2020/21 Two-Year-Old Preschool Calendar

Meet & Greet (parent/child)

September 11 Classroom (9:00-10:00 a.m.) - Wed/Fri Class
Children will be emailed their assigned 20-minute time slot within the above timeframes.

September 15 Classroom (9:00-10:00 a.m.) - Tu/Th Class
Children will be emailed their assigned 20-minute time slot within the above timeframes.

Two-Year-Old Preschool Calendar

September 16 Classes Begin - ½ Day - Wed/Fri Class
See Your Welcome Email For Your Scheduled Time

September 17 Classes Begin - ½ Day - Tu/Th Class
See Your Welcome Email For Your Scheduled Time

September 18 First Full Day For All Students - Wed/Fri Class

September 22 First Full Day For All Students - Tu/Th Class

November 3 No School - Election Day

November 11 No School - Veterans’ Day

November 24-27 No School - Thanksgiving

December 18 No School - Winter Break Begins

January 5 Classes Resume - Tu/Th Class

January 6 Classes Resume - Wed/Fri Class

March 19-26 No School - Spring Break

April 2 No School - Good Friday

May 13 Last Day Of Preschool - Tu/Th Class

May 19 Last Day Of Preschool - Wed/Fri Class
The Little Learners Preschool staff would like to welcome you and your child to the 2020-2021 school year. The following information will be used throughout the year and should be saved as a reference. Should you have any questions or concerns, please contact the Recreation Supervisor, Julie Freels, at (847) 996-6808 or julief@vhparkdistrict.org. We look forward to a wonderful year of preschool with your family.

Little Learners Preschool Goals & Expectations

Little Learners Preschool instructors offer unique learning experiences that are play-based, developmentally appropriate, and respectful of social, cultural, and linguistic diversity. Our curriculum is guided by the Illinois Early Learning Guidelines for Birth to Age Three. We believe in the importance of fostering the mental, physical and social growth and development of the preschool child within a planned environment provided by trained personnel and the cooperative involvement of the parents. We achieve this mainly through play, a young child’s most important work. Through play, a child gains a sense of self, as well as developing social relationships with other children and adults. Children also are given the opportunity to develop both small and large motor skills, as well as cognitive and language skills. We recognize that each child is unique and special, with individual interests and needs. Above all, we want our time together to be comfortable, relaxed and happy. We hope that both you and your child will be pleased with our program.

Student Paperwork

Children enrolled in Little Learners Preschool must have the following paperwork on file. Forms are available online at www.vhparkdistrict.org.

- Child Data Form - Little Learners Preschool
- State of Illinois DHS Certificate of Child Health Examination (Completed By Child’s Physician / Required Annually—Due to instructor by 9/21/2020)
- Medication Dispensing Form and/or Food Allergy & Anaphylaxis Emergency Care Plan (If Applicable)
- Copy of Child’s Birth Certificate (New Students Should Present Copy To The Registration Desk)

All forms should be completed accurately and thoroughly and submitted to julief@vhparkdistrict.org one week prior to the first day of preschool unless noted otherwise. If you would like to update your Child Data Form throughout the year, contact the Recreation Supervisor. Should your contact information change, notify the Recreation Supervisor and the registration desk to make changes in the registration database.

Tuition Payment Schedule

The first preschool tuition payment was due by July 5. A payment will be due on the 5th of each month through December 5. No refunds will be granted after December 5 unless the Park District cancels class.
Communication

Little Learners Preschool staff are looking forward to providing your child with a positive and rewarding preschool experience. We hope to establish mutual relationships with each child and family. Your child will frequently come home with a note and/or project. Check your child’s bag on a daily basis in order to remain informed about classroom activities. For your convenience, preschool information will also be posted on the classroom Homeroom App.

Parents are encouraged to download the Homeroom App. Instructors will post an overview of the day’s activities, photos, announcements, and reminders on a regular basis. The Homeroom App invitation will be sent to the email account on file with the registration office. Families may not use the app for marketing or advertisement purposes.

Understand that drop off and pick up times are very busy; please be patient when approaching instructors or the Recreation Supervisor with questions/concerns. If you are rushed for time, you may submit your concerns in writing and staff will contact you by phone later in the day. Our instructors do their best to avoid returning calls during instructional time, but will contact you before or after class. If you have a pressing concern, please call or email the Recreation Supervisor at (847) 996-6808 or julief@vhparkdistrict.org.

Program Location & Hours

Little Learners Preschoolers have access to their preschool classroom as well as both indoor and outdoor areas for gross motor development and exploratory learning.

Two-Year-Olds

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Room</th>
<th>Tu/Th</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom D - Green Room</td>
<td>B10201-1</td>
<td>Tu/Th</td>
<td>9/15-12/15</td>
<td>9:00 a.m.-10:30 a.m.</td>
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<td></td>
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<td>1/5-5/13</td>
<td>9:00 a.m.-11:00 a.m.</td>
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</tbody>
</table>

| Classroom B - Purple Room | B10201-2 | W/F            | 9/11-12/16  | 9:00 a.m.-10:30 a.m. |
|                         |          |                | 1/6-5/19    | 9:00 a.m.-11:00 a.m.   |

Preschool Closings

Little Learners Preschool will be cancelled if Hawthorn District #73 closes for the entire day due to inclement weather. The Park District is registered with the Emergency Closing Center. Visit www.emergencyclosings.com and look for Little Learners Preschool - Sullivan Center for status updates. Class cancellations by the park district will result in a program credit or make-up day.

If classes are cancelled for non-weather related reasons, families will be notified via the Homeroom App and email.
Health Policy

Prior to sending their child to preschool each day, a parent/guardian must complete the Vernon Hills Park District: Patrons, Participant, And Third Party Vendor Wellness Screening for the child. A copy of the screening is enclosed in this handbook.

To maintain a healthy preschool environment, keep your child home if they have experienced any of these symptoms within the past 72 hours: fever of 100.4 or higher, shortness of breath, muscle aches, loss of taste, headache, chills, sore throat, cough, runny nose, rash, diarrhea, nausea, vomiting, fever, earache, or any communicable disease. All children must be symptom-free within 72 hours of attending class.

To report an absence, please call (847) 996-6808 and leave a detailed voicemail or message for the preschool instructors. You can also report an absence via email to julief@vhparkdistrict.org.

Parents/guardians whose children develop communicable diseases; i.e. chicken pox, head lice, pertussis, COVID, etc. must notify the Recreation Supervisor as soon as the child is diagnosed. The name of the affected child is not released; however, parents are notified of the occurrence of a contagious illness. A doctor’s note may be required for your child to return to class.

Should a child become ill at preschool, parents/guardians will be notified immediately so that the child can be picked up. Parent/guardian must pick up child immediately after being notified of their health condition or make arrangements for an approved caregiver to do so. If we cannot reach a parent, the emergency contact will be called. The symptomatic child will remain quarantined under supervision until picked up.

Safety Precautions

To maintain a healthy preschool environment, the following safety precautions will be implemented:

- Employees must wear face coverings over their nose and mouth when within 6-ft. of others. Exceptions may be made where accommodations are appropriate in accordance with guidelines.

- Social distancing of at least 6-ft. shall be maintained between non-household individuals unless participating in activities permitted under guidelines. Activities will be designed for social distancing and staff will remind preschoolers to remain socially distanced as needed.

- Children are required to wear a cloth face covering to preschool to be worn indoors and when social distancing is not practical. This requirement applies to children over the age or 2. People with medical conditions or disabilities that prevent them from safely wearing a cloth face covering must communicate the concerns with the Recreation Supervisor for accommodations to be considered.

- Increased handwashing and hand sanitizing (staff and children).

- Preschool two-year-old classes will include up to 12 children with assigned staff. Classes will remain static throughout the school year and will not engage with each other. Class transfers cannot be accommodated once the school year begins. Children enrolled in preschool will be removed from all preschool waitlists on the first day of preschool.
Safety Precautions Continued

- Each preschool class will have dedicated indoor classroom space, equipment, and materials.

- Children will supply their own preschool supply kit. Teachers will replenish the supply kit with classroom materials as needed. See the 2020/21 Preschool Supply List included in this handbook.

- Cleaning and disinfection of premises, equipment, and materials will be conducted in compliance with CDC protocols.

- The Sullivan Community Center will have a designated area (separate from others) for anyone who exhibits COVID-like symptoms during hours of operation to isolate from others before being picked up to leave. Should a child become ill at preschool, a parent/guardian will be notified immediately so that the child can be picked up as soon as possible. If we cannot reach a parent/guardian, the emergency contact will be called. The symptomatic child will remain quarantined under supervision until picked up.

- Attendance and visitor logs will be maintained.

- Class arrival and dismissal times have been adjusted to allow for staggered start/end times.

- The Sullivan Community Center playground will be closed during Phase 3. The Sullivan Community Center playground may be utilized in Phase 4. Classes will visit the playground according to an assigned schedule to avoid comingling of classes.

- Traditional whole-preschool/family events will be modified and/or replaced with smaller, but equally enjoyable, classroom events for the students to enjoy during class.

2020/21 Preschool Supply List (2s)

Bring the following school supplies in a small, plastic pencil box labeled with your child’s name on the first day of preschool:

- Large Washable Markers (8-10 Count; Preferably Crayola)
- Jumbo Crayons (8 Count)
- Washable Liquid Glue (4 Ounce Bottle)
- 1 Pair Blunt Scissors (Labeled With Child’s Name)
- 6 Glue Sticks

Note: If supplies do not fit in your pencil box, please place the overflow in a gallon baggie labeled with your child’s name.
**Daily Supplies Needed**

Children are required to wear a clean, cloth face covering to preschool. Children will wear their face covering indoors and when social distancing is not practical. Children should bring an extra face covering (in a sealed baggie) to class in their tote bag in case the face covering needs to be replaced during the preschool day. This requirement applies to children over the age of 2. People with medical conditions or disabilities that prevent them from safely wearing a face covering must communicate the concerns with the Recreation Supervisor for accommodations to be considered.

Children should dress in clean, comfortable, washable clothing as many preschool activities are messy. Gym shoes are recommended to permit full participation in preschool activities. Children will be participating in both indoor and outdoor activities. Dress in layers and provide outerwear for fluctuating temperatures. Each child will have a cubby and hook on which to hang jackets/bags. Each child should bring a change of clothes & socks in a plastic bag to be stored in the classroom. This ensures that your child will have a change of clothes in the event of a spill or toileting accident and a parent/guardian needs to return to preschool to change the child.

All clothing and personal items should be labeled with your child's full name including jackets, hats and face coverings. Staff/Volunteers are not responsible for lost/stolen money, valuables, or personal items. With the exception of show-and-tell, all personal toys, games, and electronics must remain at home.

Little Learners Preschool will issue a tote bag in lieu of a backpack to be used for transporting projects, notes, and class essentials. You may personalize this bag to make it easily recognizable; however, please ensure that all decorations are washable. Families are to wash their child's preschool tote bag on a regular basis.

Note: Turn in any paperwork, supply donations, etc., directly to the instructor. Staff do not check student bags for such items.

**Classroom Interest Centers**

Little Learners Preschool classrooms are equipped with activity centers designed to create defined interest areas that limit distractions, foster more complex play, and promote collaboration, socialization and social distancing. Within each classroom, you will find the following (some centers may be altered or temporarily closed for safety):

- Dramatic Play
- Math & Manipulatives
- Science & Discovery
- Art Exploration
- Sand & Water Table (Sensory)
- Technology / Writing
- Library
- Learning Toys & Games
- Music & Movement

Each classroom contains a sink for handwashing and hand sanitizing stations/bottles.
**Preschool Daily Schedule**

The Little Learners Preschool daily schedule is designed to incorporate individual, small group, and large group interaction between children and their peers/teachers. The children are kept active and engaged throughout their day. All aspects of the curriculum, as well as classroom centers and toys, are carefully selected to encourage exploratory learning and social distancing. Children may participate in choice time, small group learning, art, circle time, and fine/gross motor activities. Our daily schedule is relaxed to encourage self-exploration and a love of play and learning!

**Class Arrival/Dismissal**

**Social Distancing/Face Coverings:**

Families are to wait in their vehicles until class start/end time. Please do not enter the lobby/preschool hallway more than five minutes prior to your class start/end time. We appreciate your cooperation as we work to limit gatherings in the lobby/hallway using staggered class start/end times. Maintain social distancing while waiting in the lobby or hallway.

Parents/caregivers and children must wear cloth face coverings during our arrival/dismissal process. This requirement applies to children over the age or 2. People with medical conditions or disabilities that prevent them from safely wearing a face covering must communicate the concerns with Recreation Supervisor for accommodations to be considered.

Please be prompt in dropping off and picking up your child. If an emergency occurs, please call the preschool at 847-996-6808 or front desk at 847-996-6800.

**Arrival:**

Escort your child into the building and enter the preschool wing through the security door. Our security door will be propped open five minutes before class begins and will remain open until our drop-off process is completed. You will receive the security code via email prior to the first day of school to use if you arrive late. This code should only be shared with the authorized drop-off/pick-up individuals on your preschooler’s Child Data Form.

Instructors will open their doors promptly at the class start time. Arrival activities are an important component of the daily schedule. Arriving promptly to preschool ensures that your child can fully participate in the arrival sequence and also reduces class disruptions.

Children may experience separation anxiety at the beginning of the session or throughout the year. Children usually do best when parents project a confident, positive attitude and depart with a quick goodbye. If your child experiences difficulty at drop off, you may wait in your vehicle for an update. Class instructors can typically comfort an upset child and engage him/her in an activity. If the child has not been comforted or engaged in activities, the instructor will contact the parent/guardian to provide an update via phone.
Dismissal:

Children must be picked-up promptly at the end of class by a parent/guardian or an authorized individual. Authorized individuals must be listed on the preschooler’s Child Data Form and be able to present a valid state identification card or driver’s license. To update this form throughout the year, contact the Recreation Supervisor. All updates need to be submitted in writing; staff are unable to alter pick-up arrangements on verbal requests alone.

Separation Anxiety

Children may experience separation anxiety at the beginning of the session or throughout the year. Children usually do best when parents project a confident, positive attitude and depart with a quick goodbye. If your child experiences difficulty at drop off, you may wait in the lobby. Class instructors can typically comfort an upset child and engage him/her in an activity. If the child has not been comforted or engaged in activities, the instructor will contact the parent/guardian to provide an update.

Restrooms

Children should visit the restroom with their caring adult upon arriving at the Sullivan Center before class begins. Children are able to use the restroom as needed and if necessary will be prompted by an instructor to take a restroom break. Children who are able to use the restroom independently should wear clothing that aids in bathroom independence (avoid difficult belts, buttons, and one-piece outfits). Please keep instructors informed regarding your child’s progress in “potty-training”.

Children enrolled in two-year-old preschool may wear diapers or pull-ups to class. If your child needs to be changed while at class, a parent/caregiver will be contacted for assistance. Instructors are not responsible for changing soiled clothing. A parent/guardian or caring adult must be available within fifteen minutes.
Family Involvement

Family involvement in Little Leaners Preschool is important as it allows parents/guardians to gain an understanding of the program while showing the child that they value the school, the instructors, and the classroom community.

Classroom visitors will be limited during the 2020-21 school year.

If you have a special holiday tradition or celebration that you would like to share with the class, please contact your instructors. Our children enjoy learning about various holidays and celebrations.

Parents/Guardians who have a special talent or career and would like to provide a preschool learning experience may contact their preschool instructor to make arrangements. We would love to work with you to schedule a virtual visit.

Parents/Guardians who would like to visit the classroom should contact their preschool instructors to make arrangements for a virtual visit. All other visitors must contact the Recreation Supervisor at (847) 996-6808 to schedule an appointment outside of preschool hours.

Throughout the school year, preschoolers will participate in special events and celebrations. Details regarding each celebration will be posted on the Homeroom App and noted on the monthly calendar. We appreciate your understanding as we work to make any modified celebrations safe and memorable for our preschoolers.

Homeroom App

You will receive an invitation to the Homeroom App via the email on your registration account. Preschool staff will share announcements, photographs, and summaries of class activities with families via the Homeroom App. Check your Homeroom page regularly to remain informed of class happenings.

The Homeroom App can be downloaded to your mobile phone or you may access the Homeroom App online at https://gethomeroom.com. If you need to reach preschool staff or ask a question, please email the Recreation Supervisor directly at julief@vhparkdistrict.org.

Class Lists

Once school begins and everyone turns in their Child Data Form, we will compile and distribute a list of all the names, addresses, phone numbers and parent’s names of the children in your child’s class. Parents find this list helpful for building relationships outside of preschool. If you do not want your name or contact information included on the list, please let your teacher know on the first day of class.
Birthdays

Instructors will recognize each birthday child in a special way.

Preschoolers who would like to celebrate their birthdays may send non-edible birthday treats such as bubbles, pencils, party favors, stickers, or coloring books to be distributed to classmates.

Children may distribute personal party invitations only when all classmates will be included in the celebration. Families are asked to make alternate arrangements for invitation distribution when possible. A class list is provided for your convenience.

Food Allergies / Dietary Restrictions

Indicate your child’s food allergies and/or dietary restrictions on your preschooler’s Child Data Form. Notify your preschool instructor of any food allergies and/or dietary restrictions. If your child has food allergies, a Food Allergy & Anaphylaxis Emergency Care Plan signed by the child’s physician must be submitted prior to participation.

Medication

We make reasonable accommodations in our programs and camps for individuals with disabilities including staff dispensing or administering medication in appropriate instances. All requests for medication dispensing or administration will be evaluated on a case-by-case basis by the Park District.

Whenever possible, medications should be dispensed or administered by parents or guardians before or after programs and camps. Please note that the Park District does not have medical providers (e.g., licensed medical professionals such as doctors, nurses, etc.) on staff. In some circumstances, the administration of medication cannot be performed by Park District staff because of specific and/or complex physician or manufacturer instructions, because a request requires medical diagnosis or judgment from our lay staff, and/or because the medication requires invasive procedures.

Your request for medication dispensing/administration will be reviewed on a case-by-case basis and assigned staff will follow-up with you regarding any questions or regarding any requests that cannot be accommodated, including providing you with the reasons the request(s) cannot be accommodated.

If there is a need for dispensing/administration of medication during a minor’s participation in a District program, the parent/guardian should follow the steps outlined in the Medication Dispensing/Administration Information and Process for Parents and Legal Guardians Form available online at vnparkdistrict.org. If you have questions or need further assistance, please contact the District’s ADA Compliance Officer at (847) 996-6802.
Behavior Management

Our preschool instructors implement a variety of positive guidance strategies including modeling skills, offering choices, employing redirection, altering the environment, and reflection. All behavior management strategies are suggested to the children in a gentle, positive, and discreet manner. Instructors will maintain open communication with families to work through behavior concerns. The park district reserves the right to suspend or dismiss any participant whose behavior disrupts the program or endangers him/herself or other participants. A parent/guardian or authorized individual must be available to pick up the child within fifteen minutes.

Inclusion Services

The Vernon Hills Park District is committed to promoting and encouraging positive interactions among participants with and without disabilities. Staff members are available to assist participants with accommodations needed for success in and enjoyment of our programs in accordance with the Americans with Disabilities Act. Once registered, contact the Recreation Supervisor at (847) 996-6808 at least five days prior to the start of the preschool year to discuss your child’s special needs and how the district may accommodate those needs. Should a request for inclusion services arise throughout the year, please contact the Recreation Supervisor as soon as possible.

Little Learners Preschool works together with SRACLC (Special Recreation Association of Central Lake County), to provide additional services for children identified with special needs.

Early Childhood Screenings

Little Learners Preschool is committed to working with your family to prepare your child for preschool. On occasion, preschool staff will refer families to an outside agency for an early intervention screening. Staff will be part of your support team as long as a signed consent & authorization to release information form is on file with the park district. A release from the agency or provider will also serve this purpose.

Scholastic Book Club & Box Tops for Education Fundraisers

Your child will receive Scholastic Book Club fliers throughout the school year. All orders must be submitted online by the advertised deadline. Participation in the Scholastic Book Club program allows our program to purchase books and materials for our classrooms while allowing you to expand your home library. Online ordering information and our class code will be sent home with your child’s first Scholastic Book Club flyer.

No more clipping... Box Tops for Education has gone digital. Download the mobile app, select Vernon Hills Preschool as your school, shop as you normally would, and then scan your receipt to find participating products. The app will automatically credit our school account with your Box Top earnings.
Daily Supply Checklist (2s)

□ Water Bottle
Send a reusable water bottle (24-ounce minimum) labeled with your child’s name to preschool each day to help ensure that your child stays hydrated. Water fountains, except for touchless water bottle refill stations, will be made unavailable for use. Staff will assist children in refilling water bottles as needed.

□ Gym Shoes and Socks
Gym shoes are recommended to permit full participation in preschool activities; avoid sandals, flip-flops, dress shoes, etc.

□ Clean, Comfortable, Washable Clothing
Children should dress in clean, comfortable, washable clothing as many preschool activities are messy.

□ Clean, Cloth Face Covering (Required)
Children are required to wear a clean, cloth face covering to preschool. Children will wear their face covering indoors and when social distancing is not practical. Children should bring an extra face covering to class (in a baggie) in their tote bag in case the face covering needs to be replaced during the preschool day.

This requirement applies to children over the age or 2. People with medical conditions or disabilities that prevent them from safely wearing a face covering must communicate the concerns with the Recreation Supervisor for accommodations to be considered.

□ Snack (Starting In January 2021)
All students should pack a small, nutritious snack to be enjoyed mid-morning.

For health and safety reasons, snacks and lunches must be packed in disposable, single-use containers/bags. Reusable containers and lunch bags are not permitted. Snacks cannot be refrigerated.

□ Little Learners Preschool Tote Bag
Each child will receive a Little Learners Preschool tote bag labeled with his/her name. Students should bring their tote bag to class on a daily basis. Families must wash their child’s tote bag on a regular basis.

Note: Turn in any paperwork or notes directly to preschool staff. Staff do not check tote bags for such items.

Label All Personal Belongings
Staff/Volunteers are not responsible for lost/stolen money, valuables, or personal items. All personal toys, games, electronics, and items of high importance or must remain at home.
ATTENTION:

VERNON HILLS PARK DISTRICT:
PATRONS, PARTICIPANTS, AND THIRD PARTY VENDOR
WELLNESS SCREENING

All Vernon Hills Park District (VHPD) Patrons, Participants and Third Party Vendors are required to take time prior to entering any VHPD program or facility to read the Wellness Screening Questions and answer accordingly. By arriving, to a VHPD program or facility, and participating with a Park District program or visiting a facility, the individual (or participant’s parent or guardian) is acknowledging that they have completed a personal wellness screening. Answering “No” to all VHPD Wellness Screening questions verifies that the individual does not have any known COVID-19 symptoms. By remaining on location and/or continuing to partake the individual (or parent/guardian of a minor) is also acknowledging that they can continue to answer “No” to all wellness screening questions throughout the course of time on location.

If an individual answers “Yes” to any of the VHPD Wellness Screening questions, that individual (or their parent/guardian) must follow the post-screening practices.

Wellness Screening Questions for Prior to arriving to Park District programs & facilities:

Y or N: Do you have a fever of 100.4 degrees Fahrenheit or higher?
Y or N: Do you have a cough?
Y or N: Do you have a sore throat?
Y or N: Have you been experiencing difficulty breathing or a shortness of breath?
Y or N: Do you have muscle aches?
Y or N: Have you had a new or unusual headache (e.g. not typical to the individual)?
Y or N: Have you noticed a new loss of taste or loss of smell?
Y or N: Have you been experiencing chills or rigors (rigors: a sudden feeling of cold with shivering accompanied by a rise in temperature)?
Y or N: Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, and diarrhea)?
Y or N: Have you tested positive for COVID-19 in the last 14 days?
Y or N: Is anyone in your household displaying any symptoms of COVID-19?
Y or N: To the best of your knowledge, in the last 14 days, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19 (close contacts include household contacts, intimate contacts, or contacts within 6-ft for 15 minutes or longer (10 minutes or longer for ambulatory care services) unless wearing N95 mask during period of contact)?

Post-Screening Practices

- A patron, participant or third party vendor who is experiencing any of the symptoms while on location should immediately refrain from coming on Park District property and potentially spreading the virus. Staying home, seeking medical attention, and notifying the program supervisor is advised. A phone call or email communication is preferred to notify the program supervisor for a participant scheduled to attend a VHPD program. A business that has a scheduled third party vendor to arrive at a VHPD facility can communicate the change of plans via phone or email to the appropriate employee the plans were originally scheduled with.

- An individual who is experiencing any of the symptoms while on location should immediately separate themselves from others by reporting to their vehicle if safe to do so. If the individual is too ill to safely leave the premises, a Park District employee will assist the individual to the designated quarantine location and call 911 for medical assistance. If the individual is a minor, a VHPD employee will assist to a designated quarantine/isolation location and notify their emergency contact. Emergency contact should immediately report to pick up the individual. If it is an emergency situation 911 will be called for medical assistance in every instance.

- All individuals showing symptoms are encouraged to contact their doctor, seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations and follow guidelines recommended by the Health Department.

- To assist with decisions to deep clean and disinfect, contact trace, notify local public health agencies, and other safety steps, anyone who has recently been on location at a Park District facility or in a program (e.g., the last 14 days or while symptomatic), is asked to notify the VHPD of their subsequent positive COVID-19 test result or diagnosis.

- Individuals who are known to have been in close contact or potentially had exposure will be notified by a letter from VHPD, with the name of the individual kept confidential. Please understand that this requirement is in accordance with other safety precautions and procedures expected by our participants and patrons relative to social distancing and hygiene practices.