

# Wilmette Public Schools District 39 2020-2021

## Before School Child Care **Early Birds** Program

Central  
Harper  
McKenzie  
Romona Elementary Schools and  
Highcrest Middle School



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## Program

The Before School Child Care Program provides parents and children with convenient, early morning care in their own schools. The program was modified to comply with District 39's fall 2020 back to school guidelines. Mask wearing, social distancing, and frequent hand sanitation practices will be part of every morning's activity. Child care's location within the building varies by school.

## COVID-19 Protocols

Parents will need to self-certify that their children are free of COVID-19 symptoms each morning before arrival. Child care staff will take each child's temperature immediately upon arrival and offer hand sanitizer. Children and staff will maintain 6 feet of distance from each other and everyone must wear a mask. Snacks or other food may not be consumed during child care. Children are provided with individual craft material supplies and handouts that are stored in each child's personal Early Bird basket.



## Supervision

Child care staff members form a diverse group of adults committed to caring for children. Many of our staff have experience working in District 39 schools, the Wilmette Park District, Kohl Children's Museum, Chicago Public Schools, Chicago Park District, and local children's theater programs. The staff range from college students, educators, parents, grandparents and retirees, but they all share a love for children. The program strives to maintain an approximate ratio of 5:1, students to staff.

## Sign-In

Because of the early hour, parents must bring children to the designated school building entrance. We will open the door for you and welcome your child. Parents will not be allowed inside the building and you will need to say goodbye outside. We will mark the sign-in iPad for you. There are no exceptions to this rule and it will be strictly enforced. Reasonable accommodations are available upon request. Contact the program coordinator: [eslrm@wilmette39.org](mailto:eslrm@wilmette39.org) or 847-512-6036.

## Emergencies

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

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

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

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

### Central School

910 Central

847-512-6100

- Central School Early Birds opens at 6:45 a.m. and is located in the auditorium this year.
- Parents may park on the street and come to the main entrance facing Central Avenue (door A 1). A staff member will be waiting there to greet your child.
- All children enrolled in the Before School Child Care Program must be accompanied to the designated school entrance by a parent or guardian.
- Due to COVID-19, we ask that parents not enter the building and say good-bye outside.

### Harper School

1101 Dartmouth

847-512-6200

- Harper School Early Birds opens at 6:45 a.m. and is located in the auditorium.
- Parents may enter through the rear schoolyard by taking Illinois Road to Greenwood, which ends at the school.
- Please come to door "H" 13-14. This door leads directly into the auditorium stage. There are stairs leading to the doorway. A staff member will be waiting there to greet your child.
- All children enrolled in the Before School Child Care Program must be accompanied to the designated school entrance by a parent or guardian.
- Due to COVID-19, we ask that parents not enter the building and say good-bye outside.

### **Highcrest Middle School**

69 Hunter Road

847-512-6600

- Highcrest Early Birds opens at 7:00 a.m. and is located in the auditorium.
- Parents may park in the visitor parking near the front entrance.
- Children will enter the auditorium directly through Door Q-33. A staff member will be waiting there to greet your child.
- All children enrolled in the Before School Child Care Program must be accompanied to the designated school entrance by a parent or guardian.
- Due to COVID-19, we ask that parents not enter the building and say good-bye outside.

### **McKenzie School**

649 Prairie

847-512-6300

- McKenzie School Early Birds opens at 6:45 a.m. and is located in the big gym.
- Parents may park in the school parking lot and walk around the blacktop to door N-22. A staff member will be waiting there to greet your child.
- All children enrolled in the Before School Child Care Program must be accompanied to the designated school entrance by a parent or guardian.
- Due to COVID-19, we ask that parents not enter the building and say good-bye outside.

### **Romona School**

600 Romona Road

847-512-6400

- Romona School Early Birds opens at 6:45 a.m. and is located in the cafeteria.
- Parents may park at the far end of the parking lot and enter at door K 19-20. A staff member will be waiting there to greet your child.
- All children enrolled in the Before School Child Care Program must be accompanied to the designated school entrance by a parent or guardian.
- Due to COVID-19, we ask that parents not enter the building and say good-bye outside.

### Dates of Service

The before-school program opens for the 20-21 school year on Tuesday, September 8, 2020. The program does not operate during remote learning days, in-service, institute and conference days, holidays, and school or summer vacations. Child care will not meet if schools are closed due to severe weather emergencies.

### Hours

Child care will open at 6:45 a.m. for grades K-4 and at 7:00 a.m. for grades 5-6. Children are dismissed from child care when school begins.

### Snacks

Due to COVID-19 safety precautions we will not serve any snacks at child care. Children will not be allowed to consume food brought from home during child care. Please make sure your child eats a nutritious breakfast before coming to school.

### Electronic Devices

Children may use District issued iPads or Chromebooks only while at child care. The use of personal electronic devices will not be allowed.

### Behavior Expectations and Discipline

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

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

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

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

## Bullying

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

## Communication with Parents

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

## Medication

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

## Staff Training

Child care staff receive training in nonviolent conflict intervention, bullying prevention and awareness, CPR/AED, and District 39 COVID-19 protocols.

## Registration/Fees

Registration is conducted online through the [District 39 Web Store](#).

The program is offered for a set number of days per week. Drop-in attendance is no longer available.

Registration obligates parents to pay for a minimum of one quarter of service. Payment in full for the first quarter is due at the time of registration. Fees for subsequent quarters will be due no later than the first day of the current quarter. Failure to meet the financial obligations of the program will require withdrawal of the child.

## Payment

We encourage parents to pay online and we now offer the convenience of Auto-Pay. Once you have enrolled in Auto-Pay your account will be automatically charged regular attendance prior to the start of each quarter. Quarterly invoice reminders are sent three weeks before the end of each quarter. Payments are processed during the last week of the current quarter. Accounts linked to the Auto-Pay option may be changed at any time by logging into the Webstore parent portal. There is no processing fee for online child care payments.

## Attendance Fees Per Quarter **Central, Harper, McKenzie and Romona**

Days/week	1 <sup>st</sup> Qtr. Ends 10/30/20	2 <sup>nd</sup> Qtr. 11/2/20 - 1/22/21	3 <sup>rd</sup> Qtr 1/25/21 - 4/5/21	4 <sup>th</sup> Qtr 4/6/21 - 6/10/21
3 Day	\$114.90	191.50	191.50	191.50
4 Day	\$136.94	242.75	242.75	242.75
5 Day	\$168.06	302.50	302.50	302.50

## Attendance Fees Per Quarter **Highcrest In-Person Hybrid**

2 days per week and alternate Mondays	1 <sup>st</sup> Qtr. Ends 10/30/20	2 <sup>nd</sup> Qtr. 11/2/20 - 1/22/21	3 <sup>rd</sup> Qtr 1/25/21 - 4/5/21	4 <sup>th</sup> Qtr 4/6/21 - 6/10/21
	\$114.28	\$160.00	\$160.00	\$160.00

## Refunds

No refunds are given if children do not participate due to vacation, illness or other before-school programs. No refunds are given after the program begins unless student dismissal is required for behavioral reasons.

## Financial Assistance

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

## Limitations

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

## After-School Child Care by the Wilmette Park District

A variety of after-school programs are offered by the [Wilmette Park District](#). For more information please visit the Park District website or call (847) 256-6100.