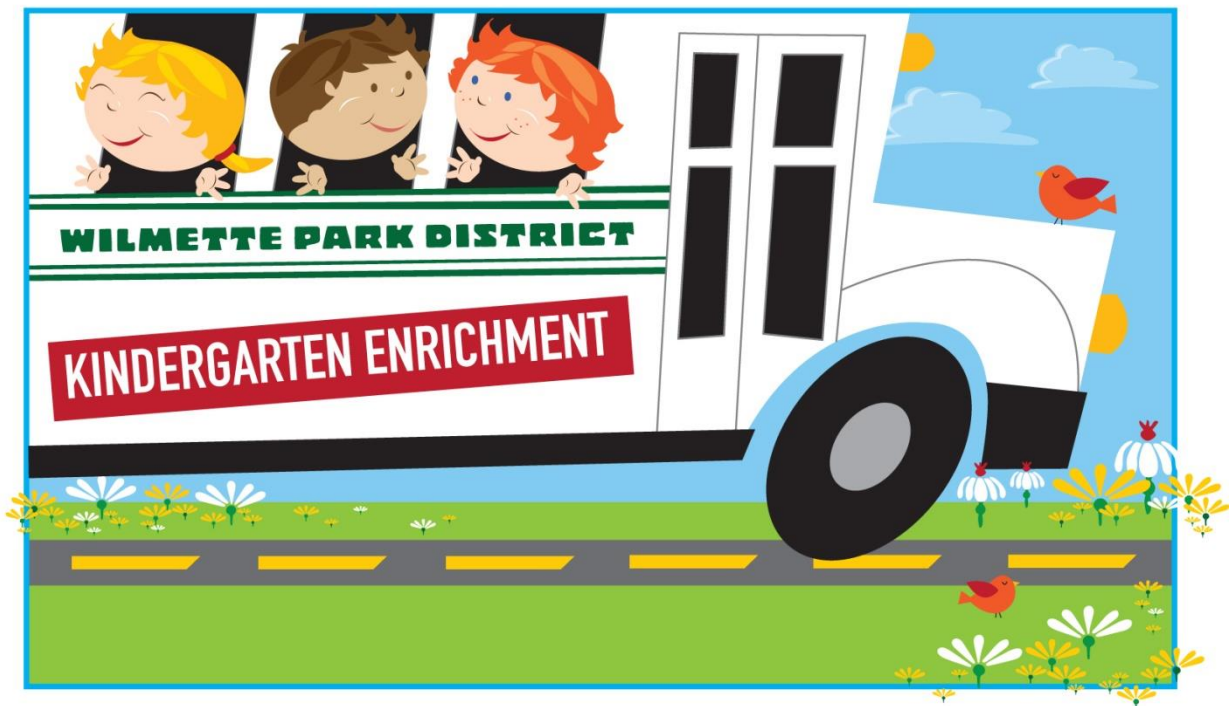

KINDERGARTEN ENRICHMENT HANDBOOK 2019 - 2020



**Wilmette Park District
Early Childhood Center**

3000 Glenview Road, Wilmette, IL 60091



Olga Miklasz, Early Childhood Supervisor
(847) 920-3910 • omiklasz@wilpark.org



Gail Chepulis, Kindergarten Enrichment Coordinator
(847) 920-3909 • gchepulis@wilpark.org

TABLE OF CONTENTS

	<u>Page</u>
CONTACT INFORMATION.....	1
PURPOSE	1
PHILOSOPHY.....	1
DAILY PROGRAM.....	2
GUIDANCE & DISCIPLINE POLICY SUMMARY.....	2
ENROLLMENT.....	3
HOURS OF OPERATION	3
PAYMENT SCHEDULE	4
EMERGENCY PROCEDURES.....	4
REPORTING ILLNESS.....	5
MEDICATION.....	5
ARRIVAL.....	5
DEPARTURE.....	5
RELEASE OF INFORMATION	6
FIELD TRIPS.....	6
BIRTHDAYS AND OTHER PARTIES.....	6
CLOTHING.....	6
PARENT/GUARDIAN COMMUNICATIONS.....	6
NEWSLETTERS/CALENDARS	7
PICTURE DAY.....	7
PEST MANAGEMENT PLAN SUMMARY.....	7
KINDERGARTEN ENRICHMENT CALENDAR	8
TRANSITIONS.....	9

**Wilmette Park District
KINDERGARTEN ENRICHMENT
HANDBOOK**

CONTACT INFORMATION

Community Reaction Center’s Main Line.....	(847) 256-9686
M-F AM	Room 122 • Ext. 3907
M/W/F PM.....	Room 122 • Ext. 3907
Tu/W/Th PM.....	Room 122 • Ext. 3907
M-F PM	Room 120 • Ext. 3905
M-F PM	Room 121 • Ext. 3906
M-F PM	Room 123 • Ext. 3908
Absences Voicemail Box	(847) 256-9634 •
Option 2	
Kindergarten Enrichment Coordinator, Gail Chepulis	(847) 920-3909
Early Childhood Supervisor, Olga Miklasz.....	(847) 920-3910

PURPOSE

The Wilmette Park District Kindergarten Enrichment Program, located in the Community Recreation Center, 3000 Glenview Road, Wilmette, offers a quality enrichment experience for kindergarten age children in Wilmette School District 39. Our purpose is to provide a unique and multifaceted program designed to spark children's interest in a variety of activities such as art, music, movement and story developing.

The Kindergarten Enrichment Program is administered by employees of the Wilmette Park District. Day to day operations are under the supervision of the Early Childhood Supervisor and are staffed by qualified early childhood teachers.

PHILOSOPHY

It is the goal of the **Kindergarten Enrichment Program** to provide an environment that is nurturing and fosters each child's growth and development. It is important to us that every child has a positive experience in our program: a place where each child meets with success and approval.

Our program offers a variety of new experiences, both in the classroom and on numerous field trips. Activity areas to choose from include blocks, small and large motor activities, quiet time, dramatic play and areas filled with music, art, and science/discovery.

DAILY PROGRAM

ROUTINE: Our daily program follows a routine into which studies are integrated. When we are not on field trips, our daily routine will consist of the following:

Activity Times

Your child will experience a variety of activities, both structured and unstructured. Children have the opportunity to socialize and make their own choices, fostering independence and success.

Circle Time

Planned activities involve sharing something new with the children, usually pertaining to the study for the week. They may read a book, do a flannel board story, write a story, or do a movement activity. The children's input is included and valued during this time, as it is throughout their time in our program.

Lunch

A nutritious, hot, catered lunch, as required by the Department of Children and Family Services, is served daily to the children. (For lunch menu information, please check our website.) A child who cannot eat the catered lunch due to health reasons must provide a note from the child's physician. If for religious reasons a child cannot eat the catered lunch, a note from the parent/guardian will suffice. Please discuss all exceptions with the Enrichment Coordinator.

Playtime

Children participate in large motor play daily. An indoor space is available during inclement weather. During this time, children are given various opportunities to run, jump and climb. We use the outdoor playground daily when the wind-chill factor is above 20°. Please send your child dressed appropriately with coat, boots, hat and mittens. Snow pants are optional.

GUIDANCE & DISCIPLINE

In our **Kindergarten Enrichment Program**, discipline is viewed as teaching the child. This consists of both setting consistent limits and enforcing the limits, if necessary. The child is given guidance through positive reinforcement as praise, hugs, and special recognition.

As a staff, we work toward strengthening each child's self-confidence and self-esteem, making them feel good about themselves, and taking responsibility for their own behavior. Positive relationships are encouraged, as well as development of trust. When a conflict arises, children are given the chance to talk about what happened and how they feel. This helps them to use words rather than physical action. If a situation occurs in which the child needs to take some time out from an activity to calm down, it will be no longer than one minute per year of age. This is not viewed as punishment but as an opportunity to practice self-control. We feel these methods are both effective and most respectful to the children. Given respect, children feel as an important part of the group and have a sense of self-reliance. In accordance with our Guidance and Discipline Policy, staff will keep parents/guardians informed of any issues that arise, so they can be worked through as a team.

ENROLLMENT

The Wilmette Park District Kindergarten Enrichment Program admits children without regard to sex, creed, race, color, ethnic origin or disability.

Requirements:

- The child must be participating in kindergarten at the time of enrollment.
- Parents/Guardians must complete and have on file the following forms as required by the Department of Children and Family Services before the child starts the program:
 1. Enrollment Application/Emergency Information, signed by the parents/guardians
 2. Developmental History Form
 3. Signed Kindergarten Enrichment Terms & Conditions
 4. Signed Guidance and Discipline
 5. Signed Verification of Department of Children & Family Services Booklet
 6. Arrival and Departure Plan
 7. Bus Registration Information
 8. Physical examination within the last six months showing all immunizations, and a lead screening test or a signed lead risk assessment. *All medical forms are to be completed and signed by the child's physician and parents.*
 9. Certified Copy of Birth Certificate. In accordance with the Department of Children and Family Services policy, children enrolled in the Wilmette Park District Kindergarten Enrichment are required to provide a certified copy of the child's birth certificate within the first 30 days of enrollment. We will make a copy of the certificate and return the original to the parent/guardian. If a certified birth certificate is not available, the parent/guardian must submit a passport, visa or other governmental documentation as proof of the child's identity and age with an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate. The Wilmette Park District is required by law to notify the Illinois State Police or local law enforcement agency if the child's proof of identity is not submitted within the 30-day timeframe.
 10. Medication Consent Form (if needed)
 11. Medication Dispensing Form (if needed)

HOURS OF OPERATION

Kindergarten Enrichment Thursday, August 29 is the first full day of Kindergarten Enrichment.

Parent/Child Informational Evening- Tuesday, August 27 at 5:30-6:30pm

Parents/Guardians are welcome to visit any time during school hours. Please make sure to check your child's field trip schedule first. Children are signed up for Enrichment for one of the following:

- | | |
|--------------------------------|------------------|
| ■ Monday - Friday | 9:00am – 12:30pm |
| ■ Monday, Wednesday, Friday | 11:10am – 2:40pm |
| ■ Tuesday, Wednesday, Thursday | 11:10am – 2:40pm |
| ■ Monday - Friday | 11:10am – 2:40pm |

(Lunch is served between 11:30am – 12:30pm)

Last Day of Enrichment is Wednesday, June 10, 2020.

In the event that the Wilmette Park District Community Recreation 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 EACH MONTH FROM AUGUST 2019 – APRIL 2020

■	M/W/F Class (929321-01)		
	Tu/W/Th Class (929321-02)		
		<u>Total</u>	<u>Monthly</u>
	Resident	\$4,790	\$510
	Non-resident	\$5,978	\$642
■	M-F Class (929321-03, 929321-04, 929321-05, 929321-06, 929321-07)		
	Resident	\$6,113	\$657
	Non-resident	\$7,634	\$826

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 paid tuition plus the \$200 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.

EMERGENCY PROCEDURES

An Enrollment Application/Emergency Information form for each family is maintained so that we are able to reach you if necessary. It is your responsibility to keep this information current.

At least one staff member who is trained in First Aid/CPR is present at all times. Any child who is injured or ill will receive immediate care. If the situation is serious, the Supervisor or the KE Coordinator will call the paramedics immediately and then notify the parents/guardians. If the Supervisor or KE Coordinator is unable to reach a parent/guardian, names will be called in the order found on the emergency list. If necessary, the child will be taken to the nearest hospital in the company of a staff member, and arrangements will be made to meet the parents/guardians at the hospital.

Staff will administer first aid for minor accidents, such as scrapes, bloody noses, bumps, etc. You will be asked to sign the Terms and Conditions form which gives the Wilmette Park District staff permission to apply ice, to assist in cleansing a wound, or to apply a bandage.

Any child who becomes ill during the program will immediately be isolated from the group. The Supervisor or the KE Coordinator will call to notify the parent/guardian and request that the child be picked up immediately. If a parent/guardian is unavailable, someone listed on the emergency list will be called. A child who has become ill must be picked up within 45 minutes after notification.

REPORTING ILLNESS

If your child is ill, we ask that you call the Center and inform staff of the nature of the illness and how long you expect your child to be absent. When a child develops a contagious illness (chicken pox, strep, etc.), parents/guardians must report this to Gail Chepulis, the Kindergarten Enrichment Coordinator. We notify all parents/guardians if any child has developed a contagious illness and what symptoms they need to watch for.

In order to help keep all children healthy, we must insist that no child with a fever of 100° F or more, rash, severe diarrhea, vomiting, actively running nose or hacking cough be allowed at the Center. Please keep your child home until they are symptom-free for 24 hours, **without the use of medication.**

MEDICATION

Parents/guardians must sign a form stating that Wilmette Park District staff is authorized to administer prescription medication.

- Prescription medication may be given to a child in the **Kindergarten Enrichment Program** when authorized by written Medication Consent and Medication Dispensing forms. All medication must remain in the original container indicating the child's name, the type and date of the prescribed medication, amounts, time of dosage and physician's name and address.
- Allergy medications can only be administered if parents/guardians have filled out and signed a medication form. The child's name and date must be clearly marked on the original medication container.
- We do not administer any over-the-counter medications.

ARRIVAL

For your child's safety, parents/guardians dropping off are required to accompany their child into the classroom and sign him/her in at the door. Please inform the teacher of any events that have taken place that might affect your child's mood that day, and always make sure to say "good-bye" and wish your child a good day. It is important that he/she knows you are leaving and who is picking him/her up. The children who are being bused to the program will be met by a Wilmette Park District staff member and escorted into their classroom for lunch prior to the start of **Kindergarten Enrichment.**

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

DEPARTURE

Whoever picks up a child must come inside the facility and sign out that child. Staff will not allow children to leave with anyone who has not been authorized by the parents/guardians. Children who are being bused to kindergarten will be escorted to their bus by a Wilmette Park District staff member. Your child cannot be released without written, signed authorization. Phone calls will not be accepted. If you need to update or add a new person to the pick-up list, please update at the Early Childhood Center or visit our website.

RELEASE OF INFORMATION

Any information pertaining to children enrolled at the Center and their families is strictly confidential unless parents have given written consent to release information.

FIELD TRIPS

Field trips are taken frequently and you will be asked permission by signing the Terms & Conditions form. Parents/guardians are always welcome to assist on field trips if their schedule permits. Please inform your child's teacher if you are able to help out. Any fees incurred to attend a field trip will be charged to the family.

BIRTHDAYS & OTHER PARTIES

We acknowledge each child's birthday at the Center, as well as holiday parties and parent parties. If you wish to bring a birthday snack, please do not send candy or other high sugar treats. Nutritious treats, such as fruit and plain bakery items, are preferred so that we maintain healthy eating habits. Unfortunately, the Cook County Department of Health does not allow us to serve home-baked goodies.

Therefore, all treats should be store-bought and in their original, unopened container. (Please speak to the teachers for more information.)

CLOTHING

Your child needs to have a full change of clothing at the Center, including underwear and socks. 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 lunch). Please make sure your child has appropriate clothing for the change of seasons and that **all clothing is labeled with his/her name**.

In the winter, we will be going to the playground every day, weather permitting. Please make sure your child is dressed appropriately with coat, snow pants, boots, scarf, hat, and mittens, as everyone goes outside to play. If the wind-chill factor is less than 20° F, we do not go out to the playground.

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 running, climbing, and field trips.

PARENT/GUARDIAN COMMUNICATIONS

Ongoing communication between parents/guardians and staff is extremely important to help make your child's experience a positive one. Teachers will inform parents/guardians of how their child's day has gone, and parents/guardians are asked to share any information pertaining to their child and family that is of importance to the staff. Knowing when something significant has happened makes us aware of ways in which to help your child.

NEWSLETTERS/CALENDARS

A link to the monthly newsletter and calendar is sent out to keep parents/guardians informed of Center events and happenings. 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

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.

PEST MANAGEMENT PLAN SUMMARY

It is the policy of The Wilmette Park District Early Childhood Center to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests. Pests will be managed to reduce any potential human health hazard or to protect against a significant threat to public safety; prevent loss or damage to Park District structures or property; prevent pests from spreading in the community or to plant and animal populations beyond the site; and enhance the quality of life for students, staff and others.

The choice of using a pesticide will be based on a review of all other available options and a determination that these options alone are not acceptable or not feasible. Selected non-chemical pest management methods will be implemented whenever possible. It is the policy of this Park District to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered. When it is determined that a pesticide must be used to meet important management goals, the least hazardous material will be chosen.

This Park District takes the responsibility to notify students' parents/guardians and our staff of upcoming pesticide treatments. Notices will be posted in designated areas at the Community Recreation Center and sent home with students.



WILMETTE PARK DISTRICT 2019 – 2020 KINDERGARTEN ENRICHMENT CALENDAR

*Thursday, August 29 is the first full day of Kindergarten Enrichment.
Parent/Child Informational Evening- Tuesday, August 27 at 5:30-6:30pm*

2019

SEPTEMBER	2	Monday	NO SCHOOL – Labor Day
	30	Monday	NO SCHOOL – Rosh Hashanah
OCTOBER	9	Wednesday	NO SCHOOL – Yom Kippur
	14	Monday	NO SCHOOL – District 39 Teacher Institute
	31	Thursday	NO SCHOOL – District 39 Early Release Day
NOVEMBER	7	Thursday	NO SCHOOL – District 39 conferences
	8	Friday	NO SCHOOL – District 39 conferences
	25 – 29	Monday – Friday	NO SCHOOL – Thanksgiving Break
DECEMBER 23 – JANUARY 3, 2020			NO SCHOOL – Winter Break

2020

JANUARY	6	Monday	School resumes after Winter Break
	20	Monday	NO SCHOOL – Martin Luther King, Jr. Day
	31	Friday	NO SCHOOL – District 39 Early Release Day
FEBRUARY	17	Monday	NO SCHOOL – ECC Institute Day President’s Day
MARCH	23 – 27	Monday – Friday	NO SCHOOL – Spring Break
APRIL	10	Friday	NO SCHOOL – Good Friday
	23	Thursday	NO SCHOOL – District 39 Early Release
	24	Friday	NO SCHOOL – District 39 Conferences
MAY	25	Monday	NO SCHOOL – Memorial Day

Kindergarten Enrichment ends on Wednesday, June 10th

PLANNING FOR TERRIFIC TRANSITIONS

Facing transitions is a daily dilemma for young children, even though it presents the opportunity for lifelong skill-building. Successful school transition is not a one-size-fits-all process. Young children often have difficulty with change, and transitions are change.

EASE THE TRANSITION!

- ✓ Keep as much the same as possible.
- ✓ Talk about the transition in a positive way, and try not to let your own anxiety about the change show too much.
- ✓ Parents and child should visit the school over the summer.
- ✓ Remind your child that it's okay to be afraid and tell them that they will feel better each day that they are there.
- ✓ Give your child time to talk about their fears.
- ✓ During times of change, a little extra attention goes a long way.
- ✓ Remind your child of all the new and exciting things they will do.

Children sense the **unpredictability** of going to a new classroom.

Transitions are tough. Children have to rely on adults to help them get from one side of the transition (where they are now) to the other (where they are going). It is crucial that **families and teachers work together**.

We live in a constantly changing world. Children need **time to process** all of the information that they are exposed to and appreciate daily routines and repetition or they may become stressed and need time to process.

Some children are naturally better at **transitions** than others.

Read books about transitions with your child. One example is Audrey Penn's ***The Kissing Hand***.

School transition is a process, and it involves communication and partnership among groups: **schools** that are ready for children, **family** knowledge and involvement, and **classroom teachers** who are committed to preparing children.

Establish some sort of a special **goodbye routine** to make the separation less stressful.



Early Childhood

Anne Densmore, E. (2013, August 16). *12 Ways to Help a Child Make the Transition to Kindergarten*. Retrieved from <https://www.health.harvard.edu/blog/12-ways-to-help-a-child-make-the-transition-to-kindergarten-201308166611>

Helping Children Deal with Change and Stress. (n.d.). Retrieved from Bright Horizons: Family Solutions: <https://www.brighthorizons.com/family-resources/e-family-news/helping-children-deal-with-change-and-stress>

Ph.D., T. P. (2014, April 18). *The Kids are Alright, But They Don't Like Change*. Retrieved from <https://www.psychologytoday.com/blog/our-thriving-children/201404/the-kids-are-alright-they-don-t-change>