

WESTMONT PARK DISTRICT
PRESCHOOL

Westmont Park District Preschool
Family Handbook

4/5 year old Preschool
2024/2025





Scheduled No School Days

2024/2025

Columbus Day: 10/14

Election Day: 11/5

Thanksgiving Break: 11/27-11/28

Winter Break: 12/23-1/2

MLK Day: 1/20

Presidents Day: 2/17

Spring Break: 3/24-3/27

Important Dates:

First Day of School: 9/3

Classes Resume from Thanksgiving: 12/2

Classes Resume from Winter Break: 1/6

Classes Resume from Spring Break: 3/31

Last Day of School: 5/22

School Closings – Inclement Weather

If District 201 is closed due to weather, the Westmont Park District Preschool program will also be closed. If we expect inclement weather and choose to close prior to the next school day, the Westmont Park District will announce building/program closings on the park district website at www.westmontparks.org and e-mail families directly. You can receive weather related cancellation or facility closure information by text, email, or via epact.

Welcome to Westmont Park District Preschool!

The Westmont Park District preschool staff would like to welcome you and your child to the 2024-2025 school year. The following information will be used throughout the year and should be saved as a reference. Should you have any questions or concerns, please contact the Recreation Coordinator or the Superintendent of Recreation.

Luke Wyss Superintendent of Recreation
lwyss@westmontparks.org (630) 963-5252

Zack Johnson Recreation Coordinator/ Preschool
zjohnson@westmontparks.org (630) 963-5252

Westmont Park District Preschool Mission Statement:

Enriching community life through quality parks and recreation for all ages

Westmont Park District Preschool Philosophy & Curriculum

It is the goal of Westmont Park District preschool to provide a safe and nurturing learning environment that embraces all children and their diverse learning styles, needs, and interests. Westmont Park District preschool instructors offer unique learning experiences that are play-based, developmentally appropriate, and respectful of social, cultural, and linguistic diversity. Westmont Park District preschool prepares preschoolers for Kindergarten and beyond by incorporating activities into the program that promote social-emotional, physical, language, and cognitive development.

Our curriculum is guided by *The Creative Curriculum for Preschool* by Teaching Strategies® and by the *Illinois Early Learning and Development Standards* with special attention to literacy, mathematics, science & technology, social studies, the arts, and English language acquisition.

Student Information & Medical Records - ePACT

Children enrolled in Westmont Park District preschool will be invited to fill out an ePACT record. ePACT is a highly secure online emergency network used to collect medical and contact information.

Parents will be invited to create an ePACT account via e-mail. Please **DO NOT** ignore this e-mail invite. **All forms should be completed accurately and thoroughly and submitted no later than Wednesday, August 28th.** If your record is not completed by the first day of school, your student will not be able to stay until it is completed.

Please make sure to upload a copy of your child's State of Illinois DHS Certificate of Child Health Examination (Must Be Completed by Child's Physician) and Birth Certificate in the FILES tab on your child's account. You can do so by taking a picture with your phone or scanning it into your computer and uploading it to ePACT.

If at any time your child's contact information, authorized pick-up's, or medical history changes please make sure to login to your ePACT account and update it accordingly. It is also appreciated that you relay the update verbally to the teachers, so they are aware. This is the number one source of information teachers will have regarding your child in the event of emergency.

Curriculum

Goals and Objectives

- SELF-ASSURANCE: Children will feel comfortable and secure in their classroom environment.
- MOTOR SKILLS: Children will continue to develop gross and fine motor skills.
- READINESS SKILLS: Children will learn developmentally appropriate skills for their age, including learning how to walk in a line and being responsible for packing and unpacking their backpacks at the end of the day.
- LITERATURE SKILLS: Children will be introduced to the concept of journaling, and be encouraged to creatively express their thoughts through writing and drawing.

Skill Development

- SOCIAL SKILLS promote self-assurance. Children are encouraged to develop trust and respect for their teachers and classmates, learn how to work in a group as well as individually, and to interact positively with their classmates.
- SELF HELP SKILLS promote independence. Children are encouraged to hang up their coats and backpacks, zip and unzip, use the bathroom independently, clean up after themselves, appropriately express their needs, ask questions, seek answers, and initiate problem solving.
- LARGE AND FINE MOTOR ACTIVITIES promote physical coordination. To develop fine motor movements, children practice using scissors, holding a pencil, using print as a tool for communication, completing puzzles, and stringing beads. To develop large motor movements, children practice hopping, dancing, jumping, and running.
- KINDERGARTEN READINESS SKILLS prepare children to succeed in kindergarten. Children learn to identify letters, shapes and colors. They learn to identify and print their first and last name using upper and lower case letters, be aware of the initial sounds that letters make through the support of the Jolly Phonics program, and become aware of the beginning, middle, and end of stories. Children will learn to identify many numerals, and make a one to one correspondence between objects and numbers. Children will learn number stories through various games and activities that promote the early fundamentals of math skills.
- COMPREHENSION ACTIVITIES help children focus and learn. Children practice following single step then multi-step directions. They learn that there is a time to listen and a time to talk, to ask questions pertaining to the story, and to complete an assigned task.
- COMMUNICATION SKILLS enable children to interact with others. Children are encouraged to converse with teachers and peers, develop manners, speak so others can understand them, and use words and sentence structures appropriate for their age.
- COOPERATION SKILLS promote respect between children and teachers. Children are encouraged to take turns, share, and resolve conflicts with their peers in an appropriate manner.

Daily Release & Authorization

You will list all authorized individual's information on your child's Information/Emergency section in ePACT that are approved to pick up your child from Preschool. A picture ID will be required from the people who are picking up for the first time or that the staff is not familiar with. Names will be verified that they are listed on your child's participation form, which is strictly for the safety of the child. If the person is not listed as an authorized person to pick up your child, your child will not be allowed to leave school with that person until we are able to contact you and get verbal or written approval.

If there are any changes to the Daily Release Authorization list, we ask that you notify the Zack Johnson by voicemail, text or email in advance. zjohnson@westmontparks.org and 630.963.5252.

Preschool Location/ Hours

The Preschool programs is held at Park Place at Veterans Memorial Park located on the corner of Dallas St and Linden Ave. Preschool will utilize recreational areas such as the playground, baseball fields, tennis courts, basketball courts, gymnasium as well as other buildings and parks owned and operated by the Westmont Park District. The district will not transport a child.

Preschool is held from 9am-11:30am Mon- Thurs

Attendance

If your child will be absent from camp, dropped off late or picked up early we would appreciate you informing us of this information. You may do so by leaving a voicemail or text on the Preschool phone or sending us an email.

Preschool phone: 630.442.4200

Preschool email: preschool@westmontparks.org

If your child arrives late, please wait with your child until they have been checked in by a teacher. They will then be sure your child has arrived safely.

If your child is being picked up early, please be sure to inform us so that we can coordinate with the teachers so they will have your child ready for you at the designated time.

*The Preschool phone is intended to be a message center, not a live up to date check in on school. If you have matters that need to be discussed, please contact our Community Center office at 630.963.5252 or Recreation Coordinator, Zack Johnson at zjohnson@westmontparks.org

Class Arrival and Dismissal

Instructors will open the door for drop-off at the start of class time. Arrival activities are an important component of the daily schedule. Arriving promptly to preschool ensures that your child can fully participate in the arrival sequence and also reduces class disruptions. Students MUST be checked-in by 9:15am.

Students and the parent/caregiver should approach the main door of their child's preschool building for check-in.

Our instructors will tell parents/guardians to say their goodbyes at the classroom door. Please understand that when one parent/guardian lingers or peeks in the classroom, it is a distraction and can be upsetting for your child and other children in the classroom. Classroom doors will be locked after the start of class.

Children may experience separation anxiety at the beginning of the session or throughout the year. If your child experiences difficulty at drop off, please wait in your car for fifteen minutes. Class instructors can typically comfort an upset child and engage him/her in an activity within ten minutes. If the child has not been comforted or engaged in activities within ten minutes, the instructor will seek assistance from the parent/guardian. Children must be checked out promptly at the end of class by a parent/guardian or an authorized individual.

Authorized individuals must be listed on the child's ePACT record and be able to present a valid state identification card or driver's license until the instructors get to know them. Please be sure to update your ePACT record with any changes to authorized pick-ups. A written notification will serve as a temporary update to ePACT; however, staff are unable to alter pick-up arrangements on verbal requests alone.

Registration and Late Fees

Registration for all 9 months of Preschool is available in person only. We require a \$50 nonrefundable deposit to reserve your spot in our program.

Resident Pricing: \$2760 per school year/ \$307 per month

Non-Resident Pricing: \$2940 per school year/ \$327 per month

Auto-payments are applied on the first of each month. To change or update the card on file for auto-pay, patrons must contact registration@westmongparks.org 5 business days prior to the first of the month. Instructors will not accept tuition payments or auto-pay updates. *The first installment payment will be charged on August 1, 2024. Remaining installment payments are charged on: September 1, October 1, November 1, December 1, January 1, February 1, March 1, and April 1.* Multiple declined installments could result in removal from the program.

For the safety of your student, we require that staff remain at the site until all children have been picked up. Please reciprocate this courtesy by being on time for pick-up. Late fees will be assessed in the event you are over 15 minutes late in picking up your child. The fee is \$10 dollars after the first 15 minutes late and \$5 dollars for every 10 additional minutes thereafter.

Refund Policy

To terminate enrollment in Westmont Park District Preschool, a Termination of Enrollment Form must be submitted to registration@westmontparks.org by August 1, 2024. Withdrawing from the program after the school year has started will result in a forfeiture of 50% of the tuition fee. Pre-paid registration fees are non-refundable.

Medication

Under the guidance of a physician, parents/guardians should make every effort to adjust medication schedules so that medication may be administered under parent/guardian supervision. If your child needs medication dispensed to him/her during preschool hours, staff *may* be authorized to do so as long as the proper forms have been fully completed. In some instances, the administration of medication cannot be performed by park district staff due to specific and/or complex physician and/or manufacturer instructions or invasive procedures. If medication needs to be dispensed please see the Recreation Coordinator to obtain the proper forms.

All medications sent to preschool, including over-the-counter medications, must be brought to the preschool instructor in the original container properly labeled by the pharmacist and/or with a physician order. Parents/guardians are responsible for ensuring all medications are within their expiration date and for collecting medications once discontinued and/or on the last day of school.

Restrooms

Children enrolled in Westmont Park District preschool must be able to use the restroom independently. The routine use of diapers or pull-ups is not permitted. Children should wear clothing that aids in bathroom independence (avoid difficult belts, buttons, and one-piece outfits). Children are able to use the restroom as needed and if necessary will be prompted by a teacher to take a restroom break. Children do not need to wait for classroom restroom breaks. Occasionally preschoolers will have a toileting accident. Preschool instructors are not responsible for changing soiled clothing; however, they will do their best to verbally direct the child and follow-up with a phone call home. If your child has a toileting accident while at school, a parent/caregiver will be contacted, and the child will need to be changed or picked-up from class at that time. A parent/guardian or caring adult must be available within fifteen minutes to come and change/assist your child.

Health Policy

To maintain a healthy preschool environment, keep your child home if they have experienced any of these symptoms within the past 24 hours: sore throat, cough, runny nose, diarrhea, nausea, vomiting, fever, shortness of breath, or any communicable disease. All children must be symptom-free within 24 hours of attending class.

To report an absence, contact your preschool site and leave a voicemail or message for the preschool instructors. Parents/guardians whose children develop communicable diseases; i.e. chicken pox, head lice, pertussis, COVID-19 etc. are asked to notify the Recreation Coordinator as soon as the child is diagnosed. The name of the affected child is not released; however, parents are notified of the occurrence of a contagious illness. A doctor's note may be required for your child to return to class.

Should a child become ill at preschool, parents/guardians will be notified immediately so that the child can be picked up as soon as possible. If we cannot reach a parent, the emergency contact will be called.

Food Allergies

For everyone's safety, our preschool classrooms have been designated as "nut-restricted" although we cannot guarantee that nuts/nut products will not be brought into the classroom. This means we attempt to avoid nuts, peanut butter, and foods containing peanut oils, of foods processed on machines that also process foods made with nuts from entering the classroom during preschool hours.

Emergency Procedures

In the event of serious injury or illness, it is the policy of the Westmont Park District to seek immediate medical attention by calling 9-1-1. After seeking medical attention, staff will notify a parent/guardian. All costs associated with medical attention are the responsibility of the parent/guardian as stated in the Registration Waiver and Release. The Westmont Park District does not assume any costs associated with medical attention. Westmont Park District preschoolers will participate in scheduled and/or impromptu fire, severe weather, and security drills.

Code of Conduct

The Park District Staff has implemented a code of conduct policy for our Preschool program. These rules apply to all participants and parents/guardians. The following are the rules that all participants will need to follow in a joint effort to make the preschool experiences positive and successful for all everyone enrolled in the camp programs. Parents/guardians and children alike are asked to read over these guidelines and sign this form before attending camp.

- No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- All threats and threatening behavior will be taken seriously and reported to the proper authorities.
- Participants must show respect to all staff, participants, all property, equipment and facilities.
- There may be no physical contact, verbal or physical harm towards any participants or staff.

- Participants may not place themselves or others in dangerous situations through actions or behavior.
- Participants may not leave the program area without permission.
- Participants are responsible for their actions and belongings (Bags, jackets, items brought from home with permission, etc.)
- No refunds will be issued for suspensions or suspended days of Preschool.

Discipline Policy

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and through leading by example. Since each participant may have different ways of learning, several methods may be used.

- 1st Offense – Verbal Warning (depending on the severity, several warnings may be given).
- 2nd Offense – A behavior report will be filled out and discussed with the Recreation Coordinator and the parents/guardian. The parent/guardian will be required to sign the report, which will remain in the participant’s file. The staff will work with the participant and parents to correct the behavior. (This may be issued immediately, without warnings for serious infractions).
- 3rd Offense – Suspension of participant from the program for one to three days. The suspension will be in effect immediately or the first day following the offense (depending on the severity of the offense). The parent will be notified by the Recreation Coordinator. Upon return from a three-day suspension, if behavior continues, the Recreation Coordinator may permanently suspend a participant from the Preschool program. Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a behavior report.
- In the event of a major offense, the ruling will be determined on a case by case basis by board officials, see Park District Ordinance regarding behavior rules for further details.

At Westmont Park District, we hold a “Zero Tolerance to Violence” policy. A participant that is physically or verbally abusive to another participant, volunteer or Park District staff will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Park District staff, SEASPAR staff or any participant will be tolerated. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and possible dismissal from the program. In an effort to help reinforce positive behavior, the Recreation Coordinator will go over the camp rules the first day of each session of school.

Inclusion Services

Westmont Park District strives to comply with the Americans Disabilities Act 1990. Therefore, if your child needs accommodations to participate in our Preschool, please let us know immediately so we can make arrangements through SEASPAR in advance to be able to meet the needs of your child. SEASPAR is our special recreation partner that assists child with inclusion needs to allow them to participate in programs. See Park District Guide for further information about the SEASPAR services. SEASPAR asks for a two week notice for aid requests from the park district. Please try to give a two week notice to us if you know your child may be in need of special arrangements. For more information contact the Recreation Coordinator or visit seaspar.org .

WESTMONT PARK DISTRICT PRESCHOOL

Preschool Supply List

Supplies should be brought to your Teacher Meet & Greet or to the first day of school. Supplies do not need to be labeled with your child's name unless otherwise indicated.

- Standard Size Backpack, labeled with your child's name (must be able to fit a folder)
- 1 – 4x6 Photos of your child; 1 – 4x6 Photo of family
- 1 – Box Large Washable Markers Classic Colors (Preferably Crayola)
- 1 – Small bottle of Elmer's Glue
- 1 – Box of Kleenex
- 1 – Package of non-perfumed baby wipes (any brand)
- 1 – Container Clorox Wipes
- 4 – Packages of Stickers (any style)

Thank you for choosing Westmont Park District Preschool for your preschool experience. We look forward to a year of learning and fun!