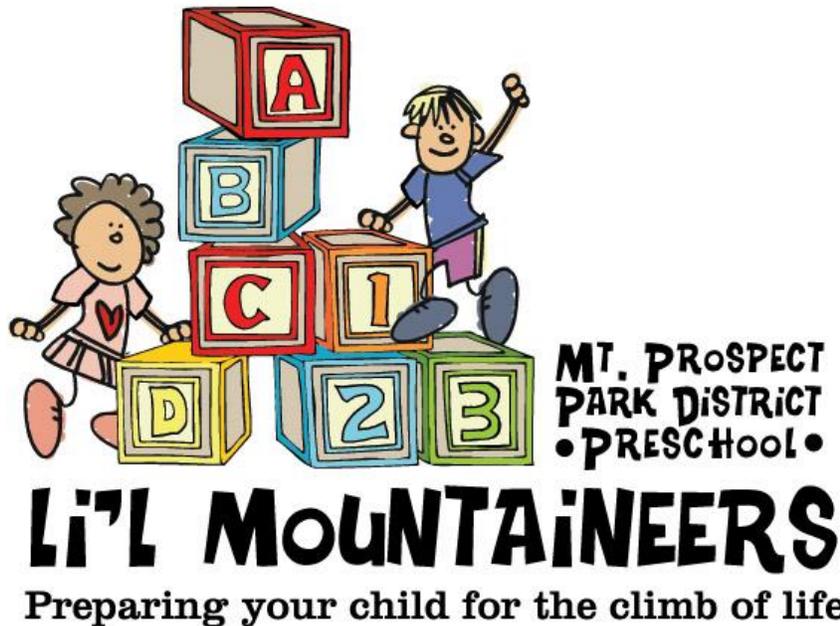


# Mt. Prospect Park District

## Li'l Mountaineers

### Parent Handbook

2018-2019



## Welcome and thank you for choosing the Li'l Mountaineers Preschool Program.

The teachers are excited to meet all their new friends. 😊

**Preschool Forms Checklist** Please complete the below forms that you received in your welcoming package and return to your teacher on your first day or parent orientation.

- Information Sheet
- Getting to know your Preschooler
- Authorization (Front) Late Policy (Back)

**Please submit the DHS form that you received with your confirmation letter to your teacher at Parent Orientation or First day of School**

### **Staff**

Each classroom has a both a lead teacher and one or two teacher assistants.

### **Schedule**

Almost 3's	M/W or T/TH	RecPlex	9:30 am -11:30 am
3 Year Old	M/W/F or T/TH	CCC	9:15 am -11:45 am
3 Year Old	T/TH	Lions	9:15 am -11:45 am
Pre K	M-F or M/W/F or T/TH	RecPlex	9:00 am -12:00 pm
Pre K	M/W/F	Lions	9:15 am - 12:15 pm
Multi-Age	M-F or M/W/F or T/TH	RecPlex	12:45 pm - 3:30 pm
Jr. Kindergarten	Tuesday - Friday	Lions	12:00 pm – 3:45 pm

### **Classroom Environment**

At the Mt. Prospect Park District Li'l Mountaineers Preschool, we provide a learning environment in which children can make discoveries, solve problems, think independently, and play cooperatively. We understand that children progress through the same stages of development but at an individual pace. We believe the basis for all learning is experience. All interrelated aspects of the child's growth and development are considered.

Teacher and child interactions are an important aspect of preschool. We believe preschool children are enthusiastic and imaginative learners. Children should be engaged within the educational classroom environment that the teacher has prepared. We provide experiences that include math, science, social studies, art, language, music, movement and dramatic play.

The following concepts are introduced to the classroom:

- Social and emotional growth
- Emergent language and communication
- Gross motor skills
- Fine motor skills
- Emergent reading and writing skills
- Age appropriate problem solving skills
- Creative development skills

Each child is encouraged to progress at their own pace and may work as an individual or in a group setting. We have an *open door* policy that you may speak to your teachers at any time. If more time is needed, please schedule a conference.

## Vacation/Leaving the Country

**Should an event arrive that requires you/child to leave the country/vacation time, parents/guardians are still responsible for tuition payment for all of the time missed. If payments are not made, your child will not be allowed back in school upon your return until tuition is paid.**

## Toilet Teaching

One of the requirements for a child to enter preschool is that he/she must be toilet trained. If a child has a bathroom accident, a parent will be called to bring a change of clothes and to clean the child before returning to class. If a parent cannot be reached the emergency contact will be called. A child is required to take care of all their own bathroom needs; the Mt. Prospect Park District does not change participants. Please make this a consideration when dressing your child for preschool.

Children in the Almost 3 old preschool may wear pull-ups. In the case of an accident, parents will be called to take care of their child's toilet needs.

## Clothing

Children should be dressed as comfortably as possible. Simple, inexpensive play clothes are best. We use a variety of art materials that may get messy and the children will enjoy themselves more if they do not have to worry about their clothing. Our classes also have access to the gymnasiums at each center. Many times we see children trying to run and jump but are hindered by inappropriate clothing and shoes--the more comfortable the better.

For this reason the preschool asks that a separate set of **size appropriate** clothing be kept in the child's backpack at all times. To avoid confusion and loss, all removable clothing should be marked with your child's first and last name. (Top, bottom, underwear & socks)

In case of an accident, we do have clean clothing that can be borrowed overnight. Should your child use the provided clothing please wash and return to your teacher.

**Please pack an extra set of clothes in your child's backpack.**

## Parking

The speed limit in the parking lot is **10 mph**. There is large areas available for parking at each center. **Please use them.** Parking is prohibited in the fire lanes and handicapped spaces. Your child's safety is our first concern; please take every precaution during pick-up and drop off.

## Attendance

Please notify your child's teachers if your child will be absent and the reason for absence.

<b><u>Central</u></b>	<b><u>Lions</u></b>	<b><u>RecPlex</u></b>
847-255-5380 x128	847-632-9333 x504	847-640-1000 x227

Each teacher will provide their classroom email at parent orientation and/or first day of class to assist in communication.

## Arrival

**All children must be escorted into the building by a parent or authorized adult.** You/caregiver must remain with your child until a teacher has greeted you at the door.

### **Dismissal**

All children will only be dismissed to a parent or authorized adult listed on the preschool authorized release form. Notify your teacher if you will not be picking up your child from preschool.

### **Late Pickup Policy**

It is very important that you/caregivers are on time picking up your child. Please remember the time your child is dismissed. If you are over 5 minutes late picking up your child, you will need to pay a late pickup fee. **A \$1.00 fee will be charged for every minute.** If a child is not picked up after 30 minutes and the staff has not received a phone call the local authorities will be notified. **The late fee must be paid the same day as the late pickup.** If the late pickup becomes habitual, then the child may be removed from the program.

### **School Backpacks/supplies**

Please provide your child a backpack for school, daily work and important notices at sent home. Please label school bags with your child's first and last name. No school supplies are needed. On occasion the teachers may request items i.e. toilet paper rolls, boxes, handi wipes, cotton balls etc.

### **Newsletters**

A newsletter containing general information, articles and reminders will be distributed monthly via email. In addition, please check for special notices on the teacher and parent information bulletin boards located outside of the classrooms.

### **Weather**

**The Mt. Prospect Park District Preschool follows School District 59 in the event of school closings due to heavy snow conditions. Information on District 59 closings will be broadcast on WGN starting at 6:00 a.m. Please note; Li'l Mountaineers Preschool will be open when District 59 chooses to close due to cold temperatures. The parent /guardians make the final decision as to their child's attendance for cold days. A notice posted at mppd.org**

### **Snow Day Policy**

**3 through 5 day programs**-Up to 2 snow days/no make-up days

**2 day programs**-Up to 1 snow days/no make-up days

### **Registration and Payment**

Your child is enrolled for the 2018-2019 school year. The annual preschool tuition is broken down into nine equal monthly. Monthly fluctuations in your child's attendance will not generate credit toward next month's payment. Registration included \$50.00 Fee and May 2019 Tuition payment.

Tuition Payments are due on the first of each month, \$10.00 late fee applied on the sixth of the month Payments can be made in person or through the webstore. (Sign up for automatic billing)

Failure to make payment will result in removal from the program. (2 late notices are sent)

Early withdrawal from preschool will result in the forfeit of Registration Fee and May 2019 Tuition.

**If a child is on vacation or out of the country throughout the school year, parents still need to pay the monthly tuition to have the child remain in the program.**

## Wellness Policy

Children are not able to fully benefit from our program when they are not well. Often times they can be spreading contagious illnesses to other children. **We ask that you strictly adhere to these standards so all our preschool is protected.**

- Intending to maintain a qualitative program and protect all our children, **no child will be accepted with indications of illness.**
- Children who are at school are expected to be healthy and to participate in all indoor and outdoor activities with their class.
- If a child becomes ill during school, parents will be notified or an emergency contact will be called and must pick up immediately.
- Children should not attend school with any of the following:
  - ***Any flu like symptoms***
  - ***Upset stomach / loose bowels***
  - ***Headache***
  - ***Open sores***
  - ***Consistent sneezing, cough, runny/stuffy nose***
  - ***Fever (hot or cold)***
  - ***Rash not already identified with a doctor's note***
  - ***Vomiting in the previous 24 hours***
  - ***Diarrhea in the previous 24 hours***
  - ***Unusual lethargy***
  - ***Unusual irritability***
  - ***Persistent crying***
  - ***Difficulty breathing***
  - ***or other signs of possible illness***

Children must be free of symptoms for **24 hours** before returning to school.

Please notify your teachers if your child is absent from class.

**Contagious diseases, such as, strep throat, chicken pox, pink eye, flu, measles etc. MUST BE REPORTED TO TEACHER. Confidentiality will be maintained as much as possible. Pink eye, impetigo, or strep throat-until appropriate treatment has been initiated with the approval of a physician to return to school**

Parents with children who are diagnosed as asthmatic should contact their child's teacher to discuss the current medical treatment that is being administered.

Please be considerate of others in your classroom. With everyone's cooperation we will continue to have a preschool environment that promotes healthy and happy children.

## **Behavior Management Policy**

Our goal is to help children develop a healthy self-esteem, learn to handle feelings and impulses, build social relationships, grow communication skills and manage problem solving capabilities.

The Mt. Prospect Park District Behavior Management Policy is founded on the belief that each child will be respected and will respect others. That each child will move toward self-discipline in a positive environment guided by teachers that convey and model appropriate behaviors. Teachers acknowledge the children's capacity to handle their classroom setting. Any encounters that may develop are seen as a normal part of children's emotional growth.

For many children the concept of group play and sharing will be new. Most preschoolers are processing into this new stage of socialization. During this transition stage if a child has difficulty managing their emotions and/or behaviors the following methods of discipline may be implemented:

### **Teacher's Role in Behavior Management**

- Simple and consistent rules- redirection
- Modeling appropriate behavior
- Assist in interactions with children, discuss the problem with him/her
- Work with communication skills in children
- Offering choices and recognize positive behavior

### **Child's Role in Developing Behavior Management**

- Helping to establish classroom rules
- Encouraging others to be respectful, be responsible and be safe
- Being a role model for appropriate behavior
- Using words to express feelings
- Problem Solving

### **Involving parents in Behavior Management**

If a child is having continual obstacles with his/her behavior, even with the help and support of teachers and family, a meeting with teachers, supervisors and other support may be necessary. The meeting would be to work as partners in developing a plan that would support the child's success. All reasonable modification within boundaries will be made to help the child develop behaviors to make the school setting a positive experience. However, written notices will be given to parents of children who do not respond positively to a teacher's redirection for behaviors such as:

1. Being physically abusive: hitting, kicking, biting, throwing objects
2. Defying/ignoring teachers/staff
3. Using abusive and/or inappropriate language
4. Abusing equipment, supplies, facilities
5. Running away, or trying to leave the program room/facility

The first written notice: Will alert the parent of the continuation of inappropriate behavior

The second written notice: Will result in the parent needing to attend the class with the child. After the parents, teacher, Early Childhood and Youth Manager and other professionals working with the child will meet together to develop a behavior modification plan.

The third written notice: could result in the child being removed from the program.

In any time a child's behavior threatens their own safety or the safety of others the parent/guardian will be notified and is expected to pick the child up within a half hour. If the child is not benefiting from our program, or the health, safety and welfare of this child and/or that of another child in the group are at risk, we reserve the right to dismiss the child.

All situations vary depending on the child. It is important to help children with everyday interactions and to implement skills that will help throughout their lives. We strive to ensure each child has a successful school experience. We realize that each child responds differently to individual situations. From time to time a young child in a program setting may need reinforcement to help maintain age appropriate social skills.

#### ADA and Special Accommodations

The Mt. Prospect Park District has a cooperative agreement with Northwest Special Recreation Association. This team of therapeutic recreation professionals provides inclusion assistance for the park district programs. If the teachers feel support is needed for a child they will have a conversation with the parent/guardian to set up a time for an observation from NWSRA.

### **Snack Policy**

Snack daily procedure details will be discussed at the individual parent orientations. Some classrooms have the child bring in their own daily snack, other classrooms do classroom snacks.

We ask all families to provide healthy and nutritious snacks monthly for your child or child's classroom. If your class has classroom snacks, all snacks must be prepackaged, store bought items are acceptable. Water will be available to the children.

Because of extremely dangerous food sensitivities in some children,  
ALL OF OUR PRESCHOOL CLASSROOMS ARE PEANUT/ TREE NUT FREE.

Please do not bring any items containing nuts or have a label that states it was processed with nut products. PLEASE READ ALL LABELS!!

Please inform your child's teacher if he or she has a food allergy of any type.

Teachers will also look at each label before serving to children with food allergies.

Alternative snacks may be brought in by parent or guardian for those with allergies

### **Ways Parents Can Help each day of class**

Parents often ask if there are ways that they that they can help their child have a successful preschool experience. Listed below are a few suggestions:

- Make sure your child gets enough sleep and has a regular bedtime.
- Help your child build good health habits by providing good nutrition.
- Encourage self-reliance.
- Take an interest in what your child does in school.
- Label everything with your child's first and last name.
- Read, read, read!
- Cherish your child.

# THE PRESCHOOL CLASSROOM

The preschool classroom is divided into several center areas designed to encourage learning through exploration, investigation and problem solving. In order to effectively stimulate and motivate children's curiosity, some center areas remain constant while the presentation of others will vary.

## **Reading Center**

The Reading Center creates a comfortable space to explore and enjoy good books. Favorite books are displayed with space for reading alone or with a friend. Children will have an opportunity to hold and read a book that was shared in a whole group setting or choose a selection of their own.

In the early stages of reading young children will "pretend" to read. Next, children will tell a story and "sound" as though they are reading. Both of these stages support the development of decoding words. In the Reading Center the emergent reading stages can be observed in an informal setting.

## **Art Center**

The Art Center is where creativity is enhanced and social skills are formed. Children are able to explore a variety of media and materials. The Art Center is a busy production area. Here children are free to express themselves in any way they prefer. Children may work together or alone. Plans are made, problems are solved and negotiations are developed.

Children are able to choose from materials such as paints, crayons, colored pencils and a wide variety of materials. A child may start with a blank piece of paper on the easel and create a masterpiece! This is an area of complete self-expression.

## **Block Center**

The Block Center is a construction area which provides children with interesting materials for designing and building. This center allows small groups of children to share materials and work together. Accessory pieces such as cars, trucks, animals and dinosaurs help to make structures more realistic.

Children learn about shapes, sizes, measurement, balance and more. One of the most important skills developed in this area is the ability to work in collaboration with others.

## **Math Center**

The Math Center provides a place for children to explore a wide range of manipulative materials. Beads, puzzles, gears, one-to-one correspondence and recognition of numbers are just some of the materials available to the children. Patterning, sequencing, size and measurement along with computation help the child develop math computation skills.

Research has found that the exploration of these many items help children understand mathematical and logical thinking. When children are working together they will also be observed using negotiating skills and reinforce abstract thinking.

## **Science Center**

The Science Center is designed to encourage learning through observation, exploration and investigation. Children are encouraged to look and listen, use their senses for likenesses and differences. They will experiment with various materials and use language to discuss what they have observed. Children have the opportunity to explore concepts of balance using scales, magnets and

other equipment. Children are also encouraged to bring science items from home for additional exploration.

Science allows children to become aware of the world around them. Discovering nature, technology, health and environment opens discovery to how we belong to our world and opens avenues for conceptual thoughts and ideas.

### **Dramatic Play**

The Dramatic Play Center is the most social area of the room. Children engage in the many aspects and stages of play. Children are allowed to recreate roles they see in everyday life. As the year progresses the Dramatic Play Center will change and evolve to reflect various themes and interests of the children.

Dramatic play is an area where children can act out fantasy combined with real life situations. Language development is fostered along with social skills and communication. Also, problem solving, sharing and a cooperative learning are fostered. Identifying community workers as well as family role playing opens the doors to the world around the children.

### **Sand and Water Table Centers**

Sand and water are two elements of the natural environment that provides children with sensory experiences. Imaginations are soaring while children are pouring, measuring, mixing and digging. These tables allow for a full sensory and cognitive experience. Repetitive motions let children see the effect and impact of the physical world as they use the materials.

The centers provide the opportunity to try things many different times and many different ways. They can discover how things are affected by themselves. Sharing, communication and discovery are some of the benefits of this center.

### **Circle Time**

Each day the children come together as a group for Circle Time. At this time a wide variety of activities are introduced. Songs, finger plays, stories, number and letter concepts, math and science are just some of the themes introduced. New ideas are explored through teacher and child directed concepts. When children experience group activities they are learning to wait their turn, learn and accept rules, share ideas and develop friends through name recognition.

### **Large Motor Movement in Gym & Playground**

The preschool year is marked by advances in growth, strength, speed and coordination. Muscular abilities contribute to a growing self-confidence. Gym/playground activities are designed to aid in the development of large motor skills, promote coordination and encourage mobility. In addition to utilizing climbing equipment, the class has the opportunity to use scooters, hula-hoops, balls and the parachute. Along with large motor development other social skills are introduced. Sportsmanship, team spirit, taking turns and trying your best are some of the concepts used. Having children feel part of a group gives a boost to self-confidence and concepts of friendship.

### **Music and Movement**

Research indicates that children develop awareness and respond to music even before birth. Music opens up a new world of sensory experiences for children. The introduction of rhythms and sounds brings out creativity along with movement. Children are free to express themselves by exposure to many different types of music. Rhythm bands, with the use of simple instruments, stories put to music, the use of hands for clapping and our voices to create sound and songs, are some of the ways to explore music and movement.

The activities expand a child's attention span, increases motor control, memory with the use of songs, but most importantly FUN!

**Thank you and we look forward to a successful 2018-2019 school year!**