

River Forest Community Center  
Early Childhood Learning Center  
@OPRFHS  
Parent Handbook



Huskie Pups  
Early Childhood Program

---

201 N. Scoville Ave  
Oak Park, IL 60302  
(708) 434-3592  
[www.rfcc.info](http://www.rfcc.info)

# **River Forest Community Center**

## **Early Childhood Learning Center @ OPRFHS**

### **Parent Handbook ~ 2017-2018**

#### **Welcome**

The staff of the River Forest Community Center would like to welcome you and your child to our program! The information in this handbook is designed to provide a convenient and handy reference to be used throughout the year. Please do not hesitate to call your site's Early Childhood Director if you have any questions, suggestions or concerns about the program. *River Forest Site*, (708) 771-6159 or *OPRFHS Site*, (708) 434-3592

#### **History**

The River Forest Community Center (RFCC or Community Center) is an Illinois not-for-profit organization, which was incorporated in 1975 for the purpose of providing recreational, educational, and social programs and services to the residents of River Forest and surrounding communities. The full-time Early Childhood program began in 1980 at the original site of the Community Center at 414 Jackson. As enrollment increased the program changed locations several times and is now at 8020 Madison Street. In 2008 a second child care center was added through a collaborative agreement with Oak Park and River Forest High School and the Center has managed the child care program at the high school since then.

The Community Center is governed by a Board of Directors with the majority of board members required to be residents of River Forest. The Community Center does not have any direct taxing authority and derives its operating budget from program user fees.

#### **Program Licensing**

The Illinois Department of Child and Family Services (DCFS) licenses the River Forest Community Center's OPRFHS site to serve children six weeks to five years old. Regulatory officials from DCFS, and local health and fire departments conduct site visits during the year to ensure the program complies with health, safety, and child care regulations. A summary of the DCFS licensing standards is a part of our enrollment packet and is provided to all families. A copy of the full DCFS licensing standards is available in the director's office for review.

#### **Program Philosophy, Curriculum, and Objectives**

##### **Philosophy**

The River Forest Community Center's early childhood programs provide a safe, caring, and educational environment that supports each child in achieving their full potential. Our program promotes the development and growth of the whole child and offers child-centered experiences that support independence, confidence, and a love for learning.

In each child we strive to cultivate:

- autonomy,
- a sense of belonging,
- respect for others, &
- enthusiasm for exploration

##### **Curriculum**

Our classrooms utilize *The Creative Curriculum*, a research-based curriculum approach that incorporates developmentally appropriate practices and features exploration and discovery as a way of learning, building confidence, creativity, and critical thinking skills. Developmentally appropriate practice (DAP) is an approach to teaching that is grounded in research on how young children develop and learn, and the methods which most effectively foster children's growth, development and learning. DAP is a framework to guide the decisions a teacher makes throughout each day regarding materials and teaching methods. These decisions are based on their knowledge of child development, consideration of individual differences, and social and cultural influences. The National Association for the Education of Young Children (NAEYC) has pioneered the use of DAP in early childhood classrooms and is considered the foremost expert in the field of early childhood education.

RFCC classroom teachers prepare lesson plans that include a variety of hands-on activities which allow children to explore materials, construct knowledge and instill a love for learning.

**River Forest Community Center**  
**Early Childhood Learning Center @ OPRFHS**  
**Parent Handbook ~ 2017-2018**

**Program Objectives**

- **Personal Growth** – To help each child develop autonomy and trust in their own skills and abilities.
- **Emotional Growth** – To help each child to better understand their feelings, develop skills such as impulse control, and encourage each child to express feelings and communicate needs in respectful ways.
- **Social Growth** – To provide each child with opportunities to learn how to get along in a group, develop an awareness of other’s needs, practice social problem solving skills and experience positive social interactions.
- **Cognitive** – To provide each child opportunities to explore materials, discover cause and effect, develop observation skills, create experiments and develop problem solving skills, and critical thinking.
- **Language** – To provide each child with social and learning interactions with peers and adults that foster oral communication skills for listening and speaking and an environment to develop reading and writing skills.
- **Creative Expression** – To provide each child with opportunities to explore art, music, dance, and drama; to express oneself through various arts; and to develop pride in what they create.

**Daily Schedule**

Our daily schedule varies by age and developmental abilities. Children respond well to routines and when they know what will happen next. We strive to provide a variety and balance of activities that are available to all the children. Specific schedules are posted in each classroom and given to parents at the time of enrollment.

**Assessment Procedures and Screenings**

The developmental screenings, observation tools, and assessment procedures utilized in our program align with our program philosophy of learning through play and our program curriculum. Parents are asked to complete a screening tool, the *Ages and Stages Questionnaires (ASQ)*, each fall and spring. ASQ provide reliable, accurate developmental and social-emotional screenings that draw on your expert knowledge of your child to recognize delays and track progress. Completing the ASQ helps the teacher get to know your child and lets us know how you feel your child is developing. Hearing and vision screening is provided by the Collaboration for Early Childhood Care and Education.

**Early Childhood Staff**

All early childhood program staff meet or exceed DCFS licensing requirements. Each year RFCC staff members complete 15 or more hours of in-service training to stay abreast of advancing knowledge and research in early childhood education, child development, and health and safety issues. In addition, all RFCC staff members are dedicated to providing a quality experience for each child in the program.

**Enrollment and Withdrawal Information**

**Enrollment fees:**

- An annual non-refundable registration fee of \$55/family is required at the time of registration.
- A one-week tuition deposit is required to secure a child’s enrollment. Deposits will be applied to a child's last week of care for the school year (plus or minus any adjustments made to enrollment during the school year).

**Full-Time Enrollment:**

- Registration for fall enrollment begins in mid-March for currently enrolled children and their siblings
- Registration will open to new participants in late March with priority given to employees of OPRFHS.
- The completed application form, paid registration fee and the tuition deposit are required and must be submitted to the Site Director in order to secure a place for your child.

**Part-Time Enrollment:**

- Priority is given to families who need full-time child care. At times, and at its sole discretion, the Community Center may accept a part-time enrollment of 2 or 3 days/week.
- Part time enrollments are not guaranteed for the entire school year and may be eliminated if demand for full-time care increases during the school year. If demand for full-time care increases, a part-time participant will be given a two week period to increase their child’s enrollment to full-time status in order to remain in the program.
- Part-time enrollments end at the conclusion of each school year and are subject to the following year’s enrollment criteria.

**All enrollment material must be completed and returned to the Site Director before a child can attend.**

**River Forest Community Center**  
**Early Childhood Learning Center @ OPRFHS**  
**Parent Handbook ~ 2017-2018**

**Withdrawal:**

- One week written notice and payment is required from any participant who withdraws during the school year.
- Tuition deposits (plus or minus any adjustments made for enrollment changes during the program year) are applied to a child's last week when either written notice is given or when the school year ends.

The Community Center may end a family's enrollment for the following reasons:

- Nonpayment of tuition or fees
- Non-compliance with any of the Center's policies
- Behavior of a parent, family member or authorized pick-up person that is considered unsafe, detrimental or hostile to our program environment

On occasion, our program may not be an optimal fit for a child or family. RFCC will make every effort to work collaboratively with families to resolve challenges that arise. If reasonable efforts have been attempted and a child cannot be served without fundamentally altering our program, or whose needs exceed the capabilities of our program, RFCC reserves the right to dismiss a child from the program.

**Enrollment/Schedule Changes**

Any change to a family's enrollment agreement and/or schedule must be approved by the Site Director prior to implementation. A new enrollment agreement must be signed by both the family and the director.

**Non-Discrimination Policy**

Our programs will not deny enrollment to any person with regard to race, color, religion, gender, gender expression, national origin, age, or disability, marital status or sexual orientation.

**Tuition & Fees**

**Tuition Amount and Absences**

Weekly tuition is based on the cost of staffing and program materials needed for each classroom and divided by the number of weeks our center is open. Staff schedules, materials, and space are set aside for each enrolled child whether they attend or not. There are no refunds, credits, or make up dates for nonattendance.

**Tuition Payments**

Tuition is charged every two weeks and payments are due prior to child care service. Payments by check are due by Friday for the upcoming two weeks of service and are to be given to the Site Director or Assistant Site Director.

OPRFHS employees are encouraged to make payments through their payroll deduction benefit. Other participants may make payments by check, automatic bank account withdrawal or credit card. Automatic payments through bank account withdrawal or credit card will occur every two weeks in advance of services. At the time of enrollment each family will receive a payment calendar.

**Late & NSF Fees**

A late payment fee of \$10 will be assessed for any payment not received by Wednesday. Tuition and fees that are not paid in full by the end of the second week will result in suspension from the program.

A NSF fee of \$40 will be assessed to a family's account when a tuition payment is declined or returned due to insufficient funds. Tuition and fees that are not paid in full by the end of the week can result in suspension from the program.

**River Forest Community Center**  
**Early Childhood Learning Center @ OPRFHS**  
**Parent Handbook ~ 2017-2018**

**Building Safety & Security**

Oak Park and River Forest High School (OPRFHS) is committed to providing a safe, secure and caring learning environment and has adopted safety and security policies and procedures to meet this goal. All RFCC child care program participants and staff must abide by the building safety and security policies established by OPRFHS School District 200.

OPRFHS staff members who have a child enrolled in the RFCC early childhood education program are issued security credentials and keycards by the high school and are subject to the terms and conditions set forth by the high school.

Participants who do not work at OPRFHS and whose child(ren) attends class in Rooms #192 – 199 must use the Erie Street doors located on the north end of the building when dropping off or picking up their child. The Erie Street doors are equipped with a security camera and buzzer system which must be pressed to alert RFCC staff who will activate the door release allowing the participant to enter the building. Participants who do not work at OPRFHS will be assessed a \$25.00 keycard fee and issued one (1) keycard which must be used to exit the premises. Use of the keycard is restricted to the Erie Street door only from 6:30 AM – 6:00 PM. Failure to use the keycard when exiting will set off a building alarm.

Non-OPRFHS staff who have a child enrolled in Classroom #110 are required to enter and exit the building through the main entrance located on Scoville Street and will be issued a visitor badge and lanyard which must be visibly displayed when entering and exiting the building.

Although there may be some minor inconveniences at times with the security system, please remember these safeguards have been put in place to protect the students and staff in the building, including participants in the Community Center's early childhood program. In accordance with the Community Center's agreement with OPRFHS, RFCC participants are not to allow anyone else (students, parents or others) to enter the building when entering or exiting the building. Anyone who requests access to the building should be directed to the main entrance for security clearance.

**Arrival and Departure Procedures**

**Arrival**

Each morning please bring your child into their room and take a few minutes to:

- help your child hang up their coat, wash their hands and get ready for the day
- settle into an activity and say goodbye before you leave
- communicate any changes to your schedule or your child's needs to staff

NOTE: It is the parent's or family authorized adult's responsibility to sign in and out of the program each day. Parents who are buzzed into the building are asked to help keep the building secure by not letting others into the building.

**Goodbyes**

Children may experience separation anxiety at some time during the year. You are welcome to spend time in the classroom as your child is adjusting to the environment. Please do not leave or sneak out without saying goodbye.

When it is time for you to leave, it is best for your child if your goodbye is loving, firm, and final. These methods support trust and integrity in your relationship with your child. Participants may call and check to see how your child is doing during the day.

**Departure**

Each afternoon please pick up your child from their closing room and take a few minutes to:

- collect communication (e.g.: daily sheet, notes) or artwork from your child's cubby
- help your child clean-up their activity
- help your child put on their coat
- have a wonderful evening together!

**River Forest Community Center**  
**Early Childhood Learning Center @ OPRFHS**  
**Parent Handbook ~ 2017-2018**

**Authorization to Pick Up a Child**

Children will be released only to parents or other persons authorized to pick-up a child who are listed on the enrollment form. An authorized person will need to show a photo ID if we do not already know them. Please keep your list of authorized people and their contact information up to date.

**Late Pick-up Policy**

It is important to pick-up your child before the closing time each day to avoid undue fear or distress for your child. Please allow enough time for you and your child to gather items from his/her cubby, get their coat on and leave the Center in a relaxed manner by our closing time.

If you are unavoidably detained, please phone the center and let us know you or another authorized person is on their way. This allows us to reassure your child who is coming to pick them up.

Since a staff member must remain until the last child is out of the Center, a late pick-up fee will be assessed when a child is still in the Center after closing time. The late fee is determined by the time a child leaves the Center, not the time when a parent arrives for pick-up. Late pick-up fees are assessed in 10-minute increments and are \$10 for each 10-minute period.

If a child is still in the center 10 minutes after closing and we have not heard from the person who usually picks up the child, the Center will try to contact a parent. If unsuccessful, the Center will begin calling the persons listed as emergency contacts. It is imperative the emergency contacts are kept up to date and these contacts are located close enough to reach the Center in a reasonable amount of time. If the Center is unable to contact a parent or emergency contact by 6:00 pm, the Oak Park police will be called. Center staff will be responsible for and protect your child until authorities arrive. RFCC staff will not discuss the issue in front of the child and will speak only with the parent/guardian and/or authorities about the situation.

NOTE: Recurring pick-ups after closing time will result in a family's dismissal from the program.

**Positive Guidance & Discipline Policy**

It is the goal of the Center is to help children develop self-control, take responsibility for their behavior and understand the value of appropriate behavior. The Center encourages children to learn how to independently make appropriate choices and not to rely on adults to control their behavior for them.

The environment at the Center is designed to promote positive and enjoyable learning experiences for each child and emphasis is places on the following as preventive measures to minimize issues or concerns:

- room arrangement,
- choice of age appropriate materials and learning activities,
- consistent schedule and predictable routines,
- age appropriate expectations,
- positive staff-child interaction and
- active adult supervision.

Staff set clear, consistent, and reasonable limits and then follow through on enforcing these limits. RFCC staff remind children of the expected behavior and simple language is used to explain the reasons for these limits. To help achieve these goals, the Center utilizes supportive, positive guidance and discipline techniques which help children acknowledge their behavior, make choices about the solution and be responsible for consequences.

Specific positive guidance and discipline techniques include:

- Using redirection and distraction rather than negative reinforcement.
- Changing the learning environment when it interferes with positive behavior.
- Helping children verbalize their feelings and what they want
- Using logical or natural consequences by stating the cause and effect of behavior and allowing the child to choose
- Modeling and teaching problem solving techniques

**River Forest Community Center**  
**Early Childhood Learning Center @ OPRFHS**  
**Parent Handbook ~ 2017-2018**

**Positive Guidance & Discipline Policy (continued)**

When a child's negative behavior involves frequent hitting, pushing, biting, or harm to himself or other children or equipment, the child shall be removed from the situation for problem solving, re-direction and/or quiet time alone. This technique differs from the punitive time-out by helping a child learn to regain control and learn socially appropriate ways to express strong emotions.

Parents will be informed of recurring inappropriate behavior and the discipline measures used at the time. The Center does not recommend additional discipline by parents at home for behaviors that occur in the program. However, staff may ask parents to discuss a problem behavior with your child.

The Community Center believes ongoing discussions between parents and staff are the most effective way to address a concern and will use this approach in order to develop a solution together. At times, the Center may consult with other professionals or identify other resources which may be beneficial for a child. If a reasonable solution cannot be reached, the Center reserves the right to make a determination regarding the dismissal of a child from the Center's program.

No adult (including a parent) may ever use corporal punishment or other frightening or humiliating disciplinary techniques in our program.

Under the Abused and Neglected Child Reporting Act [325 ILCS 5/4], RFCC staff are required to report to the child abuse hotline (1-800-25A-BUSE), whenever there is reasonable cause to believe that a child may be abused or neglected.

**Parent/Teacher Communication**

We strive to build relationships with our families and to keep them informed about their child's day as well as happenings in the Center. We communicate with our families in many different ways including...

- Individually: notes, daily sheets, and briefly and informally at drop-off and pick-up
- Classroom: parent boards, lesson plans, monthly calendar, menus & events
- Center-wide: Flyers, letters to parents, newsletters and notices

We conduct orientation conferences and/or meetings with families before entering our program to familiarize families with our program and for us to get to know each child and family. Staff or parents may request and schedule individual conferences to discuss concerns, exchange information or discuss their child's growth and development.

The Center periodically distributes newsletters which may include information about classroom events, parenting topics or children's early learning, reminders about policies, or special requests. Information is also posted on the message boards located by each classroom. Please read the correspondence since it is an integral part of the Community Center's efforts to convey program information to all families.

**Release of Personal Information**

Information pertaining to the enrollment, progress, or health of an individual child shall be confidential and limited to facility staff, authorized personnel from DCFS, and/or the Oak Park Health or Police Departments.

If a student's personal information is requested by additional outside agencies, the parent/guardian of the child must sign an authorization to share information before the information can be given.

**River Forest Community Center**  
**Early Childhood Learning Center @ OPRFHS**  
**Parent Handbook ~ 2017-2018**

**Health and Safety**

**Health**

Your child's health is important to the Community Center. Our enrollment packet contains a State required medical form which lists records of immunizations and a physical exam, TB test results, and lead screening results if indicated.

The Center takes precautions to minimize the spread of illnesses including frequent hand washing and disinfecting toys daily. Please keep in mind the Center's program consists of a variety of activities including time outside (weather permitting) when deciding if your child is well enough to attend each day. If a child appears to be ill or is unable to participate in the majority of the daily activities, the parent/guardian will be called and the child will be sent home.

Keep your child home (or they will be sent home) if they have:

- A fever or have had a fever of 101° during the previous 24 hours
- Heavy nasal discharge or a constant cough
- Intestinal disturbances accompanied by diarrhea or vomiting
- Loss of appetite or are very lethargic
- Symptoms that could be a communicable disease (e.g.: unidentified rash or sores, headache, sore throat, red itchy or crusty eyes, lice).

**24 Hour Rule - Before returning to group care, a child needs to:**

- Be symptom free for 24 hours
- Have a normal temperature for 24 hours (without aid of a fever reducing medicine)
- Be on an antibiotic for at least 24 hours

A doctor's note may be required before a child can return to the program to assure they are not contagious and are well enough to participate in a group care setting. Please consider that children who return to group care while convalescing are more susceptible to relapse or to contract other illnesses.

Call the RFCC Site Director's office to report a child's absence or to inform the Center of any communicable illness. Our program is required to report cases of some infectious illnesses and to take precautionary measures to reduce the spread of the disease. Notification is also important in order to inform other families to be on the lookout for certain symptoms.

**Medication**

Should a child need to be given prescription medicine, RFCC staff can administer medications provided a completed Medication Authorization form is on file with the Center. Prescriptions must be in their original or pharmacy bottle/container and must have a pharmacy label which lists the child's name, dosage, frequency, prescription number and doctor's name.

Non-prescription medications also require a completed Medication Authorization form. Non-prescription items must be in their original container with the child's name written on the label. A signed physician's order may be required for non-prescription medications.

**Emergency Care (serious accidents or illnesses)**

If a serious accident or illness occurs, the safety of the child will be the first priority and parents will be notified as soon as possible. If immediate medical attention is required, a staff member will call 911. If necessary, the child will be accompanied by a staff member and taken by ambulance to the closest emergency center. Information and authorization for a child to receive any emergency medical treatment deemed necessary is part of the enrollment forms.

**Liability Insurance**

The River Forest Community Center carries liability insurance coverage in the single limit minimum amount of \$300,000 per occurrence. The Community Center does not provide medical insurance coverage for participants. Children's medical coverage should be through a separate individual or family insurance policy.

**River Forest Community Center**  
**Early Childhood Learning Center @ OPRFHS**  
**Parent Handbook ~ 2017-2018**

**Allergies/Special Needs**

Our enrollment packet contains forms requesting information about your child's health and development and any concerns or special needs your child may have. The needs of a child can only be addressed if the Center is aware of a special need or concern. An Illinois Food Allergy Emergency Action Plan or vital information form is required to be completed for children with any allergies, special diets, or special needs that lists treatments and accommodations. It is a parent's responsibility to keep the Center updated on any changes to their child's needs or treatment plan. Families may be asked to bring alternate foods or beverages if an acceptable alternative is not regularly served by the Center.

**Nutrition and Daily Care**

**Infant Meals**

**Bottles:** Families must provide pre-made bottles of formula, milk or juice. Please label bottles & caps with your child's name and store them in the refrigerator in the container labeled for your baby. Unused bottles must be taken home at the end of the day or be discarded.

**Baby Food:** Families must provide food for their baby until the child is of age where he/she can consume the table foods provided by the Center's meal service. Menus are posted and available in each classroom. To avoid confusion and to meet your baby's needs, please label food items with your child's name. Leftovers from open jars or packages shall be dated, refrigerated and served within 24 hours or discarded.

**Snacks/Lunch**

All toddlers, two year olds and preschool age children will be offered a morning and an afternoon snack. Children also receive a hot lunch provided by OPRFHS's food service program.

**Diaper Supplies**

Parents are to provide diapers and disposable wipes for their child and diaper cream (if necessary). Please label packages with your child's name.

**Clothing**

Our program includes some messy activities and very active play. Children should wear comfortable, easy to fasten, washable play clothes and rubber soled/non-skid shoes so they can feel safe and comfortable participating in the activities we offer. Although we attempt to protect clothing with bibs for our youngest and art smocks for the older children, spills, messes or accidents may occur. Parents are to provide a plastic covered shoebox with at least one full set of extra clothes which will be left in your child's classroom. Please label all items with your child's name in order to help us keep track of the extra clothes. Since children grow and seasons change during the year, parents should periodically check their spare clothes box to ensure an appropriate change of clothes is available.

**Outdoors:**

Fresh air and outdoor large motor activities are important to a child's health and development and children go outside regularly. Please help your child be comfortable and dry by dressing them for outside play. Appropriate winter clothing includes a warm jacket, hat, mittens, boots, scarf, and snow pants. Please help us keep track of clothing by having it labeled with your child's name.

**Rest Time/Nap Time**

Toddlers through preschool aged children have a 2-hour midday naptime. Our program provides each child with a cot and a sheet during the rest period. Please bring a labeled, small crib-size blanket and a comfort item (if they use one) for your child to feel comfortable during naptime. Blankets should be taken home weekly for laundering.

**River Forest Community Center**  
**Early Childhood Learning Center @ OPRFHS**  
**Parent Handbook ~ 2017-2018**

**Items or Toys from Home**

Transitional objects such as a stuffed animal or blanket are encouraged to be brought to the Center as long as a child needs them to feel comfortable. These objects are the child's personal property and are used when a child needs comfort. These items are not shared with others.

Other than transitional objects, children should not bring toys from home. Toys or other items from home should be left in the car or kept by the parent at drop off. A child's personal toys can cause unnecessary conflicts for children and teachers and are easily lost or broken in a group care setting. The Center is not responsible for toys brought from home unless a child's teacher requests an item that is connected to the curriculum or special activity.

**Birthdays and Celebrations**

Families may bring a special snack to celebrate their child's birthday. Licensing and health department requirements limit these snacks to store bought products free of peanuts/tree nuts and any other allergens that may cause harm to enrolled children. Store bought items must arrive sealed in their original container. No homemade items will be served. Please check with your child's teacher before choosing your child's treat.

As a symbol of appreciation and celebration, the Center suggests families donate a book to their child's class in the name of the child for their birthday. Special "In honor of..." stickers commemorating the gift are placed on these books. This is a gift that keeps giving! Please check with your teacher if you'd like some suggested titles. Classrooms may have other celebrations or parties during the year. This may include a fall harvest day, Valentine's Day, or Dr. Seuss's birthday. Classroom notices or newsletters inform families of these events.

**Center Closings**

The RFCC program follows the OPRF High School calendar to determine the first and last day of our program year, holidays, and other days the child care program will be closed. The Community Center provides families with a list of the days the center is closed each year and this information is also listed on the high school's website at [www.oprfhs.org](http://www.oprfhs.org)

During inclement weather, our program will remain open when OPRFHS is open and close when OPRFHS closes. Information about delayed openings or school closings will be communicated via the School Messenger® Communication System. Depending on the message content, parents may receive automated telephone calls, emails, or text messages from School Messenger® to communicate any changes in our daily operating schedule. It is a parent's responsibility to keep their contact information up to date in order to receive the most current information. Emergency closing info may also be viewed on The Emergency Closing Center website [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com) or by tuning into local radio (WGN 720 AM or WBBM 780 AM) or TV stations (WBBM – 2, WMAQ – 5, WLS – 7, WGN – 9, WFLD – 32). Listen or look for Oak Park and River Forest High School, Cook County, District 200.

**Transportation**

The River Forest Community Center does not provide transportation service to or from the OPRF High School site.

**Field Trips**

Various field trips may be scheduled throughout the school year. If a field trip is scheduled for your child's class, written notice will be given prior to the trip stating the itinerary and mode of transportation (bus/walking, etc.). Volunteers are always welcome on field trip days.

**Early Childhood Education Students**

The Community Center is proud of its partnership with OPRFHS and its connections with the greater early childhood education community. We welcome and support OPRFHS and area college students studying early childhood education into our classrooms to conduct required classroom observation and practicum hours. These students must have a reference check, medical clearance, and background check on file prior to spending time in our classrooms. Additionally, the students are directly supervised by a teacher and will not be left alone with a child, although they will observe, conduct and participate in activities for the children.

**River Forest Community Center**  
**Early Childhood Learning Center @ OPRFHS**  
**Parent Handbook ~ 2017-2018**

**Emergency Response, Evacuation & Crisis Plans – General Information**

The River Forest Community Center operates programs at two locations:

- 1) 8020 Madison Street in River Forest and
- 2) Oak Park & River Forest High School, 201 N. Scoville Avenue in Oak Park.

Each program site has an Emergency Response plan and an Evacuation plan that is specific to the building where the program is located. Information regarding the specific procedures for each location is outlined in the respective plan for each building and should be referred to in the event of an emergency situation. The Emergency Response plan and the Evacuation plan for each site are reviewed annually and is included as part of staff orientation. Copies of the plans are in each classroom and also available for parents at the Community Center's office.

**River Forest Community Center  
Early Childhood Learning Center @ OPRFHS  
Parent Handbook ~ 2017-2018**

**Acknowledgement of Parent Handbook and  
RFCC Policies and Procedures**

*Please sign this page and return it with your registration forms*

I have received and understand the information in the Parent Handbook and I agree to abide by all RFCC policies as stated in the Parent Handbook.

Child's Name: \_\_\_\_\_

---

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of RFCC Early Childhood Director

\_\_\_\_\_  
Date