



# 2019-2020 Parent Handbook



2019

Dear Preschool Parents,

Welcome to the 2019-2020 St. Charles Park District's Preschool Program. Please complete and submit the following forms for each child by August 15, 2019. Completed forms are required prior to your child's attendance in the preschool program. If your child was in our preschool program last year, we do not need another copy of a birth certificate or immunization record.

- A copy of your child's 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
- Parents/guardians must provide Medical, Emergency, and Authorized Pickup information in order for students to participate in any preschool class. *A link to provide your child's information will come from ePACT Network, following your program enrollment.*

Submit completed forms to the attention of Preschool Supervisor Kara Guizzetti-Reif via email at [kguizzetti@stcparks.org](mailto:kguizzetti@stcparks.org) or drop forms off at the Pottawatomie Community Center.

Questions? Contact Preschool Supervisor Kara Guizzetti-Reif at [kguizzetti@stcparks.org](mailto:kguizzetti@stcparks.org) or 630-513-4326.

Thank you!

## Welcome!

Thank you for choosing the St. Charles Park District's Preschool Program for your child's earliest educational experience. Our programs at Pottawatomie and Hickory Knolls are both structured to help develop the whole child through developmentally appropriate activities. When children play, they benefit from engaging in hands-on exploration of materials. Participating in art and sensory-filled tasks support the emergence of children's fine motor and gross motor skills. Social and emotional growth occurs in every area of our day. Our classrooms promote an atmosphere that encourages 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	8:45am—10:15am
Twos Plus	Tuesday & Thursday	10:30am—12:00pm
Threes	Tuesday & Thursday	9:00am—11:30am
Threes	Tuesday & Thursday	12:15pm—2:45pm
Threes	Monday, Wednesday & Friday	9:00am—11:30am
Threes	Monday, Wednesday & Friday	12:15pm—2:45pm
Pre-K	Tuesday & Thursday	9:00am—11:30am
Pre-K	Monday, Wednesday & Friday	9:00am—11:30am
Pre-K	Monday, Wednesday & Friday	12:15pm—2:45pm
Pre-K	Monday-Thursday	8:45am—11:15am
Pre-K	Friday	8:45am—11:15am
Pre-K	Monday-Thursday	12:00—2:30pm

### Hickory Knolls Preschool

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

Class	Day	Time
Threes	Tuesday & Thursday	9:30am—12:00pm
Pre-K	Monday & Wednesday	9:30am—2:00pm
Pre-K	Friday	9:30am—2:00pm

### 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 (D303) age requirement guidelines. Registrants must meet the age requirement for the requested preschool class by March 1 (Twos Plus) or September 1 (Threes & Pre-K) of the preschool year registered 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:

1. Currently Enrolled Residents
2. Open Resident Enrollment
3. Currently Enrolled Non-Residents
4. 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 in August and continuing 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 prior to the start of classes is required for all children requesting inclusion services. *Please note all special needs your child requires in your Emergency Information ePACT account.*

### **Childcare Expense Statements**

Receipts can be issued upon request, as well as a Statement of Account that includes all registrations and payments to SCPD for a given period of time. A Tax ID Letter is also 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 a related field, and are certified annually in First Aid and CPR/AED.

## **Arrival and Dismissal**

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

**Dismissal:** Pickup is at the classroom door 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.

*A Parent or Guardian must sign their child out at the end of class.*

**Note:** We know preschool is an exciting place for both students and siblings! Arrival and Dismissal times are busy. Please watch your child(ren) at all times. *Running through the hallway, climbing on lobby furniture, cubbies, and benches, and excessively loud voices are not permitted.* As we are housed in public buildings, many community members are here for programming other than preschool. Please help your children respect those who visit and work in our buildings with "inside feet and voices."

## **Late Pickup 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 Pickup Fee will be placed on your park district account. If late pickup becomes habitual, you will run the risk of your child being discharged from the program.

## **Emergency Contact & Release Form-Authorization**

- Following program enrollment, a link will be sent by **ePACT Network** for parents or guardians to create a secure Emergency Information Account for each child registered. You will be asked to upload a photo of your child. We will refer to this account in emergency situations.
- Only authorized individuals listed in each participant's ePACT Account will be permitted to pick up a child.
- Authorization for release will be 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 updating ePACT Accounts and notifying the Preschool Supervisor that changes have been made.

## **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 our Teacher Hotline at 630-513-4325.**

## Healthy Kids Policy

- If a child seems to be running a fever or appears sick, we will request that they be picked up immediately. A child is to be fever-free and/or vomit-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, such as uncontrolled coughing or sneezing, runny noses (not due to allergies), diarrhea, stomach issues, or rash.
- 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 quickly as possible.
- If your child contracts a contagious condition (e.g., lice or pink eye) that restricts them from returning, you must inform the Preschool Supervisor 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* via ePACT 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 patient's name, physician's 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 patient's name, physician's name, pharmacy name, name of medication and complete dosage information.

## School Closing/Program Cancellation

*Emergency Closing Information will be distributed in these locations:*

Emergencyclosingcenter.com

Stcparks.org

D303.org

Television & radio news programs

In case of inclement weather, preschool will follow St. Charles School District 303 closing guidelines. If D303 cancels classes, preschool will also be canceled. Inclement weather days will not be rescheduled.

D303 Late Start days that are declared due to inclement weather will result in morning preschool classes being canceled but afternoon preschool classes in attendance. Please check the above sites and your email for information in these cases.

If Pottawatomie Community Center or Hickory Knolls Discovery 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**

Have your child dressed for independence, comfort, and active play. Know that sometimes a successful day in preschool includes a little mess.

- Casual play clothes and close-toed shoes are appropriate preschool attire.
- Apply sunblock prior to arrival for activities that may be planned on-site outdoors.
- Backpacks (and extra clothing) are kept in cubbies during school hours.
- Clearly label ALL personal belongings with your child's *first and last name*.
- Leave toys at home, where they will not be lost or broken.

### **Bathroom Procedures - Twos Plus Preschool**

We understand children at this age are learning toilet training. 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/Pre-K Preschool**

All participants must be fully 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 door.
- Instructors will not wipe bottoms.
- Instructors may assist with buttons, snaps, zippers, and belts; however, please have your child dressed for *independent success*.
- 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 for what to do in an emergency situation. Safety Drills include fire drills, tornado drills, and lockdown drills.

## **Parent Communication**

Communication is key to your child having a positive preschool experience. Each preschool classroom distributes a monthly calendar and newsletter via email containing important information regarding curriculum, special events, reminders, and general classroom news. Please be sure to check your email account frequently, and let your child's teachers know if you are not receiving information.

Parents are welcome and encouraged to email classroom teachers at the addresses below, or to leave messages on our Teacher Hotline at 630-513-4325 to receive a phone call back.

<b>Mrs. Lewis &amp; Mrs. Rosenburg</b>	TwosPlus@stcparks.org
<b>Mrs. Calabrese &amp; Mrs. Walsh</b>	Threes@stcparks.org
<b>Mrs. McCarthy &amp; Mrs. Seymour</b>	Foursandfives1@stcparks.org
<b>Mrs. Mehan, Mrs. Sebahar &amp; Mrs. Yow</b>	Foursandfives2@stcparks.org
<b>Mrs. Cline &amp; Mrs. Bradley</b>	Foursandfives3@stcparks.org
<b>Mrs. Burkoth, Mrs. Mueller &amp; Mrs. Muncie</b>	HKpreschool@stcparks.org

## **Contact Information**

It's important the park district has accurate contact information should a parent/guardian need to be called. Notify the Preschool Supervisor and your classroom teachers 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 you have questions or concerns anytime throughout the year, feel free to contact the Preschool Supervisor or your child's preschool teachers.

## **Developmental Assessments**

Your child will receive a developmental assessment completed by their preschool teachers in January (Pre-K) or February (Threes) and again in May. These assessments will highlight areas we are seeing developmental growth in your child as well as identify areas we feel your child needs additional practice. 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 (Pre-K classes) or February (Twos and Threes classes) once assessments have been completed.



## **2019-2020 Preschool Calendar**

Preschool classes begin the week after Labor Day and follow the D303 calendar. If D303 has scheduled a "1/2 Day" for School Improvement, *Pottawatomie and Hickory Knolls Preschools will have a regular attendance day, in both the morning and afternoon.*

### **No School Days**

Monday, October 14 (Columbus Day)

Monday, November 25—Friday, November 9 (Thanksgiving Break)

Monday December 23—Monday, January 6 (Winter Break)

Monday, January 20 (Martin Luther King Day)

Monday, February 17 (Presidents' Day)

Friday, February 28 (Teacher Work Day)

Monday, March 30—Friday, April 3 (Spring Break)

Friday, April 10 (D303 School Improvement Day)

### **Discipline Policy**

Discipline is the ongoing process of helping children to develop inner controls and assume 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.

## **FAQ's for Pottawatomie and Hickory Knolls Preschools**

### ***“How can I meet my child's teachers and find out what my child will be doing in preschool?”***

A Parent Orientation will take place on Monday, August 26 (Pottawatomie) and Tuesday, August 27 (Hickory Knolls) from 6 – 7 pm. This event is for parents/guardians only. Preschool Teachers will be available to answer your questions at the end of the evening.

### ***“When will my child be able to meet his/her teacher?”***

Meet the Teacher is held for you *and* your child on Tuesday, September 3 (T/Th & M-Th classes) or Wednesday, September 4 (M/W/F & M/W classes) at your regularly scheduled class time. Meet the Teacher will not last a full class period. Friday-only classes will meet for a regular school day on Friday, September 6.

### ***“When does preschool begin?”***

The first full days of school will be on Thursday, September 5 (T/Th & M-Th classes) or Friday, September 6 (M/W/F & Friday-only classes). You will be asked to hug your child at the door and let them begin this new adventure in their classrooms. We promise to take good care of them!

### ***“What paperwork must I complete before the first day of preschool?”***

✓ You will need to create (or update) an ePACT account for each child that will share important medical, allergy, and emergency contact information with us, identify authorized persons for pickup, and upload a picture of your child. This information is stored on a secure, web-based system that our staff will have access to in case of an emergency. You will be emailed a link to the ePACT Network upon registration and must create/complete the account online.

✓ Copies of your child's vaccination records and birth certificates will also need to be kept in the preschool office. These should be emailed to the Preschool Supervisor ([kquizzetti@stcparksl.org](mailto:kquizzetti@stcparksl.org)) or dropped off at Pottawatomie Community Center.

### ***“When is the paperwork due and where can I turn it in?”***

Your ePACT account must be established online before your child participates in our preschool program. Copies of your child's vaccine records and birth certificate can be emailed to the Preschool Supervisor or dropped off at the Pottawatomie Community Center front desk by August 15, 2019.

### ***“What if my child is sick or will be absent?”***

Please call the Teacher Hotline to report absences: 630-513-4325

### ***“What should my child bring to school each day?”***

Each day, your child will need:

- Backpack
- A change of clothes
- 2-pocket folder
- Snack (or lunch—Pre-K classes only)
- Water cup (provided by Northwestern Medicine on the first day of preschool)
- Weather-appropriate outerwear
- A readiness to participate in new experiences!