

# Glencoe Junior Kindergarten and Nursery School

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## Family Handbook 2021-2022

Director- Laura Vocke

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## Welcome Letter

We are honored that you have become a part of the Glencoe Junior Kindergarten and Nursery School family. We share a small amount of your child's life and are privileged to be given the opportunity. Our goal is to provide a strong foundation for each child to grow emotionally, socially, intellectually and physically. We look forward to working as a family to help each child reach their individual goals throughout their time at GJK. We strive not only to provide a play-based learning program, but a secure, personal environment of care to each individual child. We hope that we can exceed all of our families' expectations and want to take this time to personally welcome your family to Glencoe Junior Kindergarten and Nursery School.

*Glencoe Junior Kindergarten and Nursery School Staff  
Members*

**Class Information**

<b>Playtime Partners</b>	Tues. & Thurs. Tara Patek	9:15-10:15
	Mon. & Wed. Lauren Kase	9:15-10:15
<b>3 day 2A's &amp; 2 day 2A's</b>	Mon., Wed., Fri. Tues. & Thurs. Cassie Cerniglia LaRetha Pierce	9:15-11:15 9:15-11:15
<b>3 day 2B's</b>	Mon., Wed., Fri. Andrea Feldman Kim Mindel	9:15-11:15
<b>Five Day 3s</b>	Monday-Friday 3A Diane Daus 3A Margaret Meehan 3B Hannah Ayala 3B Rachel Glickman	9:00-11:30
<b>Jr. Kindergarten 4s</b>	Monday-Friday 4A Mary Bell 4A Wendy Haller 4B Joan Goodman 4B Diane Daus	11:30-3:30

**Kindergarten Readiness  
specialty Teacher:**

Laura Vocke

**Assistant Teachers:**

Sue Banker, Laurie Mahler, Wendy Haller,  
Hannah Ayala, Margaret Meehan

**Office Assistant:**

Sue Banker

### *Mission and Philosophy of GJK*

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GJK is dedicated to the growth and development of toddlers through Kindergarten. We recognize these children are ready to interact within a secure environment beyond the home, and we provide a warm and nurturing environment that stimulates and encourages the child to explore, create and imagine.

Our program stresses the principle of learning through play and experimentation. Play provides the opportunity for children to express creativity, foster self esteem and develop individuality. Teachers, as facilitators, encourage each child to develop his or her own unique potential within an enriched setting.

Our goal is to promote social, emotional, cognitive and physical development. Children experience trusting, supportive relationships that enable them to adjust to different situations. They learn to think about and solve problems and develop a sense of autonomy. We help children feel good about themselves and comfortable with others. We work to raise resilient children.

### *National Association for the Education of Young Children (NAEYC)*

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Glencoe Junior Kindergarten is accredited by the National Association for the Education of Young Children (NAEYC). NAEYC administers a national, voluntary, professionally sponsored accreditation system for all types of schools and early childhood centers. Early childhood programs accredited by the Association have voluntarily undergone a comprehensive process of internal self-study, invited external professional review to verify compliance with NAEYC's Criteria for High Quality Early Childhood Programs, and been found to be in substantial compliance with the Criteria. GJK was re-accredited in 2014 and received superior ratings.

### *GJK Staff*

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Our teachers are chosen based on their academic backgrounds and their personal dedication to working with young children and families. Each classroom is staffed with teachers who have degrees in Early Childhood Education or a closely related field. All teachers are required to attend a minimum of 20 hours of in-service a year and are encouraged to attend conferences and participate in other continuing education opportunities. The staff is a cohesive unit and collaboration is essential at GJK. Each age group teaching team meets on a weekly basis to discuss curriculum, planning, and assessment. As a staff we meet monthly to ensure that we are always growing and working toward the mission of GJK.

### *GJK and Board Committees*

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An active Board of Directors supports GJK. The Board is composed of volunteer parents and the Director and the Assistant Director. The Board's main responsibility is to oversee the policies of GJK, ensure financial stability and coordinate fundraising efforts. Responsibility for day-to-day operations of the school, including staffing, rests with the Director. The Executive Board meets monthly and parents are welcome to attend or to contact Board members with ideas and concerns. The staff and I know that without the support of all of the parents at GJK, Board or otherwise, our school would not be as strong as it is!

**2021/202 EXECUTIVE BOARD**

**Co-Presidents**

Staci Teufel [staci.teufel@gmail.com](mailto:staci.teufel@gmail.com)  
January Stramaglia [janeary.stramaglia@yahoo.com](mailto:janeary.stramaglia@yahoo.com)

**Financial Treasurer, Assistant Financial Treasurer**

David Mandel [mandell.david@comcast.net](mailto:mandell.david@comcast.net)  
Michelle Meltzer [michellemeltzer31@gmail.com](mailto:michellemeltzer31@gmail.com)

**Secretary**

Lauren Levine [laurenlevine15@gmail.com](mailto:laurenlevine15@gmail.com)

**Staff Liaison**

Rebecca Gillett [rebeccainezgillett@gmail.com](mailto:rebeccainezgillett@gmail.com)

**Park District Liaison**

NatalieTarantur [natalietarantur@gmail.com](mailto:natalietarantur@gmail.com)

**Winter Benefit Co-Chairs (2)**

Diana Vdovets [dsirotkin@gmail.com](mailto:dsirotkin@gmail.com)  
Vanessa Davids [vanessabrookedavids@gmail.com](mailto:vanessabrookedavids@gmail.com)

**Social VP**

Kristi Joselyn [kristi.josleyn@gmail.com](mailto:kristi.josleyn@gmail.com)

**Classroom Coordinator**

Dana Snyder [dana.ann.snyder@gmail.com](mailto:dana.ann.snyder@gmail.com)

**Enrollment and Marketing**

Melissa Sarnoff [melissagrund@gmail.com](mailto:melissagrund@gmail.com)

# GJK CALENDAR 2021/2022

## School Calendar

August	25	Wednesday	2s, 3s, and 4s Hello Visits
	26	Thursday	2s, 3s, and 4s Hello Visits (teachers will email to schedule hello visits in mid/late August)
August	30	Monday	First day of school for all children Playtime Partners M/W 9:15 - 10:15 First Partial Day for 2s M/W/F 9:15-10:45 Full Day for the 3s (9:00am - 11:30am) 4s late start 1:00 - 4:00pm No Lunch
	31	Tuesday	Playtime Partners T-TH 9:15 - 10:15 Partial Day for 2s T-TH 9:15 - 10:45 4s regular day 12 - 4pm - with Lunch
September	1	Wednesday	Partial Day 2s M/W/F 9:15 - 10:45
	2	Thursday	Partial Day 2s M/W/F 9:15 - 10:45
	3	Friday	Partial Day 2s M/W/F 9:15 - 10:45
	6	Monday	No School - Labor Day
	7	Tuesday	No School - Rosh Hashanah
	13	Monday	3s and 4s Enrichments Begin; Two's Lunch Bunch Begins
	16	Thursday	No School - Yom Kippur
	22	Wednesday	All School Orientation 6:15-7:15 pm (TBD - possible zoom) Followed by "Parent's Night Out" (TBD)
	22	Wednesday	Vision and Hearing Screening – threes and fours
October	8	Friday	Teacher Institute Day - No School
	11	Monday	No School - Fall Break
	18	Monday	School Pictures – all ages
November	11	Thursday	No School - Parent/Teacher Conferences
	12	Friday	No School - Parent/Teacher Conferences
	24-26	Wed-Fri	No School -Thanksgiving Break
December	17	Friday	Last day of Fall Preschool Enrichments
	20	Monday	Winter Break Begins
January	3	Monday	School Resumes Second Semester Enrichments begin
	17	Monday	No School - Martin Luther King Jr. Day



February	18	Friday	No School - Teacher Institute
	21	Monday	No School - Presidents' Day
March	28	Monday	Spring Break Begins
April	4	Monday	School Resumes
	15	Friday	No School – Good Friday and Passover
May	5	Thursday	Parent Teacher Conferences – evening
	6	Friday	No School – Parent Teacher conferences
	9	Week of	Special Person/Parent Day-Class Parties 2s & 3s – Time
TBD	18	Wednesday	4s End of The Year Class Party Last day for Preschool enrichment classes
	19	Thursday	Last day of school

## **OPERATIONAL POLICIES**

### *Admission and Enrollment Information*

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Registration for GJK is held in January and February of each year. Registration information can be found in the Glencoe Park District brochure and the GJK office.

For any given class, if there are more registrants than spaces available, a lottery will be conducted, with priority given to children and families already attending GJK.

GJK provides equal enrollment opportunities to families without regard to race, color, sex, religion, age, national origin, disability, political belief, or veteran status.

### *Allergies*

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Glencoe Junior Kindergarten takes into consideration the specific, medically documented, nutritional needs of our enrolled children. ***Ultimately, it is the parents' responsibility to ensure that their child is refraining from foods that may cause an allergic reaction.***

GJK will provide snacks (goldfish, pretzels, crackers, water) for all classes and lunch (for the fours program). Families with concerns may provide a written note requesting a waiver. If parents bring in their own snack or lunch, the food provided needs to be within the DCFS regulations and take into consideration the needs of all of the students. Families choosing to bring in their own food are asked to meet with the Director to discuss the process. Children are not allowed to bring any whole grapes, raw carrots of any size, tree nut, peanut, or coconut products. In addition, a specific class may have additional allergy requirements and families will be asked to refrain from bringing in those items.

## **COVID-19 POLICY**

*Gjk has adopted many new policies over the course of the last school year to best ensure the health and safety of our student and staff and we will continue to adhere to regulations set forth by DCFS and the Illinois Department of Public Health throughout summer . Everyone entering the building must be masked, unless under the age of 2.*

**\*\*TEMPERATURE CHECKS MUST BE TAKEN AT HOME AND HEALTH SCREENING FORMS COMPLETED PRIOR TO ARRIVAL\*\***

**Attached below is a PDF of our Health Screener to complete at home.**

## HEALTH SCREENER

Individuals who exhibit or self-report a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or currently have known symptoms of COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, vomiting, or diarrhea, may not enter the facilities. These individuals should be referred to a medical provider for evaluation, treatment, and information about when they can return to the facility.

### *Arrival and Departure*

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Parents of two's and three's are responsible for seeing their child in and out of the building each day. We ask that you please do not leave your cars idling in parking areas when picking up or dropping off. Parents of four year olds may pull up to a drop off line and a teacher will meet them at the car. Pick up for the four's is in the classroom. **All children must be signed in each morning and signed out with your initials at departure time.** If you wish to have someone pick up your child other than those persons listed in your enrollment paperwork, please notify GJK's administration. Anyone picking up your child must have permission and photo identification, or we will be unable to authorize pick up.

When you drop off your child, we ask that you:

- 1) Sign him/her in

- 2) Always say goodbye – It is important that you say goodbye to your child everyday. We know that this can be hard at times. However, by acknowledging them when you leave, you are helping to instill a sense of safety and security for your child.
- 3) In consideration to the class and the needs of all of the children, we ask that children arrive at school on time.

### *Assessment*

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Assessment throughout the year is important to ensure that we are meeting each child's developmental needs. Prior to the start of school, we will ask each family to complete a developmental summary form. We informally assess each child on a daily basis through our observations and interactions. We use anecdotal records to document these observations, which assist us in planning activities for the classroom.

Our initial assessment occurs at our hello visits. This is a time for the teachers to introduce themselves to the children and to help with the transition to school. In the late Fall, we will have our first parent/teacher conferences. The teachers meet with the parents to explain our curriculum, share our assessment tools, answer any questions and set individual goals for each child. These goals will help guide the classroom planning throughout the year. At the end of the school year, teachers will meet with the parents for a formal evaluation of the child, which includes sharing the results of the developmental checklist, providing parents with an individual portfolio, and discussing the child's overall progress.

If at any time a parent has concerns, we are available to meet for a conference throughout the year.

### *Big Body Play*

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Big Body Play provides children an opportunity to use their muscles, manipulate their bodies in space, and understand boundaries. Adults are often concerned about this kind of play because they think it is dangerous or encourages fighting. In play, faces are relaxed and it is pleasurable. Fighting has a clear tone of someone being in a position where they feel weaker or manipulated. At GJK, we do not discourage safe, big body play. We encourage children to learn how their bodies work in the world and what limits they need to have with one another.

### *Birthdays and Special Occasions*

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Parents are welcome to send fresh fruit or a popsicle snack to share with classmates. Please make arrangements with the teachers in advance in order to confirm time/date and any allergy restrictions. Please note: **The State of Illinois Childcare Licensing requires that all food brought to the school must be in its original store package.**

In keeping with GJK tradition, many families choose to donate a book, puzzle, or small toy to your child's classroom on his/her birthday. Please feel free to ask your child's teachers for suggestions.

### *Bullying*

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As early childhood professionals, our mission is to teach children how to interact with one another. It is normal preschool behavior that children may have difficult times interacting with one another. This is not bullying. These are social/emotional learning opportunities. There is a difference between children not being nice to one another and bullying. Bullying is defined as deliberate, unwanted, aggressive behavior that involves a real or perceived power imbalance and occurs repetitively. In all situations, we work with our children to learn appropriate social behavior. However, we do not believe that preschoolers have the social/emotional development required for the deliberate nature of bullying to exist.

### *Cell Phone Usage*

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Modern technology has provided many wonderful conveniences. However, they can also serve as a major distraction. For safety reasons, cell phones are not permitted while in the parking lot or the drop off line. Our area is similar to a school zone and is cell phone free. In addition, we ask that at drop off and pick up, you refrain from cell phone use.

### *Children with Special Needs*

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Many circumstances may warrant extra attention for some children in terms of development while they are enrolled at GJK. GJK values planning for the individual needs of each child. We welcome and support parents who are in need of supplemental services for their child that compliment or extend our approach, so children can grow and thrive in a healthy way. For more information, please request a copy of our Special Needs Policies and Procedures.

### *Classroom Activities*

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Each class will have a daily schedule posted in its classroom providing a general outline of the day. We encourage our teachers to seize “teachable moments” and acknowledge that the schedule may vary from time to time. All classes include:

Early literacy	Free play	Sensory activities	Fine motor activities
Block play	Gross motor play	Socialization skills	Music experiences
Group time	Outdoor play	Snack	Science
Creative movement	Cooking	Dramatic play	Literacy activities
Open-ended art activities	Manipulative toys	Parent Involvement	

### *Class Placement*

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Class placement at GJK involves a detailed, thorough process by the teaching staff and the Director. GJK does not take friendship or teacher requests. At the end of the school year, each team meets to begin the placement process for the following year. Our main priority is to ensure that the child is placed with a teaching team that is a good match for his/her learning style and personality. When creating our class lists, we also take into consideration class size, boy/girl ratio, child/teacher match, child interactions at school, etc. Class lists will be mailed a few weeks before school starts and the lists are considered final.

### *Clothing*

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Please dress your child in washable and comfortable play clothes. Clothes should be easy for the children to manage, especially during potty training. We request that you bring at least one complete set of extra clothing; extra clothes are sometimes needed for emergencies caused by anything from a toileting problem to an occasional excessive zeal for mud pies. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next school day. Please remember that children are taken outdoors daily (weather permitting) and should be dressed accordingly: light jacket, cap, and rain boots (for damp days) in Fall and Spring; heavy winter jacket, mittens, scarf, snow pants and snow boots in winter. **Please remember to label everything.**

### *Confidentiality*

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Information shared with parents both verbally and in the child’s file is considered confidential. GJK staff will not share this confidential information with other parties without the express written consent of families. We ask that parents understand the need for the teachers to remain confidential.

### *Discipline, Guidance and Redirection*

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Discipline is the continual process of helping a child develop self control and learn new behaviors. In the words of Dr. James Hymes, an early childhood specialist, "Discipline is the slow, bit by bit, time consuming task of helping children to see the sense of acting a certain way." It includes comfort, care, and nurturance. It depends on an environment of trust, the child feeling a sense of control and the opportunity for safe play. Discipline is established through positive statements that teach the child there are logical consequences for unacceptable behavior.

We recognize our children are unique individuals as well as members of a group. Since we function as a group, we have a procedure for enabling children to succeed in our program:

1. Teachers set clear, consistent and fair limits for classroom behavior. These limits are posted in each classroom with captioned pictures describing appropriate expectations. Whenever possible, these limits should be phrased positively.
2. There are two basic rules regarding what is acceptable **KIND HANDS, KIND WORDS!**
3. Limits for each group are age appropriate.
4. Children are guided to be considerate of themselves and others.
5. Children are assisted in expressing their feelings and to problem solve when difficulties occur.
6. Teachers guide children to resolve conflicts using words rather than by physical means.
7. Children are encouraged to treat their environment with respect.
8. Teachers talk with children about the consequences of their actions.

No child is subjected, under any circumstances, to corporal punishment. In the few instances when a child injures another child, the following actions may be taken:

1. The child and teacher will talk about the unacceptable behavior. Parents of both affected children will be notified either by phone or at dismissal time in a sensitive and appropriate manner.
2. If the inappropriate behavior continues, consultation with parents will be necessary. A plan of action will then be determined.
3. If this process should fail, the school will then consider the termination of a child's enrollment because of disciplinary and/or inappropriate behavior. The School reserves the right to discharge a child in accordance with the School's discharge policy as described in the parent handbook.

Part of GJK's developmental philosophy is to encourage a child's positive self-image and self-confidence. We strive to teach children acceptable ways to change their own behavior in ways that will not damage their sense of self-worth. Therefore, at GJK, respect for others is

always demonstrated. Part of a child's growth is learning to balance their needs with those of other people. In doing so, children feel good about themselves and become more independent. Children also feel more secure when they have consistent limits established in a nurturing environment. Through staff words and actions, the child realizes how this behavior, positive and negative, makes other children feel. Thus, each discipline situation is a learning experience.

Some positive principles of discipline used at GJK include: diverting the child's attention to another toy or activity (also called "redirection"), anticipating conflicts and substituting the toys involved, and encouraging appropriate choices of behavior. GJK staff will speak at eye level with the child, explaining what is expected in a loving but firm manner. Staff will speak in a conversational tone. A child may be separated from the situation for a few moments in order for the child to calm down, regain control and transition back into the group.

In order to ensure that children are aware of the limits of behavior required for the protection of the group and individuals, written rules will be made available. These rules are developmentally appropriate and posted in the classroom to serve as a reminder to the children. In order to ensure that discipline is a positive learning experience, these rules will be stated in a positive manner. For example, "we use walking feet in our room" is more appropriate than "Don't run". Classroom rules are created to meet the following guidelines:

- 1) Pertain to important situations
- 2) Be understandable to children
- 3) Be stated in the positive whenever possible
- 4) Be enforceable
- 5) Provide an opportunity for children to learn conflict resolution

As a parent, you can be assured that the following actions will never occur at Glencoe Junior Kindergarten:

- 1) Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching, and other measures intended to induce pain or fear
- 2) Threatened or actual withdrawal of food, rest or use of the bathroom;
- 3) Abusive or profane language
- 4) Any form of public or private humiliation, including threats of physical punishment
- 5) Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating child
- 6) Punishment for toilet accidents

Finally, we believe that communication between home and school is vital to ensuring the best possible program for all children. If, at any point you have concerns about your child's behavior either at home or at school, please feel free to set up a conference with your child's teachers. In turn, we will do the same. We will communicate with you on a regular basis regarding your child and make you immediately aware of any discipline concerns. If we find that a certain behavior becomes ongoing, we will set up a conference with you to discuss the situation and to work together to come to a solution. Our intention is to always assist a family and child in discovering the cause of a behavioral challenge and to work together for a solution. If, after working together we find that the behavior is continuing, GJK reserves the right to disenroll your child. (For more information, please refer to our Disenrollment Policy.)

If you have any questions or concerns regarding this policy, please feel free to speak with the Director.



### *Disenrollment Policy*

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The Director of Glencoe Junior Kindergarten has the sole discretion to disenroll a child/family at any time.

Certain behaviors may cause a risk to other children and staff: physical attack of another child or staff member, substantial damage to personal property, etc. The Director of GJK (the "Director") may expel immediately any child/family whose behavior creates a significant risk of harm to the health and safety of children, families, or staff members.

Once the Director decides to expel a child, (s)he will inform the Co-Presidents of the decision. GJK will provide the family with ways to find other school options.

The basis for expulsion includes, but is not limited to:

1. A child's excessive, inappropriate behavior.
2. A child's conduct poses a risk of harm to self and/or others.
3. A parent or guardian's excessive, inappropriate conduct.
4. A family's failure to meet any and all financial obligations and other GJK requirements.
5. A family's failure to comply with the State of Illinois and GJK regulations and requirements.

If a child is asked to disenroll, his or her tuition for the school year during which the expulsion occurs will be refunded pro rata, based on the number of weeks attended. The registration fee is non-refundable.

### *Emergency Closings*

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On a rare occasion, severe weather conditions or unsafe building conditions necessitate the closing of our school. The Director makes the decision about school closings. GJK will always close when Glencoe Public Schools close for weather. However, there may be situations when GJK must close even if the district is open. Please remember that the safety of our children, staff, and families is our primary concern in making these decisions. School closing information is sent out via school a wide email as well as updated on our school website. GJK does not refund tuition or make up school days that are missed due to unexpected circumstances.

## *Emergency Procedures*

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GJK conducts fire drills monthly and tornado drills twice a year. Our drills are designed to prepare the children and teachers for an emergency situation. For all fire drills, our goal is to evacuate the building as quickly as possible. We want the children to know that they DO NOT stop for anything when there is an emergency, including coats. We have emergency supply bags that we take outside with us that have warming blankets in the event of inclement weather. Fire drills are scheduled with the Glencoe Fire Department and are conducted in all weather conditions. The teachers are NOT aware of when drills will happen, as we want them to be prepared as if it were a true emergency.

### Lock Down Drills

GJK practices lock down drills a minimum of three times a year. In addition, our classrooms are locked from the outside at all times. During lock down drills, the teachers and children position themselves away from doors and windows, practice our “silent as a mouse” voices, and pretend to be “invisible”

In the event that GJK is evacuated for any reason, our meeting location is at Am Shalom on Vernon Avenue.

## *Extended Day*

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A variety of extended day activities are provided for children. Enrollment information for the Fall Extended Programs is sent out mid-summer and Winter enrollment is sent in November. Space in these programs is limited and is conducted by lottery. Tuition for extended day is billed and registered for separately.

### *Family/School Collaboration*

One of GJK's most important features is parent involvement. GJK has an open door policy and invites families to participate/visit the class at any time. Our families and their day-to-day contact with us are a cornerstone of our program. We ask that parents please inform GJK of events that may affect a child's day, i.e., parental absence from the home, a new sibling or adult in the home, family death, etc.

To help promote family/school collaboration, GJK incorporates the following into the program:

Communication with teachers is critical for your child's success. Our teachers value the opportunity to share with you and for you to share with them. At the beginning of the year, the teachers will provide you with the best way to contact them. You can expect teachers to respond to email or voice mail within 24 hours. In order to provide our teachers with a work/family balance, we encourage them to refrain from returning calls or emails between 5:00 pm and 8:00 am.

**Please note that the teachers are engaged with the children during the day, and assume they do not have access to their email during class time. If you are sending information regarding transportation changes, please let the teachers know at drop off or leave a message on the GJK voicemail.**

Newsletters are emailed home on a regular basis both from the classroom and the Director. The newsletters will include information regarding school and classroom activities that are important to you and your child.

Early Childhood Consultants are available through GJK to our staff and families upon request. These trained personnel offer advice to GJK on many issues including classroom dynamics, classroom management, and general development topics.

Parent Coffees and Education opportunities are offered periodically throughout the year. These are opportunities for parents and teachers to sit together and share information outside the formal classroom environment.

Parent participation in class activities is encouraged, depending on parent availability and interest. Room parents will contact parents about specific opportunities such as helping with classroom projects and fundraisers. We also welcome parent volunteers and visitors in the classroom. Please make arrangements with your child's teacher for a visit.

### *Fundraising*

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GJK is not supported by tax dollars or a religious organization. As such, we depend on the support and efforts of our families for the school to remain successful. Tuition does not completely cover the cost of providing the quality of staff and programs that we provide. Therefore, we rely upon fundraisers and donations. In addition to our annual beginning of the year donation request, there are other easy, fun ways to support GJK on an ongoing basis:

- Grand Receipts: Please keep your receipts and drop them in the box near the front desk. In the past, we have collected more than \$2000 from the collection of receipts!
- GJK Annual Benefit
- Amazon Smile

### *Financial Aid*

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Scholarships are available. For more information, please contact the GJK Director.

### *Field Trips*

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GJK children may, on occasion, go on short walking field trips. Permission to do so is implicit as part of enrollment. Additional field trips may be scheduled in the four-year-old program. For any field trips, parents will drop off and pick up at the field trip locations. GJK does not use buses for transportation of children. Families will be given advance notice of any field trip plans. If field trips are scheduled, teachers are asked to provide parents with a phone number where the group can be reached. Teachers take a cell phone with them to make outgoing calls, emergency first aid supplies and emergency contact information for each child.

### *Grievances and Parent Feedback*

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GJK strives to make sure that our program meets the highest standards and the needs of our families each day. Our growth is dependent on parent feedback. At any time, please feel free to share your thoughts with the Director. We will do all that we can to incorporate your feedback into our program. If the Director is unable to negotiate the grievance, a meeting may be arranged with the liaison of the Board.

### *Hiring Staff for Outside Employment*

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As described in the employee handbook, contractual teachers and aides are not permitted to have any type of outside employment by families enrolled at GJK. We share this information with parents to make you aware of the policy that the teachers are required to adhere to and ask that you respect this professional boundary.

### *Diversity Education*

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GJK believes in the diversity of children and families. As an anti-bias program, we respect and appreciate the diverse cultures and beliefs of our families. We believe that we have the opportunity to expose children to those that reach beyond our current population. It is important that children learn about diversity at a young age.

We approach the celebration of holidays in a developmental manner. When a holiday comes, the teachers in the classroom will communicate with you what the class celebration will entail.

### *Late Pick Up*

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We understand that on occasion a GJK family may run into a situation that would cause them to be late picking up their child. We ask that a courtesy call be made if at all possible to inform the staff that you will be late and what your expected time of pick up will be. If we have not heard from a family regarding a late pick up, we will begin contacting the persons on the emergency contact list. At the end of the day, your child is eager to see you. We ask that you do your best to pick up on time.

### *Lunch (Jr. Kindergarten Fours)*

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Lunch is an integral part of the GJK four-year-old experience. There are many educational opportunities that come by having a group lunch experience. At lunch our children are learning self-help skills by pouring and self-serving food. We practice manners by saying please and thank you, waiting patiently for our turn, and politely asking someone to pass an item. We use a wall chart with “new foods” to encourage children to try a variety of foods. We have found that the pickiest of eaters may be open to trying new foods when their peers are trying them as well. Our lunch program is included with the four-year-old program.

### *Medication Administration*

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GJK will only administer medication to a child who is in need in a life-threatening situation (Benadryl for allergic reactions, EpiPen, nebulizer). If your child is in need of such medication, we will provide you with the full details of our medication administration policy. Any medication must be provided in the original sealed container and be accompanied by a doctor's note with specific instructions for administering. We are unable to administer medication without the completed doctor information. We will store medicines in an emergency backpack that is stored in a locked cabinet in each classroom.

### *Photographs and Videotaping*

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Photographs/videotapes of children participating in GJK programs may be taken from time to time and may appear in newspapers, magazines, brochures, our website, or other publicity materials. If you would prefer that your child not be photographed or videotaped for these purposes, please indicate this on your enrollment paperwork.

### *Release of Child*

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Your child will only be allowed to leave with a person whose name is on file as an authorized pick-up person. If a person not on the list is asked to pick up, we will need verbal or written consent from the family in order to release the child. The person, if not known by the teacher, will be REQUIRED to show identification prior to the child's release. Please understand that this is for the safety of your child.

### *Refund Policy*

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GJK has a no-refund policy. This policy is set forth in the enrollment contract.

### *Security and Access to the building*

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GJK has a security system to enter the early childhood wing of the building. All families are given 2 swipe access cards upon enrollment. The Park District provides these for our families. Upon disenrollment, the card becomes inactive. Anyone that does not have a swipe card will not be permitted access without being screened by the Park District staff. Persons on the list that are unfamiliar to GJK staff will be required to provide a photo I.D. Swipe cards are not replaced each year and are to be used for the duration of your enrollment. Replacement swipe cards may be purchased through the Park District.

### *Snacks*

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GJK will provide snacks for the children throughout the year. Snacks are currently Goldfish, Ritz Crackers, Pretzels, animal crackers, but could also include fresh fruit, vegetables, cheese, or yogurt.

### *Staffing*

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All GJK employees are thoroughly screened during the interview process and are expected to meet the highest standards for early childhood education. Each employee is fingerprint checked through a federal database and is on file with the Department of Children and Family Services.

GJK employees sign a school year agreement and commit to their class assignment for the duration of the year. We stress to our employees the importance of continuity in the lives of young children and explain the importance of full completion of that agreement.

GJK's management and Board of Directors are obligated to maintain confidentiality in all employee-related issues. In the event that an employee is terminated or resigns, we trust that the families of GJK will respect the sensitive, confidential nature of the matter.

### *Summer Camp*

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Summer Camp at GJK is an eight-week program taught by nurturing professionals in small group settings. Camp follows the same philosophy as the school program with an emphasis on outdoor activities, water play, music, art, and summer fun. Registration for summer camp begins in November.

### *Teacher-Child Ratios and Group Sizes*

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A main indicator of quality in preschool is the size of the class and the ratio of teachers to children. There is much evidence that shows that smaller class size and low teacher child ratios facilitate adult-child interaction and constructive activity among children.

Our classrooms are all designed for children who turn the age of the class by Sept. 1 of that school year. Our goal is to keep the children with the same teachers throughout the year and to keep them with the same age children that they will be with in Kindergarten.

### *Toys and Other Objects from Home*

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Parents are asked to help their child understand that it is not wise to bring toys or other objects to school that they may not wish to share with the group. However, bringing a transitional object at the beginning of a transition may assist your child in adjusting to the newness of school. GJK cannot assume responsibility for loss or damage to any personal possessions children bring to the school. Each classroom may have its own policy on "home toys". Please check with your child's teachers. **Guns, knives and or any type of weapon or violent toys are not acceptable at GJK.**

### *Transporting of Children*

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GJK could be held liable when a teacher accepts guardianship of a child while on GJK property. Because of this liability, we will not permit GJK employees to release, transport, or accompany enrolled children off of GJK premises.



## MEDICAL POLICIES

It is the medical policy of Glencoe Junior Kindergarten that all Illinois Department of Public Health and Department of Children and Family Services regulations regarding the health and safety of children in a preschool facility be adhered to at all times. In addition, we take precautions to protect children and adults from environmental hazards such as air pollution, lead, and asbestos, according to public health requirements. We gather information from DCFS and local media channels to confirm information about daily environmental hazards.

**The staff of GJK has final authority as to whether a child can attend school due to illness and will do so based on the ability of that child to participate in group care and the impact of the illness on the other children in the group.**

Vaccination exemptions:

GJK feels that child immunization is essential to physical health. Immunizations protect our school community as a whole. If a family has a **medically or legally** valid reason for requesting an exemption from immunizations, the parent/guardian must submit both of the following completed and signed documents prior to starting our program:

1. A completed "ILLINOIS CERTIFICATE OF RELIGIOUS EXEMPTION TO REQUIRED IMMUNIZATIONS AND/OR EXAMINATIONS FORM"
2. A signed and dated "ACKNOWLEDGEMENT OF EXEMPTION ON RELIGIOUS GROUNDS FROM GJK" form acknowledging that you affirm that immunization against Diphtheria, Pertussis, Tetanus (DTaP, DT, Tdap) Polio Measles, Mumps and Rubella (MMR) Varicella (chickenpox) is contrary to your religious tenets and practices, and in the event of an outbreak of one of the diseases listed above, the exempted student may be excluded from school until the student is no longer at risk for contracting or transmitting that disease.

### *Illness*

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Maintaining health and preventing the spread of contagious infections are responsibilities shared by parents and teachers at GJK. The following guidelines are for the protection of ALL children.

- ❖ If your child is healthy enough to attend school, he/she will be expected to participate in all activities. Children who attend school will be expected to participate in outdoor activities. The staff and management of GJK will make a determination as to whether a child can/cannot attend school based on the child's ability to participate in group care and our sick policies.
- ❖ If your child is manifesting symptoms similar to those of other diagnosed children in the room, you may be required to provide us with a doctor's note or to remain home until symptoms subside.

- ❖ Parents will be notified if their child becomes ill at school and needs to be sent home. A parent or the emergency contact needs to pick up the ill child within one hour after notification. It is the parent's responsibility to ensure that the emergency card is updated and that a parent or emergency contact is reachable at all times. The emergency contact names that you designate will be called in the event that you are unreachable. We will attempt to contact the parent/guardian for 30 minutes and then will begin calling the emergency back up persons. In an effort to decrease the spread of illness, the ill child will be isolated from the group whenever possible while waiting to be picked up.

***CHILDREN EXHIBITING THE SIGNS OF ILLNESS LISTED BELOW, OR OTHER SIGNS OF ILLNESS, MUST REMAIN HOME UNTIL SYMPTOM FREE FOR A MINIMUM OF 24 HOURS WITHOUT THE USE OF FEVER REDUCING MEDICINE.***

**Fever:** (of or greater than 99.9 degrees taken axillary)

Children who develop a fever while at school (or the night before at home) will not be readmitted until their temperature has been normal for 24 hours **without** the use of Tylenol or other fever reducing medicines. In the event that a child appears ill but his/her temperature is lower than 100 degrees, the GJK administration will decide whether or not the child may remain at the center.

**Diarrhea:** (watery or foamy bowel movements that look different and/or are more frequent than usual). Your child must stay home until he/she is having formed, not runny, stools or until the pediatrician indicates in writing that the diarrhea is of a non-contagious nature, and your child is well enough to participate in all activities.

**Vomit**

If your child vomits at GJK you will be required to pick your child up and follow the exclusion guidelines listed below.

**Undiagnosed Rash** (fever blisters, impetigo, ringworm, yeast infections, unknown skin lesions, etc.) If we suspect that a rash or skin lesion is contagious, your child will be required to see the doctor for diagnosis and treatment. If the rash or skin lesion is of a communicable nature, your child must stay home until the rash is resolved. In the case of a rash in a covered area, such as the diaper area, your child may return to school after using a prescribed ointment for 24 hours. Documentation of the prescribed ointment from your child's physician is required for your child to return.

**Conjunctivitis** (pink eye, or any green, profuse, or otherwise unusual discharge from the eyes): These infections are often contagious. Your child will be allowed to return to school when he/she has been on a prescribed appropriate medication for 24 hours AND when the discharge is resolved. Documentation of the prescription from your child's physician is required for your child to return.

**Nasal Discharge, Colds and Persistent Coughs:** (mucous that is green or not clear, severe cold and cough): Discolored nasal discharge is a sign of infection. Children with green mucus may not attend GJK. Yellow mucus generally means that an infection is forming and you will be encouraged to watch your child closely for infection.

### **Strep Infection**

Your child may return when he/she has been on antibiotics for 24 hours, no longer has a fever, and is able to participate in activities. Documentation of the prescribed medication from your child's physician is required for your child to return.

**Other Communicable Diseases** (such as but not limited to, whooping cough, German or regular measles, mumps, chicken pox, diphtheria, pinworms, scarlet fever, roseola, or RSV): With any of these diseases, your child will not be admitted to the school until he/she has been symptom free for 24 hours. A doctor's note will be required prior to your child returning to the school.

### **Head Lice**

This is a parasitic infestation on the scalp that is unrelated to cleanliness or quality of care. While it is not an illness, it is an inconvenience to families. A child must be lice and nit free and be checked by a qualified professional before returning to school. A note from the professional must be provided to GJK before readmittance.

### **Special Health Procedures** (asthma, chronic illness, allergies, special needs, etc)

If your child has a special health condition, his/her physician must provide a clear explanation of the situation and any required procedures. This explanation will be included in his/her office file, summarized in the classroom file, and attached to any medicine associated with the condition.

**\*\*\*Please report any of the listed illnesses to your child's teacher so that a health alert can be posted on classroom doors. All parents are asked to follow the guidelines listed above. Please be considerate of other families and children when determining whether or not your child should attend GJK.**

### *Exclusion Guidelines:*

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We adhere to the following guidelines in determining if a child is to be sent home from Glencoe Junior Kindergarten for an illness:

- Keeping the child in care poses an increased risk to the child or to other children or adults with whom the child will come in contact;
- The illness prevents the child from participating in routine activities;
- The illness requires more care than the childcare staff is able to provide without compromising the needs of the other children in the group.

### *Re-admittance after Illness*

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In some circumstances, a doctor's note may be required for re-admittance. The administration of GJK will inform you when you pick up your sick child if a doctor's note is required in order for your child to return. If a note is required, your child will not be readmitted to school without one.

Please understand that a parent informing us that the doctor says the child may return is not sufficient.

*Reasons to Keep Your Child Home from School*

1. Fever of or greater than 99.9 taken under the arm
2. Diarrhea
3. Vomit beyond spitting up
4. Undiagnosed rash
5. Conjunctivitis
6. Nasal discharge, cold and persistent cough
7. Strep infection
8. Any communicable disease
9. Head Lice or nits
10. Mouth sores, especially if drooling occurs
11. Any illness that prevents your child from participating comfortably in program activities
12. Any illness that results in a greater need for care than the staff can provide without compromising the health and safety of other children.

*MEDICATION ADMINISTRATION*

GJK will only administer medication to a child who is in need in a life-threatening situation (Benadryl for allergic reactions, EpiPen, nebulizer). If your child is in need of such medication, we will provide you with the full details of our medication administration policy. Any medication must be provided in the original sealed container and be accompanied by a doctor's note with specific instructions for administering. We are unable to administer medication without the completed doctor information. We will store medicines in an emergency backpack that is stored in a locked cabinet in each classroom.

## *REPORTING CHILD ABUSE*

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All employees are required to complete the Department of Children and Family Services (DCFS) online training module, "Recognizing and Reporting Child Abuse: Training for Mandated Reporters", and follow all said rules of the training module.

Mandated Reporters are required to call the DCFS hotline immediately when they have reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child. The hotline worker will determine if the information given by the reporter meets the legal requirements to initiate an investigation.

If you suspect an act of abuse or neglect, report it to the Illinois Child Abuse Hotline (1-800-252-2873), and inform the Director. Staff who report suspicions of child abuse/neglect are immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven that the report was intended to do harm.

If a teacher, administrator or parent suspects a staff member of any of the above actions, he/she should report suspicion to the Director, call the Illinois Child Abuse Hotline (1-800-252-2873) and follow all the said rules for reporting child abuse as a Mandated Reporter.

## *ANNUAL COMPREHENSIVE PROGRAM EVALUATION:*

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GJK conducts an annual comprehensive program evaluation that addresses all aspects of our program's functioning. We utilize this information in multiple ways, including improving school policies, modifying procedures and activities as needed, and creating an appropriate professional development plan that best meets the needs of our program. As a parent, you may request the results of the evaluation at any time.

## *HEALTH AND SAFETY FILES*

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Children's health and safety folders are kept in a locked cabinet in the Director's office, with all materials within deemed confidential. Materials within the files are available for immediate review by the Director and teaching staff upon request, as well as the child's parents/legal guardians and our regulatory authorities.

### *Brief History of the School*

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The Glencoe Nursery School first opened its doors in the fall of 1942. Mrs. Lyman Drake, active in establishing the school, describes its founding as follows:

The residents of Glencoe wanted a nursery school in their village. They wanted their children's first school experience to be in a nursery school in keeping with good modern educational methods. After several interested mothers had spoken to Dr. Paul Misner, Superintendent of the Glencoe Public Schools, he announced a meeting to discuss the possibility of establishing such a school in Glencoe.

"This was early in the spring of 1942. At that meeting, mothers found Dr. Misner an enthusiastic supporter of nursery school. He could see the advantage of reaching parents when their children were of preschool age and acquainting them with the Glencoe School system. Dr. Misner explained that the Glencoe School Board was not yet ready to establish nursery schools in its three schools (a half-day Junior Kindergarten program was offered at South by the Board of Education), but that they would be willing to give space for a nursery school in South School, if the parents would be willing to organize the school and pay tuition to cover the cost of equipment and teachers' salaries. It was decided at that meeting that the school could be started if enough parents signed contracts agreeing to send their children. Miss Ethel Kauris, guidance director of the Glencoe Schools, Dr. Misner and a committee of parents employed Miss Eleanor Evans to start the school in 1942. The Board of Education advanced the money for the equipment so that it could be paid for over a period of five years. A board of officers was elected by the parents and the school was incorporated as a non-profit institution."

From 1942 to 1945, a total of twenty children were enrolled each year. In 1946, a 1 ½ year program of nursery school was initiated to complement the half-year Junior Kindergarten program at South School started by the public schools. The Board continued to call itself a nursery school to keep clear the distinction between the public and private auspices of the Junior Kindergarten and the Nursery School. Enrollment in 1946 increased to forty children.

In June 1952, the Glencoe Nursery School was told by the Glencoe Board of Education that it could no longer be housed at South School. The two rooms used by the Junior Kindergarten (public) and the nursery school (private) children were needed by the public schools for use by school age children. The Junior Kindergarten was temporarily housed at North Shore Congregation Israel from 1952-53. Eighty-six pupils were enrolled. And an additional forty had to be turned away because there was no room. The Board renamed itself the Glencoe Junior Kindergarten and Nursery School and hired Marion DeLargy as its Director. During the summer of 1952, a summer nursery school session was held at South School.

The Junior Kindergarten program was dropped for 1953-54, leaving the nursery school program operating at North Shore Congregation Israel. In 1954, the Board suspended both pre-school programs until permanent and more adequate housing could be found. A special meeting of the Glencoe Board of Education was held to discuss the problem of housing for the two pre-school programs, and Dr. Misner appointed a committee of faculty members to study the problem. Petitions were circulated in March 1954 requesting the Board of Education to establish a Junior

Kindergarten program on a tuition basis, as was done in Wilmette. The Glencoe Board of Education responded it had no funds or space at that time. The Glencoe Junior Kindergarten and Nursery School Board actively supported a proposal before the Village Board (1954) for a community center. Space could be available in such a community center for the Junior Kindergarten.

About 1956, West School was under construction, and an addition was also built at South School. The "Housing Committee" wrote to Dr. Misner asking for space in the new facilities. They were invited to talk to Dr. Misner, who made "no promises, but indicated a possibility when and if there was space available." Subsequently, he offered the Boardrooms at both South and West schools, but indicated that the Glencoe Schools could not afford to finance the total Junior Kindergarten.

The Glencoe Junior Kindergarten and Nursery School Board dropped "Nursery School" from its name and reopened Junior Kindergarten classrooms in 1958 at West and South Schools. The respective school principals were responsible for administering the Glencoe Junior Kindergarten in consultation with Dr. Misner and the Junior Kindergarten Board. A hiring committee interviewed and hired two teachers and two aides. Due to administrative problems under this arrangement, in 1959 the Glencoe Junior Kindergarten Board assumed more responsibility, although interviewing and actual payment of salaries were still handled by the Glencoe School Board. Also in 1959, a scholarship committee began to work in coordination with Rose Dawson at Glencoe Family Counseling, who interviewed applicants.

The Glencoe Junior Kindergarten was housed at West and North Schools for several years in the 1960s. At North School, the principal assumed the Directorship of the program.

In 1966, Perle Abrahamson was hired as Director of the Glencoe Junior Kindergarten/Beginning in 1968, the Glencoe Junior Kindergarten Board and its Director took full responsibility for the operation of its programs, i.e., financing and payment of salaries, equipment, supplies, enrollment, etc.

The Glencoe Junior Kindergarten and Nursery School began enrolling children from neighboring communities in 1970, with the permission of the Glencoe Board of Education. The Nursery School was housed in space provided by the Glencoe Board of Education. Consequently, the Board of Education reserved the right to review Junior Kindergarten enrollment practices should the ratio of Glencoe children to children from neighboring communities approach 50%.

In 1974, the Glencoe Board of Education decided that effective September 1976 the Glencoe Junior Kindergarten would be required to pay an annual rental of 5% on the basic tuition for all children who were not Glencoe residents.

By the mid-1970s, the need for a three-year-old nursery school program, as well as summer programs for three and four-year-olds, became apparent. In response to these community needs, the Glencoe Junior Kindergarten Board voted to reinstate a three-year-old nursery school program, which had been discontinued in 1954. This program was reinstated in September 1976. A camp program for three and four-year-olds was established in 1974.

In 1978, Perle Abrahamson left the program and two of the teachers, Connie Horner and Carol Golub, were hired as Co-Directors.

The Glencoe public schools were reorganized in 1979. During this period, the school board decided to implement a graduated four-year rent increase on the space occupied by the Glencoe Junior Kindergarten. The Glencoe Junior Kindergarten was relocated to new rooms in North School. Because nonresident students no longer affected the amount of rent paid, the nonresident tuition fee was eliminated.

Connie Horner became the sole Director of the program in 1980. Carol Golub continued as a consultant to the program and led various parent discussion groups regarding early childhood education and development. In addition, the Glencoe Junior Kindergarten Board offered the community other parent education programs by providing noted guest speakers.

In 1981, the Glencoe Junior Kindergarten Board instituted a two-year-old Moms-and-Tots program, which involved the parent and child together in a nursery school environment. In 1983, the Glencoe Junior Kindergarten offered a variety of programs to meet the needs of two year olds and their parents. These new programs and the addition of a third nursery school class in 1982 reflect the Glencoe Junior Kindergarten's desire to meet the current requirements of the pre-school community. The total 1982-83 enrollment was 113 children.

In 1982, the Glencoe Park District voted to take over the entire North School building (thereafter called the "Community Center") from the Board of Education. The Park District continued the existing lease to the Glencoe Junior Kindergarten of space in the south end of the building.

In June of 1989, after 12 years on the job, Connie Horner announced she would be leaving the Glencoe Junior Kindergarten to pursue a career as a "Mom". As a going away present and in her honor the Board and parents contributed funds to create the "Connie Horner Lecture Series" devoted to continuing parent-education programs throughout the years.

After an extensive search by a committee of Board members, staff, and Connie, the school hired Lois Kupritz as the new Director. Mrs. Kupritz had over sixteen years of experience in early childhood education (twelve years in a Director's capacity) and had worked primarily in the North Shore community. She had a Masters degree in Administration and had completed the Teacher Education program for the Institute of Psychoanalysis. Mrs. Kupritz clearly exhibited a strong belief in and love for the half-day nursery school system and the philosophy, warmth and sensitivity necessary to be the Director of the Glencoe Junior Kindergarten.

The following spring (of 1990) barely a year after Mrs. Kupritz had settled in as Director, the Park District informed the Glencoe Junior Kindergarten that because of their need to expand their own programs, they would not be renewing the Glencoe Junior Kindergarten lease. The Park District offered the school the use of alternative space in the Community Center building space in the north end of the original wing of North School, which was, at the time, being used as artist's studios and by the Tamarak School. Because that space needed so much renovation and construction to be serviceable for Glencoe Junior Kindergarten, the school first explored the possibility of either renting or building its own facility elsewhere in the community. After reviewing these options, which were few, the Board of the Glencoe Junior Kindergarten decided



to use its emergency fund to renovate the space in the north end of the Community Center and the school negotiated a six-year lease on the new space.

In one short summer, the Glencoe Junior Kindergarten had plans drawn up, hired contractors, renovated and reconstructed the old classrooms and artist's studios into four classrooms, a small motor gym, library, office and kitchen which equaled the school's tough quality and safety standards. The school called upon, not only its emergency funds, but also parents, staff and alumni for help. Without their generous gifts of talent, time, man power, materials, services and funds, the job would not have been completed in the eight weeks before the new school year began or with the quality that was evident throughout the new quarters. The school was even able to accomplish the actual move of equipment from the old to new space with parent volunteers alone. As Lois Kupritz explained, "the contractors and tradesmen who worked on the job were continually surprised and impressed with the level of cooperation, time and effort that the staff, parents and Board exhibited in readying the classrooms for the new school year."

The Glencoe Junior Kindergarten faced yet another challenge at the same time a playground. The Park District's expansion meant that the Glencoe Junior Kindergarten would no longer have sufficient time on the existing playgrounds. Because outdoor play is such an integral component of the Glencoe Junior Kindergarten experience, the school asked for and received space to build its own playground. The Board researched equipment, viewed numerous playgrounds, hired a design firm and had a playground built at the northeast end of the Community Center building. The playground, consisting of one play structure for two through four-year-olds and one for four-year-olds and up, a tire swing, sandbox and garden plot is used by the Glencoe Junior Kindergarten during its school day and at all other times, is used and enjoyed by the entire community.

Over the years, the Glencoe Junior Kindergarten and Nursery School has contributed many other gifts to the Glencoe School District. These gifts include the mobile classroom at South School and various other playground equipment. In 1974, the Glencoe Junior Kindergarten Board conducted a pre-school census of the Village at the request of the school superintendent.

Fundraising has become an increasingly important function of the Glencoe Junior Kindergarten Board. These efforts have always been essential to maintain our high educational standards while still keeping tuition costs competitive. In 1990 the funds garnered in fundraising events enabled the school to achieve new indoor and outdoor space. In many of these fundraising efforts, the school has attempted to involve parents, children and the community at large. A children's film series was held for two years at Misner Auditorium. A rummage sale, first held in 1980, was one of the most successful and rewarding fundraising projects. From 1980 until 1984 a Trike-a-Thon and Fun Fair was held each spring. Children and parents participate together in this family afternoon of fun and games to raise funds for the school. In 1989, the Fun Fair was moved to Kalk Park and expanded in order to invite the whole community. For the school's 40th Anniversary, a benefit was held at Northwestern University's Pick-Steiger Hall by the Symphonia Musicale and followed by an onstage champagne reception. Beginning in 1985 and continuing for many years, the school has held an annual auction of goods and services donated by parents, friends and local businessmen.

Throughout the 90's, Glencoe Junior Kindergarten and Nursery School continued to provide innovative, enriching experiences for preschool children and their parents. As community needs

have changed, our program has adapted and will continue to adapt to meet these needs and demands.

In 2005, Glencoe Junior Kindergarten and Nursery School was again looking for a director to lead our organization. Debra Gaetano, M.Ed from the Erikson Institute, was hired to serve as the Director of GJK. In 2006, the Glencoe Park District began the process of passing a referendum that would renovate or rebuild the Community Center. The parents of GJK worked tirelessly for the cause. There were town meetings, door-to-door campaigns, and phone campaigns. By all accounts, the referendum passed due to the commitment of the GJK families.

However, GJK faced yet another challenge. Was the renovation going to include space for GJK? Throughout the renovation process, GJK was provided opportunities to assist in the design and planning of the building. However, it was not until 2009 that, through the hard work of Beth Schencker and Amy Silverstein, co-presidents of the Board, a three-year contract was agreed upon between the Park District and Glencoe Junior Kindergarten. This contract secured our space for another 3 years. The renovation to the new school was complete in 2009 and we began the year in our beautiful new space, known as the Takiff Center. Our contract eliminated the parent tot program but provided us the opportunity to continue all of our other preschool programs.

In 2010, GJK began the process of becoming re-accredited by the National Association for the Education of Young Children. NAEYC is a voluntary accrediting body for early childhood programs. While GJK has been accredited for more than 25 years, the process was overhauled in 2008 and this was the first time GJK had been evaluated under the new standards. The teachers and parents worked together to ensure a successful process and **GJK was awarded one of the highest ratings every given by NAEYC!**

2012 brought one more challenge for GJK as we were at the end of our three-year lease. Under the direction of Co-Presidents Kelly Glauberman and Shawna Drobny, a long-term lease was agreed to and GJK had the security to begin to plan for the future of the school. We reinstated our parent tot program and, under the direction of our director, Debra Gaetano, we added a Kindergarten Extension program.

The Kindergarten Extension program at GJK was well received by the community and served over 300 children during the 4 years it was open. Beginning in the Fall of 2016, the Glencoe Public Schools began to offer full day Kindergarten eliminating the need for the Kindergarten Extension program. Growing demand for GJK's two-year-old program resulted in GJK adding an additional two year old class, as well as another Playtime Partner section.

In 2018 Cassie Cerniglia became the Interim Director for summer camp and the 2018-2019 school year. The tradition continues, GJK offers high quality preschool programs for children ages two through four-year-olds, along with an exciting and fun summer camp program. The teachers at GJK remain dedicated to quality programming and a loving and caring environment.