

play learn grow



Willow Wood Preschool Handbook

2019-2020

684 Oak Street, P.O. Box 362
Winnetka, Illinois 60093
847-441-6393 Fax 847-441-6344
www.willowwood-preschool.org

September 2019

Dear Families:

I am thrilled you have found Willow Wood Preschool. It is a wonderful environment to watch your child play, learn and grow! Willow Wood's staff feels strongly about cherishing, respecting and protecting childhood and all the joys and challenges it brings. "It takes a village" and we are your village to help guide you through this early journey of your child's life. Enjoy every precious minute.

Warmly,

Sue Cornelo

Director

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2019-2020 Calendar

September 2019	February 2020
2 Labor Day (no school)	6 No School (Institute Day)
3 First Day of School	17 No School (President's Day)
3-6 Staggered Schedule	22 Parents' Party
5 New Parent Orientation 7:00 PM	25 Young 2s Conferences
13 Parent - Tot Begins	
16 LB and Enrichment begin	March 2020
23 Curriculum Night 7:00 PM	23 Spring Break Begins
30 No School (Rosh Hashanah)	29 School Resumes
	April 2020
October 2019	10 No School (Good Friday)
2-3 No School (Rummage Sale)	21 No School (Conferences)
9 No School (Yom Kippur)	
19 HOST PLG Alliance Event 3-5 PM	
27 Halloween Party 9-11:30 AM	May 2020
	14 LB and Enrichment End

November 2019	25 No School (Memorial Day)
5 No School (Conferences)	26-29 Class Picnic Week
8 & 9 Book and Toy Fair	29 Last Day of School
27, 28, 29 Thanksgiving Break	
December 2019	
23 Winter Break begins	
January 2020	
6 School Resumes	
11 Current/Returning Family Registration	
13 LB/Enrichment Resume	
20 No School (MLK Day)	
26 Snowflake Festival (Family Open House and Sing) 3-5 PM	

Mission Statement

Willow Wood provides a warm, nurturing environment for young children to develop socially, emotionally, physically and intellectually under the guidance of a staff that is highly experienced in the field of child development.

Philosophy

Early childhood education occurs at a stage in a child's life when he/she is physically and emotionally ready to explore the world with new people and in new places, separate from his/her parents. It is meant to be an extension of the caring and teaching experience he/she has received since birth.

Willow Wood strives to provide a secure environment that meets the needs of each child.

Willow Wood's child-centered program stresses the principle that children learn through play. Play is encouraged as a means to promote divergent thinking and to facilitate fantasy role-playing. Nurturing, warm and flexible interaction between adult and child will lead to positive social and emotional growth and a strengthened awareness of self. The child must be allowed to explore, create, problem-solve and develop by himself/herself, for himself/herself. Willow Wood teachers are facilitators. They stimulate, encourage and guide, but never dominate. Teachers use every opportunity to help the child be and become all that his/her potential allows, providing him/her the richest environment possible.

A child should experience trusting, supportive relationships that will enable him/her to develop a positive self-image, exert rational self-control, and thereby achieve autonomy. We want each child to develop body awareness and coordination, and learn to communicate feelings and ideas. Willow Wood's goal is to help each child adjust to unfamiliar situations; become creative, imaginative and inventive; feel comfortable and secure in his/her environment; learn to think and solve problems; and, most importantly, feel good about himself/herself.

History

In 1967, a group of Kenilworth women decided to start a nursery school. With little money but much enthusiasm, the Kenilworth Community Preschool was born. The school first opened its doors to 25 students in the

Church of the Holy Comforter. In 1970, the school moved across the street to the Kenilworth Union Church. Three classes were offered to 34 children.

The school moved to the Winnetka Presbyterian Church in the fall of 1971. As it was no longer located in Kenilworth, a new name was selected—Willow Wood Preschool. That first year two classes were offered to 36 students. In 1972, four classes were offered and the enrollment grew to 58.

In June of 1996, the Willow Wood Board began a search for a new home. With the assistance of a hard-working and dedicated board, we moved into Christ Church in Winnetka for the 1998-1999 school year.

Today we have classes for Young Twos, Older Twos, 3 and 4 year olds, and Parent-Toddler classes. We also offer Lunch Bunch and enrichment classes.

During the summer we offer camp for children turning 3 by December 31. The program meets Tuesday through Thursday mornings.

Organization of Willow Wood Preschool

Willow Wood is governed by a board of directors as a non-profit, non-sectarian, non-discriminatory organization and is licensed by the Illinois Department of Children and Family Services (DCFS). Willow Wood is a member of the following organizations:

- Chicago Association of Education of Young Children
- Alliance for Early Childhood

September 2019

Hello Willow Wood Families,

Willow Wood is proud to be in partnership with the Northern Suburban Special Education District (NSSED). While educating children with special needs has always been a part of our programming, this formal partnership brings additional staffing and resources to Willow Wood which will benefit all children and families!

This year, a NSSED preschool teacher will be co-teaching the PM JK class to create a blended classroom. This will provide students who might have delays in one or more areas of development with an opportunity to play and learn alongside their peers while also receiving targeted intervention and support. This co-teaching model will benefit all students by lowering child-to-teacher ratios in this class and providing Willow Wood teachers and students with access to NSSED resources and professional development.

If you have any questions, please do not hesitate to ask.

Sincerely,

Sue Cornelo, Willow Wood Prechool Director
Kendra Wallace, NSSED Director of Instruction

Admission Policy

It is the policy of Willow Wood to extend equal admission opportunities to all applicants without regard to race, sex, religion, disability, national origin, ancestry or parental status, in accordance with applicable federal, state and local laws.

Enrollment of a child and his/her participation in a program offered at Willow Wood are dependent on a number of factors, but shall include the child's needs and the school's abilities to serve his/her needs. A child shall not be excluded from a program at Willow Wood based upon disabilities which may be reasonably accommodated.

Decisions about attendance at Willow Wood by a child with disabilities shall be made by the school administration, which shall consider the child's social, psychological and developmental status; current health status, including the child's degree of immune function and stamina; and the ability of the program to provide appropriate care and make reasonable accommodations. When making enrollment decisions concerning a child with disabilities, the school administration will consider input from appropriate persons, including the child's parents or legal guardians, past and potential teachers and/or caregivers, and the child's physician, social worker or health care consultant.

No one, except the child's parent or legal guardian, has the "right to know" about the child's particular condition. The people who have the "need to know" are those persons directly accountable and responsible for the care and well-being of the child and who will need the knowledge in order to care appropriately for the child. Willow Wood urges the private sharing of necessary information about the child's condition with the Director, so that she may evaluate the best placement for the child and attempt to provide the best possible experience for the child and family. Willow Wood will work with parents and other professionals concerned with the health, education and well-being of the child to the best of its ability. Information concerning the child's condition shall be kept confidential and shall be disclosed to third parties only in accordance with this policy or any applicable laws.

Registration

Registration at Willow Wood is conducted on a first-come, first-served basis, with priority given to Willow Wood Board Members and returning students and siblings. Willow Wood is unable to guarantee placement unless a child has been formally registered and the necessary fees and deposits have been paid. A waiting list will be maintained for filled classes.

Willow Wood does not accept names for registration more than one year before entry. Information on registration for the 2020-2021 school year will be available in November 2019. Current families will be allowed to register before new families. While Willow Wood makes every attempt to honor morning or afternoon preferences, we cannot guarantee your preference. For further registration information, please contact: Kate MacNally, Registrar at 917-623-2029 or willowwoodregistrar@gmail.com, or our Director, Sue Cornelo, at 847-441-6393.

Age Requirements (2019-2020)

Program	Birthdates
Parent & Toddler	9/1/2017–3/1/2018
Transition Parent & Toddler	3/1/2017–12/31/2017
Young Two's	3/1/2017–8/31/2017
Older Two's	9/1/2016–3/31/2017
Three's AM	9/1/2015–8/31/2016
Three's/Young 4's PM	9/1/2015–8/31/2016
Older 3's / Young 4's AM	9/1/2015–3/31/2016
Jr. Kindergarten	9/1/2014–8/31/2015

Special Needs Policy

Willow Wood welcomes all children and is committed to providing the most appropriate and beneficial experience for each individual student. We adhere to the NAEYC Code of Ethical Conduct in that we “strive to build individual relationships with each child; make individualized adaptations in teaching strategies, learning environments, and curricula; and consult with the family so that each child benefits from the program.” We believe that inclusion of children with special needs is appropriate in our setting and that the benefits of such an approach are numerous for all of the children. Inclusion affords children with special needs the opportunity to model the developmentally appropriate behavior of their peers. It invites other children in the classroom to learn acceptance, tolerance, and respect for those whose abilities and skills differ from their own.

Working with Special Needs Children

Willow Wood believes that a child benefits from a collaborative approach that includes the school, the parents, and any specialists who may be working with a child inside or outside of the school. Both Willow Wood and the parents are expected to assume certain obligations in order to facilitate this cooperation.

Specific responsibilities of the parents include:

- To participate in initial meetings with the director and/or teachers to share information about their child. This includes informing the Willow Wood staff of any assessments their child has had and/or any support services their child is receiving or has received in the past and to share pertinent information received such as recommendations, IEP's or other findings.
- To contact appropriate individuals to allow for sharing of information and for coordinating strategies and recommendations
- To assume financial responsibility for additional classroom support for their child if deemed necessary by the school

Special Needs Policy (cont'd)

Specific responsibilities for Willow Wood include:

- To ensure the overall safety and well-being of every child in the classroom
- To reasonably adapt the environment to allow for inclusion
- To communicate as necessary with the parents and others responsible for the child's care and development
- To collaborate with outside therapists or consultants in order to provide a suitable environment for the child and to foster his/her growth and development

Identifying Special Needs

The professional Willow Wood staff is committed to providing the optimal environment for each one of its students. If it is determined by the staff that a particular child could benefit from an observation conducted by an occupational, speech or physical therapist; a clinical psychologist or social worker; or another type of consultant or specialist, the school will notify the parents. Parents will be asked to sign a release form granting permission for information to be shared between the school and the parties involved. The consultant will be engaged by the school to observe the child in the classroom setting. Following the observation, the school will share the consultant's findings with the parents. The school may then make recommendations such as:

- To make adjustments in the child's classroom schedule and/or environment
- To provide additional support services for the child, either in school, out of school, or both. These services could require parents to assume some financial responsibility.
- To pursue additional evaluations, assessments, or testing in one or more areas of development.

Special Needs Policy (cont'd)

The NAEYC Code of Ethical Conduct also states that . . . “if the current placement does not meet a child’s needs, or the child is seriously jeopardizing the ability of the other children to benefit from the program, we shall collaborate with the child’s family and appropriate specialists to determine the additional services needed and/or the placement option(s) most likely to ensure the child’s success.” Therefore, we will make every attempt to work together with parents and consultants in a collaborative effort to include a child with special needs in the classroom. If, however, a child cannot participate in the appropriate program with reasonable accommodations, or if it is determined that a child could potentially hurt him/herself or others in the school, or if a child is consistently disruptive of the environment, or if a child’s parents disagree with the school’s recommendations, Willow Wood reserves the right to request that a child be removed from the school.

At all times and in all circumstances, Willow Wood will advocate for the best interests of the child.

Pesticide Policy

Willow Wood has contracted with Smithereen Pest Management Services to adhere to all pesticide requirements and procedures as defined by the Illinois DCFS. Further information on our Integrated Pest Control Program is available for review in the office.

Cell Phone Policy

For the physical and emotional safety of the students and their families, Willow Wood Preschool is a **Cell Phone Free Zone**. We respectfully request that adults refrain from cell phone use when dropping off or picking up your child, as well as on the playground and inside the school. Please share this information with all who will be visiting, dropping off or picking up your child(ren). This includes nannies, caregivers, and family.

Diaper Changing Policy

Willow Wood Preschool's diaper changing policy for the three year old classes and older is as follows: In the event that a child soils his/her diaper, the parent or caregiver may be called and asked to come to school to change their child. Teachers/aides in the two year old classes will change diapers.

Guidance and Discipline at Willow Wood

1. We try to eliminate a need for frequent, punitive discipline practices at Willow Wood by making sure that each child knows what is expected of him/her at school. We try to make each day follow a similar structure so that the child knows what to expect at each part of the day. We strive for consistency of expectations, so that the child will know what kind of behavior is appropriate at school. We use positive approaches. For example, it is better to say, "Blocks are for building," rather than "Don't throw those blocks."

Willow Wood never uses any kind of corporal punishment or negative discipline methods.

We emphasize only three "rules" or guidelines at Willow Wood. These are repeated frequently to the children on appropriate occasions. They are:

1. Be kind to other children and adults.
2. Be kind to yourself.
3. Take good care of the toys and equipment.

2. If a child breaks one of the above rules, we would first remind him/her, in a kind but firm voice. If it is appropriate, we explain why the behavior is not acceptable, such as: "If you continue to throw those blocks, you might harm one of the other children." If the behavior continues, we direct the child to another activity. For example, we might say, "I see that you are having trouble in the block corner today. I think you need to spend some time at the playdough table or in the sand table until you settle down." The teachers enforce this decision in a friendly but firm manner. If the offending behavior continues, the child is removed from the situation and sits quietly with the teachers until he/she calms down.

Willow Wood teachers try to have the child internalize various rules and regulations which make a classroom function harmoniously. We think that gentle reminders, having only a few important rules which are consistently enforced, and a thorough knowledge of the capabilities of the children in the classroom, are all important in helping preschool children learn self-discipline.

Guidance and Discipline at Willow Wood (cont'd)

3. Children are periodically reminded of parent and teacher expectations for their behavior. They are asked to join in the problem-solving process when there is a problem in the classroom.
4. At any time of the year if deemed necessary, a parent and teacher may meet to decide how to further implement this policy with his/her child. This meeting will be in addition to the two parent/teacher conferences held each year.
5. Willow Wood may request a classroom observation from one of our consultants if significant behavioral problems involving one or more children exists. In such cases, the consultant will offer advice and/or specific steps which should be taken to improve the situation. Willow Wood will then work closely with the consultant as well as the parents in the classroom to achieve successful results.
6. Willow Wood reserves the right to request that a parent withdraw his/her child and seek further evaluation if the child exhibits a behavior that significantly interferes with his/her learning and/or social behavior.

Beginning Days of School

The first week of school is a demanding one for preschoolers. The combination of new people and experiences can be overwhelming. To make the transition easier for your child, it is important that you make childcare arrangements for younger siblings and that you plan to spend the first days of class with your Willow Wood child. At this time, each child and his/her parent can become familiar with the teachers and facilities of the school. With a parent there for assurance and emotional support, the parent and child can find the child's coat hook, investigate equipment and toys, find the bathroom, etc. This support in the early days of school should lessen separation anxieties. Sometimes, adjusting to separation may take longer than the first day or week. Do not be concerned if this occurs—the staff will help with the adjustment.

During the first week of school, children in the drop off classes will need to bring:

- * A snapshot of the entire family.
- * A school tote bag (New students only will receive a bag the first week of school. Returning students should bring their original bag.)
- * An extra set of clothing in a marked plastic bag to be kept at school.

Consultant Services

Early childhood teachers understand the need to call for the advice of professionals in the area of early intervention for young children. Periodically, they may require the services of a consultant to observe a child in the classroom and make individual recommendations. With the parents' permission, these services will be provided by outside sources. Payment for such services will be discussed and agreed upon by the Director and parents before the services are rendered.

Music Program

Our music teacher, Elizabeth Clemmitt, visits each preschool classroom on a regular basis to teach an appreciation for music to our children. She incorporates songs, movements, and musical instruments into her program.

Summer Camp

Willow Wood offers a summer camp program for 2.5, 3, 4, and 5-year-olds. The camp runs three mornings a week for a total of 7 weeks. Online registration for the camp will be held on February 5, 2020 and is on a first-come, first-served basis.

Health and Safety

Before your child enters school in a drop-off program, Illinois State Law requires that a physical examination form must be completed by your child's physician and be on file in the school office. Your child cannot be admitted without this form. If your child is ill six consecutive school days, the law requires a physician's statement that your child is able to return to school and participate in all activities. *Please inform the school if your child will be absent.*

Preschool children are especially susceptible to colds and infections. If you have any doubt about your child's participation in any school activities, including outdoor play, please keep him/her home. Willow Wood is unable to keep one child indoors while others go out since the full staff is needed to supervise the playground. A child with a temperature, an excessive runny nose, or who has vomited within the past 24 hours should not be sent to school. You will be notified if a contagious disease is reported in your child's classroom. **IF YOU ARE KEEPING YOUR CHILD HOME, PLEASE CALL THE SCHOOL AT (847) 441-6393 BY 9 A.M.**

If your child has any food/snack allergies, please alert the teaching staff. You have the option of providing your child's daily snack if you wish.

The school has on file a Risk Management Plan that is available to parents for their review. This plan describes ways for the school to reduce or eliminate potential risks and establishes procedures to follow in an emergency or crisis.

Willow Wood Preschool is a smoke free, drug free, and weapon free school.

Immunization Policy

In order to comply with the Rules and Regulations of the Illinois DCFS, and to protect our school community as a whole and in particular pregnant mothers and younger siblings who may not be fully immunized, Willow Wood Preschool has adopted the following policy:

Children attending Willow Wood Preschool must have received the following immunizations, in accordance with the Rules and Regulations of the Illinois Department of Public Health:

- Poliomyelitis
- Measles
- Diphtheria
- Hepatitis B
- Mumps
- Pertussis
- Tetanus
- Haemophilus Influenzae B
- Varicella (or proof of having chicken pox)
- TB skin test (or an X-ray proving the child is free of TB) within 6 months of starting preschool
- Lead screening

Exceptions:

Willow Wood Preschool places significant importance upon the protection and safety of the community as a whole. If a family has a *medically or legally valid reason* for requesting an exception to a particular immunization requirement, the parents/guardians must provide:

- a letter attached to the Medical Form or a note written directly on the Medical Form by the child's doctor stating that the requirement is medically contradicted, or
- a written and signed statement from the religious organization official detailing the religious belief that conflicts with the immunization requirements

Child Drop-Off and Pick-Up Process

There are two ways to drop-off and pick-up children at Willow Wood Preschool. When bringing your child to school, enter the parking lot on Oak Street, drive around the parking area and then stop at Willow Wood's gate bordering the play yard. A teacher will be stationed there to greet and remove your child from the car. Your child will then be assisted into the school by members of the staff. **THERE IS NO PARKING IN THE LOT BEHIND THE SCHOOL FOR PARENTS.** Alternatively, you may park your car along the street and enter the gate on Oak Street. You may take your child to the classroom, help hang up his/her clothing and see that his/her hands get washed in the classroom.

For pick-up, stop at the gate in the parking lot and your child or car pool will be helped into your car. Be sure you have your pick-up name card (which will be provided to you) displayed in the front window of your car. Remain in your car and the Director will help your child into the car. You will then sign out him/her on the Director's daily sign out sheet. **Please pull forward and then fasten the children's seat belts to keep the line moving efficiently. When leaving the driveway, we recommend that all cars turn right on Oak Street to ensure safety for all.** If you choose to park and walk to the gate on Oak Street to pick up your child, please remain at the gate until your child is brought to you and then sign him or her out with the teacher stationed there.

On bad-weather days, a **RED flag** is posted at the gate to remind you that you must park and go to the front entrance door of the building to drop-off and pick-up your child. A staff member will be stationed at that entrance to coordinate drop-off and pick-up of your child.

Illinois law requires that children under eight years of age must be seated and strapped into an appropriate car seat or booster seat while riding in motor vehicles. Accordingly, the size of your car pool will be limited by the number of younger siblings who will also be riding in your car.

Please send a **written notice** to school if your child does not plan to go home in his regular car pool. The safety of your child requires that the Director receive such a note. A child will not be released to a non-designated person without your signature. It is a good idea to pin such notes to your child's coat or shirt so they are not lost or forgotten.

Late Pick-Up Policy

All children should be picked up within 15 minutes of the end of class. If a child has not been picked up by the designated time, the child will remain in the classroom with his/her teacher(s). If no prior notification of a late pick-up has been received, the director will attempt to contact a parent. If a parent cannot be reached, emergency contacts will then be notified. If all attempts fail and the child has not been picked up by one hour past the designated pick-up time, the Director will contact the appropriate outside authorities.

Student Release Requirements

The Child Care Act, published by the Illinois DCFS, requires child care facilities to keep a daily departure record for each child, including the time the child leaves the facility, the manner of departure and the person with whom the child has departed. **For this reason, it is imperative that we receive your Student Release Form as soon as possible.**

Emergency Closings

Willow Wood generally, but not always, follows the Winnetka Public Schools for emergency closings. During extreme weather conditions, our priority will always be the overall safety of our students and families. In the event of such a closing, you will be notified by your child's room parent. A message will also be recorded on the school phone number (847) 441-6393. Additionally, a posting will appear on the school website: www.willowwood-preschool.org.

Clothing

Comfortable, durable, washable clothing gives your child the most freedom to enjoy preschool activities. A child will be inhibited from enjoying the mess of finger painting and easel painting if he/she feels you may be upset by paint on his/her shirt or shoes. Children appreciate large zipper pulls, pants with elasticized waistbands and shoe boots. We are outside each day, weather permitting. Please dress your child accordingly i.e. snowpants and boots in the winter! Please send an extra pair of shoes or slippers that may be left at school during the winter months. PLEASE LABEL ALL JACKETS, SWEATERS, HATS, MITTENS, BOOTS, SHOES, SLIPPERS, SNOWPANTS AND SCARVES WITH YOUR CHILD'S FIRST AND LAST NAME.

Parent/School Communications

Willow Wood values the sharing of ideas and feelings between parents and teachers. Vacations, new babies, visiting relatives, new pets, busy weekends and sad days often make a difference in your child's behavior at school. By telling your child's teacher about these events, she can give your child extra support if he/she needs it. It also allows the teacher the pleasure of sharing your child's happy times outside of school.

Parents and grandparents are invited to visit Willow Wood and observe classroom activity. Please check with your child's teacher before you come. WHILE AT SCHOOL, PLEASE DO NOT ENGAGE IN LENGTHY CONVERSATIONS WITH THE TEACHERS. THIS IS ESPECIALLY TRUE ON THE PLAYGROUND. FOR SAFETY'S SAKE, THE TEACHERS MUST DIRECT THEIR ATTENTION TOWARDS THE CHILDREN ON THE PLAYGROUND. If you wish to discuss an issue with your child's teacher, please feel free to call his/her teacher at home. All teachers' home telephone numbers are provided for this purpose under the Staff Member section of this handbook.

Willow Wood makes every effort to keep parents fully informed of their child's activities and of significant events involving the school. Each week you will receive a report from your child's teacher summarizing your child's classroom activities. Each month, you will receive a newsletter, "The Messenger" via e-mail. This monthly newsletter contains valuable information on many aspects of the school. Additionally, the school maintains bulletin boards in the main hallway and stair landing area. Please check them regularly for announcements and news of upcoming school events. If you have any questions about upcoming Willow Wood events, please feel free to contact our Board President, Stephanie Wheat, at 312-351-1094 or stephanie.barker@gmail.com.

Parent/School Communications (cont'd)

Parent-teacher conferences are held prior to the start of school. Please let your child's teacher know if, at any time, you would like to schedule an additional conference. Communication between parents and teachers or the Director is the fundamental tool of a successful relationship. We recognize you might have questions or concerns regarding your child's participation at school. We encourage parents to discuss these questions or concerns with a child's teacher and/or the Director. Parents may also submit a written complaint to the Director or the Board of Directors.

Volunteer Opportunities

Willow Wood invites and encourages all parents to participate in preschool efforts by volunteering their time. If you're interested in volunteering for school sponsored activities/events or the Willow Wood Board of Directors, please read Willow Wood's monthly email newsletter, "The Messenger", for opportunities OR contact any board member to communicate your interest.

Willow Wood has an open door policy regarding classroom visits. If you would like to visit your child's classroom on any given day, please coordinate the date and time with the teachers.

Snack Responsibilities

For your snack week, you will be informed by your classroom teacher what snacks (perishable and non-perishable) to provide for all children in your child's class for the **entire week**.

The Illinois DCFS requires that all snacks be from approved sources. That means all snacks must be from Willow Wood's approved 2019-2020 Snack List. The overall goal is that parents will provide the least processed and healthiest snacks possible.

Snack List

The following snack list addresses **peanut, tree nut, egg and milk/casein allergies**. To the best of our knowledge, these snacks are suitable for children with those allergies. Keep in mind that most snacks are manufactured in plants that process various allergens, therefore, we cannot guarantee the safety of any allergic child. It is ultimately the responsibility of the parents to ensure that their child's diet is appropriate.

If your child has a food allergy, please refer to the following Allergy Policy and work directly with your child's teachers to work out a suitable arrangement for snack time.

The overall goal is that parents will provide the healthiest snacks possible.

If needed, individual classrooms may need to edit the snack list according to allergies in a specific class. If this is the case, the teachers will notify the parents in their class and a specialized snack list will be distributed.

SNACK LIST 2019-2020

The following snack lists addresses **peanut, tree nut, milk and egg allergies**. Keep in mind that most snacks are manufactured in plants that process various allergens, therefore, **we cannot guarantee the safety of any allergic child**. If your child has a food allergy, please refer to the Willow Wood Handbook's Allergy Policy and work directly with your child's teacher(s) to work out a suitable arrangement for snack time.

***** For Birthdays**, please provide **whole fruit or fruit juice popsicles** – NO ice cream, creamsicles or coconut flavor

Fruits and Vegetables

ANY!

Mott's Unsweetened Applesauce-apple flavor only

Crackers and Graham Crackers

Back to Nature: Harvest Whole Wheats, Crispy Wheat Crackers, Multigrain Flax, Classic Round

Honey Maid: Honey or Cinnamon Crackers or Fresh Stacks

Back to Nature Honey Graham Sticks

Teddy Grahams – honey or cinnamon

Barnum's animal crackers

Nabisco Triscuits and Thin Crisps – original

Nabisco Wheat Thins – original

Quaker Rice Cakes—plain, lightly salted

Annie's Homegrown Traditional Party Mix

Ritz Crackers

Pretzels

Rold Gold Classic Tiny Twists or Classic Sticks

Pepperidge Farm Gold Fish pretzels

Annie's Homegrown Pretzel Bunnies or Honey Wheat Pretzel Bunnies

Chips and Veggie Chips

Good Health – Veggie Stix, Veggie

Sensible Portions – Veggie Straws, Veggie Chips and Apple Straws

Sun Chips-Original Flavor ONLY

Harvest Snaps-Green Pea Snack Crisps, lightly salted flavor

If you are unable to locate a specific item, please feel free to substitute for another item on our list.

Play Dough Recipe

4 cups flour

2 cups salt

1/4 cup cream of tartar

4 cups water

1/2 cup vegetable oil

Food coloring

In large bowl, combine flour, salt and cream of tartar. In saucepan on stove over medium heat, stir together the water, oil and food coloring. Add dry ingredients gradually, stirring to mix well. As play dough becomes thick and pulls away from the pan, remove from heat and knead for 5 to 10 minutes. Place in Ziploc bag when cool.

Allergy Policy

In an effort to accommodate children with food allergies and make them feel included, Willow Wood has adopted an allergy policy. Parents must only purchase snacks from the preceding Snack List. If you have a child with food allergies, you should review the Snack List to make sure it is appropriate for your child. You may make any changes to the Snack List for your child's classroom by discussing those changes with your child's teachers. Please be aware that most parents will not read ingredient labels when buying snacks. Therefore, it is up to the parents of children with allergies to determine if the ingredients of those items on the Snack List are safe for their child.

While we hope that these efforts will serve to provide the healthiest food environment possible, we cannot guarantee the safety of any allergic child. Please be aware that it is ultimately the responsibility of the parents to ensure that their child's diet is appropriate. **Therefore, it is always the safest policy to simply send a child with food allergies to school with his/her own allergy-free snack as many parents have done over the past years.**

Birthdays

Birthdays are special and are celebrated at school. Please provide popsicle treats on your child's birthday. You are welcome to be a part of your child's Willow Wood birthday celebration. The teachers will coordinate with you as to the best day for the celebration. Frequently, parents honor their child's birthday with a book, puzzle or other classroom gift. If you have any questions about appropriate gifts, please contact your child's teacher.

Sibling Policy

Because of Illinois DCFS licensing guidelines, we cannot allow siblings to be in the classroom. **No exceptions can be made to this policy.**

Class Offerings

Class	Teachers	Days	Time
Parent Tot & Parent Tot Transition AM	Sue Cornelo	Friday	9 - 10 am / 10:15 - 11:15am.
Young 2's AM	Shannon Spencer Laurie VanDusen Aide: Isabel Fiore	Wed & Fri	9 - 11 am
Older 2's 2-Day AM	Sandy Thomas Kerrily Jednorowicz	Wed & Fri	8:45 - 11:15 am
Older 2's 3-Day AM	Lauren LeBoyer Kerrily Jednorowicz	Mon, Tues & Thurs	8:45 - 11:15 am
3's AM	Shannon Spencer Laurie VanDusen Aide: Jennifer Beckmann	Mon, Tues & Thurs	8:45 - 11:15 am
Older 3's /Young 4's AM	Catherine Levy Jenny Smith Aide: Kendra Gallagher	Mon - Thurs	8:45 - 11:15 am
Jr. Kindergarten AM	Katie Fitzpatrick Coley Patterson Aide: Amy Acri	Mon - Fri	8:45 - 11:15 am
Jr. Kindergarten PM	Sonja Anderson Coley Patterson Dawn Stanek (NSSSED)	Mon - Fri	12:30 - 3 pm
Enrichment			
Lunch Bunch	Catherine Levy Kendra Gallagher Kerrily Jednorowicz Jenny Smith Amy Acri Laurie VanDusen	Mon - Thurs	11:15 -1 pm
Hola and Bonjour	Catherine Levy Shannon Spencer	Mon	11:15 - 1:30 pm

Food for Thought	Jenny Smith Kendra Gallagher	Wed	11:15 -2:00 pm
Wonder Games	Kendra Gallagher Sonja Anderson	Thurs	11:15 - 12:30 pm
Wonder Kids	Jenny Smith Catherine Levy	Tues	12:45 - 3 pm

Music: Elizabeth Clemmitt

Board of Directors

The business of Willow Wood is run by an all-parent Board of Directors. Willow Wood looks for qualified men and women to serve on its Board of Directors as needed. Each new board member is asked to serve a three-year term. A description of general board responsibilities and applications for membership will be available in the Director's office beginning on January 1, 2020 and are due in March 2020. Applications for new board members are reviewed in March 2020. Willow Wood strives to match board member qualifications to board responsibilities. Please contact Katherine Banich, Board Relations Chair, at 847-361-0817 or katherinebanich@gmail.com if you would like additional information.

Willow Wood Advisory Board

The Advisory Board is comprised of individuals who have served three years on the Board of Directors as well as two years on the Board's Executive Committee. The Advisory Board term is currently two years. Former Presidents of the Board of Directors are indicated by a single asterisk (*).

Michelle Cullen* (2nd year) michelle.kassab@gmail.com

Kim Frezados (2nd year) kimfrezados@gmail.com

Stacey Wilson (2nd year) wilsonsdc@gmail.com

Christine Quinn (1st year) christinesquinn@gmail.com

Claire Winnard (1st year) claireluxwinnard@gmail.com

Stephanie Joyce (1st year) stephaniegjoyce@gmail.com

Meghan Miller (1st year) mckme1975@yahoo.com

**Willow Wood Board of Directors
2019-2020**

Executive Committee

President	Stephanie Wheat
Vice President-Operations	Hilary Hoye
Vice President-Marketing	Jessica Newell
Secretary	Jackie Blackett
Treasurer	Ann Kenzie
Registrar	Kate MacNally
Board Relations	Katherine Banich
Equipment	Kristen Cross
Fundraising Co-Chairs	Kristen Goodfellow Ashley Sutphen

General Board

Members

	Andrea Leko
Supplemental Fundraising	Courtney McConnell
Assistant Fundraising	

Assistant Registrar	Kelly Shoup
Community Relations	Amanda Keilman
Controller	Beth Quintana
Digital Communications	Amy Schroeder
Social	Jackie Hairston

Willow Wood Board of Directors (cont'd)

First	Last	Spouse	Role	Address/Phone
Katherine	Banich	Terence	Board Relations	428 Provident Ave 847-361-0817
Jackie	Blackett	Brady	Secretary	815 Alles Rd 847-347-7816
Kristen	Cross	Gavin	Equipment	435 Linden St. 650-814-9496
Kristen	Goodfellow	Jim	Fundraising Co-Chair	1311 Scott Avenue 586-321-7989
Jackie	Hairston	Scott	Social	812 Ash St. 503-705-8918
Hilary	Hoye	Michael	VP Operations	892 Cherry St 847-772-1534
Amanda	Keilman	Erin	Community Relations	809 Locust St. 312-543-0634
Ann	Kenzie	Andrew	Treasurer	882 Elm St 248-231-0560
Andrea	Leko	Eugene	Supplemental Fundraising	328 Jefferson Ave. Glencoe 312-709-8307
Kate	MacNally	Andrew	Registrar	523 Elder Ln 917-623-2029

Courtney	McConnell	KJ	Fundraising Assistant	1031 Cherry St 812-664-7962
Jessica	Newell	John	VP Marketing	1320j Westmoor Tr. 773-972-2960
Beth	Quintana	Jason	Controller	1169 Chattfield Rd. 917-434-8266
Amy	Schroeder	Jason	Digital Communications	922 Elm St. 917-972-9127
Kelly	Shoup	Jason	Assistant Registrar	1496 Asbury Ave 618-581-9305
Ashley	Sutphen	Sean	Fundraising Co-Chair	480 Rosewood Ave. 847-830-1742
Stephanie	Wheat	Jon-Michael	President	635 Blackthorn 312-351-1094

Financial Policies and Schedule of Fees

1. Willow Wood is a non-profit organization and operates on full enrollment. Therefore, all registration fees, deposits and tuition payments for all programming are non-refundable and non-transferable to other children.
2. At the time of registration, each child is charged a \$125 registration fee.
3. The schedule for 2019-2020 tuition payments is as follows:

Program	At registration*	April 30	July 31	Total Tuition
Parent & Toddler	\$373	\$373	\$373	\$1119
Parent & Toddler Transition	\$406	\$406	\$406	\$1218
2-Day 2's Program	\$1053	\$1053	\$1053	\$3159
2-Day Older 2's Program	\$1084	\$1084	\$1084	\$3252
3-Day Program	\$1345	\$1345	\$1345	\$4035
4-Day Program	\$1739	\$1739	\$1739	\$5217
5-Day Program	\$2110	\$2110	\$2110	\$6330

4. A one hundred dollar (\$100.00) late fee will be added to any tuition payment that is received more than ten days past due.
5. If a tuition payment is more than 30 days past due, the child will be dropped from the class unless extenuating circumstances are demonstrated. In addition, a child will not be allowed to register unless the full tuition for the preceding session has been received.
6. Tuition payment plans are also available. Please contact Kate MacNally at 917-623-2029 for further information.

*This payment is necessary to hold your child's place in school.

WILLOW WOOD PRESCHOOL

684 OAK STREET

WINNETKA, IL. 60093

RISK MANAGEMENT PLAN

(updated 9/17/2019)

This plan has been developed by Willow Wood Preschool to identify potential operational risks, to specify ways to reduce or eliminate the risks, and to establish procedures to be followed in an emergency or crisis.

Training

The Director shall distribute this plan to all staff members at the annual fall workshop. She shall provide training, including universal precautions, to the staff to identify and minimize risks as they relate to the care and supervision of children. A copy of this plan shall be in each staff member's handbook. Staff meetings are held monthly and further training, if necessary, shall be held at these meetings.

A notice shall be included in the Willow Wood Parent Handbook under the section titled "Health and Safety" to inform parents that the plan is available for review upon request.

The plan shall be observed and supervised by the Executive Board of Willow Wood as well as the Director. It shall be evaluated annually by the staff and designated board members at the "State of the School" meeting held in February.

Drop Off/Pick Up Routine

Parents may drop off their children in one of two ways. They may either park on the street and bring their children into the playground or school entrance, or they may drive through the parking lot to the top gate where a staff member will help the children out of the car. An additional staff member will help the children down the stairs into the playground to meet yet another staff member who will then accompany the children into the building. At all times, children will be accompanied and supervised by one or more staff members to ensure their safe arrival in the classroom.

At the conclusion of the class sessions, children may be picked up at the gate by the parking lot. A staff member will be on the stairway to assist the child up the stairs, and another staff member will assist the child into the car. An authorized adult must then sign out for the child. Children

may also be picked up and signed out at the Oak Street gate, where a staff member will monitor the process.

Maintenance of the Building

Willow Wood has hired a cleaning service that is responsible for the daily cleaning and sanitizing of the classrooms, bathrooms, kitchen, office, hallways, and stairways. All cleaning is done after school hours when children are not present. Cleaning supplies are locked in a closet away from the children. Staff members wipe the classroom tables after use with a bleach solution and sanitize the water tables daily.

All other school supplies are kept in individual cabinets out of children's reach.

Christ Church is responsible for the building area leased by Willow Wood Preschool and the outside playground area. Willow Wood employs a landscaper to conduct regular seasonal maintenance and upkeep. The original playground was designed and installed in 1998 and renovated in 2008, and again in 2017. All equipment was selected and installed under the guidelines of the Department of Children and Family Services. The Equipment Chairman of the Executive Board is responsible for seeing that all equipment is maintained in safe condition.

Willow Wood Preschool conducts a Radon Test every 3 years. The results are posted on our community bulletin board.

Christ Church, our landlord, has conducted a water lead testing. Parents may ask for the results by contacting Willow Wood's Director. The school does not operate any vehicles as part of its program.

Food Service

Meals are not served to Willow Wood children. A daily snack is provided by parents and must be from an approved snack list only. Due to an increase in various types of allergies, we have restricted the types of snacks allowed. All snacks must be purchased from a commercial source. Water is served to drink. All food supplies that need refrigeration are kept in the school refrigerator. Other food supplies are kept in sealed containers with paper goods in cabinets in the classrooms, according to DCFS instructions. The Director holds a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health. All staff members are required to pass a Food Serve Safe class every five years.

Lunches for those children enrolled in the lunch program are provided by the individual parents and must be entirely peanut-free.

Educational Materials

The selection, maintenance and supervision of educational materials, toys, and playground equipment shall be under the Director's supervision with input from the teaching staff. All equipment must be safe and age appropriate. The Equipment Chairman assists in purchasing any equipment and oversees repairs on present equipment. The teachers are responsible for seeing that their rooms are clean and safe.

The Director regularly reviews the Unsafe Children's Product List to ensure that all toys, materials and equipment are safe.

Supervision of the Children

Children on the playground are supervised at all times by staff members stationed appropriately in all outside areas. Basic safety rules are included in the Teacher Handbook. Children inside the building are supervised at all times by an adult staff member or parent participant volunteer. A security system is in use for entrance to the school. The main entrance door is kept locked at all times, and all those seeking entrance must punch in the keypad code. Visitors must ring the doorbell and, upon determination of the nature of the visit, the Director or Assistant Director in the office will unlock the door. Security doors are also placed at the top of the stairs as well as in the back hallway. A key fob is required to open those doors during school hours. Parents and visitors must ring the bell to gain entrance. A camera is posted in the office to determine the identity and purpose of the visitor before the door is unlocked.

Health and Safety

Procedures have been established for ill children and for any accidents and emergencies. These are given in detail in the Teacher Handbook.

The staff has completed all CPR and First Aid Training requirements. There is a first aid kit in the office and on the playground. Band-Aids and gloves are kept in each classroom.

All Willow Wood staff has taken the IL DCFS Mandated Reporter online training class.

The staff is required to have a physical exam every two years. As part of this exam, their doctor is required to discuss the importance of immunizations for adult childcare providers and if need be, recommend immunizations. All staff members must show proof of immunity to MMR or show proof of 1 dose of Tdap vaccine and 2 doses of MMR vaccine.

Children are required to wash their hands after outside play, before and after snack time and after using the bathroom.

Smoking is not permitted in the school or on the school grounds. Firearms are also prohibited on the premises.

Emergency and Disaster Preparedness Plans

The school has established emergency and disaster preparedness plans, including fire evacuation plans. A drill for fire evacuation is held monthly and a drill for tornadoes is held twice yearly. An emergency plan, including the floor plan, is posted in each classroom. It indicates the safest site in case of a tornado as well as the primary and secondary routes in case of fire. Emergency numbers are posted in the office.

If it is necessary to totally evacuate the premises, staff members will accompany children to the Winnetka Public Library where they will await pick-up by parents or caregivers.

Means of Receiving Emergency Information

The school has registered with the Village of Winnetka's Rapid Alert System to receive information regarding severe weather or other situations that may affect the safety of the children.

