



Evanston™
Parks & Recreation

Child Care + Education Program at Robert Crown Community Center

Who we serve

- Two year olds (Take Two)
- Preschool (Creative Play, 3–5 year olds)
- 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

Kerry Bauer MS, CCLS, CTRS Early
Childhood Education Operations
Supervisor
Preschool & After School
847-448-8167
kerrybauer@cityofevanston.org

Adam Eberhardt
Youth Program
Coordinator
847-866-5949
Aeberhardt@cityofevanston.org

Sanniyah Subhan
Lead Supervisor
ssubhan@cityofevanston.org

Jill Silverman
CCAP Inquiries and Processing
847-859-7697
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.

Parent Teacher Conferences

*Occur twice a year (Fall/Spring)

*Based on child's performance and future learning/developmental plan

Teachers may provide information including outside resources that may help in your child's learning and development.

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.

Helpful Links

The research

teachingstrategies.com/curriculum/research

Over-all information about The Creative Curriculum

smartypantsmd.com/Pages/CURRICULUMPLAN.aspx

Role of the Parents/Caregivers

It's a fact: No child will succeed in school without a family members/caregiver that full 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.

City of Evanston Parent Code of Conduct

Parents of children participating in City of Evanston programs are expected to adhere to the following Code of Conduct designed to provide safe and enjoyable activities for all participants.

Additional rules may be developed for particular programs as deemed necessary by staff.

- Show respect to all participants and staff, and take direction from staff.
- Refrain from using abusive or foul language on City of Evanston property and/or towards staff.
- Show respect to equipment, supplies and facilities
- Maintain a drug and smoke free camp site. I understand every child deserves to play in a healthy and safe environment.
- Refrain from initiating or participating in any form of verbal or physical assault
- Respect the privacy of others and their belongings.
- Parents are requested not to remain on the on-site after drop off. Our program helps to promote a sense of security and independence without the presence of parents for our students.

The City of Evanston, its instructors, supervisors and administrative staff, reserves the right to suspend, expel or deny participation in or viewing of any program, event or facility to any person whose behavior materially interferes, or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility.

By my child participating in City of Evanston programs, I acknowledge that I have read and understand the conduct guidelines.

Teaching Strategies Gold

Creative Curriculum

Objectives for Development and Learning

Birth through Kindergarten



Social–Emotional

- Regulations 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

8–9:30am

Arrival/Free Choice Play
Handwashing upon arrival,
Breakfast served between 8:00–
9am

9:15–9:30am

Toileting

9:30–10am

Circle Time/Class Meeting

10–11am

Center Choice/Small Group/
Individual-Planned Activities
Music/Yoga/Critters/Soccer

11am–Noon

Outside/Gross Motor/Gym/
Toileting

Noon–1pm

Lunch/Toileting/Books

1–3pm

Naptime/REST

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

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

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 water or milk; substitutions may be made based on specific dietary requirements. We do not allow outside food, unless approved by the Program Coordinator. Request must accompany medical documentation.

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.

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 Program Director or Supervisor to make arrangements for a tour.

Your **\$50** annual registration fee 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 classroom family is billed on a monthly basis. Tuition is automatically withdrawn from your Amilia account on the **1st of each month**. Please ensure your payment method is up to date to avoid any interruptions. A **\$25 per day late fee** will be assessed if a payment is unsuccessful or remains unpaid. The monthly fee will be divided evenly between the months of service. Reminders will be sent out on the 15th of the month prior. (see installment plan)

Fee assistance through DHS or Access Evanston may be available for qualifying families. Please contact the Director for more information about eligibility and the application process.

Withdrawing

When You Withdrawal What Happens: 7+ days before the first of the month.
Refund issued minus registration fee

Within 6 days with documented hardship: Refund may be considered minus registration fee; hardship documentation must be submitted before the halfway point of the month for consideration

After the start of the month: No refunds

Refunds will be applied to any outstanding household balances owed by your account to the City of Evanston, Parks and Recreation Department. Refunds will be issued by check or credit card based on the method of payment used at the time of registration. Cash payments will be refunded by check.

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 approved caregiver at the beginning and end of class on our Brightwheel program.

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 message on the Brightwheel app or 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 or message on Brightwheel to inform the staff. If your child arrives after 9:30am. You must check in at the front desk and your child will be escorted into the classroom. Caregivers will not be allowed to come to the classroom. If you are only allowed to come late if you have a pre- approved late excuse.

Class Changes

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

Please see the Program Director 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 Director, 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 2 change of clothes in a labeled zip-lock bag.
- Remember to label all of your child's belongings. We are not responsible for any lost article or clothing or personal items.
- 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/videos of children enrolled in classes for the purpose of classroom use which may appear in future printed material using City of Evanston property only.

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.
Contact the Program Director 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. There are no exceptions to this policy.
- 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 at Robert Crown. You are welcome to call and confirm. Please make sure you have your alerts turned "on" in Brightwheel so you may receive text messages and notifications in case of an emergency.

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. Teachers/Staff are authorized to screen your child at the door. Your child will be sent home and/or asked to stay home, if your child is visibly ill and/or displays any of the following symptoms:

- 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. No exceptions.*
- 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.*
- *A doctor's note may be required upon return to school

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 such as evaluation.

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. A written "Termination Policy" plan outlines the policy and terms of the Behavior Intervention Plan.

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.

Behavior Management & Policy of Dismissal of Students

Evanston's Parks and Recreation staff take a proactive, positive approach to supporting individuals in our programs, including:

- Providing a well-designed experience that will keep children engaged
- Staff who role model appropriate behavior and communication
- Frequent discussion of classroom rules and expectations
- Consistent feedback related to positive behaviors and in circumstances when an unacceptable behavior occurs
- Support from staff in problem-solving and conflict resolution
- Parent/guardian communication

Parents may experience a call from the school with the expectation that they need to pick up their child due to inappropriate behavior. This may cause parents to leave work or suspend other commitments. If there is a situation that would justify sending a child home for the day. This must be cleared by the on site supervisor.

What are possible next steps for the team, including parents, to prevent future dismissals?

- As a program, we are ensuring the early childhood educators are provided adequate training and education. This is a key strategy to eliminate removal of a child from the program.
- Providing Early Childhood Education the ABC’s (Antecedent, Behavior, and Consequence) to help record any inappropriate behaviors.
- Examine the antecedents or what happened before the behavior took place. What were possible triggers? What was the response to the behavior?
- Request that the COE Inclusion Coordinator get involved and conduct an observation. Follow up with goals/interventions provided.
- If needed, request a Behavior Strategist from the local school district, primary physician, or local mental health consultants to become involved
- Using these strategies can help create positive behavior interventions, reduce removal of children, and support staff involved

In instances where the child’s behaviors are negatively impacting the environment of others, staff will follow the procedures below. Intervention will depend on the severity of the behavior, and staff will determine the appropriate steps to ensure safety is the top priority.

Management Action	Staff Support
Pre-Step	Verbal Redirection
Pre-Step	Removal from the situation to allow for regaining control and regulating emotions.
1st Step	Verbal redirection and removal from the situation to allow for regaining control and regulating emotions, parent contact during the day or at pick up to notify of the incident.

2nd Step	Verbal redirection and removal from the situation. Immediate Parent/Guardian contact & possible dismissal from the program for the remainder of the day, referral to Inclusion Coordinator
3rd Step	Verbal redirection and removal from the situation. Immediate Parent/Guardian contact & dismissal from the program for the remainder of the day(site supervisor approval needed), Inclusion Plan Required
4th Step	Verbal redirection and removal from the program for the remainder of the day. Immediate Parent/Guardian contact. Referral to receive outside resources/evaluation/behavior specialist.
5th Step	Behavioral Intervention Plan, 30 Day notice, Removal from the program. *Assistance provided in attending another program.

Behavior Support from the City of Evanston

Evanston Parks and Recreation’s Inclusion services provide assistance to individuals who may benefit from extra support in order to safely and successfully participate in our programs. Requests for Inclusion support can be initiated by Parks and Recreation staff and/or parents/guardians.

For participants receiving Inclusion services, behavior management steps will be based on the individual’s Inclusion Plan. Communication with and support from the Inclusion Coordinator will determine the steps, staff response, and staff follow-up.

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.

Please notify the Inclusion Coordinator, Mackenzie Irelan at mirelan@cityofevanston.org of any special needs or accommodations so we can best meet your child’s needs.

Closings

Winter recess, Spring break and additional holidays

On which there will be no regular program class, we aim to 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: Families will be notified by Brightwheel. You can also call the office: 847-448-8258 or 847-448-8167

Calendar

Please see inserted sheet for current closing dates.

City of Evanston Preschool Program 2026-2027 CALENDAR

Aug 26 – Preschool Program Starts

AUGUST 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	7
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2027						
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28						

Feb. 15 – Professional Development Day/No Program

Sept. 7 – Closed-No Program

SEPTEMBER 2026						
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MARCH 2027						
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28	29	30	31			

Spring Break Camp -Mar.22
Spring Break Camp- Mar. 23
Spring Break Camp - Mar. 24
Spring Break Camp-Mar. 25
Spring Break Camp– Mar.26

Nov.4–Parent Teacher Conference -No Program
Nov. 26 –Closed-No Program
Nov. 27 –Closed-No Program

OCTOBER 2026						
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APRIL 2027						
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April 7 – Parent Teacher Conference - No Program

NOVEMBER 2026						
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29	30					

MAY 2027						
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30	31					

May 31 – Closed-No Program

Dec. 21 - Closed-No Program
Dec. 22 - Closed-No Program
Dec. 23 - Closed-No Program
Dec. 24 - Closed-No Program
Dec. 25 – Closed-No Program
Dec. 28 - Winter Break Camp
Dec. 29 - Winter Break Camp
Dec. 30 - Winter Break Camp
Dec. 31 - Winter Break Camp

DECEMBER 2026						
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JUNE 2027						
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June 4 - Last Day of Program

Jan. 1 - Closed-No Program
Jan. 18 - Closed-No Program

JANUARY 2027						
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30	31					



LEGEND	
	First or Last Day of Program
	Parent Teacher Conference
	No Program Days
	Camp Program Option

Evanston/Skokie School District 65 Non-Attendance Days (2026-2027)		Robert Crown's & Prieto Early Learning Center Child Care Provided Days
*Monday, September 7th	Labor Day	CLOSED
Monday, September 21st	Non Attendance Day	OPEN
Wednesday, September 23rd	School Improvement Day	OPEN
Friday, October 9th	Non Attendance Day	OPEN
Monday, October 12th	Non Attendance Day	OPEN
Monday, November 3rd	Non Attendance Day	
Wednesday, November 4th	School Improvement Day	ASA OPEN
Wednesday, Nov 4th	PT CONFERENCE	Preschool CLOSED
Monday Nov 23-27th	Thanksgiving Break	ASA CLOSED
*Thursday, November 26 th - Friday November 27 th	Thanksgiving Recess	Preschool CLOSED
Wednesday, December 2nd	School Improvement Day	OPEN
*Monday, December 21st - Friday, January 1st	Winter Recess	CLOSED (Winter Break Camp is available)
Monday, January 4 th	School Improvement Day	OPEN
*Monday, January 18 th	MLK Day	CLOSED
Wednesday, February 3rd	School Improvement Day	OPEN
Friday, February 12 th	Non-Attendance Day	OPEN
*Monday, February 15 th	Presidents Day	CLOSED
Wednesday, March 3rd	School Improvement Day	OPEN
*Monday, March 30th – Friday, April 3rd	Spring Recess	CLOSED (Spring Break Camp is available)
Wednesday April 7th	School Improvement Day	ASA OPEN
Wednesday April 7th	PT CONFERENCE	CLOSED
Wednesday, May 5th	School Improvement Day	OPEN
*Monday, May 31st	Memorial Day	CLOSED
- (*) Any dates in RED, Preschool is closed.		

Dates of Service: Preschool Wednesday Aug 26th 2026-Friday June 4th 2027
After School Adventure: August 24th, 2026-June 4th, 2027



LATE PICK-UP POLICY

Robert Crown Take Two/Creative Play and ASA Programs **end at 12 pm or 6pm.**

Each child should arrive at the school in a timely manner (before 9:30am), and should be picked up promptly at the scheduled time. Late fee charges are as follows: You will receive a 5 minute grace period, after 5 minutes past the end time of the program, a charge of \$10.00 for the first 15 minutes, and \$1.00 per minute for each minute thereafter. Childcare during, after or between classes is not provided. Please see below for a more detailed example of late fees:

12:06 to 12:20= \$20.00 6:06 to 6:20 = \$20.00

After 12:20 = \$1.00 a minute After 6:20 = \$1.00 a minute

Late pickups which are repeated and extreme, when no designated individual can be found to pick up the child, will be reported to the Department of Children and Family Services as well as the Juvenile Division of the Evanston Police Dept.

Please tell your child's teacher if you think you may be a few minutes late, or call as soon as you are aware that you may be late.

The form below is an example of the late pick-up slip you will receive in order for us to keep a record of the late pick-ups and an accurate account of additional charges that will be added to your account.

LATE PICK-UP SLIP	
Robert Crown Community Center , Evanston IL 60202	
Please Circle One:	TwoTwo AM Take Two All Day CP1 CP2 ASA
Date: _____	Arrival Time: _____
Child's Name: _____	Parent Signature: _____ Staff
Initials: _____	



Guidance & Positive Discipline

The following is an excerpt from the Creative Play Parent Handbook. In Accordance with guidelines set forth by the Illinois Department of Children and Family Services, a statement of policy regarding discipline is to be signed by the parent / guardian of the child enrolled, as well as all staff members. Your signature indicates your understanding and compliance.

Our goal in the Preschool / After School Programs is the acquisition of self-discipline in a positive, non-punitive manner. The role of the instructor is to gently guide each child's behavior with a balance of kindness and firm supervision, and to do so in a manner which preserves the dignity of the child and elicits mutual respect.

Understanding and appreciating the rules of the classroom as well as the provision of specific knowledge are the focus of our lessons in each preschool classroom. Staff members will assist each child in these continued learning experiences, using verbal communication and encouragement as a primary motivator. Errors in behavior are viewed as opportunities to learn, and will be responded to as such.

Each student has the right to a safe and secure environment within the program. The 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 / guardian is to actively assist in this endeavor. Cooperation between the home and the school is essential, and each child's success is insured when parents and staff are committed to positive discipline and united in helping children grow and learn through play.

Termination Policy

It is understood that forms of inappropriate behavior (biting, non-compliance, striking others) are common at specific ages of development, and are tolerated only to the extent that changes in behavior are forthcoming, due to combined effort of the parent, teacher, and child. However, if a child's behavior consistently disrupts the work and play of children in the classroom, or if a child presents a physical danger to themselves or others, further action will be taken. Parent participation and cooperation is essential in our efforts to reduce or eliminate inappropriate behavior.

In the event that no improvement in behavior is readily apparent, the child will be referred to appropriate services to ensure their safety and the safety of the other children in the program, and will be encouraged to explore other child care alternatives. A Behavior support plan as well as transition plan will be implemented.

Guidance and Discipline (Continued)

The following excerpt from the Illinois Licensing Standards for Day Care Centers, Section 40.270 indicates the compliance of the Preschool / After School Program with these regulations.

Child Care Staff shall help individual children develop self-control and assume responsibility for their own actions.

1. Limits and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before and as a part of any disciplinary action.
2. Firm, positive statements about behaviors or redirection of behaviors shall be the accepted techniques for use with infants and toddlers.
3. Removal from the group to help child gain self-control shall not exceed one minute per year of age. Removal of the group shall not be used for children under the age of 24 months.
4. Children shall not be disciplined for toilet accidents.
5. The following behaviors are prohibited in all childcare settings:
 - a. Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching, or other measures intended to induce pain or fear.
 - b. Threatened or actual withdrawal of food, rest, or use of the bathroom.
 - c. Abusive or profane language
 - d. Any form of public or private humiliation, including threats of physical punishment.
 - e. Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.

Preschool and school age children shall have reasonable opportunity to resolve their own conflicts.

When there is a specific plan for responding to a child's pattern of unacceptable behavior, all staff who affects the child's shall be aware of the plan and cooperate in its implementation.

Clinical behavior management plans may be developed to meet the needs of a particular child if developed with the parent and a professional clinician. This must be documented in the child's file. All staff working with the child shall receive training on implementing the plan

(Source: Added at 22III. Reg; Effective January 1, 1998) Excerpt 407.270 pp. 65-68

Signed: _____ Date: _____

LIABILITY WAIVER

I _____ (printed name) freely enter into this waiver of liability with the City of Evanston (hereinafter the "City"). I acknowledge and understand engaging in activities and programming as described in the City's Program Guides or brochures for programming and/or camp with the Parks, Recreation and Community Services Department during the COVID-19 outbreak may be dangerous and carries with it certain inherent risks to me, my child, my family, household members and / or heirs and assigns that cannot be eliminated regardless of the amount of care taken to avoid injuries or illness. There is currently community-wide spread of COVID-19 amongst individuals, which poses risks even when individuals are asymptomatic carriers of the COVID-19 virus. By agreeing to participate in the City's Parks, Recreation and Community Services Department Programming and/or Camp is assuming an elevated risk. These risks may include the exposure to a transmittable disease(s) that can result in serious injury or even death to me, my child, my family, household members and/or heirs and assigns. I understand, appreciate and agree to personally assume any and all liability and risks on behalf of myself, my child, my family, household members and/or heirs and assigns pertaining to the programming and activities outlined in the Department's Code of Conduct and Camp Parent Manual provided by the Parks, Recreation and Community Services Department that may be dangerous and carry with it certain inherent risks. I affirm that I am at least eighteen (18) years of age.

I, for myself, and on behalf of my child, my family, my household members and/or heirs and assigns RELEASE, WAIVE, DISCHARGE, INDEMNIFY, HOLD HARMLESS, AND COVENANT NOT TO SUE, the City, its officials, agents, employees, officers, and representatives from every penalty, claim, loss, cost, damage, demand, action, cause of action, all attorney's fees, lien and/or expenses arising out of or related to any loss, damage, illness or injury, including death, that may be sustained by me, my child, my family, my household members and/or heirs and assigns, or to any property belonging to me, my child, my household members and/or heirs and assigns, during performance of any programming or camp with the City, including but not limited to any transportation performed by the City, whether performed off-site for or in conjunction with the City, as well as any failure of observance of any rules, regulations or policies of the City. The City shall not be liable for injury to me, my child, my family, my household members, and/or heirs and assigns or for damages to my property arising from any act or omission of the City, the City's contractors, invitees, employees, any third party, or volunteers.

I, on behalf of myself, my child, my family, my household members and/or heirs and assigns agree to DEFEND AND INDEMNIFY AND HOLD HARMLESS the City from and against all claims of whatever nature (including, but not limited to, medical costs), arising from any of my or my child's acts, omissions or negligence, or arising from any accident, illness, injury, or damage whatsoever caused by me, my child, my family, my household members and/or heirs and assigns, to any other person or to their property or the property of any person occurring while participating in City programming and/ or camp activities, or arising from any accident, illness injury, or damage occurring on the City's premises. I, on behalf of myself, my child, my family, my household members and/or heirs and assigns further agree to DEFEND AND INDEMNIFY AND HOLD HARMLESS the City, its officials, agents, employees, officers, and representatives from any and all claims, actions, suits, procedures, costs of any kind (including, but not limited to, medical costs), expenses, damages and liabilities, including attorney's fees and court costs brought by any party as a result of my child's

involvement in any aspect of the City's programming and/or camp directed by the City's Parks and Recreation Department. I agree to reimburse the City for any such expenses incurred.

I, on behalf of myself, my child, my family, my household members and/or heirs and assigns hereby agree that by participating in this program I authorize the City of Evanston to utilize photographs for promotional materials and social media. In doing so, I expressly waive my right to and grant a non-exclusive license to the City of Evanston to use my likeness in perpetuity.

In consideration for my acknowledgment of, and agreement with, all provisions of this Liability Waiver, the City agrees to allow me the privilege of participating in the City's programming and /or camp. I understand and agree that neither I, nor my child, are employees of the City, nor I am not entitled to any compensation or benefits of any kind. I am not entitled to workers' compensation or any other insurance policy or benefits through the City.

I, on behalf of myself, my child, my family, my household members and/or heirs and assigns hereby agree that I have read where applicable, and will not object to or challenge the protocols and procedures outlined whether in writing or not, any handbook or verbal instruction of the City. Violation of any of these guidelines or any other rules or directives imposed by the City and/or its Departments will be grounds for my child's immediate removal from programming and/or camp activities.

I agree that the foregoing liability waiver is intended to be as broad and inclusive as is permitted by the law of the State of Illinois or any other applicable federal laws and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal effect and force.

The City makes no representations or warranties whatsoever with respect to the environmental conditions, physical conditions, or working conditions of any of the properties where my child will participate in City programming and/or camp activities.

By signing below, I hereby agree on behalf of myself, my child, my family, my household members and/or heirs and assigns that I have read this liability waiver in its entirety and fully understand all of its terms. I, acknowledge that I am signing the liability waiver freely and voluntarily, and intend by my signature to completely and unconditionally release the City of all liability to the greatest extent allowed by law. The representations, conditions and commitments contained in this instrument shall be binding upon me, my child, my family, my household members, our estate, heirs, assigns, legatees, next-of-kin and personal representatives. I understand that, by signing this document, it may be giving up rights afforded to me, my child, my family, my household members and/or heirs and assigns by law and willingly, voluntarily, and forever waive such rights.

Signature: _____

Date: _____, 20____

Printed Name: _____

Child's name: _____