



Addison Park District Preschool Parent Manual

Addison Park District Preschool Programs

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Welcome to the Addison Park District Preschool

This handbook is intended to encompass the Addison Park District Preschool Program. The information found in the handbook is a general overview of the program's procedures. If your child has any special needs or concerns, please contact the Preschool Coordinator, Amy Housley, at (630) 233-7275 ext. 6208 as soon as possible so appropriate arrangements can be made to accommodate your child.

Curriculum

The park district preschool program curriculum reflects the Illinois Learning Standards and helps children develop pre-kindergarten skills, including letter and name recognition, listening, health habits, cooperative play, fine motor skills, socialization skills, and Science, Technology, Engineering, and Math (STEM). The classes are structured around academic, seasonal and holiday themes that will enhance learning and fun. The experiences are both educational and recreational, which aid in social, physical, intellectual and emotional growth.

It is recommended that children come to school in clothing that allows them the freedom to explore and play. Older, more comfortable clothing and sturdy shoes or gym shoes are recommended. Please mark all your child's belongings. Send a backpack daily with your child to carry crafts and notes home.

At any time, you may schedule an appointment with the classroom teachers to discuss your child's progress. Please keep your instructor informed of any major changes that occur in your child's world, so that they may help your child through any difficult transitions.

Our preschool program can help a child:

- * Enhance socialization skills
- * Build self-esteem and confidence
- * Develop readiness skills
- * Learn in a nurturing environment
- * Explore new horizons
- * Gain a sense of independence
- * Be creative
- * Have fun!

Registration Procedures

Our goal is to accommodate as many families as possible. The Addison Park District reserves the right to adjust minimums/maximums and locations based upon availability of space, staff, and enrollment in order to maintain the safety, structure and integrity of the program as a whole.

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

In order to register each participant must:

- Complete and sign registration waiver and emergency forms
- Provide a copy of birth certificate and current immunization form before the first day of attendance
- All participants must be able to take care of their own bathroom needs. Pull-ups are acceptable for the **2 ½ or 3 year old program children only**, however parents must come in with a change of clothes if any issues arise.
- No participant is permitted to temporarily withdraw from the program
- Any participant withdrawing from the program:

*Will have refund process assessed on a case-by-case basis

*Will not be guaranteed a spot should they wish to return

*Must resubmit complete registration and emergency forms

Payment Procedures

Registrations will be accepted in person at:

Community Park

120 E. Oak Street

Addison, IL 60101

(630) ADD-PARK or (630) 233-7275

Centennial Park/Club Fitness

1776 W. Centennial Place

Addison, IL 60101

(630) ADD-PARK or (630) 233-7275

Notes

*All registrations must be accompanied by payments

*Make checks payable to the **Addison Park District**

*Teachers will not accept preschool registrations

*First payment is due at the time of registration. The following payments are due on the first of the month, Sept.1-April 1.

Intellectual or Physical Concerns

If your child has any intellectual or physical concerns, please list them in detail on your registration material and discuss with staff. Lack of information may affect the park district's ability to accommodate the needs of your child.

School Closings and Cancellations Procedures

In case of inclement weather, the park district preschool program will follow Addison School District 4. If District 4 closes school or cancels classes, preschool will **NOT** meet and will also be closed. Snow days will not be made-up or refunded. The park district also reserves the right to cancel preschool classes at any time if a situation arises.

Late Pick-Up Fee (per child)

Any parent who arrives after 11:20am to pick up a child will be issued a warning for the first late pick up. Upon the second instance of a late pick up, and thereafter, a \$1.00 late fee will be charged for every minute (or portion thereof) that they are late per child, starting immediately at 11:21am. The penalties will be charged each time a parent is late. Cash payment is due at the time of pickup before the child will be allowed back in our program. **If payment is not made that day it will be deducted from your payment on file.**

Emergency Contact & Release Form

Only authorized individuals listed on each participant's emergency contact and release form will be permitted to pick up the child and must provide a form of identification. Parents/Guardians are responsible for providing the staff with any changes to individuals who are authorized to pick up their child. Authorization for release is accepted **ONLY** from parent/guardian with primary custody.

Parents/Guardians are also responsible for informing instructors of any changes to primary custody, restraining orders, or any other situations.

Absentee Reporting Procedures

For the safety of the children enrolled in our program, we require a telephone call any day your child will not be attending the program. Please refer to the calendar for the school year that was provided at the time of registration for scheduled days off and breaks. If your child will not be attending, please call (630) 233-7275, Room A – ext 6216 or Rooms B&C – ext 6215. Please be aware of which room your child will be attending.

Healthy Kids Policy

If a child is running a fever (99 or higher) or appears to be sick, we request that they be picked up as immediately as possible. The APD policy is that a child be fever-free for 24 hours before returning to the program. We also ask that you be considerate of other children and staff and keep your child home if they show signs of illness.

If your child has a communicable disease, please inform the Preschool Coordinator immediately at (630) 233-7275 ext. 6208 so that we can notify the other parents and take precautions so that other children are not affected. Your child's name will be kept confidential.

Behavior Management

Discipline is carried out in a way to help your child develop self control and assume responsibility for his/her behavior. It is kind and gentle, yet firm.

1. Children may not hurt or disturb others, verbally or physically.
2. Children must respect others and all property.
3. All children must be safe. They may not place themselves or others in dangerous situations.
4. All children need to listen to and respect the teachers.

If a child is misbehaving, the staff will use positive statements and reinforcement to redirect negative behavior. A "time-out" period will be initiated. This will involve the child sitting out of activities, including, but not limited to, games or crafts.

First Offense:	Verbal Warning
Second Offense:	Timeout and/or take away of privilege (i.e.: craft, gym, games, etc.). Staff will also discuss issue with parent/guardian.
Third Offense:	A child will receive only one verbal warning and/or timeout per day. After this, a behavior form will automatically be filled out by the teachers. The parent is required to sign the report and return it to the teacher.

After a child receives **three** behavior forms, this will result in the child being removed from the program.

** Parents have the right and are encouraged to set up a conference with the Preschool Coordinator and/or the Youth and Leisure Supervisor to discuss the behavior of their student.**

Book Club

You will receive a Scholastic book order periodically. You are under no obligation to order any books. IF you wish to order, complete the order form and **send a check made payable to Scholastic** before the due date. Checks issued to the APD or cash will NOT be accepted.

School Pictures

During the school year pictures will be taken of each child, as well as a classroom picture. The purchase of pictures is optional.

Bathroom Procedures

Your child may use the bathroom at anytime during the school day. Please encourage your child to tell a teacher if he/she needs to use the bathroom. The teacher will not accompany your child into the bathroom, they will however, stand outside the door. If your child needs assistance with buttons, belts, snaps or zippers, the instructor will be happy to assist, however are not allowed to assist the children further. The preschool program does not require participants to be toilet-trained to participate. Pull-ups are allowed for **the 2 ½ or 3 year old program children only**, however parents must come in if any issues arise.

Personal Belongings

Backpacks and jackets should be labeled with your child's first and last name. Please do not send toys, blankets, electronics or other personal items in your child's backpack. We cannot be responsible for broken or lost items.

Supply Lists

Parents will be given a minimal list of supplies to bring to school. Please bring these items to the teachers on the first day of school. Please send your child with a backpack that is large enough to fit papers and projects to be taken home.

Field Trips

Local field trips will be taken during the school year. Field trips may require a small fee. Parents will have advance notice of scheduled field trips and may be required to provide transportation to and from the field trip location. Parents are encouraged to volunteer and participate in field trips; however is not required. **Siblings are not allowed on the field trips.** Should you not want your child to attend a particular field trip, you may keep him/her home on the day of the field trip.

Preschool Program –Administrative Staff

Amy Housley (630) 233-7275 ext. 6208
Preschool Coordinator

David MacDonald (630) 233-7275 ext. 6209
Youth and Leisure Supervisor

Steve Muenz, CPRP (630) 233-7275 ext. 6212
Manager of Recreation

Important Phone Numbers

Centennial Park /Club Fitness & (630) ADD-PARK or (630) 233-7275
Community Park