



FULL-DAY PRESCHOOL HANDBOOK 2019 – 2020

**3000 Glenview Road, Wilmette, IL 60091
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**Wilmette Park District
EARLY CHILDHOOD CENTER
FULL-DAY PRESCHOOL**

CONTACT INFORMATION

Community Recreation Center’s Main Line	(847) 256-9686
Full-Day Preschool	Room 126, Ext. 9633
Full-Day Preschool	Room 128, Ext. 3913
School Age Coordinator.....	(847) 251-6599
Early Childhood Supervisor, Olga Miklasz	(847) 920-3910
Absence Voicemail.....	(847) 256-9634, Option 1

**PLEASE NOTE:
THIS SUPPLEMENTAL MANUAL CONTAINS ADDITIONS TO AND
CLARIFICATIONS FOR THE PRESCHOOL MANUAL**

QUIET/REST TIME

In addition to the daily preschool program, there is a rest/nap time provided daily for all full-day preschool children from 1-3pm. Each child will have his/her own cot and linens. They may look at books or play quietly on their cot with a toy or stuffed animal. Children still awake after one-hour may be allowed to play quietly at a table away from the sleeping children unless this activity is disruptive to the napping children. Children may also participate in Park District Classes after 2pm with written permission from parents. Full-Day Preschool staff will escort children to and from class. We ask that parents/guardians refrain from picking up during this quiet/rest period between 1-3pm.

ENROLLMENT

- The child must be toilet-trained at the time of enrollment and follow age requirements listed in the Park District brochure.
- If your child is enrolled in Connecting Kids, please contact Olga Miklasz at omiklasz@wilpark.org or (847) 920-3910.

HOURS OF OPERATION

The **Early Childhood Center Full-Day Preschool** is open weekdays from 11:15am to 6:00pm, beginning **Tuesday, September 3, 2019** and ending **Friday, May 29, 2020**. Parents/Guardians are welcome to visit at any time during school hours. Please check with the teacher if you plan to arrive during nap time.

On school days off, per the District 39 calendar (**and as listed on the calendar in the Preschool Handbook**), Full-Day Preschool will offer programming from 9am to 6pm, except during winter and spring breaks. Sign-up sheets will be posted in your classroom for special programming. Additionally, at the end of the year, you will have the opportunity to register for extra days for an additional fee.

In the event that the Center has to close due to severe weather conditions, parents/guardians will be informed by the Center staff. **We will not make-up days due to weather or other emergency closures.**

PAYMENT SCHEDULE

DUE ON THE 20TH OF THE MONTH FROM AUGUST 2018 THROUGH APRIL 2019

■ T/Th Class (929305-01)	<u>Total</u>	<u>Monthly</u>
Resident	\$3,034	\$326
Non-resident	\$3,790	\$410
■ M/W/F (929305-02)		
Resident	\$4,699	\$511
Non-resident	\$5,878	\$642
■ M-F Class (929305-03)		
Resident	\$7,570	\$830
Non-resident	\$9,460	\$1,040

Payments will be collected on the 20th of each month, August through April. Payments must be received by the due dates in order for a child to participate in the program. Inability to collect fees will result in suspension from the program and/or a frozen account for all Park District programming. Additionally, a \$20 late fee may be charged for each late payment. The deposit is non-refundable after June 1, 2019.

Early withdrawal will result in forfeiture of all tuition paid plus the \$100 security deposit. Any unpaid tuition will be due immediately. Written notification of withdrawal is required at least two weeks prior to the student's last day of attendance.

For tax purposes, a childcare statement is available in the household account.

ARRIVAL & PICK UP

For your child's safety, parents/guardians are required to sign their child out at the end of the day.

Children may depart from the program any time the parent/guardian, or person authorized by the parent/guardian, arrives at the site. **Whoever picks up the child must come INSIDE the facility and sign out the child.** The sign-out consists of signing your name and what time the child leaves the site. Staff will not allow children to leave with someone who has not been pre-authorized by the parent/guardian. Staff may also ask for identification if they are unfamiliar with the person picking up the child.

If you are going to be late picking up your child, please call the Full-Day Preschool Coordinator at (847) 251-6599 or (847) 256-9686, so we can prepare your child and arrange for his/her care. **If your child is not picked up by 6pm, parents/guardians will be charged a late fee of \$10 for every 10 minutes after 6pm, beginning at 6:01pm. The fee must be paid immediately to the person in charge. If the child is picked up late more than three times, late fees will be doubled. If parents continue to be late, the child may be dropped from the program.**

Please park in the parking lot when dropping off or picking up your child. Do not park in front of the Early Childhood wing entrance in the Fire Lane. If you do and your car is ticketed, we assume no responsibility for this action.

NEW: Doors will be locked during school hours near the tot lot. Please enter through any other door.

SCHEDULING CONFLICTS

If your child is enrolled in another program in the Community Recreation Center during Full-Day Preschool hours, the staff will see to it that your child gets to class. Class transfers will be made after 2pm. You must inform staff, in writing, of the times and dates via a Permission to Escort form. **No child will be taken to class unless we have a Permission to Escort form.**

Normally, all the children will be back in a Full-Day Preschool room by 5:30pm. **If you are picking your child up early, you must come into the building to sign him/her out.** We cannot release a child to meet a parent in the parking lot. **All children will gather in room 123 by 5:50pm.** We recommend that you park in the west lot to pick up your child from the Early Childhood wing.

CLOTHING

Your child needs to have a full-change of clothing at the Center, including underwear and socks for morning preschool. **A second set is required in the Full-Day Preschool classroom.** This is necessary, not only because of occasional wetting accidents, but also because we sometimes have messy activities (play in the snow or spill during snack). Please make sure your child has appropriate clothing for the change of seasons and that all clothing is labeled inside with his/her name.

In the winter, we will be going outside, weather permitting. Please make sure your child is dressed appropriately with coat, snow pants, boots, scarf, and mittens, as everyone goes outside to play. Considering wind chill, our outside time varies in duration.

During the day, it is important that your child be dressed in loose, comfortable clothing that allows him/her to jump, run, and climb and is easy to manage. Rubber-soled shoes are the best for school activities. Party shoes and sandals are not safe for running and climbing, and we prefer they not be worn to school.

CONFERENCES

Conferences are also held for full-day preschool children and will be held twice a year. The Full-Day Preschool teachers will inform you of the dates during the school year.

NEWSLETTERS

A full-day preschool monthly newsletter is sent out to keep parents/guardians informed of Center events and happenings. It also includes information regarding current themes and activities in progress so that you can share this information with your child. Newsletter links and other communications are sent to the email you have provided in your household account, and newsletters/calendars are posted on the Wilmette Park District Early Childhood Center website. To ensure delivery of newsletters and other correspondence, please verify your email address with our registration staff and allow delivery of all emails from @wilpark.org.

PICTURE DAY

Full-day preschool class and individual pictures will be taken on **Monday, September 23** and **Tuesday, September 24**. More information will be provided in your September classroom newsletter.



WILMETTE PARK DISTRICT

2018 – 2019 FULL-DAY PRESCHOOL CALENDAR

Full-Day Preschool begins on **Tuesday, September 3** or **Wednesday, September 4**

*Full-Day Preschool follows District 39's calendar
and will be in session from 11:15am – 6:00pm unless noted below:*

2019

SEPTEMBER	2	Monday	NO SCHOOL – Labor Day
	30	Monday	Open 9am – 6pm No School Dist. 39
OCTOBER	9	Wednesday	Open 9am – 6pm No School Dist. 39
	14	Monday	Open 9am – 6pm No School Dist. 39
NOVEMBER	7	Thursday	Open 9am – 6pm No School Dist. 39
	8	Friday	Open 9am – 6pm No School Dist. 39
	25 – 29	Mon. – Fri.	Closed Thanksgiving Break
DECEMBER 23 – Jan. 3, 2020			Closed Winter Break

2020

JANUARY	6	Monday	School resumes after Winter Break
	20	Monday	Open 9am – 6pm No School Dist. 39
FEBRUARY	17	Monday	Closed ECC Institute Day
MARCH	23 – 27	Mon. – Fri.	Closed Spring Break
APRIL	10	Friday	Open 9am – 6pm No School Dist. 39
	24	Friday	Open 9am – 6pm No School Dist. 39
MAY	25	Monday	Closed Memorial Day

Full-Day Preschool ends on Friday, May 29, 2020.

Wilmette Park District | Full-Day Preschool

Permission to Escort Child To/From Class

August 2019

Dear Full-Day Preschool Parents/Guardians:

The fall session classes begin on Monday, August 26. However, FDPS does not begin until September 3, 2019. Therefore, **we will not escort children to or from class until September 3, 2019.**

If you intend to sign your child up for additional classes at the CRC during FDPS hours, please note the following:

1. Your child may not be registered for more than two classes per week
2. Your child may not be registered for more than one class per day
3. Classes must start at 3pm or later
4. The form below must be completed, in full, and returned by Monday, August 19.

Please note: We must have written authorization from you in order to take your child to class, and we will not be able to take any child to a class without written permission. In addition, we must have 24-hour notice for new permissions after the session starts or to make any changes to a permission to escort form after it has been submitted.

We will make every effort to get your child to their classes, but we cannot guarantee that a child will be on time if any complications arise. Full-Day Preschool will not be able to reimburse for classes missed due to circumstances out of our control.

If your child is participating in private lessons, please note that there must be communication between parents and music teachers in the event of your child's absence from Full-Day Preschool, including special programming days.

Thank you for your cooperation.

Sincerely,

Olga Miklasz
Early Childhood Supervisor
Wilmette Park District

Child's Name _____

Class 1

Day of Week _____ **Class Name** _____ **Class Code** _____

Start Date _____ Start Time _____ I will pick up after class

End Date _____ End Time _____ My child will return to FDPS

Class 2

Day of Week _____ **Class Name** _____ **Class Code** _____

Start Date _____ Start Time _____ I will pick up after class

End Date _____ End Time _____ My child will return to FDPS

I authorize the Wilmette Park District's Full-Day Preschool Program staff to release my child to the classes listed above and pick him/her up after class ends, until the session ends.

Parent/Guardian Signature _____

Date _____

I will pick up my child from the above class(es), as indicated, and release the Full-Day Preschool staff from responsibility for my child once staff has dropped my child off at the class.

Parent/Guardian Signature _____

Date _____