discontinuation of Services

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If JCC Chicago Early Childhood determines that continued participation in our services is not appropriate, we reserve the right to discontinue services. In such a circumstance, any unused portion of program fees paid to date will be refunded. JCC Chicago reserves the right to cancel the enrollment of a child for reasons not limited to the following; failure to observe the rules of the JCC Chicago as outlined in the Parent Guide, special needs of a child that cannot be adequately met with current staffing, physical and/or verbal abuse of staff or children by adult or child, or non-payment of fees.

# JCC Chicago Early Childhood Locations

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## **Bernard Weinger JCC\***

300 Revere Drive  
Northbrook, IL 60062  
224.406.9200

## **Jacob Duman Early Childhood\***

23280 N. Old McHenry Road  
Lake Zurich, IL 60045  
847.901.0620

## **JCC Chicago at Am Shalom\***

840 Vernon Avenue  
Glencoe, IL 60022  
847.835.0008

## **JCC Chicago at Beth Emet\***

1224 Dempster St.  
Evanston, IL 60202

## **Bernard Horwich JCC\***

3003 West Touhy  
Chicago, IL 60645  
773.761.9100

## **'Z' Frank Apachi\***

3050 Woodridge Lane  
Northbrook, IL 60062  
847.272.8707

## **Florence G. Heller JCC\***

524 West Melrose Street  
Chicago, IL 60657  
773.938.8340

\* summer programming  
available



JCC is a partner in serving our community, supported by the Jewish United Fund/Jewish Federation.

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