



# Devonshire Preschool

Parent Handbook  
2024 -2025

**DEVONSHIRE PRESCHOOL PARENT HANDBOOK**  
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# DEVONSHIRE PRESCHOOL

MISSION STATEMENT

SECTION NO.:   1  

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Devonshire Preschool is committed to the ideal that each child is special and unique. In this spirit, we are dedicated to providing an environment that is nurturing and fosters each child's growth and development. It is crucial to us that every child has a positive experience in our program and that they are met with success and approval. In this setting we strive to enhance the self-esteem of our students as we offer them a variety of new experiences and opportunities for social growth.

DEVONSHIRE PRESCHOOL

WELCOME

SECTION NO.:   2  

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Dear Devonshire Preschool Parents,

Welcome to new and old friends of Devonshire Preschool! We thank you for sharing your children with us and allowing us to participate in their development. We look forward to an exciting and enriching year for all students.

Devonshire Preschool is licensed by the Illinois Department of Children and Family Services. We adhere to and exceed many of the standards set regarding teacher qualifications, facility safety and program format. We also maintain records on all children registered and require that parents regularly update information.

This handbook contains important information and procedures regarding Devonshire Preschool. Please take the time to carefully read through the enclosed information.

If you have any questions, comments or concerns, please do not hesitate to contact me at 847-674-1500 ext. 2444 or [hcarr@skokieparks.org](mailto:hcarr@skokieparks.org)

Sincerely,

Haley Carr  
Preschool Director  
Early Childhood Supervisor

# DEVONSHIRE PRESCHOOL

PROGRAM PHILOSOPHY

SECTION NO.:  3

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Our preschool program is structured with a daily routine to provide an atmosphere of security and an order of sequence for the children. However, our schedule can vary according to special events, our unit of concentration and the various needs of the children.

A free play period is an important part of our program. This time allows for independence and freedom to develop individual tastes as well as self-discovery. There are several centers of interest available in the rooms that include both quiet and active play. The dramatic play area, a housekeeping family center, and a puppet stage develop the child's understanding of social living.

In the area of active play there are building blocks, scooters, and toy vehicles available to develop physical coordination and spatial relationship skills.

Quiet play consists of storybooks, puzzles, table toys, manipulatives, and the sand table. These toys will help the child develop size and color discrimination, number values and sequence, and coordination of small muscles.

The creative area includes exposure to various art media to allow self-expression through painting, coloring, gluing, clay, paper construction, and collages. The children are generally involved in at least one creative art project daily. Throughout the year these areas will be expanding and changing in order to provide constant stimuli for the children's curiosity.

Group learning, commonly called "Circle Time," is a time when something new pertaining to the unit of study may be introduced. Basic concepts are taught to facilitate the development of your child's awareness of self, his/her association with others and the environment. The children's input is included and valued to encourage verbal expression. Activities include stories, singing, dancing and other movement fun, fingerplays, games, discussions, and other learning activities.

Snack is served to the whole group. Table manners are stressed as well as independence. A sense of community is nurtured.

DEVONSHIRE PRESCHOOL

LICENSING INFORMATION

SECTION NO.: 4

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4.1 Devonshire Preschool is Licensed by the Illinois  
Department of Children and Family Services.

We adhere to and exceed many of the standards set regarding teacher qualifications, facility safety and program format. We also maintain records on all children registered and require that parents regularly update information.

DEVONSHIRE PRESCHOOL

ENROLLMENT

SECTION NO.: 5

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Enrollment at Devonshire Preschool is open to children from ages two to five. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender or disability.

Parents can register their child in Devonshire Preschool by completing the Devonshire Preschool Application and paying the \$60 Registration Fee. The Registration Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed Preschool Application, signed Payment Agreement Form, Registration Fee, Acknowledgement Form, Medical Form, proof of residency, and Birth Certificate.

The registration and payment fee agreements are not meant to serve as contracts guaranteeing service for any duration.

Continued enrollment at Devonshire Preschool is contingent upon the parent emergency contact person(s) and child's adherence to the policies and procedures of Devonshire Preschool as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Devonshire Preschool immediately, should any of the information collected at the time of enrollment or any time thereafter change.



DEVONSHIRE PRESCHOOL

TUITION

SECTION NO.: 6

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All parents and/or legal guardians are required to sign a Payment Fee Agreement Form prior to enrollment of their child in Devonshire Preschool. Parents are required to indicate to whom all billing information and correspondence are to be addressed. Fourteen day written notice is required when withdrawing a child. Failure to adhere to notify the school with the appropriate number of days may result in payment of the full month.

6.1 SCHEDULE PAYMENT

Payments will be made via an Auto Debit System. Participants may elect to use **Credit Card Auto Debit, Checking Account Auto Debit, Savings Account Auto Debit or Monthly Pay-in-Person**. Monthly Auto Debit occurs on the fifth of every month beginning September 5, 2024 through May 5, 2025. Participants who do not wish to participate in the Auto Debit System may pay all fees in full prior to the start of preschool.

Tuition does not include fees for field trips and extra curricular activities.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations or inclement weather.

Any declined payment will incur a \$25 service fee.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Devonshire Preschool.

DEVONSHIRE PRESCHOOL

CONFIDENTIALITY

SECTION NO.: 7

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Within Devonshire Preschool, confidential and sensitive information will only be shared with employees of Devonshire Preschool on a "need-to-know" basis in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children will not be shared with parents, as Devonshire Preschool strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, and or health related information of anyone associated with Devonshire Preschool.

DEVONSHIRE PRESCHOOL

MANDATED REPORTING OF SUSPECTED  
CHILD ABUSE AND/OR NEGLECT

SECTION NO.: 8

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Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Devonshire Preschool are considered mandated reporters, under this law. The employees of Devonshire Preschool are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Devonshire Preschool take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. Each staff member is required to complete the Illinois Mandated Reporting training.

As mandated reporters, the staff of Devonshire Preschool can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- ◆ Children who exhibit behavior consistent with an abusive situation
- ◆ Leaving your child(ren) in the car running or not, even when picking up other children in the preschool

DEVONSHIRE PRESCHOOL

PARENT CODE OF CONDUCT

SECTION NO.:  9

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Devonshire Preschool requires the parents of enrolled children, to behave in a manner consistent with decency, courtesy, and respect at all times. One of the goals of Devonshire Preschool is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Devonshire Preschool but, is the responsibility of each and every parent or adult who enters the facility. Parents are required to behave in a manner that fosters this ideal environment.

9.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on district property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At no time shall inappropriate language be directed toward members of the staff.

9.2 THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS OR ADULTS ASSOCIATED WITH DEVONSHIRE PRESCHOOL:

Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities. Parents must be responsible for and in control of their behavior all times.

9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT DEVONSHIRE PRESCHOOL:

While Devonshire Preschool does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Devonshire Preschool Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the director are strictly prohibited from discussing anything about another child with you.

#### 9.4 SMOKING:

For the health of all Devonshire Preschool employees, children and patrons, smoking is prohibited anywhere on district property. Parents are prohibited from smoking in the building and the Skokie Park District prefers to model healthy habits on the grounds of our center.

#### 9.5 SAFETY GUIDELINES:

Parents are required to follow all safety guidelines at all times. These guidelines are designed to protect the welfare and best interest of the employees, children and patrons of Devonshire Preschool. We ask that you drive slowly in our parking lot and be observant of pedestrians.

#### 9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR PATRONS OF DEVONSHIRE PRESCHOOL:

While it is understood that parents will not always agree with the employees of Devonshire Preschool or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

DEVONSHIRE PRESCHOOL

PARENT'S RIGHT TO IMMEDIATE ACCESS

SECTION NO.: 10

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Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Devonshire Preschool, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Devonshire Preschool must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the parent or parents with legal custody requests a more liberal variation of the order in writing. In the case where both parents have joint legal custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order** on file with Devonshire Preschool, **both** parents shall be afforded equal access to their child as stipulated by law. Devonshire Preschool cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Devonshire Preschool suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Devonshire Preschool staff will contact the police should a conflict arise.

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BEHAVIOR SUPPORT PLAN

Children struggling with behavior will have a support plan created in collaboration with the teachers, parents, and administration. The behavior support plan may include schedule accommodations, parent-teacher conferences, incentive programs, and requests for modifications from MNASR.

PROGRAM TRANSITION PLAN

Children shall be transitioned from Devonshire Preschool to a new program under circumstances which ensure protection of their own and other children's physical and emotional well-being. Any child who, after attempts have been made to meet the individual needs via the behavior support plan above, demonstrates the inability to function positively in the type of environment offered at preschool or whose presence is harmful to the group, shall be transitioned from preschool.

In the event of transition, the needs of the child and the parent/guardian will be addressed through referrals to other agencies or facilities, if possible.

DEVONSHIRE PRESCHOOL

WITHDRAWAL

SECTION NO.: 12

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Fourteen day written notice is required when withdrawing a child for any reason.

Failure to give adequate notice at any time during the school year, results in a financial obligation to pay one (1) month of tuition and will be charged in accordance with the arrangement indicated in the Payment Agreement Form.

A withdrawn child and his/her parents are required to call and request an appointment with the Preschool Director if they wish to return to the district following the last day of enrollment at Devonshire preschool. Appointments are made at the discretion of the Preschool Director and are not a right of the withdrawn child or parent.



DEVONSHIRE PRESCHOOL

ARRIVAL PROCEDURES

SECTION NO.: 13

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Each class will have a designated door for drop off and pick up. Staff will escort the children to their classrooms.

Parents are required to notify the child's teacher or Preschool Director of any special instructions or needs for their child. These special instructions include but are not limited to: Early Pick-up, Alternative Pick-up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

Devonshire Preschool does not serve or provide breakfast. Parents are encouraged to feed their child a nutritious and filling meal prior to arriving at Devonshire Preschool.

13.1 NOTIFICATION OF ABSENCE

Parents are required to inform the facility by phone, email, or ClassTag if a child will not be at class on a scheduled day. This will enable the classroom teacher to effectively plan for the day.

If your child is ill, we request that you notify the Preschool Director not only of the absence, but also of the nature of the illness. This enables our staff to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need-to-know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Preschool Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Devonshire Preschool will take all measures necessary to protect your child's confidentiality.

DEVONSHIRE PRESCHOOL

PICK UP PROCEDURES

SECTION NO.: 14

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Each classroom will have a specific pick up location, the same as the drop off location. Staff will verify the adult picking up each child and staff will sign them out.

14.1 LATE PICK-UP:

Our staff will supervise children who are left beyond the scheduled time until a parent arrives; however, late pick-ups will result in a fee. Late pick-ups will result in a fee. The parent/guardian will receive one verbal reminder of the late pick-up policy.

After the first verbal warning, any time a parent/guardian is late, a fee will be charged at a rate of \$1.00 for every minute. All measurements of time are to be according to the Devonshire Preschool clock located in the classroom.

The balance will be added to the family's park district account and payment is due within one week. Payments can be made online or in person at one of the district facilities.

Repeated late pick-ups may lead to additional consequences, including increased fees and dismissal from the program.

14.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Devonshire Preschool will contact local police and/or the other parent should a parent appear to the staff of Devonshire Preschool to be under the influence of drugs and/or alcohol.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Devonshire Preschool to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Devonshire Preschool will contact the child's parents and local police to notify them of the situation.

14.3 EMERGENCY/ALTERNATE PICK-UP FORMS

Parents are required to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Devonshire Preschool. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

The persons named on the form will be required to provide a driver's license or an issued photo ID prior to the staff releasing the child.

All changes and/or additions to the Emergency Form name must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Devonshire Preschool reserves the right to refuse/ban any person listed on the Emergency form name for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on our Emergency Form of the policies/procedures contained herein.

#### 14.4 Staff Prohibited to Transport Children

Under no circumstances will Devonshire Preschool Staff be authorized to transport children to their homes.

DEVONSHIRE PRESCHOOL

SCHOOL CALENDAR

SECTION NO.:     15    

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School calendar will be handed out by classroom teachers. Important days include major holidays, parent/teacher conference, Winter and Spring breaks, and teacher conference days.

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In the event of an emergency closing and/or inclement weather, parents will be notified of the closing. Devonshire Preschool will monitor all Skokie school districts for closures due to inclement weather. Our closing schedule will follow that of the district schools. If this policy changes at any point, you will be notified of the changes in writing.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pick up location should the children need to be evacuated from the facility. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

DEVONSHIRE PRESCHOOL

CURRICULUM INFORMATION

SECTION NO.: 17

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17.1 DAILY SCHEDULE OF ACTIVITIES

The children will have free time, circle time, activity, outdoor play, and snack time. Each classroom has different length of time for each activity.

17.2 STAFF TO CHILD RATIOS

Classrooms adhere to the DCFS Licensing Standards for the staff to child ratio in each age group: the two-year-old classroom is 1:8 and the three- and four-year-old classrooms are 1:10.

17.3 TOILET TRAINING REQUIREMENTS

Two-year-olds may be in diapers and do not have to be toilet-trained. Students in the three- and four-year-old classrooms must be toilet-trained.

17.4 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

There are several items that your child will need at all times while at preschool. Please make sure that these items are furnished to your child throughout his/her participation in our program. Appropriate clothing should be available to fit the season. Therefore, please make changes as needed. The Skokie Park District is not responsible for personal items left at the facility. **Please label each item.**

One (1) full set of spare clothing, including pants, shirt, socks, and underpants.

\$25.00 memory book fee. Please make checks payable to Skokie Park District

Other specific items may be requested by classroom teacher.

17.5 BIRTHDAY/HOLIDAY CELEBRATIONS

Your child's birthday is an important occasion, and we would love to recognize their special day at school. Parents may feel free to bring a special snack, **however it may not be homemade and must be peanut and tree nut free.** Please bring store-bought, prepackaged goods only. Please notify your child's teacher in advance so they may plan ahead. Children with summer birthdays will be given pretend birthdays to celebrate with their friends.

17.6 PARENT/TEACHER CONFERENCES/COMMUNICATION

Ongoing communication between teachers and parents is essential for a positive and effective experience for each child. Parents are encouraged to discuss questions and concerns with a staff member. Should there be something your child is experiencing in their personal life that may reflect in their behavior, please inform us of the situation. Our director and/or teachers are always available to meet with parents on an informal and/or ongoing basis.

## 17.7 GRADUATION

Upon completion of our four-year-old preschool program, a graduation ceremony is held at the end of the year. The graduations occur during the last week of the school year.

DEVONSHIRE PRESCHOOL

GUIDANCE AND DISCIPLINE

SECTION NO.: 18

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Our goal is to create an environment, which allows each child to develop self-control and to assume the responsibility for her/his behavior while ensuring the safety of all children under our supervision.

Staff is expected to communicate their behavioral expectations in language that is understandable to children and which helps children understand the reason for rules.

The Devonshire Preschool of the Skokie Park District takes a “developmental approach” in working with children. This approach recognizes that children learn and progress at their own rate of development. Therefore, the discipline policies may differ for three-year-olds and four-year-olds. (i.e. a four-year-old may be able to verbalize his/her feeling on a given situation, as opposed to a three-year-old whose language skills have not yet developed.)



DEVONSHIRE PRESCHOOL

TOYS FROM HOME

SECTION NO.: 19

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Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

DEVONSHIRE PRESCHOOL

ATTIRE

SECTION NO.: 20

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CHILDREN

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Coats, hats, gloves, scarves, and winter boots must be provided in the winter months. If boots are worn, please provide classroom shoes to be worn indoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages two through five are required to have one seasonably and size appropriate complete change of clothing in the classroom at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. Devonshire Preschool is not responsible for lost or damaged items of clothing.

# DEVONSHIRE PRESCHOOL

HEALTH AND SAFETY

SECTION NO.: 21

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## 21.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a registration packet of information. This packet is to be returned to the office prior to the child's first day of attendance. All children are required to have a complete up-to-date immunization record on file at Devonshire Preschool. This is per our licensing regulations. Immunizations may be waived for certain reasons. Please discuss this with the Preschool Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the preschool director can maintain compliance with licensing regulations.

All children are required to have a medical form filled out by a licensed medical professional, in order to attend Devonshire Preschool. The medical form, indicating the child's health to attend Devonshire Preschool, must be completed by a licensed healthcare professional and returned to the Preschool Director.

## 21.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies Form". This form releases Devonshire Preschool from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies Form", provided Devonshire Preschool exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### 21.3 COMMUNICABLE DISEASES

#### Sick Child Policy:

Devonshire Early Childhood follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. **We continue to update the COVID protocol as the CDC adjusts their policies. COVID information will be sent out and is available upon request.**

Parents are required to pick up an ill child within thirty minutes of notification by phone. If a parent is reached, but cannot pick their child up within thirty minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Devonshire Early Childhood reserves the right to refuse to allow a child to return if the program supervisor or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur three or more times in a 24 hour period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the preschool teacher. This enables our staff to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need-to-know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the preschool director, so

that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Devonshire Preschool will take all measures necessary to protect your child's confidentiality.

#### 21.4 BITING

Children may occasionally be involved in a biting incident. For children 3 or older who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Furthermore, children who bite three times in a school year will have their enrollment terminated since the safety of all the children in the program is of the utmost concern of Devonshire Preschool.

Parents will be notified that a biting incident occurred during the class period. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Devonshire Preschool cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

#### 21.5 DISPENSING MEDICATION

Devonshire Preschool will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Devonshire Preschool will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for ten days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Consent Form for each occurrence that medication is to be dispensed. Medication Consent Forms, doctor's notes and medication are to be turned in to the teacher.

Devonshire Preschool will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as-needed-basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

## 21.6 FIRE/EMERGENCY DRILLS

Devonshire Preschool conducts bi-monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designee will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within thirty minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the facility is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the facility is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and staff during these important and critical situations.

## 21.7 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom.

## 21.8 FOODS

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a

child have an allergic reaction. Please refer to the Health and Safety Section contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets).

Devonshire Preschool never uses food as a punishment. Children will never be denied participation in snack time for behavior reasons.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons. Any food given as a reward (i.e. lollipops, candy) will be placed in the child's cubby/school bag to be enjoyed at home.

Parents will receive a schedule of when they are to provide the daily snack and juice (must be 100% juice). Devonshire Preschool will provide water for children who wish to have it with snack. We encourage parents to bring nutritious snack items to encourage healthy eating habits, such as fruit, vegetables and the like. Per DCFS licensing standards, homemade items are not permitted. All snacks must be store-bought and in their original, unopened containers.

Devonshire Preschool prohibits any food item in glass containers, as well as aluminum cans. These can be safety hazards for the children and staff.

Devonshire Preschool does not have access to a refrigerator for non-perishable items.

## 21.9 PEANUTS / TREE NUTS

Due to the extreme nature of allergic reactions to peanuts/treenuts and products containing peanuts/treenuts in some children, Devonshire Preschool prohibits peanuts/treenuts and/or foods containing peanut/treenut products on Devonshire Preschool property, and/or at Devonshire Preschool sponsored events. These peanut/treenut allergies can be so severe that exposure to peanuts/treenuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts/treenuts on someone's breath, or touching peanut/treenut oil residue left on a counter top, not only from consuming peanuts/treenut or peanut/treenut products.

Parents are responsible for providing foods that are peanut and treenut product free for their child's lunch and/or snack. We have included for your reference a list of acceptable food items that are peanut and peanut product free. However, this is only a partial listing of foods. There are many acceptable food items that are peanut and peanut product free in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts, or peanut products have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated. When reading the label look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts."

Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts, or peanut products), Devonshire Preschool does not allow homemade snacks at the facility. While Devonshire Preschool understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at Devonshire Preschool.

#### PEANUT FREE FOOD IDEAS

Carrot Sticks	Celery
Broccoli	Shortbread
Applesauce	Grapes
Oranges	Apples
	Full Size Ritz Crackers (Not Ritz Bits)
Melon	Jell-O
Raisins	Dried Fruit
Plain Cherrios	Yogurt
Cheese	Cream Cheese
Pretzels	Popsicles
	Graham Crackers
Goldfish Crackers	

This list is not exclusive and is only meant as a guide. Please read the labels of all food brought to the facility to be sure that it does not contain peanuts and/or tree nut products.

#### 21.10 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on district property for any reason. Violation of this policy will result in immediate dismissal from the program.

#### 21.11 Radon and Lead in water testing

The Devonshire Cultural Center conducts radon and lead testing as a DCFS requirement. Results are kept at the front desk for inspection.



DEVONSHIRE PRESCHOOL

PRESCHOOL CONTACT INFORMATION

SECTION NO.: 22

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**Devonshire Preschool**

Devonshire Cultural Center  
4400 Greenwood Street  
Skokie, Illinois 60076  
847-674-1500 ext. 2400

**Devonshire Early Childhood Supervisor  
Preschool Director**

Haley Carr  
Phone: 847-674-1500 ext. 2444  
Email: HCarr@skokieparks.org

**Devonshire Facility Manager**

Robin Horwitz  
Phone: 847/674-1500 ext. 2420  
RHHorwitz@skokieparks.org

FORM A

I/We, \_\_\_\_\_, the parent(s)/legal guardian(s) of \_\_\_\_\_, acknowledge that I/We have received a copy of Devonshire Preschool's Parent Handbook and have been given the opportunity to read the manual and ask questions about and understand the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Devonshire Preschool and the parents. Devonshire Preschool reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**AUTHORIZATION FOR EMERGENCY CARE OF  
CHILDREN WITH SEVERE ALLERGIES**

Date:

Dear Health Care Provider,

Your patient, \_\_\_\_\_ is enrolled in Devonshire  
Preschool and we have been requested to provide certain emergency care for the prevention  
of anaphylaxis in the event the child comes into contact with a certain allergen(s), as  
described below. Please complete Part I of this instruction record. This record will remain in  
the child's file at Devonshire Preschool so we may assist with the allergy care and needs of  
the child. If you need to provide further instructions or clarifications, please do so on a  
separate sheet of paper, which will become a part of this record and will be kept with this  
form in the child's file at Devonshire Preschool.

**PART I (to be completed by a Licensed Health Care Provider)**

Child's Name: \_\_\_\_\_ Child's Birth Date: \_\_\_\_\_

**Known Allergens:** (Please provide a complete list of all events and/or substances that may  
trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

\_\_\_\_\_ Bee Sting

\_\_\_\_\_ Other Insect Bite(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Animal(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Food Allergy: (identify all foods or groups of foods that must be avoided):  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Other: (identify): \_\_\_\_\_

**SYMPTOMS:** (Please provide a complete list of all symptoms that indicate the child has  
come into contact with an allergen and requires emergency treatment.)

\_\_\_\_\_ Shortness of Breath

\_\_\_\_\_ Swelling of the Face or Lips

\_\_\_\_\_ Hives

\_\_\_\_\_ Vomiting

\_\_\_\_\_Diarrhea

\_\_\_\_\_Other: (explain): \_\_\_\_\_

**PROCEDURES:** (Please indicate all steps necessary and the order in which they should be taken.)

\_\_\_\_\_Administer the following Medication: (provide name, dosage, and method of administration): \_\_\_\_\_

\_\_\_\_\_Administer EPI-PEN: (provide instructions for administration)

\_\_\_\_\_Call Emergency Medical Services (911)

\_\_\_\_\_Call the child's parent or guardian

\_\_\_\_\_Other (explain): \_\_\_\_\_

\_\_\_\_\_DO NOT administer medication in the absence of KNOWN exposure to allergen

**RECREATIONAL ACTIVITIES:**

1. The child may participate in recreational activities.  yes  no

2. Recreational Activity Restrictions:  none  some restrictions  
(explain recreational activity restrictions): \_\_\_\_\_

**HEALTH CARE PROVIDER INFORMATION:**

Office: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)**

**By Signing this form, I/We authorize Devonshire Preschool to follow the instructions contained in this Authorization For Emergency Care of Children with**

**Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner if my/our child's needs change.**

**PARENT(S)/LEGAL GUARDIAN(S):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by Devonshire Preschool on (date) \_\_\_\_\_. This Form must be updated by (date) \_\_\_\_\_.

Received By: (Print Name) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES**

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release")

Made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Devonshire Preschool and \_\_\_\_\_ (Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of \_\_\_\_\_ (child's name).

WHEREAS, Devonshire Preschool provides child care services and the Parent(s)/Legal Guardian(s) have engaged Devonshire Preschool to provide child care services for \_\_\_\_\_ (child's name);

WHEREAS, Devonshire Preschool has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis, as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to Devonshire Preschool's policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Devonshire Preschool and its employees or agents from any liability arising in law or equity as a result of Devonshire Preschool's employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies Form" (hereinafter referred to as the "Authorization"), provided that Devonshire Preschool has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.
2. This Release shall be governed by the laws of the State of \_\_\_\_\_ which is the location of the Devonshire Preschool facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.

4. The reference in this Release to the term Devonshire Preschool shall include Devonshire Preschool its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

Devonshire Preschool:

Center Address: \_\_\_\_\_

\_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_