



MT. PROSPECT PARK DISTRICT

MOUNTAINEERS

PRESCHOOL

Parent Handbook

2025-2026

Welcome and thank you for choosing the Mountaineers Preschool Program. The teachers are excited to meet all their new friends.

Preschool Forms:

An informational packet including a “Getting to Know your Preschooler” form, Welcome Letter and list of Important Dates, including first days of school, parent orientations, and days off will be mailed to registered participants closer to the start date of school. Please return the “Getting to Know your Preschooler” form to your teacher, or the front desk of RecPlex (Attention: Amy Heinrichs), prior to the first day of class.

Registration Requirements

- Registration fee – **non-refundable beginning July 1, 2025**
- Credit Card on your Webstore account to be auto billed monthly
- Copy of preschooler’s Birth Certificate (new 2025-2026 preschool students only)

Class Offerings:

| Almost 3's Program- Turn 3 on or before February 1, 2026 | | | |
|---|--------------------|-----------------|-------------------|
| Your child’s first school experience. Short class time helps transition your child to school while still maintaining the format of our older classes. Group time, free play, crafts, snack and large motor activities all while socializing with other children their age. The program is a theme based open ended curriculum each week. Weekly yoga and daily large motor activities including visits to the indoor soccer field in the building for large motor activities. | | | |
| CCC | Monday & Wednesday | 9:30 – 11:30 AM | R \$162/ NR \$177 |
| CCC | Tuesday & Thursday | 9:30 – 11:30 AM | R \$162/ NR \$177 |
| CCC | Friday add on | 9:30 – 11:30 AM | R \$81/ NR \$96 |
| 3 Year Old Program- Turn 3 on or before September 1, 2025 | | | |
| Children continue to learn through play. Through active exploration students develop physically, socially, and emotionally. Together with songs, storytelling, and play, thematic units such as holidays, seasons, and nursery rhymes help children improve their language skills. Class introduces our program curriculum, Handwriting Without Tears to the preschoolers. | | | |
| RecPlex | Mon / Wed / Fri | 9:15 – 11:45 AM | R \$284/ NR \$299 |
| RecPlex | Tuesday & Thursday | 9:15 – 11:45 AM | R \$190/ NR \$205 |
| Pre – K 4 Year Old Program- Turn 4 on or before September 1, 2025 | | | |
| Preparing for Kindergarten, the future and the world! Pre-K activities encourage independence and self-help skills. Students learn letters and sounds using music and fine motor skills through the Jolly Phonics literacy program. Engaging activities like games, cooking, and experiments develop an early interest in science and math. | | | |
| RecPlex | Mon / Wed / Fri | 9:00 - 12:00 PM | R \$288/NR \$303 |
| RecPlex | Tuesday & Thursday | 9:00 - 12:00 PM | R \$192/NR \$207 |
| RecPlex | Monday - Friday | 9:00 - 12:00 PM | R \$462 /NR \$477 |
| Afternoon Preschool Enrichment- Turn 4 by February 1, 2026 | | | |
| Children explore, play, sing, and learn while preparing for a full day of school. Great option for D57 Westbrook Circle of Friends preschoolers, D59 ELC preschoolers, and AM RecPlex Pre-K students moving onto Kindergarten the following Fall. Jolly Phonics is utilized in the classroom while students enjoy thematic units. | | | |
| RecPlex | Mon / Wed / Fri | 1:00 - 4:00 PM | R \$288/NR \$303 |
| RecPlex | Tuesday & Thursday | 1:00 - 4:00 PM | R \$192/NR \$207 |

| | | | |
|--|--------------------|-----------------|-------------------|
| RecPlex | Monday - Friday | 1:00 - 4:00 PM | R \$462 /NR \$477 |
| Lunch Bunch | | | |
| Lunch Bunch is available for Mountaineers 3 Year Old and Pre-Kindergarten students. Pack a lunch and enjoy recess with friends, ends at 1:00 PM. | | | |
| Eligible students (those moving on to Kindergarten in Fall of 2026) can extend their day until 4:00 PM. Register for Lunch Bunch AND Afternoon Preschool Enrichment. | | | |
| RecPlex | Mon / Wed / Fri | 12:00 - 1:00 PM | R \$48/NR \$63 |
| RecPlex | Tuesday & Thursday | 12:00 - 1:00 PM | R \$32/NR \$47 |
| RecPlex | Monday - Friday | 12:00 - 1:00 PM | R \$60/NR \$ 75 |

****Class days, times, locations, and monthly tuition are subject to change****

Circle of Friends - District 57 Westbrook Preschool Student Registration Information

Calling all Westbrook Circle of Friends Preschool students! Are you looking to extend your preschoolers day with learning and fun? Students enrolled in Westbrook Circle of Friends are able to join AM PreK or Afternoon Preschool Enrichment at RecPlex. You will register using the Circle of Friends class codes in the brochure, in order to receive transportation to or from Westbrook. COF students wishing to enroll in afternoon preschool must be at least 3.5 years of age. Please read this Parent Handbook prior to registering.

Participants will join our AM PreK program if you were placed in PM Circle of Friends. PreK runs 9:00-12:00, then they will eat lunch, and be transported to Westbrook at 1:00 PM.

Participants will join our Afternoon Preschool Enrichment program if you were placed in AM Circle of Friends. Students will be transported to RecPlex at 11:50 AM, eat lunch, and join Afternoon Preschool Enrichment from 1:00-4:00 PM.

The Circle of Friends Registration Fee/Class code includes transportation to/from Westbrook/RecPlex, depending on what class you are in. MPPD vehicles are driven by our own staff and teachers. Please refer to this handbook for class and billing information. Registration will end by August 1 (if space permits). Registration fee is non-refundable beginning July 1.

Monthly Fees (for Circle of Friends preschoolers enrolled in MPPD Preschool):

| | | | |
|---------|---------------------|-----------------------------------|-------|
| RecPlex | Tuesday-Friday | 9:00 - 1:00 PM or 12:00 - 4:00 PM | \$432 |
| RecPlex | Tuesday/Thursday | 9:00 - 1:00 PM or 12:00 - 4:00 PM | \$216 |
| RecPlex | Wednesday/Friday | 9:00 - 1:00 PM or 12:00 - 4:00 PM | \$216 |
| RecPlex | Monday AM Add On | 9:00 AM - 12:00 PM | \$108 |
| RecPlex | Monday Lunch Add On | 12:00-1:00 PM | \$16 |
| RecPlex | Monday PM Add On | 1:00-4:00 PM | \$108 |

****Monday add on: must provide own transportation as there is no COF on Mondays.****

Attendance/Teacher Contact

Please notify your child's teachers if your child will be absent (*for non-illness related reasons*) via phone or email. **Contact Amy Heinrichs at ahenrichs@mppd.org regarding an absence due to illness.** Please **do not** report any illness to your classroom teacher. There are no prorations for days absent.

| | |
|-----------------------------------|--|
| Almost 3's: (847) 255-5380 x128 | youth2@mppd.org |
| RecPlex 3's: (847) 640-1000 x 226 | youth3@mppd.org |

| | |
|---|--|
| Almost 3's: (847) 255-5380 x128 | youth2@mppd.org |
| RecPlex PreK (M-F, T/TH) & Afternoon Enrichment: (847) 640-1000 x227 | youth4@mppd.org |
| RecPlex PreK MWF: (847) 640-1000 x TBD | youth6@mppd.org |

We have an *open door* policy meaning you may speak to your teachers at any time. If a conference is needed, please work with the classroom teachers to schedule one.

ePACT - New in 2025

The Mt. Prospect Park District's Childcare programs will be utilizing a new platform called ePACT. Overall, ePACT is a cloud based, Emergency Health Record, automation platform, which is HIPAA compliant. Health/allergy/medication forms, waivers, authorized pick up information, sign in/out, will all be done now using ePACT.

Staff will carry Park District issued devices such as iPhones and/or iPads, in order to ensure access to critical information anywhere and any time during Preschool hours.

Parent/Guardian Responsibility:

- Register for Preschool online through the Mt. Prospect Park District Webstore
- A month or two before preschool begins, those who are registered will receive an ePACT invite
- Accept the invite and create your free account. Or, login if you have an existing ePACT account
- Fill out the form (per preschooler) and submit
- This form is then populated on the ePACT dashboard for staff to utilize
- ALL INFORMATION MUST BE COMPLETED BEFORE THE CHILD CAN BEGIN PARTICIPATION! Staff will deny entry into the program without the ePACT documents being completed in their entirety
- Please note: You can make updates within ePACT at any time. We no longer have paper forms and staff can only view a child's emergency information via this software. (For those returning, this is replacing the Additional Questions in the Webstore. Whatever you need to update/check (authorized pick up, allergies, etc), you will now do fully on your own using ePACT).
- There will also no longer be paper sign in and out sheets, and everything will be electronic, using ePACT. All those who are dropping off and picking up, must be listed in your account. There will be drop down menus and those listed will be the only ones to choose from.

Classroom Environment

The Mt. Prospect Park District Mountaineers Preschool provides 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 - Combination of Handwriting Without Tears and Jolly Phonics
- Age appropriate problem solving skills
- Creative development skills
- Self-help skills

Each child is encouraged to progress at his or her own pace. They may work as an individual or in a group setting.

Parking

Please use caution while driving in the parking lots and follow the appropriate speed limit. You must park in a parking spot and walk into the facility. Parking is prohibited in the fire lanes and handicapped spaces. Your child's safety is our first concern. Please take every precaution during drop off and pick up.

Drop Off Procedure

All children must be walked into the building by a parent or authorized adult. Please make sure your child is signed in and puts their belongings in their appropriate spot.

Pick Up Procedure

Children will only be dismissed to a parent or authorized adult. You must update ePACT with the individuals who are authorized to pick up your child. Staff will be checking all ID's until they get to know those who are authorized. Please make sure to bring an ID for the first few classes. Staff will be cross referencing the ID cards to the authorized pick up list in ePACT, and will not release any child to an adult whose name does not appear in your child's profile on ePACT.

Late pick-ups will be charged \$1/minute. This bill will be charged to your Webstore account. If the late pickup becomes habitual, then the child may be removed from the program. 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.

Toilet Teaching

One of the requirements for a child to enter preschool is that he/she must be toilet trained and know how to clean themselves after the use of the toilet (teachers do not wipe students). 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's 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, 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 becoming dirty. Our classes also have access to the gymnasiums at each building. Have your child wear comfortable clothes and gym shoes daily.

A separate set of **size and season appropriate** clothing must be kept in the child's backpack (or classroom) at all times. Please make sure one is packed daily. To avoid confusion and loss, all extra clothing should be marked with your child's first and last name (Top, bottom, underwear & socks). MPPD does not have extra clothing to provide if children have accidents.

School Backpacks/Supplies

Please provide your child a regular full size school backpack. Daily work and important notices will be sent home. Please label school bags with your child's first and last name. Children must also bring the following supplies in a **pencil box labeled with their first and last name. This will be kept in the classroom for the duration of the school year:**

- Washable Markers
- Crayons
- Blunt Tip Fiskars Scissors (Almost 3's **do not** need to purchase scissors)
- 5 Elmer's Glue Sticks
- Plastic Folder – this will stay in the child's backpack and is to be brought to and from school each day. Please make sure to check the folder for important notices and clean out any completed work/projects.
- 1 Package of 64 count Unscented Baby Wipes
- 1 Large Box of Kleenex

On occasion the teachers may request other household items to be brought to school. You will also be notified if any supplies are running low, to replenish your preschoolers supply.

If you would like to purchase a supply box with supplies from the Mt. Prospect Park District please let us know by August 15, 2025.

Snack Policy

All children will need to bring their own snack (**peanut free strongly encouraged**), labeled with their first & last name, in a disposable container or bag, daily. MPPD does not supply any extra snacks, so please be sure to send one each class. We ask all families to provide healthy and nutritious snacks for your child. Please also send your child with a name labeled water bottle.

Please make sure you have listed any known allergies when filling out the ePACT forms. If any new allergies arise, please let your classroom teachers know and also update ePACT. This information is to be kept with each child's record.

Several days throughout the year, we do provide special snacks. Please read all notes sent home, as this information would be included in the notes, and permission is required for each snack.

Newsletters

A newsletter containing general information and reminders will be distributed monthly. In addition, please check for special notes from the teacher in your child's folder.

Lunch for Afternoon Preschool Enrichment / Circle of Friends

Afternoon Preschool Enrichment and COF students will need to bring a lunch daily. Preschoolers are encouraged to eat at least half of their main meal first. Please make sure to provide food that your child will eat. MPPD staff do not have the ability to heat up or refrigerate participants' lunches, so please keep that in mind while packing lunches. **Peanut free** lunches are strongly encouraged. Lunch will be at about noon, and followed by free play.

Curriculum Information

-Handwriting Without Tears - Utilized in our 3's classroom in order to introduce writing to the children. Activities are based on color, number, and shapes while focusing on hand grip and writing skills.

-Jolly Phonics - Utilized in our PreK and Afternoon Enrichment Program. The focus with Jolly Phonics is to teach the children the letter sounds, how to use their letter sound knowledge and words with the letter sounds in it.

Add on Classes (Option for 3s and 4s)

Students enrolled in our Preschool program will have the opportunity to add on other specialty classes while they are at RecPlex. Options may include: Ballet, Swim Lessons. Details/registration codes for each of these classes offered will be available in each MPPD brochure. **If you register for any classes that fall during preschool hours, please send a copy of your receipt to Amy Heinrichs.** Staff will walk participants to/from the program, but will not stay during the duration of the class.

Weather/Days Off

You will be receiving a "List of Important Dates" with start dates, end dates, and days off, closer to the start of the year. Typically, Mt. Prospect Park District Preschool follows District 57 yearly calendar, and closures due to winter weather conditions will be decided on a case by case basis. Participants will be notified via email regarding these decisions, as sometimes, the Park District may be open when the school districts are not. A notice will also be posted at mppd.org when preschool is closed due to weather.

Monthly Tuition Payment

Your child is enrolled for the 2025-2026 school year (September 2025 - mid May 2026). Parents are expected to commit to the entire year. The monthly preschool tuition is broken down into 9 total payments. All payments are equal regardless of the number of actual attendance days, with the exception of the November 14th bill. Please see below for our tuition payment protocol. We do not prorate or allow day switches for days students are absent/sick. The initial Registration Fee is **non-refundable beginning July 1, 2025.**

A credit card is required on your Webstore account in order to be auto billed monthly. You will be billed on the 14th of each month, for the following month of school. A \$10.00 late fee will be applied on the sixth of the month if the payment has not gone through by that date. All monthly payments will be completed on the Webstore. Receipts are available on your account to be viewed at any time. MPPD does not provide an overall summary of expenses.

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

Early withdrawal from preschool will result in the forfeit of Registration Fee. If you choose to drop, you must notify **Amy Heinrichs** at aheinrichs@mppd.org **before** the bill hits for the next month. Tuition will not be refunded after the bill has been charged to your account. Drops will not be accepted during a month's time.

Tuition Payment Protocol

All families enrolled in Preschool will have a billing section set up on their household account through the Mt. Prospect Park District.

Although there are days off school and breaks, the monthly tuition does not change (except for the November 14th payment - please see below for breakdown). To figure out the monthly bill we take the amount of school days per year and divide that evenly into the 9 payments. There are 2 emergency/cold/snow days already incorporated. If we get to a 3rd emergency day, make-up days and or eLearning days will occur.

Accounts are charged on the 14th of the month prior to program service month.

- Billing will begin August 14th for the September Tuition payment
- A valid credit card must be put on file in order to be auto billed monthly
 - To do this: Log into the Webstore, go to Account, Update Payment Card
- A \$10.00 Late Fee will be applied on the 6th of each month, if not paid for by the 5th
- Unpaid payments will result in the removal from program (2 Late Notices will be sent)

If you do not have a Webstore Account, please visit RecPlex or Central Community Center to set up your Household Account. You will need to verify your address, so please come prepared with documentation. Make sure to provide an email address, which will be used to send you an Invite to the Webstore. You will then activate your Webstore Account on your own device.

| Auto Billing Date | Program Service Month | Payment |
|--------------------|-----------------------|-------------|
| August 14, 2025 | September 2025 | FULL |
| September 14, 2025 | October 2025 | FULL |
| October 14, 2025 | November 2025 | FULL |
| November 14, 2025 | December 2025 | HALF |
| December 14, 2025 | January 2026 | FULL |
| January 14, 2026 | February 2026 | FULL |
| February 14, 2026 | March 2026 | FULL |
| March 14, 2026 | April 2026 | FULL |
| April 14, 2026 | May 2026 | FULL |

FULL fees per class are listed on page 2.

Annual Fees

Almost 3s

M/W or T/TH - \$1,377R/\$1,505NR

Friday - \$689R/\$816NR

3s

M/W/F - \$2,414R/\$2,542NR

T/TH - \$1,615R/\$1,743NR

PreK

M-F - \$3,927R/\$4,055NR

M/W/F - \$2,448R/\$2,576NR

T/TH - \$1,632R/\$1,760NR

PM

M-F - \$3,927R/\$4,055NR

M/W/F - \$2,448R/\$2,576NR

T/TH - \$1,632R/\$1,760NR

Vacation/Leaving the Country

Should an event arise that requires your 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 and your spot is subject to be filled.

Wellness Policy

Children are not able to fully benefit from our program when they are not well. Oftentimes they can be spreading contagious illnesses to other children. **We ask that you strictly adhere to these standards so all our preschool children and staff are protected.** In some cases, a doctor's note will be required to return to programming.

- Intending to maintain a qualitative program and protect all our children, no child will be allowed to attend school 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.
- For the safety of our teachers and students, if a child becomes ill during school hours and/or we see any form of sickness, parents will be notified and must pick up within 15 minutes. If a parent is unavailable, an emergency contact will be contacted to pick up the child. Please make sure those listed are available and within close proximity to the class.

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
Diarrhea
Unusual lethargy
Unusual irritability
Persistent crying
Difficulty breathing
or other signs of possible illness

Contact Amy Heinrichs at aheinrichs@mppd.org regarding *an absence due to illness*.

There are no prorations for days absent.

*Please notify your **teachers** if your child is absent from class for anything **NOT RELATED to an illness**.*

Contagious diseases such as head lice, strep throat, chicken pox, pink eye, flu, measles etc., **MUST** be reported to Amy Heinrichs. A confidential note will be sent home with all students stating there was a confirmed case, but will not include the child's name. Several diseases such as Pink eye, impetigo, or strep throat will require appropriate treatment initiated with a physician and will require a written approval by the physician to return to school. Please email the note to Amy Heinrichs and wait for confirmation to return to school.

Other Medical / On Site Medication

Parents with children who are diagnosed as asthmatic, or carry an Epi-Pen and/or Inhaler should indicate this in their child's ePACT profile. All required waivers and forms will also be in ePACT for you to fill out. Then, staff and teachers will schedule a meeting with you, prior to school starting, to discuss the medical treatment/administration in person. Please note each situation will be reviewed on a case by case basis and will let you know if this is something we can accommodate on site as a staff. We do not have any medical professionals (nurses) on site.

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 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. 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
- Teach communication skills
- Offering choices and recognizing positive behavior

Child's Role in Developing Behavior Management

- Helping to establish classroom rules
- Encouraging others to be respectful, responsible, and 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 modifications 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: examples - 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. Outside professionals may be contacted with the parent's consent.

The second written notice: Will result in the parent meeting.

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

Based on the severity of the behavior, teachers may provide verbal warnings prior to issuing the first written warning or vice versa.

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 15 minutes. 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 additional support 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 park district programs. If you would like to consider additional support for your child, please contact Amy Heinrichs. If the teachers feel support is needed for a child they will have a conversation with the parent/guardian to set up at time for an observation from NWSRA.

Ways Parents Can Help Each Day of Class

Parents often ask if there are ways 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.

Tax Information

Parents/Guardians are responsible to retain their receipts for tax purposes. The Mt. Prospect Park District does not provide copies of receipts or expense summaries. All of your payments/receipts can be viewed on your Webstore account at any time.

Custody Situations

Both parents will be allowed to pick up their child at any time, unless they provide legal documentation

such as court orders explaining their custody arrangement. You will have the option to upload all pertinent information/documentation in your ePACT account.

Insurance Information

The Mt. Prospect Park District assumes no liability for injuries or accidents that occur at any program, activity, field trip, park or facility. The Park District does not carry medical or hospitalization insurance for program participants. Such insurance would make program and user fees prohibitive. Your individual health care policy must cover all of your medical needs.

EMERGENCY PROCEDURES IN CASE OF INJURY

If your child is injured, our staff will provide basic first aid for minor injuries and take whatever steps may be necessary to obtain emergency medical care. These steps may include, but not limited to, the following:

1. Attempts to contact a parent or guardian.
2. Attempts to contact an emergency friend or relative listed on the emergency information form.

If we cannot contact you, in case of emergency:

- a) 911 will be called.
- b) The child will be taken to an emergency hospital in the company of a staff member until your arrival.

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 spark children's imaginations while enjoying good books. A variety of books are displayed to reflect interests, backgrounds, and experiences 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 their feelings, ideas, and creativity 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 a wide variety of materials such as paints, crayons, colored pencils, a variety of tools and more. 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 to find similarities 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.

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. Problem solving, sharing and 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 provide 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 in many different ways. They can discover how things are affected by themselves. Sharing, communication and discovery are some of the benefits of these centers.

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, different types of balls, parachutes, and more. 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. Children will utilize the outdoors as much as possible, weather permitting. Please always make sure to wear appropriate clothing for these large motor activities and weather.

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, increase motor control, improve memory with the use of songs, but most importantly entail FUN!

Thank you and we are looking forward to a successful 2025-2026 school year! If you have any questions, please feel free to contact Amy Heinrichs, Early Childhood & Youth Supervisor at ahenrichs@mppd.org or (847) 640-1000 x205



Preschool 2025-2026 Parent Waiver

Updated May 2025

REGISTRATION

The Registration Fee is non-refundable. I understand that preschool is auto-billed monthly, on the 14th of each month for the following month of class. I must put a credit card on file on my Webstore account in order to be billed. Failure for a payment to be completed may result in removal from the program. I understand there is no prorating for absent/sick days, and understand the cancellation process.

DAILY OPERATIONS

Before drop off, I will acknowledge that my preschooler is healthy. I will also make sure they have a snack and a water bottle.

ACTIVITIES

The preschooler listed above, under staff supervision, has my permission to take walks or participate in indoor/outdoor activities throughout the day.

BEHAVIOR

I will have a discussion with my preschooler about the appropriate behavior that is expected at preschool. If this behavior is not followed, I understand that the teachers have policies that will be put in place to help my child be successful in the preschool setting.

PARENT HANDBOOK

I have read and understood the attached Mt. Prospect Park District Mountaineers Parent Handbook. In addition, I will follow all guidelines as stated in the parent handbook. The MPPD Parent Handbook can also be located on the website.

I have read the above information and understand and agree with Mt. Prospect Park District Mountaineers Preschool format.