



Bourbonnais Township Park District
Preschool Programs

"Where learning and play go hand in hand"

2026-2027

PRESCHOOL PROGRAM HANDBOOK

770 E Franklin St

Bradley, IL 60915

Phone: (815) 933-9905 ext. 2

Website: www.btpd.org/preschool

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 programming,

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!

Barik Olden, 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.

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.

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.

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

WELCOME

OUR PHILOSOPHY OF LEARNING

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."

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.

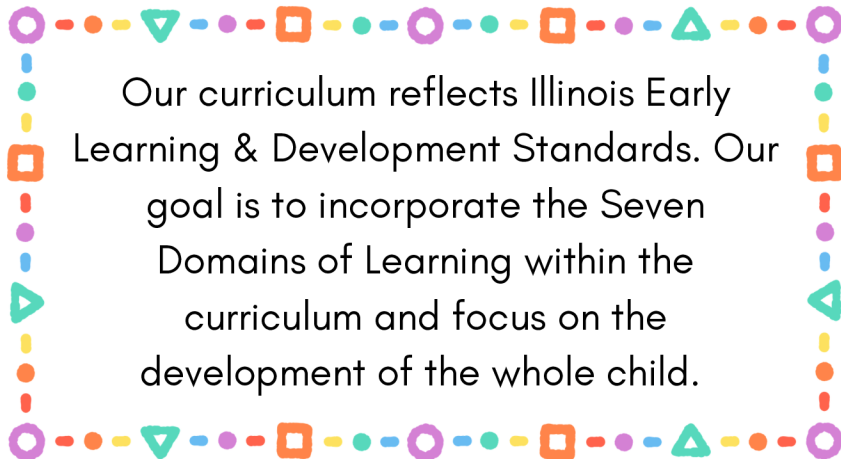
Teacher Requirements:

All BTPD Teachers receive a background check, are mandated reporters, and comply with BTPD code of conduct and ethics. Teachers must participate in all training and professional development that is offered.

Assistant Teacher Requirements:

All BTPD Assistant Teachers receive a background check, are mandated reporters, and comply with BTPD code of conduct and ethics. Assistant Teachers must also participate in all trainings and professional development that is offered.

CURRICULUM



Our curriculum reflects Illinois Early Learning & Development Standards. 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. Social and Emotional Development
2. Language Arts
3. Mathematics
4. Science
5. Social Studies
6. The Arts
7. Physical Development and Health

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, puzzles, lacing, math, alphabet games, play dough, interest and science centers, and more!
- Gross Motor Activities including movement games, exercising, play equipment, music activities, dancing, and more!
- Pre-reading Skills including introduction to alphabet and printed words; Exposure to books; reading and rereading familiar stories, and more!
- Listening and Verbalization including Stories, Songs, Discussion guiding, Participation activities, and more!

3 Year Old Program Goals and Objectives

Emotional Development

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

Objectives:

- Allows self to be comforted during stressful times.
- Expresses anger in a positive manner according to stated classroom rules.
- Responds appropriately to the redirection of aggressive behavior.
- Does not withdraw from others excessively.
- Attempts to focus attention on classroom activities.
- Can separate from primary caregiver/parent(s).
- Interacts appropriately with peers and adults.



Social Development

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

Objectives:

- Plays parallel to others in pretending type activities.
- Plays parallel to others in constructing or creating.
- Plays in groups with or without objects.
- Demonstrates cooperative interaction with other children.



Language Development

Goal: To improve the overall language development of each child.

Objectives:

- Attempts to verbally communicate clearly enough for adults to understand.
- Participates in circle time activities with teachers and peers.
- Expresses needs and wants appropriately.
- Can demonstrate appropriate listening skills.
- Responds accordingly to instructor's directions.
- 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:

- Counts from one through ten; put value on numbers one through five.
- Recognizes and names the four basic shapes (circle, square, triangle, and rectangle).
- Matches and identifies primary, secondary, and neutral colors.
- Recognizes written name (first name only).
- Verbally states first and last name.
- Arranges according to size (3 items).



Fine Motor Development

Goal: To improve the overall small muscle coordination.

Objectives:

- Attempts to print name with instructor assistance.
- Correctly grasp pencil, scissors, and crayon.
- Manipulate objects such as cookie cutters, blocks and pegs.
- Attempts to control and use scissors.
- Attempts to put on and take off outerwear.
- Complete a 4-7 piece puzzle.
- Attempts to perform zipping, snapping, and buttoning skills.



Gross Motor Development

Goal: To improve the overall large muscles coordination.

Objectives:

- Climbs up and down climbing equipment.
- Attempts to run with control over speed and direction.
- Moves to music.
- Throws and catches a medium to large ball with both hands.
- Jumps and hops.
- Walks on tiptoes.

4 Year Old Program Goals and Objectives

Emotional Development

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

Objectives:

- Allows self to be comforted as well as attempts to seek out alternative avenues.
- Can express anger in a positive manner according to classroom rules.
- Responds appropriately to the redirection of aggressive behavior.
- Does not withdraw from others.
- Attempts to focus attention on classroom activities.
- Interacts and responds to adults and peers appropriately.
- Can handle changes in routine with control.
- Can demonstrate self-control during conflict situations.

Social Development

Goal: To provide opportunities for socialization/improve manner skills.

Objectives:

- Able to name the children in the class.
- Interacts with the group with or without objects.
- Interacts with the group in role playing situations.
- Works cooperatively in a group constructing and creating.
- Uses "please" and "thank you" correctly.

Language Development

Goal: To improve and refine expressive/receptive language skills.

Objectives:

- Speaks clearly enough for adults to understand.
- Speaks in the classroom.
- Takes part in circle time discussion with teachers and peers.
- Expresses need and wants appropriately.
- Takes part in conversations with peers and adults.
- Asks questions; plays rhyming words.

Cognitive Development

Goal: To improve the overall cognitive/thinking development.

Objectives:

- Recognizes and prints first name.
- Verbally states first and last name.
- States address and telephone number.
- Recites alphabet, attempts to recognize alphabet.
- Counts from 1-20; puts value on numbers 1-10.
- Recognizes shapes.
- Matches and identifies primary, secondary, and neutral colors.
- Arranges according to size (3 items).
- Accomplishes one to one correspondence.
- Attempts to perform patterning skills.

Fine Motor Development

Goal: To improve and refine the overall small muscle skills.

Objectives:

- Uses scissors with ease and control.
- Manipulates objects with ease; can trace shapes.
- Correctly uses writing instruments with control.
- Continues to attempt to master zipping, buttoning, and snapping skills.
- Can complete a 7-24 piece puzzle.

Gross Motor Development

Goal: To improve the overall large muscle coordination.

Objectives:

- Climbs up and down equipment with control and ease.
- Runs with control over speed and direction.
- Can catch a medium to large ball; walk on a balance beam.
- Can hop on one foot, gallops and attempts to skip.
- Can put on and take off outerwear.

OPERATIONS

MEET AND GREET

The Thursday and Friday prior to the first day of school begins with about a one-hour classroom visit. A parent or adult guardian must accompany the child. 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.

ARRIVAL & DEPARTURE

Arriving/dropping off for preschool will take place at the side door entering the Recreation Station Lunch Room. Students will be signed in each day at 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. 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 and students will be in their classrooms, please check in at the Front Desk and you will be buzzed back to get your child. 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.

QR CODE AND PROCESS FOR PICK UP AND DROP OFF

Our procedures for drop off and pick up will be done through our ePact System. Each household will have an account that they will enter the family members that are allowed to pick up and drop off the student. Each individual on the pick up and drop off list will have a personalized QR code on their account. You cannot screenshot your QR and send it to another person because the scanner will say it is unauthorized. NO child will be released to someone who is not listed on the drop off and pick up list. Another handout will also be provided outlining more specifics about ePact.

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!**

OPERATIONS

BATHROOM POLICY

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-3-4’s classes

Children enrolled in the 3 year old preschool program will have snack during their time with us. BTPD will provide snacks for the classroom. There will be days throughout the school year when parents are asked to bring in food items for the 3 year old program when cooking will be taking place in class.

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.

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 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.

OPERATIONS

PLAY AND LEARN

This program will take place from 1:00PM–3:00PM every day and will be another possible extension of the students' day if you choose to sign them up. We will focus in this time on more social and emotional learning through playing with others and a variety of activities.

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.

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.

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 change in seasons.

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.

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 backpack so that it is not lost, broken, or forgotten at school.

OPERATIONS

BIRTHDAYS & PARTY DAYS

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.

FIELD TRIPS

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.

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



OPERATIONS

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. Teachers use different Apps to communicate safely with parents and guardians which will be communicated closer to the start of class.

If you wish to talk to your child's teacher, or schedule a preschool tour, call the Recreation Station at 815-802-2935, ext. 235, and leave a message with a staff member. The teachers will 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 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 inclement weather or any other emergency, our preschool programs will be canceled. ***Emergency days will not be made up and refunds will not be given for any missed days.***

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.



OPERATIONS

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, 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 acknowledge a release giving permission for a child to be photographed for purposes of display at the school or for the Park District's website or social media. 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, denied benefits, or be subject to discrimination.

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.***



SAFETY

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.

MEDICATION

If your child requires medication or any kind of treatment during school hours this must be discussed with the teacher and supervisor. 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.



SAFETY

ABSENCE REPORTING POLICY

If the child will not be attending school and/or has a contagious disease (e.g. strep, chicken pox, fever without medication) please call to notify your child's teacher or the Front Desk of the Recreation Station. (815) 933-9905 ext. 2.

- 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 active 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.

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.
- Your emergency contacts will be called if you cannot be reached.



APPROPRIATE BEHAVIOR

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 overcrowding 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.

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.

APPROPRIATE BEHAVIOR

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 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 redirection. The purpose of the redirection 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 aggressive: 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 disciplinary action 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.

APPROPRIATE BEHAVIOR

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.

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





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.

CONTACT US
770 E. Franklin St.
Bradley, IL 60915
(815) 933-9905, ext. 2
Visit: www.btpd.org

Director of Operations:
Barik Olden
BarikO@BTPD.org
815-802-2935 ext. 235



BPTD PRESCHOOL PROGRAM

SCHOOL CALENDAR 2026-2027

August

SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

SU	M	TU	W	TH	F	SA
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Holidays

Professional Day/Student Holiday
First & Last Day of School

Thurs, Aug 27- Meet & greet
 Fri, Aug 28- Meet & greet
 Tues, Sept 1- 1st Day of School

Mon, Sept 7- Holiday
 Mon, Oct 12- Holiday
 Tues, Nov 11- Holiday

Nov 23-27 Thanksgiving Break
 Dec 21-Jan 4 Winter Break
 Jan 18- Holiday
 Feb 15- Holiday

March 22-29 Spring Break
 Apr 19- Student Holiday
 May 12- Last Day of School
 May 13- Last Day of School
 May 14- Graduation

May

SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Registration Begins:
April 9th
 Enrollment begins:
May 18