Mission Statement
University Housing cultivates a safe space for the Illinois community to achieve its full human and academic potential. We are unified in purpose: to create memorable experiences through educational services while respecting cultural backgrounds and diversity.

Non-Discriminatory Policy
It is the policy of the University of Illinois to not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

Program Description
Orchard Downs Pre-School offers activities to enhance the social, emotional, physical, and cognitive growth of preschool children. Set in Orchard Downs with its unique blending of social and cultural backgrounds, the school provides a stimulating environment for the individual growth of each child in a teacher-directed environment. The Pre-School is located in the Family & Graduate Housing Community Center, 510 W. George Huff Drive, Urbana, 61801. It offers:

- Specialized English instruction.
- Experienced, university-educated instructors.
- Enjoyable opportunities for the child to develop social skills and self-paced experience in art, math, music, literature, and science.
- An adult to child ratio of 1 to 6.
- Child-friendly facilities, well equipped with educational materials.
- Convenient location within walking distance of the Orchard Downs apartments.
- An adventure playground and open spaces near the school to explore.
- Parent's/guardians participation opportunities.

The Orchard Downs Pre-School follows many of the Department of Children and Family Services guidelines; however, the school is not regulated by them. Family & Graduate Housing is regulated by the University of Illinois.

Days and Hours of Operation
Orchard Downs Pre-School is a part of Family & Graduate Housing and follows the University Academic Calendar. The Half-Day program runs from 9:00 a.m. until 12:00 p.m. Monday through Friday. The Full-day program runs 8:30 a.m. until 3:00 p.m. (including lunch) Monday through Friday. The After School Program Junior Club is from 3:00 p.m. until 5:30 p.m.
Philosophy:
Orchard Downs Preschool offers a unique preschool program within Family & Graduate Housing at the University of Illinois. We provide a consistent schedule with a balance between teacher-directed and child-centered activities by providing an environment that is based on self-esteem and building confidence and respect. We support a safe environment in which students meet their fullest potential by, 1) the teacher acting as a guide, 2) allowing the child’s natural curiosity to direct his/her learning, and 3) promoting respect for all things and all people. The broad range of age appropriate activities, based on academic units of study (i.e Five Senses), will engage preschoolers.

The children will be introduced to multidisciplinary experiences including: children’s literature, dramatic play, sensory activities, arts & crafts, nature and science discovery, cooking, social skills and science development, music & singing, fine & large motor activities, and computer & early math skills. In addition, the curriculum will be enriched by field trips and special guests.

By offering an engaging curriculum, it is our aspiration that each child will develop a positive outlook towards school, a better appreciation of the world around them and acquire a life-long love for learning during their time spent at Orchard Downs Preschool.

Enrollment
- Age: Open to children 3-5 years old who are toilet trained and can function in a structured learning environment, as determined by teachers.
- Max Class size: 18 students
- We take new applications throughout the school year until the final 5 weeks of school.
- Enrollment is offered on a first come, first served basis with preference given to continuing enrollment and residents of Family & Graduate Housing.

To register your child, call (217) 333-3497 or call Family & Graduate Housing office, (217) 333-5656. Registration forms are available at the school, at the Family & Graduate Housing office or online at http://www.housing.illinois.edu/living-options/apartments/orchard-downs/preschool. All registration forms must be completed before children may attend.

Every child is required to receive a physical examination or proof of having an appointment scheduled, before attending class at the Orchard Downs Pre-School. The record of immunization must be completed at the time of your child's physical examination. Immunizations which must be kept current are: DPT Rubella (red measles), Polio, MMR (measles, mumps, rubella), Hepatitis B, Vetricella (i.e., chicken pox), and HIB. The certificate of Health Examination may be waived in cases where religious practices prohibit physical examinations and immunizations.

Registration Waiting List
The class size is limited to 18 students in each classroom. Once the ODPS has filled all available spaces, we will begin to maintain a waiting list. Students in the half day class have first priority for moving to the full day class when space becomes available. A child must be three years of age before an application will be accepted and before a child will be placed on a waiting list. Students will be selected from the waiting list based on the date in which the application was completed and readiness of child. This will be determined by the Associate Director and teachers. The Orchard Downs Preschool Associate Director has final determination regarding who will be admitted from the registration wait list.
Fees:
Registration fee: $50 fee is collected at the time of registration and reserves a space in the classroom for your child. This fee is non-refundable. Tuition schedule is available on the website or at the ODPS.

Tuition is due and payable to “The University of Illinois” by the first business day of each month of enrollment. A monthly reminder email will be sent prior to the first of each month detailing the fee. A late fee of $25 will be assessed for any late payment. Tuition is payable by check or credit card (automatic withdrawal arranged with office). Tuition is non-refundable. **Parent’s/Guardians must provide a minimum of two week notice if student will be withdrawing from classes before end of term or charges will continue through a 2 week period.**

There will be no refund given if child does not attend due to vacation or personal/family leave. However, the child’s place may be held if current with tuition payments. Children absent due to illness, may be issued half credit if absent for more than one week. (A doctor’s visit and note should be obtained). Credit will begin at the start of week two and continue for a maximum of two weeks. If an extended illness occurs special consideration may be given.

Those families that are enrolled in the morning half-day program will be charged **$5.00 per occurrence each time that the child is picked up past 12:00 noon, unless the teacher is notified prior to late pick up.** Those families enrolled in the full day program will be charged **$5.00 per occurrence each time that the child is picked up past 3:00 p.m. or 5:30pm** if enrolled in the Jr. Club program, unless the teacher is notified prior to late pick up.

**Emergency Form**
Information including parent’s/guardian’s home and work emergency contact information, known allergies to foods or medications, and release for emergency medical treatment shall be obtained at the time of admission or within 30 days after admission. Every parent/guardian should have an alternate person to care for the child in case of illness or school closure.

**Toilet Trained**
Children are expected to be fully toilet trained before entering the Pre-School program. Parents/Guardians are asked to bring a spare set of clothing in case of an occasional accident. These accidents will be handled in a kind and gentle way, with respect for the child’s feelings.

If a pattern of accidents occurs the child will not be considered toilet trained and will be asked to withdraw from the program. Dependent upon space availability, the child would be able to return when the parents/guardians and teachers feel that he/she would have more success in this area.

**PROGRAM**

Each child shall be recognized as an individual whose gender, ability differences, personal privacy, choice of activities, cultural, ethnic, and religious background shall be respected.

The staff of the Pre-School shall encourage parents/guardians to visit the school to observe and participate in their child’s experience. Parents/guardians shall be allowed to visit the school without an appointment any time during the normal hours of operation. However we encourage parents/guardians to schedule a visit to avoid any disruptions during the class period.
The program shall include opportunities for a child to have free choice of the activities that are set out, to play alone, if desired, or with one of several peers chosen by the child.

The facility shall provide a basic program of activities geared to the age levels and developmental needs of the children served. The following daily program is posted in the facility, and shall provide:

1) Regularity of such routines as eating, napping, and toileting with sufficient flexibility to respond to the needs of individual children.
2) A balance of active and quiet activity.
3) Daily indoor and outdoor activities in which children make use of both large and small motor skills.
4) Occasional trips and activities away from the facility (frequency to be determined by the Pre-School).
5) A supervised nap or rest period for full day children under five years of age who remain five or more hours.

**Daily Schedule**

<table>
<thead>
<tr>
<th>Full-Day</th>
<th>Half Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 Opening</td>
<td>9:00 Opening</td>
</tr>
<tr>
<td>9:00 Circle Time</td>
<td>9:30 Circle Time/Music</td>
</tr>
<tr>
<td>9:30 Bathroom Break</td>
<td>10:15 Bathroom Break</td>
</tr>
<tr>
<td>Snack/Reading</td>
<td>Snack/Reading</td>
</tr>
<tr>
<td>10:15 Art/Play</td>
<td>11:00 Art Play</td>
</tr>
<tr>
<td>11:00 Outside Play</td>
<td>11:40 Outside Play</td>
</tr>
<tr>
<td>11:30 Music/Teacher Reading</td>
<td></td>
</tr>
<tr>
<td>11:45 Lunch</td>
<td>12:00 Dismissal</td>
</tr>
<tr>
<td>12:15 Bathroom Break</td>
<td></td>
</tr>
<tr>
<td>12:30 Naptime</td>
<td></td>
</tr>
<tr>
<td>2:00 Worksheet/Play</td>
<td></td>
</tr>
<tr>
<td>3:00 Dismissal</td>
<td></td>
</tr>
</tbody>
</table>

**Curriculum**

Units shall include topics such as:

*Fall:* Preschool Expectations, All About Me, Colors, Shapes, ABC's, Numbers, Fire Safety, Apples, Farm Animals, Pumpkins/Halloween, Winter Animals, Harvest Festivals, Bears, Winter Holidays

*Spring:* Outer Space, Me on the Map, Senses, Human Body, Nutrition, Transportation, s, Dinosaurs, Insects/Bugs, Music, Under the Sea, and Olympics

Upon request, teachers will provide verbal or written, if needed, informal evaluations for parent’s/guardian’s or guardians.

**Field Trips**

Throughout the year classes will take walking fieldtrips. Parents/guardians will be asked to sign a consent form at the time of enrollment. The walking field trip consent form reads as follows: "I consent to my child being included in walks and walking field trips to sites on the University of Illinois/Urbana-Champaign campus during the time my child is enrolled at the Orchard Downs Pre-School. I understand that for field trips not on the University campus and when any means of transportation besides walking is to be used, I will be notified in advance and will be asked to sign a special consent.”
Guidance and Discipline
The Pre-School has a guidance and discipline policy for staff use that is also provided to parents/guardians. Staff shall sign the guidance and discipline policy at the time of employment and parents/guardians shall sign the policy when their child is enrolled.

A child’s behavior is redirected if it is inappropriate or harmful to another child. The teacher will go to the child and attempt to change the circumstances to bring about acceptable behavior. A child who continues to disrupt the class or bother another child will be spoken to about their behavior. If the behavior continues, the child will take a time-out. Any child that requires constant teacher care will be withdrawn from the program.

“No child shall be subject under any circumstances to corporal punishment inflicted in any manner upon the body or to verbal abuse, deprived of regularly scheduled meals as punishment, or punished for toilet accidents.” Time outs will be used to correct the behavior. The child’s parents/guardians will be notified if a problem persists.

“Any child who, after attempts have been made to meet the child’s individual needs, demonstrate inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be withdrawn.” Parents/guardians must sign the consent form stating that they have read this policy and agree to abide by this policy.

Parent’s/Guardians/Teacher Conferences
The teachers and the Associate Director are available throughout the year for individual conferences with parents/guardians. Parents/guardians are asked to let their child’s teacher know any time they would like to schedule a meeting. Informal evaluations are available upon request.

Lunch Program
A daily school lunch program is provided by a local catering company. If your child has any food restrictions they are able to meet the needs, some examples include: no pork, vegetarian or no milk products. If your child requires more than what can be provided you are welcome to take them home during the lunch hour.

HEALTH

Personal hygiene
All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Antibacterial soap is used for hand washing before each day begins, before meals and after toilet use. Disposable paper towels are used for drying hands.

Encouraging children’s personal hygiene habits is a day to day issue that parent’s/guardians and caregivers need to reinforce and practice so they and the children in their care can stay healthy and avoid illnesses and infections. Children’s hygiene practices are everyday habits that need to be established and reinforced. Helping establish a child’s personal hygiene routine can be a rewarding experience, as a child learns responsibility over that routine. Most children enjoy taking a bath or shower and helping children develop good personal hygiene habits can help them learn how important these habits are. Educating young children about their hygiene helps them to understand the links between cleanliness and staying healthy.
One important feature of children’s hygiene is the need to get into a routine of brushing teeth. Taking care with this habit should help the development of healthy adult teeth. Children need to brush their teeth at least twice a day. Another simple precaution that assists in child hygiene includes getting children into the habit of washing their hands after using the toilet, and into a regular habit of washing their hands after playing with pets, coughing or sneezing, and before eating or handling food.

The most important feature of child hygiene is to make sure that good habits in personal health are encouraged, and children’s personal hygiene standards are met with approval. The habits formed in children’s hygiene routines early in life should help them stay healthy in the future. In addition, the child should have cleaned combed hair and clean face, as well as encouraging brushing teeth.

**Health Requirements for Children**

A medical report on forms prescribed by the Department shall be on file for each child. Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the Pre-School 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. Parents/guardians scheduling will not determine the attendance of a sick child.

If a child needs emergency care because of an accident or illness that occurs while the child is in care, the Pre-School shall attempt to contact the child’s parents/guardians at the phone numbers provided for that purpose. If unable to locate the parents/guardians, the Pre-School’s attempts to do so shall be documented in the child’s file. Major and minor accidents or illnesses which happen to a child at the Pre-School shall be recorded in the file, and parents/guardians shall be notified.

**State of Health**

A dated, written statement of the child’s current health status, signed by an approved health professional, shall be obtained at least annually for each child, or whenever the Associate Director shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child’s general condition indicates the need for such examination. The statement of health status shall be obtained at the time of admission or within two weeks after admission.

If there is the possibility that a child has been exposed to communicable diseases such as hepatitis, chicken pox, measles, conjunctivitis, or strep infection, the school will release the child to see a doctor and the family will report back in 24 hours as to the result. With infectious disease, parents/guardians are asked to seek their physician’s advice and always notify the pre-school of the disease.

Children should stay at home if they are ill with any of the following conditions:

- A. vomiting or diarrhea
- B. unusual lethargy, persistent-crying, difficulty breathing, or other signs of possible severe illness
- C. pink eye (conjunctivitis): until 24 hours following the start of treatment
D. impetigo (until 24 hours following the start of treatment) or ringworm: when in doubt about a rash, consult your physician
E. strep throat/scarlet fever: until 24 hours following the initial dose of antibiotics and until your child has been without a fever for 24 hours
F. chicken pox: six days or until all sores are scabbed-over
G. head lice: until the morning after the first treatment
H. whooping cough (pertussis), until five days of antibiotic treatment have been completed
I. mumps, until nine days after onset of parotid gland swelling; measles, until four days after disappearance of the rash
J. other contagious childhood diseases
K. if parents/guardians do not wish their child to go outside or the child does not feel well enough to go outside
L. illness which prevents child from participating comfortably in program activities

Parents/guardians are asked to notify the Pre-School if for any reason, their child will be absent.

If a child becomes ill while at school, the parents/guardians will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parents/guardians arrival. The child may return to the Pre-School after illness when:

- Fever has been broken for 24 hours
- Nausea, vomiting or diarrhea has subsided for 24hrs
- Antibiotics have been given over 24-hr period for any type of strep or bacterial infection before returning to school
- Upon presentation of a note from the child’s physician stating that the child is not infectious
- Child is feeling well again and normal behavior has returned

**Medication**

Medication will only be administered if “Permission to Administer Medication” has been signed and submitted with specific dosage instructions. Staff may administer minor first aid on cuts and scrapes.

**Allergies**

All allergies to medication and/or other substances must be stated on the registration forms. Illinois law requires a signed note from the physician stating any food allergies that a child may have. The physician must recommend alternate food choices for the child. Information about children with allergies will be posted.

**Accidents**

At least one staff member certified in infant/child care and infant/child first aid will be available at all times. In the case of any accident assessment and treatment of the injury will be given under the supervision of the teacher and/or Associate Director. If further treatment is deemed necessary, the parents/guardians or emergency person will be called. All accidents are recorded on an accident report form that requires the signature of the parent’s/guardians. A copy of this signed document will be given to the parents/guardians.
Child Abuse
The staff of the Orchard Downs Pre-School is required by the Illinois state law to report any suspicion of child abuse to the University Police, Department of Children and Family Services, or an external police agency.

OPERATIONS

Confidentiality of Records and Information
Pre-School personnel shall respect the confidential nature of the child and personnel records. Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential and limited to University staff designated by the Pre-School Associate Director and University representatives unless the parents/guardians of the child have granted written permission for disclosure or dissemination.

Enrollment and Discharge Procedures
Prior to enrollment, the parents/guardians shall be provided information about the program and given an opportunity to observe during the hours of operation.

Daily Arrival and Departure of Children
Only parents/guardians and other authorized persons designated by the child's primary caregiver are allowed to pick up a child. If a staff member does not recognize the person who comes to get a child, but whose name is on the list, they will ask to see a photo ID before they release a child. Children will not be released to anyone not listed on this form.

The daily arrival of children to the school shall be conducted in a way that protects each child’s physical and emotional well-being.

1) Parents/guardians will bring child into the building.
2) Parents/guardian will supervise putting on name tag.
3) Parents/guardians will supervise washing hands.
4) Parents/guardians will supervise entering the classroom.

The daily departure of children from the school shall be conducted in a way that protects each child’s physical and emotional well-being.

1) The staff shall refuse to release a child to any person, whether related or unrelated to the child, who has not been authorized by the parent’s/guardians(s) to receive the child. Persons not known to the staff shall be required to provide a driver’s license (with photo), a photo identification card issued by the Illinois Secretary of State or other photo identification to establish their identity before the child is released to them.
2) When a child is released to a person authorized on the contingency list, the school shall maintain a record of the person’s name and the date and time.
3) The time of each child’s departure from the school shall be noted on a daily departure log and initialed, signed or otherwise documented by the person to whom the child is released.
4) All parents/guardians are personally responsible for escorting their child to and from the building to insure the child’s safety.
**Dress Code**
Children will be engaging in a variety of activities throughout the day and therefore, the Pre-School highly recommends that children wear comfortable play clothes and appropriate shoes with non-skid soles that allow them to move freely. Children should be dressed in clothes that can be soiled and are easily washable. Children should be dressed in clothing appropriate for the season including boots, snowsuits, hat and mittens for winter weather. During the winter months, please dress your child in layers of clothing and try not to over dress them. A warm and comfortable temperature is maintained in the building.

**Hand Washing**
Children's hands shall be washed routinely and frequently with soap and water, at least at the following times:
1) Upon arrival at the school 2) Before and after meals 3) After using the toilet

**Napping and Sleeping**
The Pre-School shall provide a separate cot and individual sheets for each child in the full-day class. Each cot shall be labeled with the name of the child. Parents/guardians may provide additional cover.

**Personal Toys**
A child will only bring toys from home when they have the “sharing bag”.

**Tornadoes & Fire Drills**
Students will be escorted to a safe shelter in one of the inner rooms and instructed in proper safety procedures, as practiced on the first Tuesday of each month. Fire drills are also held on the first Tuesday of every month, in order to familiarize the children with proper and safe procedures for emergency exit of the building. In the event of a fire, students will be evacuated according to plan.

**School Closings Due to Weather**
The OD Pre-School operates in accordance with the University of Illinois schedule. If the University is closed the school is closed. Typically, when inclement weather closes Urbana schools the Associate Director of the Orchard Downs Pre-School will make a determination regarding ODPS. Considerations include, but are not limited to, the severity of the weather, availability of staff, and expected attendance. The ODPS Associate Director will send an email to parents/guardians with notification regarding the status of school. School closure will have no impact on tuition payments.

Adopted Spring 2005
Revised Spring 2015CB