

WOOD DALE PARK DISTRICT

Rainbow Playschool



**Rainbow Playschool
Parent Guide & Registration Packet
2017-2018**

2-year-old
T/TH 9:30-11:30 am

3-year-old
M/W/F 9:00-11:30 am

4-year-old
M/W/F 9:00-11:30 am

Learning Ladders
NEW- 4-year-old class
T/TH 8:30 am-12:30 pm

Wood Dale Park District · 111 E. Foster Ave. · Wood Dale, IL 60191
Phone (630) 595-9333 · Fax: (630) 595-9699
www.wdparcs.org

Table of Contents

Mission Statement & Welcome Letter	3
A,B,C's of Rainbow Playschool	4-9
Parent/Guardian/Volunteer Code of Conduct	10
Registration Form	11-12
Walking & Transportation Permission Slip	12
Waiver & Release, Emergency Treatment Release	12

The Rainbow Playschool strives to encourage the social, intellectual and ethical growth of young children through thoughtful play and joyful discovery.

Welcome to the Rainbow Playschool!

Dear Playschool Families,

Welcome to Wood Dale Park District's Rainbow Playschool Program. We have oodles of fun and learning planned for all our classes this year. We ask that you read this packet carefully and completely. This booklet provides you with all of the important information you and your child will need to have a successful school year.

Thank you for participating in our Rainbow Playschool program. We are looking forward to getting to know your child and have a successful school year!

Sincerely,

Brittany Lynam, Preschool and Extended School Coordinator

Eileen Kubica, 2 year-old Lead Teacher

Diane Marola, 3 year-old Lead Teacher

Charisse Aguilar, 3 year-old Aide

Ljiljana Djuric, 4 year-old Lead Teacher and 2 year-old Aide

Dawn Rozek, Learning Ladders Lead Teacher



ABSENT CALLS

Although it is not required, we encourage you to call the Recreation Complex office at **(630) 595-9333** if your child will be absent from Rainbow Playschool. Please call at least 30 minutes before class begins and feel free to leave a message. Knowing how many students will be in attendance allows the teacher to make lesson plan adjustments if needed. A note for the teacher works well in the case of an extended absence, i.e. vacation.

ATTENDANCE SHEETS

For their own safety, all students must be signed in and out every time they attend class. Parents will be expected to note the time on the attendance sheet. This policy is especially important if you need to pick up your child early.

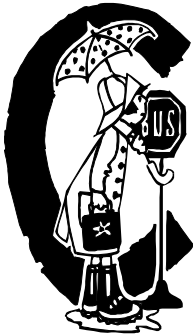


BATHROOM POLICY

In the **2-year-old** program, please have your child wear pull-ups until they are completely toilet trained. Frequent reminders will be given to use our child-sized toilet. Accidents will happen, but with encouragement and clean/dry clothing, children will gain confidence and success. In the **3-year-old** program, your child needs to be completely toilet trained and wearing underwear. No pull ups and/or diapers permitted. In the **4-year-old and Learning Ladders Class**, your child needs to be fully toilet trained and bathroom independent.

BEHAVIOR

Children are expected to follow the Wood Dale Park District Code of Conduct. We will help your child understand simple classroom rules that promote good behavior. We will first redirect negative behavior with reminders. If the behavior continues, the consequence will be a short time away from classroom activities. Parents/guardians will be notified if the inappropriate behavior continues or if a major problem occurs.



CURRICULUM NIGHT

Thursday, September 7th at 6:30 p.m. is Curriculum Night for Rainbow Playschool parents. This is an opportunity to meet your child's teacher and hear about the curriculum your child will be learning in Preschool. This meeting is for adults only.

CODE OF CONDUCT

1. Show respect to all participants and staff, take directions from staff.
 2. Refrain from using abusive or foul language.
 3. Refrain from causing bodily harm to self, other participants, or staff.
 4. Show respect to equipment, supplies, and facilities.
-



DROP OFF

Children must be accompanied to the classroom by an adult. **PLEASE DO NOT PARK IN THE FIRE LANE, AS YOUR VEHICLE MAY BE TICKETED OR TOWED.** Before class, children and parents are asked to wait outside of the room until the teacher opens the door. Teachers utilize the time prior to the start of class to prepare for the day's activities. Children are not allowed in the Teacher Resource Room or Babysitting Room, (without a punch card on file). **Parents/guardians are responsible to help children wait quietly and keep them from running in the halls, so that the front desk staff can effectively serve patrons.**

DRILLS

Fire, severe weather and emergency drills will be conducted during the school year.



EMERGENCY SCHOOL CANCELLATIONS

If School District #7 cancels classes due to poor weather conditions, Rainbow Playschool will not be held. Classes that are cancelled due to such conditions will not be made up.

EXTRA SET OF CLOTHING

We encourage you to send an extra set of clothing in your child's backpack each day. These clothes will need to be changed as your child grows and seasons change. If you choose not to send your child's own extra clothing, please be aware that when it is available, staff will use some of the extra clean clothing that is kept at school. Please label your children's clothing.



FIELD TRIPS

The Preschool programs will go on field trips. Sometimes, classes may be combined to accommodate a field trip. Please be flexible with class time changes. We will try to limit these changes and your cooperation is appreciated. Parents will also be notified if siblings can join the trip, and whether or not there will be an additional cost for siblings. Any additional fees regarding field trips should be turned in to the front desk.



GOOD-BYES

Good-byes can be difficult sometimes. Please help your child find an activity, kiss him/her good-bye and leave. The teachers will be able to settle the children down after the parents leave the room. Please make sure that you are on time for the first couple of weeks, so that the door opening does not distract the class.

GYM SHOES

Please send your child in gym shoes as they work best for active games and are kind to the gym floor.



HEALTH & SAFETY

Parents are not permitted to bring a child to Rainbow Playschool who is currently contagious with any communicable illness. If your child has been to the doctor and been diagnosed with an illness (examples: strep, chicken pox, lice), please call the office at (630) 595-9333 after 8:30 am to let us know. We can then check the incubation periods with the DuPage Co. Health Department and distribute notes to parents as needed. Your child needs to be symptom free (ex: fever, vomiting, diarrhea, etc.), for 24 hours before returning to school. Do not send your child to school with a rash or any other symptoms until you have identified the cause and determined it to be non-contagious. The Park District reserves the right to refuse children due to signs of illness, or request a note from your doctor's office to verify that your child is healthy enough to attend school.

For health and safety reasons, the following items are not permitted in the classroom: **lip gloss, chap stick, make-up or perfume, cough drops, chewing gum, and "weapon" toys.**

HAND WASHING IS AN ESSENTIAL STRATEGY FOR KEEPING EVERYONE HEALTHY!



INVITATIONS

Invitations to birthday parties may only be distributed through class or in front of the children if everybody is being invited. The Wood Dale Park District cannot give out addresses or phone numbers. If you put names on the envelopes, we will be happy to distribute them for you.

ITEMS FROM HOME

Comfort items may be brought to class with permission from the teacher, however, pacifiers and sippy cups should be left at home. The Wood Dale Park District is not responsible for any missing or broken items.



JUST A NOTE

All children adjust in time. Some take longer than others. Please allow the teachers time to help your child adjust to school. Please feel free to speak with your child's teacher, if you have any concerns.



KINDERGARTEN SKILLS

If your child is in the 4-year-old program, our staff will provide plenty of opportunities to practice skills that will help to prepare them for Kindergarten. Please remember that each child learns at their own pace.



LATE FEES

Your promptness in picking up your child is necessary in order for the teachers to have adequate time for their lunch break and other commitments after class. Because we realize that situations (work, traffic, train) occasionally arise that prevent you from picking your child up on time, we will allow for three late pick-ups, within 15 minutes, during the school year. After this, you will be charged \$5.00 per late pick-up within 15 minutes and \$10.00 per late pick up 16-30 minutes, and \$15 over 30 minutes.

LABELING PERSONAL ITEMS

It is important that you label all of your child's personal belongings. This includes your child's backpack, spare clothing, coats, boots, hats and gloves. This will help prevent your child from losing their belongings.



MONEY

To help with the financial responsibilities of a program of this length, parents may choose the payment plan option. To keep the monthly payments consistent, the total program fee has been spread out equally over nine payments. You paid the first payment when you registered and the others payments will be due the 1st of each month through April 1st. There will be a **\$15.00 late** fee charged after the payment due date. If a payment is not received by the end of the month, the child may not attend class until the payment is received. The payment dates will be strictly enforced this year - **NO EXCEPTIONS**. If you have any questions, feel free to contact Brittany Lynam.



NUMBERS, NURSERY RHYMES AND MORE

From numbers to nursery rhymes, your child will be exposed to many interesting topics during this year. Our curriculum aligns with the Illinois Early Learning State Standards.



OCCURRENCES AT HOME

Changes at home (separation, divorce, illness, death, parent traveling) sometimes causes a change in your child's behavior at school. Please try to keep us informed of your child's situation by completing a Parent Communication Form.

OBSERVATION

Parents and guardians may schedule a time to observe classroom activities after the first full two weeks of school. Please feel free to address any concerns with our staff after class, by phone (ext. 24), or you can contact Brittany Lynam, Preschool Coordinator, at 630.595.9333 or blynam@wdparks.org.

PICK UP

2-year-old: Parents are asked to pick up in the classroom once the children return from the gym or patio at the end of class. **3 and 4-year-old:** Parents will form a line outside the classroom and the children will be released one at a time during the last 5 minutes of class. The teacher will stand by the door and call each child out of the room by name. Please do not call for your children or wave them over. Parents will be expected to present a driver's license or picture ID to pick up their child the first week of class and/or any other time after that. If you must have your child picked up by somebody not authorized on your registration form, you will need to provide written notification to the teacher prior to your child being picked up. Please make sure the individual picking up your child has picture identification.

PROGRESS REPORTS

Each child will receive a progress report in the fall and the early spring. Parent/Teacher Conferences will take place in the fall. You will need to attend to receive your child's report card.



QUESTIONS

Your comments and questions are always valued. Please feel free to talk with our staff by phone, or in person. If you need more information or have questions concerning payments, please feel free to contact Brittany Lynam, Preschool Coordinator, at 630.595.9333 or blynam@wdparks.org.



RIDE ARRANGEMENTS

If you are involved in a car pool arrangement, please inform your child's teacher, in writing, exactly who is involved and what the arrangement is. Keep in mind that if there is a late pick up in a car pool situation, each child will be individually written down. If late fees are charged, it is the responsibility of each individual parent to pay them. The Park District will not be involved in collecting fees from a carpool parent to pay for late fees of other children.

SNACK

Parents are asked to take turns bringing in a nutritious snack for the class. Snacks should consist of a food and a drink and need to be store bought. Napkins, cups and utensils will be provided by the Park District. Please send sugary treats (such as cupcakes) for birthday celebrations only.

Your snack days will be noted on the monthly calendars. We will have an extra snack available if somebody misses their snack day. If this occurs, please replace the extra snack the next time you attend class. See the "Snack Suggestions" sheet for more information.



TIMES FOR CLASSES

2's – shortened hours through October

Week 1 – 9:30 -10:30 a.m. (Parents stay for first class)

Week 2 – 9:30 -10:45 a.m.

Week 3 – 9:30 – 11:00 a.m.

Week 4 –9:30 – 11:15 a.m.

Week 5 – 9:30 – 11:30 a.m.

3's – First Class ONLY is an hour and Parents stay

4's – regular hours (9:00 – 11:30 a.m.) student only

Learning Ladders – 8: 30 a.m. – 12:30 p.m. (bring a lunch every day!)



UNIVERSAL COLOR CODING

To aid in the distribution of information, a color coding scheme is used in Rainbow Playschool. Each class will be assigned a color for calendars and other notes. Please make sure you check your child's bag and read information that is sent home. Arrangements may be made to send duplicate notes to a non-custodial parent.

Colors:

2 year-old a.m.	9:30-11:30 a.m. Tues. & Thurs.	Purple
3 year-old a.m.	9:00-11:30 a.m. Mon./Wed./Fri.	Blue
4 year-old a.m.	9:00-11:30 a.m. Mon./Wed./Fri.	Yellow
Learning Ladders	8:30 a.m.-12:30 p.m. Tues. & Thurs.	Green



VOLUNTEERS

Volunteers may be needed to help chaperone field trips. We will send letters home before each trip. We may also ask for volunteers for some special events.



WEATHER

Class room activities may be planned outside throughout the school year. Please anticipate the weather and dress your child appropriately. Children will not be taken outdoors when the temperature drops below 32 degrees, except when walking to the library.

EXTREMELY IMPORTANT!

Please let us know if your child has any allergies or medical conditions. Also, if your

contact information changes, i.e. cell phones, work numbers, etc. please update the information with your child's teacher, so we may reach you in the event of an emergency. Parent communication forms are located outside each classroom.



You will see
an improvement in your
child's school readiness skills.



ZIPPERS

Zippers and snaps can sometimes be hard to manage. Please make sure that your child is wearing an outfit that he/she can manage by him/herself. Children should wear comfortable clothing and shoes that will allow them the freedom to participate in all activities including painting and sitting comfortably on the floor.

THE WOOD DALE PARK DISTRICT
WELCOMES YOU TO THE RAINBOW PLAYSCHOOL!

PARENT/GUARDIAN/VOLUNTEER CODE OF CONDUCT

Parents, guardians, and volunteers are expected to exhibit appropriate behavior at all times while participating in any program, event or activity with the Wood Dale Park District. It is recommended that parents discuss with their children that activities are planned for groups and while their child may wish not to participate in a specific activity, he/she is still expected to make an effort to be a part of the program. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional rules may be developed for particular programs as deemed necessary by staff.

Parents/Guardians/Volunteers shall:

Show respect to all participants and staff, and take directions from staff.

Refrain from using abusive or foul language.

Refrain from causing bodily harm to self, other participants or staff.

Show respect to equipment, supplies and facilities.

Take direction from program staff and supervisors.

The Wood Dale Park District, its instructors, supervisors and administrative staff, reserves the right to suspend, expel or deny participation in or viewing of any program, event or facility to any person whose behavior materially interferes, or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility.

Disciplinary Action for Parents/Guardians/Volunteers

The Park District will follow a progressive form of discipline as outlined below, if deemed appropriate. However, the Park District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with the parent/guardian or volunteer removal.

Written or Verbal Warning: Staff will discuss with the parent/guardian or volunteer the undesirable conduct and why the action is not appropriate.

Suspension: Staff may temporarily ban a parent/guardian or volunteer from a number of activities, or programs. (The length of the suspension will be determined by the severity of the action).

Dismissal: If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program, facility or activity may be necessary. Once again, the Park District reserves the right to dismiss a parent/guardian or volunteer whose behavior endangers his/her own safety or the safety of others. *Refunds will not be given.*

WOOD DALE PARK DISTRICT
2017 – 2018 Rainbow Playschool Registration Form

Student Information

Last Name:	First Name:	Home Phone:		
Address:		City:	State:	Zip:
Child's Birth Date: ____/____/____	Child's Age: _____	Nickname:	Sex: ___ M ___ F	

Parent/Guardian Information #1 - Payor		Parent/Guardian Information #2	
<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Mr.	
First & Last Name:		First & Last Name:	
Home Address:		Home Address:	
City, State, Zip		City, State, Zip	
Work Phone:	Cell Phone:	Work Phone:	Cell Phone:
Email Address:		Email Address:	

"X"	Child's age as of 9/1/17	Class Days	Class Times	\$ Per Month/Year	Code
	2	Tues/Thurs	9:30-11:30 am *Shortened hours through Oct.- check packet	\$107 R / \$117 NR \$963 R / \$1,053 NR	6000AAAA
	3	M/W/F	9:00-11:30 am *First day one hour ONLY	\$130 R / \$140 NR \$1,170 R / \$1,260 NR	6001AAAA
	4	M/W/F	9:00-11:30 am *First day regular hours	\$148 R / \$158 NR \$1,332 R / \$1,422 NR	6002AAAA
	4 Learning Ladders	Tues/Thurs	8:30 am – 12:30 pm	\$100 R / \$111.11 NR \$900 R / \$1,000 NR	6852AD

Language(s) Spoken at Home: English Other _____

Authorized Pick-Ups

Please list everyone authorized to pick-up your child. This includes parents! Your child will only be released to those individuals on this list. Government ID is required at pick-up. If you need to add or remove a person from the list, you may do so at any time in writing.

MOTHER: _____

FATHER _____

NAME: _____

Relationship to Child: _____

NAME: _____

Relationship to Child: _____

NAME: _____

Relationship to Child: _____

EMERGENCY CONTACTS

People (other than parents) that live in the area and can be contacted if a parent can't be reached:

Name	Phone Number	Relationship to Participant
1.		

2.		
----	--	--

EMERGENCY TREATMENT RELEASE FORM

The emergency release treatment form enables the parent/guardian to authorize the provision of emergency treatment for children who become ill or injured while under the Wood Dale Park District's authority, when parents or guardians cannot be reached.

Emergency Release

- In the event that I cannot be reached by phone, I hereby give my consent for the administration of any medical treatment deemed necessary for _____, by a licensed medical professional.
(Print Child's First & Last Name)

This form is completed and signed of my own free will with the sole purpose of authorizing medical treatment under emergency circumstances in my absence.

X _____
Signature of Adult/Parent/Guardian 18 years old and older Date

Family Physician: _____ Phone Number: _____

Insurance: Y or N Insurance Company: _____ Group #: _____

Please list any medications, special needs, allergies (i.e. food, animals, medication etc. or other information that the staff or emergency personnel should be aware of (do not leave this spot blank): _____

WALKING & TRANSPORTATION PERMISSION SLIP

This releases your child from the Wood Dale Park District to go on trip within Wood Dale. All out of town field trips will require separate permission slips. Your child may be transported in either a bus or a van on local and out of town trips. Children are required to wear seat belts in both vehicles. Some examples of local trips include parks, Wood Dale Library, Cabin Nature Center, Franzen Grove and Fire Station. We will either walk to these location or use the Park District van or bus.

X _____
Signature of Adult/Parent/Guardian 18 years old and older Date

WAIVER & RELEASE OF ALL CLAIMS & ASSUMPTION OF RISK

“As a participant or parent/guardian of a participant in this program, I recognize and acknowledge that there are certain risks of physical injury and I voluntarily agree to assume the full risk of any injuries, including death, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of participating in any and all activities connected with or associated with this program held on or off Park District property (including transportation services/vehicle operation, when provided).”

“I further agree to waive and relinquish any and all claims I or my child/ward may have as a result of participating in this program (held on or off Park District property) against the Wood Dale Park District, including its independent contractors, officials, agents, volunteers, servants and employees.”

“I do hereby fully release and forever discharge the Park District and its independent contractors, officials, agents, volunteers, servants, and employees from any and all claims from injuries, including death, damages, or losses sustained by me or my minor child/ward and arising out of, connected with, or in any way associated with the activities of this program (held on or off Park District property) or the transportation service.”

I have read and fully understand the above Waiver & Release of all Claims & Assumption of Risk.

X _____
Signature of Adult/Parent/Guardian 18 years old and older Date