



# PRESCHOOL PROGRAM HANDBOOK

2023-2024

Policy, Curriculum, Best  
Practices



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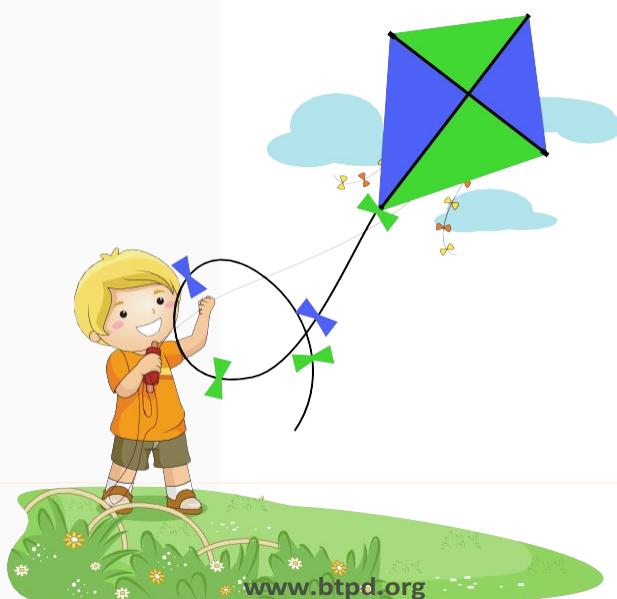
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# WELCOME

## Our Philosophy

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 believe 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.”



## **BTPD Preschool Program Options and Cost Structure**

<b>Options:</b>	<b>Days:</b>	<b>Tuition Cost:</b>
<b>2 Day (8:45am-11am)</b>	<b>Tuesday and Thursday</b>	<b>\$36 per week</b>
<b>3 Day (8:45am-11am)</b>	<b>Monday, Wednesday and Friday</b>	<b>\$54 per week</b>
<b>5 Day (8:45am-11am)</b>	<b>Monday thru Friday</b>	<b>\$90 per week</b>
<b>Lunch Buddies (11am-1pm)</b>	<b>As needed, Monday-Friday</b>	<b>\$8 per day, billed the week after</b>

**Registration Fee: \$20**

**Weekly Late Tuition Fee: \$15 if payment made after 2PM Friday**

**Hold Roster Spot Fee: ½ of normal weekly tuition (see below)**

**Weekly tuition is non-refundable.**

**Registration Fee is non-refundable.**

# OPERATIONS

## Arrival and Departure

Arriving/dropping off for preschool will take place at your child's classroom. Students will be signed in each day in this location. 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 am, a staff member at the Front Desk will escort your child back to the classroom.

Your promptness in picking your child up is extremely important. At dismissal time the teachers and students will be in their classrooms, please check in at the Front Desk and you will be buzzed back to get your child. Please remember to sign your child out at this time. If there is repeated late pick up issues, this will be handled on a case by case manner and may result in fees or suspension from the program.



## Authorization

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, state i.d.) 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 the District along 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 entrance on LaSalle Street.

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# OPERATIONS



## Bathroom

All children entering the program must be toilet independent and do not wear pull-ups. 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

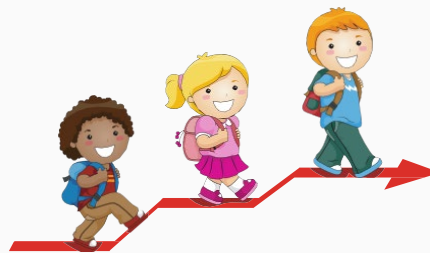
Children enrolled in the 3 year old preschool program will have snack during their time with us. Children take turns providing a drink and snack to share with the class. Each student will receive a snack calendar starting in October. Please remember to include cups, utensils, and napkins for the children. We require nutritious snacks. Please check the snack list for some acceptable suggestions. Children enrolled in the 4 year old preschool program are more than welcome to bring in a snack to share for their birthdays. There will be days throughout the school year when parents are asked to bring in food items for the 4 year old program when cooking will be taking place in class. 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.

## Lunch

The Lunch Buddies program (offered from 11 am- 1 pm) may allow your child to extend their structured day. In this case please bring a lunch to eat during this time.

# OPERATIONS



## Allergies

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 to discuss this information in detail. Additional forms regarding your child's allergy will be given to you the first week of school. 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 this situation.

## Clothes

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. 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.

## Gross Motor

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.



# OPERATIONS



## Clothing Cont.

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.

## 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. A newsletter is also sent home to inform parents of additional happenings. Many teachers use the Remind App to communicate safely with parents and guardians. If you wish to talk to your child's teacher, please feel free to call the Bourbonnais Township Park District at 933-9905, ext. 2 and leave a message with a staff member. The teachers will gladly return your call and schedule a time to meet with you.

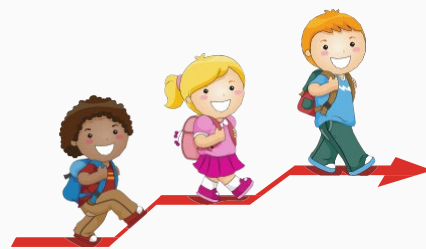
## Conferences

At any time you may schedule an appointment to meet with your child's teacher to discuss specific needs your child may have. Progress reports are completed for the preschool students. Parent-Teacher conferences are held once a year in the fall during Thanksgiving Break and an optional conference may take place in the spring during Spring Break.

## General Information

Please report a change of address or telephone number to the Park District promptly. Unless requested, please do not send your child to preschool with toys, candy, food, money, or toy weapons. 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, our preschool programs will also be canceled. **Emergency days will not be made up and refunds will not be given for any missed days.**

# OPERATIONS



## General Information Cont.

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 program 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's website. 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, parent/guardian 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.

# OPERATIONS

## General Information Cont.

### **TUITION PAYMENTS**

Program tuition payments are due the **Friday at 2PM before** the upcoming weekly session. **Enrollment after 2PM on that Friday will incur a late fee of \$15.** Children will not be able to attend class unless payment is made for each weekly session. **Weekly tuition is non-refundable** and can be paid in person at the Recreation Station by cash, check or credit card or online at BTPD.org by logging into your household account. At this time we do not have the capabilities to automatically charge your credit card or bank account for tuition. Furthermore, if a child **will miss an entire week for any reason** and wishes to remain enrolled in the program, BTPD requires the parent of guardian to pay **1/2 of the normal tuition** to keep their child's space.

### **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.**

# CURRICULUM

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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. There are 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



## Age 3 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.

# CURRICULUM

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## Age 3 Objectives Cont.

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.

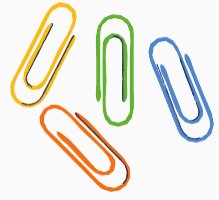
Objectives:

- 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 recognize and name the four basic shapes (circle, square, triangle, and rectangle).
- Child can match and identify primary, secondary, and neutral colors.



# CURRICULUM

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## Age 3 Objectives Cont.

- 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.

# CURRICULUM

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## Age 4 Objectives

Emotional Development - Goal: To enhance child's emotional development/build self-esteem. 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.



# CURRICULUM

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## Age 4 Objectives Cont.

- 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.



# CURRICULUM

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## Age 4 Objectives Cont.

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.

# OUR STAFF



Providing the best care and early childhood development

Our staff encourages the development of the whole child. We encourage social skills and learning to play cooperatively by teaching children to build friendships, recognizing and praising individual accomplishments, and conveying an attitude that says “You are important.” This is done by providing activities that require interaction and problem solving. Promoting a positive school-like experience is an important aspect of our programs. Teachers develop lesson plans that are appropriate and result in a positive attitude toward learning. We are proud of providing a healthy, clean, and safe environment with constructive play options. By providing age appropriate activities that aid in the total development of 3-5 year olds; we are focused on foundational skills that are necessary. The development of fine motor skills may include: cutting, drawing, painting, gluing, puzzles, tracing, math, sensory and play dough. Gross Motor Activities may include: movement games, exercising using equipment, fine arts movement and music activities including dancing. Pre-reading skills are practiced and emphasized, including the introduction to the alphabet, phonetic awareness, and discovery. We focus on exposure to books by reading and re- reading familiar stories. Classes practice listening and reading repetition with stories, songs, discussion, and guided participation activities and modeling.

## Teacher Requirements:

All BTPD employees receive a background check, are mandated reporters, have food safety licenses, have health and medical reports on file, and comply with BTPD code of conduct and ethics. Teachers must have 6 credit hours of early childhood education along with two years experience working with early childhood age students or a similar field.

## Assistant Requirements:

All BTPD employees receive a background check, are mandated reporters, have food safety licenses, have health and medical reports on file, and comply with BTPD code of conduct and ethics. Assistants must participate in all trainings and professional development that is offered.



## OUR STUDENTS

### Field Trips and Special Guests

During the course of the year the children will be going on a few field trips or having special guests visit their classroom. 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 fee may be necessary depending on the location of the trip.

Birthdays are special occasions at preschool. Children are welcome to bring a take-home treat for the class to celebrate their birthdays. Please bring only individually packaged and store bought food items. 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.

### 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, fever without medication) please call to notify your child's teacher or the Front Desk of The Recreation Station. **(815) 933-9905 ext. 2**

# BEHAVIOR POLICY

We believe that children learn best through experiences. We believe that the teachers must guide children to learn and cooperate with others in a positive and educational environment. We believe preschool is a necessary experience that enhances development of the whole child.



We believe that the BTPD provides a successful program by:

- Having a variety of activities for the children.
- Utilizing 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.
- 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.
- 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.

## BEHAVIOR POLICY CONT.

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.

Children with consistent difficulties are taken through the above procedures and the parents are contacted 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. 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.



# BEHAVIOR POLICY CONT.



Guidance in helping children follow basic rules for responsible behavior provides 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 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 repetitive, staff may use a brief time-out. The purpose of the time out is to remove the child from a negative situation and allow the child to gain self-control.

When the inappropriate behavior becomes chronic, serious, violent, or dangerous to others, the student'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,

# BEHAVIOR POLICY CONT.

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. 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.



## BEHAVIOR POLICY CONT.

- 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. BTPD reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.





# Acknowledgment

By initialing and signing below you are indicating you have received, read, and agree to the terms and policies of the Bourbonnais Township Park District's Preschool Programs handbook.

\_\_\_\_\_ Tuition is to be **paid weekly** and is **non-refundable** for any reason.

\_\_\_\_\_ Tuition is due the Friday before the following week by 2PM. If tuition is late, a \$15 fee will be assessed.

\_\_\_\_\_ If my child misses a full week due to illness, vacation, or any other reason, I will be required to pay ½ of the normal tuition to keep his/her spot.

\_\_\_\_\_ There is no charge for School Break Weeks.

Participant/Guardian's Signature

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Please print name and date

---

Name

Date



CONTACT US

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

Director of Operations:  
Dr. Michael Burke, Ed.D.  
[mikeb@btpd.org](mailto:mikeb@btpd.org)

## **2023-2024 BTPD School Calendar:**

First Day of School: 9/5/2023  
Columbus Day: 10/9/2023 (no school)  
Veteran's Day: 11/10/2023 (no school)  
Thanksgiving Break: 11/20-11/24/2023 (no school)  
Winter Break: 12/23/2023-1/7/2024 (no school)  
Dr. King Day: 1/15/2024 (no school)  
President's Day: 2/19/2024 (no school)  
Spring Break: 3/23/2024-3/31/2024 (no school)  
Teacher's Institute: 5/6/2024 (no school)  
Last Day of School and Graduation: 5/24/2024

[www.btpd.org](http://www.btpd.org)

