

Winfield Park District Preschool Handbook 2022-2023



Charles R. Beggs Activity Center

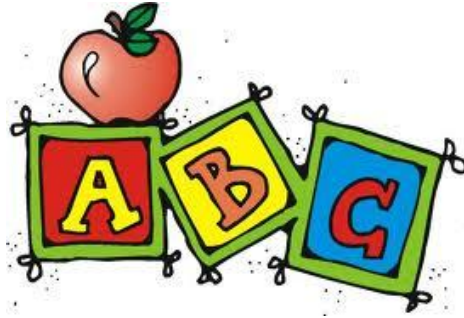
ON020 County Farm Road

Winfield, Illinois

Table of Contents

<u>GENERAL INFORMATION</u>	2
Statement of Philosophy and Goal.....	2
Important Contact Information.....	3
Core Curriculum.....	3
Registration Information.....	3
Payment Information.....	4
Supplies List.....	4
A Day at ABC-123.....	5
Important Preschool Days.....	6
Letter to Parents.....	7
<u>POLICIES AND PROCEDURES</u>	8
Health and Illness Policy.....	9
Injury.....	9
Covid-19/Masks	10
Medicine at Preschool/Medical Concerns/Allergies.....	11
Form Policy.....	11
Grievance Procedures.....	12
Arrival and Departure.....	12
Authorization for Pick-Up.....	12
Late Pick Up.....	12
Conferences.....	13
Bathrooms.....	13
Clothing.....	13
Personal Belongings.....	14
Snack.....	14
Birthday Celebrations.....	14
Field Trips.....	15
Class Photos.....	15
Student of the Week.....	15
Behavior Standards and Management.....	15
ADA and Special Accommodations.....	16
End of Year Celebration.....	17

GENERAL INFORMATION



A STATEMENT OF THE PHILOSOPHY AND GOAL

The preschool is guided by the philosophy of learning through play. Play is where the child learns how to share, create, cooperate, interact and solve problems. Because each child is individual and unique, emphasis is placed on developing a positive self-concept. The preschool environment will encourage acceptance and growth of each child. Support for all children will be provided by loving, knowledgeable staff in a collaborative working partnership with family, park district and school district.

The children have experiences in art, singing, games, storytelling, cooking, rhythm and movement. Through these activities the child develops self-control, physical coordination and social skills. A carefully planned program allows the preschooler to freely explore his/her environment, himself/herself and others.

Large motor skills are developed with the aid of special equipment during outdoor play and climbing periods. Singing and movement assists in rhythm development. Manipulative play materials such as blocks, dough and clay help satisfy the child's instinct to create. Finger plays, storytelling and dress-up help to stimulate the child's imagination. Crafts and cooking projects lead the child to sense color, shape and quantity, in addition to developing coordination and agility.

Our curriculum includes Jolly Phonics, a child centered approach to teaching literacy through synthetic phonic. Activities are presented in individual and group structured and unstructured settings. Our primary aim is for each child to develop a love of learning and a positive self-image.

Important Contact Information

Charles R. Beggs Activity Center	Phone Number: (630)-653-3811
Preschool Teachers	Email: abc123preschoolteachers@gmail.com
Preschool Director / Recreation Supervisor, Candice Basista	Phone: (630)-653-3811 ext. 114 Email: candiceb@winfieldparkdistrict.com
Superintendent of Recreation, Thomas Bower	Phone: (630)-653-3811 ext. 113 Email: tomb@winfieldparkdistrict.com
Winfield Park District Website	https://winfieldparkdistrict.com

Core Curriculum

1. Early Math and Science Skill Development
2. Language and Skill Development
3. Physical Development
4. Social-Emotional Development

Our centers include circle time, dramatic play, table games, reading center, math center, themed crafts, building block center, puzzles, and other school equipment to enhance large and small motor skills. Some of our units include alphabet, shapes, numbers, safety, weather, music, colors, animals, and families.

Registration Information

Registration for both the three and four year classes begins on January 2nd. Those who were registered in the three year old class previously, have priority registration for the following year in the four year old class during the month of December. **The child's birth certificate as well as a \$100 dollar deposit are due at the time of registration.**

Payment Information

Tuition and registration fees are determined by the Winfield Park District. **All preschool fees are paid monthly in advance, by the 15th of each month. Failure to make payment by 5 P.M. on the due date will result in a \$20 late charge added to your balance.** For example, March preschool payment is due by the 15th of February. Payments can be made online, over the phone, or in person Monday through Friday from 9 AM – 5PM or on Saturdays from 8AM to 12 PM.

3 Year Old AM Preschool (Tuesday & Thursday)

- **\$84.00/Month-Resident**
- **\$103.00/Month-Non-Resident**
- **\$756.00/Year-Resident - \$927.00/Year-Non-Resident**

4 Year Old AM Pre-K Preschool (Monday, Wednesday & Friday)

- **\$117.00/Month-Resident**
- **\$147.00/Month-Non-Resident**
- **\$1,053.00/Year- Resident - \$1,323.00/Year-Non-Resident**

Pre-K Enrichment Program

The Pre-K Enrichment program is only offered to students who are enrolled in our 4-year-old preschool program and specifically designed for those students that are ready to attend longer school days. Your child will enjoy extra socialization with peers during lunch, more student-teacher interaction while working on pre-kindergarten skills, and the opportunity to learn about exciting new themes. Children must bring their own nut free lunch & drink.

<u>Session</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>
Session 1	Monday/Wednesday	9/19 – 10/5	11:30A.M. – 2P.M.	\$120
Session 2	Monday/Wednesday	10/12 – 11/2	11:30A.M. – 2P.M.	\$140
Session 3	Monday/Wednesday	11/7 – 11/16	11:30A.M. – 2P.M.	\$80
Session 4	Monday/Wednesday	1/4 – 2/1	11:30A.M. – 2P.M.	\$160
Session 5	Monday/Wednesday	2/6 – 3/1	11:30A.M. – 2P.M.	\$140
Session 6	Monday/Wednesday	3/6 – 3/22	11:30A.M. – 2P.M.	\$120
Session 7	Monday/Wednesday	4/3 – 4/26	11:30A.M. – 2P.M.	\$160

Supplies List

To keep operating costs down, we would like to request that in September during our open house you bring these supplies:

<u>3 Year Old AM</u>	<u>4 Year Old Pre-K AM</u>
1- Box of 10 count, classic colors Crayola washable markers	1-Box of 10 count, classic colors Crayola washable markers
1- Box of 24 count Crayola crayons	1-Box of 24 count Crayola crayons
1-Box of Kleenex	1-Box of Kleenex
4- Large Elmer's glue sticks	4-Large Elmer's glue sticks
1- 4 oz. bottle of Elmer's school glue	1-4 oz. bottle of Elmer's school glue
1- Pack of baby wipes	1-Large bottle of hand sanitizer
1- Container of Clorox wipes	1-Container of Clorox wipes
2- Black Expo dry erase markers	2- Black Expo dry erase markers
1- Change of clothes in Ziploc bag labeled with name, including 1 pair of underwear and 1 pair of socks	1- Change of clothes in Ziploc bag labeled with name, including 1 pair of underwear and 1 pair of socks

What To Bring To Class Each Day

- Full-size backpack or School Bag
- Mask/Face Covering (Optional)
- Nut-free snack
- Reusable Water Bottle

Day at ABC-123 (Example, may be subject to change)

9-9:10 Arrival	Students arrive, hang up their backpacks, and sit at their seats to work on a morning activity (play-doh, coloring, blocks, etc.)
9:10-9:20 Circle Time	Hello song Weather song, Weather bear Calendar (Pattern, number), Days of the Week song State the full date together Elephant Feeder
9:20-10:10 Centers/Small groups	Students will go to centers and teachers will pull small groups or individual students to work on projects/skills
10:10-10:15 Clean up	We play the Clean Up song while children work together to clean up the room. We meet back on the carpet to get hand sanitizer before snack.
10:15-10:30 Snack/Silent Read	We sing a snack song together before eating. After students are done eating, they can grab a book and silent read.
10:30-11 Gym	Go to the gym and play. Children use some sort of equipment (balls, hula hoops, scooters, etc.)
11:00-11:05 Water Break/Poem	Students will come back and sit at their seats for a water break. We will recite the weekly poem together while sitting in their seats.
11:05-11:15 Group Lesson	Students will join me on the carpet for a whole group lesson related to what we are learning about.
11:15 - 11:20 Pack up/Music	Students will pack up their backpacks and put them at their seats. They will then rejoin me on the carpet to sing a song together.
11:20-11:27 Story	Read Aloud related to the theme we are working on.
11:27 Prepare for dismissal	Students return to their desks and put their backpacks on. Once everyone is sitting, we'll sing the goodbye song and begin dismissing students.

Important Preschool Days

The Park District Preschool takes the same scheduled days off as Winfield School District #34. However, Winter break may differ. We are also off on the days they cancel due to bad weather. We are in session on their half days and teacher workshop days. We cannot give you credit for the days that preschool is in session, but your child, for whatever reason, (i.e. illness, vacation, etc.) does not attend.

- **September 6th & 7th- Preschool Opens**
- **October 10th- Columbus Day- No School**
- **November 21st-25th- Thanksgiving Break- No School**
- **December 15th & 16th- Last Day of Classes before Winter Break**
- **December 19th – December 30th – Winter Break – No School**
- **January 3rd & 4th- First Day of Classes 2023**
- **January 16th- Martin Luther King Day- No School**
- **February 20th – President’s Day- No School**
- **March 23rd & 24th- Last Day of Classes before Spring Break**
- **March 27th- March 31st- Spring Break-No School**
- **May 25th & 26th- Preschool Year Ends**

Letter to Parents

Dear Parents:

Welcome to Winfield Park District Preschool. We are sure you have many questions and maybe some discomforting feelings about sending your three or four year old to preschool.

We hope that the information in this booklet and the introductory session on preschool's opening day will be helpful and comforting for you and your child.

Most three and four year olds are ready for preschool. It helps to satisfy their need for new experiences. The room is equipped with toys, games and art supplies chosen for their age group. They are free to use all of them to be creative, messy, active, play quietly, make noise, play imaginatively, experiment, and to make a friend or friends within the group. In other words, to learn when they are ready to learn.

All learning is done informally. We are careful to present learning activities in such a way that the child who is ready will gain understanding, and the child who is not ready will not be left with the feeling that he has failed.

Many children cry when their parents leave them. Most cry only for a few minutes. The teachers comfort them and explain that it is normal for them to be afraid; that they are here to help them and take care of them, and as soon as they get to know the teachers and the other children they will feel more comfortable.

As the Winfield Park District's Preschool Director, my office is available to all parents. Should the need arise, please feel free to contact me at 630-653-3811 ext.114 to set an appointment or relay a message. If you ever have any suggestions, please talk about them openly with your child's teacher or with me. Again, thank you for choosing the Winfield Park District's Preschool. We look forward to a great year.

Candice Basista
Preschool Director/ Recreation Supervisor



POLICIES AND PROCEDURES

Health and Illness Policy

If your child does not feel well, please keep him/her home and notify the Winfield Park District office 630-653-3811 ext. 114. If your child contracts a communicable disease, notify the teacher or the office immediately. All parents will be notified as soon as possible. When releasing this information it will be anonymous and the child's name will be kept confidential.

Students are not able to fully benefit from our program when they are not well. Oftentimes, they can be spreading contagious illnesses to other students. We ask that you strictly adhere to these standards, so all preschool students and staff are protected.

If instructors feel that your child is sick and should not be in class, they will use their discretion regarding whether or not to send your child home.

Students should not attend class if the following symptoms are present:

Cold: If a student is lethargic, uncomfortable, with coughing and congestion.

Runny Nose: If mucus is green or yellow the student should not attend class until the mucus is clear or completely gone.

Fever, Diarrhea, or Vomiting: Student must be symptom free for 24 hours before returning to school.

Earache or Ear Infection: If a student has pain in their ear(s).

Rash / Open Abrasion / Injury: Cuts, broken bones, open sores.

Communicable Disease / Infestation / Condition: Contagious to others. (Head Lice / Strep Throat / Ringworm / Impetigo / Hand, Foot, Mouth, / Bed Bugs / Pink Eye.

Injury

If your child is injured while attending preschool, the teachers are instructed to:

Apply ice to a bump or bruise, clean a break in the skin with soap and water, and apply a band-aid.

Telephone the parent, inform them that the injury has occurred so the parent can come over and determine whether further treatment is required.

If, in their opinion, the injury needs more than the treatment stated above, the teachers have been instructed to call the parents and/or paramedics.

The Winfield Fire Department has informed us that injured children will be taken to CDH.

COVID-19 Procedures and Face Coverings

As of February, 28th 2022 **masks in our preschool program are recommended but optional** for staff and participants.

COVID-19 symptoms include: Fever or chills, cough, shortness of breath, fatigue muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

If your child is experiencing ANY of the above COVID symptoms, it is required to get a negative COVID result from a PCR COVID test or an alternative diagnosis from a doctor to return to school. While PCR Covid tests are preferred, we will only accept a rapid test if taken with a 24 hour period before the next class begins. For documentation purposes, we ask that parents send a copy via email or bring in a copy of the negative test when they return to school.

If your child tests positive, they will not be able to return to school for 5 days if masking, or 10 days if not masking. To calculate this isolation period, Day 0 is the child's first day of symptoms or a positive viral test received if symptoms are not present. Day 1 is the first full day after symptoms developed or the child's test specimen was collected. Students may return to class after the following criteria has been met: the full five or ten day period has ended, if the student has been fever free for 24 hours without the use of fever-reducing medication and their symptoms have improved. To find locations for testing in your area, please contact your family doctor. If you choose not to test your child for COVID, your child will not be allowed to return to preschool for 5 days if your child is masking, or 10 days if not masking.

Procedures to help prevent the spread of the COVID-19 virus will be practiced each day at school. Frequent hand washing, equipment sanitizing, social distancing, spatial awareness, keeping hands to self and wearing a mask/face covering will be incorporated into our daily routines. These policies and procedures are subject to modification as local and state mitigations change.

Medicine at Preschool/Medical Concerns/Allergies

If your child needs assistance with medication during preschool, has allergies, or other medical concerns (e.g., asthma), please submit all required informational forms as soon as possible. This information should be listed in ePACT.

Whenever possible, medicines should be dispensed or administered by parents or guardians before or after preschool. Please note that the Park District does not have medical providers (e.g., licensed medical professionals such as doctors, nurses, etc.) on staff.

The Park District will allow participants to bring any required, medication and/or medical devices such as Epi pens, but District Employees are not permitted to administer the medication or the use of medical devices. All items will be kept in a secure place and clearly marked with the child's name on it.

As to allergies, the Park District does not serve foods which contain nuts. However, staff will make every effort to monitor snacks/lunches brought by our participants.

Form Policy

The Certificate of Health Examination Form, Birth Certificate and ePACT emergency records that contain parent/guardian information, authorized pick up information, release permission, and other additional emergency information must be provided by the first day of school. ***Your child will not be allowed to start preschool before ALL forms are submitted.***

Please keep all forms and emergency numbers up to date. Your child will not be released to any person who name does not appear on the pickup list. All persons on this list will be required to present a photo I.D. until recognized by staff.

We use an online database (ePACT) to collect family and student information. You will supply the preschool with your child's information and be will be responsible for making changes to your family account as needed. Please reach out to us if you have any questions regarding this service.



Grievance Procedures

If you are experiencing any concerns or have any questions, please go to your child's teacher first. If you need further assistance, please contact the Preschool Director/Recreation Supervisor. If you are still not satisfied, please take your concerns to the Superintendent of Recreation.

Arrival and Departure

Students will be dropped off at the door. Class begins at 9:00 AM. Students will not be allowed in the room before then as teachers need adequate time to set up. Teachers will then ask some health related questions to parents before each child is allowed in the room.

If you need to pick your child up early, please let us know before the day begins or at time of drop off. When you arrive to pick your child up, please go to the front desk and our staff will inform preschool teachers of your arrival. A teacher will then escort your child out of the room and bring them to you.

Class ends at 11:30 AM. Teachers will release students one at a time. Parents are asked to wait outside the preschool door until their child is released. After all students have arrived, all doors are locked during class. Our goal is to provide a safe environment for your student. We appreciate your cooperation with this procedure.

Authorization for Pick-Up

If you will not be picking up your student, please be sure that all persons authorized to pick up your student are listed on your pick up list which is located on ePACT. Please let us know ahead of time if someone else will be picking your child up. Please provide us with their full name and number. Preschool staff is required to ask to see photo identification at time of pick up to verify this person.

Late Pick Up

Your promptness in picking your student up is greatly appreciated. Your child eagerly awaits your arrival and can be disappointed when you do not arrive on time. If an emergency arises that causes you or another guardian to pick-up late, you are required to call at least 30 minutes in advance to inform the teacher of your estimated arrival time.

If you are late picking up, there is a 5-minute grace period at the end of class. After that, there will be a \$5 charge for every 5 minutes you are late picking up your child. If you know ahead of time that you will be running late, we recommend letting us know and calling someone on your authorized pick up list to pick up your child.

Conferences

Teachers or parents may request an informal conference at any time they feel it necessary. Formal conferences are scheduled sometime in November and during late March for both the 3 and 4 year preschool classes. Teachers use a form we have developed as a guide while preparing for these conferences. More information will be given out about conferences after the school year has begun.

Bathrooms

Children **MUST** be completely toilet-trained **BEFORE** they start the program. **NO DIAPERS, TRAINING PANTS, OR PULL-UPS** are allowed. **NO EXCEPTIONS** will be made. Toilet trained means being able to wipe themselves, flush the toilet and wash their hands independently. There is a bathroom located inside the preschool room.

Teachers should not have to change or assist children in the bathroom. If your child has a bathroom accident, you will be called and notified of the incident. If they do not have a change of clothes with them, a parent or guardian will have to pick them up. Please emphasize with your child the importance of telling the teachers when they need to use the bathroom.

Clothing

Please dress your child in comfortable, washable play clothes. There are many different art activities that tend to be messy. Children will enjoy the program more if they do not need to worry about their clothing. All removable clothing should be marked with your child's name (including boots). Gym shoes or play shoes, (rubber soled shoes), should be worn at all times for your child's safety. Parents, who send their children to school in boots in winter, should also send along shoes for the child to change into.

We also ask that your child bring an extra set of clothes in a Ziploc bag with your child's name labeled on it. We will keep this extra set in the classroom. Sometimes children may spill on themselves or have an accident. Having an extra set of clothing ensures that they can remain comfortable throughout class.

Personal Belongings

Each child will be provided a cubby with their name labeled on it to store their personal belongings such as backpacks and coats. We ask that students leave toys and other belongings at home unless they are otherwise asked to bring them (ex. show and tell). Bringing personal toys can be a distraction to the student. The Winfield Park District and Preschool staff are not responsible for lost, broken, or stolen personal belongings.

Snack

Each child is responsible for bringing a snack for themselves each day. ABC-123 Preschool strives to expose children to snacks consisting of proteins, fresh vegetables, and fresh fruits. Children should also pack a reusable water bottle labeled with their name on it each day. **We are a nut free preschool. Please do not send your child with any snacks that contain tree nuts or peanuts as some students may be allergic.**

Birthday Celebrations

Here at ABC-123 Preschool we love to celebrate birthdays! When it is your student's special day, we try to make it as spectacular as possible! If your child's birthday falls on a day when they are not at school, they can celebrate any day during the month of their birthday. If their birthday falls during the summer months, they can celebrate it at the beginning or at the end of the school year. If you would like to bring "goodie bags", you can do so. We just ask that the contents of the bag only contain store bought items (nothing homemade).

To be mindful of allergies in the classroom, we ask that if you would like to bring a birthday treat it is off this list:

1. Vanilla Wafers (optional can of vanilla frosting and sprinkles) – Children have enjoyed frosting the cookies and decorating them with sprinkles
2. Teddy Grahams – Cinnamon, Honey, or Chocolate

3. Oreos – Original or Double Stuff – Family Size or two regular packs. (One pack is not enough for each child to receive two cookies)
4. Skinny Popcorn

Field Trips

From time to time, children may be taken on field trips to farms, zoos, fire department, etc. There may be an extra charge for all field trips to cover admission. A signed permission slip is required for all field trips and will be kept on file at the Winfield Park District Preschool. Children will not be taken for a walk (other than on Park District property) until parents have been notified and a signed permission slip has been returned.

Class Photos

The Winfield Park District arranges for Life Touch Studios to take pictures of the children both individual as well as a class photo. They are usually scheduled in early November. We will send out more information about picture day and pass out the photo forms in October. If you wish to order photos, it is recommended to do so online.

Student of the Week

Each week starting in late fall, students will have a turn being the student of the week (4 Year Old Class). When your child is chosen, teachers will send a “Star of the Week” poster home one week before. Parent and child can decorate the poster with pictures and fill out the questions. Have fun and be creative!

Behavior Standards and Management

Children are expected to display appropriate behavior at all times. The following guidelines have been developed to help make the program safe and enjoyable for all.

General Inappropriate/Unacceptable Behaviors:

1. Abusive language
2. Continuous disruptive behavior
3. Disrespectful behavior towards staff and/or fellow participants
4. Any aggressive behavior (slapping, punching, kicking, biting, etc.), whether it is initiated or in retaliation.

First Warning:

The first time any inappropriate/unacceptable behavior occurs, the parent will be notified. Documentation of this behavior will be kept on file at the Park District. If that behavior occurs again within the same day the parents will be called to come and remove the child from the program for the remainder of the day.**

Second Warning:

If a child continues to display inappropriate/unacceptable behavior after a first warning has been given, the child will receive a written letter of final warning. This letter will state the child's inappropriate/unacceptable behavior and notify the parent(s) that one more incident of such behavior will lead to the child's removal from the program. This letter must be signed by a parent and returned. One copy will remain at the Park District and one copy will be given to the parent.**

Removal from Program:

After the first and second warnings have been issued and an inappropriate behavior is displayed, the parent will be contacted by phone. A written notice that the child will be removed from the program for a certain period of time or permanently (depending on the severity of the behavior) will be given to the parent.

In an extreme case of unacceptable behavior that is threatening to other participants or staff, the child could be dismissed from the program immediately.

The Park District reserves the right to dismiss a child whose behavior consistently disrupts the program atmosphere or endangers the safety of him/her self or others. Dismissal from the program is the final step. Discipline will include "time outs" from activities.

ADA and Inclusion Services

The Winfield Park District participates in a cooperative agreement with the Western DuPage Special Recreation Association (WDSRA). This team of therapeutic recreation professionals provides inclusion assistance for park district programs. If throughout the school year, a staff member requests an observation from WDSRA, we will first notify the child's family for permission. This professional will then confer with you and the preschool teachers. If inclusion services are recommended and parent approval is provided we will also require an additional screening from your child's school district. This screening will present additional resources to families and help children as they move forward in their education after preschool.

We welcome participation in preschool for individuals with disabilities and special needs. The Winfield Park district is committed to inclusion and providing public recreation services in the most integrated setting, in which interaction between people with and without disabilities is provided to the maximum extent feasible.

If you have a special need or request for reasonable accommodation, please contact Candice Basista-Preschool Director/Recreation Supervisor. Phone 630-653-3811 or email CandiceB@winfieldparkdistrict.com. Our preschool team partnered with WDSRA will evaluate each request on a case by case situation to abide by the Americans with Disabilities Act. Once reviewed, the Park District will contact you.

End of the Year Celebration

To celebrate all of the hard work and accomplishment of both preschool classes, we host a combined ice cream social at the end of the year in our gymnasium. We provide the ice cream and the entertainment. More information on this event will be given closer to the end of the school year.