



**FRANKFORT**  
*Park District*

Preschool Program  
Handbook

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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 qualified and dedicated to making your child's first school experience memorable. We thank you for making the Frankfort 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 concerns, please let me or the staff know. We want to work with you and make your time with us a positive and productive experience.

We're looking forward to a wonderful year. See you soon!

Sincerely,

*Kristen Morrison*  
Recreation Supervisor  
Early Childhood/  
Before & After School Care  
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## APPENDIX OF FORMS

Application for Admission  
Receipt of Handbook/Personal Info Release  
Consent and Release Form  
Health Form, Copy of Birth Certificate

## **CLASS OFFERINGS**

### **Me Two**

This program will provide young children with the experience of socializing with their peers as well as practicing separation from parents. The children will enjoy age appropriate activities, such as arts & crafts, music, stories, games and snack time. Children must be 2 by September 1<sup>st</sup> of the school year. A physical is required; Toilet training is not mandatory.

### **Wee Works**

This class is for children who are ready for time away from their parents/caregivers. The two 2 hour 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 mandatory.

### **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. This class meets Tuesdays and Thursdays for 2 ½ hours. 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 2 ½ hours, three days per week, 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 four year olds and young five year olds, by giving them a full school week. These children meet five times a week for two and a half hours each session. The multi-disciplinary curriculum parallels Prep School. Children must turn 4 by September 1 of the enrolling school year. A physical is required, as is being toilet trained.

<b>**THERE IS A \$50 NON-REFUNDABLE REGISTRATION FEE FOR ALL STUDENTS WHO REGISTER FOR THE COMING SCHOOL YEAR. A COPY OF YOUR CHILDS BIRTH CERTIFICATE IS REQUIRED AT THE TIME OF REGISTRATION.</b>
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**TUITION & LATE FEES** –Tuition payments will be will be processed on the 15th day of the month prior to the month of service, for any students participating in the auto payment program. Failure to process payments will result in a \$25 late fee following each incident. Please notify the office of any changes to your credit card that is on file. Failure to make payments will result in dismissal from the program.

## **ADMISSION & DISCHARGE POLICIES**

### **ADMISSION**

Enrollment is 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 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 holidays off. If 157C has a half day scheduled, the Preschool is still in session. The winter holiday break schedule may vary. The staff will keep you informed of all scheduled days off.

## **WEATHER-RELATED CLOSING**

During severe weather, we may contact you by phone or email to inform you of any cancelled preschool sessions. If you hear that Frankfort School District 157C schools are closed, then we will be closed as well. There will be no **make-up** days due to inclement weather related closings.

## **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.

At departure time, the teachers will walk your child out to your car. Parents will be responsible for strapping their own child into the car seat. Please form a line in the parking lot and remain in your car. All children must be picked up at the specified time or a late fee of \$10.00 will be charged after 15 minutes and \$1 per minute after 15 minutes.

You may also come inside the building during drop off and pick up procedures.

If your child is being picked up by someone that is not on your authorized pick up list, you must send in a note with detailed information (name, phone, address) and that person will have to come in the building and sign your child out. Identification will be checked.

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.

# CLASSROOM POLICIES & PROCEDURES

## DISCIPLINE

Children will be encouraged by staff to display appropriate behavior through positive tones of voice and praise. Inappropriate/disruptive behavior will be met with verbal reminders of appropriate behavior and/or redirection to another activity. If disruptive behavior continues, the child will be placed in a “time out”. 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. In upstairs classes, parents will also have the option to look in on your child without them seeing you. The window in the upstairs hallway is only a window on the hallway side and a mirror on the classroom side. Downstairs we have small bi-fold doors in the kitchen, which will open to 2 downstairs rooms. Visiting too frequently may disrupt a child’s practice of separation and independence from parents/caregivers. Preschool staff will inform parents as these situations occur.

## 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. **Also. Please do not send in cupcakes or cake, as it tends to be very messy.** Thank you.

## PARENT VOLUNTEERS

Starting in mid-September we will have sign-up sheets for parent volunteers. On this day, you might be asked to do preparation work for upcoming projects or you may be asked to help the children with classroom activities. Helping is not a mandatory requirement of school parents, but it is very much appreciated.

# **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 toy weapons are **NOT ALLOWED** in school.

## **CLOTHING**

Children should be dressed in comfortable, simple, washable clothing allowing them to 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.

If your child has an accident at school, a change in clothing will be supplied. Please wash the clothes and return them with the exception of underwear.

Pull up-type diapers are not acceptable (except for Wee Work and Me Two) All children must be toilet trained. The staff does understand that occasional accidents may occur. Frequent accidents may result in a temporary suspension from the program, until potty training issues are worked out.

## **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. Homework is not mandatory but it will occasionally be sent home to help reinforce letters, numbers, etc. Completed homework assignments will be rewarded.

## **RELIGIOUS INSTRUCTION**

There is no formal religious instruction offered at the school. We do stress good manners, kindness and respect for all children of different religious backgrounds.



## **HEALTH/MEDICAL INFORMATION**

### **SNACKS**

Throughout the school year you will be assigned a day to send a snack and juice or milk for all the children in the class.

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 sensitivity to must be given to the school at the time of registration. The list will be posted in your child's classroom. **NO PEANUTS PLEASE!**

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 due to accidents that may occur while the child is enrolled in the Frankfort Park District Preschool is 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 be sent home from school if the child is determined ill by preschool staff members. 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.

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 preschool staff.

**If a 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.

A doctor's signed explanation may be 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.

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 Frankfort Park District staff will not administer any medication to a participant until the Permission and Waiver to Dispense Medication Form and Medication Information Form have been fully completed by a parent or guardian.

## **STARTING SCHOOL**

### **QUESTIONNAIRES AND PHYSICALS**

Please complete 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 stop by the Park District office (140 Oak Street) to pick up 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 AND DADS**

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. You may go out to the parking lot for a few minutes, then come back and Check on your child. 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 July 1<sup>st</sup> so that we can fill your child's place with a waiting list name. Unfortunately, the \$50 registration fee paid previously is non-refundable.

## **SNACK TIME BENEFITS**



Dear Parents,

Snack time can be a very exciting time for a child, especially if they are the one bringing in a snack for their class. Taking turns to bring in a shared snack provides a special feeling of importance for children and it can help build confidence. Snack time promotes socialization among children, just as adults socialize during a meal. It is their time throughout the busy school day to eat and share ideas and interests with their teachers and peers. The snack time experience also recognizes birthdays and other special occasions.

Snack time provides an opportunity for children to try new and different foods that are nutritious. They will also learn self-help skills that they will use for the rest of their lives. It also models how to serve food onto a plate or napkin and can model how to carefully pour your drink so it doesn't pour over the edge. It will also teach patience and good manners.

Each day, the children in our classroom experience washing hands before snack, setting the table, waiting for all classmates to be seated before eating, saying thank you to the snack person, clearing their place at the table, and even assisting with cleaning accidental spills. This is an experience that parents can easily set up for their children at home, as well, by encouraging children to help set and clear the table, so they can serve themselves and assist when there is an accidental spill.

Snack can be a tool for reinforcing academic skills such as learning new vocabulary (salty, sweet, spicy, crispy, creamy, etc.). Children may have the opportunity to observe labels for early reading skills and practice letter sounds that connect with the snack. It also can assist math skills, such as rote counting, one to one correspondence and many more.

Snack time is just as valuable as any other portion of the school day at the Frankfort Park District Preschool and we work hard to model and encourage children to practice these social skills as an important part of their development.

For your convenience, we have provided a list of healthy suggestions for choosing snacks at the store for school, keeping in mind that other healthy ideas are welcome. We want snack time to be a wonderful social experience as well as a healthy one. If you have certain food allergies or other dietary concerns, you may provide your own snacks on a regular basis. Store bought cookie type items should be reserved for birthdays and other celebrations.

Thank you!

Sincerely,

Kristen Morrison &  
The Preschool Staff

**Nut-Free** products only!  
No cupcakes or potato chips please!  
Fresh fruits and vegies should be  
brought to class prepared.

## **SNACK IDEAS**

Cheese Cubes  
String Cheese  
Prepackaged Cheese and Crackers  
Prepackaged Breadsticks and Cheese  
Graham Crackers  
Chees Its, Cheese Nips, Better Cheddar  
Ritz Crackers  
Triscuits  
Baked Tortilla Chips and Salsa  
Saltines, Oyster Crackers  
Animal Crackers  
Pretzels  
Mini Bagels and Cream Cheese  
Goldfish Crackers  
Chex Mix  
Applesauce Cups  
Fruit Cups (packed in water or light syrup)  
Seasonal Fruit (prepared)  
Baby Carrots and Dip  
Grapes  
Sliced Apples (with or without dip)  
Raisins, Craisins  
Yogurt or Gogurt  
Yogurt Raisins

Other creative ideas are welcome. Cookie type snacks should be reserved for birthdays and other special occasions. You may make arrangements to provide your own snacks regularly if snack choices do not meet your dietary needs.

Thank You!

## **CRAFT SUPPLY DONATION SUGGESTIONS (Optional)**

Our classes are always in need of art supplies. Below is a list of recycled products and other items we could use throughout the year. Let us know if you would like make a donation.

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	Wiggle eyes
Clear yogurt tops	Scrapbook paper
Lace and other trim	Buttons
Clear deli tub lids	Tissue paper
Old catalogs	Old keys
Pine cones	Dried Beans
Feathers	Film canisters
Spaghetti Jars	Clear contact paper
Mason Jars	2 liter Bottles
	Pringles Cans/ Lids



THANK YOU!!!

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