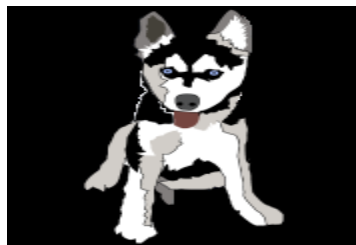


# River Forest Community Center

Early Childhood Education Program @

OPRFHS

## Parent Handbook



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Early Childhood Program

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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 and has moved to different locations throughout the years in order to accommodate increased enrollment. Since 1993, the RFCC early childhood program has been located at 8020 Madison Street. In 2008 the Community Center and Oak Park River Forest High School (OPRFHS) formalized a collaborative partnership and the Center began managing the child care program at the high school as its second site.

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 old to Pre-Kindergarten and the Community Center must meet the criteria set by ExceleRate, which monitors the quality and improvement of early childhood programs in the State of Illinois. 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 included as part of the enrollment packet which is provided to families and a complete copy of the licensing standards is also available in the Site Director's office.

## **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
- 

**Mission:** The mission of the RFCC Early Childhood Education program is to provide safe, affordable, high quality education/child care for students and staff at Oak Park and River Forest High School and other community members and supports families in their efforts to reach their goals. The RFCC child care center provides a cognitively based program for children ages six weeks to five years which emulates a home-like environment where children are encouraged to develop at their own pace. The RFCC staff is committed to providing a quality early childhood education program and offers support and encouragement to the families we serve.

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#### 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 research based on how young children develop and learn, and the methods which most effectively foster children's growth, development and learning. DAP guides decisions a teacher makes throughout the day regarding the selection of materials and the most appropriate teaching methods 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 which include a variety of hands-on activities that allow children to explore materials, construct knowledge and instill a love for learning.

#### Program Objectives

- **Personal Growth** – To help each child develop autonomy and trust in their own skills and abilities.
- **Emotional Growth** – To help each child 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 develop communication skills for listening and speaking and an environment to promote 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

The daily schedule varies by age and developmental abilities. Children respond well to established routines and knowing what will happen next. The RFCC strives to provide a variety of balanced activities that are available for all children. Specific schedules are posted in each classroom and given to parents at the time of enrollment.

#### Classroom Transitions

At times, participants may become eligible to transition from one classroom to another during the school year based on their age. For the benefit of the child, it is the goal of the Community Center to make any transition as smooth as possible and to use the eligibility date as a guideline for completing the transition. Although most transitions are completed by a child's eligibility date, a transition does not automatically occur based on a child's age since there are several factors which must be taken into consideration including, but not limited to, 1) an opening in the classroom which a child is transitioning into, 2) the age appropriateness of the transition, and 3) the emotional and developmental needs of a child. Prior to initiating a child's transition, the Site Director and/or Assistant Site Director will provide parents/guardians with information about the transition process.

#### Early Childhood Staff

All RFCC early childhood program staff meet or exceed DCFS licensing requirements. Each year RFCC staff members complete 20 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.

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**Assessment Procedures and Screenings**

The developmental screenings, observation tools, and assessment procedures utilized in our program align with our program curriculum and philosophy of learning through play. Parents are expected to complete the *Ages and Stages Questionnaires (ASQ)* screening tool each fall and spring. ASQ provide reliable, accurate developmental and social-emotional screenings that draw on a parent or guardian's knowledge of their child to help recognize delays and track progress. Completing the ASQ helps a teacher become familiar with a child and also provides information on how parents/guardians feel their child is progressing. Hearing and vision screening can also be provided by the Collaboration for Early Childhood Care and Education.

**Enrollment and Withdrawal Information**

**Enrollment fees:**

- An annual non-refundable registration fee of \$55/family is required at the time of registration.
- A non-refundable 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 for changes during the school year).

**Full-Time Enrollment:**

- Registration for fall enrollment begins in mid-March for children or their siblings currently enrolled in the RFCC early childhood program.
- Registration opens to new participants in late March with priority given to employees of OPRFHS.
- The completed application form, paid registration fee and tuition deposit are all required and must be submitted to the Site Director before a child is considered enrolled in the RFCC child care program.

**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.**

**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 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, the RFCC program may not be an optimal fit for a child or family. RFCC will make an effort to resolve challenges that arise by working collaboratively with families. 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 dis-enroll or dismiss a child from the program.

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**Enrollment and Withdrawal Information (continued)**

**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**

RFCC programs do 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 projected cost of staffing, program materials and other associated costs which are required to operate the program on an annual basis. Once a child's enrollment is accepted by the Community Center, a classroom slot is reserved specifically for that child. As a result, there are no refunds, credits, or make up dates issued 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 participant'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 due date can result in suspension from the program.

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**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 his/her room and take a few minutes to:

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

NOTE: It is the parent's or family authorized person's responsibility to sign a child 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 times during the year. Parents/caregivers 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 to leave, it is best for your child to make your goodbye loving, firm, and final since these methods help instill trust and integrity in the relationship with your child. If desired, participants may call and check on a child during the day.

**Departure**

Each afternoon please pick up your child from the designated 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 his/her activity
- help your child put on his/her coat
- have a wonderful evening together!

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**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 RFCC staff does 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 OPRFHS child care center and let us know you or another authorized person is on their way in order to reassure your child about 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 at the following rate: \$10.00 for the first 10-minute period and \$1/minute for any time after the initial 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 a child until authorities arrive. RFCC staff will not discuss an issue in front of a child and will speak only with the parent/guardian and/or authorities about a 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 early childhood education program is designed to promote positive and enjoyable learning experiences for each child and emphasis is placed 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 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 feelings for 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

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**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 any disciplinary measures taken. The Center does not recommend additional discipline by parents at home for behaviors which occurred in the program. However, RFCC staff may ask a parent/guardian to discuss a problem behavior with his/her 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 determine whether a child's enrollment shall continue in the Community Center's program.

The use of corporal punishment or other frightening or humiliating disciplinary techniques by an adult is prohibited 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 has been abused or neglected.

**Parent/Teacher Communication**

The RFCC strives to build relationships with families and keep them informed about their child's day and other happenings at the Center by communicating in the following ways:

- 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

The RFCC conducts orientation conferences and/or meetings with families before a child starts in our program in order for both parties to become familiar with each other. Staff or parents may also request or schedule individual conferences during the year to exchange information, address concerns, or discuss their child's growth and development. For Pre-K participants, progress reports are prepared and Parent/Teacher conferences are scheduled two times during the school year. Additional conferences can be scheduled as needed.

The Center periodically distributes newsletters which may include information about classroom events, parenting or early childhood topics, reminders about guidelines or procedures or other special requests. Information is also posted on 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 is considered confidential and dissemination shall be limited to facility staff, authorized personnel from DCFS, the Oak Park Health or Police Departments and/or other designated agencies.

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



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**Health and Safety**

**Health**

Your child's health is important to the Community Center. Our enrollment packet contains a DCFS 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 on a daily basis. 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.

Per DCFS licensing standards, a child must be kept 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 must:**

- 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**

Community Center staff will not administer any fever reducing medication without a physician's note and can only administer the medication within the first 24 hours of the onset of the pain. 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.

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**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.

**Allergies/Special Needs**

The RFCC enrollment packet contains forms requesting information about a 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 which lists treatments and accommodations is required to be completed for any child with allergies, special diets, or other special needs. It is a parent/guardian's responsibility to inform the Center of 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. Per DCFS regulations, food from home is not allowed for children one year of age and older unless the child has a food allergy or food restriction. If food is brought from home, a note from the child's doctor must state the food allergy and/or food restriction in order for the child to consume the food.

**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 either be taken home at the end of the day or 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 the OPRFHS 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**

The RFCC program may include some messy activities and very active play at times. 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 activities that are offered. Although the Community Center attempts to protect clothing by providing bibs or art smocks for children, spills 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

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with your child's name 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. All children will go outdoors daily for at least 20 minutes as long as the chill factor is above freezing (32° F). Appropriate winter clothing includes a warm jacket, hat, mittens, boots, scarf, and snow pants. Please label clothing 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 used) for your child to feel comfortable during naptime. Blankets should be taken home weekly for laundering. Infants will be placed on their backs unless directed otherwise by the child's physician.

**Items or Toys from Home**

The Community Center encourages the use of transitional objects such as a stuffed animal or blanket as long as a child needs them to feel comfortable. These objects should be brought to the early childhood program and will be used when a child needs comfort. These items are considered a child's personal property and will not be 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 children enrolled in the program. Any store bought items must arrive sealed in their original container and 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 including a fall harvest day, Valentine's Day, or Dr. Seuss's birthday. Classroom notices or newsletters will inform families of these events.

**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 a class, written notice will be provided prior to the trip stating the itinerary and mode of transportation (bus/walking, etc.). Volunteers are always welcome on field trip days.

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**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 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.

**Early Childhood Education Students**

The Community Center is proud of its partnership with OPRFHS and its connections with the greater early childhood education community. The RFCC also welcomes and supports 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 the classrooms. Additionally, these 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 with the children.

**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.

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**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: \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date