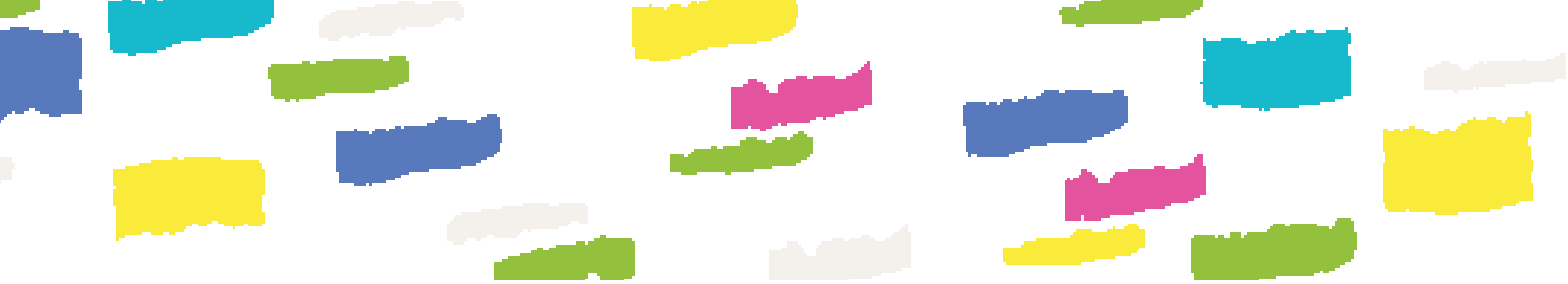




CONNECTING CHILDREN AND SENIORS THROUGH LOVE AND LEARNING

## Parent Handbook

408 S. Oak Park Avenue, Oak Park, IL  
[www.kindnesscreators.org](http://www.kindnesscreators.org)



“Somehow we have to get older people back close to growing children if we are to restore a sense of community, a knowledge of the past, and a sense of the future.”

Margaret Mead



## Welcome!

Welcome to the Kindness Creators Intergenerational Program! We are excited to have your family join ours! Here at Kindness Creators, we pride ourselves on nourishing the whole child. Through meaningful activities we enrich each child’s life, helping to raise empathetic individuals who care about their wellbeing and the wellbeing of others.

All preschoolers come from unique backgrounds. Each one has their own strengths and learning needs. Our purpose is to provide young children with high-quality, researched-based instruction that is developmentally appropriate and customized to the individual needs of every child. Children are learning all the time, so our program provides early learners with hands-on, interactive experiences that make learning meaningful, relevant and engaging to every child. Kindness Creators Intergenerational Program will provide young children with a strong foundation for future success.

**Welcome to Kindness Creators,**  
**where playing is learning, and learning is fun.**



## Connect

### GENERAL INQUIRIES

[info@kindnesscreators.org](mailto:info@kindnesscreators.org)

### JAIME MORAN

[jaime@kindnesscreators.org](mailto:jaime@kindnesscreators.org)

### PAM LAWRENCE

[pam@kindnesscreators.org](mailto:pam@kindnesscreators.org)

### WEBSITE AND SOCIAL

[www.kindnesscreators.org](http://www.kindnesscreators.org)

[www.facebook.com/kindnesscreators](https://www.facebook.com/kindnesscreators)

### LOCATED IN THE OAK PARK ARMS

408 S. Oak Park Avenue

Oak Park, IL 60302



## Mission

The Department of Education states that intergenerational programs are built on the assumptions that human development and learning is a lifelong process. Through daily interaction with children, seniors will gain a stronger emotional, physical and mental health. Seniors will feel a connection to the world and in return, their activity levels will increase. When seniors and children interact this helps to deter the effects of dementia and other cognitive impairments, leading to a better, and longer quality of life. The Oak Park Arms services seniors in an independent and assisted living facility. We will bring the generations together to help the children learn social/emotional skills that will prepare them for kindergarten and help the seniors with their overall mental health. The seniors will be able to volunteer in our preschool rooms to interact with the children during organized activities. Research shows that integrating different generations together has a positive effect on both age groups. Our mission will bring generations together while fostering a strong social and emotional well-being within children and seniors. Seniors and preschool age children will share in daily activities to create a unique bond that will last a lifetime.

## Vision

At Kindness Creators, we believe in nurturing the whole child through intergenerational, social/emotional and pre-academic programming to create lifelong, compassionate learners.

## Anti-Discrimination Policy

Kindness Creators is committed to diversity and does not discriminate on the basis of race, religion, sexual orientation, national origin, gender or creed. We are committed to creating a diverse community and the following is strictly voluntary.

## Confidential Information

No information regarding a student will be released without the written consent of the parent or guardian. Personal information is kept confidential including the information on your child's application.

## Mandated Reporter

All of our staff members are mandated reporters of child abuse/neglect, and are required to report any and all concerns. Kindness Creator directors must be notified immediately upon any evidence of child abuse. It is not our responsibility to make a determination of guilt, only to report observations.

## Registration

We accept applications throughout the year, as long as spots are available. We also have a waiting list that you can be put on if there are no spots open at the time of submitting application. We also accept children when they turn 3 during the school year (no need to wait until the next school year).

## Program Evaluation

Every parent will have the opportunity to anonymously evaluate the program. We will use this feedback to better our program.

## Drop Off/Pick Up Policy

At drop off and pick up times, there will be a staff member waiting at the designated location. This location is the door located at the south end of the building, right off of the parking lot (please see attached map). We will also have at least 2 parking spaces (with appropriate signage) for students being dropped off late or picked up early. Two-thirds of the parking lot is open to employees and visitors of Oak Park Arms, therefore many other spaces can be used as well.

For the safety of our students (ages 3-5 years old), we will have a doorbell that rings into our classroom. If a student needs to be dropped off late/picked up early, the bell will ring into the classroom and a staff member will open the locked door.





## Sick Child Policy

The following illness policies will be strictly enforced, for the health, well-being and safety of all concerned.

### **Before the first day of school (every year), parents must provide the following:**

- Medical records showing the child is up to date on all vaccinations
- Medical records showing the child has had the flu shot

### **Under no circumstances may a parent bring a sick child to school. If your child is ill, please follow the guidelines below:**

- Your child needs to be fever free for a minimum of 24 hours before returning to school. That means the child is fever free without the aid of Tylenol®, or any other fever reducing substance. diarrhea, or vomiting.
- Your child needs to be free of diarrhea and vomiting for 24 hours.
- If your child is on antibiotics, he/she must take them for 24 hours before returning to school.

In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up. In the event a child complains about not feeling well during the school day, the parent will be contacted.

### **Symptoms requiring removal of child from school:**

- Fever (defined as having a temperature of 100°F or higher)
- Diarrhea: runny, watery stools, or two or more loose stools within last 4 hours.
- Vomiting: two or more times in a 24-hour period. **Note:** please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

## Senior Illness

If there is an illness outbreak within the seniors of Oak Park Arms, our visitors would be suspended for that time period. Our program will continue to run within our classroom, but senior visitors would be halted until cleared by the Oak Park Arms manager. All seniors, volunteers and staff will be asked to abide by the same 24 hour guidelines.

## Medication Policy

Teachers will administer medication only if the parent provides written consent, the medication is in the original container, properly labeled (child's full name, doctor's name, medication name and dosage) and the facility has on file the written instructions to administer the medicine. Medications are kept in a locked area.





## Fees

### TUITION

For tuition and fees, please visit our website: [www.kindnesscreators.org](http://www.kindnesscreators.org). Tuition is due monthly from Late August until Early June.

### LATE PICK-UP FEE

There will be a late fee of \$1 per minute per child. This fee is due by the next school day.

### APPLICATION FEE

A non-refundable application fee to be sent in when the application is filled out online.

### NON-REFUNDABLE DEPOSIT

The non-refundable deposit will guarantee you a spot in our program. This fee is used to cover the school days in August and June.

### MATERIAL FEE

\$100 per year for 5 days a week preschool, \$60 per year for M,W,F preschool, \$40 per year for T,TH preschool.

### LATE PAYMENT FEE

There will be a \$5 per day fee for every day payment is late. If you need a payment plan, we would be happy to assist.

### RETURNED CHECK FEE

A charge of \$35 will be added to the monthly tuition bill.

### CANCELLATION

If you choose to leave the Kindness Creators Program mid-year, a two month notice, or two months tuition must be paid. We do understand that unexpected events happen, so please reach out to us if and emergency situation arises.





## Safety Procedures

(Tornado, Fire, Emergency Situations, Emergency Closings): Every month each preschool classroom conducts safety drills to practice evacuation of the building in case of an emergency (i.e. fire). Tornado/Severe Weather drills are held twice a year. In the case of inclement weather, disaster procedures are posted near the door of each classroom. Emergency Lock Down is practiced twice per year.

## Emergency Closings

When the decision has been made District 97 will be closed due to severe weather or other emergency, Kindness Creators staff will make every effort to contact each family to notify them of the closing.

## School Closings

School Closed for Holidays (we follow district 97): Labor Day, Thanksgiving Break, Winter Break, Dr. Martin L. King Day, President's Day, Spring Break, Non-Attendance Day, and Memorial Day. For a full school calendar and days off, visit our website at [www.kindnesscreators.org/calendar](http://www.kindnesscreators.org/calendar)

## Birthday Celebrations

We are happy to celebrate birthdays at Kindness Creators. Depending on allergies, we will provide you with a list of acceptable snacks/treats.

## Toilet Training/Diapering

Preschoolers do NOT have to be toilet trained to enter our program. There will no additional fee and we are happy to help in the training. If your child is still in diapers, please provide diapers/wipes and any cream needed for changing.

## Items to Bring

- Water bottle
- Extra clothes (shirts, pants, underwear, socks)
- Blanket & stuffy (if napping)
- Diapers/pull-ups (if needed)
- Lunch (if staying for lunch)
- Medication with written permission to administer and quantity

## Snacks

The program will provide a snack in the am class and the pm class and if your child will be with us all day, we will provide them with two snacks (am & pm).

## Curriculum/Assessments

Kindness Creators believes in teaching the whole child. We strive to meet all the needs of our students. The following programs allows us to meet all children at their individual levels, and give them the tools they need to succeed socially, emotionally and academically.

### CREATIVE CURRICULUM

A research-based, comprehensive curriculum that features exploration and discovery as a way of learning through play.

### LEARNING WITHOUT TEARS

A fun, engaging and developmentally appropriate way to strengthen children's motor skills through short, multisensory activities.

### SECOND STEP

Prepares children to enter kindergarten with the self-regulation and social-emotional skills they need to be successful. Some skills and concepts include listening, empathy, emotion management, friendship and problem solving.

## Assessments

Each child will be assessed throughout the school year based on the Creative Curriculum Child Development Checklist and a portfolio of each child's work.

## OUR VISION

We nurture the whole child through intergenerational, social/emotional and pre-academic programming to create lifelong compassionate learners.

## Daily Schedule

Below is a peek at our typical daily schedule.

## Half Day Preschool

### ARRIVAL

Children come in and put all belongings away. They sign in, go to the bathroom and buddy read.

### GROSS MOTOR

10 minutes of exercise to wake up our brains and get ready for the day!

### CIRCLE TIME

All the children come together to sing songs, play games, and talk about the daily routine and important events. Teacher instruction will include reading books, calendar, and daily schedule.

### SNACK

Snack is a social time where children can work on language, social/emotional skills and self-help skills.

### LEARNING CENTERS

Children make choices from a variety of centers and activities while interacting with peers and adults.

### OUTDOOR PLAY

Children will have opportunities to develop coordination, balance, mobility and spatial awareness. We will venture outdoors during MOST types of weather. Students will walk to two local parks during outdoor time.

### END OF THE DAY MEETING

Everyone comes back together to discuss the events of the day and to say good-bye until tomorrow.

## Full Day Preschool

### ARRIVAL

Children come in and put all belongings away. They sign in, go to the bathroom and buddy read.

### GROSS MOTOR

10 minutes of exercise to wake up our brains and get ready for the day!

### CIRCLE TIME

All the children come together to sing songs, play games, and talk about the daily routine and important events. Teacher instruction will include reading books, calendar, and daily schedule.

### SNACK

Snack is a social time where children can work on language, social/emotional skills and self-help skills.

### LEARNING CENTERS

Children make choices from a variety of centers and activities while interacting with peers and adults.

### OUTDOOR PLAY

Children will have opportunities to develop coordination, balance, mobility and spatial awareness. We will venture outdoors during MOST types of weather. Students will walk to two local parks during outdoor time.

### LUNCH

Lunch is a social time where children can work on language, social/emotional skills and self-help skills

### QUIET TIME/NAP TIME

Children will have the opportunity to rest. Those who need to take a nap can do so on a cot. Others can relax while reading books and doing puzzles.

### SMALL MUSCLE GAMES

Children will choose from a variety of games that strengthen their fine motor skills.

### GROSS MOTOR

10 minutes of exercise to refocus our brains!

### SNACK

Snack is a social time where children can work on language, social/emotional skills and self-help skills.

### LEARNING CENTERS WITH A FOCUS

Children make choices from a variety of centers and activities while interacting with peers and adults. These centers will have a focus on literacy, math and science.

### END OF THE DAY MEETING

Everyone comes back together to discuss the events of the day and to say good-bye until tomorrow.





# Kindness Creators

INTERGENERATIONAL PROGRAM

## Handbook

Yes, I confirm that I have received, read, and understand the Kindness Creators Parent Handbook.

Student Full Name: \_\_\_\_\_

Parent/Guardian Full Name (please print): \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Photo Release

As the parent/guardian of a child at Kindness Creators Intergenerational Program, I agree to the following:

- I understand that my child, whose name is listed below, may be photographed at Kindness Creators during normal preschool hours, field trips, and activities.
- I understand that these photos (names will never be published online) may be used in marketing materials, newsletters, social media, website, etc.

\_\_\_\_\_ **Yes!** I confirm that I have read the Photo Release and understand that my child's photos may be used in marketing materials for Kindness Creators Intergenerational Program.

Student Full Name: \_\_\_\_\_

Parent/Guardian Full Name (please print): \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

