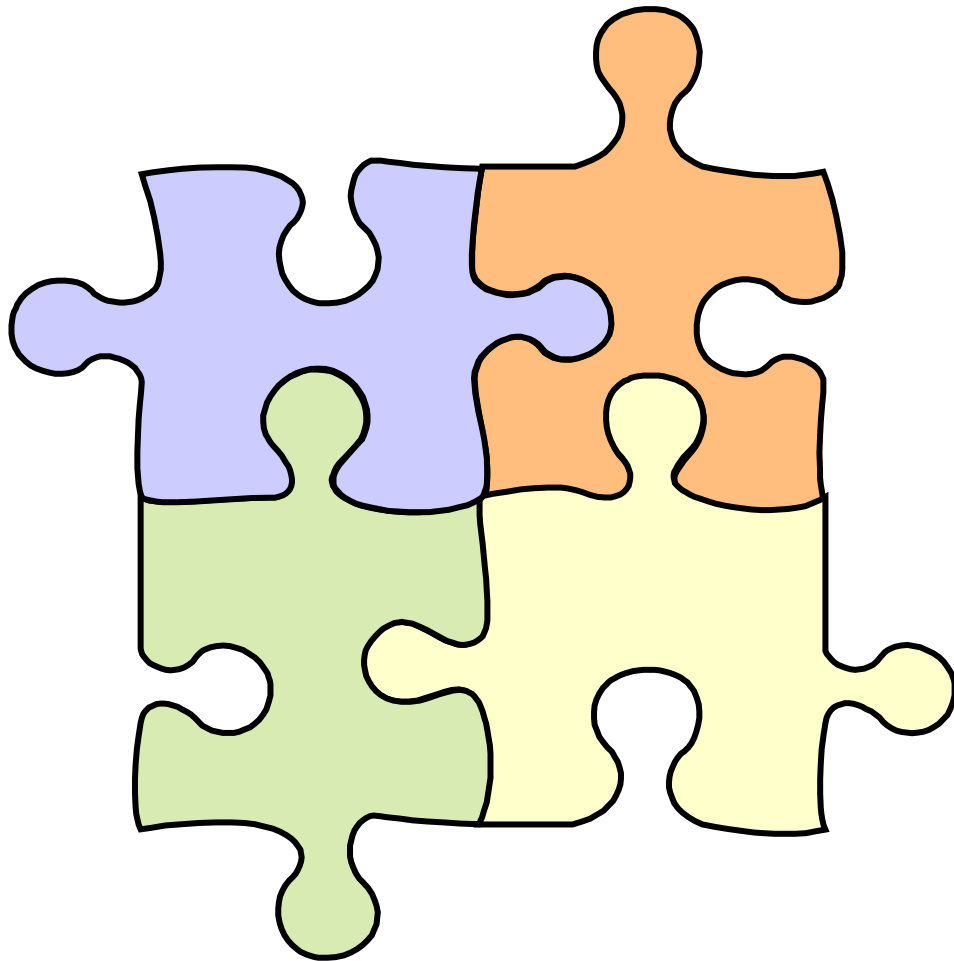


Channahon Park District's

Kids Connection Preschool Program



Parent Handbook
2019-2020

Welcome

Kids Connection

Pre-School Program

Come have all your questions about Kids Connection preschool answered, meet the program manager and learn all about what you and your family can expect this school year and what we need from you to ensure a fun school year for everyone! We will have a parent information meeting on Thursday, August 22 at 6:00pm at Heritage Crossing Field House. One parent/guardian of all registered preschool students should attend. Students do not need to be present.

The Channahon Park District's Kids Connection program offers a variety of daily activities to interest your child. It is the philosophy of the Kids Connection program to encourage learning through fun.

We create our curriculum around the Illinois Early Childhood standards and benchmarks. Our curriculum will encourage creativity and socialization through both structured and unstructured activities.

It is our goal to cultivate each child's sense of exploration and love of learning so that he/she will have a positive attitude toward school and learning. It is also our goal to offer the opportunity for successful social relationships and fun with friends while learning about self and the world around us.

We encourage your questions and suggestions. We hope the following information will make your experience with us a pleasant and positive one.

GOALS

The primary goal of the Kids Connection program is to provide children with a stimulating environment in which they can develop. The program will provide varied experiences that will promote development in all areas: Social, Emotional, Intellectual and Motor. The staff will strive to give each child a positive feeling of self-worth and value each child's uniqueness. The facilities and planned activities are designed to provide an environment in which each child can freely express themselves and develop their potential. The children are encouraged to communicate with other children and adults, to explore, discover and learn through creative interaction. It is our goal to provide rewarding and exciting first experiences with school.

**Kids Connection 2019-2020
School Calendar**

| | |
|---------------------------|---|
| August 22 | Parent Meeting, 6:00pm at Heritage Crossing Field House |
| September 4 | MWF & M-F Meet the Teacher, parents attend, class time |
| September 5 | Tu/Th Meet the Teacher, parents attend, class time |
| September 5 | First day of class M-F |
| September 6 | First day of class M/W/F |
| September 10 | First day of class Tu/Th |
| October 3 | Tu/Th & M-F Trip to Heap's Pumpkin Farm |
| October 14 | No School Columbus Day |
| October 16-17 | Picture Day |
| October 16-17 | Book Fair |
| October 16 | MWF & M-F Open House, 5-7pm |
| October 17 | Tu/Th Open House, 5-7pm |
| November 4 | MWF & M-F Trip to KidsWorks Children's Museum |
| November 27-29 | No school Thanksgiving Break |
| December 2 | School Resumes |
| December 23- January 3 | No school Winter Break |
| January 6 | School resumes |
| January 20 | No school Martin L. King's B-day |
| February 17 | No school President's Day |
| March 23-27 | No School-Spring Break |
| March 30 | School Resumes |
| April 10-13 | No School |
| April 14 | School Resumes |
| May 11 | Graduation Practice at Heritage Crossing Field House |
| May 12 | Last Day of School/Spring Fling |
| May 13 | Graduation |

A Peek at our Day

A typical day at school for your child will include:

- ✓ Play
- ✓ Circle Time - We discuss calendar, weather, sing songs, assign daily helpers, and introduce the day's activities.
- ✓ The saying of the Pledge of Allegiance
- ✓ Centers
- ✓ Arts & Crafts
- ✓ Seat Work
- ✓ Story Time
- ✓ Outside/Gym
- ✓ Closing Circle

Play

There is a well-established consensus among early childhood professionals that play is an essential element of developmentally appropriate, high-quality early childhood education programs (Alliance for Childhood, 2006; NAEYC & NAECCSDE, 2003). Research shows that the exploratory and creative activity that young children initiate themselves (play) is the primary way they develop concepts and understanding about the world. Play helps children develop the skills necessary for critical thinking and leadership. Play is how children learn to solve problems and to feel good about their ability to learn (Play in the Early Years: Key to School Success, 2007). Play is a vital part of our program and 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. During this time, we are concerned with the process, not the final project. Centers are a main focus of our program. Children will use manipulatives, scissors; learn handwriting and much more during center time.

Clean Up

The children are responsible for keeping the room clean. They know and accept their responsibility and enjoy this part of the day as much as any other part.

Safety

In order to have the safest program possible we have designed the following procedures in the areas of arrival and departures, sign-in and sign-out, and health.

Arrivals and Departures

Please arrive as close as possible to your class start time. Have your child use the washroom and wash his/her hands before class. To ensure the safety of all students, families and patrons entering and exiting the building we recommend using the "back" or North entrance to the parking lot. **Persons dropping off preschoolers must park in the parking lot.** The area near the curb is reserved for emergency vehicles only. Parents must bring their child to the classroom and pick them up at the classroom. Siblings are not allowed into the classroom during pick up.

Please be prompt in picking up your child at the end of class. Car pools may be arranged, but a signed list of those who may pick up your child after school is required. If someone other than yourself or a listed person is picking up your child, it is essential that you alert the Park District prior to the end of class. Please call 467-7275 and let the receptionist know that the message needs to reach the teachers A.S.A.P.

One of our school rules is to walk and no talking in the hallways. Please help us establish this rule by having students walk and use an inside voice while waiting for the classroom door to open.

Sign-In & Sign-Out

Upon arrival with your child you will have to sign them in with the preschool teacher. At departure time you will be responsible for signing out the children you are picking up. Please sign the sheet that your teacher hands to you and then hand it directly back to them. For the students' safety we will ask for a photo ID (driver's license, state ID) when picking up.

Health Procedures

Please alert the teachers of any allergies or other medical conditions that may affect your child at school.

If your child has a fever, diarrhea, or is vomiting, please keep them home. We ask that your child be symptom free without medication for at least 24 hours before returning to class. We have 70 children in each room every two days. They are in contact with all toys and equipment. Therefore, we ask for your cooperation in this matter. If your child experiences any of these symptoms while in class, you will be asked to pick up your child right away. We realize that some children do not want to miss class, but please remember a sick child belongs at home resting. We do not refund for missed days due to illness.

When keeping a child home due to an illness, please call the receptionist at 467-7275 and leave a message. They will make sure that the teachers receive all messages.

Special Accommodations/Requests

If you have a special request or need a special accommodation for your child to participate in our program, it is required that you provide us with the following: a detailed explanation in writing of the accommodation/request and documentation from a medical professional. All documentation must be provided at least one week prior to the child participating in the program. Not all accommodations/request can be met. No verbal requests will be accepted.

Parent/Teacher Conference & Student Reports

The classroom teachers will assess the students twice a year. If at any time you wish to speak to a teacher in a one-on-one setting, please call to set up an appointment.

Newsletters

You will receive a monthly preschool newsletter. In this newsletter you can expect to find out the monthly preschool topics, important dates and information. The information in the newsletter is very important. Please read them carefully and refer to them often throughout the month. The newsletters will be sent via text and posted to our web site. To access the newsletter online: www.channahonpark.org; roll over programs, click on early childhood, click on kids connection. Please make sure we have a current e-mail address. Please register to receive text

messages. **If your child attends Tu/Th, text @tuthkids to 81010. Children in the MWF class text @mwfkids to 81010. Children attending M-F text @5daykids to 81010. This text message service is for anyone that is involved in bringing your child to or from preschool. Please share with grandparents, babysitters, ect.**

Communication

Communication is an important component to your preschool experience. The teachers will make announcements before and after school. Please be courteous to those around you; turn off cell phones during drop off and pick up. Teachers will also write important information on the white board and place copies of all notes and newsletters on the bulletin boards. The program manager will communicate via www.channahonpark.org (Channahon Park District web page) and text messages. Registration to receive text messages is going on now.

May I come and observe?

Parents are welcome to visit any time. Please make arrangements with the teachers in advance. We must limit the number of visitors we have at one time. To make your visit special for you and your child, we ask that you make other arrangements for younger siblings.

Crying and clinging

A child coming into class for the first time or two may feel some separation anxiety. It has been our experience that these children stop crying within minutes after the parents' departure. Our advice is to leave your child with a smile and a kiss, tell them you will return and leave. Be sympathetic of the tears that may come, but be firm.

To calm your fears, if your child cries at being separated from you, you may leave assured that you are doing the very best thing you can by sending them to class-as hard as it may seem. Be assured that we are prepared for these situations and will comfort your child.

Clothing

Children are active in this program. They need play clothing that is loose, and will not restrict their activity. The children use glue, paint, markers and they get dirty. Gym shoes and socks are required every day. Girls, no body suits that snap at the bottom, please.

We try to take the children outside whenever possible. Please dress your child for the weather, keeping in mind that the weather may change during class time. Boots are **NOT** necessary, as the sidewalks are kept clear of snow.

We ask that children participating in our program keep a change of clothes in their book bag.

Please label all of your child's belongings (jackets, hats, mittens, sweaters, etc.) Labeling avoids your children's anxiety when they are unable to locate their belongings.

Inclement Weather

The Channahon Park District Kids Connection preschool program may close due to inclement weather. You will receive a text message if school is cancelled for any reason. We do not make up missed days. We do not refund for missed days due to weather.

Tote Bags

Please send your child to class each day with a book bag. Please take the time to go through the

book bag with your child. You will find important notes from the teachers and projects and papers from your child. Please put your child's name on the book bag.

Snacks

Your child may bring a water bottle with them to school. Please put your child's name on his/her water bottle. No glass bottles allowed. Only water is allowed please no milk or juice.

To protect our children from possible allergens we do not allow anything edible to be brought into the school.

Birthday Celebrations

We will celebrate every student's birthday at school. On this day the birthday student will get to be a helper, talk about his/her All About Me poster, have a birthday crown and the class will sing the birthday song. Students will also receive a gift from his/her teachers. Please no treats or treat bags. If you want to do something special on your child's birthday in lieu of treat bags to the students, you may bring in a "classroom" gift. This is a gift that will stay in the classroom for all to use, i.e. a puzzle or a book.

Monthly Payments

For those families paying using the monthly payment or EFT option, payments will start in September and end in April. For students that attend MWF & M-F payments are withdrawn the 3rd Wednesday of the month and for Tu/Th students payments are withdrawn the 3rd Friday of the month. Please contact Terri or Nicole at 815-467-7275 to update credit/debit card information or if you anticipate a problem with your payment. Cards declined/payment not received for any reason will incur a \$25 fee.

Preschool Screenings

The purpose of the preschool screening is to assess development in the areas of vision, hearing, motor, speech, language, cognition and social functioning. The preschool screening is designed to assess a child's development and assist in identifying children who may require further evaluation to determine eligibility for special education services or those who may be eligible for a state-funded preschool program. The screening is provided at no cost to families. Southern Will County Cooperative for Special Education (SOWIC) screens students residing in: Channahon 17, Troy 30C, Laraway 70C, Union 81, Rockdale 84, Beecher 200U, Elwood 203, Peotone 207U, Wilmington 209U and Reed-Custer 255U. If your child will attend one of the above school districts SOWIC will be holding screenings, please call 815-741-7777 to schedule your appointment. Grundy County Special Education Cooperative screens students residing in Grundy County, including those in the Minooka Elementary 201 district. Please call 815-942-5780 to schedule an appointment. Students residing in Kendall County must call their local school district. Please see their website for more information: <http://www.kcsec.org/>. Teachers, based on their experience and education, may recommend that your child get screened if they have any concerns.

School Rules

For most students preschool is their first experience in a school setting. We have established the following classroom rules to help students adjust to the school and classroom experience.

- ❖ Be kind to others
- ❖ Keep hands and feet to yourself

- ❖ Always use walking feet
- ❖ Listen to teachers
- ❖ Use inside voices
- ❖ Be nice to our toys and supplies
- ❖ Help clean up
- ❖ Have Fun

Behavior Management

Behavior

All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help ensure children's programs are safe and enjoyable for all participants.

The Channahon Park District insists that all participants comply with the basic behavior code.

All participants shall:

1. Show respect to all participants, staff and volunteers, participants should follow program's rules and take directions from staff.
2. Only appropriate words will be used by staff and participants, refrain from abusive and foul language.
3. Refrain from threatening or causing bodily harm to self, other participants or staff.
4. Not talk back to staff.
5. Show respect for equipment, supplies, facilities and other people's property.
6. Not possess any weapons.
7. Clean up after themselves.
8. Have fun.

Discipline

A positive approach will be used in regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Channahon Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

In order to have our programs run smoothly, we have implemented the following discipline procedures:

1. When a child misbehaves he/she will be explained why this behavior is inappropriate.
2. We will document the behavior and discuss with the parent/guardian.
3. Positive redirection of behaviors will be used.
4. If a child cannot handle participating within a group, he/she will be removed from that group and encouraged to participate in an individual activity.
5. If the child continues to be disruptive, an age appropriate time out will be used.
6. An incident report will be filled out any time a serious problem arises. Once an incident report has been completed it will be put on file, and the parents/guardians will be notified and required to sign the report. Staff will file an incident report for the violations listed below. If we find other instances that we feel are violations, we will add them to the list.
 - a. Talking back to staff
 - b. Not listening to staff
 - c. Swearing, hand gesturing and name calling

- d. Fighting/hitting/pushing
 - e. Spitting/biting
 - f. Kicking or inappropriate contact
 - g. Throwing objects
 - h. Harmful acts against others
 - i. Unruly behavior/screaming
7. The second time the child receives an incident report, the parents will be contacted and a meeting between the program director and the parents must be arranged before the child is allowed to return to the program.
 8. If the participant receives a third incident report, the parents will be called to pick up their child. The parents must meet with the program director and the program supervisor before the child is allowed to return to the program. The participant may be suspended from the program for a period of 1-5 days.
 9. Once a fourth incident report is filed the parents will be called and asked to pick up their child and that child may not return to the program for the rest of the season. A prorated refund will be arranged.

These procedures may be accelerated depending on the severity of the incident. Participation in other Park District programs may be affected by a dismissal.

The Channahon Park District has adopted a Parents Code of Conduct. Parents/guardians should review and familiarize themselves with this Code whenever they register their child/ward for any recreation program or activity. This Code is intended to remind parents/guardians of the importance of serving as a positive role model, encourage courteous and respectful behavior towards others, and being involved in their child's recreational activities.

Parent's Code of Conduct

One of the goals of the Channahon Park District is to provide an enjoyable, exciting and satisfying recreational experience for children. Our rules and regulations are intended to encourage participation and enjoyment by all. Developmental sports and recreational activities are intended to provide "successful" and "positive" experiences through fundamental skill development, social skill development, and fun. Skill, social development, and fun ultimately provide the tools for a winning focus and positive experience.

To parents and guardians of participants, we direct you to refrain from harassing, berating, insulting, or engaging in any inappropriate conduct toward staff, volunteers, and when applicable, coaches, participants, parents, guests, officials, and others IN ANY WAY. Rude and inappropriate behavior will only have a negative impact on your child's, as well as other children's overall experience. However, we urge you to discuss any concerns you may have regarding your child/ward, the program or activity with the appropriate staff, coach or league supervisor in a courteous, constructive, and respectful manner. Let's work together to provide a positive experience for each and every participant. To this end, the Channahon Park District asks parents/guardians of participants to follow the following guidelines:

- Encourage good sportsmanship and appropriate behavior by demonstrating mature and respectful behavior and serving as a positive role model for your child.
- Place the emotional and physical well being of your child ahead of any personal desire.
- Reinforce to your child that s/he must play and conduct him/herself in a safe and respectful manner.

- Support staff, volunteers, coaches and officials working with your child in order to encourage a positive and enjoyable experience for all.
- Remember that our youth activities and programs are for youth - not for adults
- Do your very best to make youth programs and activities fun for your child.
- Encourage your child to treat other children, staff, volunteers, coaches, officials, and others with respect regardless of race, sex, creed, disability, religion, sexual orientation or ability.
- Inform the Channahon Park District of any special need, impairment or ailment that may affect the safety of your child or others.
- Always communicate and deal with conflict in a polite, courteous, and constructive manner.

Please understand that violation of this Code or any inappropriate behavior may result in revocation of your privileges, and in rare cases, may compromise your child's ability to participate in any recreational program or activity

Thank You

Thank you so much for participating in our Kids Connection program. We are looking forward to an exciting year with your child/children. If you have any questions or comments, please contact us at 467-7275.

Please complete and return to your child's teacher.

I, _____ parent of _____ certify that

I have read and understand the Channahon Park District Kids Connection Parent Handbook and agree to abide by the parent's code of conduct. I agree to follow all policies, procedures and practices written in this handbook. I understand if any changes are to be made that I will be notified in writing.

Signature of Parent

Date

Child's Teacher/Classroom

Child's Preschool Days and Times

Allergies

Date of Birth

Emergency Information

Child's Name: _____

Street Address: _____ City: _____

E-Mail: _____ Zip: _____

Subdivision: _____

My child will attend KINDERGARTEN at: Channahon Minooka Other _____

Name used in school: _____

Other information we may need to know: _____

Siblings/Pets: _____

Parent/Legal Guardian, authorized to pick up:

Mother/Guardian: _____ Home # _____

Occupation: _____ Work# _____

E-Mail: _____ Cell# _____

Father/Guardian: _____ Home# _____

Occupation: _____ Work# _____

E-Mail: _____ Cell# _____

List of persons authorized to pick your child up from school:

1. _____ Home # _____

Relationship _____ Cell # _____

2. _____ Home # _____

Relationship _____ Cell# _____

3. _____ Home # _____

Relationship _____ Cell # _____

4. _____ Home # _____

Relationship _____ Cell# _____

T-SHIRT ORDER FORM

Child's Name _____

Teacher _____

MWF M-F TU/TH

AM OR PM

| | \$8.00 | \$13.00 |
|----------------------|-----------------------|----------------------|
| | Short-sleeved t-shirt | Long-sleeved t-shirt |
| Youth X-Small (2/4) | | |
| Youth Small (6/8) | | |
| Youth Medium (10/12) | | |
| Youth Large (14/16) | | |

Check # Cash Total _____

Please print this form, fill it out and put cash or check made payable to Channahon Park District in an envelope and return to your child's teacher by September 19.

Once orders are received we are not able to exchange.

Thank you for your continued support of our Kids Connection Program!

Channahon Park District Kids Connection Supply List Tuesday/Thursday Classes

Please bring the following items to school with your child on Meet the Teacher Day. No need to put names on them, as they will be used as community supplies.

- ✓ 1 box regular Crayola crayons, not jumbo
- ✓ Crayola washable markers in classic colors
 - ✓ Fiskar type scissors
- ✓ 1 container of hand wipes (no Lysol wipes please)
 - ✓ 1 Water color paint
 - ✓ Thin dry erase markers
 - ✓ Quart size zip lock bags
 - ✓ 1 roll paper towels
- ✓ Book Bag, please label w/child's name

Channahon Park District

Kids Connection

Supply List

M-F & MWF Classes

Please bring the following items to school with your child on Meet the Teacher Day. No need to put names on them, as they will be used as community supplies.

- ✓ 1 box regular Crayola crayons, not jumbo
- ✓ Crayola washable markers in classic colors
 - ✓ Regular colored pencils
- ✓ Pack of 12 or more Elmer's glue sticks
 - ✓ 1 box #2 pencils
 - ✓ 1 box of Kleenex
- ✓ Gallon size zip lock bags
 - ✓ 1 roll paper towels
- ✓ Book Bag, please label w/child's name