



Naperville  
Park District

Engage Your Senses

# NAPERVILLE PARK DISTRICT PRESCHOOL 2017-2018 Parent Handbook



Naperville Park District  
**Preschool Academy**  
Where we play with a purpose.



630-848-5000 • [napervilleparks.org](http://napervilleparks.org)



# Philosophy

## **Welcome to the Naperville Park District Preschool Program,**

Naperville Park District Preschools are guided by the philosophy of learning through play. Play nourishes every aspect of a child's development. It forms the foundation of intellectual, social, physical and emotional skills necessary for success in school and in life. Play paves the way for learning. The curriculum includes activities involving art, math, science, language, music movement and dramatic play.

Children will have experiences in creating art, singing songs, playing games, storytelling, cooking, rhythm and movement. Through these experiences, the child develops self-control, physical coordination and social skills. A carefully planned program allows the preschooler to freely explore their environment, themselves and others.

The child's imagination is stimulated through finger play, storytelling and dress up. When children engage in dramatic play, they learn how to cope with feelings, how to bring the large confusing world into a small manageable size and how to become socially adept as they share, take turns and cooperate with each other.

The "world around us" is explored through activities relating to the child's physical and social environment, community and nature.

Kindergarten readiness activities are conducted in an atmosphere of play and include exposure to letters and numbers, an introduction to colors and shapes and fundamental concepts.

Thank you for choosing one of our Preschools at the Naperville Park District. Our entire preschool staff is looking forward to another great year!

# Preparing for Preschool

## Program Requirements:

- Your child must be 30 months, 3 or 4 by September 1. No exceptions will be made.
- Your child must be fully toilet trained (no Pull-Ups allowed).
- Children must be able to separate from parents or caregiver in a timely manner and must be able to communicate their basic needs and follow simple directions.

**Forms:** Please make sure all of the following information sheets have been completed and turned in at orientation. **Preschool forms will not be accepted before orientation.**

- Physical and Immunization Form – new students only
- Child's Information Card
- Getting to Know Your Child

**For your child's safety,** please notify us immediately of any change in your home or work phone numbers, email or address.

**Book Bags:** Please send your child to school each day with a backpack or open tote bag with handles. It is important to check your child's school bag each day for notes from the teacher as well as any books or artwork your child may have worked on in class.

## First Day of Preschool

The first day of school is an exciting milestone in your child's life. Your child is embarking on a journey that will lead them on many roads of discovery and learning.

As wonderful as this new experience may be, it can also be quite stressful for the young child. New situations and change can, at times, be unsettling for all of us. For many children this may be their first experience of separation from parents or care givers at home. It is common for even the most outgoing child to be anxious the first day of school.

We have provided a few suggestions for assisting your child during this time. Remember the preschool staff will be available to provide support and assistance to make your child's first school days happy days.

- Prepare your child for the new school experience by explaining what to expect. Answer all questions directly and honestly.
- Convey a positive attitude. Young children are aware of your feelings. Your enthusiasm will assure the child that school can be a fun and exciting place.
- Establish a routine involving both the night before a school day as well as morning preparation. Rituals and routines will add predictability and are comforting in unfamiliar situations.
- Bring something from home. This is acceptable and often reassuring in helping your child with the initial adjustment to school. This item may be a treasured blankie or even a photo from home.

- Clearly state to your child where you will be and when you will return. It may also be helpful to discuss what will happen when you are reunited.
- Maintain a clear good-bye routine. This may include warning the child you are leaving in 3 minutes, a kiss and hug, or a wave from the window. Once you tell your child you are leaving, it is important to follow through. Extending the good-bye with 'OK, just one more kiss, and then I really, really have to go!' tends to heighten anxiety rather than relieve it. Avoid sneaking out; this seems to encourage children to become less trusting and makes the second day of school even harder.

On the first full day of preschool, parents are requested to leave preschool even if their child is crying. The teacher and your child can relate better if they have time alone together and rest assured our staff are prepared for these moments. Again, please know we are here to help make the first day of school a happy transition and we look forward to an exciting and fun year. Welcome!

## Arrivals

### Walk In Drop Off/Pick Guidelines

Please do not park in the fire lane, parents should park in a designated parking space and walk your child in. We ask that you arrive at the scheduled class time and make sure your child has gone to the restroom before class starts. If you arrive early, please wait outside your child's classroom until your teacher lets you in.

Each day you bring your child to preschool, you will need to sign in when you arrive and sign out when you pick up your child.

### Car Drop Off/Pick Up Lane Guidelines

Each family will be given an identification tag for your car with your child's number that will correspond to a tag that will go on your child's backpack. Additional car tags are available upon request.

- Please hang the identification tag on your rear view mirror.
- For the safety of all, students can only enter or exit the car in the designated drop off zone.
- Parents are responsible for unbuckling and buckling their child and should wait for a staff member to meet the child at the car.
- Please do not arrive early for drop off or pick up as there are multiple classes using the same drop off lane.

## Child Release Procedure

We are asking that you authorize a list of people (other than the child's parents or guardians) that you are allowing to pick up your child. **We will not dismiss your child to an unauthorized person.** You may add people to your list at any time. **Please note:** We do not accept phone calls or notes placed in the backpack authorizing additional persons be allowed to pick up your child. The persons you authorize to pick up your child may be asked to show identification the first time they pick up your child.

## Late Pick Up

It is important to be on time to pick-up your child. If you are going to be late, please call the front desk of your child's building. Parents will be required to pay a late pick-up fee of \$10 if the parent is 10 minutes late. If the parent is more than 10 minutes late, the fee is \$1 per minute thereafter. This late fee is per family, not per child. The fee will be charged to the debit/credit card or bank account listed on your Preschool Payment Authorization Form. Please be aware that this policy will be enforced regardless of weather and any unexpected circumstance. If a parent is later than 15 minutes and has not called, the teacher will begin to contact the child's emergency contacts.

It is the responsibility of the parents to ensure that the school has current contact information for their emergency contacts at all times. Emergency contact information must be on the child's information card. If a parent is late, our staff will diligently call all phone numbers for parents and emergency contacts. If we are unable to reach any contacts, we will have to notify the police department. Our teachers will maintain a positive, caring atmosphere for the child during this time and ensure that the child is comfortable and safe. Our teachers will only discuss the issue with a parent or emergency contact, never with the child.

## Special Needs

If your child has any special medical, physical, psychological and/or emotional needs please list them in detail on your registration material. Lack of information may adversely affect the Park District's ability to accommodate the needs of your child and may necessitate that participant's removal from the program. The Naperville Park District is not responsible for any injuries, complications, damages, or losses due to withheld information. All participants must be toilet-trained and are responsible for all of their own toileting needs.

## Illnesses and Absentee Reporting Procedures

For the safety of the children enrolled in our preschool program, we require a telephone call for any prolonged absence. A call is not necessary on a scheduled day off of school or a single absence. If your child will not be attending for an extended period, please call the front desk of your child's building. Please refer to your school calendar for a list of days off.

## Healthy Kids Guidelines

- If a child is running a fever (99.9 or above) or appears sick, we request that they be picked up as immediately as possible. The Naperville Park District policy is that a child be fever-free for 24 hours before returning to the program.
- We also ask that you be considerate of other children and staff and keep your child home if they show signs of illness.
- Paramedics (9-1-1) will be called to handle serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility as immediately as possible.
- If your child contracts a contagious condition that restricts them from returning, you must inform the Program Manager or Program Coordinator. The staff will then distribute Health Alert Notices to affected participants.

- A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician before returning.

## Notification of Medical Attention

The Naperville Park District continually strives to create a safe as well as fun environment for your child to be in. However, at times the occasional accident may occur. Below is our procedure regarding notifying parents/guardians of any such incidents:

### Minor Injury/ Illness:

- We will only administer simple basic first aid such as a band aide and/or ice pack as necessary according to staff training.
- You will be notified when you arrive to pick-up your child.

### Injury/ Illness Requiring More Attention: In addition to the steps above...

- We will attempt to contact you or your emergency contacts in the event you are unreachable.
- An accident report may be completed.

### More Serious Injury/ Illness: In addition to the steps above...

- Program Manager and Coordinator will also be immediately contacted.
- Your child may need to be picked up as immediately as possible.
- Emergency transportation may be arranged as deemed necessary.

**In addition, we will attempt to contact you immediately at any time upon your child's request.**

## Medication

Any child requiring any type of medication must have a signed Medication Release Form on file with the teacher. These forms are available upon request. Medication will not be administered without this release form. If your child is taking medication, please send the medication in its original container with correct dosage and child's full name. Medication will be kept in a safe place.

## Parent-Instructor Communication

Communication between parents and instructors is very important. The instructors try to maintain close communication with parents throughout the school year with calendars and monthly blog (<http://npdpreschool.blogspot.com>). At any time, you may schedule an appointment to meet with your child's instructor to discuss specific needs of your child.

## Conferences (Two & Three Year Old Program)

A Parent-Instructor conference/phone conference is offered in the fall and end of the school year to discuss your child's progress and address any concerns or questions that you may have.

## Conferences & Progress Reports (Four Year Old Program)

Progress reports are completed two times a year and will go home in the fall and again at the end of the school year. The progress report highlights skills that are the focus of our preschool program. A Parent-Instructor conference/phone conference is offered at that time to discuss your child's progress and address any concerns or questions that you may have.

## Bathroom Procedures

Your child may use the bathroom at any time during the school day. Please encourage your child to tell the instructor if they need to use the bathroom. The instructor will not accompany your child into the bathroom, they will however, stand outside the door. Instructors do not wipe bottoms; this is a skill that you may wish to work on at home. If your child needs assistance with buttons, snaps, zippers and belts; the instructor will be happy to assist them. **Please send a complete change of clothing (pants, shirt, underpants, and socks) in a Ziploc bag.** This is necessary in case of accidents. The preschool program requires that a child must be toilet trained to participate. Diapers, pull-ups and rubber pants will not be allowed.

## Clothing

Children should wear comfortable clothes to play and do arts and crafts. School day clothing choices should include:

1. Clothes that your child can easily handle in the washroom.
2. Tennis shoes, athletic shoes or other rubber soled shoes for safety in their participation in physical activities. For your child's safety, no flip flops or Crocs.
3. Please make sure that your child is dressed to go outside. If it is above 20 degrees, children will go out to the playground.

## Classroom Supplies

A classroom supply list will be included in the August Orientation Letter.. During the year we may need additional supplies and will send a note home asking for specific items. Thank you for your continued support.

## Classroom Size

- Our programs operate with an instructor to student ratio of 1:10 or less. Our goal is to accommodate as many children as possible, but still provide a quality experience.
- The Park District reserves the right to set and/or re-adjust minimum and maximum program attendance/per site throughout the school year in order to maintain the safety, structure, and integrity of the program as a whole.

## School Pictures

During the school year pictures will be taken of each child, as well as a classroom picture. The purchase of pictures is optional. Please refer to the school calendar for your child's picture day.



## Snack

Please send a healthy snack each day that is peanut-free in a re-useable container.

## Birthday Celebrations

Birthdays are important days in your child's life. Every class will celebrate your child's birthday in a special way. Please note that we do not accept goodie bags or birthday treats.

## Severe Weather

Weather related school closings. If either school district 203 or 204 is closed or implement a late start due to weather than the preschool will also be closed.

## Program Withdraw

Enrolling in preschool is a commitment that your child will attend for the entire preschool year. However, we do understand that situations arise that require a withdrawal from the program. The Naperville Park District must receive requests to withdraw from the 2017-2018 preschool program by July 25, 2017 in order for you to receive a refund of your first tuition payment. First tuition payment refunds will not be issued after this date. The first tuition payment is nonrefundable for preschool program registrations received after July 25.

Program withdrawal requests received after the start of preschool must be received **two weeks** before your child's last day in order to receive a refund of tuition paid for days that your child will not attend due to withdrawing from the program. Program withdrawal requests will be accepted October 1 through March 1. Refunds will not be issued for program withdrawal requests received after March 1. Please contact the Program Manager if you need to cancel your child's preschool enrollment at (630)848-3571.

## Discipline Guidelines

Discipline is the ongoing process of helping children to develop inner controls and assume responsibility for their own actions. We accomplish this by setting, explaining, and consistently enforcing clear and understandable rules, limits, and consequences prior to and as part of any disciplinary action. As much as possible in carrying out discipline, teachers will use firm positive statements or redirection of behavior. If necessary, to help a child gain control, the teacher may remove him or her from the activity or group. Children will have reasonable opportunity to resolve their own conflicts and to have input in the resolving of conflicts.

Although discipline problems of preschool rarely warrants it, the Naperville Park District reserves the right to exclude from the program any child whose behavior seriously disrupts the program or is a danger to him/herself or others. When a child has a pattern of unacceptable behavior, the staff will work with the parents on a plan for helping the child to develop self-control and acceptable behavior. We may use the resources of Western DuPage Special Recreation Association (WDSVRA) for assistance in observing and suggesting methods of dealing with the child. Parents will be notified before someone from WDSVRA is called in to observe their child. If it becomes necessary to exclude the child, we will make every effort to assist the parents in locating an appropriate program to meet their child's needs.

## Questions/Issues

We want your child to have the best preschool experience possible. We are happy to answer questions and help solve any problems or concerns. Should you need additional assistance, please call 630.848.5000.

**Alfred Rubin Riverwalk Community Center Front Desk** ..... **630.848.3615**

**Knoch Knolls Nature Center Front Desk** ..... **630.864.3964**

**Seager Park**..... **630.548.4541**

**Sara Cass, Program Manager** ..... **630.848.3571**  
scass@napervilleparks.org

**Sherri Swanson, Program Coordinator** ..... **630.848.3480**  
swanson@napervilleparks.org



# Naperville Park District Preschool Locations:

## Alfred Rubin Riverwalk Community Center

305 W. Jackson Ave.

## Interpretive Center at Seager Park

1163 Plank Rd.

## Knoch Knolls Nature Center

320 Knoch Knolls Rd.

## Preschool Website

[napervilleparks.org/earlychildhood](http://napervilleparks.org/earlychildhood)

## Preschool Blog

[nppreschool.blogspot.com](http://nppreschool.blogspot.com)



Naperville Park District

320 W. Jackson Ave.

Naperville, IL 60540

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