

Traditional Preschool Parent Handbook

2026-2027



Pottawatomie & Hickory Knolls

Traditional Module

Preschools

St. Charles Park District

Revised 5/2026

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WELCOME!

Thank you for choosing the St. Charles Park District's Traditional Model Preschool Program for your child's earliest educational experience! This parent manual is designed to provide an overview of our policies and procedures. Please read all information presented in this manual carefully and thoroughly. Information in this parent manual is subject to change; parents will be notified of any changes.

Questions? Contact Kara Guizzetti-Reif, Preschool Supervisor, at kguizzetti@stcparks.org or 630-513-4326.

We're looking forward to an amazing school year!

~Kara

PROGRAM OVERVIEW

Philosophy/Curriculum

Your child is about to embark on a school year filled with learning, play, discovery, and exploration! We look forward to guiding our students on a journey to reach milestones, connect with classmates, and develop independence and confidence in themselves.

Preschool teachers plan activities that meet the needs and interests of their students both as a group and as individuals. We know that children learn academic concepts through *doing*; children need concrete experience to which they can relate new ideas and abstractions. Our goal is to build vocabulary, recognition of numbers, letters and forms, and other cognitive abilities through hands-on activities, play and exploration, not solely through rote memorization. Social, emotional, and physical skills are promoted through activities that allow for the child's direct and active participation.

How do we do this? One of the best ways for young children to actively explore and discover new things about others and the world around them is through play! As an activity of intense concentration and involvement, play is a time for problem-solving, emotional and social development, and organizing new ideas and concepts, while engaging with different materials and in a variety of activities. Children can become involved with block building, art materials, music, books, dramatic playing, and more.

Classroom activities are chosen to promote development in the following areas:

- **Physical Development:** Activities in physical health support the child's overall growth while promoting fine and gross motor skills, balanced nutrition, and hygiene.
- **Social and Emotional Development:** Social and emotional development helps children become caring, competent, and confident individuals. Activities foster independence, encourage children to make friends, teach children to share, and give them a strong sense of self.
- **Fine Arts:** Creative art supports all areas of child development and fosters imagination and creativity. Through arts and crafts, singing, dancing, and role-playing with their friends, children develop self-confidence and learn to express their thoughts, ideas, and feelings in new and creative ways.

- **Social Science:** Social science is about people and how they work and play together. In preschool, children learn how to get along with others and how others affect their lives, starting them on the path to being caring citizens.
- **Science:** Science is the study of the world and how it works. Children learn about the world by experimenting, making predictions, exploring, testing, and investigating.
- **Mathematics:** Mathematics studies numbers, quantities, measurement, and shapes and their relation to each other. When math is presented in a fun and creative way, children develop abstract reasoning skills, learn complex concepts, and create solutions to real-life problems.
- **Literacy:** Literacy begins with an environment rich in language and reading. Children's literacy skills are supported by activities that involve discriminating between sounds, identifying print, recognizing letters, developing a love of books, writing, and appreciating the rhythm of language.
- **Language Arts:** Language is the experience of speaking and listening. By engaging children in conversations, exposing them to new words, singing songs, discussing symbols and their meaning, and encouraging the expression of thoughts, feelings, and opinions through words, children lay the foundation for later reading success.

A Typical Day

A typical day in a preschool class includes:

- **Circle Time:** Greetings and songs, finger plays, stories, dancing and games
- **Free Play:** Dress-up, manipulative toys, blocks, play dough
- **Art:** Process or product art related to current theme or topic
- **Clean Up:** Children share the responsibility of putting away toys and supplies
- **Large Motor Time:** Gym time, outdoor play, playground time
- **Healthy Snack:** Brought from home

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 degree in early child education or a related field and are certified in CPR/AED and First Aid. All staff are Mandated Reporters, certified through the Illinois Department of Child and Family Services.

Classroom Size

Each classroom is led by 2 co-teachers. Class size maximums are as follows:

Twos Plus classes: 12 students

Threes classes: 16 students (PCC), 12 students (HK)

Pre-K classes: 18 students (PCC), 12 students (HK)

Our goal is to accommodate as many children as possible while still providing a quality experience for all students. The Park District reserves the right to set or readjust minimum and maximum program attendance per site throughout the school year to maintain the safety, structure, and integrity of the program as a whole.

Preschool Locations

Pottawatomie Community Center

8 North Ave
St. Charles, IL 60174
630-513-6200

Hickory Knolls Discovery Center

3795 Campton Hills Rd
St. Charles, IL 60175
630-513-4399

Preschool Dates

The Preschool year begins on or after September 1 and ends mid-May. Preschool holidays and non-attendance days follow the same schedule as District 303.

No School Days

Friday, September 4 (D303 Teacher Workday)
Monday, September 7 (Labor Day)
Thursday, October 8 (D303 Teacher Workday)
Friday, October 9 (D303 Teacher Workday)
Monday, October 12 (Columbus Day)
Tuesday, November 3 (Election Day)
Monday, November 23—Friday, November 27 (Thanksgiving Break)
Monday, December 21—Monday, January 4 (Winter Break)
Monday, January 18 (Martin Luther King Day)
Tuesday, January 19 (D303 School Improvement Day)
Monday, February 15 (Presidents' Day)
Tuesday, February 16 (D303 Teacher Workday)
Thursday, February 25 (D303 Teacher Workday)
Friday, February 26 (D303 Teacher Workday)
Monday, March 29—Friday, April 2 (Spring Break)

Picture Day

School portraits will be taken at each school location, by a contracted photographer, in late October/early November. Individual portraits will be available for purchase, as well as a composite class photo. The purchase of pictures is optional; there is no upfront cost for having your child's picture taken. Additional information and reminders will be sent prior to Picture Day.

Visitors & Field Trips

We occasionally schedule special visits from local organizations to our classrooms. This may include members of the St. Charles Fire Department or local veterinarians. Also, a librarian from the St. Charles Public Library will come monthly to share stories and songs with our students.

Pre-K classrooms take 2 field trips each year to local businesses. Transportation for students is provided by the park district, using our 14- and 20-passenger busses. Parents may meet classes at our destination; details will be provided by classroom teachers.

Special Events

Families are invited to Preschool for several events throughout the year. Additional information is sent prior, but such events may include:

October – Boo Bash Halloween Celebration for all age groups

January – Winter Friends Parties for all age groups

May – Butterfly Release and Color Party in the Park for all age groups

End of Year Parties for Twos Plus and Threes classes

Graduation Celebrations for Pre-K classes

Snacks

The Twos Plus daily schedule does not include a snack break. Parents should not send a snack to school.

Threes and Pre-K classes participate in snack time daily. Parents are asked to send a prefilled water bottle and healthy snack with their child each day. We strongly encourage fruits and vegetables, yogurt, cheese, or pretzels. Snacks must be nut-free, and should not include chips, cookies or desserts. Students do not share food during snack time.

Note: We are a nut-free program. To reduce the risk of cross-contamination for children with severe contact allergies, we kindly request that these food items not be sent to the classroom or eaten in the hallway.

Birthday Celebrations

We love birthdays! Each classroom will celebrate children's special days with songs, cards and crowns.

We know that many families enjoy sharing a little something to celebrate the day. Birthday treats may be handed out with parents present in the hallway, at the end of the school day.

If you choose to bring treats, please note the following guidelines:

- The birthday child will be dismissed first, and stationed outside the classroom door with a parent, to be able to hand items to each friend as they exit the classroom.
- Items must be tree nut and peanut free.
- This is a parent's decision - you are not required to bring treats to school or take treats home with you.

Culture and Inclusivity

The St. Charles Park District is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion across all public spaces, places, facilities and programs that the department manages. Through the use of education, communication, and empathy, we seek to create a Park District that welcomes and values our differences to consistently strive for a better organization and community.

In the preschool program, these values are reflected in age- and developmentally appropriate lessons, games, toys, and stories. We discuss fairness and equity with students, model peaceful conflict resolution, and incorporate toys, dolls, children's books and other materials that provide representation of our students and their families, as well as our larger global community.

Extension and Enrichment Programs

A variety of additional programs, including weekly Lunch Bunch classes and monthly Monday themed classes are offered throughout the school year to supplement your child's learning or extend their school day. Park District staff can escort children to extension and enrichment programs that take place immediately after their regular preschool day. Information regarding these programs can be found in the Park District's seasonal activity guides, available online and in print.

COMMUNICATION

Communication is key to your child having a positive preschool experience. Each preschool classroom prepares monthly calendars and newsletters containing important information regarding curriculum, special events, reminders, and general classroom news. Newsletters are posted outside of each classroom door and emailed to families. 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 Hotlines at 630-513-4325 (PCC) or 630-513-4398 (HK)**, to receive a phone call back.

Mrs. Fuentes & Mrs. Kreml (2's)	TwosPlus@stcparks.org
Mrs. LiFonti & Mrs. Walsh (AM 3's) Mrs. Sebahar & Mrs. Walsh (PM 3's)	Threes@stcparks.org
Mrs. Lewis & Mrs. Patel (MWF AM Pre-K) Mrs. Mehan & Mrs. Patel (MWF PM & M-Th PM Pre-K)	Foursandfives1@stcparks.org
Mrs. Mehan & Mrs. Sebahar (M-Th AM Pre-K)	Foursandfives2@stcparks.org
Mrs. Lewis & Mrs. Patel (TTh Pre-K)	Foursandfives3@stcparks.org
Mrs. Beck & Mrs. Bradley (3's)	HKThrees1@stcparks.org
Mrs. Beck & Mrs. Kreml (Pre-K)	HKPreschool@stcparks.org

We understand that you are eager to hear about your child's day at dismissal. While teachers are happy to share a brief update at pick-up, the classroom doorway is not always the best setting for extended conversations, as staff are focused on safely dismissing all children.

If you would like to discuss your child's day in more detail, we are happy to connect once all students have been dismissed. In situations where your child has experienced a challenging day, a teacher may ask you to stay briefly to review important information. If timing at pick-up is not convenient, we welcome the opportunity to schedule a phone call or arrange another time to talk. Please let us know the best way and time to reach you.

Additionally, teachers will communicate with parents via **Seesaw Class**. The Seesaw Class App is available from the *Apple App Store* or *Google Play* and can also be accessed on your computer. Each classroom will send individual QR codes and connection instructions.

Developmental Screenings

Educators and childcare providers have a responsibility to monitor a child's development. If a staff member has concerns about your child's development, these concerns will be presented in a supportive and respectful manner. Staff may refer families to discuss concerns with their child's pediatrician, recommend that the family reach out to Early Intervention services, or refer families to their local school district for developmental screening.

Developmental screenings are a helpful tool for all children to better understand how to support them. We want to make sure all children receive the tools and support they need to thrive, and we recognize that we cannot always provide those tools and support within our program. If you have any questions about the types of support and guidance available to you in our area, please reach out to the program supervisor.

Progress Reports & Conferences

Your child will receive a Progress Report completed by their preschool teachers in February (Threes & Pre-K) and again in May (all classes). 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 February (all classes) once assessments have been completed.

If you wish to talk to your child's classroom teachers at any time, please email their co-teachers directly, or contact the program supervisor. Staff are always more than happy to meet with parents in person or via phone to discuss progress or concerns.

Class List Disclosure Policy

Each classroom will collect contact information for their families at the beginning of the school year and distribute the listing through children's folders. Sharing this information is voluntary and may be used to schedule play dates or other activities outside of school hours.

EPACT - PARTICIPANT INFORMATION/EMERGENCY FORMS

The St. Charles Park District utilizes ePACT to securely collect and manage student information and emergency forms. Additional information is sent in July regarding completing or reconfirming your child's forms.

Completed ePACT accounts include:

- Medical, Emergency, and Authorized Pickup information
- Photo of your child
- Photos of adults listed as Authorized Pickup Persons and Emergency Contacts
- Child's birth certificate
- Record of immunizations provided by physician

New Families:

- New families will receive an email invitation from the ePACT Network (member.support@epactnetwork.com) to create an account and complete their child's electronic emergency forms.
- The invitation will be sent to the *primary email address* on your household account.
- **When setting up your ePACT account, you *must* use the same email address the invitation was sent to.** Using a different email address will prevent us from accessing your child's information, and the process will need to be repeated.

Returning Families:

- Families who have previously used ePACT (for summer camp, preschool, etc.) will receive an email asking them to review and reconfirm their child's information.
- Any sections that have not been updated in the past 9 months must go through the reconfirmation process to ensure all information is current.
- This process is quick—your previously submitted information will auto-fill, and you'll simply update any changes and re-accept the waivers.

Important Notes for ALL Families:

- All forms must be completed and submitted prior to your child's first day of preschool for them to attend.
- Parents may log into their ePACT account at any time to update or edit their child's information: <https://epactnetwork.freshdesk.com/support/solutions/articles/47000663874-how-do-i-edit-information-after-sharing-it-with-an-organization->
- For helpful info and step-by-step guides, visit: <https://epactnetwork.freshdesk.com/support/solutions/articles/47000663874-how-do-i-edit-information-after-sharing-it-with-an-organization->

Custody Orders

To honor specific custody orders and/or orders of protection, it is the responsibility of the parent to upload a copy of the custody order and/or order of protection into ePACT, along with informing your child's co-teachers and the program supervisor with any changes that apply. The document must be signed by the court with the legal seal present, date effective, and ending date if applicable.

ARRIVAL AND DISMISSAL

Arrival

Preschool participants must be walked to the building by a parent or guardian, and classroom doors will be opened at the class start time. To promote independence, children should be encouraged to hang their own jacket and backpack in their assigned location. *Write your child's first and last name on all personal belongings to ensure they are not misplaced.*

Note: If you are arriving to school after class has begun, please stop at the front desk OR the Preschool Supervisor's office to be escorted to the classroom and allowed entry. Classroom doors are closed and locked during class time.

Dismissal

Pickup at the end of class will take place at your child's classroom door. Preschool participants must leave with a parent or guardian. Students and siblings are not permitted to play in the classroom at dismissal.

A Parent or Guardian/Authorized Pick-up Person must sign their child out on park district tablets at the end of each class. Teachers and staff reserve the right to ask anyone picking up a child for a photo ID at any time.

Note: Arrival and dismissal times are *busy*! Please watch your child(ren) at all times. **Running or making loud noises in or near our hallways and lobbies is 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.

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.

If you are going to be late, a courtesy call is greatly appreciated, although it will not exempt you from the late fee.

Separation Anxiety

It is common for children to experience separation anxiety at the beginning of the school year, especially if this is your child's first time in a preschool setting. We want preschool to be a fun place where your child feels safe and secure, and our staff strive to create a warm and welcoming atmosphere. Know that most children are able to calm down quickly through songs, toys, and redirection, and the tears will not last long.

For children who are still showing signs of stress and anxiety after multiple attempts at redirection, a parent/guardian may be contacted for assistance or early pick-up. You are encouraged to discuss any concerns with us so that we can work together to develop strategies to ensure a smooth transition for your child. We reserve the right to remove students from the program if their anxiety and distress is disruptive to the overall program, and/or potentially harmful/damaging to the child or others and does not show signs of improving within the first 1-2 months of school.

Here are a few tips for things you can do to help with anxious feelings:

- Keep your goodbye short and sweet. Create a "see you later" ritual/routine at home together and start practicing prior to the start of school.
- Be prepared to drop off at the doorway, not inside the classroom.
- Model confidence & positivity - smile, stand straight, use a cheerful voice!
- Establish & stick to a morning routine - calm, organized mornings help set a positive foundation for the day.

- Read stories together about going to school and being away from family. Some suggestions: *The Kissing Hand*, *Llama Llama Misses Mama*, *The Invisible String*, *What Will I Do if I Miss You?*
- Make and communicate your plans for after school: “After school, I will pick you up, and we will go home and eat lunch”. Knowing what comes after school can help reinforce the concept that you are coming back at the end of class.

WHAT TO WEAR/BRING TO PRESCHOOL

Hygiene and Cleanliness

To help maintain a healthy and comfortable environment for all children, we ask families to ensure that children arrive at school clean and ready for the day.

Children should come to school:

- Bathed regularly and free from strong odors, including perfumes and body sprays.
- In clean clothing appropriate for play and weather.
- With hair brushed and faces/hands clean.
- With diapers/pull-ups changed prior to arrival, if applicable.

Our staff will support children in developing healthy hygiene habits, including regular handwashing and self-care routines. However, if a child arrives in a condition that significantly impacts their comfort, health, or the classroom environment, families may be contacted to address the situation.

We appreciate your partnership in helping create a clean, safe, and welcoming space for all children.

What to Wear

- Closed toe/gym shoes are required. Flip-flops, dress-up shoes, etc. are not permitted.
- Choose comfortable, loose-fitting clothing that your child can play in and get on/off easily. This helps keep children comfortable throughout a variety of activities and makes using the bathroom easier throughout the day.
- Avoid complicated buckles, straps, snaps, and buttons and tights.
- Choose clothing that can get wet, painted, muddy, stained, etc. Preschool can be messy at times!
- Please pay attention to the weather – weather and temperatures can be unpredictable; it never hurts to send a light jacket or sweater.

What to Bring

- Backpack – large enough to fit a standard folder.
- 2-pocket folder
- Prefilled water bottle and Snack (Threes and Pre-K classes).
- Extra set of seasonally appropriate clothing, including socks and underwear, in case of spills or accidents.
- If wearing snow or rain boots when arriving at school, please bring a pair of gym shoes with you to change into.
- Send adequate coats/jackets/hats/mittens/etc. during cooler weather.

Note: Children have a hard time recognizing their own jackets or remembering what they brought with them. Labeling these items helps make sure everything gets back to its rightful owner at the end of the day.

Personal Items

We have plenty of toys at school – please leave all personal items in the car or at home. St. Charles Park District and its staff are not responsible for any lost, damaged or stolen items, including but not limited to backpacks, toys, cash and electronics.

POTTY TRAINING, BATHROOM INDEPENDENCE & BATHROOM ACCIDENTS

Water and bathroom breaks are taken throughout the day, and children are always encouraged to use the restroom whenever needed.

Twos Plus Preschool Students

Training pants/diapers are allowed for students in the Twos Plus program. Parents/guardians or other trusted adults listed in ePACT must be onsite to change or pick up their child in the event they soil their diaper/pull-up.

If you are in the process of potty training, please note staff are not to be expected to adhere to a child's training schedule. Participants are not permitted to bring in portable toilets or toilet seat reducers; appropriately sized toilets are available for preschool use.

Threes and Pre-K Preschool Students

Participants must be fully bathroom independent and require no assistance from staff for any toileting needs.

Diapers and Pull-ups are not permitted in these classrooms.

Bathroom independence includes the ability of a child to do all the following:

1. Recognize the urge to use the bathroom.
2. Clearly communicate to any staff member present that they need to go potty. They must be able to say the words "I have to go (potty/pee/poop)".
3. Pull down their pants and underwear and get them back up without assistance. Wipe themselves after using the toilet, including after a bowel movement.
4. Get on and off the potty by themselves. Toilets in the preschool classrooms are of an appropriate size/height or have additional step stools available.
5. Staff will monitor restroom usage and assist with hand washing, provide verbal coaching, etc.

All Students – Bathroom Accidents

Staff are not permitted to change diapers/training pants or assist with direct toileting needs (undressing, wiping, placing on toilet, etc.).

We understand that accidents happen, so we ask parents to send an extra pair of clothes (including socks and underwear) with their child each day. In the event of an accident, parents may be called if the clean-up requires more involvement than just assisting with changing clothes.

Children who experience frequent bathroom accidents in the classroom may be asked to take a short break from the program to continue developing toileting skills at home. This decision will be made on an individual basis in collaboration with classroom teachers and the program supervisor. Please note that program fees are not refundable during this time.

BEHAVIOR GUIDELINES

Preschool Expectations

It is the goal of the program to provide each child with an environment that is safe, nurturing, and enjoyable. To meet this goal, the staff will help all children exhibit qualities and characteristics that lead to a positive environment. Participants will be expected to treat the other children, staff, facilities, and materials with respect, through their words and actions. Children are encouraged to show trustworthiness by being honest and doing the right thing. They are asked to be kind, caring, and fair to themselves, others, and their environment.

General rules for each early childhood classroom have been developed to ensure a safe and enjoyable environment for our children. Rules are posted and discussed at the beginning of each school year in a manner that is understandable for children and reviewed often throughout the year. Classroom rules will revolve around the following basic standards:

- We listen to the teachers
- We share toys and take turns
- We help clean up
- We play safely

We kindly ask that you respect our rules and encourage your child to remember them any time they are in our building or on our property.

Participant and Guardian Guidelines

To maintain a safe and enjoyable environment, preserve a healthy program experience, and encourage self-responsibility for actions; District programs have the expectation that program participant and/or participant guardian will comply with each program's expectations and may enforce behavior guidelines appropriate to its specific program area. Supervisor discretion may be used to evaluate each offense; offenses may result in either repeat or skipped steps.

Program Participant, and/or Participant Guardian in any St. Charles Park District program or event are expected to:

- Respect one another, including all participants, staff, volunteers, and patrons
- Obey all rules and policies, to maintain a respectful and safe environment for all
- Listen to and accept the decisions of employee or contractor direction without protest

- Be responsible for his/her/their actions, and demonstrate good sportsmanship throughout program duration
- Help to maintain and keep all equipment, supplies, facilities, and common areas in good condition
- Be courteous to all and allow others in the program and facility to enjoy the activity without disruption.

Our guidelines are intended to encourage participation and enjoyment by all. Participants displaying inappropriate behaviors will result in a Behavior Report. Program participant guardians who display inappropriate behaviors may result in a compromise of your child's ability to participate.

Behavior Management

A positive and supportive approach will be used in regard to behavior management. Staff focus will be on using preventative and supportive management techniques and age-appropriate rules & expectations. Should the need arise, redirection and consequences specific to each situation will be used to help calm and support the participant. Discipline will never be used to intimidate participants. Parents will be informed by staff of any behavior concerns or if behaviors escalate beyond what is developmentally appropriate.

When deemed necessary for the benefit of the child, classroom environment and teacher, support may be requested from FVSRA (Fox Valley Special Recreation Association - see "Inclusion Services/Disabilities" below) to assist in developing a behavior modification plan more suitable for the child. Parents will be notified and asked to participate in any special arrangements made by St. Charles Park District.

Parents are to refrain from speaking with other children regarding behavioral issues. Please bring all concerns regarding conduct and behavior to the staff. Only St. Charles Park District staff are permitted to manage participant conduct and behavior.

Behavior Documentation

Teachers are always gathering information on their students, and at times, document a child's behaviors in search of triggers, patterns, or other information that may help us support them. In collaboration with parents, we may create a plan to share such documentation using the Preschool Daily Report form (see attached) on a regular basis, in a child's folder. Our hope is to foster great follow-up conversations at home.

Behavior and Discipline Policy

Discipline is the ongoing process of helping children 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. Staff will use positive statements to redirect behavior.

Participants will have a reasonable opportunity to resolve their own conflicts, with teacher intervention as needed. All participants are expected to meet participation expectations with or without accommodations, or the support of FVSRA. A strict behavior guideline (see *Youth Participant Behavior Guidelines*) has been set to ensure the safety of staff and participants. Some behaviors may result in immediate dismissal.

Program Participant Re-entry

To promote a safe, respectful, and positive environment for all; participants who have previously withdrawn or been dismissed from any District program with multiple violations of the *Youth Participant Behavior Guidelines*

will be considered for future participation on a case-by-case basis. Re-entry eligibility will require adherence to an individualized re-entry plan developed in collaboration with Fox Valley Special Recreation Association (FVSRA).

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

Inclusion Services for Individuals with Disabilities

St Charles Park District works in collaboration with the Fox Valley Special Recreation Association (FVSRA) to make reasonable modifications in compliance with the Americans with Disabilities Act (ADA) for individuals with disabilities. Modifications are determined in cooperation with FVSRA and may include a combination of additional training for staff, program adaptations, the use of modified equipment, and, when necessary, additional staff support.

Timeline for Services

For new participants, FVSRA aims to complete an intake assessment within one week of receiving your request for inclusion services. Once an individual has a completed intake on file, the average time to determine and coordinate modifications is two weeks.

For more information on inclusion services, visit FVSRA's FAQ: <https://www.fvsra.org/inclusionfaq>

ST. CHARLES PARK DISTRICT ESSENTIAL ELIGIBILITY REQUIREMENTS FOR PRESCHOOL PROGRAMS

The following factors determine whether an individual can enroll in Pottawatomie and Hickory Knolls Preschools. In most cases, with reasonable modifications, an individual can meet the essential requirements for participation.

- **Capacity:** Participant must register before the program fills to capacity. A waitlist will be accepted, and staff will contact participants if an opening becomes available on a one-out-one-in basis.
- **Fee:** Participant must pay the appropriate registration fee or enroll in monthly payments, including the \$50 non-refundable program deposit. Repeated non-sufficient funds or delinquent payments will result in the requirement of payment in full for the remainder of the activity, future activities, and dismissal from the program without refund.
- **Age Requirements:**
 - **Twos Plus:** Must be age 2 by Mar 1, a parent/guardian must be on Pottawatomie Campus.
 - **Threes:** Must be age 3 by Sep 1.
 - **Pre-K:** Must be age 4 by Sep 1.
- **Rules of conduct:** Both participants and parents must comply with *Participant and Parent Guidelines*, and *Youth Participant Behavior Guidelines*.
- **Safety:** Must refrain from placing themselves and/or others, including staff, at risk with aggressive or unsafe behaviors.

- **Toileting:** See *Potty Training, Bathroom Independence & Bathroom Accidents* section above.
- **Relative Skill:** Must possess the following relative skills with or without reasonable modifications:
 - Able to use a consistent form of communication to indicate basic needs and follow simple directions.
 - Voluntarily engage in scheduled activities for most of the program time, including but not limited to: moving in/out of the classroom, participating in large and small group activities, and transitioning between activities, etc., without impeding the flow or schedule of the program.
 - Able to tolerate and function, with assistance, as a member of a larger social group (10 or more people).
 - Manage own behavior, avoiding impulsive actions such as, but not limited to: biting, spitting, scratching, hitting, kicking, and leaving program area.
 - Remain with the instructor, follow directions to the best of their ability, and refrain from disrupting the program.
 - Conduct services of a personal nature (feeding, dressing, toileting) independently.

ABSENCES AND ILLNESS

Absentee 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. If your child will not be attending, **please call our Teacher Hotlines at 630-513-4325 (PCC) or 630-513-4398 (HK)**. A call is not necessary on a scheduled “No School” day.

Illness

Children must be kept home if they exhibit any of the following symptoms:

- | | | |
|----------------------------|-------------------------|-------------------------------|
| • Fever of 100.4 or higher | • Congestion/runny nose | • Body aches |
| • Sore throat | • Cough | • Rash |
| • Nausea/ vomiting | • Shortness of Breath | • Discharge from eyes or ears |
| • Diarrhea | • Unusual Fatigue | • Red/crusty eyes |

What if my child is not feeling well or shows illness symptoms while in class?

- If a child becomes ill while in class, staff will begin contacting parents/guardians and emergency contacts until they are able to reach someone.
- A designated pick-up person must arrive within 45 minutes of the initial call to pick up their child.
- The child will need to remain home and follow our illness policy below.

What if my child is not feeling well or shows illness symptoms while at home?

- If your child has any symptoms listed above, your child should remain home from the program.
- Your child must be symptom free and fever free for at least 24 hours without the use of fever reducing medication or until a doctor indicates that your child can return to the program.

Allergies

The St. Charles Park District is dedicated and committed to providing a safe environment for all children. Please note any allergies on the participant information forms in ePACT. Please contact the program supervisor to discuss your child's personal needs, if any. We will be happy to work with you to provide reasonable accommodation that will make your child's experience a safe one.

Medications

Participants requiring any type of medication must have a signed medication consent form on file. These forms are available in ePACT. Medication cannot be administered without the consent form. If your child is taking medication, the medication must be unexpired, in its original container with the child's full name on the label and the correct dosage enclosed. Medication and instructions must be given to the co-teachers or program supervisor upon the child's arrival at the program. All medication is kept in a safe and secure location.

Transfer/Possession of Medication

Transfer/possession of all medications provided to staff must be signed in on the first day of attendance and signed out on the final day of attendance. This is to help ensure all medications such as EpiPens, inhalers, etc. are properly returned in a safe and timely manner.

Medical Emergencies

All staff are CPR and First Aid certified. In the event of a serious injury that requires more than basic first aid, the following steps will be taken:

1. Staff calls EMS
2. Parent or Guardian is contacted (or listed emergency contact)
3. If necessary, paramedics will transport the injured child to the nearest hospital, accompanied by a staff member.

Guardians are responsible for any emergency medical charges. Park District Employees are not allowed to transport injured parties in Park District or in personal vehicles.

EMERGENCY/URGENT PROCEDURES

Evacuation procedures for each program have been established in the event of a major emergency that would require removing children from the site. Additionally, plans have been developed for tornado procedures. Fire/evacuation drills are practiced by the students and teachers – advance notice is given to families prior to drills.

If an individual child is injured in the program, we will take the necessary emergency steps and contact you as soon as possible. Should the injury be more severe, we will call 911 without hesitation. The parent/guardian also authorizes the Park District and its employees to consent to medical treatment. By registering your child for the program, you are releasing the St. Charles Park District from all liability which may arise from the child's participation in the program.

RECOGNIZING AND REPORTING CHILD ABUSE

All St. Charles Park District staff are considered mandated reporters by the State of Illinois and are required to report suspected child abuse or neglect to the Department of Children and Family Services (DCFS). St. Charles Park District will work with DCFS and families, as appropriate, to ensure the health and safety of children in the program. When a report is made, St. Charles Park District will continue to work with and support the child and family. The report will be treated confidentially.

GENERAL SAFETY & PROGRAM INFORMATION

- Individual classroom doors remain locked at all times.
- All windows are lined with protective film which hinders views into classrooms and inhibits breaking glass if hit.
- Drop-off and pick-up procedures have been developed to ensure only persons approved by the parent/guardian are allowed to remove the child from preschool.
- All staff are background checked, are Mandated Reporters and certified in CPR/AED & First Aid.
- Staff receive annual or biannual training in handling active threat scenarios, as well as tornado/severe weather training and training in evacuation procedures.

Important Program Notes

- The St. Charles Park District reserves the right to consolidate classes based on enrollment minimums and other program needs.
- Information, including but not limited to discipline, injury, late-pickup notices, etc., will be shared with the person signing your child in/out.
- To ensure the safety of your child, update your child's ePACT account with any contact, medical, or authorized pick-up information on an on-going basis.
- The Park District Preschool Program is not licensed or regulated through the Department of Children and Family Services (DCFS).
- This program operates within St. Charles Park District General Use Regulations Ordinance. Per Chapter 6 Section 6 – subject to narrow exceptions, persons are prohibited from possessing weapons, including but not limited to, firearms, upon or in connection with any property of the St. Charles Park District.

SCHOOL CLOSING / EMERGENCY CANCELLATIONS

Emergency Closing Information will be distributed in these locations:

www.d303.org

www.emergencyclosingcenter.com

television and radio news programming

In case of inclement weather, Preschool will follow St. Charles School District 303 closing guidelines. If D303 cancels classes or calls for a full “e-learning” day, preschool classes will be canceled.

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.

REGISTRATION AND PAYMENT POLICY

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.

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 1st of each month beginning in September and continuing through May.
 - 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

Refunds will not be granted for:

- Days missed due to illness or misbehavior.
- Days missed due to delinquent payment.

Non-Sufficient Funds

If the District receives a report of non-sufficient funds, meaning funds were not available in your account to cover the amount owed, you may be charged \$25, and your program participant may be suspended until payment is corrected. Continued non-sufficient funds will result in the requirement of payment in full for the remainder of the activity, future activities, and dismissal from the program without refund.

There will be no refunds for days missed due to delinquent payment. Registration for future programs or activities will not be allowed until passed due balance has been paid in full.

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. St. Charles Park District's tax identification number is 36-6006441.

Financial Assistance Program

In an effort to provide recreation, health and wellness opportunities to all residents, including those who are experiencing financial hardships, the St. Charles Park District has established a Financial Assistance Program. Participants must reside within the boundaries of the St. Charles Park District to be eligible. For eligibility requirements or to donate to the Financial Assistance Program, please visit

www.stcparkfoundation.org/financial-aid-program.

Early Registration

Early Registration for the following school year is available for registrants enrolled in the current school year. IT does not apply to siblings. If you withdraw your child mid-year, you are no longer eligible for Early Registration. If your child attended a previous year of preschool, but is not enrolled in the current year, you are not eligible for Early Registration. Early Registration Forms will be distributed in February to all current school year registrants.

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

CONFIDENTIALITY

Staff will maintain confidentiality and respect family privacy, refraining from the disclosure of confidential information. Disclosure of children's records beyond family members, program personnel and consultants having an obligation of confidentiality shall require parental/guardian consent. However, in cases of abuse or neglect, it is permissible to reveal confidential information to agencies and individuals who may be able to act in the child's interest.

Preschool Daily Report

Activity				Notes
Transition into Classroom				
Circle Time				
Free Play				
Table Activities (Art/Journal)				
Clean-Up after Play				
Snack/Lunch				
Park or Gym Visits				
Toileting				
Overall transitions				
Overall ability to follow instruction				
Overall interactions with peers				
Overall Safety Awareness				
Today's Strengths				
Today's Challenges				

Youth Participant Behavior Guidelines

In order to maintain a safe and enjoyable environment, Park District staff enforces a strict discipline policy designed to preserve a healthy program experience for all concerned. Behaviors which endanger the safety and security of the child or others may result in skipped steps and/or suspension from the program. The following infractions will constitute the use of the discipline procedures listed below. **This list is not inclusive of all possible offenses:**

1. Harming oneself, such as, but not limited to:
 - Leaving designated grounds and/or group without permission
 - Physical damage to self
 - Possession, use or transfer of alcohol, illegal drugs, tobacco products including matches and lighters
2. Harming others, such as, but not limited to:
 - Fighting and/or other aggressive behavior
 - Throwing objects
 - Possession or use of weapons: knives, glass, sharp objects, etc.
 - Hitting or kicking others
 - Verbal abuse and/or profanity
 - Endangering the safety of others
 - Exposure or touching of private areas to others
3. Damage of property:
Note: Parent/guardian will be responsible for ANY damage caused by his/her participant.
 - Vandalism
 - Tantrums resulting in damage to property
 - Breaking, damaging or destroying property
 - Theft - taking any item that does not belong to the child

DISCIPLINE PROCEDURES: If your child has trouble following the participant behavior guidelines, the following discipline procedures will take effect. There will be NO REFUNDS for missed days due to disciplinary infractions.

If a child displays an offensive behavior, the following steps will be taken:

- Removing the child from the incident or activity, talk with them about the situation, behavior redirection and choices made. “Time out” or removing child from activity for a cool down time followed by discussion with staff to be sure the child understands the unacceptable behavior and what would be a better choice.
- Parents will be informed of a situation if the problem is repeated, involves disrespect and/or violence or anger.

If offensive behavior continues after the time-out; the following will occur:

- **1st Offense:** A Participant Behavior Report will be written and must be acknowledged and signed by the parent/guardian and the participant at pick-up time.
- **2nd Offense:** The participant will be suspended for one day. The suspension will be in effect the first day following the offense. The supervisor will notify the parent/guardian.
- **3rd Offense:** The participant will be suspended for three days. The suspension will be in effect the first day following the offense. The supervisor will notify the parent/guardian and schedule a conference to discuss behavior management and whether the child can meet participant expectations with or without accommodations.
- **4th Offense:** The participant will be suspended for one week. The suspension will be in effect the first day following the offense. The supervisor will notify the parent/guardian and schedule a conference to discuss behavior management and whether the child can meet participant expectations with or without accommodations.
- **5th Offense:** The participant will be dismissed from the remainder of the program. The supervisor will notify the parent/guardian.

Participant Behavior Report



PARTICIPANT BEHAVIOR REPORT

Date: _____ Program: _____

Participant: _____ Age: _____ Grade: _____

Time of Infraction: _____:_____ am/pm Location of Infraction: _____

Behavior Infraction:

- | | |
|--|--|
| ☐ Harming Self <ul style="list-style-type: none">▪ Physical Outburst▪ Emotional Outburst▪ Elopement Behavior | ☐ Harming Others <ul style="list-style-type: none">▪ Physical Outburst (hitting, spitting, etc.)▪ Emotional/Verbal Outburst▪ Exposure or touching of others▪ Endangering Others |
| ☐ Destruction or Misuse of Property <ul style="list-style-type: none">▪ Vandalism▪ Damage▪ Theft | ☐ Other <ul style="list-style-type: none">▪ Non-compliance▪ _____ |

Description of Incident:

Action Taken: Verbal Warning _____ 10-Minute Time Out _____
Behavior Report _____ Offense # (circle): 1 2 3 4 5
Suspension _____ # of days

Parent/Guardian: Please sign this document to indicate an understanding of the events that have occurred.

Staff Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Notes: _____