

**WOOD DALE
PARK DISTRICT**



**PARENT GUIDE
2018 - 2019**

Dear Parents/Guardians,

Welcome to the Wood Dale Park District's Rainbow Playschool! We offer a well-rounded program that will build your child's self-confidence and love of learning through hands-on play and discovery. Our goal is to provide a quality preschool experience in a safe, welcoming and nurturing environment.

Please read this guide carefully, as it is intended to inform you of the curriculum, policies, and procedures for our program.

Thank you for participating in our Rainbow Playschool Program. We are looking forward to a successful school year!

Sincerely,

Brittany Lynam

Recreation Supervisor

blynam@wdparks.org



WELCOME TO PRESCHOOL!

FIRST DAY OF SCHOOL HOURS

2-Year-Old Program TU/TH

The 2's have shortened hours through week 5 (October). This is to provide a smooth transition and acclimation to the program.

Week 1- 9:30 - 10:30 am (Parents stay for the first day of class)

Week 2 -9:30 – 10:45 am

Week 3 – 9:30 – 11:00 am

Week 4 – 9:30 – 11:15 am

Week 5 – 9:30 – 11:30 am (regular hours)

3-Year-Old Program M/W/F

The first day of class is one hour and parents stay, 9:00 – 10:00 am

4-Year-Old Program M/W/F

The first day of class is regular hours and child only, 9:00-11:30 am

Learning Ladders TU/TH

The first day of class is regular hours and child only, 8:30-12:30pm

SCHOOL CALENDAR

The Rainbow Playschool follows the Wood Dale District 7 Calendar. If the school district 7 cancels classes due to inclement weather, Rainbow Playschool classes will not be held. You will receive a Days Off calendar from your child's teacher. School days off will also be listed on monthly newsletters as a reminder.

CALENDARS & INFORMATION SENT HOME

Please make sure you check your child's backpack DAILY! We send home monthly newsletters, special day information, field trip permission slips, reminders and fridge-worthy artwork.

BATHROOM POLICY

2-Year-Old Program

Children in the 2-Year-Old program do not need to be toilet-trained. You will receive a Diaper Changing Authorization Form that allows preschool staff to change your child's diaper. Staff will also let you know that your child was changed during class.

3 and 4-Year-Old Programs (including Learning Ladders)

Children must be fully toilet-trained and bathroom independent before the starting school. Our preschool rooms each have bathrooms with child-size toilets and sinks. Pull-Ups and diapers are not permitted in these classes. If your child is having any bathroom difficulties, please talk to your child's teacher.

DROP OFF / PICK UP PROCEDURES & LATE FEES

DROP OFF PROCEDURE

- Each child must be accompanied into the building and to class by an adult.
- Wait outside of the classroom until the teacher opens the door. Teachers use time before class to set up for the day.
- SIGN IN - Attendance sheets will be posted outside of the classroom daily. All children must be signed in and out every time they attend class.
- Please do not park in the fire lane, as your vehicle may be ticketed or towed!

GOODBYES

We understand that good-byes can be difficult. Here are some suggestions that will help make it easier for your child to transition to school:

1. Arrive on time and pick up on time
2. Don't forget to say goodbye
3. Reassure that you will return
4. Please do not linger, as this can cause a distraction and make it harder for children to adjust.

If your child is upset, the teachers will be able to calm them down. Some children take longer than others to adjust to school. We will call you if we need you. You are always welcome to call us to check in on your child.

PICK UP PROCEDURE

- SIGN OUT - Attendance sheets will be posted outside of the classroom daily. All children must be signed in and out every time they attend class.
- The teacher will stand by the door and call each child out of the room by name. Please do not call for your child.

IMPORTANT: For safety purposes, please expect to show your ID at pick up for the first week of class and/or any time after that.

We will only release children to people listed on your child's ***Authorized Pick Up List***. If your child is going home with someone not on their list, you must provide a written note to the teacher at drop-off. If someone not on their list is going to be picking up often, please fill out a new Authorized Pick Up Form at the front desk.

Please keep us updated on any changes to cell phone numbers, home numbers, or changes to authorized pick up persons.

LATE PICK UP FEES

Your promptness in picking up your child is necessary for the teachers to have adequate time for other commitments after class. Because we realize that situations (work, traffic, train) occasionally arise, **we allow 3 late pick-ups within 15 minutes during the school year.** After this, you will be charged the following:

\$5.00 per late pick up within 15 minutes

\$10.00 per late pick up 16-30 minutes

\$15.00 per late pick up over 30 minutes

ABSENCES & ILLNESSES

ABSENCES

We encourage you to call the Recreation Complex at 630-595-9333 if your child will be absent. You can also contact Brittany at 630-948-0858 or blynam@wdparks.org.

ILLNESS

If your child is absent due to illness, please let us know what symptoms your child is experiencing. Parents are not permitted to bring a child to Rainbow Playschool if they are currently contagious with any communicable illness (ex: strep, lice, conjunctivitis, chicken pox, etc.).

Your child must be symptom free (ex: fever, vomiting, diarrhea) for 24 hours before returning to school.

If your child becomes sick at school (vomit, diarrhea, etc.), we will call you to pick them up. If we cannot reach you, we will call the authorized adults on your Emergency Contact list or Authorized Pick Up list.

SNACK & ALLERGIES

SNACK

Parents are asked to take turns bringing in a nutritious snack and a drink for the class. Your snack day will be noted on the *monthly calendars*.

- Snacks must be store bought. Mini-sized snacks and jugs of a drink are preferred.
- Napkins and cups will be provided by the park district.
- Please do not send items that contain nuts. Our classrooms are nut-free.
- A suggested snack list will be sent home
- Sugary treats such as cupcakes should only be sent for birthday celebrations.

ALLERGIES

Please let us know if your child has any allergies. Be specific! Classroom food allergies will be included on the monthly snack calendars. If your child cannot eat snacks that are served or if a special treat is brought in, you can bring snacks to be left at school with your child. We require a Food Allergy Action Plan to be completed and A Permission to Dispense Medication Form is required for dispensing medication.

CLOTHING & ITEMS FROM HOME

WHAT TO WEAR

Children should wear clothing that is comfortable and weather appropriate. Sometimes our activities are planned for outside. We ask that you send your child in gym shoes, as they work best for active play. Also, we encourage you to send an extra set of clothing in your child's backpack each day.

Please remember that some activities involve paint, glue, glitter, and other messy mediums that could stain clothing.

***Don't forget to label your child's backpack, coat, boots, hats, gloves, and extra set of clothing.**

ITEMS FROM HOME

Personal items from home such as books, sippy cups, and toys should be left at home. If your child brings a personal item to school, teachers will place it in the child's backpack for the duration of class. Staff is not responsible for lost or stolen items.

CURRICULUM & ASSESSMENT

Our preschool program has a play-based curriculum. Learning through play builds a strong academic skill base through hands-on experience and exploration. Play provides children with greater cognitive, physical, and social understanding of the world around them.

The Rainbow Playschool uses play-based learning to help children develop skills in various early childhood content areas including:

- Language Arts
- Art
- Mathematics
- Science
- Physical Health

Examples of daily activities planned by the teachers include:

- Table activities
- Circle time
- Learning centers
- Story time
- Art
- Gym/Outdoor active play

Our curriculum aligns with the Illinois Early Learning State Standards. You will receive *monthly newsletters* that include information about the themes and fun activities that we have planned for each month.

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 before or after class.

ASSESSMENT

Children will be assessed in December and April. The purpose of our assessment process is to show progress in your child's development. Remember, each child learns at their own pace!

Parent/Teacher Conferences will be held in December. You will receive more information about Conferences.

EXTENDING YOUR CHILD'S DAY

We offer various Early Childhood programs that extend your child's day. Additional information about these programs can be found in our park district brochure. Register early, spots tend to fill up quickly!

FIELD TRIPS, LIBRARY VISITS, & GUEST SPEAKERS

The preschool classes 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 be notified if siblings can join the trip, and whether there will be an additional cost for them. Any fees regarding field trips must be turned into the front desk.

The Wood Dale Public Library will visit the preschool classes once a month. This gives children the opportunity to listen to age-appropriate stories and engage in story-related group activities for a unique learning experience. If the weather is nice, we may walk there. If so, parents will be notified in advance.

We will also invite a few guest speakers to visit our classrooms such as firefighters and police officers.

BEHAVIOR, DISCIPLINE, & OCCURENCES AT HOME

Children are expected to follow the Wood Dale Park District Code of Conduct:

- Show respect to all participants and staff.
- 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.

We will first redirect negative behavior and give reminders. If the behavior continues, the consequence will be a short time away from classroom activities.

Parents/guardians will be notified if negative behavior continues or if a major problem occurs.

OCCURENCES AT HOME

Changes at home such as illness, death, and separation can sometimes cause change in your child's behavior at school. Please try to keep us informed.

MONTHLY PAYMENTS

The total program fee has been spread out equally over nine payments. You paid the first payment when you registered, and the other payments are due the 1st of each month through April. There will be a \$15.00 late fee charged after the payment due date.

PICTURES

Pictures are taken throughout the school year to use for newsletters, class projects, portfolio sample work, and to promote our park district programs. At the end of the year, many of those photos will be available to you.

If you do not want photos of your child to be used for park district publicity, please notify Preschool staff.

SURVEYS & PARENT COMMUNICATION

Parents will receive a program survey in the Winter and Spring. We ask that you take the time to fill them out honestly and completely. We value your feedback!

Please do not hesitate to speak to us about any questions, concerns, or feedback that you may have throughout the year. It is our goal to provide a quality preschool experience.

IMPORTANT CONTACT INFORMATION

Brittany Lynam, Recreation Supervisor

Email: blynam@wdparks.org

Phone: 630-948-0858

Wood Dale Park District, Recreation Complex

Phone: 630-595-9333

Address: 111 E. Foster Ave, Wood Dale, IL 60191