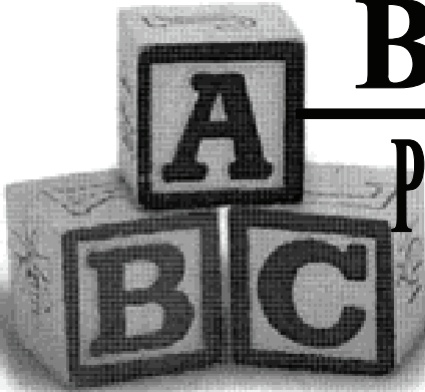


Building

Blocks

PRESCHOOL



Streamwood Park
District

*Parent
Handbook*

Revised April 2011



Streamwood Park District Building Block Preschool

Dear Preschool Parents:

Thank you for registering your child for the Streamwood Park District's Building Block Preschool. Please take the time to fill out the Emergency Form, as our Preschool and office staff will refer to this form in the coming year should an emergency arise. Completed forms must be returned to the Park Place Registration desk.

Should you have any questions, please call Pat Hallmark, Preschool Coordinator at 630-483-3023, or Cindy Babicz, Recreation Supervisor at 630-483-3730.

Thank you!

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WELCOME

Welcome to the Streamwood Park District Preschool! We are happy that you chose our preschool for your child. The following information will help answer any questions you may have. Please don't hesitate to call if you have any questions.

INTRODUCTION

The Streamwood Park District Preschool Program is an early childhood program that seeks to further the development of the young child and provide opportunities for the successful functioning of a group of young children.

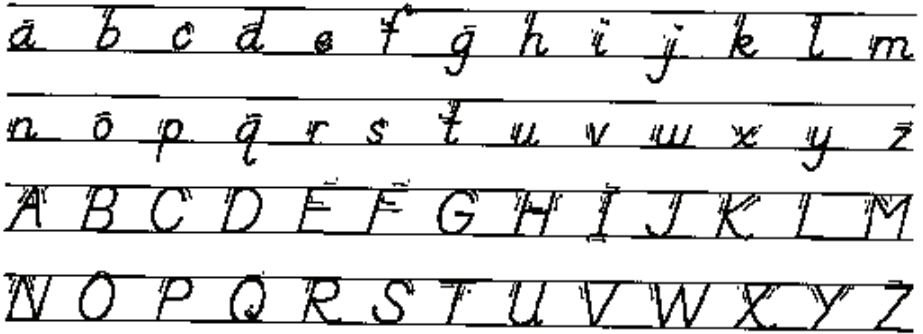


Youngsters in the Building Block Preschool Program will learn through play as they are taught skills to help develop their creativity as well as their educational and emotional well-being.

The basics, such as colors, numbers and shapes will be introduced. Additionally, we encourage the children to start to recognize and write their names. Building Block Preschool gears its curriculum to make sure that students are taught the skills they will need to enter Kindergarten.

We will use the D'Nealian form of writing, as a majority of our children will attend U-46 schools which use the D'Nealian form. When helping your child to learn to write his/her name, U-46 schools suggest that you not use all capitals

D'Nealian™ Manuscript Alphabet



STAFF

The Streamwood Park District employs a staff of fine and dedicated preschool teachers and aides. Although a college degree is not mandatory for our staff, they keep current on teaching methods through attendance at workshops and educational seminars throughout the year. There are two teachers assigned to each classroom of 18 children. If you have any questions or comments during the school year, please call Pat Hallmark, the Preschool Coordinator, Monday-Friday, 9:30 a.m.-2:30 p.m., at (630) 483-3023.

Early Bird Preschool

If you are in need of a.m. hours for your preschooler, we have the option of Early Bird Preschool. This program allows you to drop off your child as early as 7 a.m. Check with Pat Hallmark at 630-483-3023 for more details.

Preschool Eligibility

To be eligible to be enrolled in preschool this fall, please check the following eligibility requirements:

2 year old class

Children must be 30 months (2 1/2 years) old on or before September 1.

3 year old class

Children must be three years old on or before September 1.

4-5 year old class

Children must be four years old on or before September 1.

Emergency Forms

When you enroll your child in preschool, you will receive an Emergency Form to fill out. Please add any additional information that you feel the teacher should know about your child. Please return it promptly! An Emergency Form must be on file before your child starts class.

The following immunizations must have been received and the dates completed in order to start preschool.

Your Child's	0-3	3	5-8	6-12	12	18
Age →	Months	Months	Months	Months	Months	Months
DTP						
OPV						
MMR						
HIB						
HEP B						

Procedure Review

Following are the procedures that we follow in order to ensure the safety and well-being of your child.

1. Parent or a designated person is to accompany the child into the building and report him/her to the teacher before class. After class, the children must be signed out individually by a parent or someone listed on the Emergency Form.
2. Children should not arrive sooner than 5 minutes before class. Often the teacher is out of the room making preparations and there is no one in the classroom to supervise your child. Please remember to pick your child up promptly when class is over
3. Remember to have your child use the bathroom before coming to school.
4. If you have any questions or concerns about your child or the program, please talk to your child's teacher **before or after** class. During class time, the children need the teacher's attention.
5. There is absolutely no parking in the circle drive in front of Park Place for drop offs or pick ups. The Park District does work with the Streamwood Police Department on this matter.



The First Week of School

For some children, preschool will be their first experience in a group situation apart from the family. Most children easily make the transition from home to school, but it is natural for others to need a longer time to adjust. As a parent, if you are anxious about your child attending preschool, your feeling may be picked up by him/her. Try to relax and enjoy these first special days with your child. We have found that most children adjust to school quickly when their parents are not present. Therefore, we suggest you bring your child into the classroom, give them a hug and a firm good-bye, and leave. If you feel it is necessary, you may wait in the hallway, but the teachers will call you at home if your child is having an unusually difficult time. Do not stand close to the hallway windows where the children can see you.



Dress Code

Please dress your child in comfortable clothing. Paint and markers can be messy. Fancy dress shoes are not safe for running and playing, either inside or outside of the building. Please mark all outer clothing with your child's name, including boots. The preschool program will include using the gym on designated days throughout each session. *On your child's gym day, please dress him/her in gym shoes.* This is very important for the safety of your child and the protection of the gym floors.

Strategies for Preschool Jitters

Tips on preschool jitters from a 20-year veteran of the preschool classroom, Jan Morante.

Top 10 Preschool Pointers

1. **Say good-bye to your child and leave**
Prolonging the morning separation scene can be agony. A kiss and a hug and off you go with a smile. If your child sticks to your legs, ask the teacher to gently pry your little one off you. “The child recovers in two or three minutes,” says Morante, a preschool teacher. “The parent is usually a mess for hours... Too many parents turn this into a big ordeal.”
2. **Leave the fancy outfits at home**
Put girls and boys in shorts or jeans and save the good stuff for church and parties. “We’ve had parents ask us not to let their children get dirty because they’re going out somewhere later in the day,” said Morante. “That’s ridiculous...let your kid be a kid.”
3. **“Try not to believe everything your child says about us, and we promise we won’t believe everything they say about you!”**
Kids come into school full of information on Mommy and Daddy’s fight last night and how Daddy slept on the couch and the names they called each other and on and on.
4. **Don’t sneak out the door**
This may sound confusing, but it really doesn’t contradict the first rule. “This can really devastate a child,” she said. “Sometimes, parents don’t want a scene, so they run out the door when their child isn’t looking and it takes the child all morning to recover. Tell your child you are leaving, and remind them what time you will pick them up.”

5. **Give your child a good breakfast**
Many preschools will allow children to bring in breakfast, but they don't want your child to start the day with soda and Twinkies.
6. **If your child is sick, keep him at home**
"It's not fair to us— or to them," said Morante. "Some parents will dose their children with Tylenol in the parking lot and shove them in the door. When the medicine wears off and we see the child is sick, we're going to call."
7. **Getting used to preschool takes time**
"The more consistent the time in school, the easier it will be for your child to adjust," according to Morante. That doesn't mean that parents have to leave their children in preschool for five full days to get them used to the routine.
8. **Get involved**
Volunteer for a field trip. If you can't leave work, send along something for the trip, like snacks.
9. **Let your child be a child**
"I've had parents ask why their children aren't bringing home work sheets," said Morante. "I tell them their children are learning to be independent, to think for themselves, to take responsibility and to learn some social skills. Those are the basics."
10. **Remember, you know your child best**
If you find a particular teacher isn't good for your child, follow through. Moranted suggests you talk to the teacher and to the supervisor.

The Courier News
September 18, 1994

Parent Participation

In order to develop a close working relationship with you and your family, we would like to know if something new is happening at your house. Don't hesitate to confer with your child's teacher about an illness in the family, a new baby, relatives from out of town, or any other home situation that might affect your child and his/her behavior at preschool.

Meet the Teacher

Meet the Teacher is for the 3 year old, two day a week classes only. We have a Meet the Teacher Day during the week before preschool classes begin. Your child's teacher will send a post card with the date and time. This will provide an opportunity for you and your child to meet the teacher and look around the room. If you have a 4 year old who is new to our program and you would like to meet your child's teacher ahead of time, please call Pat Hallmark at (630) 483-3023 and we will try to make arrangements.

Open House

A Parent Open House will be scheduled for each class early in the fall. This will provide an opportunity for your child to show you their classroom and introduce you to his/her teachers. Please note that this is not a parent/teacher conference.

Non-English Speaking Students

Please inform your preschool teacher if your child does not speak or understand English. Our preschool staff will do everything they can to work with your child. However, if it becomes such a problem that it interferes with the daily activities of the other students, we may request that your child be removed from the program.

Observation

Those parents who would like to observe their child's preschool class are invited to do so on their child's snack day. This is the child's day to be the special person, which includes holding the flag, doing the calendar, and being the weather person. This takes place at the beginning of class. Observations should last no more than the first 20-30 minutes of class. When you must bring other siblings with you to the observation, please understand that you will be asked to leave if they become a distraction.

Because the first two weeks of preschool can be a difficult adjustment time for your child, we recommend that observations do not begin until two weeks of preschool have been completed. Therefore, if your "snack day" falls during this time, please arrange for another day to observe with your child's teacher.

Supplies Needed

We supply all craft supplies such as crayons, scissors, etc. We do on occasion request a household item such as an empty paper towel roll or a margarine container. We suggest that each child have a large school back pack to transport papers from school to home.

Snacks

Each parent will be asked to sign up for snacks at the beginning of each session. We ask that you bring nutritious snacks that are ready to serve. Due to health concerns and parent requests, we ask that snacks be store bought and peanut free. Parents of children in the 3-day a week classes will be asked to sign up twice. The Streamwood Park District will supply cups and napkins. A reminder note will be sent home with your child before your snack date. If your child is absent on his/her assigned snack day, we do have extra supplies on hand. We do ask, however, that you replenish our supply when your child returns.

Surprise Box

On the day before your child's snack day, they will be given the "Surprise Box" to take home. They are to bring it back on their snack day with one or two of their favorite toys or items. They will give the other children hints while they try to guess what is in the box.



Birthdays

If you would like to send a special treat to preschool on your child's birthday, we will be happy to assist. Young children enjoy sharing with their friends and the celebration is usually simple, but very special to them. Teachers will not pass out invitations to home parties. Children not receiving an invitation could have their feelings hurt.

Progress Reports

In the spring, Progress Reports will be sent home with your child. This report will cover socialization and some basic skills.

Throughout the year as the children learn basic skills such as cutting, colors and shapes, they will receive small achievement awards.

Parent/Teacher Conferences

Parent/Teacher Conferences will be held for the 4 year old classes. Parents will have the option to sign up for a conference some time during the month of February.

Late Fee

A late fee of \$15.00 will be charge if your child is picked up more than 15 minutes after the end of the class. Because we understand that emergencies do happen, the first late pickup will be a warning. Following the warning, unless the parent calls ahead of time to let the teacher know that an unavoidable circumstance has caused them to run late, the late fee will be assessed. The late fee should be paid to the instructor either on the late day or at the following class. The phone number for each location is listed in this brochure. Five or more late pick-ups may result in dismissal from the program.

Address and Authorized Changes

Please inform your child's teacher if you have a new address or telephone number (home, cell, or business). Your child's teacher is also to be notified in writing of any changes in emergency person or persons authorized to take the child from the facility as noted on the emergency information sheet.

School Closings

In the event of severe weather, we will follow the same procedure as School District U-46 on school closings. If there is a bad storm, or if driving conditions are poor, please listen to WRMN, WLS, or WGN radio to see if U-46 schools are closed. If U-46 schools are closed due to weather conditions, then the Streamwood Park District Preschool will also be closed. Preschool classes will not be made up if canceled due to weather.

WRMN-1410 AM WGN-720 AM WLS- 890 AM

No School Days

On days when there is no school for preschoolers and no school for District U-46, the park district does have a Kids Day Out Trip. Information is in current park district brochures.

Pictures

During the spring, children will have an opportunity to have school pictures taken. Parents who are interested can purchase these pictures. More information will be passed out during class.

Health

If your child has been sick during the night, in the morning, or has a runny nose, please do not bring him/her to class that day. In the case of any communicable disease, please contact the teacher or Preschool Coordinator immediately for the health and safety of others. The teachers are responsible for informing the parents of the other children in the class.

Personal Hygiene

Children entering preschool must be toilet trained and are expected to take care of their personal needs in the bathroom. **Wearing pull-ups is not acceptable.** Please dress your child in clothing that they can handle by themselves. One-piece jumpsuits and complicated belts are not manageable for most children.

Mascot

Each class has a stuffed animal mascot. The children are able to take the mascot home in a carrying box. They are encouraged to take the mascot with them (except to sleep, the mascot should sleep in its carrying box) to afterschool activities. The child is then asked to talk about his/her experiences with the mascot— for example, places they went, games they played, what they had for meals, people they visited. Towards the second half of the year, we encourage the children to have the mascot help them pick out a book to bring to school for the teacher to read to the class.

Field Trips

The Streamwood Park District preschoolers will be going on fun and educational field trips in the fall and spring. These trips are well supervised. Prior to any trip, permission slips will be sent home. Unless the trip is within walking distance, we will travel by a chartered school bus, and parents will be asked to volunteer as additional supervisors. There are 4 adults to a class of 18 children. The classes of 3 year olds will take one extra helper, making a total of 5 adults. Due to the great number of participants already attending, we do not allow other parents to attend field trips, either on the bus or by following the bus.

Fire Drills

Through out the school year, we will be holding emergency fire drills at all preschool locations. The Streamwood Park District feels it is in the best interests of our participants, as well as our staff, to be prepared in case an incident of this nature should occur. Parents will be notified prior to the drill so that appropriate clothing for the weather can be worn by the children.

Parking

Parking is permitted in designated parking spaces only. You are prohibited from parking in the handicapped spaces or fire lanes in front of the buildings. **Do not** park in the circle drive drop-off area at Park Place to bring your child into the building for preschool. Parallel parking is prohibited in front of the Community Center. Cars may be ticketed.

Location

Park Place

550 S. Park Blvd.

Streamwood, IL

(630) 483-3010

School Calendar

Building Block Preschool is a year long program that will run from September 12, 2011– May 19, 2012.

Our preschool observes all school holidays observed by School District U-46. In-service days are not included in this policy. Missed days due to these holidays will not be made up.

Payment Schedule

Currently enrolled 2 and 3 year old students will be able to register for the following years 3 and 4 year old preschool program before resident registration for that year begins.

Resident registration for the 2011-2012 school year begins Saturday, April 9, 2011. A deposit of \$100 is required at the time of registration. If payment is made in full, a discount of \$30 will be applied to the fee. If using our payment plan, a second payment of 50% of your balance is due by September 2, 2011. The third payment of your remaining balance will be due by February 3, 2012.

\$25 of all deposits and payments is a service fee that is non-refundable.

No refunds for the Preschool Program will be granted after January 30, 2012.

Program Fees:

The resident fee for 5 days/week is \$1,115, 3 days/week is \$748, 3 days/week/ (2 1/2 hours) is \$935, 2 days/week is \$520, and \$274 for Saturday. The new 2 1/2 year old program will be \$325. Non-residents add \$25 to each payment.

Preschool Classes

<i>Class</i>	<i>Age</i>	<i>Location**</i>	<i>Day</i>	<i>Time</i>
1020-1	3	PP Bear	T/Th	9-11 a.m.
1020-2	3	PP Zebra	T/Th	9-11 a.m.
1020-3	3	PP Elephant	T/Th	9-11 a.m.
1020-4	3	PP Elephant	T/Th	12:15-2:15 p.m.
1020-5	3	PP Zebra	W/F	9-11 a.m.
1020-6	4	PP Elephant	M/W/F	9-11:30 a.m.
1020-7	4	PP Giraffe	M/W/F	9:05-11:05 a.m.
1020-8	4	PP Bear	M/W/F	9-11:30 a.m.
1020-9	4	PP Giraffe	M/W/F	12:10-2:10 p.m.
1021-0	4	PP Elephant	M/W/F	12:15-2:45 p.m.
1021-1	4	PP Penguin	M-F	9-11 a.m.
1021-2	3-5	PP Bear	Sat.	9-11 a.m.
1021-3	21/2	PP Giraffe	T/TH	9:15-10:30 a.m.

Location:

PP=Park Place, 550 S. Park Blvd.

Please attach a current picture of your child to the Emergency Form and return to your child's teacher on the first day of class.



New 2 year old Program

Parents will stay in the classroom with the children until after the Winter Holiday break. In January, one to two parents will be asked to volunteer in each class.

Potty training is not required for this class; however, the teacher or parent volunteer will not change diapers.

What is Play?



The child is the foundation for the world's future. Play is not mere passing of time. Play is life. It is instinctive. It is voluntary. It is spontaneous. It is natural. It is explanatory. It is communication. It is expression. It combines action and thought. It gives satisfaction and a feeling of achievement. Play has occurred at all times through out history and in all cultures. Play touches all aspects of life. Through play the child develops physically, mentally, emotionally and socially. Play is a means of learning to live.

Pre-K Kare Klub

Committed to providing care for our working parents we offer the Pre-K Kare Klub to students enrolled in our Preschool Program. Children are transported from Park Place to the Community Center in one of the park district's 15 passenger vans.

The hours for this program are the end of preschool-3:30 p.m. Please call Registration at 630-483-3025 for availability and cost per day.

Streamwood Park District Preschool
Confirmation Letter

Please print and complete all sections

I, _____, have read the Building Block Preschool Parent Manual. I have discussed with my child(ren) his/her responsibilities in the program. I have read and understand the following:

- Daily late fee if my child is picked up more than 15 minutes after the end of class
- No parking in the circle drive for drop offs or pick ups
- Procedure for drop-offs and sign-out
- Procedure for school cancellations due to inclement weather

Parent/Guardian Signature

Date
