



# Preschool Program Handbook

400 W. Nebraska Street  
Frankfort, IL 60423  
(815) 464-5579

Dear Parents,

Welcome to the Frankfort Park District Preschool! We are happy to have you join our family. We are proud of our tradition of early childhood education in a community setting. Our teachers are experienced and dedicated; our facilities are spacious and clean. We thank you for making the Park District your choice for preschool.

The following information in this handbook will help you understand our school policies and procedures. If at any time you have questions or comments, please talk to one of us. We want to work with you to make this a positive, productive experience for your child.

Looking forward to a wonderful year...

Pam Schultz and Mary Stanis, Co-Directors  
Frankfort Park District Preschool

## TABLE OF CONTENTS

Welcome Letter	2
Table of Contents	3
Class Offerings	4
Admission and Discharge Policies	5
School Calendar	5
Weather-Related Closings	5
Arrival and Departure	6
Confidentiality Policies	6
Classroom Policies and Procedures	7-8
Health and Medical Information	9-10
Starting School	11
Snack Ideas	12
Craft Donation Suggestions	13

## APPENDIX OF FORMS

Application for Admission  
Receipt of Handbook/Personal Info Release  
Consent and Release Form  
Health Form

### **Frankfort Park District Board of Commissioners**

	Tom Barz, President	
Pam Melnyk, Vice President	Angela David, Secretary	Brian Feehery, Treasurer
Paul Shaffer, Commissioner	Alice Ducay, Commissioner	Larry Caracciolo, Commissioner
Tom Carstens, Park District Executive Director		

## CLASS OFFERINGS

### Wee Works

This class is for children who are ready for time away from their parents/caregivers. The two 90-minute sessions each week are filled with free play, songs, stories, games and more. Your child must be 2 ½ years old by September 1<sup>st</sup> of the school year. A physical is required; being toilet trained is not.

### Play School

This class is for children who are ready to interact with their peers for an extended period of time. Sharing, listening and taking turns are a few of the social/academic building blocks introduced in Play School. Colors, numbers and the alphabet are also explored through free play and teacher-directed activities. Children must be 3 years old by September 1<sup>st</sup> of the school year. A physical is required, along with being toilet trained.

### Prep School

This three-day-a-week program is for children who are ready to fully combine their developing social and academic skills. For two and a half hours each session, children will continue to build their language and math readiness skills, as well as explore the worlds of science, art and music. Fine and large motor skills are also incorporated into the curriculum. Children must be 4 years old by September 1<sup>st</sup> of the school year. A physical is required, as is being toilet trained.

### Stepping Stones

This class bridges the gap between preschool and kindergarten for older fours and young fives by giving them an extra school day. These children meet four times a week for two and a half hours each session. The multi-disciplinary curriculum parallels Prep School. Children must turn 5 by March 1 of the enrolling school year. A physical is required, as is being toilet trained.

**\*\*THERE IS A \$100 NON-REFUNDABLE REGISTRATION FEE FOR ALL STUDENTS WHO REGISTER FOR THE COMING SCHOOL YEAR. \$50 of the fee goes towards your September tuition.\*\***

**TUITION & LATE FEES**—Tuition is due the first full week of the month. Late payment fees are as follows: 2 weeks late - \$5, 3 weeks late - \$10, 4 weeks late - \$15. These must be added on to the base tuition. If tuition payments are any later than 4 weeks, the student will be unenrolled in the program. Any NSF checks will result in a \$25 charge per check.

## **ADMISSION and DISCHARGE POLICIES**

### **ADMISSION**

Enrollment shall be open to any child provided the school can meet the needs of that child. Enrollment is granted without discrimination in regard to sex, race, religion or national origin.

An application for admission, medical form, consent form and personal questionnaire form must be completed before the child begins school.

### **DISCHARGE**

A child may be discharged from school due to any of the following reasons:

- If it is determined that a child is disruptive, uncooperative or in any other way disrupts the other children or the program.
- If it is determined that the child's needs are not being met by the school.
- If by mutual agreement between the parent and the Directors that the child's adjustment to the school is unsatisfactory.
- If the parent does not comply with the policies of the school. I.e. fees not paid on time, child not picked up on time, child not toilet trained, etc.

The Directors and the staff will work with the child and parent to attempt to arrive at an amicable solution. Discharge will occur as a last resort.

## **SCHOOL CALENDAR**

Our school year begins after Labor Day and continues until the third week in May. During the school year we follow the School District 157C calendar using the same days off. If 157C has a half day scheduled, the Preschool is still in session. The only exception is the half day before winter holiday break. There is no class for the preschool on that day.

## **WEATHER-RELATED CLOSING**

During severe weather, please stay tuned to the radio stations WGN 720, WJOL 1340 or WLS 890. If you hear that Frankfort 157C schools are closed, that means the Park District Preschool will be closed, too. Your name and number will become part of a phone tree list created after school begins, so please keep us informed of any changes.

## **ARRIVAL AND DEPARTURE**

When the children arrive at school, there will be a teacher to greet them at the outside door beginning five minutes before class until five minutes after class time begins. If you are running late, please walk your child into the classroom. Please do NOT come early to class.

At departure time, the teachers will walk your child out to your car. Please form a line in the parking lot and remain in your car. You must send a note if your child is to go home with someone else. All children must be picked up at the specified time or a late fee of \$5.00 will be charged after 15 minutes and \$1 per minute after 15 minutes.

If you must take your child from school before the end of class, inform one of the staff members before leaving with your child.

## **CONFIDENTIALITY/RELEASE OF INFORMATION**

All information contained within your child's file and all conversations held with staff members concerning your child or family members will be considered confidential. The school is restricted by law from the release of confidential information by any individual, agency, school district, etc. without first obtaining permission from the parent/guardian to do so. In the event such a need arises, a written authorization from the parent/guardian will be required before confidential information is released. (Exception: If a case of child abuse or neglect is suspected and reported, proper authorities have legal access to a child's file with or without parental consent).

You will be asked to sign a release giving permission in writing for a child to be photographed for purposes of display at the school or for Park District publicity. This Consent/Release form is part of your initial paperwork that must be completed and returned before school starts.

Permission in writing will be requested on a separate form for the child's name, parents' names, address and phone number to be published in a class directory. This information is to be used strictly for carpools, outside play dates, birthday invitations, etc. This directory is NOT to be used for business/commercial purposes for yourself or others.

# **CLASSROOM POLICIES & PROCEDURES**

## **DISCIPLINE**

Children will be encouraged by staff to display appropriate behavior through positive tones of voice, praise and hugs. Inappropriate/disruptive behavior will be met with verbal reminders of appropriate behavior. If disruptive behavior continues, the child will be placed in a “time out” will occur between the child and the staff member. The child will then return to the group. The “time out” period will not exceed 5 minutes. Serious inappropriate or disruptive behavior will be reported to the parents.

## **COMMUNICATION**

A monthly newsletter and calendar will be sent home the last week before the new month. The Directors and staff want to keep parents informed of their child’s activities. A staff member is always available to answer questions a parent may have about their child, curriculum or school policy. You may request a conference at any time. We will gladly listen to and discuss any questions, concerns or comments.

## **CLASSROOM VISITATION**

We have an open door policy concerning visitation from our parents. However, it is nice if you can “spy” on your child without them seeing you. The windows upstairs in the hallway are similar to a two-way mirror. Downstairs we have small bifold doors in the kitchen, which will open to either downstairs room.

## **BIRTHDAYS**

School year birthdays will be celebrated close to the actual day. Summer birthdays will be celebrated as a special day near the end of the school year. One of your snack days will fall on this day. Party favors/bags are not necessary. Please do not ask your teacher to hand out birthday party invitations unless you are inviting the whole class. NO CUPCAKES, PLEASE (very messy!). Thank you.

## **HELPER MOMS AND DADS**

Starting in October we will have sign up sheets for helper moms or dads. On this day, you might be asked to do preparation work for an upcoming project or you may be asked to help the children with in-class activities. Helping is not a mandatory requirement of school parents.

# **CLASSROOM POLICIES & PROCEDURES**

## **PERSONAL BELONGINGS**

Children should be discouraged from bringing personal belongings from home except on specific “show and tell” days. If an item is brought from home, it should be clearly marked with the child’s name. The school cannot assume responsibility for loss or damage to any personal belongings the children bring to school. Candy, gum or weapons (including toy squirt guns) are NOT ALLOWED in school.

## **CLOTHING**

Children should be dressed in comfortable, simple, washable clothing allowing them to safely and creatively engage in a variety of activities. All personal belongings must be labeled, including schoolbags, jackets, boots, hats, mittens, scarves, etc. Staff members will label your child’s clothing or book bag if you’ve forgotten to do this.

If your child has an accident at school and needs a change in clothing, a change in clothing will be supplied. Please wash the clothes and return them. You may keep the underwear.

Pull up-type diapers are not acceptable. However, all children must be toilet trained, except for Wee Works students. The staff does understand that occasionally an accident does happen.

## **CHILDREN’S SCHOOLWORK**

Frequently your child will be bringing home their school papers and projects. They are usually anxious to share their work with the family. Please always praise and encourage your child.

## **RELIGIOUS INSTRUCTION**

There is no formal religious instruction offered at the school. We do stress good manners, kindness and respect with the children.

## **HEALTH/MEDICAL INFORMATION**

### **SNACKS**

Throughout the school year you will be assigned a day to send a snack and 100% pure juice or milk for all the children in the class. One of these days will be your child's birthday or special day (summer birthday).

If your child has food allergies, the school must be made aware of this fact. A list of all foods to which your child has shown a sensitivity must be given to the school at the time of registration. The list will be posted in your child's classroom.

If your child is on a special diet due to medical reasons or religious beliefs, a written notice regarding the above must be given to the school upon registering.

### **INSURANCE**

Liability and medical expenses that may occur from the time the child is enrolled in the Park District Preschool through the school year will be the responsibility of the parent.

### **HEALTH**

Each child must present a completed medical form signed by his/her doctor prior to the first day of school. It will be good for as long as your child is a student in our preschool (multiple years).

Children will not be admitted to the school on a given day if the child is determined ill by the staff member who greets the child. For the protection of all the children, your child must be kept at home or will be sent home if he/she shows any of the following symptoms:

- Elevated temperature in the past 24 hours
- Intestinal disturbances, accompanied by diarrhea or vomiting within 12 hours of school
- Any undiagnosed rash, especially a "weeping" rash
- Sore eyes or ears or discharge coming from eyes or ears
- Profuse nasal discharge (green or yellow)

Keep children at home with active colds.

If your doctor has prescribed an antibiotic for your child, please make sure he/she has been on the medication at least 24 hours before returning to school.

Communicable diseases such as chicken pox, strep throat, etc. should be reported to the Directors.

## **HEALTH/MEDICAL INFORMATION**

If any child becomes ill at school...

1. He or she will be isolated under the care of a staff person.
2. You, the parent or guardian, will be contacted at once to pick up your child.
3. Your emergency contacts will be called if you cannot be reached.
4. Your family doctor will be contacted for prompt care if the situation requires.

A doctor's signed explanation is required to allow a child with a contagious or communicable illness to re-enter school.

### **MEDICAL CARE**

If a child receives a minor superficial wound or injury while at school, the staff will administer first aid. Such injuries are bumps, bruises, cuts, scratches, splinters and nose bleeds.

If a child receives an injury or illness that calls for emergency medical attention, the Frankfort Fire Department (911) will be called. If necessary, the child will be transported to the nearest hospital by ambulance. A staff member will accompany the child. The parent or guardian will be contacted immediately after 911 has been called. If the parent or guardian cannot be reached, the emergency names will be contacted. If no emergency names can be reached, the school will secure emergency medical care, as agreed upon in writing prior to enrollment.

A written report of accidents requiring a doctor or an ambulance will be provided in triplicate: one copy to the parent, one copy to the school's file and one copy in reserve if needed.

If a parent's religious beliefs prohibit medical attention, the parent will inform the school of procedures to be taken in writing prior to enrollment.

The staff will not administer medication unless discussed beforehand with the Directors. In addition a form will need to be completed by the parent and the doctor.

# **STARTING SCHOOL**

## **QUESTIONNAIRES AND PHYSICALS**

Please fill out the required information and permission forms and return them along with the doctor-signed health form, to the main Park District office at 140 Oak Street as soon as you can. **ALL FORMS MUST BE TURNED IN TO THE OFFICE BEFORE YOUR CHILD CAN START SCHOOL.** If you misplace your forms, please call the Park District office and new ones will be sent (469-9400). All forms are good for as long as your child is a student with the Park District Preschool Program, so if your child is returning to us for another year, you do not need to complete new forms.

## **ORIENTATION DAY**

Your invitation lists the day and time of your child's first day of school. At this time your child will meet their teachers and their new classmates. This is also a time for the Directors to talk to the parents about scheduling, policies and procedures. Questions are always welcomed. This orientation will take about an hour. Your next scheduled class time will be a regular session.

## **FIRST TIME MOMS**

On the first day of school, if your child starts to cry when you leave, please take a deep breath, kiss your child, and bravely hand them to the teacher and leave. This will feel like the hardest thing you ever had to do, but it will get easier for the both of you with time. Go out to the parking lot for a few minutes, then come back and peek in. Most children will be fine after a few minutes of comfort from a teacher. If we cannot comfort your child, we will call you.

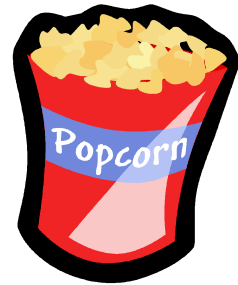
## **CANCELLATIONS**

If your child will not be attending school, please notify us before August 15 so that we can fill your child's place with a waiting list name. Unfortunately, the \$100 registration fee paid previously is non-refundable.

## SNACK IDEAS

PRETZELS

POPCORN



GOLDFISH CRACKERS

CHEESE CRACKERS

DONUT HOLES

GRAHAM CRACKERS



RAISINS

APPLES

FINGER JELLO

RICE KRISPY TREATS

STRING CHEESE

COOKIES



**DRINKS:** milk or 100% apple/fruit juice

## CRAFT SUPPLY DONATION SUGGESTIONS

Our classes are always in need of art supplies. Below is a list of things we could use throughout the year if you'd like to donate any of the following items.

Cardboard egg cartons	Pipe cleaners
Cotton balls	Ribbon
Shoe boxes	Spring-type clothespins
Yarn in primary colors	Sponges
Glitter	Paper plates (large and small)
Cardboard tubes from paper towel/toilet paper	Craft sticks
Cupcake liners	Paper lunch bags
Fabric scraps	Plastic laundry detergent scoops
Crepe paper in primary colors	Old crayons
Sequins	Pasta
½ gallon milk cartons	Wobble eyes
Clear yogurt tops	Frozen juice cans
Lace and other trim	Buttons
Clear deli tub lids	Tissue paper
Old catalogs	Old keys
Pine cones	Beans
Feathers	Film canisters
	Clear contac paper



THANK YOU!!!

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