



Early Childhood
Center *of* Wilmette

BABY & TOT / PRESCHOOL / KINDERGARTEN ENRICHMENT / AFTER SCHOOL RECREATION / SUMMER CAMPS

PRESCHOOL HANDBOOK 2019 – 2020

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Wilmette Park District EARLY CHILDHOOD CENTER

CONTACT INFORMATION

Community Recreation Center’s Main Line	(847) 256-9686
MWF 2 year olds	Room 128 • Ext. 3913
Tu/Th 2 year olds	Room 128 • Ext. 3913
M/W/F 3 year olds	Room 126 • Ext. 9633
Tu/Th 3 year olds	Room 126 • Ext. 9633
M-F 3 & 4 year olds	Room 121 • Ext. 3906
M/W/F 4 year olds	Room 120 • Ext. 3905
M-F 4 year olds	Room 123 • Ext. 3908
Absence Voicemail	(847) 256-9634, Option 1
Early Childhood Supervisor, Olga Miklasz	(847) 920-3910

PURPOSE

The Wilmette Park District Early Childhood Center, located in the Community Recreation Center, 3000 Glenview Road, Wilmette, offers a quality early childhood experience for 2-5 year olds in Wilmette and its surrounding areas. Our purpose is to provide an environment where children can grow to their fullest potential, one that helps each child to develop a sense of independence and self-confidence. At the same time, we serve as a support system, helping to meet each individual family's needs.

The Early Childhood Center 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 **Early Childhood Center** to provide an early childhood program in an environment that is nurturing and fosters each child’s growth and development.

Our program is based on the fact that children learn through play and by doing. Given the opportunity to play, children explore, discover, gain a sense of self, develop self-esteem, and learn to cooperate with others. Through varied experiences, children are able to develop their skills in many ways: socially, emotionally, and physically. At the **Early Childhood Center**, children are offered a variety of individual and group activities that enable them to do this. It is important to us that every child has a positive learning experience, one that lays a solid foundation of self-confidence and growth. It is a place where each child meets with approval and success.

Activity areas are designed to offer children various opportunities to learn through play. The classroom offers areas for blocks, small and large motor activities, quiet time, and dramatic play, as well as areas for music, art and science/discovery.

Utilizing the NAEYC endorsed “Creative Curriculum” approach, units are chosen and activities and special materials are offered which center around the unit. For example, the units may include *Me, I’m Special; Colors; Gardening; Occupations; and My Family*. Lesson plans are created by the teachers and progress reports are aligned with the Illinois Early Learning and Development Standards.

DAILY PROGRAM

Routine: Our daily program follows a routine into which units of study are integrated. The daily routine consists of the following:

- **Activity Time**
Your child can choose freely from a variety of activities, both structured and unstructured, such as housekeeping, blocks, quiet time, small or large motor activities, and creative art.
- **Circle Time**
Planned activities involve sharing with the children something new, usually pertaining to the unit for the week. They may read a book, do a flannel board story, learn a finger play or song, act out 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.
- **Snack**
A mid-morning, healthy snack will be served. Parents will be asked to sign up to bring a snack for their child's class. In accordance with the Cook County Department of Health, snacks must be store-bought and in their original containers. A list of healthy snack suggestions has been included with the enrollment packet.
- **Playtime**
Emphasis is upon large motor play, both inside and outdoors. During this time, children are given various opportunities to run, jump and climb.

GUIDANCE & DISCIPLINE

In our programs, discipline is viewed as teaching the child. This consists of both setting consistent limits and enforcing the limits, if necessary. The child is to be given guidance through such 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 to be 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 a child needs to take a break 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 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 informed of any issues that arise, so they can be worked through together as a team.

ENROLLMENT

The Wilmette Park District Early Childhood Center admits children without regard to sex, creed, race, color, ethnic origin or disability.

Requirements:

- 1) The child must be toilet-trained at the time of enrollment and follow age requirements listed in the Park District brochure.
- 2) 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:
 - Enrollment Application/Emergency Information form signed by the parents/guardians
 - Developmental History Form
 - Signed Early Childhood Center Terms & Conditions
 - Signed Guidance and Discipline Policy
 - Signed Verification of Department of Children and Family Services Pamphlet
 - Physical examination within the last six months, showing all immunizations up-to-date, and a lead screening test or a signed lead risk assessment (included in your packet). *The medical form is to be completed by the child's physician and parents.* Returning students need only provide updated immunization information.
 - Certified Copy of Birth Certificate – In accordance with the Department of Children and Family Services policy, children enrolled in the Wilmette Park District Preschool 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 time frame.
 - Medication Consent Form and Dispensing Information (if needed)

HOURS OF OPERATION

The Early Childhood Center Preschool is open weekday mornings from 8:45 to 11:15am, beginning Tuesday, September 3, 2019 and ending Friday, May 29, 2020. Parents/Guardians are welcome to visit at any time during school hours. **The first day of school, September 3 or 4, will only be a one-hour session with parent/caregiver.**

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.**

LATE PICK UP

If delayed, a fee of \$10 for every ten minutes tardy will be collected, beginning at 11:16am for Preschool students and 12:46 for Lunch Bunch students.

PAYMENT SCHEDULE

The Early Childhood Center Preschool payment schedule is as follows:

DUE THE 20TH OF EACH MONTH, AUGUST 2019 – APRIL 2020

■		<u>TOTAL</u>	<u>MONTHLY</u>
	T/Th Class (929301-01)		
	Resident	\$1,666	\$174
	Non-resident	\$2,089	\$221
■	M/W/F Classes (929301-02; 929302-01)		
	Resident	\$2,332	\$248
	Non-resident	\$2,917	\$313
■	M-F Classes (929301-03; 929302-02; 929302-03)		
	Resident	\$3,898	\$422
	Non-resident	\$4,825	\$525

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.

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. Please let the teachers know any time a phone number (home, work or cell) or the names of people on your child's emergency list changes.

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/teacher will call the paramedics immediately and then notify the parents/guardians. If the Supervisor/teacher is unable to reach a parent/guardian, names will be called in the order found on the emergency form. 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 on a limited basis for minor accidents, such as scrapes, bloody noses, bumps, etc. You will be asked to sign a form giving the Wilmette Park District staff permission to administer basic first aid, including applying ice or ice pack, assisting in cleansing a wound, or applying a bandage.

Any child who becomes ill during the program will immediately be isolated from the group. The Supervisor/teacher 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 teachers by 9am. When calling, please 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 the **Early Childhood Center**. 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 the symptoms are gone for 24 hours, **without the use of fever-reducing medication**.

MEDICATION

If it is necessary to administer medication at the Center, parents/guardians must sign a form stating that Wilmette Park District Early Childhood staff is authorized to administer any medication.

- Prescription medication may be given to a child at the **Early Childhood Center** when authorized by a written medication form. 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.
- Benadryl or 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 & PICK UP

For your child's safety, parents/guardians are required to sign their child in at the door, accompanying him/her into the classroom, and also to sign their child out at the end of the day. 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.

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

RELEASE OF INFORMATION

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

FIELD TRIPS

Field trips are taken occasionally. Upon enrollment, parents/guardians are asked to sign permission for walking trips. Whenever Park District or rental transportation is taken, you will be asked to sign a separate permission form for that particular field trip.

Parents/Guardians are always welcome to accompany us on field trips if their schedule permits and field trip accommodations allow.

BIRTHDAYS & OTHER PARTIES

We celebrate each child's birthday at the Center, as well as holiday parties and parent/guardian parties. If you wish to bring a birthday snack for all the children, you may do so. However, 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 review the recommended snack list for snack suggestions.

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 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. If the wind-chill factor is less than 20° F, we do not go out.

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. Party shoes, sandals, crocs, and slip-on shoes are not safe for running and climbing, and we prefer they not be worn to school.

PARENT/GUARDIAN COMMUNICATIONS

Daily Information: 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 daily 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.

CONFERENCES

In addition to the enrollment packet which gives us pertinent information about your child and family, conferences are held twice a year. You are highly encouraged to attend these conferences with your child's teacher, as this is a good opportunity to share observations and exchange feedback.

If a teacher has a concern about a child, it will be discussed with the Early Childhood Supervisor. If it is felt that a meeting with the parents/guardians is necessary, one will be scheduled so that the staff and family can work together in the child's best interest. If it is felt that a referral needs to be made, the appropriate steps will be taken so that we are best serving the child's family.

NEWSLETTERS

A 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.

VISION & HEARING SCREENING

All children enrolled in the Early Childhood Center will participate in vision and hearing screenings on **November 18 and 19**. This service will be provided by Pupils Vision & Hearing Testing, Inc. and is free of charge for all enrolled children.

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.

SNACK SUGGESTIONS

We try to keep our snacks healthy and easy to serve to the children. You may bring any healthy snack you like; however, **PLEASE DO NOT SEND PEANUTS, PEANUT BUTTER OR POPCORN**. Please read the ingredients label carefully. All snacks must be store-bought items and in their original, unopened containers. Please do not send cookies, candy, cupcakes, sweet treats or chips. *Thank you for your cooperation.*

HEALTHY SNACK SUGGESTIONS

Apples	Mini-Bagels/Cream Cheese
Bananas	Cheerios
Oranges	Mini-Fruit Muffins
Grapes	Yogurt
Nutrigrain Bars	Carrots/Dip or Hummus
Strawberries	Pretzels
Cheese/Crackers	Graham Crackers
Celery/Cream Cheese	Raisins

ACCEPTABLE BIRTHDAY SNACKS

In addition to the above suggestions,
we will accept the following for birthday snacks:

Donut Holes
Teddy Grahams

Small Cookies
Popsicles

Unfrosted Mini-Cupcakes
Mini Muffins





**WILMETTE PARK DISTRICT
2019 – 2020 PRESCHOOL CALENDAR**

Preschool begins Tuesday, September 3 or Wednesday, September 4 with a one-hour session

Preschool follows District 39 days off, and the schedule is as follows:

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 30 Institute 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
FEBRUARY	17	Monday	NO SCHOOL – ECC Institute Day
MARCH	23 – 27	Monday – Friday	NO SCHOOL – Spring Break
APRIL	10	Friday	NO SCHOOL – Good Friday
	24	Friday	NO SCHOOL – Conferences
MAY	25	Monday	NO SCHOOL – Memorial Day

Last day of Preschool is Friday, May 29, 2020