

Alcuin Montessori School
Infant, Toddler Two, Two- to Three-Year-Old
Parent Handbook



UPDATED WITH COVID-19 GUIDELINES

Infant Program 6 weeks – 14 months
Toddler Two Program 15 months – 35 months
Two to Three Program 24 – 35 months

Hours: 7:15 a.m. to 6:00 p.m.

Roosevelt Campus
6942 Roosevelt Rd.
Oak Park, IL 60304

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Executive Order 2020-40, filed on June 4, 2020, allowed schools to reopen for in-person instruction in Phase 3. In-person instruction is strongly encouraged in Phase 4; however, it is critical to note that this does not signify a return to pre-pandemic operations. Appropriate social distancing, face masks, enhanced sanitation measures, and other accommodations will be necessary to ensure the safety of students, staff, and their families. During Phase 4, IDPH guidelines at Alcuin will include:

- Required use of appropriate personal protective equipment (PPE), including face mask for each child, will be supplied by the child's family;
- Prohibition of more than 50 individuals from gathering in one space;
- Social distancing be observed, as much as possible;
- Staff shall take the temperature of parents, legal guardians, or other persons bringing a child, and the child, upon arrival. Individuals with a temperature of 100.4° F or higher will not be able to attend that day or return if their temperature persists.
- Questions asked during the screening are:
 - Do you or your child have any of the following:
 - Fever/chills;
 - Difficulty breathing;
 - Cough;
 - Headache;
 - Sore throat;
 - Vomiting;
 - Diarrhea.
- If any child or staff exhibits any one of the following symptoms, they will not be allowed to attend school and must quarantine for ten days (not attend school) OR see their physician to receive a differential diagnosis. Student, or staff member, may return to school prior to the ten days if a differential diagnosis is received from their physician. A note from their physician must be received in order to return.
- Children who walk to school on their own will not be allowed to stay at school and will need to be able to return home immediately if they do not pass the health screening and temperature check; and
- An increase in schoolwide cleaning and disinfection. Each classroom, and common area, will have a cleaning and disinfecting schedule.
- If a family visits a travel-restricted state (refer to CDC for latest list of states), the family must self-quarantine for 14 days before to returning to Alcuin.

In the event of school reclosures:

Per state guidelines, Alcuin is allowed up to five remote learning planning days, if a school closure is mandated by the State of Illinois. Alcuin will reinstate a return to remote instruction, following a potential planning day or two to prepare. Additionally, if Alcuin is required to close for a shorter amount of time, due to a COVID case in the school community, remote learning will also go into effect. This could be school-wide, or classroom-specific, and will be examined on a case-by-case basis with directives from the Oak Park Health Department.

Remote learning will be provided to all children, Infant through Middle School. Complete curriculum documents, per level, will be provided to parents in the event of closure.

The following tuition reductions will be provided should Alcuin remain closed for in-person learning due to a COVID-19 mandated school closure past 3 consecutive weeks. Tuition credits

will be prorated by the month throughout the school year based on these closures and final tuition reimbursements will be given in June 2021.

- AYM Infant and Toddler – 50% tuition discount prorated by the month
- AYM Primary – Will be charged only for the year-round academic portion (not before / after care)
- Primary 3- and 4-year-old half-day – 25% discount
- Day House Before & After care – no charge during school closure

MISSION STATEMENT

We empower our children's inherent love of learning, inspiring and challenging each child to engage the world as an independent thinker, creative problem solver, and compassionate citizen.

GUIDING PRINCIPLES

We are a community of parents, professionals and children brought together by common goals and values dedicated to an education based on Montessori principles.

Our first major goal is to use these principles to provide children with an excellent education firmly based on life skills; an appreciation of history, literature and the arts; an understanding of nature, the environment and the world; and a mastery of mathematics, language arts and sciences. This knowledge enhances relationships, highlights similarities and contrasts between and among disciplines.

At Alcuin, children are encouraged to discover and reach their full potential. We strive to provide an atmosphere that encourages each child's confidence and curiosity, while teaching them the value of self-discipline, motivation and accountability. Such attributes, when coupled with a sound knowledge base, foster clarity of thought and objectivity when solving problems.

As an educational community, we are accountable for the education of our children. We use collaboration among all constituents, parents and professionals alike, to build a secure and supportive environment in which each child can prepare for his or her future in a rapidly changing world. On a larger scale, Alcuin strives to be an active and responsible member of the surrounding community that includes alumni families, Chicago and its suburbs, our local community, and the national and international Montessori associations.

ALCUIN'S PREPARATION FOR LIFE

"In Every Child the World Begins Anew" – Maria Montessori

Respect for one's self, for others, and for the classroom materials are the "ground rules" of a Montessori community. We believe, as Maria Montessori did, that the world's future depends upon how children grow up. This philosophy serves as the cornerstone of Alcuin's focus: commitment to the child.

We strive for a Montessori program in which a child's need for movement and social interaction, coupled with their equally compelling need for order, independence and concentration, are fostered and met. Montessori-trained professionals and experienced assistants guide a child to moments of discovery that yield great joy and a sense of dignity as an independent human being.

HISTORY OF ALCUIN

The idea for Alcuin Montessori School was conceived in 1960, when Oak Park residents Dr. Paul and Mrs. Kathryn Dunn visited what was then the only Montessori school in the United States, the Whitby School in Greenwich, Connecticut. Impressed by what they saw, the Dunns gathered a group of local Oak Park parents to discuss the benefits of a Montessori education.

They agreed with Dr. Maria Montessori's conviction that children in their early years can learn a great deal more than conventional educators believed. Montessori classrooms, with carefully designed educational equipment, lead children to independence and create a life-long love of learning. They were deeply impressed with the method's respect for the individual child's role as creator and explorer of his/her own world.

Alcuin Montessori School was started from these discussions. Named for an English educator of the Middle Ages, Alcuin opened in a rented space at Oak Park's Lowell School on September 6, 1961. Mary Flynn was recruited from the Whitby School to be the first Directress. The pastor of St. Giles Parish donated tables and chairs, while parent volunteers prepared the classrooms. Thirty children between the ages of three and four were pioneer students in one morning and one afternoon class.

By 1967, the school had grown to 150 Primary children and an Elementary class for six-to-nine year-olds was added. The following year, ground was broken for a new building in Oak Park, on the corner of Ridgeland and Randolph.

A facility in Maywood was added in 1971 that provided space for Elementary children up to age twelve. The site included a greenhouse and some sheep that the children cared for as part of their nature study. At the same time, Alcuin added classes for two-year-olds.

In 1979, all of Alcuin's classes moved to a former public school building at 7970 Washington Boulevard in River Forest. Leased from District 90, the building provided a comfortable and attractive facility for Alcuin's approximately 160 students. In the fall of 1997, Alcuin returned to its roots, a central location in Oak Park.

Today, Alcuin offers programs for infants (6 weeks through 14 months), toddlers (15 to 23 months), and two to threes (24 to 35 months) at our Roosevelt Campus, and programs for ages 3 to 12 at our Main Campus (324 N Oak Park Avenue.) Middle School, ages 12 to 14, is offered at our Roosevelt Campus. Throughout the years, Alcuin has demonstrated its commitment to children and parents by providing community programs in the arts, parent education workshops and a variety of educational programs for families.

Alcuin Montessori School's Non-Discrimination Policies

Alcuin Montessori School complies with applicable federal and State laws prohibiting discrimination, including, but not limited to:

1. *Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.)*
2. *The Individuals with Disabilities Education Improvement Act (20 U.S.C. 1400 et seq.)*
3. *The Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.)*

4. *Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.)*
5. *The Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)*
6. *The Illinois School Code [105 ILCS 5], and relevant case law including Plyler v. Doe, 457 U.S. 202, 102 S.Ct. 2382 (1982)*

ORGANIZATIONAL STRUCTURE

The corporation was founded in 1961 to educate children, to conduct and maintain a Montessori school, and to conduct other activities customarily carried out by such a school. Alcuin Montessori School is a board-governed, administration-directed, parent-supported school.

Board of Trustees

Board Mission Statement: The Alcuin Board of Trustees exists to create plans, to set policies and make decisions that will best insure the viability of Alcuin's mission for the current students' children.

The Board of Trustees (BOT) is responsible for the strategic governance of Alcuin. It establishes policies, oversees finances and provides continuity and direction for the school. The Board of Trustees establishes annual goals and sets an agenda based on the long-range strategic plan. The Board of Trustees approves the school's annual budget.

Periodically, the trustees and administrative staff meet with consultants specializing in independent school management to ensure the school is following current best practices and research. The consultants advise the Board and staff on the school's strategic plan, Board governance, school operations, and other matters as needed.

The Board is composed of ten to eighteen appointed members and the Executive Director who is a non-voting member. Trustees typically serve three-year staggered terms at all times to provide stability and continuity to the Board. The Board's Committee on Trustees is charged with creating a profiled board and is encouraged to give due consideration to the importance of creating a board that reflects the diversity of the Alcuin student body and their families and which consists of individuals with a demonstrated commitment to the continued success of Alcuin.

The Board of Trustees typically meets monthly from August through June. Members of the Alcuin community and those persons invited by the Board are welcome to attend the open session portion of the meetings. Board meetings are scheduled on the annual calendar and are announced in the weekly newsletter. Meeting minutes are available in the office.

2020-2021 Board Members

Kellie Beumer
Leslie Dobos
Mark Donovan
Lynette Hoag

Amy Krefman
Karen Lualhati Becker
Meghan Premo-Hopkins
Kelly Riegler
Heidi Schmid Whiting

Development at Alcuin

Mission: The Development Committee of Alcuin's Board of Trustees seeks to advance the school's fundraising efforts and instill in its community a culture of giving with the goal of ensuring a strong future for the school and supporting the strategic initiatives that drive the school forward.

Fundraising: Alcuin Montessori has only two annual fund-raising events: the Annual Fund and the Auction. It is vital that families commit to participating in both events because tuition does not cover the total cost of providing your child with an exceptional Montessori education. These two fundraising events help cover the gap between tuition and operating costs and ensure the ongoing financial strength of our school.

Annual Fund: The Alcuin Montessori Annual Fund is a program in which current parents, former students and their parents, grandparents and friends of Alcuin Montessori School are asked to support the school with annual financial contributions. Annual giving goals are set yearly by the Board, Administration and the Development Committee. Trustees, Faculty and Administration set a strong example with 100% participation and the Annual Fund seeks and has been proud to reach 100% participation from currently enrolled families as well.

All private/independent schools rely on annual giving to pay for special programs and projects that may not be included in the yearly operating budget. Annual giving helps control tuition increases and provides a tax-deductible way for current, as well as former families and friends, to support the school. The monies raised from the Annual Fund are used to support the current operation and long-term goals of the school.

Families are asked to generously support the Annual Fund in amounts appropriate to their individual circumstances. *When schools seek foundation grants it is critical to show high levels of participation from all members of the community.*

Alcuin Montessori is a non-profit organization and all contributions are tax deductible to the extent allowed by law.

The Auction: The Alcuin Auction/Gala has two major goals: to raise money which will help support the current and long-term strategic needs of our school, and to provide a fun-filled event that will bring our busy families together for entertainment and community building.

The Auction is a two-fold event. The first part is an online auction where donations from the outside community and the Alcuin families are presented through an online auction site. Many creative and unique items are auctioned there in a high-spirited competition.

The second part of the Auction is the live event. All adult members of our community are encouraged to come and bid -- or cheer on the bidders -- and enjoy an entertaining social evening.

The Auction is truly a whole-community event at Alcuin. The Auction Committee works tirelessly to get great donations from the community and friends. Families who are able often offer vacation homes or special skills they have to be auctioned. The students from each class create classroom projects which are auctioned off at the live event. Many teachers offer their time for special auction items.

As with the Annual Fund, the money raised by the auction is important for keeping our schools current and long-term visions viable.

Administrative Team

Executive Director

The Executive Director is the chief administrative officer and the educational leader of the school. The Executive Director reports to the Board of Trustees and implements the general and financial policies of the board. The Executive Director is responsible for day-to-day school operations, leading the administrative and educational staff in delivering “Education for Life” and advancing Alcuin’s long-range strategic plans.

Business Manager

The Business Manager is responsible for all aspects of finance and operations including budget, billing and collections, purchasing, accounts payable, employee compensation and benefits administration. The Business Manager works with the Executive Director, the Board Treasurer, and the Finance committee to implement the strategic financial plan.

Day Care Director

The Day Care Director is responsible for the daily operations of the center. They ensure a safe and educational environment for young children, manage teaching staff, develop curricula in coordination with teachers, communicate with parents, and uphold the center's reputation.

Director of Advancement

The Director of Advancement focuses on recruitment, admissions, enrollment and registration; as well as the implementation of the annual fund and spring fundraiser, maintains the alumni and friends database and relations and leads the school in advancement efforts. The director also spearheads Alcuin’s internal and external communications, including memos, marketing and advertising materials.

PROGRAM AND CURRICULUM

The essence of Dr. Maria Montessori’s method is to allow for the development of natural human tendencies and to help children as they adapt to their culture. The curriculum is grounded in the universal laws of human development that include movement, language, order, adaptation, work, self-discipline, exploration, self-perfection, abstract thinking, imagination and creativity. A goal of the Montessori program is to help children think for themselves and to be actively involved in their own education. This is one distinction between a Montessori program and many conventional school programs. The Montessori environment is filled with beautiful and enticing age-appropriate materials.

The Montessori Curriculum

Before age seven, a child's primary relationship with their environment is sensorial. Children develop through their experiences, learning to walk, talk and explore the environment with their senses. They absorb information, concepts and skills from their experiences with little effort, and form a sense of trust and security through the continuity of relationships both in and out of the family. In the Infant and Toddler programs, children are exposed to experiences in the classroom that help them to foster independence while doing age appropriate activities that focus on the process of learning rather than the product of learning.

Practical Life

A natural extension of the home environment encourages children to continue their learning through purposeful work while building fine motor, problem solving skills, independence and social-emotional development. The Infant and Toddler classroom is specifically designed to meet the needs of the child age 6 weeks-35 months. The layout of the classroom facilitates independence and accessibility to materials.

Mathematics from Concrete to Abstract

The goal is the development of the *mathematical mind*. *Introduction to these concepts through songs and counting are always consistent throughout the daily routine.* From the Infant room to Toddlers, Montessori children use hands-on materials to help make abstract mathematical concepts concrete.

Cultural Education

From the earliest age, children are guided to respect all life forms and acquire sensitivity to the natural environment. Our diversity is celebrated through music, art, literature, specific cultural experiences through books and community involvement.

Creative Arts

Music, art, movement, drama and literature transmit social heritage to succeeding generations. We strive to provide students at all levels with enriched creative experiences. Beginning with an Infants exposure to sensorial artistic activities and a Toddler's access to art materials; children are encouraged to express themselves through painting, drawing, coloring, and craft projects.

Music begins with exposure to simple songs from the classics to sing along favorites. A community circle time brings the children together in the Infant and Toddler classroom for this experience. Music experiences range from using rhythm instruments to informal individual and group singing.

Language

Literature inspires creative expression in children of all ages. Infants through toddlers have access early on to books, as well as expressive language, modeled by the teachers in their environment.

Class Level Programs + Behavior/Discipline Policies

- Infant - 6 weeks to 14 months
- Toddler - 15 to 23 months
- Two to Three - 24 to 35 months

Program Descriptions

Classrooms:

Infant – Classroom 1 (Capacity 8)
Infant – Classroom 2 (Capacity 8)
Toddler – Classroom 3 (Capacity 12)
Toddler – Classroom 4 (Capacity 12)

- The **Infant** program provides learning experiences in an environment that is cheerful, inviting and rich with opportunities to explore. Low shelves and tables make the materials easily accessible to the infant that is mobile, while there is always a hum of conversation from teachers to children. The Infant teacher is specifically trained to work with very young children. The natural routine in this classroom includes time for feeding, sleeping, exposure to music, outdoor time, and occasional time in our large muscle activity room.

DAILY SCHEDULE – Classroom 1

7:30-8:30 a.m.	Arrival/Breakfast/Diapering/Toileting
8:45-9:45 a.m.	Work Cycle (Age and developmentally appropriate)
9:45-10:00 a.m.	Cleanup, Song/circle time/Story
10:00-11:00 a.m.	Nap time (ages 6 months and up)
11:00-11:30 a.m.	Snack time/Toileting/dress for outside or gross motor time*
11:30 a.m.-12:30 p.m.	Go for a walk/playground/Gross Motor activity
12:30-1:00 p.m.	Wash hands for lunch/Toileting
1:30-3:00 p.m.	Nap
3:00-3:30 p.m.	Snack/toileting/School day children get ready to depart
3:30-6:00 p.m.	Work cycle/Gross Motor time/outdoor play

*The schedule for Infants under 6 months varies slightly dependent on the sleeping, feeding and diapering needs of the child, based on their age. The activities vary based on the age and developmental needs of each child.

DAILY SCHEDULE – Classroom 2

7:30-8:30 a.m.	Arrival/Breakfast/Diapering/Toileting
8:45-9:45 a.m.	Work Cycle (Age and developmentally appropriate)
9:45-10:00 a.m.	Cleanup, Song/circle time/Story
10:00-11:00 a.m.	Nap time (ages 6 months and up)
11:00-11:30 a.m.	Snack time/Toileting/Dress for outside or gross motor time**
11:30 a.m.-12:30 p.m.	Go for a walk/playground/Gross Motor activity
12:30-1:00 p.m.	Wash hands for lunch/Toileting
1:30-3:00 p.m.	Nap
3:00-3:30 p.m.	Snack/toileting/School day children get ready to depart
3:30-6:00 p.m.	Work cycle/Gross Motor time/outdoor play

**The schedule for Infants under 6 months varies slightly dependent on the sleeping, feeding and diapering needs of the child, based on their age. The activities vary based on the age and developmental needs of each child.

- The **Toddler** class is a child-sized extension of the home. Here the children can, on their own initiative, pursue the goal of independence. The beauty and order of the classroom and its materials entice them to touch and explore. Activities focus on the child’s developing motor, language, and social skills. The teacher guides and reassures them in their work.

DAILY SCHEDULE – Class 3

7:00 - 9:00 a.m. Children arrive, toileting, breakfast, begin work cycle

9:00 a.m. - 12:00 p.m. Work cycle, line time, recess

12:00 - 3:00 p.m. Lunch, naps, employee breaks

3:00 - 6:00 p.m. Snack, after school play/activities, outside time, departure

DAILY SCHEDULE – Class 4

7:00 - 9:00 a.m. Children arrive, toileting, breakfast, begin work cycle

9:00 a.m. - 12:00 p.m. Work cycle, line time, recess

12:00 - 3:00 p.m. Lunch, naps, employee breaks

3:00 - 6:00 p.m. Snack, after school play/activities, outside time, departure

DAILY GROSS MOTOR SCHEDULE

Time	Classroom
8:00-9:30 am	Infants I & II
10:00-10:30	Toddler 1
10:30-11:00	Toddler 2
1:30-3:00	Infants I & II
3:00-3:30	Toddler I

Behavior and Discipline Procedures

Behavior, Guidance and Discipline Procedures

Alcuin Montessori School statement of philosophy regarding discipline is as follows: we pursue a goal of self-discipline for children through lessons in Grace & Courtesy, peace-making and guided respectful social communication. Teachers role play scenarios with the children, identify situations in which skills can be applied and guide the children toward the successful use of these attributes. We provide children with appropriate and enriching activities, anticipating that children who are engaged in successful work will be more likely to develop responsible behavior.

Discipline will be implemented by staff in the following way: when inappropriate behavior occurs, the teacher redirects the child to engaging, appropriate activities. If a behavior persists, the teacher guides the child's activities by limiting freedom to socialize, to work with partners and/or to select an activity or work area. When the child consistently shows appropriate behavior, he regains independence and freedom.

When a child does not respond cooperatively to these procedures, the child is removed from the group, activity, or peers. The child may be assigned a work area, required to stay next to the teacher or, if needed, asked to visit the office for a period of time. The teacher will call the parent to discuss supportive options.

Parent will be involved in the guidance and discipline process in the following manner. If a child does not respond cooperatively to the second stage process, the staff arranges with the parents for the child to be taken home. Parents may be called to pick-up the child immediately if:

- a) the child bites another person,
- b) the child intentionally and seriously hurts another person,
- c) the child's tantrum is uncontrollable and prolonged, and/or
- d) the child persists in using inappropriate language.

Children are involved in the guidance and discipline process in the following way: Alcuin sets behavior standards and disciplinary policies based upon the principle that a person's independence and freedom are the result of responsible and self-controlled behavior. All persons and things are to be treated respectfully and courteously, and the needs and good of the whole community are respected.

The procedure for termination of a child's enrollment in the day care center because of disciplinary issues is as follows. Our goal is for independence with responsibility, and it is the partnership between families and administration that supports these values and makes them possible. If after all of the above measures have not resulted in a resolution and positive experience for both the child and children in the classroom, the Executive Director of the school reserves the right to dismiss a child or family from the school at any time.

Parents will be notified of the termination via an in-person meeting, or phone call, with the Executive Director.

Written rules for all children shall be established and available to children, parents and staff. These rules shall set the limits of behavior required for the protection of the group and individuals.

The rules shall:

- 1) Pertain to important situations;
- 2) Be understandable to children;
- 3) Be stated in the positive form whenever possible; and
- 4) Be enforceable.

Childcare staff shall help individual children develop self-control and assume responsibility for their own actions. Imposing physical activity or withholding active play shall not be used on children as a form of discipline.

- 1) Limits and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action.
- 2) Discipline shall be developmentally appropriate and logically related to the child's act and shall not be out of proportion to the particular inappropriate behavior. The child shall be made aware of the relationship between the act and the consequences.
- 3) Firm positive statements about behaviors or redirection of behaviors shall be the accepted techniques for use with infants and toddlers.
- 4) Removal from the group to help a child gain control shall not exceed one minute per year of age. Removal from the group shall not be used for children less than 24 months of age.
- 5) Children shall not be disciplined for toilet accidents.
- 6) Staff shall wear a mask or face shield at all times.
- 7) The following behaviors are prohibited in all childcare settings:
 - A) Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear;
 - B) Threatened or actual withdrawal of food, rest or use of the bathroom;
 - C) Abusive or profane language;
 - D) Any form of public or private humiliation, including threats of physical punishment; and
 - E) Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.
- 8) No child who is required to wear a mask, based on regulations, shall be disciplined for failure to wear one.

COVID-19 and Social Distancing Guidelines

Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home. In order to maintain proper social distancing and the health of the children, the following will be implemented. Social distance of at least six feet should be maintained between non-household individuals. The following social distancing guidelines will be adhered to at Alcuin:

Classroom Activities:

- Children will receive age-appropriate language and lessons as to what social distancing is. This includes language and demonstrations.
- Classroom guidelines will be modified to help ensure children have an age-appropriate understanding of expectations for social distancing.
- Children will be discouraged from touching their eyes, nose, and mouth with unwashed hands;
- Children, when tolerable, shall wear a face mask when arriving at and leaving Alcuin, when in hallways, and throughout the day, except when napping, playing outdoors, or eating.

- Ventilation of the classrooms will be increased with open windows or adjusted air conditioning.
- Only individual tables will be available in the classrooms for work and meals;
- Children will only work on individual rugs;
- Allow for more than the two-foot minimum required by child care regulations between cribs and cots. Place cribs and cots so that children rest “head to toe” rather than “face to face”;
- Assigned seating will be used for whole class gatherings, for example, children will have to sit in the same place for activities such as line time or storytime.
- Cancellation or postponement of special events such as festivals, holiday events, and special performances will occur.
- We will alter or halt daily group activities that may promote transmission.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Designated spaces will be issued for lining up, transitions and dismissal.
- There will be no sharing of a single toy.
- Toys will not be shared with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Toys that need to be cleaned will be set aside. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Keep dish pan and water out of reach from children to prevent the risk of drowning. Washing with soapy water is the ideal method for cleaning.
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Outside Activities:

- Children are not required to wear a mask on the playground as long as social distancing measures are being met.
- We will extend outdoor play and get plenty of fresh air;
- Activities should be set up to allow for 6-ft. of distancing between children.
- Any activities that do not allow for 6-ft. of distancing should be suspended;
- Use of shared waterplay, including pools, should be postponed at this time. Sprinklers are permissible as long as children practice social distancing.
- Playground toys (e.g., balls, etc.) should not be shared between classrooms.
- In accordance with DCFS section 407.320, staff and children to wash hands and follow a specific hand washing procedure. Staff is required to assist children not able to wash their hands independently. Children and staff should wash their hands before and after playground use.
- Playground and large muscle room space used during Phase III and Phase IV shall be used for one classroom at a time and cleaned in between classes; and to the extent possible each group should utilize classroom assigned toys.
- Social distancing transitions will be practiced when moving from indoor to outdoor environments.

Bathroom/Diapering:

When diapering a child, staff hands and the child’s hands should be washed before changing. Safe diaper changing procedures must be followed. The steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, staff must wash their hands (even if they were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

Additionally:

- Infants will only be changed one at a time.
- Toddlers who use the toilet or potty chairs, will only do so one at a time, unless they are maintaining proper social distance.
- Non-permeable gloves shall be worn while diaper changing and/or dealing with wounds. Hand washing is required every hour even when gloves are not in usage;
- In accordance with DCFS section 407.320, staff and children are required to wash hands and follow a specific hand washing procedure. Staff is required to assist children not able to wash their hands independently.

If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service.

The Teacher's Role

At each level of the Montessori program, well-organized classrooms equipped with special materials encourage freedom of movement and choice for all children. By setting guidelines for work and behavior, teachers show children how to function within the structure of the curriculum and the classroom community. The pattern for a lifetime of good work habits and a sense of responsibility and cooperation are established.

The teacher is the dynamic link between the child and the environment. The emphasis is on *teaching and guiding* by providing the details of procedures and information so the child can practice and internalize skills. Through observation, the teacher determines when a child needs further instruction or support and when they are ready for additional challenges. The teacher is responsible for preparing and maintaining the learning environment, and then guiding children toward developmentally appropriate and meaningful activity. The teacher evaluates the children, their work and their developmental progress in order to respond effectively. Teachers also model respect, provide support and serve as peace-makers. As a motivator, the teacher stimulates interest in learning, instilling within the child a basic interest and delight in working with the lessons.

Montessori Teacher Certification

Montessori certified teachers demonstrate mastery of the Montessori curriculum and theory at the particular age level he/she will teach. Teachers learn how to use specifically designed Montessori materials for all subject areas and how to integrate all subjects to create the program for the respective age levels.

Montessori certification programs exist throughout the world and can usually be completed in one to two years, depending on the age level. The programs incorporate an internship or student teaching portion which may require the intern to complete a one-to-two-year practicum in a class. The certification program usually requires the Montessori intern to have completed a bachelor's degree.

ADMINISTRATIVE INFORMATION

Admissions Policy

Alcuin does not discriminate in admissions, placement or employment on the basis of sex, race, creed, ethnic origin or disability. Alcuin is committed to providing an atmosphere where children of various social, racial, religious, and cultural backgrounds may experience an optimal learning situation due in part to the diversity of the student body.

The Alcuin staff will evaluate the needs of each child prior to acceptance to the school.

Admission priority is extended in the following order:

- returning students and siblings of Alcuin families, and
- children from new families.

Adjustment Period

Alcuin offers a 30-day adjustment period to families with a child entering the school for the first time. The adjustment period allows the family and school time to mutually confirm that our Montessori program meets your child's needs. If during the adjustment period, the Executive Director, teacher and parents agree Alcuin Montessori School does not meet the child's needs, the parent is responsible only for the prorated tuition or a minimum of \$1000.

School Policy Regarding Transgender, Gender non-Conforming, and Non-Binary Students and Staff Members

The purpose of this policy is to:

- (1) foster an educational environment that is safe, welcoming, and free from stigma and discrimination for all students and staff members regardless of sexual orientation, gender identity, or gender expression.
- (2) facilitate compliance with local, state and federal laws concerning bullying, harassment, privacy, and discrimination.
- (3) ensure that all students and staff members have the opportunity to safely experience and express themselves and live authentically.

Note: The right of transgender individuals to accommodations is generally found in legislation but has not been fully interpreted by the courts. Determining appropriate accommodations must be made on a case-by-case basis depending upon the needs expressed by the student or staff member. The director or designee will work with each transgender, gender non-conforming, or non-binary student and, as appropriate, with the student's parent(s)/guardian(s), to manage a student's supports on a case-by-case basis.

Definitions

These definitions are provided to assist in understanding this policy and not for the purpose of labeling students or staff members. Students and staff members may or may not use these terms depending on their lives and experiences with their gender and/or sexual orientation. School faculty and staff should use the terms that students and staff members use to describe themselves and avoid terms that make these students and staff uncomfortable.

- **Gender:** A socio-cultural concept involving the complex interrelationship between one's body, identity, and expression. Each of these dimensions are distinct and can vary greatly across a range of possibilities. Although gender is typically assumed to align with the sex assigned to a child at birth based on a child's identifiable external reproductive organs, gender and sex are distinct concepts.
- **Gender Identity:** A person's deeply held sense or psychological knowledge of their own gender, which can include being female, male, another gender, non-binary, gender fluid, or no gender "Agender". Gender identity is an innate part of a person's identity. The responsibility for determining an individual's gender identity rests with the individual. Children typically begin to understand their own gender identity by age four, although the age at which individuals come to understand and express their gender identity may vary based on each person's social and familial development.
- **Gender Expression:** The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.
- **Gender Nonconforming (Also known as Gender Expansive, Gender Variant, or Gender Creative):** A term that refers to individuals whose gender expression does not follow stereotypical social expectations based on their sex and gender assigned at birth, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous. Gender non-conforming people are not necessarily transgender or gender non-binary. Cisgender boys and girls whose appearance, style, interests or behavior deviate from stereotypical social expectations may be considered gender non-conforming.

- **Non-binary, Genderqueer, Gender Diverse, or Gender Fluid:** Catch-all terms used for people whose gender identity is not exclusively male or female, including those who identify with a gender other than male or female, or as more than one gender, or as no gender. The term is not indicative of gender expression or sexual orientation.
- **Cisgender:** An adjective used to describe people whose gender identity aligns with that traditionally associated with the sex they were assigned at birth. The term is not indicative of gender expression or sexual orientation.
- **Transgender:** An adjective used to describe people whose gender identity is different from that traditionally associated with the sex they were assigned at birth based on their identifiable external reproductive organs. A transgender girl is a person whose deeply held inner sense of being is female but who was assigned male sex at birth. A transgender boy is a person whose deeply held inner sense of self being is male but who was assigned female sex at birth. The term is not indicative of gender expression or sexual orientation.
- **Questioning:** A person in the process of exploring and understanding what their sexual orientation or gender identity and expression might be.
- **Sexual Orientation:** The inner feelings of who a person is attracted to emotionally, romantically, or physically in relation to their own gender identity. A person may be attracted to others of the same or opposite gender, both genders, neither gender or other genders. Common terms used to define one's sexual orientation are "asexual," "bisexual," "gay," "lesbian," "pansexual," "queer," and "straight," among others. Transgender and non-binary people may have any sexual orientation.
- **Transition:** Steps a transgender or non-binary person takes to align aspects of their life with their gender identity. The term should not be used to imply that a person is changing from one gender to another, as a person's gender remains relatively stable. It is others' understanding of that gender that shifts. What others see as "transition" is an alignment of one or more dimensions of the individual's gender as they seek congruence across those dimensions. Transition is a process that is different for everyone, and it may or may not involve social, legal, or physical changes. There is no one step or set of steps that an individual must undergo in order to have their gender identity affirmed and respected.
- **Gender Affirming Approach:** A framework used to create an environment in which transgender, agender, non-binary, and gender-nonconforming youth are able to live as the gendered (or non-gendered) person they identify themselves to be, and achieve healthy development and social, emotional, and academic success.
- **Student Administrative Support Team:** A group that receives information on a confidential need-to-know basis and is convened to determine the appropriate

supports for transgender and nonconforming students. The team should consist of the school director, the student, individuals the student identifies as trusted adults, and individuals the director determines may have a legitimate interest in the safety and healthy development of the student. The student's support plan shall be kept in the student's health folder and may be shared only with staff members who have a legitimate health, safety, or educational interest in the information.

Scope

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, including field trips. This policy also pertains to usage of electronic communication including all forms of social media that occurs in the school, on school property, at school-sponsored functions and activities, including on school computers, networks, forums, and mailing lists, as well as any electronic communication that is directed at a student or community member and which substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school. This policy applies to the entire school community, including educators, school staff, students, parents, and volunteers.

Discrimination, Bullying, and Harassment

Discrimination, bullying, and harassment on the basis of sex, sexual orientation, gender identity or expression is prohibited. It is the responsibility of the school and all staff to ensure that all students and staff, including transgender and non-binary students and staff, have safe school environments. The scope of this responsibility includes ensuring that any incident of discrimination, harassment, or bullying is given immediate attention, including investigating the incident, taking age and developmentally appropriate action, and providing students and staff with appropriate resources and supports. In enforcing this policy, the School will consider responses that promote education and prevention and not exclusionary discipline as appropriate. Complaints alleging discrimination, bullying, or harassment based on a student's or staff member's sexual orientation or actual or perceived gender identity or expression are taken seriously and will be handled in the same manner.

Privacy/Confidentiality

Alcuin ensures that all personally identifiable and medical information relating to transgender, gender non-conforming, and non-binary students and staff shall be kept confidential in accordance with applicable local, state, and federal privacy laws.

All individuals, including, transgender, gender non-conforming, and non-binary students and staff members have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information. The fact that an individual chooses to use a different name, to transition at school, or to disclose their gender status to staff or other students does not authorize

school staff to disclose a student's or staff member's personally identifiable or medical information. When contacting the parent or guardian of a student, school staff will use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise. (See "Student Transitions" below.) In the rare instance that the school is legally required to disclose an individual's gender status, the school will provide the individual an opportunity to make that disclosure themselves, where practicable. School staff should also consult with the student's parents if the student's parents are aware of the student's gender status. This would include providing the student or staff member with any support the individual would need to make the disclosure in a safe and supportive environment.

Names, Pronouns, and School Records

Every student and staff member has the right to be addressed by a name and pronouns that correspond to the individual's gender identity. Regardless of whether a transgender or non-binary student or staff member have legally changed their name or gender, Alcuin will allow such students or staff members to use a chosen name and gender pronouns that reflect their identity. School staff may privately ask transgender, gender non-conforming, or non-binary students how they want to be addressed in class and in the school's communication with the student's parents or guardians. Some transgender, gender non-conforming and non-binary individuals may feel most comfortable being addressed by gender-neutral pronouns such as "they/them/ze" or just referred to by their names (without pronouns).

If the student or staff member has previously been known at school by a different name, the school administration will direct school personnel to use the individual's chosen name and appropriate pronouns. To ensure consistency among administrators and staff, every effort will be made to immediately update student education records (such as attendance reports, class rosters for substitutes, school IDs, transcripts, electronic records, etc.) with the student's chosen name and appropriate gender markers. Administration will meet with the student/parents/staff to determine their record-keeping preferences and take reasonable steps to respect the preferences of the students/parents/staff. School staff or administrators may be specifically required by law to report a student's legal name or gender. In those instances, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

Access to Gender-Segregated Activities and Facilities

With respect to all restrooms and changing facilities, students and staff shall have access to facilities that correspond to their gender identity. Students in Primary/Extended Day and Middle School have access to facilities that are gender-neutral and may request a private space when needed. Students in Jr. Elementary and Sr. Elementary and staff members have access to facilities that correspond to their gender identity or may choose to use a gender-neutral facility located elsewhere in the building. Transgender and non-binary students and staff members should determine

which facilities are consistent with their gender identity. Any student or staff member who is uncomfortable using a shared gender-segregated facility, regardless of the reason, shall, upon the individual's request, be provided with a safe and non-stigmatizing alternative. This may include, for example, provision to use a nearby private restroom or a separate changing schedule. However, requiring a transgender or non-binary student or staff member to use a separate space threatens to publicly identify and stigmatize the individual based on their gender status and will not be done unless requested by an individual. Under no circumstances will students or staff members be required to use gender-segregated facilities that are inconsistent with their gender identity. Under no circumstances will a student or staff member be required to use separate facilities because they are transgender or non-binary.

Overnight School Trips

In no case should a transgender student be denied the right to participate in an overnight field trip because of the student's gender status. Students shall be permitted to participate in accordance with the gender identity consistently asserted at school.

Accommodations shall also be provided to gender non-binary students and students questioning their gender identity, regardless of whether the student is consistently asserting at school. These accommodations should be assessed on a case-by-case basis and in a manner consistent with the student's support plan. The director or designee shall work with the student and the Student Administrative Support Team to determine the accommodations that will be provided, including room-sharing arrangements, based on the particular circumstances of the trip.

Accommodations shall also be provided to gender non-binary staff and staff members questioning their gender identity, regardless of whether the individual is consistently asserting at school. These accommodations should be assessed on a case-by-case basis. The director or designee shall work with the staff member to determine the accommodations that will be provided, including room-sharing arrangements, based on the particular circumstances of the trip.

Other Gender-Based Activities, Rules, Policies, and Practices

As a general matter, Alcuin evaluates all gender-based activities, rules, policies, and practices — including classroom activities, school ceremonies, and school photos — and maintain only those that serve an important educational purpose. Students and staff shall be permitted to participate in any such activities or conform to any such rule, policy, or practice consistent with their gender identity.

Student and Staff Transitions

The school shall accept the gender identity that each student and staff member asserts. There is no medical or mental health diagnosis or treatment threshold that students or staff must meet in order to have their gender identity recognized and respected. The assertion may be evidenced by an expressed desire to be consistently recognized as

the sex/gender consistent with their gender identity. Students or staff members ready to socially transition may initiate a process to change their name, pronoun, attire, and access to preferred programs, activities, and facilities consistent with their gender identity. Each individual has a unique process for transitioning.

Resources

For questions about this policy, please contact Gina Gleason, Director.

Additional Resources

- Lambda Legal: (312) 663-4413
- Illinois Safe Schools Alliance: (312) 533-2624; owen@illinoisafeschools.org
- Lurie Children’s Gender and Sex Development Program: (773) 303-6056; Jleininger@luriechildrens.org
- [Trans Student Educational Resources – Transforming Education](#)
- [National Center for Transgender Equality](#)
- [GLSEN | Championing LGBT issues in K-12 Education](#)

Withdrawal Policy

If the new family of an infant or toddler age child withdraws for reasons other than those stated above or after the 30-day adjustment period, the parents are responsible for the full year’s tuition. The \$1500 tuition deposit is always non-refundable and non-transferable. Upon signing the contract, each family is also responsible for the annual tuition.

School Hours by Program

Infant	7:15 a.m.-6:00 p.m. Monday through Friday
Toddler	7:15 a.m.-6:00 p.m. Monday through Friday

The school is closed on major holidays such as Labor Day, Thanksgiving Break, Dr. Martin Luther King Day, Presidents’ Day, and Memorial Day. The school is also closed for eight days at winter break (depending on when holidays fall on that particular year) and one week at summer break.

Be sure to check the online calendar and Weekly Memo for closings.

Office Hours

The school office is open from 8:30 a.m.-5:00 p.m., Monday through Friday. You may reach your child’s teacher by leaving a phone message in the office. Teachers return calls after class hours. Lead teachers email addresses are available on Alcuin’s Web site: www.alcuin.org.

FEES AND TUITION

Entrance/Facility Fee

Families new to Alcuin pay a one-time family entrance/facility fee of \$1200.

Deposits and Tuition

Enrollment contracts are due in early spring with a \$1500 tuition deposit for each child who is returning to Alcuin to reserve their space. The deposit reserves a space at Alcuin only if tuition payments are current (i.e., no more than 30 days outstanding). *Tuition Deposits are non-refundable and non-transferable and are applied to the year's tuition for the child for which it is made.*

Your child's enrollment contract will be considered **a permanent legal document after you sign it and submit it to the school**. Any changes to this contract must be made in writing before May 31st for the upcoming school year. (This applies to the 2020-2021 contract timeline.)

Billing Tuition

We recognize the need to provide options to meet tuition obligations. Tuition is paid for the academic year and is not tied in any way to the number of days of school in any given month, nor is it reduced due to sickness or vacations. Parents agree to pay the full year's tuition when they sign the Enrollment Contract. However, you may also choose from three payment plans listed below according to your individual budgeting needs.

- Two Payment Plan - Due August 1st and January 1st.
- Four-Payment Plan - Due the 1st of August, November, February and April.
- Nine Payment Plan - Due the 1st of August through May excluding March.
- Twelve Payment Plan – Due the 1st of July through June.

Tuition is paid via the FACTS tuition management web site.

The following tuition reductions will be provided should Alcuin remain closed for in-person learning due to a COVID-19 mandated school closure past 3 consecutive weeks. Tuition credits will be prorated by the month throughout the school year based on these closures and final tuition reimbursements will be given in June 2021.

- AYM Infant and Toddler – 50% tuition discount prorated by the month
- AYM Primary – Will be charged only for the year-round academic portion (not before / after care)
- Primary 3- and 4-year-old half-day – 25% discount
- Day House Before & After care – no charge during school closure

Late Tuition Policy

The financial stability of the school depends on timely payment of tuition. Payments over 75 days late are reviewed by the Finance Committee and referred to collection and the child(ren) will be dismissed from school effective on the 90th day after the original payment was due.

If you are having temporary financial difficulties, please contact the Executive Director or the Business Manager to make special payment arrangements. You are expected to pay your tuition account for the current year in full by May 15. Lack of communication from parents to the Executive Director could jeopardize your child's enrollment.

Late Pick-Up Fees

Prompt dismissal is important for the children, as they become anxious when they are not picked up on time. The staff has responsibilities after dismissal and are not available to stay with children who do not leave on time.

Parents are charged a *Late Pick-Up Fee* of \$1.00 per minute when the child is not picked up at his/her scheduled dismissal time.

Administration Fee

Changes made to a payment plan after May 31st will result in a \$50.00 administration fee.

ATTENDANCE and ARRIVAL/DISMISSAL PROCEDURES

Arrival

It is important for students to arrive on time for the beginning of the class period. This is a welcoming and social time that helps children settle into their activities.

The school opens at 7:15am and regular class schedule begins at 8:30am. Please use the alley entrance and escort your infant and/or toddler into the building. Turn into the alley off Home Ave. and pull into one of the designated parking spaces. Limited parking spaces are available on Roosevelt Road.

- Daily Health Screenings must be conducted for children, parents, guardians and other visitors entering the facility. Social distancing or physical barriers should be used to eliminate or minimize exposure risk during screening.
- Staff shall take the temperature of parents, legal guardians, or other persons bringing a child, and the child, upon arrival. Individuals with a temperature of 100.4° F or higher will not be able to attend that day or return if their temperature persists.
- Questions asked during the screening are:
 - Do you or your child have any of the following:
 - Fever/chills;
 - Difficulty breathing;
 - Cough;
 - Headache;
 - Sore throat;
 - Vomiting;
 - Diarrhea.
- If any child or staff exhibits any one of the following symptoms, they will not be allowed to attend school and must quarantine for ten days (not attend school) OR see their physician to receive a differential diagnosis. Student, or staff member, may return to school prior to the ten days if a differential diagnosis is received from their physician. A note from their physician must be received in order to return.

- Parents, legal guardians or authorized persons are permitted entrance to Alcuin upon drop-off and pick-up but not permitted access to the classroom;
- Parents, legal guardians, or persons authorized for pickup must wear a face mask when dropping off and picking up their children from Alcuin
- Alcuin must close each classroom midday for cleaning and disinfecting while the children are in the playground.
- Will conduct and record daily temperature checks for each parent, legal guardian, or person bringing a child to Alcuin upon arrival at the day care center as well as the child. Individuals with a temperature of 100.4° F or higher, shall be excluded;
- Children ages 2 years and up, when tolerable, shall wear a face mask when arriving at and leaving Alcuin, when in hallways, and throughout the day, except when napping, playing outdoors, or eating;

Carpool (Drop-off and Pick-Up)

For a safer drop off at this time, parents will bring children to lobby where they will receive a temperature check and screening. Parents may not go beyond the lobby. An Alcuin staff member will take the child to the classroom.

Parents may park either behind the school and ring the doorbell, or on Roosevelt road and ring the doorbell. Parents must wear their masks when dropping off and picking up.

- Whenever possible, please have the same parent/guardian pick up and drop off.
- Daily Health Screenings must be conducted for children, parents, guardians and other visitors entering the facility. Social distancing or physical barriers should be used to eliminate or minimize exposure risk during screening.
- Staff shall take the temperature of parents, legal guardians, or other persons bringing a child, and the child, upon arrival. Individuals with a temperature of 100.4° F or higher will not be able to attend that day or return if their temperature persists.
- Questions asked during the screening are:
 - Do you or your child have any of the following:
 - Fever/chills;
 - Difficulty breathing;
 - Cough;
 - Headache;
 - Sore throat;
 - Vomiting;
 - Diarrhea.
- If any child or staff exhibits any one of the following symptoms, they will not be allowed to attend school and must quarantine for ten days (not attend school) OR see their physician to receive a differential diagnosis. Student, or staff member, may return to school prior to the ten days if a differential diagnosis is received from their physician. A note from their physician must be received in order to return.
- Parents, legal guardians or authorized persons (limited to one) are permitted entrance to Alcuin upon drop-off and pick-up but not permitted access to the classroom;
- Parents, legal guardians, or persons (limited to one) authorized for pickup must wear a face mask when dropping off and picking up their children from Alcuin.
- Alcuin must close each classroom midday for cleaning and disinfecting while the children are in the playground. Classroom disinfections will be staggered throughout the day.

- Children ages 2 years and up, shall wear a face mask when arriving at and leaving Alcuin, when in hallways, and throughout the day, except when napping, playing outdoors, or eating;
- Parents, legal guardians, or persons authorized for dropping off or picking up children from Alcuin and staff shall not engage in hand shaking or physical contact.

Parents may pick up their children at the rear alley entrance off Home Ave, via the carpool line or walk-up. Be sure your carpool number is displayed and visible in your hand when you walk up to the door.

Absenteeism and Late Arrivals

If your child will be absent, please leave a message with the office or on the voice mail by 7:00 a.m. Please include your child's name, classroom, the reason for the absence and whether it will be all or part of the day. All illnesses, especially contagious ones, must be reported as soon as possible. We send *Health Alerts* to families when a contagious illness has been reported in a class.

Change of Pick Up Notes

If your child needs to go home with someone other than his/her designated pick-up, please send a note to the office. These release notes help ensure the safety of your child.

Severe Weather & Safety

In the case of a severe weather situation, Alcuin will be closed if the Oak Park School District 97 schools are closed. Check the Alcuin web site for any school closing information. In case of severe storm or tornado warnings during school hours, all students will be taken to a sheltered area. Fire, tornado and lock-down drills are conducted regularly in compliance with Village and State ordinances. The school will use the contact information that you provided for Alert Now in the event that we need to reach our families quickly with any emergency information.

CLASSROOM INFORMATION

Birthday Celebrations

We do not host birthday parties, but rather we celebrate a child's birthday by honoring their place in history, such as making a timeline of his/her life with a picture for each year. We try to celebrate as close to the child's birthday as possible. **It is our policy not to serve cake, cookies, cupcakes or party favors.** Please save these goodies for the at-home party. However, a gift to the class may be made in your child's name. Please discuss the selection with your child's teacher.

If you are having a birthday party for your child, please do not distribute the invitations at school; even if you are inviting the entire class. Please consult your classroom or parent roster for address information to mail or deliver invitations for events outside of school.

Clothing

To assist in your child's growing independence, purchase clothing with large buttons, big zippers, oversized slip-on boots and attachable mittens. All clothing must be labeled. Please provide the school with five extra sets of clothing in a labeled *Ziploc* bag. Please do not send clothes to school daily or in backpacks. Please purchase comfortable clothing that will support your child's growth with independence. Loose-fitting pull on pants with an elastic waist are best.

Save buttons and zippers for coats and sweaters only. Overalls and tight leggings can be very frustrating for a toddler to manipulate.

Your child's teacher will provide a more detailed list of what is needed.

Lost & Found

Please check periodically to see if any of your child's possessions are in the classroom lost and found; unclaimed items are periodically donated to charity. Please label your child's clothing and possessions to help ensure their return.

Breakfast

Alcuin's policy is to promote grace and courtesy and healthy nutrition through education. Breakfast tables are prepared with tablecloths or place mats, napkins, dishes and glasses. Breakfast will be served by Alcuin staff and prepared at Alcuin. It will consist of hot and cold choices and a monthly menu provided.

Due to severe allergies, our campus is completely nut free. Do not send nuts, nut oils, nut milks or nut products of any kind to school.

Lunch

Alcuin's policy is to promote grace and courtesy and healthy nutrition through education. Lunch tables are prepared with tablecloths or place mats, napkins, dishes and glasses. Lunch will be provided by Gourmet Gorilla catering company with a monthly menu provided.

Due to severe allergies, our campus is completely nut free. Do not send nuts, nut oils, nut milks or nut products of any kind to school.

Refreshments/School Events

We follow the same guidelines for snack, breakfast and lunch with an emphasis on grace and courtesy. Healthy snacks of fruits, vegetables and grains will be served.

Clothing and Rest/Nap Needs

DO NOT SEND pillows due to limited storage and sanitation. Items that do not fit in the child's container will be sent home.

Alcuin provides cribs for infants, as well as and cots with cot sheets for toddlers.

HEALTH AND SAFETY

Alcuin adheres to the Illinois Department of Public Health's immunization requirements. Proof of required immunizations must be provided before your child enters Alcuin for the first time and throughout his/her enrollment in the school, unless you have a religious exemption letter on file. Medical and Dental Examination forms sent with enrollment confirmation letters must be on file prior to your child's starting date. Copies are available in the office if needed.

When Your Child Is Ill

Should your child contract a contagious disease, please notify the office immediately. Children with colds should recuperate at home. Children must be free of fever for at least 24 hours before returning to class.

Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the childcare staff shall determine whether they are able to care for the child safely, based on the apparent degree of illness, other children present and facilities available to care for the ill child:

1) Children with diarrhea and those with a rash combined with fever (oral temperature of 101° F or higher or under the arm temperature of 100° F or higher) shall not be admitted to the day care center while those symptoms persist, and shall be removed as soon as possible should these symptoms develop while the child is in care.

2) Children need not be excluded for a minor illness unless any of the following exists, in which case exclusion from the day care center is required:

- A) Illness that prevents the child from participating comfortably in program activities;
- B) Illness that calls for greater care than the staff can provide without compromising the health and safety of other children;
- C) Fever with behavior change or symptoms of illness;
- D) Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
- E) Diarrhea;
- F) Vomiting 2 or more times in the previous 24 hours, unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration;
- G) Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious;
- H) Rash with fever or behavior change, unless a physician has determined the illness to be noncommunicable;

- I) Purulent conjunctivitis, until 24 hours after treatment has been initiated;
- J) Impetigo, until 24 hours after treatment has been initiated;
- K) Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours;
- L) Head lice, until the morning after the first treatment;
- M) Scabies, until the morning after the first treatment;
- N) Chicken pox (varicella), until at least 6 days after onset of rash;
- O) Whooping cough (pertussis), until 5 days of antibiotic treatment have been completed;
- P) Mumps, until 9 days after onset of parotid gland swelling;
- Q) Measles, until 4 days after disappearance of the rash; or
- R) Symptoms that may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690).

Emergency Procedures

In case of a medical emergency, every effort will be made to reach you or your child's doctor. If our attempts to contact you fail, we will use emergency facilities at Rush Oak Park or Loyola Maywood. The signed medical release, which is part of the Emergency Information Form, will insure your child receives prompt attention at the hospital. **It is imperative you notify the office of changes in home address and phone number, parent work numbers, insurance changes and other emergency information.**

Medication Policy

Occasionally children need to take medicine at school. Alcuin's medication policies are described, as follows, so that we can ensure the safety of all children.

- Medicine must be prescribed by your doctor (including non-prescription drugs). The doctor's written order must accompany the non-prescription medicine and include your child's name and birth date;
- All prescription medication must be brought to school in the original package or an appropriately labeled container with your child's name, prescription number, name of medication, dosage and how it should be administered on the package;
- Over-the-counter medications or home remedies should be brought in with the manufacturer's original label and the ingredients listed, and the child's name on the container.

Parents are responsible for notifying the school of their child's illness. If the child is ill with anything other than the common cold or flu, the Office Manager should be notified. The following list delineates diseases for which the affected staff and families must be notified:

- Strep throat

- Chicken pox
- Non-allergy-related conjunctivitis
- Fifth's disease
- Foot, hand and mouth disease
- For a complete list, please refer to page 25

Human coronaviruses most commonly spread from an infected person to others through:

- Respiratory droplets formed when the infected person coughs or sneezes;
- Close personal contact, such as touching or shaking hands;
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands; and
- Rarely, fecal contamination.

Clinical features are fever or signs/symptoms of lower respiratory illnesses. Reported symptoms (which may appear up to 14 day after exposure) may include but not limited to:

- Fever (100.4° and higher)
- Cough
- Shortness of breath.

If any of the following emergency warning signs are developed for COVID-19, medical attention must be sought immediately:

- Persistent Pain or pressure in the chest
- Difficulty breathing or shortness of breath
- New confusion or inability to arouse.
- Bluish lips or face.

If a child must take medicine at school, Alcuin's medication policies are described, as follows, so that we can ensure the safety of all children.

- Medicine must be prescribed by your doctor (including non-prescription drugs). The doctor's written order must accompany the non-prescription medicine and include your child's name and birth date;
- All prescription medication must be brought to school in the original package or an appropriately labeled container with your child's name, prescription number, name of medication, dosage and how it should be administered on the package;
- Over-the-counter medications or home remedies should be brought in with the manufacturer's original label and the ingredients listed, and the child's name on the container.

A signed **Medication Release Form** for any medication to be administered to a child during school hours must be on file in the office. **The school staff will not administer any medication without this signed authorization.** Forms are available in the office.

Any child suspected of having COVID-19, diagnosed with COVID-19, or having been in contact with persons suspected of or diagnosed with COVID-19 shall be excluded from Alcuin until written documentation is provided by the child's physician that the child is no longer communicable and may return to Alcuin.

COVID-19 Risk Management Plan

Exclusion policies for staff and children to address serious illnesses, contagious diseases and reportable diseases in conformance with regulations and recommendations set by the Illinois Department of Public Health's Division of Communicable Disease Control.

Per DCFS mandates, COVID-19 testing is not required of licensees or employees prior to reopening.

Recommendations and Preventative Measures:

- In the event that an Alcuin employee or child become ill, the following steps must be taken in accordance to DCFS and Illinois Department of Public Health
 - Notification of all parents and staff in accordance with Department of Public Health recommendations when any communicable disease or condition has been introduced into Alcuin.
- Signage posted outside all entrances restricting entry to anyone with symptoms of illness/respiratory infection (in accordance to DCFS standard 407.320);
- Daily health checks for all persons entering Alcuin, including, but not limited to, all staff, children, parents, legal guardians, cleaning staff, caterers, nurses, visitors, and authorized representatives of the Department that enter the premises.
 - These checks shall include temperature checks that are completed according to CDC;
 - Staff shall take the temperature of parents, legal guardians, or other persons bringing a child to the day care center upon arrival. Individuals with a temperature of 100.4° F or higher shall be excluded.
 - Any child suspected of having COVID-19, diagnosed with COVID-19, or having been in contact with persons suspected of or diagnosed with COVID-19 shall be excluded from the day care center until written documentation is provided by the child's physician that the child is no longer communicable and may return to Alcuin

Should a child become sick:

- Any child suspected of having COVID-19, diagnosed with COVID-19, or having been in contact with persons suspected of or diagnosed with COVID-19 shall be excluded from the day care center until written documentation is provided by the child's physician that the child is no longer communicable and may return to daycare

This initial short-term dismissal allows time for the local health department to assess the current COVID-19 situation and to work with facility administrators to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- This also allows for a thorough cleaning and disinfection of Alcuin.
- Close off areas used by the individual(s) with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. If possible, wait up to 24 hours before beginning cleaning and disinfection. Open outside doors and windows to increase air circulation in the area.
- Use a cleaning and disinfection product that is effective against SARS-Co-V-2, the virus that causes COVID-19, and use according to the product label instructions. This is following the CDC recommendations found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

- The local health department should assist the childcare facility in development of messaging to communicate with parents/guardians and staff about the temporary closure of the facility and potential COVID-19 exposures.
- Local health department recommendations for the duration of Alcuin dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

In the event a parent/guardian or other household member of a child program is diagnosed with COVID-19 and has been told to isolate, the individual in isolation cannot enter Alcuin for any reason. They must utilize an emergency contact authorized by the parent to come pick up the child. If the child has been in close contact with the individual with COVID-19 in the 14 days prior to the household member's symptom onset, the child is considered a contact and cannot return to the childcare program for the duration of the child's quarantine period (14 days after the last exposure to the individual with COVID-19).

Staff members who are contacts to COVID-19 cases are to be quarantined. If a staff member has been exposed to the virus and has self-quarantined but has not tested positive, the individual must not report to work during the quarantine period (usually 14 days after exposure). Alcuin may continue to operate unless notified otherwise by the local health department or IDPH.

In order to maintain the safety of children and staff:

- Alcuin shall limit all non-essential visitors to the daycare.
- Alcuin shall supply personal protective equipment (PPE), including, but not limited to, face masks or face shields for staff and children and gloves (according to DCFS standard Section 407.310(j)).
- Staff shall wear a mask or face shield at all times when indoors;
- Non-permeable gloves shall be worn while serving food, diaper changing and/or dealing with wounds. Hand washing is required every hour when gloves are not in usage;
- Children ages 2 years and up, when tolerable, shall wear a face mask when arriving at and leaving Alcuin, when in hallways, and throughout the day, except when napping, playing outdoors, or eating.

Drop Off and Pick Up Procedures

- Daily Health Screenings must be conducted for children, parents, guardians and other visitors entering the facility. An area outdoors or in the immediate entryway of the facility must be designated for screening. Indoor screening areas shall be separated from the program facility by walls or physical barriers. Outdoor screening areas shall be sufficiently sheltered to allow utilization during inclement weather. In-car screening is permissible. Social distancing or physical barriers should be used to eliminate or minimize exposure risk during screening.
- Parents, legal guardians or authorized persons are permitted entrance to Alcuin upon drop-off and pick-up but not permitted access to the classroom;
- Parents, legal guardians, or persons authorized for pickup must wear a face mask when dropping off and picking up their children from Alcuin
- Alcuin must close each classroom midday for cleaning and disinfecting while the children are in the playground.
- Will conduct and record daily temperature checks for each parent, legal guardian, or person bringing a child to Alcuin upon arrival at the day care center as well as the child. Individuals with a temperature of 100.4° F or higher, shall be excluded;

- Children ages 2 years and up, when tolerable, shall wear a face mask when arriving at and leaving Alcuin, when in hallways, and throughout the day, except when napping, playing outdoors, or eating;
- One person will be allowed entrance to Alcuin upon drop off and pick-up, but will not be permitted access to the classroom;
- Parents, legal guardians, or authorized persons shall wear a face mask when dropping off and picking up their children from Alcuin; and
- Parents, legal guardians, or persons authorized for dropping off or picking up children from Alcuin and staff shall not engage in hand shaking or physical contact.

Screening Methods

Social Distancing Practice includes the following steps:

- Staff should record temperature provided and make note that temperature was taken before coming to facility;
- Staff should ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough, sore throat, vomiting, or diarrhea and
- Staff should make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Personal Protective Equipment (PPE) Plan

- PPE (includes masks, face shields and gloves) will be stored in each classroom, with extras stored in the supply room. As well as a set in each emergency bag of each room.
- Staff will provide their own changes of clothing that will be kept in their classroom.
- Inventory will be taken weekly, which will be marked on an inventory supply list which will be maintained by the daycare director.
- Prior to opening, staff will be informed where supplies are kept, how to use them in accordance to CDC/IDHP recommendations. Staff reports to the day care director weekly which supplies are low so the orders can be placed.

Face Coverings (masks, face shield, cloth covering, etc.)

- *Staff.* To slow the spread of COVID-19, program staff are shall wear a face covering while serving children and interacting with parents and families.
 - Program staff are required to wear a face covering whenever 6 feet of physical distancing is not possible.
 - Programs are encouraged to consider the use of transparent face coverings to allow for the reading of facial expressions, which is important for child development.
- *Children.* When possible, and at the discretion of the parent or guardian of the child, programs should encourage wearing face coverings for children age 2 and older who can safely and appropriately wear, remove, and tolerate masks.
 - When children can be safely kept at least 6 feet away from others, then they do not need to be encouraged to wear a face covering.
 - Face coverings must not be worn while children are eating/drinking, sleeping, and napping. Strict and consistent physical distancing must always be practiced during these activities.
 - Face coverings need not be worn while engaging in active outdoor play as long as children are able to keep physical distance from others.

- Children 2 years of age and older must be supervised when wearing a mask. If wearing the face covering causes the child to touch their face more frequently, staff should reconsider whether the face covering is appropriate for the child.
- *Parents/Guardians/Those Authorized for Pick-Up/Drop off.* Shall always wear a face covering at all times during drop/off and pick/up and at any time entering the facility.
- Exceptions to Use of Face Coverings, may include, but are not limited to:
 - Children under 2 years old;
 - Children who cannot safely and appropriately wear, remove, and tolerate face coverings;
 - Children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance;
 - Children with severe cognitive or respiratory impairments that may have a hard time tolerating a face covering;
 - Children for whom the only option for a face covering presents a potential choking or strangulation hazard;
 - Children who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely; and
 - Individuals who need to communicate with people who rely upon lip-reading.
 - Individuals who have medical conditions or disabilities that prevent use of a face covering.

Enhanced Staffing Plan

Each classroom will be led by a trained Montessori teacher. Additionally, in accordance with DCFS 407.90(a), (d) and (f):

- Children should be kept in the same group with same staff every day including meal, snack, rest and play periods;
- Classroom interchanging or mixing is not permitted;
- Qualifications for Early Childhood Teachers shall comply with DCFS section 407.140. Staff qualified to work as Early Childhood Teachers in EDC and served in that role during the months of March through May 2020, may continue to work as an Early Childhood Teacher through July 31, 2020; and
- Staff shall take the temperature of parents, legal guardians, or other persons bringing a child to Alcuin upon arrival. Individuals with a temperature of 100.4° F or higher shall be excluded.
- Daily health checks for individuals dropping off children, and the children attending camps. Limit parents/guardians to one per child during drop off/pick up. This includes a short questionnaire about potential COVID-19 symptoms, any exposure to COVID-19, and general health.

Daily Temperature Checks

Temperatures will be taken in the lobby, daily, prior to entering the classroom. Additionally:

- In accordance with requirements of Section 407.100, Alcuin staff shall take their temperatures before entering the facility at the beginning of their reported work period and shall maintain records of monitoring.

- Staff shall be rechecked for fever during their work period if they begin to feel ill or experience any sign of respiratory illness. Individuals with a temperature of 100.4° F or higher shall be excluded from the day care center
- If staff uses disposable or non-contact thermometers (preferred) and does not have physical contact with the child, staff does not need to change gloves before the next check.
- If staff uses contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client.

Qualified Substitutes

- In accordance with requirements of Section 407.100, Alcuin shall maintain a list of qualified substitutes in the event that staff are out sick.
- The Director may serve as support staff in classrooms as long as the Director washes hands and uses hand sanitizer and changes all PPE between rooms;
- Alcuin may staff classrooms with a qualified early childhood assistant for up to 3 hours of their program day provided that this is documented in the program's Enhanced Staffing Plan.

First Aid/CPR

- Staff holding first aid and CPR certification that has expired or will expire during COVID-19 response closures may utilize online certification extension programs through State of Illinois approved training sources to renew their certifications.

Grouping and Staffing

In accordance with requirements of Section 407.100, Alcuin The requirements of Section 407.190. Grouping and staffing limits shall be in accordance with CDC and IDPH guidelines during Phases III and IV as follows:

- Alcuin is limited to no more than 10 children in a room during the first 4 weeks of operation.
- Infants: Maximum of 8 children (1 staff to 4 children);
- Toddlers: Maximum of 12 children (1 staff to every 5 children); a third staff is required when exceeding 10 children in a group;
- Age 2: Maximum of 12 children with 2 staff;
- Each classroom must be afforded an additional qualified staff for the purpose of relieving primary staff. The additional staff must be qualified for the position being provided relief. The additional staff must be used between the same two classrooms;
- The Director may serve as support staff in classrooms as long as the Director washes hands and uses hand sanitizer and changes all PPE between rooms;
- Alcuin may staff classrooms with a qualified early childhood assistant for up to 3 hours of their program day provided that this is documented in the program's Enhanced Staffing Plan.
- There shall be no mixing of groups or individuals within groups. If more than one group of children is cared for at one facility, each group shall be in a separate room;
- Child care staff and children shall be assigned to the same group every day, including meal, snack, rest and play periods; and
- A transition plan shall be developed when moving a child to a new group

Enhanced Square Footage Space Requirements for Napping

In accordance with DCFS sections 407.200 and 407.370, Alcuin complies with enhanced square footage requirements.

- When children are napping or sleeping, there shall be a minimum of 6 feet between each crib or cot; or
- Clear dividers may be used to separate cribs and cots when children are napping or sleeping, provided the dividers are commercially produced for this purpose.

Daily Arrival and Departure

In accordance with DCFS section 407.260, for each arrival and departure time, Alcuin:

- Will conduct and record daily temperature checks for each parent, legal guardian, or person bringing a child to Alcuin upon arrival at the day care center as well as the child. Individuals with a temperature of 100.4° F or higher, shall be excluded;
- Children ages 2 years and up, when tolerable, shall wear a face mask when arriving at and leaving Alcuin, when in hallways, and throughout the day, except when napping, playing outdoors, or eating;
- One person will be allowed entrance to Alcuin upon drop off and pick-up, but will not be permitted access to the classroom;
- Parents, legal guardians, or authorized persons shall wear a face mask when dropping off and picking up their children from Alcuin; and
- Parents, legal guardians, or persons authorized for dropping off or picking up children from Alcuin and staff shall not engage in hand shaking or physical contact.

Isolation and Discharge of Sick Children and Staff

Any child or staff member suspected of having COVID-19 or diagnosed with COVID-19 shall be excluded from the facility. Symptoms of COVID-19 are fever (temperature greater than 100.4F/37C), chills, sore throat, runny nose, cough, shortness of breath, muscle aches, headache, vomiting and diarrhea.

If the child or staff member is diagnosed with COVID-19, he or she may not return to the child care facility until **ALL** three of the following are met:

- Individual is free from fever without the use of fever-reducing medications for at least 72 hours.
- Individual is no longer showing symptoms, including cough.
- It has been at least 10 days since the onset of the individual's illness.

If the child or staff member has symptoms concerning for COVID-19 and subsequently is determined by a medical provider not likely to have COVID-19 infection, the child or staff member may return to Alcuin if the following is met:

- No fever for 72 hours without the use of fever reducing medications (fever is temperature greater than 100.4F/37C)
- Negative test for COVID-19 or;
- A note from a medical provider documenting no clinical suspicion of COVID-19 infection

Any child or staff with close contact (within 6 feet for greater than 15 minutes) to a person suspected or diagnosed with COVID-19 shall be excluded from Alcuin for 14 days and monitored for symptoms. If symptoms develop, they should be evaluated and tested for COVID-19.

Alcuin must develop a written communication plan (part of the ERMP) to be shared with parents, guardians and staff in the event a staff member or child in attendance tests positive for COVID-19. This plan should minimally include:

- How the program will inform parents, guardians and staff of positive COVID-19 cases in the facility;
- Identify the responsible person(s) to notify the local DCFS licensing office by phone and IDPH at 1-800-889-3931 or DPH.SICK@ILLINOIS.GOV immediately upon being informed of licensee, staff or child exposure to COVID-19 and follow-up in writing to local DCFS licensing office; and
- Specify that families are expected to immediately notify the child care center or home if someone in their home tests positive or if the child has been in close contact (within 6 feet for greater than 15 minutes) with a positive case.

A small office in the middle school, with a door, will be available to isolate children or staff who may become sick while at Alcuin. Isolated children must always be supervised. If a child becomes symptomatic, immediately isolate that child from other children and minimize exposure to staff. If a staff member becomes symptomatic while giving care, that staff member must cease child care duties immediately and isolated until they can leave.

Hygiene and Health Practices

During nap/sleep time, children's cots or cribs shall be separated by either 6 feet or a non-permeable barrier to separate napping children. The barrier must be one that has been commercially produced for this purpose and must not impeded the staff's ability to supervise the children during nap time. Children will be placed head to toe in order to further reduce the potential for viral spread.

We will have staggering arrival and drop off times and/or have staff come outside to pick up the children as they arrive.

Use of shared waterplay, including pools, should be postponed at this time. Sprinklers are permissible as long as children practice social distancing. Children and staff should wash their hands before and after playground use. Playground toys (e.g., balls, etc.) should not be shared between classrooms.

Additionally, in accordance with DCFS section 407.320, staff and children to wash hands and follow a specific hand washing procedure. Staff is required to assist children not able to wash their hands independently.

The COVID-19 emergency demands a continued vigilance in adhering to these guidelines, in addition to the following:

- Employees shall clean their hands according to CDC guidelines, including before and after contact with individuals, and after contact with contaminated surfaces or equipment; and
- Alcohol-based hand sanitizer shall be placed in every room and at the entrance to every classroom. Hand sanitizer is not an acceptable substitute for soap and running water.

Environmental Safety

In accordance with DCFS section 407.370, Alcuin will ensure a safe indoor and outdoor space for children, staff and visitors.

This includes, but is not limited to:

- Removal of all soft plush toys that can harbor germs and cannot be readily cleaned;
- Increased sanitizing utilizing disinfection solution as defined in DCFS Section 407.45. cleaning all high touch surfaces including door knobs, toys, phones, keyboards, computer mouse and keyboards and other items identified as frequently handled every hour and more often as needed;
- Toys and or items that are mouthed shall be removed for sanitizing immediately. For infant and toddler children, teething toys shall be removed for sanitizing once discarded by a child;
- Sheets will be laundered a minimum of weekly for children under 30 months.
- Post signs throughout the facility describing ways to prevent the spread of germs;
- Clean and disinfect areas used, equipment and toys at the end of each day; and
- Children must leave a pair of shoes for exclusive use at Alcuin. Children will remove their outside shoes before entering the classroom and leave those shoes outside the classroom until the day is over. The dedicated school shoes will remain in the classroom and will not be removed.

Emergency Communication Plan

In accordance with DCF section 407.370, Alcuin will have communication plans set for emergencies.

In the event that an Alcuin employee, child or parent becomes ill, the following steps must be taken in accordance with CDC and IDPH guidelines. Upon learning of a COVID-19 case in someone who has been at Alcuin, immediately notify IDPH and the Oak Park Health Department. They will help Alcuin administrators determine a course of action which may include:

- Families will be emailed alerting them regarding either a confirmed case or COVID-19 exposure.
- Dismiss children and most staff for a minimum of 2-5 days.
 - This initial short-term dismissal allows time for the local health department to assess the current COVID-19 situation and to work with Alcuin administrators to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
 - This also allows for a thorough cleaning and disinfection of Alcuin.
 - Close off areas used by the individual(s) with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. If possible, wait up to 24 hours before beginning cleaning and disinfection. Open outside doors and windows to increase air circulation in the area.
 - Use a cleaning and disinfection product that is effective against SARS-Co-V-2, the virus that causes COVID-19, and use according to the product label instructions.
 - The local health department will provide Alcuin guidance in the development of messaging to communicate with parents/guardians and staff about the temporary closure of the facility and potential COVID-19 exposures.
- Local health department recommendations for the duration of Alcuin will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

- Families must immediately notify Alcuin if someone in the house tests positive or if the child has been in close contact with a positive case of COVID-19.

In the event a parent/guardian or other household member of Alcuin is diagnosed with COVID-19 and has been told to isolate, the individual in isolation cannot enter Alcuin for any reason. They must utilize an emergency contact authorized by the parent to come pick up the child. If the child has been in close contact with the individual with COVID-19 in the 14 days prior to the household member's symptom onset, the child is considered a contact and cannot return to Alcuin for the duration of the child's quarantine period (14 days after the last exposure to the individual with COVID-19).

Staff members who are contacts to COVID-19 cases are to be quarantined. If an Alcuin staff member has been exposed to the virus and has self-quarantined but has not tested positive, the individual must not report to work during the quarantine period (usually 14 days after exposure). Alcuin may continue to operate unless notified otherwise by the local health department or IDPH.

In order to maintain the safety of children and staff:

- Alcuin shall limit all non-essential visitors.
- Alcuin shall supply personal protective equipment (PPE), including, but not limited to, face masks or face shields for staff and children and gloves
 - Additionally, staff will receive training on proper PPE use and expectations. This includes:
 - Plan to provide PPE for staff and children, including a minimum supply list and plan for replenishing.
 - How staff are informed of access to and trained on proper use and expectations regarding PPE.
 - See CDC website for instruction on proper PPE use: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>
- Staff shall wear a mask or face shield at all times when indoors;
- Non-permeable gloves shall be worn while serving food, diaper changing and/or dealing with wounds. Hand washing is required every hour when gloves are not in usage;
- Children, when tolerable, shall wear a face mask when arriving at and leaving Alcuin, when in hallways, and throughout the day, except when napping, playing outdoors, or eating.

Outdoor Playground and Large Muscle Room Safety

In accordance with DCFS section 407.390, Alcuin will ensure a safe outdoor space for children, staff and visitors. This includes, but is not limited to:

- playground and large muscle room space used during Phase III and Phase IV shall be used for one classroom at a time and cleaned in between classes; and
- to the extent possible each group should utilize classroom assigned toys.

Outdoor Activities

On bitterly cold days, we check with the weather bureau and make a decision about indoor versus outdoor recess. If your child is well enough to come to school, expect that outdoor activity will be a part of the child's day. We cannot accommodate requests to keep children inside during recess time, as there are no adults available to supervise them. Please be sure

that your child is dressed appropriately for the weather outdoors. We will go out on cold days unless the wind-chill temperature reaches zero degrees. For outings, the staff/child ratio is 4:1 (infants) and 5:1 (toddlers and two to threes). Additionally, a first-aid travel bag will accompany any group. The kit contains:

- Disposable latex gloves;
- Scissors;
- Tweezers;
- Thermometer;
- Bandage tape;
- Sterile gauze pads;
- Flexible roller gauze;
- Triangular bandage;
- Safety pins;
- Eye dressing;
- Pen/pencil and note pad;
- Cold pack;
- Adhesive bandages; and
- Current American Academy of Pediatrics or American Red Cross standard first-aid text or an equivalent first-aid guide
- Water;
- Soap;
- Antiseptic cream or solution;
- Telephone number of the childcare center (preferably on a laminated card);
- Coins for use in a pay phone.

The children will be utilizing either one of three onsite gardens, with access from each classroom, Carroll Park (located at 1125 S Kenilworth Ave in Oak Park, IL 60304), or Maple Park (located at 1105 S Maple Avenue in Oak Park, IL 60304). Carroll Park is two and half blocks from the daycare, or a five-minute walk. Maple Park is located four blocks from the daycare, or a nine-minute walk.

The route to Carroll Park is as follows:

- Head east on 12th St/Roosevelt Rd toward Kenilworth Ave
- Turn left onto S Kenilworth Ave
- Destination will be on the left.

The route to Maple Park is as follows:

- Head west on 12th St/Roosevelt Rd toward Home Ave
- Turn right onto Home Ave
- Turn left onto Fillmore St
- Turn right onto S Maple Ave
- Destination will be on the left.

Carroll Park is a favorite among kids with a pirate ship themed playground for young ones and a larger one shared with the neighboring Lincoln School with plenty of places to climb for the older ones.

The field house at Carroll Park, one of three in the Park District designed by John Van Berger, was constructed in 1928. In 1965, the street was closed between Carroll Park and Lincoln School to allow for the school playground to be connected to the park and that playground was renovated in 2007.

Features

- AED (Automated External Defibrillator)
- Baseball/Softball Field
- Center/Field House
- Multipurpose Field
- Playground
- Restrooms
- Walking Path

Maple Park is the Park District's 3rd largest park featuring an abundance of recreational opportunities including baseball, soccer, tennis, pickleball, walking paths and a dog park (permits required). Open meadows in this park provide an ideal location for kite flying and tossing a frisbee or just sitting quietly to enjoy nature.

A site master plan was completed in November 2007 for Maple Park. Phase I of the master plan improvements, starting in the summer 2010 and finishing in spring 2011, included relocation of the three tennis courts in the center of the park to the park's southwest corner to make way for a central meadow area, new walkways, lighting and landscaping. A dog park was added to the northwest corner of the park.

In 2017, all walkways were connected to provide walking paths around all four meadows. Tennis courts were lined for pickleball play and the comfort station was renovated. Additionally, a new playground was installed featuring a variety of equipment for all ages with an adjacent picnic shelter. The two ball fields were renovated including the spectator and player areas. Climbing boulders were added in between the ball fields. These improvements were funded by an Illinois Department of Natural Resources \$400,000 grant and funds from the Park District's Capital Improvement Plan.

Park Features

- AED (Automated External Defibrillator)
- Baseball/Softball Field
- Dog Park (Permit Required)
- Multipurpose Field
- Pickleball
- Playground
- Restrooms
- Tennis Courts (with Lights)
- Walking Path

Security

All parents, guests, and visitors are required to report to the school office when entering the building. To maintain safety and security, the school staff must know who is in the building at all

times. To enter the building, ring the buzzer at the Roosevelt or Home Ave. alley entrance and identify yourself. When the door is buzzed open, please come directly to the office to check in. Please do not hold the door open for people that you do not know well to enter the building.

PARENT COMMUNICATION

Observing

Observing your child at work is an excellent way to learn about the Montessori method and about your child's social, emotional and academic (when appropriate) development. Parents are welcome to observe classes from October through the first week in May by scheduling an appointment through the office. Observations are scheduled between 9:00 a.m. – 10:00 a.m. Please arrive by 8:50 a.m. in order to observe as much of the morning work cycle as possible. You are encouraged to observe often during the school year to gain a broader picture of your child's progress. Parents are welcome to observe at the class window for their child's class, and may be inside the classroom if it is another classroom.

Before you leave, complete the observation form and return it to the office. Your child's teacher will call you after your visit to discuss your observations. Observations are limited to one adult per class per morning.

Communication with the Teacher

A line of communication between you and your child's teacher is always open.

Weekly Memo

The *Weekly Memo* is sent to all families electronically every Thursday or Friday. Please look for this important communication and check with the office if you do not receive one. Submissions for the Weekly Memo announcements section should be received no later than noon on Tuesdays.

Parent Conferences

Parent/Teacher conferences are scheduled twice a year during November and March. Parents are required to attend these two conferences. Prior to the conferences, you will receive an appointment schedule to indicate your preferred conference date and time. We try to schedule appointments to accommodate parents' preferences and so that parents with multiple children enrolled have adjacent appointment times. You are notified in advance of your conference schedule. Conferences are for parents and teachers only; please make other arrangements for your child during the conference. In addition to the November and March conferences, you may request for a conference at any time by calling the office or sending a message to the teacher.

Montessori Education Meetings

Orientation meetings are scheduled at the beginning of each school year. Please check the calendar for the dates of these and other important school meetings. These meetings are the first step in forming a partnership between the family and school. We request parents attend Parent Education functions throughout the year, not only to support and understand the Montessori method and the work of the faculty, but also to build community. Check the calendar and Weekly Memo for scheduled events. Parenting classes may also be available on select years.

Student Records

Alcuin Montessori School maintains student records based upon current federal and state laws, including attendance records, health records, and academic documentation.

Religion

The environment and curriculum are consistent with the spiritual needs of all children. Alcuin is not affiliated with any particular religion.

Alcuin Parent Communication Policy

For general communication, room parent emails: Please note that the Executive Director must see and approve any materials (hard copy or electronic) before it is distributed.

The purpose of this communication policy is to identify how the school can answer questions or address concerns that occur over the course of the school year. The most effective way to address them is to handle them at the level at which they occur. If the issue or question involves your child, contact your child's teacher. The teacher will either address your concern, or if necessary, refer you to other resources. If this effort proves unsuccessful, please contact the Executive Director or Daycare Director.

If you have questions or concerns regarding billing or tuition payments, please contact the Business Manager who will either address your concerns or refer you to other resources. If this effort proves unsuccessful, please contact the Executive Director.

If you have questions or concerns regarding volunteer opportunities or work on a specific committee, please contact the chairperson of the Parent Volunteer Program or the chairperson of a specific committee. Call the front office for relevant contact information.

If, after you have gone through this process, you believe you have a legitimate grievance that has not been addressed satisfactorily, please contact the chair of the Director's Evaluation and Support Committee (DESC), Leslie Katch Dobos (lesliekatch@gmail.com). The Board has charged DESC with handling all matters involving the guidance, direction and performance of the Executive Director.

Alcuin's procedure for contacting DESC is as follows:

- Submit a signed, written summary of the problem to the chairperson of DESC. The statement should include specific facts, names, dates and a statement explaining your position.
- The DESC chairperson will investigate and study the problem and speak with the parent. At a meeting of the committee the members will determine the action, if any, should be taken.

Once the matter has been reviewed, the DESC chairperson will contact you to advise how the matter is being handled. The matter will be handled confidentially and will not be discussed with others not directly involved in the issue. The DESC committee's decision stands, as there is no appeal process beyond this.

SUGGESTED READINGS

Suggestions for reading books by Dr. Maria Montessori

The Absorbent Mind

The Formation of Man

The Discovery of the Child

The Secret of Childhood

Education and Peace

Education for a New World

To Educate the Human Potential

The Child in the Family

The Child and The Church (Ed. E. M. Standing)

The Montessori Method (Intro. J. McV. Hunt)

The Advanced Montessori Method

Spontaneous Activity in Education

From Childhood to Adolescence

Books about Montessori

Maria Montessori, Her Life & Work - E. M. Standing

Montessori - A Modern Approach - Paula Polk-Lillard

More Than Sandpaper Letters: Montessori in the Home - Doma Petrutis

Other Recommended Books

Montessori Talks to Parents series - published by NAMTA

Between Parent & Child - Dr. Haim Ginott

Children the Challenge - Rudolf Dreikurs

The Endangered Mind - Dr. Jane Healy

How To Really Love Your Child - Dr. R. Campbell

How To Really Love Your Teenager - Dr. R. Campbell

How to Talk So Kids Will Listen - Faber & Mazlish

Positive Discipline - Jane Nelson

Parent Handbook Acknowledgement of Receipt, Understanding and Waiver

ASSUMPTION OF RISK AND WAIVER OF LIABILITY RELATING TO ILLNESS

In conformity with all applicable laws and regulations, Alcuin Montessori School (“AMS”) has elected to resume operations to the extent possible in advance of the containment of SARS-CoV-2 (hereafter referred to as “COVID-19”). Although AMS has taken extensive precautionary measures and preventative steps to reduce the spread of COVID-19, the fact that COVID-19 is a microscopic pathogen means that AMS cannot guarantee that you (or subsequently those with whom you associate or interact) will not become infected with the virus.

By signing this waiver, you acknowledge the highly contagious nature of COVID-19 and voluntarily assume any and all risks associated with exposure to or infection by COVID-19 upon visiting or patronizing the services of AMS in any manner. You further acknowledge that exposure to or infection by COVID-19 may result in injury, illness, disability, or death to you or anyone with whom you subsequently associate. You also understand that the risk of becoming exposed to or infected by COVID-19 at AMS may arise from the actions, omissions, or negligence of yourself or others, including, but not limited to, AMS employees, other AMS patrons, independent contractors, third parties, or the friends, family members, or associates of any of these groups.

Notwithstanding these warnings, you voluntarily agree to assume any and all of the foregoing risks associated with exposure to or infection by COVID-19, and you hereby accept sole responsibility for any injury to yourself or to your successors and assigns for any illness, death, injury, disability, damage, loss, claim, liability, action, or expense of any kind that you or others experience or incur, directly or indirectly, in connection with visiting or patronizing AMS in any manner.

By signing this waiver, you hereby agree – knowingly, voluntarily, and without reservation of any kind – to forever release, discharge, covenant not to sue, and hold harmless AMS and its officers, directors, employees, shareholders, agents, representatives, predecessors, successors, parents, subsidiaries, or affiliates from any legal claim or cause of action of any kind – whether known or unknown – which may arise as the result of actions, omissions, or negligence on the part of AMS that leads to exposure to or infection by COVID-19. Your release of such claims applies to all matters that are in any way related to exposure to or infection by COVID-19, whether sounding in contract, statute, tort, or any other legal theory. Your release also applies whether COVID-19 exposure or infection occurs before, during, or after visiting or patronizing AMS, and regardless of whether a COVID-19 infection can be traced back to an exposure on AMS premises or through contact with an AMS employee or agent.

I HAVE READ THE ABOVE WAIVER CAREFULLY, AND I HAVE HAD THE OPPORTUNITY TO SEEK GUIDANCE REGARDING ITS CONTENT FROM ANY OUTSIDE SOURCE OF MY CHOOSING. AFTER CAREFUL CONSIDERATION, I HAVE DECIDED TO ACCEPT THE TERMS PROPOSED BY AMS, AND TO KNOWINGLY, VOLUNTARILY, AND WITHOUT RESERVATION RELEASE AND HOLD HARMLESS AMS FROM ANY AND ALL LEGAL CLAIMS OR CAUSES OF ACTION AS DESCRIBED ABOVE. I ALSO AFFIRM THAT MY EXPRESS DESIRE TO VISIT AMS OR PATRONIZE AMS SERVICES WILL OPERATE AS ANY NECESSARY AND LEGALLY SUFFICIENT CONSIDERATION FOR THE RELEASES PROVIDED HEREIN.

Signature

Date

Printed Name

Child's Name