

I Love Learning Preschool

Parent Handbook 2019 – 2020 School Year



Grayslake Park District
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Grayslake, IL 60030
(847) 223-7529
www.glpd.com

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- I: Student Emergency Form
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- VI: Popsicles in the Park Event Flier
- VII: Peanut & Tree Nut-Free Safe Snacks
- VIII: Lake County Health Department Sick Day Guidelines

Preschool Philosophy

Welcome to the Grayslake Park District I Love Learning Preschool! Our goal and purpose is to develop a love of learning in a safe and nurturing environment where each child and family is recognized and appreciated. Our curriculum is founded on the belief that children learn best through creative play and exploration. Therefore our classrooms and curriculum have been carefully designed to promote varied learning experiences. Children participate in individual, small group, and whole group activities on a daily basis.

I Love Learning Preschool strives to prepare our preschoolers for elementary school by including activities into our program that promote development of social, emotional, physical, cognitive and language skills. Our teachers recognize the unique learning styles, needs, and interest of each child and work to offer learning experiences that are developmentally appropriate considering our students' ages, individual needs and social and cultural contexts.

Included in this handbook are our objective, general information, payment policy, and other policies and procedures. Please read the handbook carefully. Questions and additional information will be provided at the Parent Orientation Nights.

Starting Dates

Tuesday, September 3	Young 3s on Tues/Thurs 3 Year Old on Tues/Thurs	9:00am 9:00am or 12:15pm
Wednesday, September 4	3 Year Old Classes on M/W/F 4 Year Old Classes on M/W/F Young 3s Class on Mon/Wed	9:00am or 12:15pm 8:45am or 12:30pm 9:00am
Thursday, September 5	Pre-K Enrichment Program on Tues/Thurs	8:45am

Teacher Meet & Greet

Kids are welcome! Meet your teachers and check out your new classroom during this optional open house.

Tuesday, August 27 - Young 3s Classes at UPC

United Protestant Church, 54 S. Whitney St.

M/W Class - 10:00 - 10:30am

T/TH Class - 10:45 - 11:15am

Wednesday, August 28 - 3 Year Old Classes at the Recreation Center

Recreation Center, 240 Commerce Dr.

M/W/F AM Class - 9:00 - 9:30am

M/W/F PM Class - 9:45 - 10:15am

T/TH AM Class - 10:30 - 11:00am

T/TH PM Class - 11:15 - 11:45am

Wednesday, August 28 - 4 Year Old Classes at the Recreation Center

Recreation Center, 240 Commerce Dr.

10:00 - 11:00am

Thursday, August 29 - 4 Year Old Classes at Jones Island

Jones Island, 243 Harvey Ave.

10:00 - 11:00am

Parent Orientation Nights

Parents only! Get important information about the upcoming school year and ask teachers questions. **Attendance is required.** In consideration to others, children are not allowed to attend parent orientation night.

Tuesday, August 27 - Young 3s Classes at UPC
United Protestant Church, 54 S. Whitney St.
6:00pm

Wednesday, August 28 - 3 Year Old Classes & 4 Year Old Classes held at the Recreation Center
Recreation Center, 240 Commerce Dr.
6:00pm

Thursday, August 29 - 4 Year Old Classes held at Jones Island
Jones Island, 243 Harvey Ave.
6:00pm

Our primary goal is to provide your child with the best possible preschool experience. We value the diversity of each family, and each child's individuality, and strive to build self-esteem and respect for others. We look forward to every day and the happiness we can bring to your child's learning experience.

Important Phone Numbers

Grayslake Park District (main office)	(847) 223-7529
Rec Center Preschool	(847) 223-7529
Jones Island Preschool	(847) 543-1966
Young 3s Preschool	(847) 312-5935
Mary Kay Olson, Preschool Director	(847) 223-7529 x 117
Kendra Ring, Recreation Supervisor	(847) 223-7529 x 114

Preschool Locations

Recreation Center 240 Commerce Dr. Grayslake, IL 60030	Jones Island Building 243 Harvey Ave. Grayslake, IL 60030	United Protestant Church 54 S. Whitney St. Grayslake, IL 60030
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Photography/video, for publicity purposes, may be taken during the program.

Eligibility

Young 3s Preschool Classes

- Your child must be three years old between September 1 through January 31 of the school year to enter the Tuesday & Thursday class or Monday & Wednesday class.
- "Pull-Ups" may be used in this class only.

3 Year Old and 4 Year Old Preschool Classes

- Your child must be 3 years by September 1 of the school year to enter the Tuesday, Thursday or Monday, Wednesday, Friday 3-year old classes.
- Your child must be 4 years by September 1 of the school year to enter the Monday, Wednesday, Friday 4 - year old classes.
- All children must be toilet trained.

Preparing Your Child for School

Here are some tips you can use to make your child's transition to school life easier and more pleasant.

- Begin using the word *school* in everyday conversations.
- Read books to your child about preschool.
- Point out children on their way to or from school as you are taking walks with your child.
- Talk about friends and relatives who go to school.
- Tell your child that when he/she get bigger, he/she may go to school and play.
- Take your child to visit the school you have selected. Take pictures so you can refer to them in conversations you have with your child about preschool.
- Talk about your child's class and teacher by name.
- Don't overdo it!! Your child will pick up on your anxious feelings.

Adjusting To School

Because this class may be your child's first time participating in an activity without you, there may be a period of adjustment. Arriving too early or lingering too long in the classroom may cause your child to be anxious, nervous or unhappy when you leave.

- Tears do happen. This applies not only to your child, but to you as a parent. Talk to your child about going to school and the fun he/she will have with the other children.
- Be positive.
- Arrive on time. For those children who are upset, having any parent enter the room after the day has begun may start the tears flowing again.
- Have your child use the bathroom before entering the classroom. The classroom restroom is to be used during class time.
- Departing quickly allows the adjustment and school day to begin. Tell your child that you will return and understand that some children have to experience that you will come back before they can fully adjust.
- Your child may cry, cling, or seem upset when you leave, but this usually passes quickly or with time. Remaining with your child can extend the period of sadness and may cause a chain reaction with other children who realize a parent is still in the room. Once all parents have left and the class begins, the children can begin the process of adjustment. Engaging in an activity can help the crying stop.
- A comfort item can be helpful at first.
- Parents are always welcome to remain in the building during class. If your child is upset, it can be very emotional to remain outside the classroom. Please consider going to another part of the building or outside as your child adjusts.
- Be available by phone during the time your child is at class. If your child has a bathroom accident we must be able to reach you.

Preschool Learning Experiences

During the course of our school year, your child will be involved in many learning activities. These activities are of two general kinds, those that are planned or routine and those that take advantage of immediate situations.

The following are some of the usual activities that take place in preschool:

- Art Time: Creative expression, developing small motor skills.
- Circle Time: Songs, finger plays, discussions, calendar, weather and show & tells.
- Story Time: Books and flannel boards
- Activities involving alphabet and number skills.
- Activities related to math and science discovery.
- Activities involving listening to and following directions.
- Free play – Children choose their own activities which can include: role playing, blocks, puzzles, cutting, books, playing, play dough and much more.

Free play is very important. We know that "play is the work of a child," so we strive to provide an environment conducive to learning through experiencing.

Payment Policy

Preschool payments are broken down into monthly installments. The fees are based on the number of days in the preschool year divided into 9 installments. Participants in these programs are required to make the first and last month's payments for class at the time of registration. The payment towards the last month is kept as a security deposit and is **nonrefundable** if the participant chooses to drop the program after October 1. The deposit less a \$100 fee will be refunded if a request is made prior to October 1.

Preschool payments are due the first of each month beginning October 1. Payments not received by the 10th of the month will incur a \$25 late fee. Payments not received by the end of the month will be cause for the participant's dismissal from the program and the May payment will be applied to that month.

You may pay your child's tuition with cash, check, money order, Visa, MasterCard or Discover card. Attach the current monthly coupon to the payment before dropping payment at the Park District Office. You may choose to have Automatic Payments done each month instead of using the coupon books. Please fill out the attached payment form and return it to the Park District office. All payments are submitted at the Recreation Center at 240 Commerce Drive.

Withdrawal Procedure

Once preschool is in session, a Program Refund Form must be filled out and signed by the parent or guardian in order to withdraw. This form can be turned into the Park District Office. No pro-rated fees will be given for partial month's attendance or withdrawal. If you withdraw from the program after October 1, you will forfeit your security deposit (May payment). The Park District reserves the right to cancel any class due to insufficient registration.

Picture Day / Schedule

School pictures will be taken the first week of October. Below is the schedule of when each class will be taking pictures.

Monday, September 30

- Young 3s M/W class
- 3 Year Old M/W/F AM & PM Classes
- 4 Year Old Rec Center AM & PM Classes

Tuesday, October 1

- Young 3s T/Th class
- 3 Year Old T/Th AM & PM Classes
- 4 Year Old Enrichment Classes

Wednesday, October 2

- 4 Year Old Jones Island AM & PM Classes

Using the Bathroom at School

Young 3s: Toilet training is not required for this class. We do suggest having your child wear a pull-up if not toilet trained. Parents must leave a phone number in which they can be reached at any time during class. It is the parent's responsibility to come and change their child if an accident does occur.

3 & 4 Year Olds: Pull-ups and diapers are prohibited. Children must be toilet trained. We realize a child might have an accident, and we take this into consideration. However, we cannot be responsible for a continuous problem. Parents will be contacted if any "accidents" occur. The preschool staff is not permitted to change clothing.

Clothing

We work with many different types of materials and have a wide assortment of activities, please dress your child in comfortable clothes, conducive to "spills and accidents." Even materials labeled "washable" sometimes leave stains. Loose, comfortable play clothes and shoes that support and protect the feet are best. Clothing should not restrict body movement. Please mark jackets, boots, and all other items with your child's name. Dress your child warmly in the winter months. We will go outside whenever weather permits.

Arrival and Pick Up

To enable teachers to have adequate preparation time, the teachers will open the classroom doors at the scheduled start time. Please escort your child inside the classroom on arrival. Pick up your child no later than the designated time the class ends, your child will then be dismissed at the classroom door. This is for the safety of your child. You are required to sign your child in as well as out each day of preschool.

Late Pick-Up Fee: after 3 late pick-up notifications, you will receive a \$5 charge to your household account thereafter. What is considered late? 10 minutes is considered late. When you arrive the teacher will issue you a Late Pick-Up Notice notifying you that the charge will be applied to your account.

If your child is to be picked up by someone other than yourself, (grandparent, neighbor, etc.) notify the teachers in writing and instruct the person to introduce themselves to the teachers. The person will have to show some identification. If it is a last minute arrangement, please call your school: Jones Island Building at (847) 543-1966, Recreation Center at (847) 223-7529 and United Protestant Church (847) 312-5935.

Early Pick Up Policy

If for any reason you must take your child out of class earlier than the usual dismissal time, please inform the teachers as soon as possible.

Parking

Jones Island Building: All cars must park in the lot across the street. Parking is not allowed next to the building or behind the building.

Recreation Center: Enter the building using the North Side corridor entrance.

United Protestant Church: Parking is allowed in any of the marked parking spaces.

Carpools

Please make it clear to the teacher who is involved in carpool arrangements. Give this information to the teachers in writing. When carpools change, the teachers must be informed. The person who is picking up from the carpool, will be required to sign out each child.

Absences

If your child will not be in school on a particular day, please call the Park District and let us know. (Jones Island: 847-543-1966, Recreation Center: 847-223-7529, UPC: 847-312-5935) If your child will be away from school for an extended time, please contact your teachers.

Student Emergency Form

Each student must have an emergency form on file. This needs to be filled out by a parent or guardian. These sheets help the teachers get to know the children and gain an understanding of them. The information on the forms is vital and must be updated when changes occur. The information sheets are kept confidential and are destroyed at the end of the school year.

Emergency or Serious Injury

In the event of an emergency or serious injury, it is the policy of the Park District to seek immediate medical attention for your child. Ambulance and/or doctor first and then contact the parents. Cost of the above, however, will not be assumed by the Park District.

Healthy Kids Policy

If your child becomes ill while at preschool, we will call you to notify you of the situation.

If your child has a fever (99.9 or above), is vomiting or experiencing diarrhea, we will request that you or an authorized adult pick up your child as soon as possible. Children must be free of fever, vomit and diarrhea for 24 hours before returning to preschool. If your child contracts a contagious condition that restricts them from returning, you must inform

your preschool teachers. The staff will distribute Health Alert Notices to affected participants. A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release form from a physician before returning. Please see attached "Sick Day Guidelines" from the Lake County Health Department.

School Closings

School closing for holidays and vacation follows District #46 schedule, with the exception of District #46's Institute Days and Parent Conference Days. Preschool also follows District #46's closing due to extreme weather conditions unless school closes due to related bus issues. We also follow weather closings that effect afternoon preschool, when District #46 cancels afternoon Kindergarten we will follow suit for preschool. Should there be an emergency situation or if classes are cancelled, parents will be notified by phone or email, at the earliest possible time. We will also keep our website up to date with weather conditions.

Ways to find information about weather related closings: www.glpd.com, Preschool, local TV stations, radio, District #46 website at www.d46.k12.il.us, 847-223-RAIN (7246)

Progress Reports / Teacher Conferences

There will be a parent/teacher conference once during the school year (Mon/Tues of Thanksgiving week). Our 3s & 4s classes receive their progress reports in November and April. However, if at any time the teacher feels it is necessary to discuss your child's progress, they will contact you. Likewise, if you want to discuss your child's academics, let the teachers know.

Field Trips

Field trips will be taken during the school year. These may cost a minimal fee. We ask that students wear their preschool t-shirt on the field trips. More information will be given out when the trips are approaching.

Permission Slips

Permission slips for every trip will be sent home in advance of the trip. These must be signed and returned with the appropriate fee. Please keep the information on your half of the permission slip handy so you are prepared. **NO SIBLINGS ARE PERMITTED ON TRIPS.**

Birthdays

We recognize birthdays at preschool. Due to the many food allergies we incur with the students, we ask that no food items be brought into the classroom to celebrate birthdays. If you wish to bring a birthday goodie bag or something for your child to pass out to each student, you're more than welcome to; this completely optional.

Party Invitations

Party invitations can be distributed in school only if **ALL** of the children get one. If only some children are to receive one, please distribute them away from school.

Class Calendar, Weekly Email, Classroom Email Correspondence

A calendar will be sent home with your child every month. On it will be given information about the themes, activities, special days, field trips, and other pertinent information. Keep this calendar handy and read it so that you can adequately prepare your child for school. Weekly emails will also provide additional information.

Toy Weapons

Please **DO NOT** allow your child to bring to school any toy guns, swords, knives, etc. These kinds of toys encourage very aggressive behavior and are not permitted.

Show & Tell

Each child will be assigned a day to bring in **one** item and tell their classmates about it. **No weapons** are allowed to come to school. Check your Preschool Calendar for your child's day. The item brought can be anything the child wishes. Show

& Tell items will not be used as playthings and will be kept in the bag until school is over. If your child wants to bring a pet to school, please check with the teachers ahead of time.

Bringing Toys to School

There is a plentiful supply of toys for the children to use. Please do not let your child bring any kind of toy from home. They may get lost or broken, and it is often difficult for the owner to share, thereby causing problems.

Treasure Box

Young 3s will need a "Treasure Box." You and your child can make one at home by obtaining an adult size shoe box and decorate it with wrapping paper, drawing, stickers, etc. Keep it at home until it is needed for school. This "Treasure Box" will be needed on days indicated on your Preschool Calendar. Items requested will be related to the theme and must be brought to school in this box. For example, your child might be asked to bring something square when we are learning about shapes, or an item related to dinosaurs when that is the topic. It is very important that you know when "Treasure Box" days are scheduled, so check your Preschool Calendar. If a child does not have something to show on these days, he/she is usually very unhappy.

Book Orders

Book orders will be sent home 4-6 times a year. You are under no obligation to make purchases. However, this is an inexpensive way to build your home library. As an extra bonus, the preschool earns bonus points towards purchasing books for our classes.

School Snacks – 3 & 4 Year Old classes

Each student will be responsible for providing their own snack for each school day. We ask you to pack healthy snacks that your child will enjoy eating. If a classroom has a food related allergy then we will notify the whole classroom and adjust the available snacks as needed.

Discipline

Discipline means developing inner control. This is an ongoing process and is a vital part of growing up. Discipline includes acceptable behavior, completing tasks, listening and following directions. We make an effort to help children gain skill in these areas, the over-riding rule is, "We do not hurt each other in this classroom." If behavior becomes disruptive, the teacher will talk to the child and redirect behavior in a positive, fair and firm manner. The teacher will explain why a behavior is unacceptable in a calm, clear way. If a child continues to behave in a way that is unacceptable, he/she will be separated from the group. There can be many reasons why children act disruptively. The teachers will try to understand the cause and may want to discuss it with the parents.

Disruptive Behavior

Behavior that could lead to personal injury of your child or to others, examples are: hitting, kicking, biting, throwing objects, running away, and defiance. Any behavior that disrupts a expected age appropriate environment in the classroom. It could also include a child that suffers from severe separation anxiety and cries for long periods of time. Any behavior that effectively takes one teacher away from the group for extended periods can be called disruptive. Should a serious problem arise, parents will be contacted and a solution that is equitable for all will be sought. Your child can be removed from our program if the behavior continues or puts others in harm's way.

Behavior Management Policy

Children are entitled to a pleasant and harmonious environment at preschool and setting guidelines for good behavior are a part of the system we must follow. We hope that these procedures will help to curb some of the more common forms of misbehavior and still allow us to work with children that may need some additional attention in following these behavior guidelines. We feel it is very important that parents take an active role in reinforcing these methods so that preschoolers feel that parents and staff are working together. If you have any questions or concerns about this policy, please contact Shelly Regnier, Superintendent of Recreation at (847) 223-7529.

Listed below is our discipline procedure for preschoolers who are exhibiting consistently disruptive behavior. After all these steps are exhausted, the child will be discharged from preschool and no refund will be given for the remainder of

the session. The Grayslake Park District reserves the right to dismiss a preschooler based on any extreme inappropriate behavior without prior documentation.

Step 1 – Most often, the child will be required to sit a “time out” or “cooling off” period for a few minutes.

Step 2 – A “warning” will be given and noted. A “time out” may also accompany a “warning.”

Step 3 – The third warning in one day will result in a Behavior Conduct Report being sent home alerting the parents or guardians to the problem. The Behavior Conduct Report must be signed and returned the next day of preschool. Behavior Conduct Reports can also be sent home for any serious infraction.

Step 4 – The third Behavior Conduct Report sent home during the preschool year will result in the child not being able to return to preschool for the remainder of the year, without a refund.

Warnings / Timeouts are given for:

1. Not following directions.
2. Disrespect towards a teacher or any Park District employee or patron.
3. Destruction of property, stealing or vandalism.
4. Swearing, racial slurs or verbal abuse towards ANYONE.
5. Not returning a Behavior Conduct Report.

Behavior Conduct Reports are sent home for:

1. The third infraction for the day.
2. Physical abuse towards anyone.
3. Any infraction of a serious nature.

Discipline:

As with any large group of children, rules of discipline must be reinforced by Preschool Staff and also the parents. We ask that you, as parents, please go over this information with your child so they are aware of the consequences of poor behavior. Below is a list of preschool rules.

1. Follow all directions the first time they are given.
2. Show respect for the people around you. (Staff members, peers, patron, etc.)
3. Show respect for the property of others. (Personal property, supplies, equipment, facilities, etc.)
4. No verbal or physical abuse (hitting, swearing, throwing objects, etc.)
5. Follow all field trip and school rules.
6. Do not leave your group or preschool class without permission.

4 Year Old Graduation - Wednesday, May 13, 2020

9:30 – 11:00am Recreation Center 4 Year Old Classes

12:00 – 1:30pm Jones Island 4 Year Old Classes

Young 3s & 3 Year Old Classes - End of the Year Party

End of year parties will be listed on your May calendar

No School Dates: 2019-2020 School Year

September 2	Labor Day
October 14	Columbus Day
November 25 - 26	No School – 3s & 4s Parent/Teacher Conferences
November 27 - 29	Thanksgiving Holiday
December 23 - January 3	Winter Break (school resumes 1/6/2020)
January 20	Martin Luther King Day
February 10 - 11	No School – Young 3s Parent/Teacher Conferences
February 17	Presidents’ Day
March 23 - 27	Spring Break
April 10	Good Friday
The week of May 11	Last Days of School