

Welcome to the  
Peotone Early Education  
Program  
PEEP

Connor Shaw Center  
Mrs. Blair and Ms. Onsen  
Administrator: Dr. Charles Vitton



Dear Families,

We would like to take a moment and welcome you to the Peotone Early Education Program (PEEP). Our names are Mrs. Blair and Ms. Onsen and we will be the classroom teachers for the program. Mrs. Christiansen (C), Mrs. Minock, Mrs. Carstens, and Mrs. Boehl will all be the assistants working within the program. We will all be working together to create an exciting and successful learning environment for your child.

We firmly believe that communication between home and school is vital in helping your child succeed in school. If you have any questions or concerns, please feel free to call us at 708.258.0991 before or after school during the school hours of 8:00 am and 3:40 pm. You can also reach us through email during school hours.

Kim Blair: [kblair@peotoneschools.org](mailto:kblair@peotoneschools.org)

Kimberly Onsen: [konsen@peotoneschools.org](mailto:konsen@peotoneschools.org)

In the attached packet you will find information that will be helpful to you and your family throughout the year. Please read it and let us know if you have any questions. We are looking forward to getting to know the children and their families this year!!

Sincerely,

Kim Blair and Kimberly Onsen

# **COVID-19 GUIDELINES FOR PRESCHOOL AT CSC**

## **Self-Certification**

Each morning that students are in session, parents are required to assess their child for symptoms of COVID-19 infection. The accompanying page outlines those symptoms that are associated with COVID-19. Students experiencing any one (1) of these symptoms **should not** come to school. Any child experiencing these symptoms at school will be sent home. Additionally, all other children in the same household of a symptomatic child should also remain home.

## **COVID-19 Exclusion Guidance**

On the accompanying pages is the **COVID-19 Exclusion Guidance** from the Illinois Department of Public Health. This document outlines quarantine and isolation parameters for individuals based on close contact with others, status of asymptomatic and symptomatic individuals, and the degree of exposure to COVID-19.

## **Face Coverings**

In order to mitigate the spread of COVID-19, all students and staff are required to wear face coverings (masks) while in the school building.

## **Temperature Checks**

A staff member will take a temperature check of all students entering the school building each morning.

# **PLEASE READ BEFORE YOU ENTER:**

**BY ENTERING THIS BUILDING, YOU ARE CERTIFYING THAT YOU DO NOT HAVE ANY OF THE FOLLOWING COVID-RELATED SYMPTOMS:**

- Fever above 100.4 degrees
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Abdominal Pain
- Poor Appetite or Poor Feeding
- Close Contact With Someone Diagnosed With COVID

**ALL PERSONS ENTERING THIS BUILDING ARE REQUIRED TO WEAR A CLOTH FACE COVERING AT ALL TIMES AND ARE SUBJECT TO TEMPERATURE VERIFICATION.**



# COVID-19 EXCLUSION GUIDANCE<sup>1</sup>

## Decision Tree for Symptomatic Individuals in Pre-K, K-12 Schools and Day Care Programs



Send home or deny entry (and provide remote instruction) if ANY of the following symptoms are present: Fever (100.4°F or higher), headache, shortness of breath, cough, sore throat, vomiting, diarrhea, muscle or body aches.

In addition, some individuals (especially adults) may present with the following symptoms:  
congestion or runny nose, new loss of sense of taste or smell, nausea, fatigue, muscle or body aches.

### Medical Evaluation and Testing are Strongly Recommended for ALL Persons with COVID-Like Symptoms.

Status	COVID-19 diagnostic test Positive (confirmed case) OR COVID-19 diagnosis without diagnostic testing (probable case)	Symptomatic individual with a negative COVID-19 diagnostic test <sup>2</sup> (Negative COVID-19 diagnostic test must be from a specimen collected 48 hours prior to or after symptom onset.)	Symptomatic individual with an alternative diagnosis without negative COVID-19 diagnostic test <sup>2</sup>	Symptomatic individual without diagnostic testing or clinical evaluation	Asymptomatic individual who is a close contact to a confirmed OR probable COVID-19 case
Evaluated by Healthcare Provider?	YES	YES/NO	YES	NO	NA
Return to School Guidance	Stay home at least 14 calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition. Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition. Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	Stay home at least 10 <sup>3</sup> calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	Stay home for 14 calendar days after last exposure to the COVID-19 case. If COVID-19 illness develops, use the ten-day isolation period <sup>1</sup> guidance for a COVID-19 case from the onset date. Testing is recommended.
Quarantine for Close Contacts?	YES	NO	NO	Household Member (e.g., Siblings, Parent) <sup>4</sup>	NA
Documentation Required to Return to School	'Release from Isolation' letter issued by Local Health Department and provided to parent/guardian or individual	Negative COVID-19 test result OR healthcare Provider's note indicating the negative test result	Healthcare Provider's note with alternative diagnosis	Note from parent/guardian documenting that the ill student and/or household contacts are afebrile without fever-reducing medication and symptoms have improved.	'Release from Quarantine' letter issued by Local Health Department and provided to parent/guardian or individual

<sup>1</sup> Based on available data and science, schools must make local decisions informed by local context in consultation with their local public health department.

<sup>2</sup> Severely immunocompromised or severely ill: may need to isolate for 20 days as per guidance from individual's infectious disease physician.

<sup>3</sup> If individual has been identified by public health for quarantine or knows they are a close contact to a case, the 14-calendar-day quarantine must be completed.

<sup>4</sup> Consider quarantine for other close contacts if there was poor adherence to social distancing or use of face coverings.

8/20/2020 Interim Guidance,  
Subject to updates

## **Drop-Off/Arrival information**

A.M. Preschool begins at 8:45 am (Monday-Thursday)

P.M. Preschool begins at 12:15 pm (Monday-Thursday)

**\*\*No preschool on Fridays\*\***

**Please do not bring your child to school earlier than the above times, as there is no one available to supervise.**

**Mrs. Blair's Students: When bringing your child to school, please drop off at Door 2 (facing Wilson Street).**

- A staff member will be there to greet your child. Please do not attempt to walk your child to the classroom, as there will be no one there to supervise.
- Due to COVID-19 concerns, all parents/guardians and students are required to wear face coverings (masks) - these should be worn prior to getting out of your vehicle. Please keep at least 6 feet from others when dropping off your child.
- When dropping your child off, please safely park on Wilson Street and walk your child to Door 2.
- A teacher will be at the door no earlier than 8:45 am and 12:15 pm. *If you arrive after the line is done, you must sign your child into school in the office.*
- Please refrain from congregating on school grounds.

**Ms. Onsen's Students: When bringing your child to school, please drop off at the Front Door of CSC (facing S. West Street).**

- A staff member will be there to greet your child. Please do not attempt to walk your child to the classroom, as there will be no one there to supervise.
- Please pull as far to the right as possible in the parking lot when awaiting staff to assist with arrival.
- Do NOT pass school buses that might be dropping off students at Door 6 in the parking lot. Busses may go around cars, if necessary, to drop off students and resume their daily routes.
- Due to COVID-19 concerns, all parents/guardians and students are required to wear face coverings (masks) - these should be worn prior to getting out of your vehicle. Please keep at least 6 feet from others when dropping off your child.
- A teacher will be at the door no earlier than 8:45 am and 12:15 pm. *If you arrive after the line is done, you must sign your child into school in the main office.*
- Please refrain from congregating on school grounds.

**Bus Riders will be dropped off at Door 6 (parking lot).**



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## **Pick-Up/Dismissal Information**

A.M. Preschool ends at 11:15

P.M. Preschool ends at 2:45

**Door 2 (Blair), Front Doors (Onsen), and Door 6 (Busses)** will also be used to dismiss students. At **Door 2 (Blair)**, safely park on Wilson Street and walk to Door 2 to pick up your child. At the **Front Doors (Onsen)** please line up to the far right in the parking lot and await student dismissal. We will load the buses at **Door 6** of the Connor Shaw Center first as they have other routes they must get to. If you need to pick up your child early or have been held up at pick up time, please call the main office. You will need to come in to sign your child out of the building.

Please refrain from congregating on school grounds.

Due to COVID-19 concerns, all parents/guardians and students are required to wear face coverings (masks) - these should be worn prior to getting out of your vehicle. Please keep at least 6 feet from others when picking up your child.



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### **Change to Pick-Up Routine/Person**

Please inform the school in writing or with a phone call to the office if there are to be any changes to your child's normal pick-up routine or person. **If someone comes to pick up your child and we do not have notification from you, we will not let your child leave with that person until we have verified it with you.** We may also ask for proper identification from any person at any time. Please remember that this is for the safety of your child! Thank you!

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### **Pick-up/Drop-off and Transportation**

If your child rides the bus, please call the Director of Transportation to let the bus driver know when your child will not be riding the bus. Teachers do not handle transportation questions or inquiries. The school office will also need to be notified with a separate phone call or email.

Director of Transportation: Jennifer Haag

Transportation Number: 708-258-9605

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## **Absentee Policy**

Please call or email Mrs. White if your child will be absent (both in-person or remote learning absence).

Connor Shaw Center: 708-258-0991 x 3105

Secretary: Melinda White

Email: [mwhite@peotoneschools.org](mailto:mwhite@peotoneschools.org)

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## **Basic Health Procedures (non-COVID)**

The School Nurses of Peotone School District follow the recommended practices and procedures of the Illinois Department of Public Health which are set forth by the Illinois State Board of Education and the Illinois Nurse Practice Act.

Reporting infectious diseases (general) - The ability to control the spread of infectious diseases in the school requires the assistance of our community members. If your child is diagnosed with an infectious disease, please report this information to the office. Please notify the office if he/she is diagnosed with the following illnesses by your health care provider, as a doctor's note may be needed for your child to return to school:

1. Strep throat/scarlet fever
2. Pink eye/Conjunctivitis
3. Fifth's Disease
4. Rotavirus
5. Chicken pox/shingles
6. Meningitis
7. Mono
8. Scabies
9. Pertussis
10. Head Lice
11. Measles
12. Mumps
13. Rubella
14. MRSA
15. Ringworm
16. Polio Myelitis

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### **School Closing**

All school closings are announced on local channels and the district website.

A message will be put out by Mr. Stein, Superintendent, using the automated School Messenger system.

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### **Items from Home**

Due to allergies within the classes and trying to keep the environment as safe as possible for all the children, we ask that no food or toys from home are brought into the school.

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## Parent/Teacher Communication

**Folder Bags:** Each child will be given a folder bag to bring back and forth to school. You will also find a monthly calendar/newsletter to leave in the folder bag. If you would like another one for your fridge, please write a note to let your child's teacher know. This folder bag needs to be checked and emptied **DAILY!**

**Newsletters:** A newsletter will be sent home with your child monthly. The newsletter will contain contact information, information about things we will be learning about, and news from the classroom. The calendar will be put on the back of the newsletter and we ask that this paper stays within the bag.

**Facebook:** Peotone Early Education Program does have a Facebook page. This page is used to communicate reminders, wish list items, and to give you information about what the children are learning. Please feel free to friend us so that you can have all the latest information on what is going on. You can search for us under Peotone Preschool. Facebook is not checked daily so if you have any questions, please call the office instead of posting it on Facebook.

**Conferences:** Parent/Teacher conferences are scheduled for October 29<sup>th</sup>. Please try to attend all scheduled conferences. Contact your child's teacher at any time if you would like to schedule an additional conference.

**Preschool Progress Reports:** You will receive a copy of your child's progress report at the end of each semester. This assessment will document your child's progress throughout the school year.

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## For IEP Children

**IEP Meeting:** We will meet at least once a school year (virtually) to discuss and review your child's current IEP. An IEP Meeting provides us with an opportunity to make changes to your child's IEP that we, as a team, feel necessary for your child to be successful in preschool!

**IEP Quarterly Reports:** You will receive reports on how your child is doing in regards to their IEP goals. These reports will be sent home at the end of each quarter.

Any Special Education inquiries and/or questions will be handled through the Special Services department. Mrs. Amy Loy, Director of Student Services, can be reached at 708-258-0991.

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## Classroom Discipline

Our discipline procedure uses natural consequences for any misbehavior. For example: If a child refuses to share a toy, he or she will not be able to play with it. (Here at school, sharing does not mean that the child needs to give the item up to the other child. It means that they work out a system to take turns or let the other child know when they are done so they can have it next.) In the case of a child not listening to an adult when reminded about the rule, we use a counting method.

The basic premise of the counting method is that when a child misbehaves for the first time, the teacher says, "That's one." If a second misbehavior occurs after three to five seconds, the teacher says, "That's two." If a

third misbehavior occurs after three to five seconds, the teacher says, "That's three," and the child is removed from the situation. After the child has had some time, an adult will go talk to the child about why they were removed from the situation.

However, if the behavior is overt (hitting, spitting, etc.), steps one and two are skipped and the child is immediately removed from the situation. Depending on the age of the child, the time of the school year and our expectations for each child, there may also be times that we remove a student from a situation without any counting.

We feel as a team that school is about learning how to handle difficult situations between peers. We spend a lot of time talking with the children when something arises to help teach empathy and positive social interactions and skills to help the children throughout their life.

If you have any questions concerning classroom discipline, please call us and we will do our best to answer them.

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### **Birthdays!!!**

As per the district policy, birthday treats will no longer be accepted at school. We will still celebrate your child's birthday in the classroom by singing happy birthday and giving them a birthday crown to wear. Summer birthdays are also welcome to celebrate at school on a chosen day (for example on their half birthday). Please let your child's teacher know if you would like to celebrate a summer birthday.

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## **Parent Volunteers**

Due to the current health regulations, we cannot accommodate parent volunteers for the 2020-2021 school year.

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## **Tuition Payments**

All tuition payments are due on the **FIRST** of each month. **If a tuition payment is not received by the 1<sup>st</sup> of the month, the student will not be allowed to attend school until full payment is received.** There is no proration of tuition based on the number of days a child attends the preschool program.

Parents can pay all tuition payments and fees online using the PushCoin portal. Information on PushCoin can be found by visiting the Peotone CUSD 207U website at [www.peotoneschools.org](http://www.peotoneschools.org), selecting the For Parents tab, and clicking on Pay Fees/PushCoin.