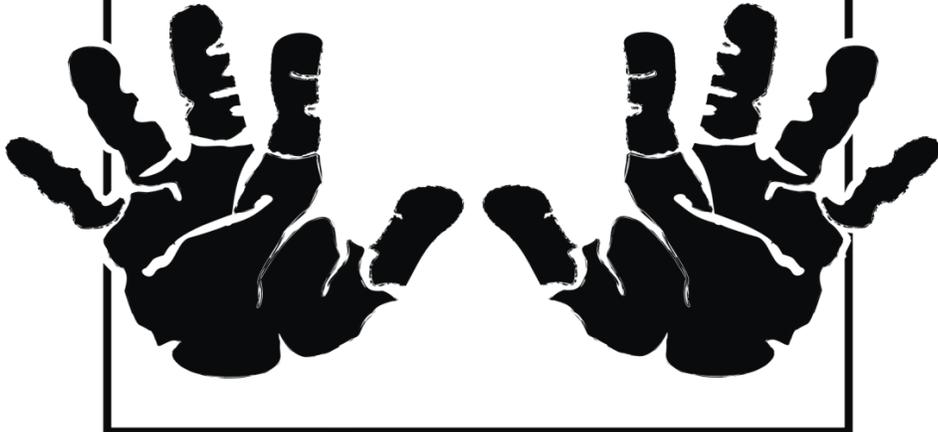


# PARENT HANDBOOK

# BARTLETT

## PARK DISTRICT



# PRESCHOOL

*"where play and learning  
go hand in hand"*

### Phone Numbers

<b>Main Office</b>	<b>540-4800</b>
<b>Coordinator</b>	<b>540-4853</b>
<b>Classrooms 1&amp;3</b>	<b>540-4846</b>
<b>Classrooms 2&amp;4</b>	<b>540-4851</b>
<b>Classroom 5</b>	<b>540-4847</b>
<b>Classroom 6</b>	<b>540-4849</b>
<b>Preschool Hotline:</b>	<b>540-4893</b>

*Bartlett Community Center • 700 S. • Bartlett Road • Bartlett IL 60103*  
630-540-4800      [www.bartlettparks.org](http://www.bartlettparks.org)

Welcome/Philosophy

Doors Open / A New Beginning

Parent Night and Students Meet the Teachers

Arrival and Pick up Policies

Supplies / Book Bag

Personal Items

Clothing / Outdoor play

Toilet Independence

Snack / Birthdays

Healthy Child Policies / Medications

Discipline

Parent Teacher Communication/Field Trips

Pest Control

Registration / Location

School Holiday Calendar

Discipline/Photo Sign Off Form

## **Welcome**

Welcome to the Bartlett Park District Preschool. We are thrilled that you have chosen us to become part of your child's education and developmental process. This recreational based program is designed to offer a variety of preschool learning experiences. It is our intention to provide your child with a safe and stimulating environment that will help your child develop to their fullest potential. Our focus is to accept each child as an individual and to consider all areas of their growth: physical, emotional, social, and intellectual.

## **Philosophy of the Bartlett Park District Preschool Program**

We believe in the philosophy that children learn through play. This recreation based program incorporates educational elements in a fun and safe environment. The goal of the preschool program is to provide each child with an environment which will promote their optimum development at a period when growth is rapid and the child is vulnerable. All aspects of growth are to be considered in the program; physical development, the development of social relationships, the emotional development, (confidence in and understanding of oneself as a person) growth in the ability to express thoughts, feelings, and intellectual development which includes language and speech.

### **Some basic premises of the program are as follows:**

1. Every child is an individual with their own rate and style of learning and growing. Their genes and experiences have made them unique, and he is to be regarded as such.
2. Intelligence develops as it is nurtured. Cognitive development depends on adequate and appropriate physical, mental and social nourishment supplied by the home, the preschool and the community working together.
3. All aspects of development are interrelated and this shall be considered when planning the preschool curriculum. The difference in the development of the 3 and 4 year old shall be influence in the planning of daily activities.
4. Play is an important avenue for learning and for enjoyment. A child learns through active experiencing in play, using all their senses, through doing things to and with materials. The values of play are increased by informed guidance and a wide variety of appropriate material and equipment as well as space and uninterrupted time. This must be considered when planning the environment for the preschool child.
5. Attitudes and feelings are important in learning and in healthy personality growth. If a child is to develop well, a child needs to feel that the people around them like them and feel that they are an able person. A positive self-concept or self- image enables the child to use his capacities well.
6. Understanding and responsible guidance is necessary if the child is to develop his potential. Children at a very young age need caregivers who like them, can set and will set limits for them, and who will also create an environment that will stimulate a child's ability to explore their world.

## **Daily Schedule**

When your child enters his/her classroom, she/he is given the freedom to explore the various learning activities and interest centers that have been prepared before his/her arrival. The children will have experiences in art, science, math, books, songs & movement, drama, and language.

Our curriculum is play-based within the interest centers. Activities are planned on specific topics and themes. Each day there is always something new and different set up at the various centers. Here is a brief summary of what occurs in a typical day.

- 
- Doors open, children hang belongings in cubby & wash hands \*\*
  - Welcome
  - Circle Time
  - Learning Centers Exploration
  - Story Time
  - Music and Movement

- Large motor play outside or in gym (gym time is once a week)

- Dismissal

\*\* We strongly encourage our children to develop their self-help skills during this part of the day. Children will be encouraged to hang up their coat and bag and wash their hands without parent assistance.

## **Our Philosophy Of Learning**

The preschool staff believes that “Growing through Play” describes our strategy in meeting the needs of young children. Based on the theory that children learn through play, classroom routines encourage active involvement with materials and reinforcement through repetition. Children are challenged, with new materials being presented weekly. Classroom schedules are designed which balance structure and free choice as well as active and quiet times. We plan to provide a caring and positive atmosphere, using unit topics, group time, gross motor/fine motor activities, field trips and special guest speakers. Children explore centers and are encouraged to use skills as they become developmentally ready.

Our program reflects Illinois State Standards for Early Learning and is taught using the developmentally appropriate practices established by NAEYC. (National Association for the Education of Young Children) Our goal in this recreational based program is to incorporate the Seven Domains of Learning within our curriculum and focus on the development of the whole child.

1. Personal and Social Development
2. Language Arts
3. Mathematics
4. Science
5. Social Science
6. Fine Arts
7. Physical Development and Health



## **Doors Open**

The preschool classes will start on the day after Labor Day.

Please check your classroom number and start time carefully.

**All information sheets and health forms must be completed and turned in BEFORE the first day of class. Children will not be able to start preschool without proper paperwork signed and turned into the preschool office BEFORE the first day.**

You may turn your child’s information, emergency and immunization sheets into the preschool office, front desk registration office or to the classroom teacher at parent night.

We need to be notified if/when you have a new address or telephone number or if there are any changes to be made on their emergency information sheet.

## **A New Beginning**

Starting preschool will be a giant step for most children. It may be the first time your child has left your side.

The teachers are aware that some children may experience difficulty during the initial days of preschool and the staff have experienced the “first day of tears” many times. The best advice that we can share is to leave on a positive note, do not linger at the door or hesitate even if your child begins to express some anxiety. Tell your child that you love them, offer a great big hug, and reassure them that you’ll be back to pick them up at the end of the day. Most importantly please remember to be prompt when picking up your child.

Some children have no difficulty in adapting to new situations, others react differently; both of these behaviors are normal. Often times after the children have expressed their fear or frustration they seem quite content to join in the daily activities. You may see readjustments occur after a long weekend or a vacation. This is also

very normal. Your continuing positive attitude will be the best tool to help smooth over the “bumpy” days. The teachers are willing to work with each parent in making the “giant step” a smooth one. If your child has an upsetting experience such as a death of a pet, a family member, illness, new siblings, or drastic change in their routine, please let the teacher know. Any of these could affect their behavior and notification will help us work more effectively with your child.

## **Stories About Preschool**

Picture books about the beginning of school can help to lessen apprehensions and help your child develop positive feelings about school. The following books may be helpful. You can find them at your local book store or library.

\*”What to Expect at Preschool” By Heidi Murkoff

\*”Will I Have a Friend” by Miriam Cohen

\*”The Kissing Hand” By Audrey Penn

\*”Where is the Bear at School?” By Bonnie Larkin Nims

\*”D.W.’s Guide to Preschool” by Marc Brown

## **Adjusting To School**

- Arrive on time. Arriving too early can cause anxiety, arriving late causes your child to miss the “meet and greet” part of the day and disrupts the flow of class.
- Depart quickly. School and the adjustment to it begins when the parent leaves and the door closes.
- Tell your child that you will return, and know that some kids have to experience that you will come back before they can adjust.

Our teachers are trained and secure in their approach to helping your child adjust to preschool. Sometimes tears happen. Be assured that we will care gently for your child, however, please be available for our call if she/he is having an exceptionally difficult time adjusting during the first days of school.

## **Parent Night**

A Parent Night is usually scheduled for each classroom prior to school opening, but in some cases this night may take place early in September. This 1 hour **parent only** meeting will cover important information about the upcoming school year. Parents will have the opportunity to meet the teachers, learn about the curriculum, classroom procedures and ask questions. By attending this evening parents will be more informed and better able to communicate with their child about preschool. Please take this opportunity to meet your child’s teachers and have your questions answered.

## **Students Meet the Teachers**

Students will have a scheduled time to meet the teachers and peek at the classroom before begins. This class gives the child a chance to see their classroom, meet the teachers and with some of their new preschool friends. Attending this event is very important in helping your child adjust to preschool.

The day will begin with a circle time group activity, time will be given to explore the room and the class will end with clean up and a musical activity. One adult only will be required to stay with the child during this scheduled event. This preview class is designed to give the new preschooler an opportunity to become familiar with the teachers and setting, thereby providing a smoother start to the school year.



If at all possible we ask that you make child care arrangements for siblings on this day. Kids Stop within Bartlett Community Center is available at a nominal fee to care for children up to 2 hours while you are in the building. Please check the current park district brochure for current hours and prices.

## **Arrival & Departure**

Children must be accompanied to and from class by an adult. You will be required to sign your child in every day class meets. Teachers will open the doors 2-3 minutes before class begins and doors will close promptly at the designated class time. If you arrive late to preschool please do not disturb the class but go directly to the preschool office and the Preschool Coordinator will escort your child to class.

## **Arrival**

Please have your child arrive to school on time. Children will be required to wash their hands upon entering the classroom. When a student is late to school he/she disrupts the rest of the class and misses some very important routines and learning opportunities that the teacher has planned. In addition when waiting in the hall for the classroom door to open please do not let your child run in the halls, bang on the walls or engage in other inappropriate behavior. Picture books are provided for children to look at while waiting.

## **Dismissal**

Your promptness in picking your child up is extremely important. At dismissal time the teachers will come out in the hall and address the parents about the highlights of the preschooler's day. All parents who are late will be asked to sign a late pick up notice. Late Fees may also be charged if the teacher or coordinator feels necessary. Late fees are calculated at a rate of \$5.00 for the first 10 minutes (or any portion thereof). A \$1.00 /minute fee will be charged after the first 10 min. All late fees are directly billed to your child's preschool account. Habitual late pick up will result in the removal of your child from the program. No refund will be given. Phone calls will be made to all phone numbers and emergency numbers after 10 minutes. If we have been unable to reach anyone the police will be contacted after 30 minutes.

## **Authorization for Pick Up**

Please be sure that all persons authorized to pick up your child are listed on your emergency authorization form. **NO** child will be released to someone who is not listed on the form. All authorized individuals will be required to have picture identification (i.e. driver's license) with them. If someone other than a parent will be picking up your child, please make sure that they are listed on your emergency form or that you have sent written notification to school with your child.

## **Parking/Fire Lane/Drop Off Zone**

**Do not park in the fire lane.** The fire lane must remain clear at all times. If your car is parked on the yellow lines or in the drop off zone you are in violation of the law and safety regulations of the Bartlett Park District Community Center. Violators will be ticketed. Other children should not be left unattended in the car while the parent is entering the building. Please park in one of the parking lots and walk your child into the building. *We respectfully ask that you do not park in the drop off zone. This area is used for special needs, deliveries, maintenance, and emergencies.*

## **What To Bring/Wear to School**

- Backpack or tote bag everyday
- Water bottle filled with WATER no juice everyday
- Closed toe shoes
- Jacket or sweatshirt in fall and spring; hat and mittens in the winter
- Sunscreen in fall and spring

**School Supplies** (School supply donations are not required but we would appreciate any of the following items)

1. Ziplock bags (any size)
2. Can of Lysol
3. Package of stickers for class incentive rewards

4. Box of 8 large crayons
5. Package of Crayola washable marker
6. Paper towels
7. Kleenex Box
8. 9oz Paper Cups
9. Paper plates (large or small)

### **Backpack/Book Bag**

When purchasing a backpack or book bag for preschool please keep in mind it should be easy to open and large enough (big but not too big) to accommodate daily art projects and important parent notes.

Send your child with their bag every day. Book bags help the teachers to organize projects and create a smoother dismissal. Children will be encouraged to pack their own bag, zipper it, and be responsible for their belongings, thus becoming more independent. **Please check your child's book bag each class day.**

### **Personal Items**

Sometimes children are interested in sharing a cherished item with his/her classmates. For this reason, "Show and Tell" will be held on designated days. These days will be announced by the teacher. Please do not allow children to bring toys to class unless a show and tell day has been scheduled. If your child needs a special "security" item, the teachers will encourage them to leave it in their back pack or cubby so that it is not lost, broken, or forgotten at school.

### **Clothing**

We ask that all children be dressed as comfortable as possible. Children are active and will be using a wide variety of art materials that tend to get messy. Children can enjoy themselves more if they don't have to worry about their clothing. They need clothes that will not restrict their activity as well as sturdy shoes for climbing and running. Sandals are not recommended. Crocs or sandals are dangerous when children are running or using the playground equipment and woodchips from the playground can hurt small feet. **Please make sure your child's clothing does not hinder his/her ability to take care of his/her own bathroom needs.**

### **Toilet Independence**

All children entering the program must be toilet independent. Teachers are patient and will "talk" the child through their bathroom routine if necessary, but they are unable to enter the bathroom to dress or wipe the preschooler. Please consider this policy when dressing your child for preschool.

If your child has an accident at school the parent or designated person will be called to come to preschool and change the child's clothing. Please be sure that the people on your emergency phone list are aware of this policy. Teachers **cannot** change children's clothing.

### **Snacks and Water Breaks**

In accordance with the DCFS Regulations, our 4 Year Old and Pre-K Classes will have a designated snack time. However, since our 3 Year Old Classes are in attendance less than 2 hours, they will **not** have a snack time. If your child has any allergies or dietary restrictions we should be aware of, please see your teacher for an Allergy Alert or Dietary Restrictions form. This will be post in the classroom so anyone working in the room will be aware.

On gym days and after an outside activity the classroom will schedule a water break. For this reason each student will need to bring a water bottle to school daily. Water bottles are kept in the child's cubby or backpack. Please make sure it can be securely closed without leakage.

### **Birthday Snacks**

Birthdays are special occasions for young children. It is an occasion that they enjoy sharing with friends. Because we want to recognize your child's special day and continue with our planned learning activities, we ask

that you check with your child's teacher for your child's classroom guidelines for birthday celebrations.

Because each child needs to feel as important as the next, we need to be consistent when recognizing birthdays. The celebration is simple but very special. Please keep in mind that the teachers do not decorate or put together a "Birthday Party" in preschool. No balloons, birthday hats, candles will be allowed. Teachers will not pass out invitations, as this can lead to hurt feelings for those children not invited.

If you would like to make special arrangements to join the class for story time on your child's birthday, please inform your teacher.

No treats will be eaten in class for birthdays, but if you wanted to send a treat home for each child, make sure it is store bought, individually wrapped and the label is clearly visible. No homemade items are allowed due to DuPage County Health regulations. If you have any questions please ask your child's teacher.

For children whose birthday falls in the summer, dates will be provided in the spring to recognize those children's special day.

### **Special Events at School**

Throughout the school year we will have planned special events when the teachers may ask parents to volunteer. We are trying to eliminate allergy issues so we would like to celebrate with games, crafts, stories, songs rather than food. Because we celebrate the last hour of our class time, it will also leave more time for the activities. On occasion, teachers will have planned lessons that may include food. At this time, the teacher will send home a notification of what will be happening in the classroom.

*Because of food sensitivities in some children, the preschool promotes a NUT-FREE environment. We ask that nuts or anything that contains nuts not be brought to class.*

### **Healthy Child Policy**

For the protection of all the children and staff, we are unable to accept a child who appears ill. We need your assistance to stop the spread of germs in our school. If you are in doubt about your child's health, please keep him/her at home and notify the classroom teacher. **The teaching staff has the right to refuse admittance of a child who appears too ill to attend on any given day.**

### **Absence Reporting Policy**

If your child will not be attending school and /or has a contagious disease (e.g. strep, chicken pox) please call to notify your child's teacher. All classes have a 24 hour voice mailbox to use for this purpose (see front page of this document). If need be we will inform the other parents so they may be alerted to watch for symptoms, but we will not disclose your child's name.

**\*The Bartlett Park District Preschool follows the guidelines designated by the Du Page County Health Department.**

- If you notice the beginning of a cold or contagious disease please be considerate of the other children and our staff and keep your child home.
- Children who vomit, or need medication (fever reducer or decongestant) prior to the start of class should not attend school.
- A child must be free of an elevated temperature, vomiting, pink eye, diarrhea or lice for a 24 hour period before returning to school.
- If prescribed, children should be on antibiotics for 24 hours before returning to class to ensure they are

no longer contagious.

- If the matter coming from the nose is not clear in color, it is usually symptomatic of the beginning of an infectious process. Please keep your child home.
- Children should be free of diarrhea for at least 24 hours before returning to school.
- A rash may be the first sign of many illnesses, such as scarlet fever or chicken pox. A rash or spots may cover the entire body or may appear in one area. Do not send a child with a rash to school until your doctor determines it is safe to do so.
- Sometimes children are anxious to “get back to school” and return too soon. Because their resistance is lowered, they are more susceptible to germs and they can become ill again.
- Please provide a doctor’s clearance note for children returning to school after being hospitalized due to the severity of illness or if they have been out for more than 1 week.

## **Illness**

If the child develops symptoms of illness while at school the following steps will be taken:

- Child’s temperature will be taken with a forehead scan thermometer.
- The parent/caregiver/emergency will be contacted to request pick up.
- If possible, the child will be removed from the play area and given care.



If your child’s class is exposed to a communicable disease, such as chicken pox, a notice will be sent home in his/her book bag.

## **Medication**

The Bartlett Park District does not permit any preschool teacher, assistant, or staff member to administer any kind of medication (over the counter or prescriptions). If your child requires medication or any kind of treatment during school hours this must be discussed with the teacher and coordinator. Proper paperwork must be signed before any medication can be administered. This policy also applies to any kind of inhalers, cough medicine, cough drops or eye drops. Please be sure these items are not left in the book bag when a child is brought to school.

## **Dispensing of Medication Procedure (#2527)**

In the event of a minor child with special circumstances needing regular intervals of medication during a recurring Bartlett Park District program such as preschool, certain procedures must be followed for dispensing such medication.

### ***Parental Procedures and Responsibilities***

The parent/guardian must:

1. Complete the Permission to Dispense Medication/Waiver and Release of All Claims form (2527.2)
2. Complete and sign the Medication Dispensing Information form (2527.1)
3. Deliver all medication to the Bartlett Park District office in individual dosage containers, in clearly labeled envelopes, or in original prescription bottles which include the person’s name, medication, dosage, and time of day medication is to be given
4. Verbally communicate with District staff regarding specific instructions for medication.

The following forms are available from the preschool coordinator or your child's preschool teacher should you have a child that requires medicine dispensation:

2527.1 Medicine Information

2527.2 Permission to Dispense Medication/Waiver and Release of All Claims

### **Injury/First Aid**

Basic first aid will be administered for minor injuries. For any child who is injured and requires more than basic first aid the paramedics will be called. Teachers will attempt to contact parent or emergency contact. If necessary the child will be transported to the nearest hospital by ambulance, accompanied by a staff member. The Bartlett Park District does not provide accident insurance or medical insurance to its participation.

### **Discipline**

The preschool staff works vigorously in channeling children's curiosity and energy in a positive direction. Teachers encourage and compliment appropriate behavior. The classrooms are set up so that the children may play in small groups and have a choice of activities. The range of activities will enable your child to experience different learning experiences and also build their confidence as to making positive choices.

Guidance is helping children follow basic rules for responsible behavior by providing an environment where children can learn to problem solve and develop skills to promote self-discipline and assume responsibility for their own actions.

Children will be introduced to limits in their behavior regarding lining up, respecting others, table manners, free play, appropriate use of materials, and interaction with others.

- Should an incident of misbehavior occur the staff will make a decision and redirect the child into a more positive behavior.
- Should a minor behavior need to be corrected a verbal cue will be given.
- If the behavior becomes repetitious, staff may use a brief "time out". The purpose of the "time out" is the remove the child from a negative situation and allows the child to gain self-control.
- When the inappropriate behavior becomes chronic, serious, violent, or dangerous to others the child's parents will be notified.
- Written and or verbal discipline notices will be given to the parents of those children who do not respond positively to teacher redirections for such behaviors as:
  1. Being physically abusive: hitting, kicking, biting throwing objects.
  2. Defiance of authority.
  3. Abusive/foul language
  4. Abuse of equipment, supplies, and facilities.
- The behavior will be monitored and if it continues, a more structured form of "time out" may be set down after a meeting between the child's parents and teachers.
- If after a sufficient amount of time agreed on between both parent and teacher, no improvements have been accomplished by the child toward a positive attitude the child may be asked to leave the preschool program.

### **Integrated Pest Management Program**

Illinois state law Public Act 95-0058 requires licensed child care centers to develop and implement an integrated pest management (IPM) program. IPM uses the most appropriate practice to achieve control of pests while avoiding adverse effects on people and the environment. Orkin Commercial Services is our pest management provider.

Pest Management Guidelines:

1. All non-toxic chemicals shall be applied in minimum amounts and shall not be used when children are present in the facility.
2. The certified pest control technician shall inspect the facilities at least monthly.
3. Upon inspection, the program manager will insure that no residues are left in areas accessible to children or staff.
4. If there is an immediate threat to health or property and pesticides need to be applied, all children and staff need to be removed from the location before the pesticides are applied. Children may not return to the treated area within 2 hours after pesticide application, or as stated on the label of the product used.
5. If an emergency application occurs, the program manager must sign a statement describing the circumstances that prompted the immediate threat and a notice is provided to parents as soon as possible.

### ***Prevention***

In order to prevent any type of infestation in the preschool program, the following guidelines must be enforced.

- All garbage shall be collected daily and placed in the appropriate dumpster outside.
- The outside dumpsters must have durable covers.
- Classroom garbage cans must be lined with plastic and covered.
- The preschool program must be cleaned daily and kept in sanitary conditions at all times.
- Cleaning agents, non-toxic cleaning supplies must be labeled and stored in a locked closet away from the children.
- Cleaning & Sanitizing toys, tables, room equipment: See attached cleaning grid for frequency required.
- Food safety:
  - All open food must be stored in the fridge/freezer or stored in Ziploc bags.
  - Kitchen appliances must be cleaned regularly and free to crumbs & grease.

Public Act 95-0058 requires written notification prior to the application of pesticides. Should a parent wish to receive written notification prior to the specific application of pesticides they must register. To register to receive written notification 48 hours prior to pesticide applications, the parent must submit name and address for notification by mail or email to [PCalabrese@bartlettsparks.org](mailto:PCalabrese@bartlettsparks.org).

If an emergency pesticide application exists to protect against an imminent threat to health or property, prior to the actual application, a good faith effort will be made to supply written notification to those on this registry. Please note that pesticides subject to notification requirements do not include consumer available products such as antimicrobial agents or baits.

### **Parent/Teacher Communication**

Communication between the parents and teachers is very important. The teachers are interested in developing a close working relationship with you and your family throughout the school year. We believe that working together can provide the best learning environment for young children. Teachers use the bulletin boards outside the classroom to post daily lesson plans, special day notices, items to be brought to school and general classroom activities. Most teachers also use email to help bridge the home/preschool gap. We would like to invite the parent to observe the classroom if they desire. Please inform your child's teacher so convenient time can be set up.

### **Conference and Progress Reports**

You may schedule an appointment to meet with your child's teacher to discuss specific needs of your child at any time. Progress reports are completed mid-year for the preschool students. For the children enrolled in the Four Year Old Program and the Pre-K program, Parent Teacher conferences are held halfway through the year. Conferences for the three year old program may be scheduled at the parent or teacher request.

### **Parent Volunteers**

On occasion we ask for parent helpers for special projects like woodworking, reading, and storytelling to

children, playing a special game, substitutes to assist the teacher, or party parents to help with and special event days. In addition to classroom helpers we are especially thankful for the parents who would like to share their occupation/hobby or a cultural activity with the classrooms. We rely on these parents to help expand our curriculum further. Please note any special way you would like to help the classroom on the parent volunteer note given out the first week of school.

### **Field Trips**

We have our field trips come to us! We have local dentists, fire fighters, librarians, Tammy Town, All Star Sports, etc. visit our school throughout the year. This gives extended learning benefits within the comforts of our own school. The teachers will occasionally take the students on nature walks on our premises as well.

### **Registration and Eligibility**

The Bartlett Park District Preschool registration is handled through the Park District office at the Community Center. The front office hours are M,W,F 8:30am to 7pm, T,Th 8:30am to 6pm Saturday 9:30am-1pm. The teachers do not take registration payments or forms.

The Preschool Coordinator (540-4853) or Recreation Manager (540-4873) can be reached to answer any questions.

To add or withdraw a child from the Preschool program a request must be made in writing at the front desk of the Community Center. Registration for the next school year occurs in January or February. A reminder notice will be given to returning families.

The Bartlett Park District accepts any resident child whose needs can be met in our setting. In all cases, the child must be able to participate and substantially benefit from our program without risk to him/her or to the other children. NO person shall; on the basis of race, color, religious belief, national origin or sex be excluded from participation, be denied the benefits of or be subject to discrimination.

### **Fees/Payment Plans**

Fees are for the entire school term of September through May and parents have the following automatic check deduction payment options. A voided check is required as well as a processing fee.

1. **Single credit card payment:** Pay balance in full.
2. **Single EFT Payment:** Pay in full through EFT; \$3 processing fee. A voided check and the processing fees need to be submitted with the registration application.
3. **Six-month payment plan:** One sixth of balance paid through automatic check deduction on the 15th of months May through October. \$18 processing fee.
- 4 **Six Month Equal Credit Card Payments:** Credit Card will be automatically charged each month for six months equal payments, plus a \$3 processing fee.

### **Personal Information**

It is the policy of the Bartlett Park District to not release personal information of our participants to outside organizations or individuals.

### **Location**

The Bartlett Park District Preschool is located within the Bartlett Community Center (700 S. Bartlett Road behind the library) in a secure wing containing six classrooms. Each room is staffed with one teacher and one assistant teacher.

### **Bartlett Park District Preschool Calendar**

The Bartlett Preschool follows the U-46 school district calendar for holidays and institute days off, with the *exception of one additional day* mid-year for our own preschool conference schedule. If school district classes are cancelled because of inclement weather, preschool will also be cancelled. You may go to the U-46 web site

(www.u-46.org) and sign up for an automatic notice of school closure due to inclement weather, Or listen to the radio for more information on WRMN at 1410 AM on your radio dial. We will also update the preschool hotline (630-540-4893) and the Preschool Coordinator (630-540-4853) phone voice mail when school will not be in session. Missed days due to holidays or “snow days” will **not** be made up or refunded.

**Please refer to the school calendar found on the park district web site for all school closings**

**School Year Term:**

Preschool term: September to May

Young 3’s term: January to May

**Behavior Management/ Rules of Conduct Procedure Sign Off**

**I. EQUAL ACCESS**

No eligible participant shall, on the basis of race, sex, sexual orientation, creed, national origin, or disability be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

**II. BEHAVIOR**

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Park District programs safe and enjoyable for all participants. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.

A. Participants shall:

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

**III. DISCIPLINE**

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, prompt resolution will be sought specific to each individual’s situation. The Park District reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others.

**IV. PROCEDURE**

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed. A special accommodation section will be provided on the registration form. If parents/guardians provide information in this section they should be contacted for more information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program.

If the participant exhibits inappropriate actions, the following guidelines should be followed:

- A. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include, but are not limited to:
1. A verbal warning.

2. A supervised time-out (10-15 minutes) from the program. The type of time-out may vary according to the situation:

**Observational** - From sidelines of activity.

**Exclusion**- Away from the group but within view of activity.

**Seclusion**: Out of view from the group/activity with a staff member present. If physical restraint is used to protect against injury, the time-out should be documented on a conduct report.

3. When to contact the Police:

If a participant makes a direct threat of hurting himself, call the parent/guardian immediately. If a parent/guardian is not available, call the police.

If a participant becomes overly aggressive and violent, call the police.

B. Any conduct reports made should be given to the full-time supervisor.

C. Parent/guardian should be contacted by the supervisor or leader in charge of program.

D. Parent/guardian will be given a copy of the conduct report by the supervisor or leader in charge of program personally or by mail. When done in person the parent/guardian will be asked to sign the conduct report.

E. If not already being utilized, a behavior modification program should be developed and implemented (those involved in development may include, but not be limited to, park district staff, special recreation staff, parent/guardian, school personnel, other support professionals). The behavior modification program should be monitored and reviewed as needed.

F. Communication between staff (program leaders, supervisory and special recreation) and parent should be ongoing regarding any further incidences of inappropriate behavior. Documentation is recommended.

G. Other related professionals (teacher, social workers, psychologist, etc.) maybe consulted for suggestions.

H. If inappropriate behavior persists, removal from program may be necessary.

Options may include but are not limited to:

1. Transfer to another program where inappropriate behavior may be less prone to occur.

2. Limited/reduced timeframe that participant is allowed to attend the program.

3. If a late charge policy exists, an additional charge assessed for overtime responsibility for the participant if he/she is detained beyond normal program hours.

4. Suspension from program for a designated time period.

5. Removal from program.

I. Refunds will be considered on a case by case basis.

J. Appeals by the participant and/or their parent/guardian may be directed to the Superintendent of Recreation.

## **Photographs and Videotaping**

The Bartlett Park District reserves the right to photograph or videotape participants in Park District programs, facilities or parks for the District's promotional materials.

**Please sign and return this portion to the Registration Desk verifying you have read the handbook and understand the policies and procedures of our Preschool Program.**

## **Parent Handbook Form**

I agree to abide by these policies when employed by the Bartlett Park District Preschool.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I agree to abide by these Preschool Parent Handbook Policies.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Child's Name

