



Parent Handbook

OP Friends School
1192 S. Cuyler
Oak Park, IL 60304

708-247-5772 www.opfs.org

TABLE OF CONTENTS

About OPFS.....p. 2

- Vision
- Mission
- Goals
- Our History
- Curriculum
- Religious Affiliation
- Ages Served
- Hours
- Parent Board
- Open Door Policy
- New Rose Catering
- Staffing
- Contact Information
- Privacy & Confidentiality

Procedures.....p. 5

- Enrollment Process
- Waiting List
- Arrival & Departure Procedures
- Guidance & Discipline
- Termination of Enrollment
- Calendar (day-off field trips, emergency closings, vacations, holidays)
- Communication

Tuition & Financial Information.....p. 10

- Tuition
- Late Pick-Up Fees
- Invoices
- Returned Checks
- Late Payments
- Withdraw Process
- Summer Camp Cancellation Policy

Health & Safety.....p. 11

- ADA, Licenses, Mandated Reporter, NAEYC
- Illness & Medical Treatments
- Food & Allergies
- Medication
- Cleaning
- Insurance & Radon
- Dress Code
- Emergency Procedures
- Medical Emergencies
- Injury & Medical Treatment

Developmental Stages.....p. 14

- Toilet Training
- Biting
- Physicality
- Body Awareness
- Special Needs

Classrooms.....p. 17

- Purple Room
- Blue Room
- Orange Room
- Yellow Room
- Green Room
- After School
- Summer Camp

Miscellaneous.....p. 24

- Enrichment Classes
- Community Involvement
- Role of Families
- Holidays & Birthdays
- Toys
- Field Trips
- Volunteering

Oak Park Friends Parent Handbook

ABOUT OPFS

Vision

Our vision at OPFS is to be a Village to all families that walk through our doors by:

- Caring for children in a nurturing way that honors their individual gifts
- Providing incredible opportunities for children to learn and express themselves
- Creating a culture of learning for both children and our staff
- Building a community through our students, families and staff

Mission

To cultivate a family environment that is mindful of the needs of each child, each family, and our community as a whole. To provide a warm, nurturing, play-based environment and an experience-rich foundation for children. To provide support, friendship, and resources to our children, families, and staff, and become “the village” so many of us need.

Our core values align with the Quaker principles of SPICES – Simplicity, Peace, Integrity, Community, Equality, and Stewardship.

Simplicity – by focusing on the children and our vision, we keep it simple. It is about the children and the families

Peace - working on how we speak with our friends and solve problems in a peaceful way

Integrity - honoring who we are and all of our individual gifts

Community - recognizing that we are a part of something larger

Equality - each voice is honored, look at problems and experiences from all perspectives

Stewardship - our role in serving others, giving back

Goals

- To provide thematic, play-based learning that is developed through emergent curriculum and developmentally appropriate practice.
- To provide our staff with continued professional development and growth opportunities every month, and incentivize their continued pursuit of higher education.
- To provide a safe, nurturing, enriched environment for your child to grow and learn.
- To encourage the voices of each child, family, and staff member to be heard and acted upon, and cultivate an environment of respect and kindness.
- To provide opportunities for community gatherings each season, so that student and family friendships may grow and extend beyond our walls.

Our History

Talley Hann began in-home daycare in 2007 with her own three young sons and a few families. As more families joined and word spread, Marisol Peña, Chloe Cunningham, and Lauren Dunnell joined forces with Talley to help grow the daycare and to develop the after school and preschool programs.

By 2015, we had outgrown our houses and were given the amazing opportunity to move right down the street into our current building. With the blessing of our families and the help of many, we were able to formally open our doors at 1192 S Cuyler in June 2015.

Quaker Roots: Talley was the third generation to attend the Wilmington Friends School in Delaware, a preschool - 12th grade school founded on the Quaker principles and faith. The values of OPFS reflect the Quaker beliefs of stewardship and service.

Curriculum

Our curriculum is a teacher developed, emergent and constructivist curriculum. Each year, as a staff, we sit down and take a look at the children in our care, their interests, and the teachers' interest. We are intentional in the choice of our staff. We look for a love of children, diverse interests outside of school, and a commitment to the art of teaching. Being intentional with our staffing choices helps to make the curriculum a rich and lively experience for all children to experience. For example, a theme regarding "ourselves" can take kids to the human body, to their community, to the pets they have...it all depends on the individuality of the class.

Much of a teacher's time is spent observing the kids and how they interact with the materials, the other children, and the experience that the teachers may have crafted for them. This is documented using Tadpoles, as well as a hard copy portfolio documenting their work. Though we do not use direct instruction, our teachers are aware of current expectations when entering kindergarten, as well as IL state learning standards, and use them to help guide the curriculum.

Checking in with your child and reading the daily Tadpoles reports will aid in developing your child's interests and help them raise new curiosity. Letting their teachers know when new interests bloom help us to keep activities relevant and plan accordingly for your child.

Religious Affiliation

OP Friends has no formal religious affiliation, but many of our practices are based in the Quaker belief of service to others, and honoring each person's unique gifts and talents.

Ages Served

OPFS serves children 6 weeks through 5th grade. We have 6 classrooms and a flexible schedule allowing for children to attend 1 to 5 days, and, once 3 years of age, children can attend part-time or full-time during those days. Rooms are named by the color on the wall, Purple (0 to 2 years), Blue (Toddler to 3), Orange (3 to 4), Green (4 to 5), Yellow (part-time preschool 3-5). Our after-school program and summer camp share the same two rooms, and serve kindergarten through 5th grade.

Hours

OPFS is open from 7 am to 6 pm per our calendar.

Parent Board

OPFS has a parent council which meets monthly to determine programming for both children and parents, plan larger school wide events, and to give feedback to the directors when needed. The meetings are run as open school-wide meetings, and are a great way for parents to get involved and meet other families.

Open Door Policy

OPFS maintains an open-door policy. If you do plan to stay in the class for an extended time, please let the teachers know. We are always happy to have you, but letting us know your intent to hang out for a while always makes things a little smoother.

New Rose Catering

As a service to our busy families, we partner with New Rose Catering to provide, at a cost, yummy fully cooked meals three days a week. Each week via our newsletter, or by signing up directly with New Rose, you can choose from 2 soups and 3 entrees to feed your family. All food can be picked up at OPFS after 4 PM, when you pick up your child.

Staffing

- Chloe Cunningham – Co-owner, Director – responsible for payables, staffing, the creative juice
- Talley Hann – Co-owner, Director – responsible for invoicing, staff training, the logistics person
- Joel McClain – Director – Lead Orange Room Teacher, Mentor
- Jessica Flannery – Administrative Coordinator

How We Choose the Staff

On a classroom basis, there are qualified teachers and then assistants, but the staff we hire all aspire to be qualified teachers, and therefore much of the teaching is done collaboratively within the classroom. Each child has a primary care contact that is a teacher within your classroom and is your go to person for questions regarding the day-to-day goings on in the class. Of course, Chloe's and Talley's doors are always open as well.

Contact Information

Oak Park Friends School
1192 S Cuyler Ave
Oak Park, IL 60304
www.opfs.org
Phone & Text: 708-247-5772
Fax: 708-628-3354

Administrative emails:

opfriendschool@gmail.com – Used to contact Chloe or Talley
info@opfs.org – Used for enrollment questions, paperwork, or to contact Jessica Flannery
abornfree@opfs.org - Kitchen Manager

Classroom emails:

Purpleroom@opfs.org
Blueroom@opfs.org
Orangeroom@opfs.org
Greenroom@opfs.org
Afterschoolcrew@opfs.org
Summertime@opfs.org

Phone Number (calls and texts):

708-247-5772

Please use THIS phone number to contact us--call or text. It is the fastest way to reach all of us. When texting, this number reaches all the classrooms and is the quickest way to contact your child's teachers during the day. Although you may have a teacher's personal phone number, we encourage everyone to please use this number for school related matters.

Privacy & Confidentiality

No information regarding your family or child will be shared without your consent with people who are not employees of OPFS. If you need us to share information with a third party, we need a written release on file before we can speak to a third party. As mandated reporters, we are obliged to report and cases of suspected child abuse.

PROCEDURES

Enrollment Process

Families are encouraged to call or email OPFS with any questions about the school. You can also take a personalized tour with Chloe or Talley during designated times. We do tours by appointment only on Tuesdays and Thursdays at 930 am. We also host a parents-only Open House in February for new and interested families.

In January, the application period for the following year and summer camp opens for current families. This period closes prior to the Open House.

We have a designated enrollment and application period in February for the general public. After this period, we no longer accept applications, but do have a contact list for families interested in learning about upcoming events, openings, or when the waiting list will open.

After the application period closes, spots will be filled with new students based on a lottery system. You will either be notified that there is space for your child or you have been placed on the waiting list. Families will remain on the waiting list until given a spot or they asked to be removed. As your child ages, they move up the classroom waiting lists.

Once it is determined that there is a space for your child or children, we will call or email you to offer you the spot. Please respond ASAP. Once you have accepted the spot, you will receive a welcome letter confirming the specifics of your enrollment. This will include:

- Start date
- Tuition Invoice (with due date)
- Paperwork (due 2 weeks prior to enrollment) Most of the following paperwork is required by DCFS for enrollment (State of IL, DCFS (2014, August). The rest is for us to better serve you as a family
 - Application and fee
 - Enrollment Form
 - Sign DCFS Licensing standards page
 - Signed Parent Handbook page
 - Health and immunizations forms (*every 2 years)
 - Consent Form
 - Over The Counter (OTC) Ointment Form
 - Copy of Birth Certificate
 - Age appropriate Developmental History
 - Third Party release (If child receives any therapy or attends another program)
 - IEP or IFSP (if one is in place)
 - Authorization to Transport (After School Only)
 - Medical treatment authorization (If applicable)

You will receive a separate email from your child's primary teacher contact that includes information specific to that child's class.

Waiting List

Our waiting list for all ages has grown and grown. Obviously, the waiting list is longer for the younger rooms as there are fewer spots. Families will remain on the waiting list until given a spot or they asked to be removed. As your child ages, they move up the classroom waiting lists.

Please note that we cannot predict when your child will have a spot, nor can we provide you with any information on what space your child currently is in due to the many variables that determine a child's spot on the list.

If you want to be on the waiting list and the list is currently closed, please visit our website and fill out the contact form to stay in touch and be notified about the next application period.

Current families receive priority placement on the waiting list.

Arrival & Departure Procedures

School Year

Arrival:

We open at 7 am. We begin the day with the infants in the Purple Room; all other children begin in the Orange Room. We split into each classroom by 8 am each day.

When you arrive please remember:

- Use your PIN code to check your child in on either the classroom iPad or the iPad in the Afterschool Room
- Help your child wash their hands
- Let the teacher know anything that they might need to know about your child's night, morning or day.
- Put away all your children's items according to the classroom's protocol.

Pick-up:

We close by 6 PM. There is a late pick-up fee of \$1 per minute per child after 6:00pm. Depending on numbers, children from the preschool rooms begin to combine after 5 pm. After 5:45 pm, all rooms, with the exception of the infant room, combine into the main room.

When you arrive for pick up please:

- Use your PIN code to check your child out on either the classroom iPad or the iPad in the Afterschool Room
- The teacher will let you know anything that you might need to know about your child's day.

If your child is walking home on their own, we need written authorization prior to allowing them to leave.

After School Pick-up

Irving

A staff member will be outside of the kindergarten doors and another at the first grade door, and a third on the blacktop to meet the kids. Once you know who your child's classroom teacher is, please notify them that we will be picking up your child. Please have the kids place backpacks along the north wall of the building and check in with a staff member. We then play at the park for about 30 mins. In the event of rain, we will pick the children up from the auditorium of the school.

In the event that your child is sick, or has an alternative after school plan, please text the OPFS school number at (708) 247-5772.

Pick-Up from Other Oak Park Schools and Transportation

OPFS provides limited transportation to and from schools and activities based on availability. In order to provide transportation, a signed consent form must be on file, and must detail where and at what time the child will be picked up, and a contact number for the school or program so that we can contact them in case of emergency.

Summer

We offer care year-round. For our older kids, we offer a summer camp from 830-430 with the option of extended care.

Parents will be given further details in a camp information packet. The Orange Room also follows the 830-430 day with the option of extended care schedule in the summer.

Guidance & Discipline

OP Friends views each child as a unique individual and attempts to create a classroom environment in which children feel free to explore new and appropriate behaviors. For children to be able to grow in positive ways, they must feel that they are in a setting that respects their individuality while providing an environment that is emotionally and physically safe. Limits and consequences of inappropriate behavior will be made clear to each child and enforced calmly and kindly. We strive to help a child to find their own self-regulation technique. Children work through this process at varying speeds. There are times though when a more concrete plan is needed, especially when safety is involved.

Staff Involvement

When a child is having difficulty or displaying inappropriate behavior, the teachers may try: (1) redirecting the child with a positive statement to an appropriate activity, (2) providing verbal cues, modeling, and problem-solving words that the child may use to communicate how s/he is feeling and what s/he wants in resolving a conflict with a peer, (3) sitting with a child until s/he regains composure or (4) accompanying the child to a quiet area to do an activity together until the child is ready to return to appropriate play with his/her classmates.

OP Friends views discipline as a teaching opportunity. It is a mechanism to help children develop self-control and to assume responsibility for their actions. In working with children, teachers will never use demeaning or abusive language, corporal punishment, humiliation or shame tactics, or withholding snack or nap time as punishment.

A Child's Involvement

With children who are experiencing difficulties at school, both the staff and the director will attempt to redirect the child into a positive behavior. In addition to that, conversations with that child will be had to help encourage some self-reflection. Staff will work with the child, if necessary, to create a more structured reward system to help reinforce positive behaviors.

No child will be allowed to hurt others, themselves or equipment. In extreme cases of misbehavior, after exhausting other efforts and in consultation with the director, teachers have the option of calling the parent and sending the child home for the remainder of that class session.

The following are not allowed in any childcare setting, (As per DCFS Part 407):

- Corporal punishment, including hitting, spanking swatting, beating, shaking, pinching or other measures intended to induce physical pain or fear.
- Threatened or actual withdrawal of food, rest or use of bathroom
- Abusive or profane language
- Any form of private or public humiliation, including threats of physical punishment
- Any form of emotional abuse including shaming, rejecting, terrorizing or isolating a child

Parent Involvement

If there are issues that continue to be of concern to staff, every attempt will be made to sit down with the family and create a success plan for the child. If, after several attempts to work with the child and the family, the child is still displaying discipline issues, the child may be terminated following the termination procedure below.

Termination of Enrollment

OP Friends School reserves the right to decline to enroll or to terminate enrollment of a child if it is determined by the director, the teachers or the family that an individual child:

- will not benefit from our setting, or
- requires closer supervision than is possible in a group setting, or is potentially harmful to other children and staff.

While determining if termination is necessary the following will be attempted:

- No fewer than 3 attempts to meet with the family and work together on a plan
- The child will have a period of no less than 3 months to work on correcting serious discipline issues
- If, after that time, no progress has been made, we reserve the right to terminate enrollment

If there is an egregious discipline issue, we reserve the right to terminate a child immediately.

In all instances, when a facility decides that it is in the best interest of the child to terminate enrollment, we will work with the parents to meet the child's needs when he or she leaves the facility, including referrals to other agencies or facilities. Parents will be asked to sign the Enrollment Release Form and all prepaid tuition will be refunded.

Calendar (Calendar, Drop in days D97 off, Emergency Closing, Vacation and Holidays)

Our calendar closely aligns to the Oak Park District 97 calendar. In the case of emergency closings, you will be notified by text and email via the Tadpole application. In general, if Oak Park District 97 is closed for weather related issues, we will be closed as well. We have a large staff and we want everyone to be safe in severe weather.

If you have a vacation coming up, please contact your classroom to let them know. There is not a tuition deduction for vacations or sick days.

For our school age kids who attend district 97 schools, we provide field trips on several days off during the school year. Please see our calendar for a list of days we provide field trips when school is out. Notification and registration will take place through our weekly newsletter and are on a first come, first serve basis. We offer priority enrollment to current and past OPFS students.

Communication (Tadpoles, Teacher conferences, Newsletters, Facebook, Portfolios, concerns)

Who to Contact

- If your child is absent for any reason, please contact your classroom teacher. Please use email, the Tadpoles app, or call or text the school number at 708-247-5772. If your child is out sick we will want to know symptoms so we can track any illnesses that seem to be passing through. If your child will be on vacation or out a day it is important for us to know so that we are not waiting on them if we plan to go to the park, etc.
- If you have questions about the day to day, please contact your classroom.
- If you have questions about billing, programing or just want to chat about ideas, contact Talley or Chloe.

Daily Check-Ins

On pick up and drop off we like to check in with each family. Please update the teachers on how the evening or weekend has gone and anything else should know. This time is vitally important to us as teachers. It allows us to know things we might not learn from your children, and to better understand how they might be entering the day. It's also important to check-in with your child's teacher at the end of the day to hear how your child's day has been and anything that you might need to know. We're all able to provide more empathy if we understand how our time apart has been.

Tadpoles

On a daily basis you will receive an email from our app called Tadpoles upon check out. This email will have information regarding your child's day, notes from the teacher, accident reports, as well as pictures from the day. It is important

that you read this each day. The information in the app changes from classroom to classroom. For instance, as the children get older we tend to not track bathroom visits unless there is a reason to do so, but with the little ones all food, naps and diapers are tracked.

Weekly Newsletters

Our weekly newsletters are sent out by Talley via constant contact, as well as posted to the parent Facebook page. Sometimes in the beginning the emails end up in spam, please check there. These emails are a great method for us to keep in touch. Each week, Talley has a little musing, and provides the community with updates needed for the whole school, as well as updates written by the classroom teachers for the individual classrooms. It is vitally important to make sure you read these as this is our main source of communications.

Parent Teacher Conferences and Portfolios

Twice a year we have parent-teacher conferences. They are not mandatory, but do provide you time to sit with your primary teacher and chat about how your child is doing in class and any concerns that you might have. We do an informal assessment based on observations of how your child is approaching the current milestones, look at the academic state standards (for those above age 3) and how your child is grasping them, and in general talk about any strengths and growth areas that you have for your child. This is an informal time for you to have a chance to talk about your child, and we see it as invaluable.

In the Spring conference, we also take the time to share the paper portfolio that your child and their teachers have been compiling, telling the story of their year and what they have done.

Facebook

We maintain both a Facebook page (open for all) that has updates, interesting articles and information regarding Oak Park, Early Childhood Education, and more. We also maintain a closed FaceBook Parent Group for OPFS parents to participate in. This is a great resource for parents to learn more about OPFS, ask questions and recommendations, as well as sharing pictures and updates! Just send a request via Facebook to join and we will approve you.

Concerns

From time to time concerns do arise; both from families and/or teachers. If there are ever any concerns, please feel free to reach out to the classroom teachers to request a time to meet, outside of the Parent Teacher conferences. If you would like Talley and Chloe to be a part of the meeting, you can contact them. If the concerns are larger than the classroom, feel free to contact Chloe or Talley first, and go from there. We are always happy to sit down and talk to our parents.

Emergency Closings

It is our policy that if District 97 is closed for a weather related reason, OPFS is closed as well. In some cases, there may be emergency child care spots available, but please do not count on that. In the event that we need to close for an emergency not related to the weather, we will use the Tadpoles all school note system to alert you via email and text.

TUITION & FINANCIAL INFORMATION

Year-Round Rates
June 1, 2017 to May 31st, 2018
12 Monthly Payments, due May 15th, 2017 to April 15th 2018

Room	5 days	4 days	3 days	2 days	1 day
Purple – Infants/Toddler	\$1365	\$1160	\$885	\$615	\$340
Blue – Toddler/2s	\$1215	\$1035	\$785	\$545	\$305
Orange – 3s and 4s					
7 to 3	\$945	\$805	\$615	\$430	\$240
7 to 6	\$1100	\$940	\$715	\$500	\$295
Green – 4s and 5s					
7 to 3 (8:30 to 4:30 in summer)	\$932	\$781	\$594	\$408	\$222
7 to 6	\$1,128	\$946	\$716	\$495	\$281

School Year Rates
August 21, 2017 to June 1, 2018
9 Monthly Payments due August 15th to April 15th

Room	5 days	4 days	3 days	2 days	1 days
Purple – Infants/Toddler	\$1,435	\$1,219	\$930	\$647	\$357
Blue – Toddler/2s	\$1,277	\$1,088	\$825	\$573	\$321
Orange – 3s and 4s					
7 to 3	\$993	\$846	\$647	\$452	\$252
7 to 6	\$1,156	\$988	\$752	\$526	\$310
Green – 4s and 5s					
7 to 3	\$979	\$821	\$625	\$429	\$233
7 to 6	\$1,186	\$994	\$753	\$520	\$295
Yellow Room – 3s to 5s					
AM – 8:15 to 11:15	\$365	\$310	\$255	\$200	\$125
PM – 12:15 to 3:15	\$365	\$310	\$255	\$200	\$125
After School – K to 5 th	\$475	\$375	\$285	\$195	\$105
Transportation	\$125	\$100	\$75	\$50	\$25

Summer Weekly Rates
June 12th to August 15th
Payments made May 15th, June 15th, July 15th

Room		5 days	4 days	3 days	2 days	1 days
Purple – Infants/Toddler	Weekly	\$406	\$345	\$264	\$183	\$101
Blue – Toddler/2s	Weekly	\$362	\$308	\$234	\$162	\$91
Orange – 3s and 4s						
7 to 6	Weekly	\$328	\$280	\$213	\$149	\$88
8:30 to 4:30	Weekly	\$281	\$240	\$183	\$128	\$71
Summer Camp – 4.5 and up		M to F		MWF	T/TH	
7 to 6	Weekly	\$355	\$284	\$240	\$170	\$71
8:30 to 4:30	Weekly	\$255	\$204	\$180	\$130	\$51
7 to 4:30	Weekly	\$305	\$244	\$210	\$150	\$61
8:30 to 6	Weekly	\$305	\$244	\$210	\$150	\$61

Late Pick-Up Fees

There is a late fee when arriving after 6pm of \$1 per minute per child.

Invoices

Invoices are sent out the first of the month via Intuit QuickBooks. They are due by the 15th PRIOR to attendance. All invoices can be paid via check, or online with an EFT, or any major credit card. You can also pay your invoices using PayPal, or Chase Quick Pay, by sending them to opfriendsschool@gmail.com.

Returned Checks

Returned checks will be charged a \$35 fee, in addition to the invoice that was due.

Late Payments

Because all sessions are prepaid, if payment is not made by the due date, your child may not attend. If you need to create an individualized payment plan, please contact Talley.

Withdraw Process

As tuition is due the 15th prior to attendance, we request that you let us know by the 15th of the month prior to withdrawing from the program. Once paid, tuition is non-refundable. If you have questions about this, please let us know.

Summer Camp Cancellation Policy

Cancellation requests must be made by the 15th of the month prior to the start of the camp session to receive a full refund. (For example, all June camp changes must be made by May 15th.) Refund requests made after the 15th of the month prior to camp will only be considered if the vacated spot can be filled with another participant. After April 1st, any switching of days or weeks are subject to a \$25 administrative fee and are contingent on availability.

HEALTH & SAFETY

ADA, Licenses, Mandated Reporter, NAEYC

We are licensed by the State of Illinois, through DCFS, and therefore all staff are mandated reporters. If there are suspicions of abuse of any kind, we are bound by law to report that. We follow the guidelines given to use by DCFS as included in Part 407 of the DCFS code. (State of IL, DCFS, (2014, August 1), retrieved from <ftp://www.ilga.gov/JCAR/AdminCode/089/08900407sections.html>)

OPFS is an equal opportunity employer, and enrollment and employment are not determined based on race, sex, gender, color, creed, disability, sexual orientation, national origin or ancestry. In addition, reasonable accommodations will be made for any qualified child or family or staff member, upon request, or as determined by OPFS, in accordance with the ADA.

Though we have not gone thru the NAEYC accreditation process, we do adhere to the NAEYC Code of Ethical Conduct as follows:

“Standards of ethical behavior in early childhood care and education are based on commitment to the following core values that are deeply rooted in the history of the field of early childhood care and education. We have made a commitment to:

- Appreciate childhood as a unique and valuable stage of the human life cycle
- Base our work on knowledge of how children develop and learn
- Appreciate and support the bond between the child and family
- Recognize that children are best understood and supported in the context of family, culture, community, and society
- Respect the dignity, worth, and uniqueness of each individual (child, family member, and colleague)

- Respect diversity in children, families, and colleagues
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect”

(NAEYC, 2005 April)

Illness & Medical Treatment

You must keep your child home from school if any of the following occur:

- 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 above 100.5 F with behavior change or symptoms of illness;
 - D) Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
 - E) Diarrhea; (more than 2 times in 24hrs)
 - F) Vomiting 2 or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable 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 non-communicable;
 - 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) Hand Foot Mouth, children must remain home till there are no open sores on body, and none in mouth
 - S) 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).
- If your child is too ill for school, please either call or text (708-247-5772), email the classroom, or self-report on Tadpoles. If we notify you that your child is ill, please pick him/her up as soon as possible, or designate an alternative person to pick up your child.
 - If we hear of multiple instances of similar symptoms or illnesses, we will send an all school note to alert families and let them know what to be on the lookout for.
 - Should a child get seriously injured while attending OPFS and require medical treatment, we will notify the parents as soon as possible. In life-threatening situations, we will first call 911 and then notify the parent as soon as possible. If the parent cannot be reached, we will provide the signed Medical Authorization to medical personnel.
 - If your child is injured while in our care and it is not serious, a note will be sent home in Tadpoles documenting the incident and the care your child received. At times we will give you a call to give you a heads up as well.

Infants up to 12 months are placed on their backs for sleep to avoid SIDS.

We maintain a clean (well we should say as clean as can be with all these kids having fun!) and child proof facility. That being said, kids are kids and accidents do happen. Therefore, by signing this agreement you agree to hold harmless the child care providers for any injuries that may occur while under the supervision of OP Friends employees.

Food & Allergies

Our breakfast and lunches and some snacks are provided by Gourmet Gorilla. Gourmet Gorilla is a nut free kitchen, as are we except for the Almond Milk we have on the premises for students who need it. We can accommodate all food allergies, and request that all classrooms be nut free zones with the exception of after hour activities.

We serve breakfast (ending at 8:30), morning and afternoon snacks, as well as lunch. We use nutritious foods such as whole grains, fruit and vegetables, and some meat. If your child has special dietary needs, please let us know so we can make accommodations. This service is provided once children are eating table food.

Please do not send junk food such as candy, cookies, potato chips etc. with your child. If you would like to bring nut-free treats for a special occasion such as a birthday, please check with us first so we make sure to have enough.

If your child has allergies, we will make an individualized plan on how to address their specific needs at OPFS. In addition, we need the following:

- Allergy action plan signed by doctor
- Allergy medicine indicated on the plan

Medication

If your child is to be given medication at school, we need to have the medicine administration form filled out and all medicine with the prescription on it and the child's name. If you have questions, please let your teacher know.

Cleaning

Our school is deep cleaned twice a week. Each classroom has their daily cleaning regimes that include a section by section cleaning each week. All toys are cleaned on a rotating basis, and anything placed in the mouth is removed and cleaned that evening.

We use a combination of water and bleach to clean all surfaces and toys. Each classroom is sprayed down with a solution of Simple Green and water each evening. Both solutions have been shown to kill even the most stubborn virus. All solutions are made using the CDC and Universal precaution standards.

Insurance & Radon

OP Friends carries public liability insurance in the single limit minimum amount of \$300,000 per occurrence. Any accident or injury requiring professional medical care, death or other emergency involving a child shall be entered the child's record and orally reported immediately to the child's parent or guardian and to the appropriate local licensing office of DCFS. If OP Friends is unable to contact the parent or guardian and the Department immediately, it shall document this fact in the child's record. Oral reports to the Department shall be confirmed in writing within 2 business days after the occurrence. OP Friends shall maintain records essential for the operation of the facility. Records pertaining to children in care and to staff shall be maintained at OP Friends.

We are required to test for radon every three years. The results can be found in the foyer on the bulletin board.

Dress Code

We love a mess at OPFS. Please do not send your child in anything that you care about your child getting messy. Several changes of clothes are always important to have. In addition, we play outside every day. Please make sure that you dress your child in clothing appropriate to the weather. We will play outside in all temperatures, snow, rain and heat. Yes, we're serious. We suggest ordering the following rain and messy suit for your child: Tuffo Muddy Buddy Coveralls.

Emergency Procedures

At OPFS we conduct monthly fire drills, quarterly tornado drills and twice-a-year lock down drills. These are for the benefit of both our children and staff, so that they are familiar in case of an emergency.

If there is an emergency at OPFS, or in the surrounding area, we will use the texting service on Tadpoles to alert you of the situation and any information that you need. Please know in the case of an emergency our priority is the children. If we don't answer texts and phone calls immediately, we will when we can. Thank you in advance.

Injury & Medical Treatment

If you are notified that your child is ill, please pick him up as soon as possible, or designate an alternative person to pick up your child.

Should a child get seriously injured during care and require medical treatment, we will notify parents or primary caregivers as soon as possible. In life-threatening situations, we will first call 911 and then notify the parent as soon as possible. If the parent can not be reached, we will provide the signed Medical Authorization to medical personnel.

If your child is injured while in our care and it is not serious, a note will be sent home in Tadpoles documenting the occurrence and care your child received.

Medical Emergencies

Minor bumps and scrapes are inevitable, but we make every effort to keep your children safe through supervision and childproofing. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If we are unable to contact either parent, we will call the emergency contact numbers supplied to us to make the medical decisions for the child. If necessary, your child will be transported by ambulance to the nearest hospital.

Parents are responsible for costs involved in emergency medical treatment, including transportation if required.

Vision and Hearing

Once a year, in conjunction with the OPRF Early Childhood Collaboration, we provide base line vision and hearing screenings. The results will be shared with you via your child's teacher.

DEVELOPMENTAL STAGES

Toilet Training

This stage is mostly handled in our Blue Room, but occasionally begins in the Purple Room, or wraps up in the Orange Room. We ask that parents attend one of the potty training sessions, "Are you Ready to Potty?", which will be offered several times throughout the year before they begin potty training. Ideally, children will have successfully used the potty for two weeks prior to starting to use the potty at school. Please formally let the classroom teacher know when you are beginning potty training and before you start bringing your child to school in underpants. Strong

communication between teachers and parents is extremely important at this stage to ensure potty training success.

Some things to keep in mind:

- Children take a variety of time to learn how to use the bathroom independently. Home-school consistency is key. Please do not rush them.
- Pull-ups are good, trainers (thick underwear) and plastic pants (tight) are good too
- Children need clothes they can take off themselves
- Our ultimate goal is getting them to use the toilet on their own, when they have to, without prompting
- Children sometimes can go pee fine, but will still need a diaper or pull up to poop
- Accidents happen, and can happen even after they have been good for a while, don't over react it is all good
- Pack LOTS of clothes, and don't forget socks and extra shoes

Things we need from you:

- Please make sure that you have already had a conversation with your teacher prior to bringing your child in underwear
- Before trying at school, please have 2 weeks of success at home. School is a busy place and much harder to focus for little guys
- Please make sure your child has clothes on that they can navigate themselves...sweatpants, loose fitting pants, dresses, etc.
- Please pack a TON of extra clothes, (don't forget the socks)
- We will allow 2 accidents a day before we will put a pull-up or diaper on. As we do not have a dedicated janitorial staff, it is the teachers taking time out of their day each time there is an accident to clean the room.
- At nap, we will continue to use a pull-up or diaper until we are sure they will remain dry during a deep sleep.

Biting

Unfortunately biting can be a natural part of development for 2 and 4-year-old kids and in our opinion is not a reason to exclude a child from care or to separate a child from others. Biting at this age is not aimed at one child or another, but usually is more of a coping tool for kids when their words are not enough to express what their feelings are.

If a child bites another child, a staff member attends to the child who was bitten, ice is placed on the mark, and the child is cuddled and snuggled, if they would like, until they are calmed down. The biting child is removed from the group for a short time, a staff member talks with the child about how teeth are for eating, not biting our friends. A note is put in both children's tadpole's report. If this becomes a frequent occurrence (more than 3 times in a month), a staff member is assigned the individual child in order to monitor the behavior and intervene. A conversation is had with the child's family, on each occurrence.

We do have the child apologize to the other child, and we talk about how sad it makes their friends, and how it would feel if it happened to them, but at this age, apologizing really is not a developmental concept they can conceive of, but we do have them do it as good practice.

If you have any other concerns about biting, please contact your teacher.

Biting Resources

- <http://www.apa.org/monitor/2011/02/biting.aspx>
- <http://illinoisearlylearning.org/tipsheets/biting.htm>
- <http://illinoisearlylearning.org/Chat/stephens/index.htm>
- <http://illinoisearlylearning.org/chat/katz2005/>

Physicality

Children, once they pass beyond what is called parallel play (playing alongside a child but not with), progress into cooperative play. At this point there are several things that are beginning to develop. One thing all children are learning is how to use their body in relation to all the other people and kids around them. Many children at this point begin to seek physical and sensory input (meaning a lot of rough housing, or running or jumping, etc). This is totally normal, and at OPFS we have a unique approach to this type of play.

In light of the fact that we strive for children to find their own limits, and solve their own problems, often time free play or outdoor play can look chaotic and messy. What we aim for in these moments is to make sure that we, as teachers, are observing and interjecting when we see kids struggle. What we do not do at this point is to stop the play from happening, but instead begin to model or provide choices that the children can make. We try in these moments to help children find their own limits.

This also applies to children climbing and taking risks. Instead of preventing children from entering risky situations, we choose to spot (similar to gymnastics) and talk a child through a tricky situation. That way we are there when they decide it might be too risky for them, or there to celebrate when they accomplish something they were not quite sure they could do.

Body Awareness

As soon as children begin to enter the stage of toilet learning, they become curious with their own bodies. It is not uncommon to find their hands in their pants, wanting to be naked all the time, or exploring their own bodies, or as they get older with their friends, each other's. At OPFS we aim to help all children develop a positive body image, and do not shame any child about these behaviors. What we do hope to do is guide them to understand that there is a place and school is not it. It is important as parents to remember that we sometimes project adult ideas to something that is developmentally appropriate. As in potty learning, when accidents happen, it is important here to be clear, but not get too upset as we aim to guide a child to healthy body image.

For more resources on this topic please see below:

- http://nctsn.org/nctsn_assets/pdfs/caring/sexualdevelopmentandbehavior.pdf
- <http://www.foreverymom.com/this-pediatrician-is-begging-you-to-read-this-and-protect-your-child-from-sexual-abuse/>
- <http://www.foreverymom.com/how-even-good-parents-miss-the-signs-of-child-sexual-abuse/>

Special Needs

At OPFS we enroll children with special needs when reasonable accommodations can be made for the success of the child and other children in the class.

- We meet individually with each family to learn about their child and services they receive
- We must have a copy of the IEP, or IFSP
- We must have 3rd party release forms on file for all therapist and other program the child attends
- We will speak with other programs the child has previously attended to determine level of care needed

After all of these are complete, we will determine if, with reasonable accommodations, OPFS is a good fit for your child. If it is deemed that OPFS is not a good fit, then we will help connect you with an agency or program that might be able to provide services your child needs.

CLASSROOMS

Purple Room – Infant/Toddler (6 weeks to 2 years)

Overview – The infant room is one of fun and nurturing. Children beginning here will remain with the same staff till they are between 20 and 24 months so strong bonds will be forged. We believe that communication is key to this stage in your baby’s life, as well as yours as a parent. We are happy to answer questions and guide you, as well we are happy to listen to your concerns and suggestions and see how to work them into our day.

Staff – Ms. Paige, Ms. Nadine, Ms. Amanda, Mr. Morgan, Ms. Shirley, and Ms. Ana happily staff the infant room

Ratio and group size – state mandated ratio is 1 to 4, we aim to keep a 1 to 3 ratio

Schedule

7 to 9	Breakfast, Bottles - Individual small play
8:30 to 9	Diaper Checks/Changes
9 to 11:30	Non- AM Nappers: Morning Activity/Playroom <ul style="list-style-type: none">• Older Infants Indoor Play /Books, Music/Toys - Large Group Time, Song, books, etc.• Indoor/Outdoor Walks/Playroom• Morning Snack/Water/Bottles
	Morning Naps
11 to 11:45	Diaper Checks/Changes, Arts and Crafts, centers, small group play
11:45 to 12:30	Lunch/Bottles
12:30 to 1	Diaper Checks/Changes
1 to 3	Afternoon Naps (songs and books)
3 to 3:30	Diaper Checks/Changes
3 to 3:30	Afternoon Snack
3:30 to 5:30	Afternoon Activity/Playroom - Indoor/Outdoor Walks & Play: Balls, Bubbles, Climber
5:30 to 6	Diaper Checks/Changes/ Playroom, Music, Puzzles, Toys

What to supply each day

- o Formula/breast milk and bottles clearly labeled, sippy cup for water and milk once 1 year old
- o Diapers (cloth or disposable)
- o A container full of wipes
- o Two changes of clothes
- o Burp clothes
- o Bibs
- o Pacifier (If using one)
- o Anything that makes them feel comforted
- o A doctor’s note if they will use a blanket or anything other than a pacifier in the crib (We highly recommend sleep sacks, as we are not allowed to swaddle, or use a blanket in cribs. When a child transitions to a cot they can have blankets)
- o Weather appropriate clothing. We play outside in heat, damp, and snow. Snow suits, gloves, and hats in wintertime, please.

Blue Room – Toddler/2s (2 years to 3+ years)

Overview – The Blue Room is one of activity and LOTS of learning. The Blue Room is a huge time of transition. Speech is usually the first large jump parents will see, followed by refinement of their gross motor skills and then finally potty training.

Staff – Ms. Allison, Ms. Maribel, Ms. Michelle, Ms. Danielle, Ms. Marisol, Ms. Kelly round out the Blue Room staff

Ratio and group size - DCFS Mandated ratio is 1 to 6, we maintain a 1 to 5 ratio.

Schedule

7 to 8:30	Handwashing/Breakfast/Free Play
8:30 to 9	Clean up /Diaper and Bathroom
9 to 9:30	Outdoor time
9:30 to 10	Circle Time on Carpet
10 to 10:30	AM Activity
	Snack
10:30 to 11	Free Play/story time
11 to 11:15	Clean up/Wash Hands
11:15 to 11:45	Lunch
11:45 to 12:30	Story Time
	Bathroom and Diaper
12:30 to 3:30	Nap Time
3 to 3:45	Diaper/Bathroom
	Snack time
4 to 5	Free Play/Outdoor time/PM Activity
5 to 6	Diaper
	Pick up

What to bring each week

- A change of clothing
- Diapers/pull ups or wipes, if not fully potty trained
- Blanket, pillow or nap mat
- Weather appropriate clothing. We play outside in heat, damp, and snow. Snow suits, gloves, and hats in wintertime, please.
- Comfortable shoes for running, jumping, playing and climbing!
- A full water bottle

Skills worked on - Using your words, working as a class, toilet training, using utensils and eating as a group, building friendships and being friends (the beginning of empathy)

Orange Room – Preschool (3 years to 5 years)

Overview – The Orange Room is when preschool kicks into high gear. We have a play-based preschool program focused on learning through experience and play. Our teachers spend a lot of time thinking about each individual child, what they need and like, and design activities tailored to spark their imagination.

Staff – Mr. Joel, Mr. Chris and Ms. Anna are the fearless leaders of the Orange Room

Ratio and group size – DCFS mandated ratio is 1 to 10, we maintain a 1 to 8.

Schedule

7 to 8	Free play/breakfast
8 to 9	Free Play
9 to 9:30	Circle Time – Books, songs
9:30 to 10	AM Activity
10 to 10:30	Gross Motor Indoor/outdoor
10:30 to 11	Bathroom/snack
11 to 11:30	Free Play
11:30 to 12	Lunch
12 to 1	Free play/Story Time
1 to 3	Nap Time
3 to 3:30	Bathroom Snack
3:30 to 4:30	Free Play
4:30 to 5	PM Activity
5 to 6	Gross Motor

What to supply each day

- A change of clothing
- Diapers/pull ups or wipes, if not fully potty trained
- Blanket, pillow or nap mat
- Weather appropriate clothing. We play outside in heat, damp, and snow. Snow suits, gloves, and hats in wintertime, please.
- Comfortable shoes for running, jumping, playing and climbing!
- A full water bottle

Skills worked on – In the Orange Room, we continue building the relationships that were forged in the Blue Room. Often that means learning to use encouraging words instead of our bodies to get our way, as well as focusing on activities for longer stretches.

Yellow Room - Half-day Preschool (3 years to 5 years)

Overview - The Yellow Room is a play-based preschool for children ages 3-5. This part-time environment gives students the opportunities to learn and socialize in a fun and safe environment. The experienced teachers continually develop the lesson plans around their students interests and abilities.

Staff - Ms. Alissa and Ms. Karen lead our Yellow Room

Ratio and group size - DCFS mandated 1 to 10, but we aim for a 1 to 8

Schedule

Am Preschool Schedule - 3 to 5 Years

8:15	Drop off/arrival
8:15-8:45	Choice Time
8:45-9:00	Clean up time
9:00-9:30	Circle Time on carpet
9:30-10:00	Activity/Project at tables
10:00 -10:15	Bathroom Break/wash hands
10:15-10:30	Snack
10:30-10:45	Gross Motor Play indoor/outdoor
10:45-11:00	Clean up
11:15	Dismissal

PM Preschool Schedule - 3 to 5 Years

12:15	Drop off/arrival
12:15 to 12:45	Choice Time
12:45 to 1	Clean up time
1 to 1:30	Circle Time on carpet
1:30 to 2	Activity/Project at tables
2 to 2:15	Bathroom Break/wash hands
2:15 to 2:30	Snack
2:30 to 2:45	Gross Motor Play indoor/outdoor
2:45	Clean up
3:15	Dismissal

What to bring each day

- A change of clothing
- Diapers/pull ups or wipes if not fully potty trained
- Weather appropriate clothing. We play outside in heat, damp, and snow. Snow suits, gloves, and hats in wintertime, please.
- Comfortable shoes for running, jumping, playing and climbing!
- A full water bottle

Skills worked on – We work on prepping kids for their educational journey. Most importantly, focusing on their social emotional needs, finding their voice in a group, being able to operate in a large group setting while still getting their needs met, and then prepping for kindergarten readiness.

Green Room – Pre-K (4 years to 5 years)

Overview – The Green Room is our capstone class for preschool. Though we continue to focus on mostly in-depth learning and social emotional skills, here we do begin just to check up on all skills a child will need as they move to kindergarten the next year. If there are any holes, we work to fill them, and since we are such a play based school, we use that time to provide activities specific to any child who has a larger interest in learning to read, write or do math.

Staff – Ms. Lauren, Ms. Justine and Ms. Marisol

Ratio and group size – DCFS mandated 1 to 10, but we aim for a 1 to 8

Green Room Schedule

7:00-8:30am	Arrival/Breakfast
8:30-9:25am	Free Play
9:25-9:30am	Clean Up
9:30-9:45am	Morning Circle Time
9:45-10:15am	Morning Activity
10:15-10:20am	Potty/Hand Washing
10:20-10:40am	Snack Time
10:40-11:00am	Story Time
11:00-11:30am	Outside Play/Gross Motor Activity
11:30-11:35am	Hand Washing
11:35-12:05pm	Lunch Time
12:05-1:00pm	Free Play
1:00-1:05pm	Clean Up
1:05-1:20pm	Afternoon Circle Time
1:20-1:50pm	Afternoon Activity
1:50-2:20pm	Outside Play/Gross Motor Activity
2:20-2:25pm	Hand Washing/Potty
2:25-2:45pm	Snack Time
2:45-3:00pm	Story Time
3:00-4:00pm	Free Play
4:00-4:10pm	Clean Up
4:10-4:15pm	Potty
4:15-5:00pm	Outside Play/Gross Motor Activity
5:00-5:30pm	Table Activities (Puzzles, Art, Legos, etc.)
5:30-5:45pm	Story Time
5:45-5:50pm	Potty
5:50-6:00pm	Getting Ready For Dismissal

What to bring each day

- A change of clothing
- Diapers/pull ups or wipes if not fully potty trained
- Weather appropriate clothing. We play outside in heat, damp, and snow. Snow suits, gloves, and hats in wintertime, please.
- Comfortable shoes for running, jumping, playing and climbing!
- A full water bottle

Skills worked on – We work on prepping kids for their educational journey. Most importantly that is focusing on their social emotional needs, finding their voice in a group, being able to operate in a large group setting while still getting their needs met, and then prepping for kindergarten readiness.

After School – Kindergarten to 5th grade

Overview – Currently we serve Lincoln, Longfellow, Beye, Hatch, and Irving with the hope of serving Holmes and Whittier soon as well. Our program is aimed (as is our whole program) to maximize your time with your family. Therefore, we allow for a lengthy outdoor time directly after school regardless of the weather, dedicated homework time and structured and unstructured activities.

Staff – Mr. Tom, Ms. Melissa P., Ms. Brittany, Mr. Matt, and more

Ratio and group size – DCFS mandate is 1 to 20, we aim for a 1 to 8 ratio at all times.

Schedule

2:55*	Pick up at school
3:00-3:30	Outdoor Play
3:30-3:45	Walk/Hang coats, bags
3:45-4:15	Wash hands/Snack
4:15-4:45	Homework or Free Time
4:45-5:30	Organized Group Activities
5:30-6:00	Free Time/Dismissal

*We pick the kids up at 1:55 on Wednesdays and adjust the schedule accordingly.

What to bring each day

- A change of clothes (see first bullet point)
- A book to read
- A full water bottle
- Any school supplies necessary to complete homework
- Weather appropriate clothing. We play outside in heat, damp, and snow. Snow suits, gloves, and hats in wintertime, please. (house shoes are recommended in winter)

Skills worked on – We pride ourselves on continuing our philosophy as treating all children like our own with the continuation of this program. We strongly believe that after school children need time outside. In line with the rest of our program, we play outside in all weather, length of time is the only factor. Please make sure your children are dressed to stay outside a minimum of 30 minutes after school. We pride ourselves on helping children complete their homework, so time after work can be spent on family. We employ many education students from local universities to provide them with training, and students with high quality staff. The staff also plans daily activities that the kids can chose to participate in, or they can choose free play.

Summer Camp – Kindergarten to 5th grade

Overview – Our days are spent almost entirely outside with each week having a different theme. We intertwine pool time at Rehm, with swimming lessons at Fenwick and lots of walking, parks, field trips, free play, and downtime. Our main goal is nothing but pure relaxed fun...just what summer should be.

Staff – Our Summer Camp is staffed by our After School counselors as well as new hires

Ratio and group size – DCFS Mandate is 1 to 20, we keep a 1 to 8 always and a 1 to 6 when at the pool

Schedule

Pre -camp

7 to 8:30 Drop off and Breakfast/Free Play

Camp

8:30 to 9 Free Play
9:30 to 9:45 Meeting
9:45 to 10 Group Games
10 to 10:20 Snack
10:30 to 11:15 Activity 1
11:30 to 12 Lunch
12 to 12:30 Quiet rest or reading time
1 to 3:30 Pool or Outdoor Time or Activity 2
3:30 to 4 Snack
4 to 4:30 Wrap Up Meeting

Post Camp

4:30 to 5:15 Afternoon activity/art project
5:15 to 6 Free Play and pick up

What to bring each day–

- Swimsuit & Towel every day
- Sunscreen & Bug Spray
- A book
- A change of clothes
- Full water bottle

MISCELLANEOUS

Enrichment Classes

As a part of the Parent Council's mission, they develop the enrichment programs for all students in the program, including after school. Activities have ranged from Art (with our in-house art teacher), movement, STEAM, cooking classes with Sugar Beat Schoolhouse, and Yoga.

Community Involvement

In conjunction with our Quaker Philosophy, we try to reach out into the community as much as possible. Yearly we donate food to the food pantry, adopt families, raise money for charities of the children's choice, and are open to many other ideas. The teachers, parents and staff all help to drive this commitment.

Role of Families (Advice on transitions, helping to start new program, transitions, ASQ)

New Families

Beginning a new program is an adventure for all involved. Whether this is your child's first time in day care or they have been in care since birth, each time is different. To that end we do not have a formal transition process for newly enrolled families. We like to work with each family individually to determine a plan that works with both, who your child is, what the family can accommodate, as well as what the teachers feel is appropriate.

We are well versed on caring for children in tears, and rest assured lots of love is shown them. We will send lots of pictures to reassure you that things are going well, but please take heed that sometimes the transition can be weeks or longer depending on the child. We will do all we can in conjunction with you to make sure that the transition is a smooth one. Please don't ever hesitate to communicate with us, as that can make all the difference.

Class to Class Transitions

When your child is approaching a transition to a new class, you will receive an email from Talley, an/or it will be discussed at the previous parent conference. At OPFS we determine class to class transitions on a few things (please see class detail for more information):

- Age of child
- Abilities
- Communication between classroom teachers
- Communication with parents

ASQ

Twice a year we administer the ASQ screening to make sure that all children are meeting their milestones. We do this in collaboration with the OPRF Early Childhood Collaboration. Twice a year, parents are asked to complete two screenings, one based on physical capabilities and one based on emotional/social. The results and any suggested activities are sent home to you from your child's contact.

Holidays & Birthdays

At OPFS, we like to celebrate all holidays. Holidays will be celebrated on a classroom by classroom basis. Please check in with your classrooms and the newsletters for upcoming celebrations. If there a family celebration that you would like to share with the class, please contact your classroom teachers.

Birthdays can be celebrated in many ways. You can bring in treats, come in and read a book, or do nothing. Please contact your classroom teachers to work out what works for you. The classroom teachers make a big deal about birthdays in their own special way, so there is no need to do anything above and beyond, unless you would like to.

Toys

You are welcome to bring toys from home, but please remember that we cannot keep track of the toys and they can be mixed up with our toys. As well, please remember that toys get broken and we cannot prevent that from happening. Please think about if it is worth it to bring the toy to school. Alert your teacher to any toys that are being brought into school.

Field Trips

All classes take field trips. Blue and Purple aim to take 6 trips a year, and Green and Orange once a month. All trips are provided on a school bus, with 5 point harnesses when available. We use google forms as our permission slips and they must be filled out before your child can attend. We always look for chaperones.

Volunteering

We love family involvement at OP Friends School and the children are thrilled when a family member can join us in the classroom! We will have many opportunities throughout the year for family members to volunteer at our school. We will often call for volunteers in our weekly newsletters or in a classroom note. We welcome class-room volunteers to read, help with activities, dictate story art, accompany us on field trips and other occasions. We also ask for help throughout the year with fundraising and school-wide parties or projects such as our garden project.