



# Little Learners

# PRESCHOOL

AT VERNON HILLS PARK DISTRICT

*Family Handbook*  
*Three & Four-Year-Old Preschool*  
*2020/21*

## 2020/21 Preschool Calendar

### Family Orientation Meeting (Virtual Event)

September 2 6:00 p.m.— Virtual event invitation will be emailed to the email address on file with the registration office.

### Meet & Greet (Parent/Caregiver and Child Attend)

September 3 Classroom (3s 9:00-9:50 a.m. / 4s 10:00-10:50 a.m.)  
 Children will be emailed their assigned 15-minute time slot within the above timeframes.

### Three & Four-Year-Old Preschool Calendar

September	9	Classes Begin (M/W/F and Tu/W/Th Classes)
September	10	Classes Begin (Tu/Th Classes)
September	28	No School - Yom Kippur
November	3	No School - Election Day
November	11	No School - Veterans Day
November	24	Parent/Teacher Conferences (Threes Only)
November	24-27	No School - Thanksgiving Break
December	18	No School - Winter Break Begins
January	4	Classes Resume (M/W/F Classes)
January	5	Classes Resume (Tu/Th and Tu/W/Th Classes)
January	18	No School - Martin Luther King Day
February	15	No School - Presidents' Day
March	1	No School - Casimir Pulaski Day
March	19-26	No School - Spring Break
April	2	No School - Good Friday
April	14	Parent/Teacher Conferences / No Preschool (Fours Only)
May	19	Preschool Graduation 7:00 p.m. (Fours Only)
May	20	Last Day/Class Picnic (Tu/Th and Tu/W/Th Classes)
May	21	Last Day/Class Picnic (M/W/F Classes)

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](mailto:julief@vhparkdistrict.org). We look forward to a wonderful year of preschool with your family.

### **Little Learners Preschool Goals & Expectations**

Little Learners Preschool provides a safe and nurturing learning environment that embraces all children and their diverse learning styles, needs and interests. Developmentally-appropriate instruction is provided by caring instructors in an environment that values social, cultural, and linguistic diversity while fostering a love of learning.

Our curriculum is guided by the Illinois Early Learning Guidelines for Children Birth to Age 3 and by the Illinois Early Learning and Development Standards focusing on the development of the whole child. Our instructors offer unique learning experiences that are play-based to promote social-emotional, physical, language and cognitive development.

Children participate in a variety of learning opportunities designed to develop independence, problem-solving, critical-thinking, creativity, self-expression as well as social and academic skills. Classroom interest centers and activities offer rich exposure to literacy, mathematics, science & technology, social studies, the arts, and English language acquisition to prepare our preschoolers for elementary school and beyond.

### **Student Paperwork**

Children enrolled in Little Learners Preschool must have the following paperwork on file. Forms are available online at [www.vhparkdistrict.org](http://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 9/14/2020)
- 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](mailto: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.

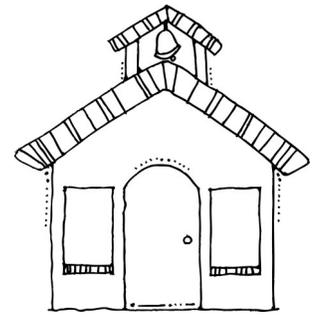
## Little Learners 2020/21 Preschool Staff (3s & 4s)

Ms. Sreelakshmi (Sree) Gummuluru

Ms. Bonnie Imburgia

Ms. Gloria Rozario

Ms. Holly Weber



### 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. Calendars informing families of themes, daily activities, and special events will be posted online at [www.vhparkdistrict.org](http://www.vhparkdistrict.org) at the beginning of each month.

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](mailto: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.

#### Three-Year-Olds

Classroom C - Blue Room	810302-1	Tu/Th	9/10-12/15	9:05 a.m.-11:35 a.m.
			1/5-5/20	8:35 a.m.-11:35 a.m.
Classroom D - Green Room	810303-1	M/W/F	9/9-12/16	9:05 a.m.-11:35 a.m.
			1/4-5/21	8:35 a.m.-11:35 a.m.

#### Four-Year-Olds

Classroom B - Purple Room	810402-1	Tu/W/Th	9/9-5/20	8:45 a.m.-11:45 a.m.
Classroom C - Blue Room	810403-1	M/W/F	9/9-5/21	8:45 a.m.-11:45 a.m.

#### Preschool Enrichment

Classroom C - Blue Room	8001-1	M/W/F	9/9-5/21	11:45 a.m.-2:30 p.m.
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## 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](mailto: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.

**COVID-19:** Little Learners Preschool follows the State of Illinois' Public Health Interim Guidance for Pre-K-12 Schools and Day Care Programs for Addressing COVID-19 as well as the IDPH COVID-19 Interim Exclusion Guidance Decision Tree for Symptomatic Individuals in Pre-K, K-12 Schools and Day Care Programs. Patrons are to complete VHPD Patrons, Participants, and Third Party Vendor Wellness Screening enclosed in this handbook prior to attending preschool each day.

## 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 of 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).

## Safety Precautions Continued

- Preschool classes will include up to 15 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.
- 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.
- Our Family Orientation Meeting will be held virtually on September 2, 2020. Details will be emailed to the email address on file with the registration office.
- 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.

## 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.

## 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](http://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.



## 2020/21 Preschool Supply List

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)
- Crayons (24 Count)
- Washable Liquid Glue (4 Ounce Bottle)
- 1 Pair Blunt Scissors (Labeled With Child's Name)
- Two No. 2 Pencils
- 6 Glue Sticks
- Fine-Tip Washable Markers (Preschool Enrichment Students Only)



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.

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.*

## 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/meeting place 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/meeting place using staggered class start/end times. Maintain social distancing while waiting in the lobby or hallway or meeting place.

Parents/caregivers and children must wear cloth face coverings during our arrival/dismissal process. 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 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.

We will begin the preschool year conducting arrival and dismissal outside the Sullivan Community Center to the right of the main entrance (weather-permitting). In the event of inclement weather, the following arrival/dismissal procedures will be implemented:

### 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.

## 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 will participate in choice time, small group learning, art, circle time, snack, and fine/gross motor activities.

## 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.

## Restrooms

Children enrolled in Little Learners Preschool must be able to use the restroom independently. The routine use of diapers or pull-ups is not permitted. Children should wear clothing that aids in bathroom independence (avoid difficult belts, buttons, and one-piece outfits). Children are able to use the restroom as needed and if necessary will be prompted by a teacher to take a restroom break. Children do not need to wait for classroom restroom breaks. Occasionally preschoolers will have a toileting accident. If your child has a toileting accident while at school and cannot change his/her clothes independently, a parent/caregiver will be contacted for assistance. Preschool instructors are not responsible for changing soiled clothing; however, they will do their best to verbally direct the child and follow-up with a phone call home. A parent/guardian or caring adult must be available within fifteen minutes.

## Field Trips

Field trips are currently discouraged until local health officials have determined that it is safe to resume. At this time, no field trips have been scheduled for the 2020/21 school year.

If any field trips are planned during the 2020/21 school year, a field trip notice indicating the field trip details and fees will be sent home with a permission slip. There will be no preschool on field trip days for children who are unable or choose not to attend the field trip.

## Family Involvement

Family involvement in Little Learners 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. Our traditional family events (e.g., Winter Holiday Celebration, Spring Fling, Graduation, Family Picnic, and field trips) may be modified or not offered due to gathering restrictions. 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.



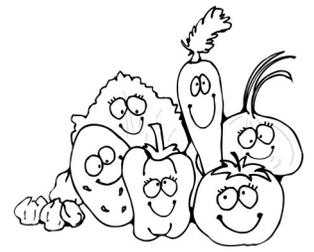
The Homeroom App can be downloaded to your mobile phone or you may access the Homeroom App online at <https://gethomeroom.com>. If you need to reach preschool staff or ask a question, please email the Recreation Supervisor directly at [julief@vhparkdistrict.org](mailto:julief@vhparkdistrict.org).

## 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.

## Snacks / Lunches

Little Learners Preschoolers must bring a small, nutritious snack on a daily basis to enjoy mid-morning. Preschool Enrichment students must bring a sack lunch and beverage. 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/lunches cannot be refrigerated. If the snack/lunch you send requires a spoon or fork, please be sure to include it in your baggie.



Sample snacks: applesauce, baby carrots, banana, crackers, graham crackers, mini muffins, orange slices, pretzels, etc.

## 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 [vhparkdistrict.org](http://vhparkdistrict.org). If you have questions or need further assistance, please contact the District's ADA Compliance Officer at (847) 996-6802.

## **Birthdays**

Due to the current pandemic, children are unable to bring birthday treats or favors to share with their classmates. We recognize that birthdays are an important event and our instructors will recognize each birthday child in a special way.

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.

## **Scholastic Book Club**

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.

## **Box Tops for Education**

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.

## **Behavior Management**

Little Learners Preschool classrooms are intentional communities where children feel safe, help one another, and feel a part of the group. An important component of our curriculum involves nurturing social competence where children gain an understanding of how to treat others and how they want to be treated by others. They will begin to understand friendships while acquiring the skills needed to cooperate, negotiate, and problem solve. Instructors set limits and explain consequences in order to help the children understand why rules are needed. Children assist in establishing classroom rules with a focus on maintaining safety, respecting the rights and feelings of others, and caring for the classroom and its materials.

Instructors promote self-regulation skills and help children experience the benefits of managing their feelings and behavior. The children will learn how to control impulses by not acting (behavioral self-regulation), plan and problem solve (cognitive self-regulation), and manage feelings (emotional self-regulation). The ability to understand one's own feelings and the feelings of others, to regulate and express emotions appropriately, to control impulses, tolerate frustration, follow limits and expectations, and delay gratification are critical to a child's success in school and in life.

Instructors employ a variety of strategies including speaking with children and/or modeling skills. They implement positive guidance strategies including 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. If necessary, a meeting will be scheduled to discuss a child's behavior. The Recreation Supervisor is available to assist in these meetings. The Vernon Hills Park District reserves the right to suspend or dismiss any participant whose behavior disrupts the program or endangers him/herself or other participants and/or staff. 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 elementary school. On occasion, preschool staff will refer families to their local school district for a screening. Staff will be part of your support team as long as a signed consent & authorization to release information is on file with the park district. A release from the school district or provider will also serve this purpose.

### **Conferences and Progress Reports**

Should you have any questions/concerns regarding your child's participation in preschool, contact your preschool instructor.

Three-year-old Tu/Th and M/W/F students will receive a Preschool Assessment report in November and May. Parent/Teacher conferences will be scheduled on November 24, 2020.

Four-year-old M/W/F and Tu/W/Th students will receive a Preschool Assessment report November and April. Parent/Teacher conferences will be scheduled on April 14, 2021.

# Daily Supply Checklist

## *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 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.

## *Snack (All Students) / Lunch (Preschool Enrichment Students)*

All students should pack a small, nutritious snack to be enjoyed mid-morning. Preschool Enrichment students should also pack a nutritious sack lunch.

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/lunches 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 part take 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 prior to arriving to a facility or program 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.



## Public Health Interim Guidance for Pre-K-12 Schools and Day Care Programs<sup>1</sup> for Addressing COVID-19

### Procedures for Students, Faculty and Support Staff who Test Positive:

- An immediate notification should be sent to the school/day care from the parent, faculty, or support staff, and this reporting requirement should be communicated to all in advance.
- The school/day care should send an immediate written notification to the Local Health Department (LHD) and begin discussions on next steps; the school/day care should share with the LHD all available information about the case's movements and potential exposures within the facility. This includes:
  - Total number of classrooms impacted
  - Total number of students at the school/day care and total number of classrooms
  - Total number of staff at the school/day care
  - Total number of students and staff potentially exposed
  - The COVID-positive individual's reported/observed onset date of symptoms
  - The COVID-positive individual's last day at the school/day care
- The LHD will contact the COVID-positive staff person, or the parents/guardians of the COVID-positive child to complete the investigation and conduct contact tracing to identify close contacts to the case (persons within 6 feet, for at least 15 minutes cumulatively while the individual was infectious).
- If the COVID-positive child/staff person was in the daycare/school during their infectious period, i.e., from 48 hours prior to symptom onset (for a symptomatic person) or, 48 hours before specimen collection (for an asymptomatic person) through the date of last attendance, areas used by the individual should be cleaned and disinfected thoroughly according to [CDC guidelines](#) and as described below.
- The school/daycare will notify families, teachers, and support staff while maintaining confidentiality as required by the Americans with Disabilities Act (ACA) and the Family Educational Rights and Privacy Act. The notification should be sent as soon as possible and include information on symptom monitoring, what to do if symptoms develop, COVID-19 prevention strategies, and information on what the school/day care is doing in response to the positive case. In advance of a positive case, the school/day care

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<sup>1</sup> Day Care Programs includes all day care centers, day care homes, and group day care homes licensed by the Department of Children & Family Services (DCFS) and day care centers that are exempt from licensure.

should prepare a draft notification and have it reviewed by the LHD. A sample notification is available on ISBE's COVID website and IDPH's LHD COVID WebPortal.

- The COVID-positive individual should remain in home isolation as instructed by the LHD.
- Before isolation precautions are discontinued and clearance is granted for entry or return to school/day care, CDC's [Discontinuation of Isolation](#) requirements should be met.
- Persons with a recent positive SARS-CoV-2 test result within 90 days of a prior positive viral test do not need to re-isolate if asymptomatic. If symptomatic, consult with the local health department.

#### **Procedures for Students, Faculty and Support Staff who are Close Contacts to a Confirmed COVID-19 Case:**

- Schools/day cares should provide to the LHD attendance records, classroom schedules, seating charts, transportation schedules, and staff assignments to identify close school contacts (within 6 feet for 15 minutes) to the COVID-positive child/staff person.
- Close household and social contacts to a COVID-19 case will be identified by the LHD through contact tracing interviews with the COVID-positive staff person, or the parents/guardians of the COVID-positive child.
- In day care settings, especially with infants and toddlers, the entire class and staff will be considered close contacts.
- The school/day care should determine if other staff members not normally assigned to classrooms were exposed by reviewing records and interviewing staff.
- Close contacts to a case of COVID-19 should be quarantined at home for 14 days, as long as they remain asymptomatic. Siblings, parents/guardians, and other household members of the case who are deemed to be close contacts will also be quarantined. After completing 14 calendar days in quarantine, asymptomatic contacts may return to school/day care.
- If the close contact develops symptoms, COVID-19 diagnostic testing is recommended. If they remain asymptomatic, all close contacts are recommended to be tested between 5-9 days after exposure to a positive case.
- If the contact becomes symptomatic during quarantine, they will be managed as a probable case (if not tested) or a confirmed case (if they test positive).
- Probable and confirmed cases should complete 10 days of isolation from the date of first symptom onset, demonstrate improvement of symptoms and be fever-free for 24 hours without use of fever-reducing medications before they are allowed to return to school/day care.

#### **Procedures for Students, Teachers, and Support Staff who Become Sick at School/Day Care:**

- The student or staff person who becomes sick while at school/day care or arrives sick with a COVID-like symptom(s) should be immediately masked, if not already so, and sent to the designated separation room (a room that can be used to isolate a sick child for evaluation of the sick individual).

- If the nurse is screening a symptomatic student, it will be safest for them to be wearing fit tested N95 mask, eye protection with face shield or goggles, gown and gloves. With N95 masks, the user should be trained on the type of PPE required and how to don (put on) and doff (remove) it correctly and safely. Respirators such as N95s must be used as part of a written respiratory protection program.<sup>3</sup> OSHA requires that N95 masks be fit tested prior to use. This is an important step to ensure a tight fit for the mask to be effective in providing protection. Schools should contact their LHD to determine where fit testing can be obtained in their area. If a fit-tested N95 respirator is not available, the next safest levels of respiratory protection include, in the following order: a non-fit-tested N95 respirator, a KN95 respirator on the FDA-approved list<sup>5</sup>, or a surgical mask.
- Individuals who tested COVID-19 positive within the past 3 months by PCR or Antigen test should be assessed for other illnesses and excluded as appropriate for presenting symptom or illness.
- Based on clinical assessments and when possible (e.g., schools with school-based health clinics), the sick individual should be tested for COVID-19 and other respiratory viruses, where indicated. Depending on the severity of illness:
  - Sick students and staff should be:
    - safely transported home by parent or guardian as soon as possible, or
    - safely transported by parent or guardian to a healthcare facility for clinical evaluation and testing, if necessary.
- Other household members in the school must be sent home until an alternative diagnosis is made or negative result received.
- Schools/day cares are encouraged to work with their LHD to arrange for medical evaluation and testing options to ensure testing arrangements can be made quickly when indicated.
  - Sick individuals should remain in home isolation until testing is completed. If COVID-negative, the child or staff person should remain out of school/day care until they have been afebrile (fever-free) for 24 hours without fever-reducing medication, and symptoms improved.
  - If they test COVID-positive, refer to the section, **“Procedures for Students, Faculty and Support Staff who Test Positive.”**
  - If testing is not performed due to the clinical judgment of the healthcare provider, a medical note is needed to return to school/day care documenting that there is no clinical suspicion for COVID-19 infection and indicate an alternative diagnosis with exclusion consistent with this diagnosis, e.g., 24 hours afebrile.
  - If testing is not performed for other reasons, the child should remain out of school/day care for 10 calendar days after symptom onset and 24 hours afebrile (fever-free) without fever-reducing medication and symptoms improved.
- All areas used by the sick individual should be cleaned and disinfected thoroughly according to [CDC guidelines](#) and as described below.
- Schools should provide LHDs with reporting on number of children excluded and methods used to return to school as requested by the LHD.

## Procedures for Contact Tracing and Quarantining Persons Exposed to a Confirmed COVID-19 Case:

- Parents/guardians of a COVID-positive child, or a COVID-positive staff person will be interviewed by personnel from the LHD. The purpose for the interview is to identify everyone with whom the COVID-positive individual had close contact (within 6 feet for a cumulative 15 minutes or more while the individual was infectious).
  - The infectious period begins 2 days before the onset of symptoms (for a symptomatic person) or 2 days before the positive sample was obtained (for an asymptomatic person) and ends when the COVID-positive individual was placed in isolation.
  - Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), and whether the exposure was to a person with symptoms (e.g., coughing likely increases exposure risk). Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the infected person cough directly into the face of the exposed individual) remain important.
  - Individuals who tested COVID-19 positive within the past 3 months by PCR or Antigen test do not need to be quarantined.
  - Parents/guardians and staff must cooperate with the LHD for purposes of conducting contact tracing or any outbreak pursuant to the Control of Communicable Disease Code, 77 Illinois Administrative Code 690.
- School/day care personnel will inform the LHDs about possible exposures within the school/day care, including transportation, classroom, common areas and extracurricular activities. Schools/day cares should designate a person for this role and have them available after hours.
- All close contacts to a confirmed case of COVID-19 will be placed in **quarantine** for 14 days and monitored daily by the LHD for the onset of any signs and symptoms of COVID-19. Testing of close contacts is also recommended and where possible, should be facilitated by the school/day care/LHD. CDC does not recommend universal testing of all students and staff. See [CDC's Interim Considerations for testing in schools](#). Any close contacts that have had a lab confirmed COVID-19 diagnoses within the past 90 days will not be required to quarantine.

## Procedures for Temporary Closure and Environmental Cleaning and Disinfection when a Confirmed or Possible Case of COVID-19 is Identified in a School/Day Care:

- If a person diagnosed with COVID-19 is determined to have been within the school/day care during the 48 hours prior to symptom onset (for a symptomatic person) or 48 hours before specimen collection (for an asymptomatic person), the school/day care may be closed temporarily for cleaning and disinfection. School/day care closure will be determined by the LHD investigation as described below.

- An initial, temporary closure allows time for the LHD to gain a better understanding of the COVID-19 situation impacting the school/day care. This allows the LHD to help the school/day care determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- Areas used by the individual with COVID-19, e.g., classroom, restrooms, separation room in the School Nurse's office, will be closed off for as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the individual with COVID-19, focusing especially on frequently touched surfaces.
- Schools/day care facilities should clean, sanitize and disinfect toys and bedding per [CDC's guidance](#).
- Windows should be opened to increase air circulation in the area used by the individual with COVID-19.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.

#### **Procedures for Outbreak Response and Consideration for Closure:**

- An outbreak is defined as two cases that are linked epidemiologically with respect to person, place, and time. In other words, the two cases have shared close contacts and location and have onsets within 14 calendar days of each other. Conversely, two cases that occurred in different time frames (at least calendar 15 days apart), separate locations, and having no common source of exposure would not constitute an outbreak.
- Once an outbreak is identified, the LHD will further investigate to determine the extent of exposures at the school/day care and what control measures are needed to mitigate the outbreak. Alternative social distancing strategies, less drastic than closure, might include:
  - Quarantining the affected classroom, especially for infant and toddler classrooms where masking is not achievable and social distancing is challenging.
  - Suspending in-person learning for affected classes
  - Closing playgrounds.
  - Canceling non-essential activities and meetings.
  - Keeping students in stable class groups or classrooms and moving teachers between classes, if necessary.
  - Increasing spacing between students in classes.
  - Shortening the in-person school week.
  - Staggering school/day care start and lunch/break times across year groups or classes.

If there is substantial transmission in the local community, local health officials may suggest remote instruction as part of a community mitigation strategy. This longer-term, and likely broader-reaching, remote instruction is intended to slow transmission rates of COVID-19 in the community. Consult the IDPH's Adaptive Pause guidance for additional information on factors and metrics to consider for school closure.

# COVID-19 INTERIM EXCLUSION GUIDANCE<sup>1</sup>

## Decision Tree for Symptomatic Individuals in Pre-K, K-12 Schools and Day Care Programs



Send home or deny entry (and provide remote instruction) if **ANY** of the following symptoms<sup>2</sup> are present: Fever (100.4°F or higher), new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, abdominal pain from unknown cause, new congestion/runny nose, new loss of sense of taste or smell, nausea, fatigue from unknown cause, muscle or body aches.

### Medical Evaluation and Testing are Strongly Recommended for ALL Persons with COVID-Like Symptoms.

Status	Evaluated by Healthcare Provider	Return to School Guidance	Quarantine for Close Contacts?	Documentation Required to Return to School
<b>A. COVID-19 diagnostic test Positive (confirmed case) OR COVID-like symptoms without COVID-19 testing and exposed to confirmed case (probable case)</b>	YES / NO	Stay home, at least ten <sup>3</sup> calendar days from onset of symptoms <b>AND</b> for 24 hours with no fever (without fever-reducing medication) <b>AND</b> improvement of symptoms.	YES	Release from Isolation letter (if received from their LHD) provided by the parent/guardian or staff person, notification via phone, secure email or fax from the LHD to the school, OR other process implemented by your LHD
<b>B. Symptomatic individual with a negative COVID-19 diagnostic test</b> <i>Negative COVID-19 diagnostic tests are valid only for the date on which they are collected; specimens collected 48 hours prior to symptom onset, after symptom onset, or while symptoms are present are acceptable for determining school exclusion status.</i>	YES / NO	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition. <sup>4</sup> Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	NO	If staff/student is a close contact to a confirmed case, the school is experiencing an outbreak, or the LHD is requiring validation due to community transmission levels, documentation of a negative RT-PCR COVID-19 test result is needed. In other situations, a negative RT-PCR, rapid molecular (rapid PCR) or negative antigen test is acceptable.
<b>C. Symptomatic individual with an alternative diagnosis without a negative COVID-19 diagnostic test</b>	YES	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition. <sup>4</sup> Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	NO	If testing is not performed due to the clinical judgment of the healthcare provider, a medical note is needed to return to school/day care documenting that there is no clinical suspicion for COVID-19 infection and indicate an alternative diagnosis with exclusion consistent with this diagnosis
<b>D. Symptomatic individual without diagnostic testing or clinical evaluation</b> <i>Individuals may move to Columns A, B, or C based on results of diagnostic testing and/or clinical evaluation.</i>	NO	Stay home, at least ten <sup>3</sup> calendar days from onset of symptoms <b>AND</b> for 24 hours with no fever (without fever-reducing medication) <b>AND</b> improvement of symptoms.	Household Member (e.g., Siblings, Parent) <sup>5</sup>	After the ten-day exclusion, a note from parent/guardian documenting that the ill student and/or household contacts are afebrile without fever-reducing medication and symptoms have improved
<b>E. Asymptomatic individual who is a close contact<sup>6</sup> to a confirmed or probable COVID-19 case</b>	NO	Stay home for 7-14 calendar days <sup>7,8</sup> after last exposure to the COVID-19 case. Local health departments must authorize early release from quarantine. If COVID-19 illness develops, use the ten-day isolation period <sup>8</sup> guidance for a COVID-19 case from the onset date. Testing is recommended.	NA	Release from Quarantine letter (if received from their LHD) and negative PCR lab result if applicable; <sup>9</sup> provided by the parent/guardian or staff member, LHD notification via phone, secure email or fax to the school OR other process implemented by your LHD

1 Based on available data and science, schools must make local decisions informed by local context in consultation with their local public health department. This chart should be used in conjunction with the Public Health Interim Guidance for Pre-K-12 Schools and Day Care Programs<sup>1</sup> for Addressing COVID-19.  
 2 New onset of a symptom not attributed to allergies or a pre-existing condition.  
 3 Severely immunocompromised or severely ill: may need to isolate for 20 days as per guidance from the individual's infectious disease physician.

4 If the individual has been identified by public health for quarantine or knows they are a close contact to a case, the quarantine period must be completed.  
 5 Consider quarantine for other close contacts if there was poor adherence to social distancing or use of face coverings.  
 6 Contacts to close contacts of a case do not need to be excluded unless the close contact becomes a confirmed or probable case.  
 7 Quarantine options: Complete a. 14 days, OR b. 10 days with no symptoms, OR c. for ADULT STAFF ONLY: 7 days with no symptoms and a negative SARS-CoV-2 RT-PCR test. Specimen for testing must be obtained within 48 hours of Day 7. Last exposure date = Day 0. See <https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-options-to-reduce-quarantine.html>  
 8 Molecular testing (PCR) is recommended for individuals ending quarantine at Day 10 after exposure; may be required by LHD.

## Supplemental Guidance: Considerations for School Nurses and Healthcare Providers

1/4/2021  
Interim  
Guidance,  
Subject to  
updates

### Box A. Assessment of Symptomatic Persons

Consider the following when assessing symptomatic students/staff:

Are symptoms new to the student/staff person or are they a change in baseline for that individual?

Does the *symptomatic individual* have *any of the following potential exposure risks*?

Did the student/staff have an exposure to a suspected or confirmed COVID-19 case in the past 14 days?

Is there a household or other close contact with similar symptoms who has not been yet classified as a confirmed or probable case?

Is there a household member or other close contact with high-exposure risk occupation or activities (e.g. HCW, correctional worker, other congregate living setting worker or visitor)?

Did the student/staff member have potential exposure due to out-of-school activities (private parties, playing with friend groups, etc.) or have poor compliance with mask wearing and social distancing?

Do they live in an area of moderate or high community transmission? (as defined in the [Adaptive Pause Metrics guidance](#).)

Do they have a history of travel to an area of high transmission in previous 14 days?

Is there an outbreak in the school or has there been another known case of COVID-19 in the school building in the last 14 days or are there other students or staff in the classroom or cohort currently out with COVID-19 symptoms?

### Box B. Clinical Evaluation for Children with Symptoms of COVID-19

(<https://www.cdc.gov/coronavirus/2019-ncov/hcp/pediatric-hcp.html>)

Consider the individual's risk of exposure. See Box A.

No Exposure Risk Identified & resides in County with Minimal County Transmission<sup>1</sup>

If no known close contact to COVID-19 case and no other exposure risks, testing and exclusion for COVID-19 may be considered based on level of clinical suspicion and testing availability.

Alternate diagnoses should be considered, and exclusions based on usual practice. (Isolate until at least 24 hours fever-free without fever-reducing medicine)

Has Exposure Risk and/or Clinical Suspicion for COVID-19

Isolation  
COVID-19 Testing Recommended

#### TESTING

PCR or antigen (Ag) testing is acceptable.

- If an Ag detection test is negative and there is a high clinical suspicion of COVID-19, confirm with PCR) (see Column B, pg. 1), ideally within 2 days of the initial Ag test.
- If RT-PCR testing is not available, clinical discretion can be used to recommend isolation.

Test result is only valid for the day of specimen collection.

<sup>1</sup> Adaptive Pause and Metrics: Interim School Guidance for Local Health Departments. Available at <https://www.isbe.net/Documents/IDPH-Adaptive-Pause-Metrics.pdf> and CDC Indicators for Dynamic School Decision-Making available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/indicators.html#thresholds>

#### Resources:

- COVID-19 Testing Overview <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>
- Isolation and Quarantine: CDC <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>