



# Child Care + Education Program at Robert Crown Community Center

## Who we serve

- Two year olds (Take Two)
- Preschool (Creative Play, 3–5 year olds)
- Dual enrollment program for children attending half-day programs through the local elementary school district, District 65
- After school program for 5–12 year olds

## Class Structure

Each class is structured to provide experiences designed to enrich skills in each child's developmental areas. Opportunities for learning are prepared in accordance with your child's developmental level, needs, and interests in mind.

All of our class experiences serve as creative introductions to cultivating a life-long love of learning by providing your child with a broad variety of activities in a safe, stimulating, and nurturing environment so they can pursue his or her own learning and natural growth in the company of peers and caring adults.

## Contacts

### **Tiffany Caston BA, M.Ed**

Program Coordinator  
Preschool, After School, Camps  
**847-448-8167**  
[tcaston@cityofevanston.org](mailto:tcaston@cityofevanston.org)

### **Marquita Blackwell, A.A.S.**

Preschool Program Supervisor  
**847-448-2522**  
[mblackwell@cityofevanston.org](mailto:mblackwell@cityofevanston.org)

### **Amber Woodson, BA**

After School Program Supervisor  
Camp Director  
**847-448-5949**  
[awoodson@cityofevanston.org](mailto:awoodson@cityofevanston.org)

### **Jill Silverman**

Office Manager  
Billing and Payment Information  
**847-448-8258**  
[jsilverman@cityofevanston.org](mailto:jsilverman@cityofevanston.org)

## Commitment to Quality

Through quality care and education with compassion, Robert Crown Programs provides an experience like no other.

### Early Childhood Care and Education

- Programs are offered year round
- Full and Part Day Programs available
- Nutritious snacks served twice per day
- Locally sourced hot lunch
- Curriculum aligned with the Illinois State Early Learning Standards
- Ongoing assessment to inform instruction and planning

### Family Support and Engagement

- Partnerships with Local Agencies to support families
- Social Worker to support families through developmental transitions.
- Parent Education
- Family Events
- Parent Group
- Financial Assistance
- Resource and Referrals

### The Creative Play Program

- Offers enrichment and support to children as they move through the stages of overall development.
- Promotes the balanced growth of each child by providing developmentally appropriate activities.
- Assists in the formation of positive self-images and attitudes with respect to school, family and community.
- Provides the peer contact and social learning that preschool children want and need in order to form necessary social skills needed for school and life.
- Enhances play skills, allowing opportunities for language development, increased social competence and cooperative play skills through thought and action. Play is children's work!

## About Our Curriculum

We are pleased to utilize the Creative Curriculum, a PLAY based curriculum that is aligned with the Illinois Early Learning Standards. The field of early childhood education has made great strides in identifying the building blocks of later school success.

We proudly use the Creative Curriculum in our classrooms, a child-centered educational curriculum aligned with the Illinois Early Learning Standards which will prepare your child for success in school.

### The Creative Curriculum

Our curriculum is aligned with the Illinois Early Learning Standards, which start in early childhood education and continue, modified age appropriately, through high school. The curriculum is divided into ten developmental areas with thirty-eight skill sets that can be measured and planned for by teachers.

### The Classroom

The classroom arrangement and content itself is also considered a 'teacher'. The teachers in the Creative Curriculum classroom become observers and collaborators in order to plan incrementally to compliment and challenge each child in these skill sets which contributes to the student's overall development.

This careful planning and instruction has been shown through longitudinal research studies to be outstanding and contributes largely to toward successful school experiences. The furthestmost outcome of this type of education is to develop a love of learning which will contribute to a happy, successful life. The studies show that children with this high quality early childhood experience graduate high school and college at higher rates, and go on to excel in their chosen careers.

### Teachers

Our teachers are continually trained in this way of guiding and facilitating the learning of the students throughout the school year. The Creative Curriculum has been successfully implemented in many early childhood education settings, and public and private school districts throughout the United States.

## The Creative Curriculum

### Philosophy

The Creative Curriculum uses these building blocks as the foundation for its philosophy, the objectives for children's learning, and guidelines for teaching and working with families. The Creative Curriculum helps teachers interact with children in ways that promote development and learning, foster children's social competence, support children's learning through play, create rich environments for learning, and forge strong home-school connections. By meaningfully translating research into practice, the Creative Curriculum gives educators the tools they need to help all the children in their classrooms succeed in school and in life.

### Common Core State Standards

Just like the Common Core State Standards, which provide a consistent, clear understanding of what students are expected to learn, the Creative Curriculum's 38 objectives for development and learning include progressions of development and learning that identify widely held expectations for children of particular ages or classes/grades. This means that when children enter kindergarten, their learning has already been focused on the skills that are essential for success with regard to the Common Core State Standards.

## Role of the Parents/Caregivers

It's a fact: No child will succeed in school without a family member or care-giver that fully engages and supports them in their studies!

There is parent/care-giver responsibility involved in the success of this curriculum also, and parent-teacher conferences are a necessary part of the school year that we encourage you to participate in. There is a handful of written information about Creative Curriculum to take home to bridge the school-home gap which helps to provide a continuous learning experience for your child. We welcome any questions about The Creative Curriculum.

### Helpful Links

#### The research

[teachingstrategies.com/curriculum/research](http://teachingstrategies.com/curriculum/research)

#### Over-all information about The Creative Curriculum

[smartypantsmd.com/Pages/CURRICULUMPLAN.aspx](http://smartypantsmd.com/Pages/CURRICULUMPLAN.aspx)

# Teaching Strategies Gold

## Creative Curriculum

### Objectives for Development and Learning Birth through Kindergarten



#### Social–Emotional

- Regulates own emotions and behaviors
- Establishes and sustains positive relationships
- Participates cooperatively and constructively in group situations



#### Physical

- Demonstrates traveling skills
- Demonstrates balancing skills
- Demonstrates gross-motor manipulative skills
- Demonstrates fine-motor strength and coordination



#### Language

- Listens to and understands increasingly complex language
- Uses languages to express thoughts and needs
- Uses appropriate conversational and other communication skills



#### Cognitive

- Demonstrates positive approaches to learning
- Remembers and connects experiences
- Uses classification skills
- Uses symbols and images to represent something not present



#### Literacy

- Demonstrates phonological awareness
- Demonstrates knowledge of the alphabet
- Demonstrates knowledge of print and its uses
- Comprehends and responds to books and other texts
- Demonstrates emergent writing skills



#### Mathematics

- Uses number concepts and operations
- Explores and describes spatial relationships and shapes
- Compares and measures
- Demonstrates knowledge of patterns



#### Science and Technology

- Uses scientific inquiry skills
- Demonstrates knowledge of the characteristics of living things
- Demonstrates knowledge of the physical properties of objects and materials
- Demonstrates knowledge of the Earth's environment
- Uses tools and other technology to perform tasks



#### Social Studies

- Demonstrates knowledge about self
- Shows basic understanding of people and how they live
- Explores change related to familiar people or places
- Demonstrates simple geographic knowledge



#### The Arts

- Explores the visual arts
- Explores musical concepts and expression
- Explores dance and movement concepts
- Explores drama through actions and language



#### English Language Acquisition

- Demonstrates progress in listening to and understanding English
- Demonstrates progress in speaking English

# Sample Daily Schedule

---

## 8–9am

### Arrival/Free Choice Play

Handwashing upon arrival,  
Breakfast served between 8:30–9am

---

## 9–9:15am

### Clean up time

---

## 9:15–9:30am

### Toileting

---

## 9:30–10am

### Circle Time/Class Meeting

---

## 10–11am

### Center Choice/Small Group/ Individual-Planned Activities

Wednesdays: Ice Skating

---

## 11am–Noon

### Outside or Gym/Toileting

**Please note:** The daily schedule may change as we work to adapt to fluctuations or unforeseen circumstances that may arise during the day.

---

## Noon–1pm

### Lunch/Toileting/Books

---

## 1–3pm

### Naptime

---

## 3–3:30pm

### Snack/Toileting

---

## 3:30–4pm

### Circle Time/Class Meeting

---

## 4–5pm

### Small Group/Center Choice/ Individual-Planned Activities

---

## 5–5:30pm

### Storytime

---

## 5:30–6pm

### Pick-up Time/Quiet Activities

## Meals and Snack Time

We are pleased to offer two nutritious snacks and a hot lunch per day in compliance with DCFS Licensing standards. DCFS guidelines require that snacks served must include 100% fruit juice or milk; substitutions may be made based on specific dietary requirements.

### Substitutions

Please see the Program Coordinator if your child requires substitutions due to allergies or restrictions in the child's diet. The preschool is pleased to provide appropriate snacks /substitutions for children with dietary restrictions or allergies.

**Please note:** we are a nut free facility.

### Special Day

In all classes, parents may sign up to provide snacks to be served by their child on a special day (birthday/holiday).

### Food Storage

Food items should be store-bought rather than homemade. Specialty or holiday treats (candies, etc) should be individually wrapped, and will be distributed at day's end. Cups and napkins are always welcome; Styrofoam is not permitted unless a warm snack (soup, hot chocolate) is served.

### Restrictions and Allergies

Please understand that in compliance with DCFS regulations, we are required to have written documentation on file for food / drink restrictions and allergies.

Please see the Program Coordinator with questions or concerns about our requirements for food restrictions.

# Policies

## Registration

A facilities tour to introduce families to our programs and services is required before your child can be registered for any of our programs. Please call the Coordinator or Supervisor to make arrangements for a tour.

*Your registration for the first month of preschool guarantees your enrollment in the program for each of the following months, provided that timely tuition payments are made. Tuition is due on the 1st of each month.*

## Billing

Each class family is billed on a monthly basis. Tuition is payable bi-monthly. After the 15th of each month, a \$25 a day late fee applies.

## Fees

### Late Fee Charges

Late fee charges are as follows:

6:05–6:20pm is \$10.

\$1 per minute for each minute thereafter.

### Payment of Late Fee

Late charges will be applied to your household account.

Childcare during, after or between classes is not provided.

Each child must be signed in and out on the sign in sheet daily by a parent or guardian at the beginning and end of class.

## Sign in/Sign Out

Please make an effort to have your child here at the center by 9:30am.

Timely arrival will allow the child to reap the full benefits of programming, and will support the transition to elementary school schedules.

In the event that you will be late, please call the center to inform the staff.

Half day programs end at Noon, and full day programs end at 6pm every day.

If you anticipate being late, please call to inform the staff.

## Class Changes

Change class requests for your child (transfers, etc.) must be made in writing (email or mail) and directed to the Program Coordinator at least 30 days in advance for processing and billing considerations.

Please see the Program Coordinator if you wish to change some aspect of your child's registration during the preschool year. Each classroom has specific age guidelines and appropriate curriculum upon which each instructor's daily lesson plans are based. Class transfers and minor exceptions to the age requirements may be made with the consent of the Program Coordinator, based on specific criteria.

## Contact Information Form

Children are to be released only to designees listed on the Contact Information Form in the child's file. We ask that you provide at least two additional designated pick up persons/emergency contacts on the form.

The form also requests an indication of whether the child will be picked up by someone other than the designated parents/guardians. In the event that you have requested that the child be picked up by an adult other than yourself, you must inform the instructor in writing. Identification will be requested of this individual at time of pickup to verify.

There will be no exceptions to this policy.

*In the event that we have not received a call from the parent, and no designated pick up/emergency contact can be reached, we are required to contact and report this to the Evanston Police Department, the Department of Children and Family Services and the Juvenile Division of the Evanston Police Dept.*

## Toilet Training Children

### Regulations

Although we will make every effort to accommodate the needs of your family, some exceptions cannot be made. In particular, the rules with regard to potty training must be adhered to. The law does not permit exceptions in this matter.

*Three year olds, who are not potty trained, are welcome to defer enrollment until later in the school year.*

Please see the Program Coordinator if you require assistance in this matter.

## Prepare for the day

- “Dress for a mess”.

We ask that you send your child to school in comfortable seasonal attire that is easy for them to manipulate independently. Pants with elastic in the waist are encouraged, and gym shoes are most appropriate for safety. If sandals are worn, we recommend that socks be worn as well.

On rainy/snowy days when boots are worn, please send an extra pair of shoes to change into for classroom wear.

- Send a change of clothes in a labeled zip-lock bag.
- Remember to label all of your child's belongings.
- Refrain from bringing personal items from home with the exception of show-and-tell or attachment/transition items such as stuffed animals or photos.

Do not send weapons or superheroes. While superhero play has benefits, the children often replicate the fighting that many of them do in their roles.

## Student Information

In compliance with Daycare Licensing Standards, It is imperative that each child have required documentation on file, and that it be accurate, complete, and up-to-date.

If there are changes to any submitted forms, please notify us in writing immediately.

This is especially true in the case of pick-up/drop-off changes, custody disputes, medical conditions, dietary, and developmental concerns.

### You will also be provided with the following forms:

#### Student Release

This is a listing of those individuals to whom your child may be released at the end of the school day. This list may correspond with the names of your emergency contacts on the Student Information Form.

#### Emergency Release/Procedure

This form permits the staff to initiate the provision of first aid or emergency medical care if warranted.

#### Photo Release

The Evanston Recreation Division may take photographs of children enrolled in classes for the purpose of classroom use which may appear in future printed material.

#### Walking Field Trip

The children may leave the building to walk the short distances as part of the program. This includes, but is not limited to, the playground and the lawn to the west parking lot.

#### Discipline Policy

Under current guidelines issued by DCFS, each parent and child is to be made aware of the center's discipline guidelines for children and staff. The form is signed by the parent and placed in the child's file. The "Positive Discipline Statement" is included in this policy.

#### Child Medical Form

##### Each family must also provide:

- A copy of the child's official birth certificate.
- Complete the Child Medical Form provided to the program from the Illinois Department of Children and Family Services.
- The form should reflect standard immunizations (including the chicken pox vaccine, TB test, and lead screening results, along with any pertinent developmental information).
- Exemptions to immunization, as stated by law, must be requested in writing and attached to the form.
- All children entering the program are required to provide evidence of lead screening.

## Dietary Restrictions

All life threatening and other serious dietary restrictions shall be submitted to the child's file, written by the child's physician.

Other dietary restrictions such as vegetarian or vegan, or for religious reasons are to be stated.

## Keep Center Informed

To provide the best quality of care, please keep the staff informed of changes in your child's health or home life as well as updated information.

- If your child is taking prescription medication which there may be side effects (sleepiness, irritability) of which the instructor should be aware. The administrative staff dispenses medication upon receipt of the medication in it's original container with consent through the signed Medication Form.
- If your child will not be attending class, and particularly if a child is ill. Call the Program Coordinator in the event of contagious illness (including viral or parasitic infection) so that a notice may be sent home as quickly as possible.
- A change of work, home, or emergency numbers, address or other pertinent information should be reported to the Preschool Coordinator and the main office. Please make sure that the information you provide is accurate. If a child is not feeling well or has a fever of 100.1 or above he or she will be sent home, and can return once they are fever free for 24 hours.
- In the event of inclement weather, classes may be canceled. If District 65 schools are closed due to weather conditions, classes will not be held in Creative Play. You are welcome to call and confirm.

## Attendance/Termination Policy

### Inappropriate Behavior

It is understood that some forms of inappropriate behavior (biting, non-compliance, striking others) are common at specific stages of development, and are tolerated only to the extent those changes in behavior are forthcoming, due to the combined efforts of the teacher, the parent, and the child.

Clearly, however, if a child's behavior consistently disrupts the work and play of children in the classroom, is not in compliance with the City of Evanston's Code of Conduct, or if a child presents a danger to himself or others, further action must be taken.

In the event that no improvement of such behavior is readily apparent, the child will be referred to appropriate social services to insure his own safety and that of his/her classmates, and will be encouraged to explore other preschool alternatives. Further attendance in Creative Play will not be permitted.

### The State Licensing Laws

The state licensing laws also require that our program provide a written "Termination Policy" for the protection of all children enrolled.

Each student has the right to a safe and secure environment within the program. The Creative Play staff is committed to helping children learn self-control, responsibility, cooperation, and problem-solving skills commensurate with their level of development.

### The Role of the Parent

The role of the parent is to actively assist in this endeavor. Cooperation between home and school is essential, and each child's success is insured when parents and preschool staff are committed to positive discipline and united in helping children learn and grow through play.

To this end, we ask that each parent and staff member read and sign the "Guidance and Positive Discipline Form", and share with the teacher and preschool coordinator any related concerns.

### Sick Policy

Our first priority is the children's health and safety. In an effort to prevent the spread of contagious disease and to be in compliance with DCFS licensing standards, your child will be sent home and asked to stay home, if any of the following symptoms occur:

- Fever of 100.1° and higher. The child can return to school only after being fever free for 24 hours without the aid of medication.
- Vomiting, 2 or more instances.
- Loose stools (diarrhea), 3 instances.
- Unexplained rash or ringworm.
- Heavy eye discharge, redness or symptoms of pink eye.
- Head lice or nits. Before returning to school, documentation of treatment from a medical professional is required.

## Closings

### Winter recess, Spring break and additional holidays

On which there will be no regular program class, Follow the District 65 school calendar.

### Teacher In-Service training, and Facility deep-cleaning

Class cancellations will be noted on the yearly Program Calendar, which is available each Fall for the following year.

### Weather conditions

Emergency information about our program closing due to weather:

**[district65.net/Page/105](http://district65.net/Page/105)**

You can also call the office: **847-448-8258**

### Calendar

Please see inserted sheet for current closing dates.