

Parent Handbook 2010-2011

"Play is the work of the young child."



Introduction

What happens to a child in the earliest years affects how well he or she learns for a lifetime. It's important that you select a preschool program to fit the needs of your child. The As We Grow preschool program is designed to integrate readiness skills into your child's daily activities, along with building self esteem, fostering creativity and encouraging independence. Children are encouraged to learn and grow in a friendly, supportive environment. Qualified and dedicated staff members enable your child to receive the individual attention he or she deserves.

Our Philosophy

We believe children learn best through developmentally appropriate play experiences. Our preschool program is designed to provide children with the opportunity to develop skills as we guide them through play activities and hands on learning methods. Areas that relate to physical, cognitive and emotional development are given attention when preparing daily activities that fit the needs of each individual child. We provide an atmosphere that will encourage children to:

- Develop a positive, confident self image
- Respect others
- Feel safe within the school environment
- Become independent
- Engage in activities to promote learning and developmental growth

Locations and Times

- Civic Center, 5 Ashlawn Ave, Montgomery
- Boulder Point, Zero Boulder Hill Pass, Montgomery
- South Point, 810 Preston Lane, Oswego

Thoroughly Threes & Fabulous Fours program hours (2 or 3 days a week):

- Morning classes - 9:00 to 11:30 am
- Afternoon classes - 12:30 to 3:00 pm

Pre-Kindergarten program hours (4 days a week)

- Morning classes - 9:00 to 11:15 am
- Afternoon classes - 12:15 to 2:30 pm

How To Contact Us

Lynne Yuill

Preschool Coordinator
630.554.4458 (phone)
lyuill@oswegolandpd.org

Cheryl Keilson

Superintendent of Early Childhood Programming
630.554.4484 (phone)
ckeilson@oswegolandpd.org

Pat Walker

Billing
630.554.4443 (phone)

Civic Center

5 Ashlawn Ave, Montgomery IL 60538
630.554.1010 (phone)
630.896.2058 (fax)

South Point

810 Preston Lane, Oswego IL 60543
630.554.1010 (phone)
630.554.4979 (fax)

Boulder Point

Zero Boulder Hill Pass, Montgomery IL 60538
630.554.1010 (phone)
630.896.5265 (fax)

Recorded Information Message

630.896.2018

The Preschool Day

Arriving: As soon as children arrive, they will place jackets and book bags in their assigned cubbies.

Free Play: During free play, children may choose from a variety of table activities including games, puzzles, playdough and blocks. Children may utilize their imaginations to pretend play in the dramatic play area, explore the sensory table, create a picture using art materials, or play with a variety of interactive toys.

Group Time: Children gather together for songs, learning exercises, finger plays, stories, and sharing.

Snack Time: Although we do not have a daily snack, there are special times that your child may have a snack. Some examples would include birthdays and holiday celebrations, and if teachers choose to incorporate a snack into a specific theme the class is learning about.

Food Allergies: We want to provide the safest atmosphere for all children enrolled in our program. If your child has allergies, a park district allergy policy must be on file before your child can begin class.

Arts and Crafts: Exploring and using art materials allow preschool children to express original ideas, learn to recognize colors, shape design and textures as well as enhance fine motor skills and coordination.

Large/Small Muscle: Children will develop their large muscle skills through creative movement, jumping, and climbing. Fine motor skills are enhanced through puzzles, playdough, stringing beads, cutting and writing.

Cleanup: All children are encouraged to share the responsibility for putting toys and materials in their proper place before the end of the school day. Cleaning up is a great sorting activity, and children feel proud when they can help get their room back to its original state.

Days Off School: 2010-2011

Monday, October 11	Columbus Day
Tuesday, November 2	No School
Wednesday, November 17	No School
Wednesday, November 24	No School
Thursday, November 25	Thanksgiving Day
Friday, November 26	Day After Thanksgiving
Monday, Dec. 20-Friday, Dec. 31	Winter Break
Monday, January 17	No School
Monday, February 21	President's Day
Friday, March 18	No School
Monday-Friday, March 21-25	Spring Break
Friday, April 22	No School

* For your convenience, the "no school" days for preschool are the same as District 308, with the exception of November 17.





Teachers



If you would like to contact your child’s teacher, please call 630.554.4050 and enter the appropriate extension listed below.

Boulder Point

Jennifer Biery (4179) - 3’s Teacher

Karen Brawner (4185) – 3’s Teacher

Tammy Pennington (4113) – 3’s Teacher

Karen Ayers (4114) - 4’s Teacher

Kate Petry (4184) - 4’s Teacher

Cynthia Morel-Pence (4224) - Pre-Kindergarten Teacher

Civic Center

Ashley MacKay (4472) – 3’s Teacher

Anita Scheidecker (4473) - 4’s Teacher

Tristin Holman (4471) – Pre-Kindergarten Teacher

South Point

Jennifer Catania (4186) – 3’s Teacher

Dawn Licul (4226) - 3’s Teacher/4’s Teacher

Dawn Krapez (4225) - Pre-Kindergarten Teacher

Arrivals

Please arrive at the scheduled class time. If you arrive early, please wait in the lobby. Thank you!

Civic Center

For your convenience, a drop-off service is provided at the end of the sidewalk on Ashlawn Avenue. A preschool staff person will help your child out of the vehicle and walk him or her into the classroom. Parents may choose to park in the lot and walk their child into the classroom.

Boulder Point

Please line up in your vehicle at door C on the south side of the building. Your child should remain in your car until a preschool staff member comes to help your child from your vehicle and walk them in the door. Parents may choose to park in the lot and walk their child into the classroom using the main entrance.

South Point

Since we are coordinating our drop off with the Southbury Elementary School, please line up in your vehicle at door 7 in the front of the building. Remain in your car until a preschool staff member comes to escort your child into the building. Parents may also choose to park in the lot and walk their child into the building using door 5.

Dismissals

When class ends, your child will only be dismissed to a parent or a person listed as an authorized pickup person on your child’s Health and Emergency form. **Any other pickup arrangements must be given to your child’s teacher in writing.** Teachers will require an unfamiliar pickup person to show photo identification before they will release your child.

Parents, please wait in line in your vehicle and the preschool staff will bring your child to you. Each parent and child will be given corresponding color-coded tags with a number. Parents must display this tag in the window of their vehicle. Parents may also choose to park in the lot and walk into the building to pick up their child.

***Children must be signed out on a daily basis. Children will not be released until they are signed out by a parent, guardian, or authorized person.**

Late Pick Up

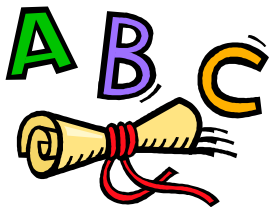
If you will be late picking up your child due to an emergency, please call the Park District so that a staff member can inform your child's teacher. All sites can be reached at 630.554.1010



Please note: Starting and ending times for preschool classes are based on the clock in your child's classroom. Late fees are charged to encourage on time pick up from the program.

In the case that traffic, weather, or other unforeseen circumstances hold you up, it is recommended that you provide an alternate contact person who can pick up your child to avoid the late fee. The staff as well as the children appreciate calls informing us of your delay, but you will still be responsible for the fees.

- A \$10 late fee will be charged when a parent is 5 minutes late when picking up their child.
- An additional \$5 will be charged for each 5 minute period after that.
- The parent will be asked to sign a form and payment can be made at pick up. If we do not receive payment at pick up, this fee will be added to your next preschool monthly bill and must be paid at that time.
- If a child is not picked up 1 hour after the dismissal time, and the preschool staff fails to reach a parent or other authorized individual, staff is required to call the police.



Preschool Calendar: 2010-2011

Oswegoland Park District preschool classes begin Tuesday and Wednesday, September 7 and 8, 2010. We follow the Oswego School District 308 calendar for school holidays, with the exception of November 17, 2010. Classes end Thursday and Friday, May 26 and May 27, 2011. The "no school" days listed on page 21 are taken into consideration when program fees are calculated. Please note that you are not charged for these days.

Preschool Closings

Preschool classes may be cancelled after a heavy snowfall or during other weather emergencies. Whenever Oswego School District 308 classes are cancelled due to weather, our preschool classes will also be cancelled. You will receive a credit on your account for any cancelled classes.

For up-to-date information on school closing, you may call the Park District's recorded message at 630.896.2018, or you may listen to local radio stations WGN, WBBM, WBBM-FM, WFYR, WUSN, WSPY, or TV stations WGN or WFLD, or check the Oswegoland Park District's website: www.oswegolandparkdistrict.org.

Parents

We welcome and encourage contact between parents and teachers. We want to know if you're expecting a new baby, if someone in your home is experiencing an illness, or if there is any other situation that might affect your child's day away from home. Parent/teacher conferences are offered in the winter and spring, however you are always welcome to talk to your child's teacher.

If you or your spouse have a special interest, hobby, or career that you would like to share with preschool students, we would love to have you spend the day with us. Please talk with your child's teacher about how you can enhance the preschool experience for all the children in your child's class. We also welcome parents as mystery readers and classroom party planners and helpers.

Billing and Payment Information (revised Jan 2010)

Monthly tuition payments are due on the first day of the month, August 2010 through April 2011. You have the opportunity to complete an Auto-Charge Authorization form that allows the Park District to charge your monthly payments on the date due to the credit card of your choice: VISA, MasterCard, American Express, or Discover. This method of payment protects you from the additional cost of late fees.

If you do not choose auto-charge, you are responsible for making your payment on or before the first of each month. Monthly bills are not mailed. An email reminder will be sent approximately ten days prior to the due date. If your payment is received six days or more after the due date, a \$25 late fee will be charged to your account.

If you cannot make a payment on time, you can avoid the \$25 late fee by contacting the Park District's billing department prior to the scheduled due date. You will be asked to make an alternate payment plan, and if that plan is honored the late fee will not be charged.

When a scheduled payment has not been received fifteen days after the date it was due, and you have not contacted the billing department to make alternate payment plans, your child will be withdrawn from the program.

Families in financial need are advised to apply for assistance through the Illinois Department of Human Services at 800.641.4622. Families not eligible for assistance from DHS may be considered for a Park District scholarship. Please call the Park District at 630.554.1010 to request an application if you feel your family may qualify.

If you have questions or concerns about your preschool payments please contact Pat Walker at pwalker@oswegolandpd.org or 630.554.4443.

Monthly Fees 2010-2011

M/W/F \$144 Resident, \$153 Non-resident

T/TH \$103 Resident, \$112 Non-resident

Pre-Kindergarten \$186 Resident, \$195 Non-resident

Illnesses and Absences

Our goal is to maintain a healthy preschool classroom. You can help us by keeping your child home from school if he/she:

- Vomited or had diarrhea in the past 24 hours
- Shows any other signs or symptoms of not feeling well, including a cough, runny nose, rash or pink eye
- Has a fever of higher than 100 degrees within the past 24 hours

If your child appears ill upon arrival, or needs special attention during the school day, we will call a parent or authorized person to pick up your child. If your child is unable to attend class, please call the Park District at 554.1010 to report the absence. Children must be fever free for 24 hours prior to returning to class.



Accidents and Injuries

Preschool teachers are trained to treat minor cuts, bruises, and other simple playground injuries. In the event of a serious injury, teachers will call 9-1-1 to request emergency medical assistance. While a teacher attends to your child, another Park District staff person will contact you (or your emergency contact person if you are unavailable). The Oswegoland Park District does not carry medical insurance for program participants, thus you will be responsible for any costs incurred in caring for your child.

Tornado and Fire Safety

Preschool teachers incorporate fire and tornado safety training into their curriculum early in the school year. Teachers also schedule fire and tornado drills at regular intervals throughout the year so that children will know exactly what to do and where to go should an emergency arise.

Field Trips

Throughout the school year, our preschoolers venture out for fun, educational field trips. Prior to any field trip, information sheets are sent home for parents. It is the responsibility of each parent to transport their child to and from any field trip, as well as chaperone them while they attend the field trip. If you cannot drive to a field trip, please use your class list and arrange for carpooling.

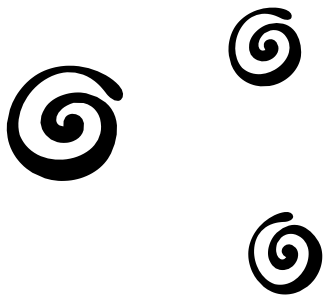
Clothing Guidelines

Play activity is such an important part of the curriculum. A preschooler's day is filled with activities that allow them to explore art materials to stimulate creativity, as well as outdoor activities for large motor development. Clothing choices should be practical as children may get messy throughout the preschool day.

Choose comfortable, loose fitting clothing that your child can get on and off easily. This helps make trips to the bathroom easy for children.

Recommend comfortable closed toe shoes for your child. Children are active outdoors, and little toes can become easily hurt on the playground.

Label all of your child's outdoor clothing. Many times children will have the same boots, coats, gloves, or mittens as other children in their class.



Kindergarten Readiness Skills prepare children to succeed in kindergarten. Children learn to identify letters, basic shapes and colors. They learn to identify and print their first and last name using upper and lower case letters, be aware of the initial sounds that letters make, and become aware of the beginnings, middles and ends of stories. Children will learn to identify many numerals, and make a one to one correspondence between objects and numbers. Children will learn number stories through various games and activities that promote the early fundamentals of math skills.

Large Motor Activities are provided to encourage muscle control and coordination, such as hopping, dancing, jumping and running.

Fine Motor Skills are developed as children practice holding a pencil, using print as a tool for communication, holding scissors and cutting paper, assembling puzzles and stringing beads



Communication Skills enable children to interact with others. Children are encouraged to converse with teachers and peers, develop manners, speak so others can understand and use words and sentence structures appropriate for their age.

Cooperation Skills promote respect between children and teachers. Children are encouraged to take turns and share and resolve conflict with their peers in an appropriate manner.

Comprehension Activities help children focus and learn. Children practice following single step then multi step directions. They learn that there is a time to listen and a time to talk, to ask questions pertaining to the story and to complete an assigned task.



Student Book Bags

Please send your child to school each day with a bag to carry home daily papers. A simple open top tote bag with handles or a regular-sized backpack work best. Please put your child's name on the bag where it is clearly visible. It is important to check your child's school bag each day for notes from the teacher as well as any books or projects your child may have worked on during class.

Discipline Policy

Discipline is the ongoing process of helping children to develop inner controls and assume responsibility for their own actions. We accomplish this by setting, explaining, and consistently enforcing clear and understandable rules, limits, and consequences, prior to and as part of any disciplinary action. As much as possible in carrying out our discipline, teachers will use firm positive statements or redirection of behavior. If necessary, to help a child gain control, the teacher may remove him or her from the activity or group for a time not to exceed one minute per year of age. Children will have reasonable opportunity to resolve their own conflicts and to have input in adult resolving of conflicts.

Under no circumstances will children be punished for toileting accidents or accidental spills. They will not be subjected to threats of or actual corporal punishment or emotional abuse of any kind.

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

Potty Time

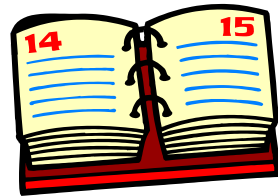
Please have your child use the bathroom prior to arriving at school. If your child should need to use the bathroom during class, a preschool staff member will take him/her to the bathroom.

Our program requires that your child be able to:

Use the toilet without assistance
Unfasten and refasten his/her own clothes
Wash and dry his/her hands

If your child should have an accident at school, the preschool staff **cannot** change your child's clothing. If your child cannot change his/her clothing without assistance, we will contact you.

Please pack a spare change of clothes, including underwear and socks, into a clear plastic bag and label it with your child's name. This bag will stay in your child's book bag and be available if needed.



Monthly Calendar and Newsletter

Each month you will receive a calendar announcing themes for the month, special days, events or field trips, and other important messages for both parent and child.

We hope that you will use your calendar to prepare your child for upcoming experiences in the classroom and to encourage your child to share with you what he or she does each day at preschool. Please post the calendar in your home so that you can refer to it for preschool information throughout the month.

Curriculum

Fabulous Fours and Pre-Kindergarten

(Children must be four years old by September 1, 2010)

Goals and Objectives

Self Assurance

Children will feel comfortable and secure in their classroom environment, and develop an interest in daily activities.

Motor Skills

Children will continue to develop gross and fine motor skills.

Readiness Skills

Children will learn developmentally appropriate skills for their age.

Literature Skills

Children will be introduced to the concept of journaling, and be encouraged to creatively express their thoughts through writing and drawing.

Skill Development

Social Skills promote self-assurance. Children are encouraged to develop trust and respect for their teachers and classmates, learn how to work in a group as well as individually, and to interact positively with their classmates.

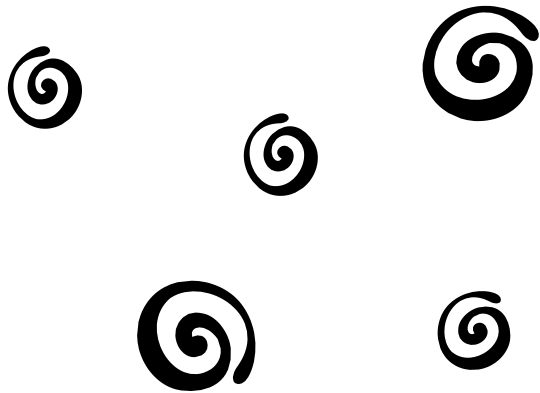
Self-Help Skills promote independence. Children are encouraged to hang up their coats and backpacks, zip and unzip, use the bathroom independently, clean up after themselves, appropriately express their needs, ask questions, seek answers and initiate problem solving.

Circle Time provides children the opportunity to learn how to function in a group setting. They learn that there is a time to talk and a time to listen, and how to share their ideas with each other. Children will listen to and enjoy stories in a variety of delivery methods, and participate in music activities.

Large and Fine Motor Activities promote physical coordination. To develop fine motor movements, children practice using scissors, gripping pencils, painting, stringing beads, and manipulating items. To develop large motor movements, children practice jumping, skipping, hopping and running.

Readiness Skills enhance the child's awareness of literature and language in the classroom. Children learn to recognize the printed form of their first name and other classmates, recognize that reading and writing progresses from left to right and top to bottom, begin to recognize patterns and sequencing, identify colors and basic shapes, recognize upper and lower case letters, identify initial letter sounds and recognize numerals.

Comprehension Activities help children focus and learn. Children practice retelling facts from the story, making predictions, and identifying connections between events. Children are encouraged to ask questions pertaining to the story, follow single step directions and remember events.



Class Lists

Once school begins, we will compile a list of all the names, addresses, and phone numbers of the children in your child's class. Parents find this list helpful for organizing carpools or arranging playgroups. If you do not wish to have your name, address and phone number disclosed, please notify your child's teacher by the first day of class.

Birthday Invitations

Birthdays are important days in your child's life. Please use the class list to mail invitations to your child's special event as we cannot pass out invitations in class.



School Pictures

Individual pictures of each child, as well as a group picture of your child's class will be taken in September or October. Pictures will be taken on the following days:

- **South Point** Mon/Tues, September 20/21
- **Civic Center** Wed/Thu, September 22/23
- **Boulder Point** Thurs/Fri, September 30/October 1

*The purchase of pictures is optional.

Scholastic Book Club

Classroom teachers may offer parents the opportunity to purchase age-appropriate books through Scholastic Book Clubs. The Park District is pleased to be able to provide this optional service to your family. Scholastic Books holds an annual book fair to benefit the preschool program. Our book fair will be held from 9am until 3pm on Wednesday, December 1 and Thursday, December 2 at all preschool locations. We always welcome parent volunteers to help run this event.

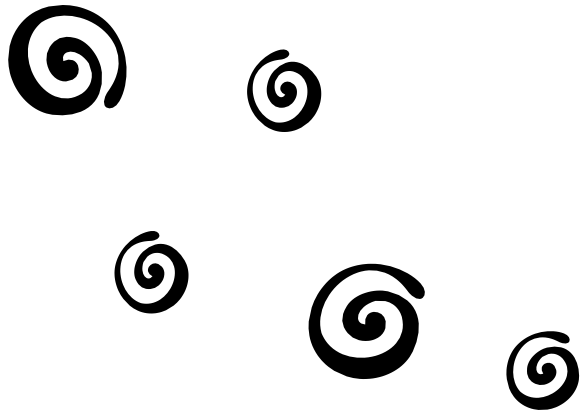
Special Events

Several special events are planned throughout the year to enrich the preschool experience for your child. Family members are always welcome to attend!

- ⑥ Field trips
- ⑥ Fall Open House
- ⑥ End of Year Celebration

Other special events are designed just for the preschooler and his or her parent(s) to share. Please make other arrangements for siblings if you plan to come to your child's class to be a mystery reader or help with a special project.

Please note: Our preschool classes celebrate several holidays during the year. If you do not want your child to participate in a particular holiday celebration, please let your child's teacher know in advance.



Curriculum

Thoroughly Threes

(Children must be three by September 1, 2010)

Goals and Objectives

Self-Assurance

Children will feel comfortable and secure in their classroom environment.

Motor Skills

Children will develop gross and fine motor skills.

Readiness Skills

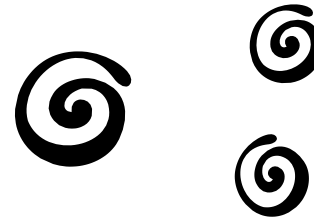
Children will become familiar with classroom procedures, learn to follow one step directions, and be exposed to pre-math and pre-reading skills.

Skill Development

Communication/Social Skills enable children to interact with others. Children are encouraged to communicate their thoughts and needs in words, ask questions, solve problems, and play with others. They are encouraged to take turns, to make good choices, to resolve conflicts appropriately, and to have a curious and enthusiastic approach to new activities.

Self Help Skills promote independence. Children are encouraged to hang up their coats and backpacks, zip and unzip, use the bathroom independently and clean up after themselves at snack time.

Program and Curriculum Overview



Play is the work of a child. During play, children are able to express themselves, problem solve and learn about the world around them. The As We Grow preschool program is designed to help preschool aged children develop a wide range of cognitive, language, physical, social and emotional skills. Areas of concentration include artistic development using various art materials, music and movement through the use of instruments and fingerplays, science, early math concepts, literacy development and large and fine motor skill development.

All of our preschool teachers structure their lesson plans around a series of theme weeks and units designed to relate to preschool age children. Although themes vary from teacher to teacher, developmentally appropriate activities are incorporated to stimulate creativity, encourage the expression of thoughts, foster independence and expose children to literacy. By utilizing concepts from the Illinois Early Learning Standards, areas of child development are promoted each day in our classrooms.

Classroom learning is enhanced each year by field trips, visits from community workers, an art awareness program and safety programs. The school year ends with a promotion celebration.

Thank you for choosing the As We Grow preschool program at the Oswegoland Park District. Our entire preschool staff is looking forward to another terrific school year!

Lynne Yuill
Preschool Coordinator