



**2017-2018
Parent Handbook**



2017

Dear Preschool Parents,

Welcome to the 2017-2018 St. Charles Park District's Preschool program. Please complete and submit the following forms for each child by August 15, 2017. Completed forms are required prior to your child's attendance in the preschool program.

A copy of your child's birth certificate

- If your child was enrolled in Preschool Threes or Fours last year, we do not require another copy of the birth certificate

Record of immunizations provided by physician

- If your child is 2 years of age or older and entering preschool for the first time, the chickenpox (varicella) vaccine is required

General Information Form

Family Information Form

Medication Dispensing Form (please return as needed)

Submit completed forms to the attention of Preschool Supervisor Lynne Yuill via email at lyuill@stcparks.org or drop forms off at the Pottawatomie Community Center.

Questions? Contact Preschool Supervisor Lynne Yuill at lyuill@stcparks.org or 630-513-4326.

Thank you!

Welcome

Thank you for choosing the St. Charles Park District's Pottawatomie or Hickory Knolls Preschool Program. We are looking forward to fantastic school year with you and your child! Programs are structured to help develop the whole child through the use of play. When children play, they benefit from engaging in hands on exploration of materials. Engaging in art and sensory play supports the emergence of children's social and emotional skills. Through developmentally appropriate play experiences, children use what they already know to help them figure out new things. Our classrooms promote an atmosphere help to encourage children to:

- Become independent
- Respect others
- Develop creativity
- Feel safe within the school environment
- Learn kindergarten readiness skills

Pottawatomie Preschool

Pottawatomie Community Center, 8 North Avenue, St. Charles

Class	Day	Time
Twos Plus	Tuesday & Thursday	8:45-10:15am
Twos Plus	Tuesday & Thursday	10:30am-12pm
Twos Plus	Monday & Wednesday	8:45-10:15am
Threes	Tuesday & Thursday	9-11:30am
Threes	Tuesday & Thursday	12:15-2:45pm
Threes	Monday, Wednesday & Friday	9-11:30am
Threes	Monday, Wednesday & Friday	12:15-2:45pm
Fours	Tuesday & Thursday	9-11:30am
Fours	Tuesday & Thursday	12:15-2:45pm
Fours	Monday, Wednesday & Friday	9-11:30am
Fours	Monday, Wednesday & Friday	12:15-2:45pm
Fours & Fives	Monday-Thursday	8:45-11:15am
Fours & Fives	Friday	8:45-11:15am
Fours & Fives	Monday-Thursday	12-2:30pm

Hickory Knolls Preschool

Hickory Knolls Discovery Center, 3795 Campton Hills Road, St. Charles

Class	Day	Time
Threes	Tuesday & Thursday	9-11:30am
Fours	Monday, Wednesday & Friday	9-11:30am
Fours	Monday, Wednesday & Friday	12-2:30pm

Registration Information

Our goal is to accommodate as many families as possible. The park district reserves the right to adjust minimums/maximums and locations based on the availability of space, staff and enrollment in order to maintain the safety, structure and integrity of the program.

All registrations are subject to acceptance based on program availability, proper completion of registration material, payment status, and history, and the park district's ability to meet any special needs of the participant.

The St. Charles Park District (SCPD) follows St. Charles School District 303 (SCSD 303) age requirement guidelines. Registrant must meet the age requirement for the requested preschool class by September 1 of the preschool year registering for.

Early enrollment for the following school year is available for registrants enrolled in the current school year. Registration priority is given in the following order:

- Currently Enrolled Residents
- Open Resident Enrollment
- Currently Enrolled Non-Residents
- Open Non-Resident Enrollment

Early Registration Forms will be distributed in February to all current school year registrants.

Payment Options

1. Pay the full activity registration fee at the time of registration.
2. Choose to have monthly payments, determined by the total number of classes, automatically withdrawn from your bank account. Monthly payment information is required at the time of registration. A \$50 initial payment per session will secure your child's place in this program. Payments will occur on the 15th of each month beginning August through April
 - Electronic Check Payment (ECP)
Monthly payments will be automatically debited from your checking or savings account.
 - Credit Card Authorization (CCA)
Monthly payments will be automatically charged to your credit card:
Visa, Mastercard, Discover or American Express

Refund Policy

1. Refunds requested will be issued, less a \$50 withdrawal fee.
2. Refunds will be granted, less the \$50 withdrawal fee, if a valid physician's written excuse or proof of relocation out of the area are submitted. Refunds may be pro-rated based upon the remaining number of classes in the session.
3. The park district reserves the right to review and make the final decision on all refunds.

Inclusion Services

If your child has any special medical, physical, psychological and/or emotional needs please list them in detail on your registration material. Lack of information may adversely affect the Park District's ability to accommodate the needs of your child and may necessitate that participant's removal from the program. SCPD is not responsible for any injuries, complications, damages, or losses due to withheld information. Accommodations may be made to assist your child. A two-week notification is required for all children requesting inclusion services. Please note all special needs your child requires on the Emergency Information Form.

Childcare Expense Statements

Receipts can be issued upon request as well as a Statement of Account which includes all registrations and payments to SCPD for a given period of time. A Tax ID Letter is available. SCPD is not responsible or liable for determining childcare expenses.

Preschool Teachers

We take pride in providing a quality preschool program, allowing you to feel confident in the experience your child will receive. Preschool staff hold a bachelor's degree in early child education or related field and are certified in First Aid and CPR/AED.

Arrival and Dismissal

Arrival: Preschool participants must be walked into the building by a parent or guardian. Plan to arrive at the scheduled class time. If you arrive early, you may wait in the lobby area until the start of class. To promote independence, it is encouraged children hang their jacket and backpack in their assigned cubbie prior to entering the classroom. Write your child's first and last name on all personal belongings too assist personal belongings are not misplaced.

Dismissals: Pick up is at the classroom at the end of class. Preschool participants must be walked out of the building by a parent or guardian. Students and siblings are not permitted to play in the classroom at dismissal.

Parent/Guardian will sign in their child at the start of class and sign out at the end of class.

Please watch your child(ren). Preschool is exciting for both students and siblings. Arrival and Dismissal can be busy. Running through the hallway, climbing on lobby furniture, cubbies, and benches is not permitted.

Late Pick Up Fee (per child)

If you are late picking-up your child, a late fee of \$5 for the first five minutes (or any portion thereof) and \$1 for each additional minute will be charged. The Late Pick-Up Fee will be placed on your park district account. If late pick-up becomes habitual, you will run the risk of your child being discharged from the program.

Emergency Contact & Release Form-Authorization

- Only authorized individuals listed on each participant Emergency Contact and Release Form will be permitted to pick up a child.
- Authorization for release is accepted ONLY from parent/guardian(s) with primary custody, mother, father, both or guardian.
- Parents/Guardians are responsible for informing the Preschool Supervisor of any changes to primary custody, restraining orders, or any other situations or changes which may affect the participant.
- Parents/Guardians are responsible for notifying the Preschool Supervisor with changes to the Emergency Contact and Release Form.

Absentee and Late Arrival Reporting Procedures

For the safety of the children enrolled in our preschool program, we require a telephone call for any day your child will be absent or arriving late to school. A call is not necessary on a scheduled "No School" day. If your child will not be attending please call 630-513-4326.

Healthy Kids Policy

- If a child appears to be running a fever or appears sick, we request that they be picked up immediately as possible. A child is to be fever-free for 24 hours before returning to the program.
- We also ask that you be considerate of other children and staff and keep your child home if they show signs of illness.
- Paramedics (9-1-1) will be called to handle serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility as immediately as possible.
- If your child contracts a contagious condition that restricts them from returning, you must inform the preschool office at 630-513-4326. The staff will then distribute Health Alert Notices to affected participants accordingly.
- A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician before returning.

Dispensing Medication Procedures

Strict policies have been established for dispensing of medication to participants. These steps must be taken if a participant is required to receive medication while in the program. This includes restrictions for cough drops, vitamins, pain relievers, and over the counter or prescription drugs.

Parents/Guardians are required to complete a *Medication Dispensing Form* for all medications to be administered to participants by park district staff or the participant themselves.

Prescription Drugs / EpiPen-Controlled by Instructor

- Parent/Guardian will provide the park district staff with the child's medication in the original container with prescription label that includes patients name, physicians name, pharmacy name, name of medication and complete dosage information. The proper dosage for the day should be sent in the original container each day.
- Medication will be stored in a secure area and at a temperature consistent with the package instructions. If the program is held outside, staff will carry the medication with their emergency kit.

Inhaler-Controlled by child for self-administration

- Medication must be in the original container with prescription label that includes patients name, physicians name, pharmacy name, name of medication and complete dosage information.

School Closing/Program Cancellation

In case of inclement weather, preschool will follow SCSD 303 closing guidelines. If SCSD 303 cancels classes, preschool will also be canceled. Inclement weather days will not be rescheduled.

If Pottawatomie Community Center closes for any reason including weather or an emergency due to unforeseen circumstances, preschool will be canceled and missed days will be prorated.

Accidents and Injuries

Preschool teachers are trained to treat minor cuts, bruises and other simple playground injuries. In the event of a serious injury, preschool teachers will call 911 to request emergency assistance. While a teacher attends to your child, another staff member will notify a parent or guardian, and if neither can be reached, an emergency contact person.

School Attire and Personal Belongings

Active play is an important part of your preschooler's day. Outdoor play promotes large motor development. Exploration of art materials allows children to develop creativity. We encourage practical clothing choices as children may get messy during their preschool day.

- Casual play clothes and gym shoes; we have a lot of fun activities planned where children may be on the go. Smocks for painting and the water table provided.
- Apply sunblock prior to arrival; activities may be planned on-site outdoors.
- Backpack; so all their personal belongings make their way home.
- Clearly label backpacks and coats with your child's first and last name.
- Leave toys at home; we have a lot to play with at school.

Bathroom Procedures Twos Plus Preschool

We understand children at this age are learning to become toilet-trained. Although we do allow children in Pull Ups, parents must be within 5 minutes of Pottawatomie Community Center to tend to the needs of your child should an instructor call. Children may use the bathroom at any time during the school day.

- Instructors will stand outside the bathroom stall door.
- Instructors will not wipe bottoms.
- Instructors may assist with buttons, snaps, zippers and belts.
- Parent/Guardian will be called to come in and tend to bathroom accidents.

Bathroom Procedures Threes/Fours/Pre-K Preschool

All participants must be toilet-trained and are responsible for all of their own toileting needs. Children may use the bathroom at any time during the school day. Encourage your child to tell the instructor if they need to use the bathroom to avoid accidents.

- Instructors will stand outside the bathroom stall door.
- Instructors will not wipe bottoms.
- Instructors may assist with buttons, snaps, zippers and belts.
- Parent/Guardian will be called to come in and tend to bathroom accidents.

Safety Drills: Safety drills will be scheduled throughout the school year to prepare participants what to do in an emergency situation. Practice Drills include fire drills, tornado drills and lockdown.

Parent Communication

Communication is key to your child having a positive preschool experience. Each preschool classroom distributes a monthly calendar and newsletter containing important information regarding curriculum, special events, reminders and general classroom news.

Contact Information

It's important the park district have accurate contact information should a parent/guardian need to be called. Notify the Preschool Supervisor of any changes in phone numbers, emergency contact people or medications so our records can be updated.

Parent Survey

Twice during the preschool year, parents are given the opportunity to participate in a survey about your child's experience in our preschool program. Your feedback is important to us and we appreciate you taking the time to share your thoughts. If anytime throughout the year you have questions or concerns, feel free to contact the Preschool Supervisor or your child's preschool teacher.

Developmental Assessments

Your child will receive a developmental assessment completed by their preschool teacher in January/February and again in May. These assessments will highlight areas we are seeing developmental growth in your child as well as areas we feel your child needs additional practice in. Teachers use the information in the assessment to modify and develop curriculum plans to better meet the needs of each individual child. Parent/teacher conferences will be offered in January/February once assessments have been completed.

2017-2018 Preschool Calendar

Preschool classes begin the week after Labor Day and follow the SCSD 303 calendar.

No School Days

Friday, October 6 (School Improvement Day)

Monday, October 9 (Columbus Day)

Monday- Friday, November 20-24 (Parent/Teacher conferences, Thanksgiving break)

Monday December 25-Friday, January 5 (Winter Break)

Monday, January 15 (MLK Day)

Friday, January 19 (Teacher Institute Day)

Monday, February 19 (President's Day)

Friday, March 2 (Teacher Work Day)

Monday, March 26-Friday, March 30 (Spring Break)

Friday, April 27 (School Improvement Day)

Discipline Policy

Discipline is the ongoing process of helping children to develop inner controls and assure responsibility for their own actions. We accomplish this by setting and enforcing consistent and clear rules, limits, and consequences prior to and as part of any disciplinary action. Preschool teachers will use positive statements to redirect behavior. Children will have a reasonable opportunity to resolve their own conflicts, with adult intervention as needed.