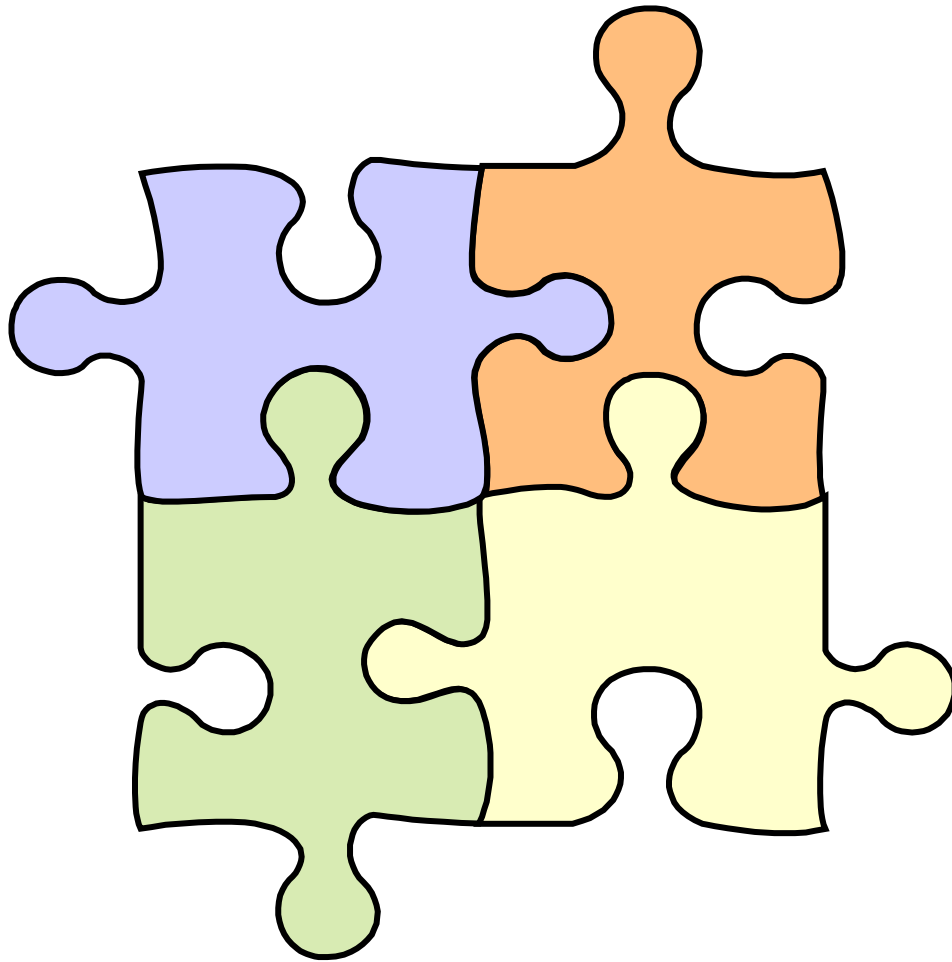


Channahon Park District's

Kids Connection Preschool Program



**Parent Handbook
2023-2024**

Updated 8/9/2023

Kids Connection Preschool Program

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 2023-2024 School Calendar

****Dates are tentative and can change***

September 5-8	Book Fair & Meet the Teacher during class time. Additional Form will be sent to sign up for specific time.
September 11	First day of class M-F
September 11	First day of class M/W/F
September 12	First day of class Tu/Th
October 6	No School- Teacher Institute Day
October 9	No School- Columbus Day
October 12 & 13	*M-F/M-W-F & Tu/Th Field Trip during class time. Additional information will be sent out in monthly newsletter.
October 26-27	M-F/M-W-F & Tu-Th Halloween Parties at Field House during class time. Additional information will be sent out in monthly newsletter.
Nov 1 & 2	Picture Day
Nov 15 & 16	Preschool Showcase Open House in the evening.
Nov 20-24	No School- Thanksgiving Break
Nov 27	School Resumes
Dec 11 & 12	M-F/M-W-F & Tu/Th Holiday Party during class time. Additional information will be sent out in monthly newsletter.
Dec 25-Jan 5	No School- Winter Break
January 8	School resumes
January 15	No School- MLK Birthday
Jan 29- Feb 1	M-F & M-W-F Parent Conferences in evening. Additional Form will be sent to sign up for specific time.
Feb 13 & 14	M-F/M-W-F & Tu/Th Valentine's Day Party during class time. Additional information will be sent out in monthly newsletter.
February 19	No School- President's Day
March 8	No School- Teacher Institute Day
March 25-29	No School-Spring Break
April 1	No School- Easter Monday
May 7	Last Day of School for 3's & 4's
May 8	Graduation Practice
May 9	End of the year celebration during class time
May 10	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 & NAECCSSDE, 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 focus of our program. Children will use manipulatives, scissors; learn handwriting and much more during center time. Children will be encouraged to wear their masks while sitting at the centers.

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

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. Each participant will have their own pencil box for the year with the necessary supplies in there as well as a lanyard to avoid their mask from falling on the ground.

Arrivals and Departures

We will continue to have staggering times for the Preschool North & South rooms, which are the M-W-F 4's program and the Tu-Th 3's program in the AM.

Preschool Days/Times	Start Time	Pickup time
M-F 9:00-11:30 AM (Preschool West)	9:00 AM	11:30 AM
M-W-F 9:00-11:30 AM (Preschool North)	8:45 AM	11:15 AM
M-W-F 9:00-11:30 AM (Preschool South)	9:00 AM	11:30 AM
M-W-F 12-2:30 PM (Preschool North)	12:00 PM	2:30 PM
Tu-Th 9:00-11:00 AM (Preschool North)	8:45 AM	10:45 AM
Tu-Th 9:00-11:00 AM (Preschool South)	9:00 AM	11:00 AM
Tu-Th 12:00-2:00 PM (Preschool North)	12:00 PM	2:00 PM

***An email will be sent out later letting you know which room your child will be in.**

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/picking up preschoolers must park in the parking lot.** The area near the curb is reserved for emergency vehicles only. Parents are not allowed in the classroom. The teachers will meet you at the door and check your child in/out. Please be prompt in picking up your child at the end of class. Carpools 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 to be quiet 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.*

Late Pick Up Policy

If a parent/guardian is late to pick up, it is the parent's responsibility to make other arrangements. **There will be a ONE TIME 15-minute grace period.** Parents/guardians who continue to pick their child up late, will be charged a \$5.00 late fee per 5 minutes. It is crucial to pick your child in your assigned pick-up window to give our preschool teachers enough time to sanitize and clean up for the next class. Late fee's will be added onto your Park District Account and charged automatically with the EFT payments.

Sign-In & Sign-Out

Upon arrival with your child, a preschool teacher will greet you at the door and check your child in. At departure time a preschool teacher will greet you at the door, ask for your ID and check your child out. For the students' safety we will ask for a photo ID (driver's license, state ID) when picking up.

Health Procedures

If your child has a fever, diarrhea, or is vomiting, please keep them at home. We ask that your child be symptom free without medication for at least 48 hours before returning to class. Please keep this in mind if there are siblings in other Park District programs.

Our preschoolers are in contact with all toys and equipment. Our teachers will be sanitizing all highly touched areas, equipment, tables etc. at the start and end of class. 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 4-year-old students twice a year and once for the 3-year old's. 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 email, please make sure the email we have on file is current.

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 email. We will also be using the Remind101 app, information will be sent out on this later.

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. Velcro 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 as well as an extra clean mask. Please label all 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.

Bags

Please send your child to class each day with a normal size book bag (22 × 14 × 9 inches, give or take a few inches). 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.

Bathrooms

Your child needs to be potty trained by the start of the program. We cannot help during potty time. Your child should be able to pull their own pants up and down.

Snacks

Your child may bring a spill proof **water bottle** with them to school. Please put your child's name on his/her water bottle. No glass bottles allowed. Only water is water bottles. No juice!

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. If you choose to send a treat bag, we ask that the bag be clear and have no food item inside.

Monthly Payments

If you choose to pay using the monthly payment or EFT option, payments will start in September and end in April. Monthly payments will be charged on the 3rd Friday of each month. Please contact the Park District 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 student's 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 always expected to exhibit appropriate behavior. 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 it 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

Allergies

Date of Birth

Emergency Information

Child's Name: _____

Street Address: _____ City: _____

E-Mail: _____ Zip: _____

Subdivision: _____

My child will attend KINDERGARTEN at: Channahon or Minooka Other _____

Name used in school: _____

Siblings: _____

Pets: _____

Parent/Guardian: _____ **Cell #** _____

Occupation: _____ **Work #** _____

E-Mail: _____

Parent/Guardian: _____ **Cell #** _____

Occupation: _____ **Work #** _____

E-Mail: _____

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

1. _____ Relationship: _____

Cell # _____

2. _____ Relationship: _____

Cell # _____

3. _____ Relationship: _____

Cell # _____

4. _____ Relationship: _____

Cell # _____

5. _____ Relationship: _____

Cell # _____

Channahon Park District
Kids Connection 2023-2024
Supply List

Please bring the following items to school with your child on Meet the Teacher Day.

- ✓ 2 boxes of 24 count Crayola crayons (not Jumbo)
- ✓ 2 boxes of Crayola washable markers in classic colors, broad line (10 count)
 - ✓ 1 Crayola 12 count-colored pencils
 - ✓ 1 Crayola watercolor paint
- ✓ 1 pair of Fiskar's Preschool Training Scissors
 - ✓ 3 Elmer's glue sticks
- ✓ 1 container of Play-Doh (any color)
- ✓ 1 container of disinfecting wipes
- ✓ 1 box of Quart & Gallon size zip lock bags **(3's ONLY)**
- ✓ 1 box of Snack & Sandwich size zip lock bags **(4's ONLY)**
 - ✓ 1 bottle of Elmer's glue **(4's ONLY)**
 - ✓ 2 roles of paper towels
 - ✓ 2 boxes of Kleenex
- ✓ 3 pack of diaper wipes/hand wipes
- ✓ A normal size book bag (22 × 14 × 9 inches, give or take a few inches). Please label with your child's name.

Dear Kids Connection Families:

This is to remind you that payments are withdrawn from either your Discover, Visa or MasterCard Debit or Credit card on the 3rd Friday of the month for the Kids Connection Preschool Program at the Channahon Park District.

I would like to remind you that if your card is declined for any reason, you will incur a \$25.00 decline fee. Your card can be declined for many reasons including but not limited to past expiration date, old card number and insufficient funds. If you have recently received a new card, new expiration date or if you do not have the appropriate funds in your account, contact us immediately to update your information or to make payment arrangements at 815-467-7275.

Below are the dates that funds will be withdrawn. Again, if you are experiencing any problems or issues, please contact us by **8:00 AM** the day the payment comes out.

Payment Dates for 2023-2024
Friday, September 15
Friday, October 20
Friday, November 17
Friday, December 15
Friday, January 19
Friday, February 16
Friday, March 15
Friday, April 19

Paulina Tredennick

Paulina Tredennick
Program Supervisor

Channahon Park District
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