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Bourbonnais Township Park District  
Preschool Programs

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

770 E Franklin St  
Bradley, IL 60915  
Phone: (815) 933-9905 ext. 2  
Website: [www.btpd.org](http://www.btpd.org)

Dear Parents,

Welcome to the Bourbonnais Township 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.

It is our intention to provide your child with a safe and stimulating environment that will help him/her develop to their fullest potential. Our focus is to accept each child as an individual and to consider all areas of their growth: physical, emotional, social, and intellectual.

Looking forward to a wonderful year...

Jen Blair, Recreation Supervisor  
Bourbonnais Township Park District Preschool

### **A NEW BEGINNING**

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

Some children have no difficulty in adapting to new situations, others react differently; both of these behaviors are normal. Often times after the children have expressed their fear or frustration they seem quite content to join in the daily activities. You may see readjustments occur after a long weekend or a vacation. This is also very normal. Your continuing positive attitude will be the best tool to help smooth over the "bumpy" days. The teachers are willing to work with each parent in making the "giant step" a smooth one.

If your child has an upsetting experience such as a death of a pet, a family member, illness, new siblings, or drastic change in their routine, please let the teacher know. Any of these could affect their behavior and notification will help us work more effectively with your child.

## **MEET AND GREET**

Our first day of school begins with about a one hour classroom visit. A parent or adult guardian must accompany the child on the first day. Children meet their teachers and explore their new classroom and any questions are answered. The parent and child will leave together at the end of the meeting.

All information sheets and health forms must be completed and turned in before the first week of class. You may turn your child's information, emergency and immunization sheets into front desk, the preschool office, or to the classroom teacher. We need to be notified when you have a new address or telephone number or if there are any changes to be made on their emergency information sheet.

## **OUR PHILOSOPHY OF LEARNING**

Play is regarded by early childhood specialists as the extraordinary educational process by which preschool children become introduced to a world filled with new and exciting discoveries. The preschool staff believes that "Growing through Play" describes our strategy in meeting the needs of young children. Based on the theory that children learn through play, classroom routines encourage active involvement with materials and reinforcement through repetition. Children are challenged, with new materials being presented weekly. Classroom schedules are designed to balance structure and free choice as well as active and quiet times. Children explore centers and are encouraged to use skills as they become developmentally ready.

Encouraging children to express themselves freely, to communicate with others, and to follow their natural instincts of discovery are all goals of the BTPD preschool programs. The Bourbonnais Township Park District staff is committed to a philosophy of "learning through play".

## **CURRICULUM**

Our curriculum reflects Illinois State Standards for Early Learning. Our goal is to incorporate the Seven Domains of Learning within the curriculum and focus on the development of the whole child.

### The Seven Domains of Learning

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



### **3 Year Old Program Goals and Objectives**

**Emotional Development** - Goal: To enhance each child's development and build self-esteem.

Objectives \*Child allows self to be comforted during stressful times.

- \*Child expresses anger in a positive manner according to stated classroom rules.
- \*Child responds appropriately to the redirection of aggressive behavior.
- \*Child does not withdraw from others excessively.
- \*Child attempts to focus attention on classroom activities.
- \*Child can separate from primary caregiver/parent(s).
- \*Child interacts appropriately with peers and adults.

**Social Development** - Goal: To provide opportunities for socialization skills to be enhanced and/or improved.

Objectives \*Child plays parallel to others in pretending type activities.

- \*Child plays parallel to others in constructing or creating.
- \*Child plays in groups with or without objects.
- \*Child demonstrates cooperative interaction with other children.

**Language Development** - Goal: To improve the overall language development of each child.

Objectives \*Child attempts to verbally communicate clearly enough for adults to understand.

- \*Child participates in circle time activities with teachers and peers.
- \*Child expresses needs and wants appropriately.
- \*Child can demonstrate appropriate listening skills.
- \*Child responds accordingly to instructor's directions.
- \*Child takes part in conversations with other children.

**Cognitive Development** - Goal: To improve the overall cognitive development of each child.

*(Cognitive refers to a child's thinking ability).*

Objectives \*Child can count from one through ten; put value on numbers one through five.

- \*Child can recognize and name the four basic shapes (circle, square, triangle, and rectangle).
- \*Child can match and identify primary, secondary, and neutral colors.
- \*Child can recognize written name (first name only).
- \*Child can verbally state first and last name.
- \*Child can seriate according to size (3 items).

**Fine Motor Development** - Goal: To improve the overall small muscle coordination.

Objectives \*Child attempts to print name with instructor assistance.

- \*Child can correctly grasp pencil, scissors, and crayon.
- \*Child can manipulate objects such as cookie cutters, blocks and pegs.
- \*Child attempts to control and use scissors.
- \*Child attempts to put on and take off outerwear.
- \*Child can complete a 4-7 piece puzzle.
- \*Child attempts to perform zipping, snapping, and buttoning skills.

**Gross Motor Development**- Goal: To improve the overall large muscles coordination.

Objectives \*Child climbs up and down climbing equipment.

- \*Child attempts to run with control over speed and direction.
- \*Child can move to music.
- \*Child can throw and catch a medium to large ball with both hands.
- \*Child can jump and hop.
- \*Child can walk on tiptoes.

## **4 Year Old Program Goals and Objectives**

**Emotional Development** - Goal: To enhance child's emotional development/build self-esteem.  
Objectives \*Child allows self to be comforted as well as attempts to seek out alternative avenues.

- \*Child can express anger in a positive manner according to classroom rules.
- \*Child responds appropriately to the redirection of aggressive behavior.
- \*Child does not withdraw from others.
- \*Child attempts to focus attention on classroom activities.
- \*Child interacts and responds to adults and peers appropriately.
- \*Child can handle changes in routine with control.
- \*Child can demonstrate self-control during conflict situations.

**Social Development** - Goal: To provide opportunities for socialization/improve manner skills.  
Objectives \*Child is able to name the children in the class.

- \*Child interacts with the group with or without objects.
- \*Child interacts with the group in role playing situations.
- \*Child works cooperatively in a group constructing and creating.
- \*Child uses "please" and "thank you" correctly.

**Language Development** - Goal: To improve and refine expressive/receptive language skills.  
Objectives \*Child speaks clearly enough for adults to understand.

- \*Child speaks in the classroom.
- \*Child takes part in circle time discussion with teachers and peers.
- \*Child expresses need and wants appropriately.
- \*Child takes part in conversations with peers and adults.
- \*Child asks questions; plays rhyming words.

**Cognitive** - Goal: To improve the overall cognitive/thinking development.

Objectives \*Child can recognize and print first name.

- \*Child can verbally state first and last name.
- \*Child can state address and telephone number.
- \*Child can recite alphabet, attempts to recognize alphabet.
- \*Child can count from 1-20; put value on numbers 1-10.
- \*Child will continue to recognize shapes.
- \*Child will continue to match and identify primary, secondary, and neutral colors.
- \*Child can seriate according to size (3 items).
- \*Child can accomplish one to one correspondences.
- \*Child attempts to perform patterning skills.

**Fine Motor Development** - Goal: To improve and refine the overall small muscle skills.

Objectives \*Child uses scissors with ease and control.

- \*Child manipulates objects with ease; can trace shapes.
- \*Child can correctly use writing instruments with control.
- \*Child continues to attempt to master zipping, buttoning, and snapping skills.
- \*Child can complete a 7-24 piece puzzle.

**Gross Motor Development** - Goal: To improve the overall large muscle coordination.

Objectives \*Child climbs up and down equipment with control and ease.

- \*Child runs with control over speed and direction.
- \*Child can catch a medium to large ball; walk on a balance beam.
- \*Child can hop on one foot, gallops and attempts to skip.
- \*Child can put on and take off outerwear.

## **CURRICULUM GOALS AND OBJECTIVES**

To help children develop socially and learn to play cooperatively by

- building friendships
- recognizing children's accomplishments
- conveying an attitude that says "You are important"
- Providing activities that require interaction and problem solving

To provide a positive school experience by

- Developing lesson plans that are appropriate and result in a positive attitude toward learning
- Accepting and encouraging children where they are developmentally
- Providing a healthy, clean and safe environment with constructive play options
- Setting boundaries and a standard of cooperation for your classroom

To provide age appropriate activities that aid in the total development of 3-5 year olds using

- Fine Motor Activities including  
cutting, drawing, painting, gluing etc  
puzzles, lacing, math and alphabet games  
play dough, interest and science centers
- Gross Motor Activities including  
Movement games, exercising  
Play equipment  
Music activities and dancing
- Pre-reading Skills including  
Introduction to alphabet and printed words  
Exposure to books  
Reading and rereading familiar stories
- Listening and Verbalization including  
Stories, Songs  
Discussion guiding  
Participation activities

## **ARRIVAL & DEPARTURE**

The lobby will be open for preschool at 8:35 and 10:55 for AM sessions and 12:35 and 2:55 for PM sessions. Please remember that the front desk area can be a very busy place of business and front desk staff cannot watch children so make sure your child is properly attended.

Please have your child arrive to school on time. When a student is late to school he/she disrupts the rest of the class and misses some very important routines and learning opportunities that the teacher has planned. If you arrive after 8:45 a staff person will escort your child back to the classroom. Multiple tardies will result in removal from the program. No refund will be given. Please let your child's teacher/assistant know if they are staying for lunch buddies/play and learn.

Your promptness in picking your child up is extremely important. At dismissal time the teachers will come out in the hall and speak with the parents about the highlights of the preschool day and then children will be dismissed. Please remember to sign your child out at the class room. Late Fees may also be charged at a rate of \$5.00 for the first 10 minutes (or any portion thereof). A \$1.00 /minute fee will be charged after the first 10 min. All late fees are directly billed to your child's preschool account. Habitual late pick up will result in the removal of your child from the program. No refund will be given.

## **AUTHORIZATION FOR PICK UP**

Please be sure that all persons authorized to pick up your child are listed on your emergency authorization form. NO child will be released to someone who is not listed on the form. All authorized individuals will be required to have picture identification (i.e. driver's license) with them. If someone other than a parent will be picking up your child, please make sure that they are listed on your emergency form or that you have sent written notification to school with your child. We ask that you use the parking spaces provided in the parking area or in front of the building, and use the main facility entrance on LaSalle St. All other entrances are locked for participants' safety.

## **BACK PACK/BOOK BAG**

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

Send your child with their bag every day. Book bags help the teachers to organize projects, newsletters and create a smoother dismissal. Children will be encouraged to pack their own bag, zipper, and be responsible for their belongings, thus becoming more independent.

**PLEASE CHECK YOUR CHILD'S BOOK BAG EVERY CLASS DAY!**

## **TOILET INDEPENDENCE**

All children entering the program must be toilet independent. Teachers are patient and will "talk" the child through their bathroom routine if necessary, but they are unable to enter the bathroom to dress or wipe the preschooler.

Please consider this policy when dressing your child for preschool.

If your child does have an accident at school the parent will be notified. Teachers will not change children's clothing, but assist them in changing their clothes by helping with zippers, snaps, the direction the clothes go on properly, etc...

Remember that clothing accidents may involve spilled juice or food so even if your child is great with toilet independence, a change of clothes in a back pack is always a good idea.

## **SNACKS**

Children take turns furnishing a drink and snack to share with the class. Each student will receive a snack calendar starting in October. Please remember to include cups, utensils and napkins for the children. We require nutritious snacks. Please check the snack list for some acceptable suggestions.

Please inform your child's teacher if your child suffers from food allergies.

**Because of food sensitivities in some children, please do not bring nuts or any items containing nuts to class.**

## **LUNCHTIME**

The Lunch Buddy program allows your child to be here for lunchtime. If they attend the AM session of ELS, they can stay until 12:30, if they attend the PM session-they may come in at 11:00 and go to their 12:45 session after lunch. The cost of this program is \$5. A sack lunch will need to be brought from home.

## **ALLERGY INFORMATION**

The number of children being diagnosed with food and environmental allergies is increasing. It is our goal to provide the safest possible environment for all children in preschool. Please discuss your child's allergy with your teachers or call the Recreation Supervisor before the start of preschool to discuss this information in detail.

Every attempt will be made to accommodate children with allergies during the classroom snack time. Alterations to the approved classroom treat list and procedures for take-home treats may be necessary and will be disclosed to the families in that classroom. We thank you in advance for your cooperation in this important safety measure.

## **EMERGENCY CLOTHING**

Please keep a clean change of clothing in your child's backpack for emergency purposes.

Please remember all children are required to be completely toilet independent before attending preschool programs. For health and safety purposes, teachers are NOT able to enter bathroom stalls for any reason.

## **PERSONAL ITEMS**

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

## **CLOTHING**

We ask that all children be dressed as comfortable as possible. Children are active and will be using a wide variety of art materials that tend to get messy. Children can enjoy themselves more if they don't have to worry about their clothing. They need clothes that will not restrict their activity as well as sturdy shoes for climbing and running. Sandals are not recommended.

Please make sure your child's clothing does not hinder his/her ability to take care of his/her own bathroom needs.



## **OUTDOOR PLAY/GYM**

An important part of the child's growth and development happens during outside and gym play. We recommend gym shoes or shoes with non-skid soles for your child's safety. Our playground and gym are great places to develop large motor skills. The outdoors is a great way to extend our curriculum by experiencing the seasons change.

Please dress appropriately; all children will go outside with the class. A light jacket is important for cooler days. Hats and mittens are required clothing for the winter months. If snow boots are worn, be sure to include a pair of shoes your child can change into.

To avoid confusion and loss, all removable clothing should be marked with your child's name.

*Bourbonnais Township Park District is not responsible for lost or stolen items.*

## **ACCIDENT REPORTING**

Staff will fill out accident reports for all incidents, no matter how minor an incident may seem. If something happens to a child that we do not need to contact the parent immediately for, we will advise the parent or send a note home with the child explaining what happened and what action was taken (i.e., washed wound and bandaged it).

## **INJURY/FIRST AID**

1. Basic first aid will be administered for minor injuries.
2. For any child who is injured and requires more than basic first aid paramedics will be called. Teachers will attempt to contact parent or emergency contact. If necessary the child will be transported to the nearest hospital by ambulance, accompanied by a staff member.

The Bourbonnais Township Park District does not provide accident insurance or medical insurance to its participants.

## **EMERGENCY RESPONSE PLAN**

The Emergency Response Coordinator or other staff shall be responsible in case of a fire, to see that the Bradley Fire District is contacted by dialing 911 and that building occupants are safely evacuated outside to "safe" areas. In the case of a tornado, the Emergency Response Coordinator will direct all building occupants to the designated "tornado safe area". In the event of a crisis situation, the Recreation Center is equipped with a Lock Down/Evacuation plan. The Emergency Response Coordinator will be responsible for any immediate decisions until authorities arrive. This includes but is not limited to; first aid and securing building entrances and exits. Every class practices fire, tornado and lock-down drills during the school year.

## **HAPPY BIRTHDAY & PARTY DAYS**



Birthdays are special occasions at preschool. Children are welcome to bring a take-home treat for the class to celebrate their birthdays. Snack calendars will celebrate the child's birthday as close to the date as possible. There are several holidays that are celebrated. Parents are asked to contribute snacks or trinkets for the parties. Additional information will be included in newsletters.

## **FIELD TRIPS**

During the course of the preschool year the children will be going on a few field trips. These trips are for the enjoyment and educational benefit of the children and are arranged for your child's particular age group. Teachers will notify you if parent chaperones are needed for certain trips.

Field trips serve two purposes in preschool. One is the educational content and fun of learning outside of the classroom. The second is to learn appropriate behavior for a new set of circumstances apart from family.

Please notify your child's teacher if your child will not be attending the field trip. This will avoid delays in departing on the day of the field trip. A small fee may be necessary depending on the location of the trip.

## **CLASS PICTURES**

Children have their individual and class pictures taken at least once this year. Flyers regarding packages and prices will be distributed.

## **FUNDRAISERS**

The BTPD preschool usually has two fundraisers per year. Parent support for these events are always encouraged and appreciated. The Family Fun Fair is being planned for late winter. Parent volunteers are welcome; more information will be forth coming.

## **STORIES ABOUT PRESCHOOL**

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

\*"What to expect at Preschool" By Heidi Murkoff

\*"Will I have a friend" by Miriam Cohen

\*"The Kissing hand" By Audrey Penn

\*"Where is the bear at school?" By Bonnie Larkin Nims

\*"D.W.'s guide to preschool" by Marc Brown

## **FREE PLAY**

Play is the most important aspect of children's lives, it is their work, where they learn to interact, share and cooperate. They learn to verbalize feelings instead of acting on them and they learn how to deal with frustrations and solve problems. Free play is a vital part of our program. It is safe and designed for children this age.

## **CENTERS**

Centers provide the opportunity for hands-on learning of concepts introduced to the class. Children learn best while exploring and discovering, so we will participate in centers at least once a week. During this time we are concerned with the process, not the final project

## **MEDICATION**

If your child requires medication or any kind of treatment during school hours this must be discussed with the teacher and supervisor. Proper paperwork must be signed before any medication can be administered. This policy also applies to any kind of inhalers, cough medicine, cough drops or eye drops. Please be sure these items are not left in the book bag when a child is brought to school.

## **ABSENCE REPORTING POLICY**

If the child will not be attending school and/or has a contagious disease (e.g. strep, chicken pox) please call to notify your child's teacher or the front desk.

- Children who vomit or need medication such as a fever reducer should not attend sessions
- A child must be free of an elevated temperature (100 or higher), vomiting, pink eye, diarrhea or lice for a 24 hour period before returning to the park district.
- If prescribed, children should be on antibiotics for 24 hours before returning to sessions to insure they are no longer contagious.
- If matter coming from the nose is not clear, it usually symptomatic of infectious process beginning. Please keep your child home. Keep children home with actives colds.
- A rash may be the first sign of many illnesses. A rash or spots that cover the body or may appear in one area. Do not send your child with a rash to sessions until your doctor determines it is safe to do so.

Sometimes children are anxious to "get back to school" and return too soon. Because their resistance is lowered, they are more susceptible to germs and they can become ill again. Communicable diseases such as chicken pox, strep throat, etc. should be reported to the Directors.

## **HEALTHY CHILD**

For the protection of all the children and staff, we are unable to accept a child who appears ill. If you are in doubt about your child's health, please keep him/her at home and notify the classroom teacher.

**THE TEACHING STAFF HAS THE RIGHT TO REFUSE ADMITTANCE OF A CHILD WHO APPEARS TOO ILL TO ATTEND ON A GIVEN DAY.**

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.

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

## **BEHAVIOR MANAGEMENT**

We believe that children learn best through experiences. We believe that the teachers must lovingly guide and redirect the children to help them learn to cooperate with their peers and to have positive, educational experiences to encourage and enhance their growth and development while in our program. We believe that we can best accomplish this by:

- Having a variety of activities for the children.
- By the use of group management techniques, limiting the number of children in each area of the room to avoid over-crowding and to allow for sufficient materials and the opportunity for constructive interactions.
- By speaking with a child if their behavior is inappropriate for the area or material that they are using, i.e. "This is the way we use a paint brush", "Walking only, please"; etc.
- By using positive language with the children to give praise for appropriate behavior; i.e., "I like the way John is sitting"; we say "Walk, please" instead of "Don't run."

After using the above techniques, if a child is having a problem cooperating in an area of the room, he/she is asked to go to another area for a while, i.e. "Peter, that is not how we play at the sand table. Please find another area of the room to play." As the year progresses, they learn that redirection means their behavior was not appropriate.

If group behavior is a problem, the area that has become a problem for the group is closed and the group is redirected to other activities in the room.

If cleaning up is a problem for the entire group, we discuss it, and incorporate a "logical consequence" technique, i.e., "If we take a long time to clean up, then we run out of time for the fun things, like outdoor play and music, etc." This helps the children realize and internalize responsibility and what can happen. Sometimes just a touch on the shoulder or making eye contact with a child can put him/her back on task, such as attending to the teacher at circle time.

After exhausting these methods, if a child still has a problem, he/she will be asked to sit on a thinking/reflecting chair in the classroom, which is a time out place to think about what he/she has done. With the help of teacher's discussions with the child of what might be a better way to interact with other children, material, etc.

Repeated trips to think in any given session would indicate to the teacher that an informal conference with the parent at dismissal time is necessary to inform the parent and enlist their assistance in working with their child.

Children with consistent difficulties are taken through the above procedures and the parents are counseled regularly. The child may be dismissed from the program when the health, safety, and welfare of this child, and/or that of another child or the children of the group are at risk. If conflict exists between children, the teacher will encourage the children to recognize their differences and to redirect them to act.

Please be advised that under the law, any form of hitting, corporal punishment, abusive language, ridicule, harsh or humiliating or frightening treatment, is illegal and is against our philosophy.

On a final note, we try to be as consistent as possible with our classroom rules so that the children will know what is expected of them. We find that this helps the children and leads to their success.

## **DISCIPLINE**

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

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

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

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

## **STUDENT DISMISSAL POLICY**

Every attempt is made to meet each child's individual needs. However, if a child shows an inability to benefit from the BTPD preschool program after all areas of guidance have been exhausted, or his/her presence is detrimental to the classroom environment, the child shall be withdrawn from the preschool program. No program refunds will be given if a child is dismissed from a program for behavioral reasons.

The Bourbonnais Township Park District reserves the right to suspend, expel or deny participation in any program, event or facility to any person whose behavior interferes or disrupts the quality of the offering, the enjoyment of them by other participants, or the ability of the staff to conduct or manage the activities or facilities.

These policies and procedures were developed to ensure the safety of all the children. We want all children in this program to have an enjoyable experience.

## **CODE OF CONDUCT**

To ensure an enjoyable and safe program for all participants, the Bourbonnais Township Park District has developed a behavior code. Participants/Parents shall:

- Show respect to all participants, staff, and volunteers.
- Participants should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, staff, or volunteers.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

Additional rules are developed for specific programs, as deemed necessary by staff. The behavior required of participants and stated in the policy listed above applies to all parents, friends, relatives, or others accompanying the participants to any Park District program. The BTPD reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

## **PARENT/TEACHER COMMUNICATION**

Communication between the parents and teachers is very important. The teachers are interested in developing a close working relationship with you and your family throughout the school year. We believe that working together can provide the best learning environment for young children.

Teachers use the bulletin boards outside the classroom to post lesson plans, special day notices, items to be brought to school and general classroom activities. A newsletter is also sent home to inform parents of additional happenings. We would like to invite the parent to observe the classroom if they desire. Please inform your child's teacher so convenient time can be set up.

If you wish to talk to your child's teacher, please feel free to call the Bourbonnais Township Park District at 933-9905 ext.1 and leave a message. The teachers will gladly return your call and schedule a time to meet with you.

## **CONFERENCE AND PROGRESS REPORTS**

At any time you may schedule an appointment to meet with your child's teacher to discuss specific needs of your child. Progress reports are completed for the preschool students. Parent Teacher conferences are held about halfway thru the year.

## **TUITION PAYMENTS**

Program tuition payments are due before the first day of each session. Children will not be able to attend class unless payment is made each session.

## **TRANSFER/REFUND/CREDIT VOUCHER POLICY**

Persons wishing to withdraw from a program may transfer to another program, receive a refund, or receive a credit voucher for future use in a program PROVIDED that the withdrawal was issued at least 48 hours prior to the start date of the program. No transfers, refunds or credit vouchers will be given if a withdrawal is made less than 48 hours prior to the start date of a program. After a program has begun, a transfer, refund or credit voucher will be issued only for medical or unavoidable circumstances (i.e., job transfer, change in working hours, death in family, etc.) Some type of written proof may be required. Requests must be made within 7 days of your first absence from a program. Refunds will be processed and mailed out within twenty days of such verified requests. Transfers, refunds or credit vouchers will not be issued to those participants who misbehave and have left a program.

## **GENERAL INFORMATION**

- Please report change of address or telephone numbers to the Park District promptly. Unless requested, please do not send your child to preschool with toys, candy, food, money, or toy weapons. The BTPD is not responsible for lost or broken items.
- In the event of Bradley Elementary public school closings due to inclement weather or any other emergency, preschool programs will also be canceled. Emergency days will not be made up and refunds will not be given for any missed days.
- Participants in BTPD programs are not provided with special accident insurance. Those desiring such coverage might wish to see that it is provided for in their personal family policies.
- 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.

## **DISCLOSURE POLICY**

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.

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

## **DON'T FORGET...**

- Early Morning Round Up  
This program involves low key activities like reading stories, working table jobs or just relaxing with a favorite toy. Breakfast can be provided or sent from home. Times are 6:30-8:45 am
- Play and Learn  
This class is designed for morning or afternoon kindergarteners or preschoolers who would benefit from additional activities. The class includes many types of recreational activities. Lunch can be purchased for an additional fee. Times are 8:30-12:45 or 11:00-3:00.
- Afternoon Adventure  
This program is for preschoolers or kindergarteners who would like extra activities and adventure in the afternoon. Themes will include music, art projects, games and much more. Times are 3:00-6:00 pm.

If any of these programs are needed please sign up at the front desk. Punch card discounts are available. Programs can be linked together to increase your child's school experience. Do it early, don't wait to register for programs. Wait too long and the class may have been cancelled due to low enrollment.

We love parents, but... With your child's best interest in mind, parents are asked not to attend their child's class unless otherwise invited by the instructor. We found the quality of instruction has often been affected by parents and /or siblings distractions, interruptions and various other concerns during class time. It is of equal importance that children have the quality leisure time with their peers. Thank you for your cooperation.





# Signs of a Great Preschool

- Children spend most of their time playing and working with materials and other children. They do not wander aimlessly and not expected to sit for long periods of time.
- Children have access to various activities throughout the class.
- Teachers work with individual children, small groups and the entire class at different times during the session.
- The school hallway is decorated with children's original artwork.
- Children learn numbers and alphabet and are included in their everyday experiences.
- Children work on projects and have time to play and explore.
- Children have an opportunity to play outside.
- Curriculum is adapted for those who are ahead as well as those who need additional help.
- Children and parents look forward to school.

