

**2022-2023
Handbook**



Administration Office
Lower Level
1006 W. Lincoln Avenue
Belvidere, IL 61008
815-547-5711

Recreation Supervisor—Youth
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Belvidere Park District

PRESCHOOL

www.belviderepark.org



Welcome

Belvidere Park District Preschool offers a warm and welcoming place where all children are encouraged to explore and develop at their own pace. We believe that children learn through play with opportunities to explore and experiment every day. Our focus is on the social, emotional, and intellectual growth through problem solving, large and fine motor skills, communication and language, and creativity. Caring teachers will encourage each child to try new things, meet new friends, and promote independence.

Our Philosophy

Play, once considered to be the opposite of education, is now regarded by early childhood specialists as the extraordinary educational process by which preschool children become introduced to a world filled with new and exciting discoveries. Through developmentally appropriate activities we foster physical, emotional, social, and cognitive growth while promoting a lifetime love for learning.

Curriculum

Our teachers follow a curriculum that meets the Illinois Early Learning Standards and aligns with preparing them for kindergarten. Please refer to the pages in this manual that breakdown the skills for each class.

Daily Activities May Include:

- | | | |
|-------------------|-----------|-------------------|
| -Circle Time | - Snack | -Crafts |
| -Music | - Science | -Sensory Table |
| -Story Time | - Math | -Reading/Writing |
| -Gross Motor Time | | -Imaginative Play |

Assessments

Throughout the year, assessments are completed to monitor your child's progress. If a teacher has a concern regarding your child, she may refer you to the local school district which provides free screening for preschoolers.

Snack (Nut FREE SITE)

Snacks must be store bought. No homemade baked or cooked goods are allowed. [We are a nut free snack site.](#) Please check the labels! Each child will have several opportunities to provide snacks throughout the year. On your child's snack day, you will need to provide a nutritious snack and drinks.

Drop-Off

Class begins promptly at 9:00 a.m. The main door opens at 8:50 a.m. and is locked at 9:15 a.m. for child safety. Parents must wait outside the classroom until the teacher opens the door both before and after class. All parents must sign their child in and provide a daily emergency number.

Pick-Up

Class ends at 11:30 am The main door will reopen at 11:20 am and is relocked at 11:45 am Please be prompt in picking up your child.* It can be unnerving to a child when a parent is late. A child must be signed out at the end of the day as well.

For your child's protection, only those people designated on your emergency list will be allowed to pick up your child. If an emergency arises and a person not on the emergency card needs to pick you child up, please notify your teacher as soon as possible. Please inform the person picking up your child that he. She will be required to show a drivers license before your child will be released. These procedures are for the safety of your child at all times.

Classes, Times, and Fees

All children must be age appropriate by September 1, 2022

Preschool (Ages 3-4)

September 6-May 11

This preschool class will be exploring their colors, numbers, and letters through manipulative materials, arts & crafts, songs, and games. Themes will incorporate math, science, and art through age appropriate materials. The focus will be on developing social skills such as sharing, following directions, and consideration of other's feelings.

<u>Yearly R/NR</u>	<u>Monthly R/NR</u>	<u>Days</u>	<u>Time</u>
\$1125/ \$1143	\$125/ \$127	TU/TH	9–11:30 am

PRE-K (Ages 4-5)

September 7– May 12

This program will focus on Kindergarten readiness skills. Letter and number formation and recognition, writing skills, and building confidence will be the focus. The topics of math, science, and art will continue to be built upon.

<u>Yearly R/NR</u>	<u>Monthly R/NR</u>	<u>Days</u>	<u>Time</u>
\$1404/ \$1422	\$156/158	M/W/F	9–11:30 am



**** Graduation will take place on Friday, May 12 at Baltic Mill or Rivers Edge Recreation Center (weather permitting)**

\$25 one time supply fee due at registration.

Payment in Full Option: Yearly fee will be discounted 5% if paid in full at time of initial registration. If registration is after September 1 the 5% discount does not apply.

Late Fee: a late fee will be assessed once a payment is 3 days late and/or rejected (bounced). If a payment is late, you will be charged a \$15.00 fee and it will be added to your regularly scheduled payment.

Late Pick-Up Fee:

The Belvidere Park District understands that unavoidable situations, accidents, and unfavorable weather may detain parents from picking up their child. If you are late picking up your child, you will be issued a written warning for your first offense. The second offense will result in a late fee of \$10 for every fifteen (15) minutes you are late.

Preschool Class Meet & Greet

Come and meet your classmates, families, teachers, drop off your supplies, and go on a scavenger hunt with your parents around the classroom!

Date: Thursday, September 1, 2022 Tu/Th class 5:30 pm M/W/F class 6:30 pm

Location: Lower Level Administration Building 1006 W. Lincoln Ave, Belvidere, Illinois 61008



Policies & Procedures

Attendance

If your child will not be attending class, please call 815-547-5711 x 15 to report an absence. If you plan to arrive late or pickup your child early, please notify your child's teacher, in advance, if possible.

Illness

If your child has been ill (fever, vomiting, diarrhea, rash) within the previous 24 hours, please keep your child home for the day.

Medication

If your child requires medication during class room time a "*permission to dispense medication form*" must be filled out and returned to your child's teacher on the first day of class. All medication must be sent in its original container with the following information on the label: doctor's name, patient's name, pharmacy name, medication name, strength, and dosage. Please include written instructions on administering medication.

Safety

Safety is very important to us, but accidents do happen. All of our staff are required to be AED and CPR/First Aid trained and certified. If first-aid is administered, an injury report will be completed.

Behavior Guidelines and Discipline

Preschool participants are expected to always exhibit appropriate behavior. A caring and positive approach will be taken regarding behavior management and discipline. Our goal is to help the children develop self control and learn to take responsibility for their actions.

The children are asked to follow three easily understandable rules:

- * We do not hurt ourselves, We do not hurt others, We do not hurt things around us

If redirection does not solve the conflict, the children are given a verbal warning, followed by a time-out. If the problem continues to occur, parents will be notified to help remedy the situation. Although discipline problems involving preschool children rarely warrant it, the Belvidere Park District reserves the right to suspend any child whose behavior disrupts the program or in any way endangers him/her or others.

Inclusion

It is the responsibility of the parent/guardian to notify the Recreation Supervisor at the time of registration if his/her child needs special accommodations in order to be successful in the program. The Belvidere Park District Special Recreation Department will work, within reasonable accommodation, to assist any child who wishes to participate in Park District programs and services.

Physical Activity

Physical activity is important for the health and development of young children. Preschoolers will take part in physical activities weekly. This may include playing on the playground outside or group games inside. Please dress your preschooler accordingly for the weather and make sure they have the appropriate coat, hat, etc. for outdoor play.

WEATHER CANCELLATION PROCEDURE

Preschool makes every attempt to run programs as scheduled. However, weather circumstances beyond our control may prohibit a program from running. Occasionally, inclement weather may make it difficult and unsafe for participants and staff to travel to program locations. Preschool follows the Belvidere School District #100 for closures due to inclement weather. We reserve the right to close when district 100 is in session.

Preschool EXTRAS



Class Pictures

Children have their individual and class pictures taken in the fall. There will be a flyer distributed regarding packages and prices. You are under no obligation to order any pictures.

Birthdays

Birthdays are celebrated throughout the school year, with summer birthdays being celebrated in May. In celebration, your child will get to wear and take home a birthday crown. If you wish, you may bring in a store bought treat to share with the children in their class.

Field Trips

Our preschool classes will have the opportunity to participate in several field trips throughout the year. To better prepare our students for their life in school, our field trips will be a student-teacher only trips. These trips may have additional nominal fees. Teachers will notify parents about specific field trip information ahead of time. Should you not want your child to attend a particular field trip, you may keep him/her home on the day of the trip.

Supply List

We will be collecting a \$25 supply fee at time of registration.

Below are the only supplies you need to provide. Please bring to the meet and greet

- 1- 2 pocket notebook
- 1.5 inch clear view 3 ring binder
- 1 package of (50) page protectors
- 4/pack Elmer's Clue Stick – Purple



What to Wear

We work with many different types of material and have a wide assortment of activities, so please dress your child in clothing that will not be ruined by spills or accidents. We also recommend gym shoes, or rubber soled shoes for your child's safety. Remember to dress your child for the weather and have appropriate outdoor attire for playground use.

What to Bring Daily:

- Backpack
- Folder
- Change of clothes
- Cold Weather Gear for Activities in Snowy/Outdoor Conditions



2022-2023 Preschool Calendar

Preschool Meet & Greet	September 1
First Day of Preschool TU/TH Class.....	September 6
First Day of Preschool M/W/F Class.....	September 7
School Improvement Day (No School).....	October 7
Fall break Columbus Day (No School).....	October 10
Election Day (No School)	November 8
Veteran day (No School).....	November 11
Thanksgiving Break (No School).....	November 23-25
Winter Break (No School).....	December 23 – January 6
Preschool Resumes.....	January 9
Martin Luther King Day (No School).....	January 16
School Improvement (No School).....	February 17
Presidents' Day (No School).....	February 20
Spring Break (No School).....	March 27– March 31
Good Friday (No School).....	April 7
School Improvement Day (No School).....	April 10
Last Day of Preschool TU/TH.....	May 11
Last Day of Preschool M/W/F.....	May 12
Pre-K Class Graduation.....	May 12

The Belvidere Park District Preschool follows the Belvidere CUSD #100 school holidays and school closings.







ePACT
your emergency network

SHARING YOUR EMERGENCY INFO



What is ePACT ?

ePACT is your emergency network, a secure online system designed to help organizations in your community support you and your family in any type of crisis.

ePACT is a tool that organizations like Park & Recreation Departments, YMCAs, sports associations, schools, daycares, employers and municipalities use to collect important emergency information that they used to collect via paper forms. It helps to make sure that the right data, is in the right hands at the right time.

[Read more about ePACT's Privacy & Security Policies.](#)

Receive a request

1. Your organization will send you a request for each child participating in their program for this year or season.
2. Click on Complete Request to get started.



Create an account

1. Add your name and choose a password that is at least 10 characters long and includes a number or special character.
2. Accept our Terms of Use and now you're ready to go



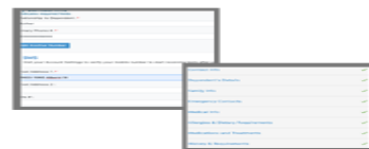
Getting Started

1. Read the instructions carefully
2. Click on Getting Started



Follow the Steps

1. Answer questions on each step. Those with an * are required
2. Ensure all the steps have a checkmark



Add Additional Documents

1. You can upload additional documents like immunization records, custody orders or one of your organization's custom sheets like Medication Administration forms



Add your initials and signature

1. Add your initials to each waiver (or agree by checkbox) and add your signature.
3. Click on the Share button to complete the process!



Success! Your organization can now see your info and you can expect an email confirmation!

For more information, or for assistance, please contact us at help@epactnetwork.org or 1.855.775.7225.

ePACT
your emergency network



Getting to Know Your Child

Please complete this form so we may get to know your child better.

Child's Name _____ Birth Date _____

Parent(s)/Guardian _____

Nickname/What would you like us to call your child _____

Siblings (Name & Ages) _____

Allergies _____

Medical Conditions/Medication _____

Any Speech or Hearing Concerns? _____

Does your child have any special fears? If so, please explain _____

What do you do to reassure your child? _____

Does your child have any special interests? (i.e. trips, bugs, pets) _____

Getting to know you



Previous School Experience _____

Is your child generally friendly slow to warm up active sensitive (circle one)

Other _____

How does he/she get along with siblings/playmates? _____

How does your child express feelings? _____

How do you discipline? _____

Primary language spoken at home? _____

Food allergies/restrictions? _____

What do you hope your child takes away from preschool? _____

Is there anything else you would like to share about your child?



Preschool Rules and Regulations Acknowledgment of Manual Form

THIS FORM MUST BE SIGNED AND TURNED IN WITH YOUR CHILD'S REGISTRATION FORM BY AUGUST 31

I have read and fully understand the procedures, policies, rules and regulations outlined in the parent handbook that are required of me and my child(ren) while enrolled in the Belvidere Park District Preschool program. I am also aware that there are certain consequences that may affect me or my child(ren) for not following these policies and procedures.

Please initial each item where indicated and sign at bottom.

I understand the late payment fee described in detail in this handbook.

Parent initials

I have fully read and understand the Belvidere Park District Preschool program behavior policy.

Parent initials

I understand that only the people that I have listed on my pickup list will be allowed to take my child from the Belvidere Park District program.

Parent initials

Signature of Parent or Guardian

Date

Please list child's name:
