

Oak Brook Park District



Parent Handbook 2023-2024

*The ABC Preschool program
strives to provide a coordinated
and progressive program
of services, which is responsive
to the needs of individual children.*

**Meet the
Teachers**

**Thursday
August 31, 2023
9-10:30am**



School Year Calendar

2023-2024

Any days missed due to inclement weather and/or building closing will not be made up.

8/31.....Meet the Teachers 9-10:30am	2/16.....11:30 Dismissal for Full Day Students
9/5.....Classes Begin	2/19.....No Classes
9/22.....11:30 Dismissal for Full Day Students	2/23Donuts with Grown ups
10/6.....11:30 Dismissal for Full Day Students	3/1No Classes
10/9.....No Classes	3/22.....11:30 Dismissal for Full Day 4's
10/16.....Hayride	3/25-3/29No Classes (Spring Break)
10/31.....Trick or Treating in Building	4/1Classes Resume
11/3.....11:30 Dismissal for Full Day Students	4/27.....Galaxy Gallop
11/20-24.....No Classes	5/21 & 5/22.....Last Days Of Classes
11/20.....Parent/Teacher Conferences	5/23.....Graduation (4s)
12/25-1/5No Classes	
1/8.....Classes Resume	
1/12.....11:30 Dismissal for Full Day Students	
1/15.....No Classes	



WELCOME TO OAK BROOK PARK DISTRICT!

Please review the information in this handbook and feel free to call (630) 645-9516 if you have any questions about the information.



Mission Statement

We believe that learning should be fun! Children learn best through play and when academics are embedded in hands on experiences.

We believe through a structured, routine environment, with opportunities for choice, children will develop the skills to become independent problem solvers.

We believe every child is unique and learns differently. We build on their strengths and support all learning by using music, movement, and hands on experiences along with traditional teaching methods.

We believe that by celebrating differences and intentionally teaching social emotional skills, we will prepare children to be community contributors and lifelong learners.

The ABC Preschool program strives to provide a coordinated and progressive program of services, which is responsive to the needs of individual children. A unique feature of the program is the inclusion of children with special needs with their peers. Specialized services are provided through an integrated model, making it beneficial to the development of all students. Through our partnership with Butler School District 53 and The LaGrange Area Department of Special Education (LADSE), our staff consists of Early Childhood Education teachers, special education teachers and classroom aides, and speech/language, occupational, social workers, and physical therapists. These individuals and the parents of students work together as a team. All staff are CPR and first aid certified. In our early childhood and child care programs, we strive to maintain a staff-to-child ratio of 1-to-6 for our 3's program, 1-to-7 for our 4's program.

Our Early Childhood Programs Features:

- School District 53 resources, including specialists who support and enhance learning and development
- Classrooms equipped with developmentally engaging toys and supplies
- Bright, colorful, air conditioned rooms
- Spacious indoor play areas
- Beautiful outdoor play facility
- Convenient parking
- Smartboards
- Secure Entry Door

You will see:

- Learning activities appropriate to children's age and development
- Specially trained teachers
- Varied age appropriate materials
- Frequent, positive, warm interactions among adults and children
- A positive and safe environment for children
- Regular communication with parents
- Ongoing, systematic evaluation of programs and services
- Effective administration

Our Goals:

- To raise self-esteem, create independence, foster creativity and imagination, and offer safe and positive social experiences.
- To create inclusive recreational and educational opportunities for children in their early childhood years.
- To create a relaxed, trusting, and fun atmosphere where children are encouraged to pursue their own choices, develop friendships, and grow in confidence, independence, and respect for themselves and others.
- To provide exciting, stimulating, and enjoyable activity choices which meet the developmental needs of each child.
- To provide guidance to children so that they may learn social skills, problem-solving, and appropriate ways of social interaction.
- To provide parents with affordable, convenient, and dependable program choices.
- To provide two-way communication between parents and staff to best meet the needs of the child.
- To provide early literacy opportunities to children and families.
- To help prepare children for Kindergarten and all future academic pursuits.

Inclusion of All Children

Oak Brook Park District is a diverse community of families representing a wide range of ethnic, cultural, and geographical backgrounds. Children, parents, and staff each arrive here with unique traditions and beliefs. It is the goal of the Early Childhood Program staff to respond with sensitivity to the diverse background and actively encourage a broad understanding and acceptance of diversity. Staff will attempt to use a multi-cultural approach in discussion of holidays, accomplishing this goal by:

1. Providing information to children about a wide range of various celebrations.
2. Making efforts to include traditional celebrations of all cultural groups in our programs. Implementation of these efforts may vary from classroom to classroom. The variations are based on the particular interests of the parents and children within the specific program. You are encouraged to provide information and advice to assist staff in providing children with a broad range of opportunities. We welcome parental input, understanding, and assistance.

Oak Brook Park District is committed to implementing the intent and spirit of the Americans with Disabilities Act. We believe in the inclusion of all children of differing abilities within the program enriches the experiences of all the children. The teaching and support staff will, as far as possible, be responsible for the implementation of individual family service plans with context of the Early Childhood program.

3's

The 3's program focuses on social and emotional development through creative art, activities, songs and cooperation. Children will make new friends and develop their social skills while becoming more aware of the world around them. Fine motor skills are developed through art activities and large motor skills are gained through use of the gym and outdoor playground. Caring, professional teachers and bright, inviting classrooms provide children with a comforting and exciting educational environment.

4's (4's and 5's)

Our 4's program provides a quality preschool experience that will enrich the social, emotional and intellectual growth of your four year old. Fine and gross motor skills are developed through art activities including, music, movement, hands on activities, and storytelling. Our goal is to have your child learn at their own pace through a variety of exciting experiences that will build a foundation of a love for learning and school. Communication with Kindergarten teachers from the school district we serve allows us to key in on important Kindergarten readiness skills.

Activities

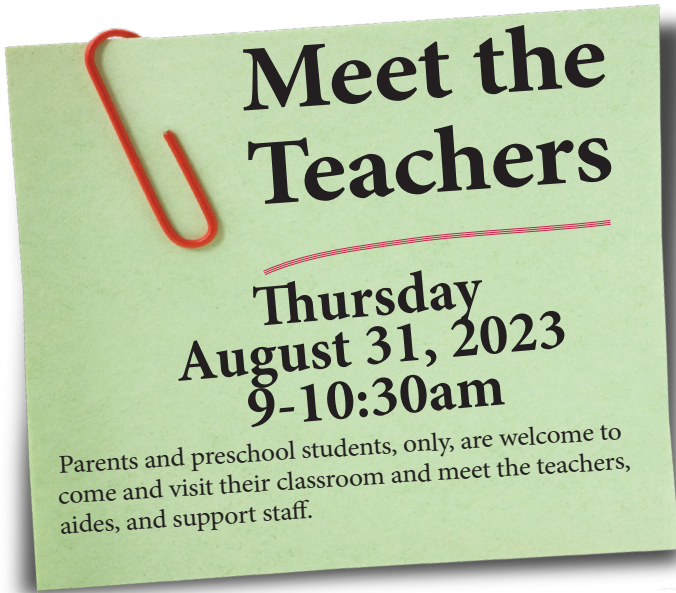
Staff meet regularly to plan activities and to share new resources for programming. Whenever possible, kids are given choices to help them learn to make positive decisions and to allow them to do the activities they enjoy the most.

Some activities available at our facility include:

- painting and drawing
- crafts
- music
- games and sports
- outside/gym play
- nature and science
- special events
- board games, Lego's®, toys, and books
- guest leaders and speakers
- theme projects
- parent programs and special days
- community projects

Enrichment

Please see our Park District brochure for additional enrichment programming!



Site Address and Phone Number

Family Recreation Center (FRC)
1450 Forest Gate Rd
Oak Brook, Illinois 60523
Administration Office Phone: (630) 645-9590
Lauren Farmer, Preschool Coordinator: (630) 645-9579

Program Hours of Operation

To be eligible, your child must be 3 or 4 years old by Sept. 1, 2023.

- 3's 9am-11:30am
- 4's 9am-11:30am
- 4's (Full Day) 9am-3pm

How to Register

Register online at www.obparks.org

- A \$300 nonrefundable, nontransferable deposit for all M-F and full day programs; or \$150 nonrefundable, nontransferable deposit for M/W/F programs and Tu/Th half day programs will be due at the time of registration.

Oak Brook Park District reserves the right to cancel programs due to low enrollment as of August 1, 2023.

- A copy of your child's birth certificate and a state of Illinois health examination form **must be on file before your child starts school.** These documents will remain on file while you child attends ABC Preschool. Please return the "Important Forms" packet to your child's teacher at the open house or on the first day of school
- Proof of living within the Oak Brook District boundries is required when applicable.

Waiting Lists

There may be times when the program you are interested in is full. You can sign up to be on a waiting list by providing your name, phone number, and program of interest at the Administration Office. You will be contacted when an opening has occurred. You will have 48 hours to register. If you have not registered within that 48-hour period, your name will be taken off the waiting list. Please note that waiting lists do not guarantee a spot in the program.

Program Cancellations Withdrawal/Refunds

No refunds, credits, or reallocation of funds will be given for missed days, extended absences, or program cancellations due to weather or other circumstances. If your child does not attend for 30 days, you will be considered dropped from the program.

Tuition and Financial Agreement

Option 1: Pay in Full

You may pay for the entire year in full by mail or bringing your payment by September 1 to:

Family Recreation Center
1450 Forest Gate Rd
Oak Brook, Illinois 60523

Administration Office Phone: (630) 645-9590 or

Online: www.obparks.org

Option 2: Monthly

You will set up a payment plan online to pay the total cost of the classes monthly. A credit or debit card must be on file to set up a payment plan. On the dates listed below we will charge the amount due to your credit card.

Monthly payments are due on the following dates: 9/1, 10/1, 11/1, 12/1, 1/1, 2/1, 3/1, 4/1, 5/1.

*Monthly Fee after deposit.

	<u>SESSION</u>	<u>Resident*</u>	<u>Nonresident*</u>
Half Day 3s & 4s	M-F	\$404.00	\$513.33
	MWF	\$245.66	\$311.22
	TuTh	\$158.22	\$202.00
<hr/>			
	<u>SESSION</u>	<u>Resident*</u>	<u>Nonresident*</u>
Full Day 4s only	M-F	\$908.44	\$1,143.88
	MWF	\$531.77	\$673.11
	TuTh	\$343.33	\$437.55

Visa, Discover, American Express, and MasterCard accepted. Payments will not be accepted in the classrooms. Preschool staff do not have information regarding your account. Call (630) 645-9590 for any information regarding billing and to update credit card information.

By registering your child for an Oak Brook Park District Program, you agree that you are responsible for the payment of all program fees and costs as set forth in the payment schedule and the information described in this handbook. The first option is to pay for the entire school year in one payment. The second option is to pay monthly.

Emergency Closures

In the event of inclement weather, it may be necessary for the Oak Brook Park District to cancel preschool and other programs. Please note that in these situations your child's safety in the park district's top priority. **There will not be make up days if school is closed due to inclement weather or other special circumstances.** We follow District 53 closures. We will use Seesaw for notifications.

Changes in Vital Information

Please notify the Administration Office in writing whenever you have a change of address, phone number, authorized guardians, emergency contacts, or pertinent medical information. Emergencies may arise with your child and it is very important staff has updated, accurate information to work with.

Personal Items/Extra Clothing

We ask that all children have a set of additional clothing on site. Any items from home should be clearly labeled with your child's name. This includes clothing, backpacks, books, etc. Each program is well-equipped with a variety of appropriate and challenging toys and other materials. In general, toys from home should stay at home. This includes: toys, electronics, expensive personal items, candy, and gum. Exceptions may be made on sharing days. Although the staff will make every effort to help make sure that jackets, backpacks, etc., make it home each day, it is the responsibility of the child and parents. Please check the lost and found often. At the beginning of each month, all lost and found items will be donated to a local charity.

Attire

Please be sure that your child is dressed appropriately for the weather. We suggest that children come to the program dressed in layers each day as temperatures can vary depending on our activity and the time of day. Children should bring a coat for participation in outdoor activities. Tennis shoes are recommended for everyday wear; sandals, flip-flops, crocks and other open-toed shoes will make it difficult for your child to participate in games and activities. Please do not send your child in this type of footwear. In the winter if your child comes in boots, please provide a change of tennis shoes so they are able to move freely during play.

Each child should bring a backpack to school to carry home items. The backpack should be a traditional style, large enough to hold a folder, and without rolling wheels. Each child is expected to carry their own backpack out of the classroom. Please dress your child appropriately for activities. We will often be involved in messy art projects, etc., and while precautions such as wearing smocks will be taken when possible, easy-to-care-for play clothes are best.

Daily Check In/Out

3's/4's will be dropped off inside the Park District at the secure door at Cori's Way.

Staff will be at the doors welcoming children in the morning until 9:10am. If you should arrive after 9:10am, please use the phone outside the secure doors to call down to your child's class room.

3's/ Half Day 4's will be picked up from inside the Park District at the secure doorway at Cori's Way.

Full Day 4's will be picked up at 3:00pm from inside the Park District at the secure doorway at Cori's Way.

Bridge to Preschool and Just 2's will be dropped off and picked up at The Play Room in Cori's Way.

Please advise your child's teacher should there be changes to your child's schedule (doctor's appointments, early pick up, etc.) by sending a note, email or calling your child's classroom. Only those persons listed on the registration form will be allowed to remove your child from Early Childhood programs. Identification will be requested when staff is not familiar with an individual picking up a child. You are responsible for advising the said people of pick up and drop off procedures.

Late Pick-Up Policy

It is important that you pick up your child promptly at the end of their school day. It can be very upsetting for the students when their parent or caregiver is late. Many teachers also have other responsibilities in the building after class time is over. We understand that there are occasions when circumstances are beyond your control. If it all possible, please call your child's classroom if you will be late. If you are more than 10 minutes late picking up a child, you will be charged \$1 a minute for each minute you are late thereafter. Teachers will provide you with a payment form that can be remitted in the Administration Office.

Learning Environment

Please respect our learning environment by staying with younger children who are not registered in our programs at all times.

Toilet Training

All children must be able to use the restroom by themselves prior to entering the program. Children should not come to school in pull-on type diapers or diapers. Our facility is not equipped for diaper changes, nor is the staff prepared or expected to do this task. We understand that children at this age do have occasional accidents. In this case, we will have your child change his/her own clothing. If the child is unable to change his/her own clothing, we will contact the parents to come and change them. Please send an extra set of clothing, including undergarments, with your child. Bridge to Preschool and Just 2's children are not required to be potty trained, but caregiver must be available for changing.

Newsletters/Calendars

At the beginning of each new theme, you will receive a newsletter with activities, events, information regarding changes in policies, reminders, closures, etc.



Behavior Management

The Early Childhood staff is trained in how to implement positive guidance techniques with the children. Our goals are to have all children enjoy their time in our programs, feel safe and secure while they are here, and learn social skills, problem-solving and conflict resolution. Mutual respect between adults and children is the foundation for development of positive social interaction skills.

Our general expectations/rules for children's safety:

Children must:

- walk while indoors
- refrain from climbing on furniture
- use inside (quiet) voices while inside
- listen when a leader gives verbal directions
- follow verbal directions
- stop an activity when a leader gives verbal direction to do so
- use equipment carefully
- keep hands, mouth, and feet to themselves

There will be site-specific rules that all children will be expected to follow (e.g. playground boundaries, to follow line leader, etc.). Teachers will go over these rules repeatedly to reinforce expectations.

When adult interventions are needed in response to children's negative behavior, the following steps will be taken:

- Take necessary steps to assure safety of all children.
- Attempt to direct misbehaving child to positive alternative activities.
- When necessary, children will be carefully removed from an activity when their behavior is unacceptable.
- After a time for all to calm down, teachers will talk with the children about acceptable and unacceptable behavior.
- When negative behaviors are repetitious and/or continue over time, clear and consistent non-punitive consequences will be established and utilized consistently. In such instances the parent(s) will be fully involved in discussions and planning of actions.

Consequences for not following expectations will be implemented and may include verbal corrections, loss of privileges, and redirection. As a final measure, time-outs may be used to provide the child an opportunity to regain control. In the event that the strategies are not working; staff, parents, and the child will work together to provide the maximum potential for the child's success in Early Childhood programs.

Parents are expected to be active participants in the behavior management of their child. In behavior situations where the child is physical with others or not cooperating with staff, we may call parent(s) to pick up the child. The parent(s) will be expected to arrange for immediate pick up.

Our teachers put the safety of children first. To that end, Early Childhood programs have established immediate pick-up procedures if a child is endangering himself or others.

Please Note:

We reserve the right to suspend or dismiss a child from the program if staff determines that the program cannot meet the needs of the child, if the child is a physical threat to him/herself or others, or if the child's behavior consistently impedes the normal daily functions of the group. Children may also be dismissed from the program if their parents/guardians demonstrate inappropriate behavior or fail to cooperate with staff. Parents may not be involved in disciplining any child other than their own. Failure to comply with our policies and procedures may result in dismissal from the program for one day, two days, or complete removal from the program.

Commitment to Nonviolence

Please help us provide a nurturing environment by ensuring your child does not come to Early Childhood programs in clothing that reinforces violent characters or actions. Your child may not bring toy weapons to school.

Recognizing and Reporting Child Abuse

All Early Childhood program staff are considered mandatory reporters by the State of Illinois and are required to report suspected child abuse or neglect to the Department of Human Services (DHS). Oak Brook Park District staff will work with DHS and families, as appropriate, to ensure the health and safety of children in the program. When a report is made, Oak Brook Park District staff will continue to work with and support the child and family. The report will be treated confidentially.

Illness/Communicable Diseases

Parents and staff share the responsibility for reducing exposure and spreading of communicable diseases. Our illness policy states that children need to be free and clear of the following symptoms/illness **without medication** for at least 24 hours BEFORE returning to school. If your child tests positive for Covid-19, please notify us and follow current CDC recommendations.

Our regulations state that if your child has any of the following symptoms they cannot remain at school:

- fever of 100° F or above
- diarrhea (more than one abnormally loose stool per day)
- vomiting
- nausea
- severe cough
- unusual yellow color to skin or eyes
- skin or eye lesions or rashes that are severe, weeping, or pus-filled
- stiff neck and headache with one or more of the symptoms listed above
- difficulty breathing or wheezing
- complaints of severe pain
- excessive nasal discharge

Illness/Communicable Diseases (Cont.)

If your child shows any of the above signs, he/she will be isolated and you will be notified. It is your responsibility to pick up your child immediately or to make arrangements for someone else to do so. These precautions are taken to protect the health of your child and the other children in Early Childhood programs.

If your child has had any symptoms within the past 24 hours; please withhold them from attending the program until they are free and clear of symptoms for at least 24 hours. Children with head lice may not return to the program until the scalp is free from all traces of lice and nits, and a doctor's note is provided.

If your child is scheduled to be with us and will be absent or late, please call your teacher. If your child contracts a communicable disease, please notify us by email or calling your teacher, so that we may inform staff and other parents to watch for symptoms.

Medications

If your child is required to take prescription medication while at Early Childhood programs, the staff will administer it. The medication must be given to the teacher in the original, properly-labeled container. The label must include: the date the prescription was filled, child's name, physician's name, drug name and dosage, and instructions on when and how to give the medication. A Medication Release Form must also be filled out and on file before any medication can be given. You can get a release form from the Administration Office.

The staff cannot administer sunscreen. We recommend that you apply sunscreen to your child before they come to the program site for the day. Sunscreens that block both UVA and UVB light with a minimum Sun Protection Factor (SPF) of 30 should be used.

Emergency Procedures

Evacuation procedures for each program have been established in the event of a major emergency that would necessitate removing children from the site. You may pick up your child at the evacuation spot located at the entrance to the parking lot along the path. If an individual child is injured in the program, we will take the necessary emergency steps and contact you as soon as possible.

However, should the injury or situation involve impaired breathing, loss of consciousness or circulation, symptoms of spinal injury, shock, fractures, heart attack, or poisoning, or any other serious injury/illness, we call 911 without hesitation. The parent/guardian also authorizes the District and its employees, agents, and representatives to consent to any medical, dental or surgical treatment, including first aid, urgent care, emergency care or any health treatment deemed necessary or advisable under the circumstances, for your child. You authorize such person to the transport of the child for health reasons. You will be financially responsible for and required to pay any such health treatment and transport. First aid kits are distributed to the inside and outside areas of our facilities. Teachers are also trained in CPR and First Aid procedures as well as procedures to reduce the risk and spread of blood borne pathogens.

By registering your child for a Preschool program and signing the registration form you are releasing Oak Brook Park District from all liability which may arise from the child's participation in a program.

Hand Washing

The single-most significant step that individuals can take to reduce the spread of disease is hand washing. As a child care program, we wash our hands frequently, carefully assuring that staff do the same and instruct children on how to adequately wash their hands. All staff and children wash their hands with soap and water before eating, handling pets, or after using the toilet. Because sinks or hand-washing stations are not always available, hand sanitizer is provided by the program.

Accident Reports

Every effort will be made to inform you if your child has an accident on a particular day and you are encouraged to speak to the Teacher about the occurrence. You are responsible for keeping emergency information updated.

Snacks and Lunches*

Every day the preschoolers will be having a snack. A snack calendar will be provided by your teacher. Each preschooler will be responsible for bringing a snack for the whole class. We encourage healthy snacks and healthy eating. Below is a list of snack ideas:

Raisins	Fresh Vegetables	Pretzels
Fresh Fruit (apples, cuties, etc.)	Whole Grain Cereal (Cheerios®, etc.)	Granola Bars (without nuts)
Graham Crackers	Goldfish®	String Cheese
	Applesauce	

In addition, children in Full Day 4's must bring a sack lunch and beverage (no glass bottles) each day. Remember to pack a variety of different foods to promote good nutrition balancing the right amounts of foods and food groups for your child.

***All lunches should be nonperishable and not require heating. If your child has dietary restrictions or allergy, please contact your teacher.**

Birthdays

If you are interested in bringing in a special snack or treat (birthday celebration, etc.) for your child's program, please contact the teacher one week prior to make arrangements. There are certain guidelines we must adhere to but we would love to celebrate with you and your child. We will only pass out invitations at school if the whole class is invited or all students of your child's gender. Please refer to your child's classroom directory for assistance in addressing invitations.

Criminal Records Checks

All staff and volunteers, including parents, will need to complete a criminal background check if it is anticipated that there may be opportunity for the volunteer to have interaction with children alone in the classroom setting.

Addressing Your Concerns

The staff is in the best position to address your concerns as they may vary with the nature of the issue. All general program concerns over classroom administrative procedures can be sent to the Recreation Manager Kim Catris at 630-645-9516 or kcatris@obparks.org or Preschool Coordinator Lauren Farmer at (630)-645-9579. Billing concerns should be addressed to the Registration Clerk at (630) 645-9590. Problems unique to the classroom are best directed initially to the teacher of your classroom.

Confidentiality

Information about the health or abilities of any child or a family's status will be considered as confidential. Such information will only be shared with staff only as necessary to meet the needs of the child. Occasionally, family information may also be shared with regulatory agencies (Department of Health, Child Care Division, etc.)

Photo Policy

Smile, you may be photographed! Oak Brook Park District may use photographs of participants in District publicity without permission or compensation. If you do not want your child to be photographed, please leave a message with the Preschool Coordinator Lauren Farmer at (630) 645-9579.

Oak Brook Park District

1450 Forest Gate Road

Oak Brook, IL 60523

Phone: (630) 990-4233

Fax: (630) 990-8379

www.obparks.org

