

**2023-2024
Handbook**



Administration Office
Lower Level
1006 W. Lincoln Avenue
Belvidere, IL 61008
815-547-5711 X106

Superintendent of Rec
Aly Graham
**Recreation Supervisor-
Youth**
Katie Inman

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 8:55 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 11:25am 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.

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.

Classes, Times, and Fees

All children must be age appropriate by September 1, 2023

Preschool (Ages 3-4)

September 5- May 9

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>
\$1161/\$1179	\$129/\$131	TU/TH	9–11:30 am

PRE-K (Ages 4-5)

September 6– May 10

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>
\$1440/\$1458	\$160/\$162	M/W/F	9–11:30 am

*** Graduation will take place on Friday, May 10th at Baltic Mill or Rivers Edge Recreation Center (weather permitting)*

\$30 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, August 31st, 2023 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

Supply List

We will be collecting a \$30 supply fee at time of registration.

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

- 1.5 inch clear view 3 ring binder
- 2 packages of (50) page protectors
- 2– 8/pack Elmer's Glue 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

Policies & Procedures

Attendance

If your child will not be attending class, please call 815-547-5711 x 110 or x111 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 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. Please check the Rainout app for cancelations.

2023-2024 Preschool Calendar

Preschool Meet & Greet	August 31
First Day of Preschool TU/TH Class.....	September 5
First Day of Preschool M/W/F Class.....	September 6
School Improvement Day (No School).....	October 6
Fall break (No School).....	October 9
Veteran's day (No School).....	November 10
Thanksgiving Break (No School).....	November 22-24
Winter Break (No School).....	December 22 – January 5
Martin Luther King Day (No School).....	January 15
School Improvement (No School).....	February 16
Presidents' Day (No School).....	February 19
Spring Break (No School).....	March 25– March 29
Last Day of Preschool TU/TH.....	May 9
Last Day of Preschool M/W/F.....	May 10
Pre-K Class Graduation.....	May 10

The Belvidere Park District Pre-school follows the Belvidere CUSD #100 school holidays and school closings. Please check the Rainout Line for closings.

- *Blue denotes dates for the M/W/F class
- *Red denotes dates for the T/TH class
- *Green denotes dates for BOTH classes



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 _____ Phone Number: _____

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) _____

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:

Please list names and phone numbers that can be reached during Preschool Hours:

Parent(s)/Guardian _____ Phone Number: _____

Parent(s)/Guardian _____ Phone Number: _____

Secondary Emergency Contact _____ Phone Number: _____

PARTICIPANTS LAST NAME

**BELVIDERE PARK DISTRICT
EMERGENCY INFORMATION**



Instructions: Please complete and return to program leader on or before the first day of the program. Please notify us immediately of any changes in residency, employment or emergency information.

CHILD'S FULL NAME: _____ HOME PHONE: _____
ADDRESS: _____ CITY: _____ ZIP: _____
BIRTHDATE: _____ AGE: _____ SCHOOL ATTENDING: _____ PROGRAM: _____
MOTHER/GUARDIAN NAME: _____
EMPLOYED BY: (FIRM NAME & ADDRESS) _____
WORK PHONE: _____ CELL: _____ HOME PHONE (if different than child) _____
FATHER/GUARDIAN NAME: _____
EMPLOYED BY: (FIRM NAME & ADDRESS) _____
WORK PHONE: _____ CELL: _____ HOME PHONE (if different than child) _____

IF PARENT(S) CANNOT BE REACHED, CONTACT (2 NAMES REQUIRED)

1.	_____	_____	_____
	NAME	ADDRESS/ TELEPHONE #	RELATIONSHIP
2.	_____	_____	_____
	NAME	ADDRESS/ TELEPHONE #	RELATIONSHIP

MEDICAL HISTORY

ALLERGIES: _____

LIMITATIONS/CURRENT MEDICATIONS _____

PHYSICIAN'S NAME _____ PHONE #: _____

DENTIST'S NAME _____ PHONE #: _____

HOSPITAL PREFERENCE: _____ PHONE #: _____

I authorize that in an emergency Belvidere Park District Park Staff and Volunteers may administer necessary first aid and if needed contact local ambulance and hospital for assistance.

PARENT/GUARDIAN: _____ DATE: _____

PERSONS AUTHORIZED TO PICK UP YOUR CHILD

NAME: _____ ADDRESS: _____ PHONE#: _____

NAME: _____ ADDRESS: _____ PHONE#: _____

NAME: _____ ADDRESS: _____ PHONE#: _____

PERSONS SPECIFICALLY NOT AUTHORIZED TO PICK UP YOUR CHILD

NAME: _____ ADDRESS: _____ PHONE#: _____

NAME: _____ ADDRESS: _____ PHONE#: _____

PERMISSION TO ARRANGE FOR EMERGENCY MEDICAL TREATMENT

In consideration of participation in Belvidere Park District Programs for my child named above, I/we do hereby agree that in the event of an injury or other medical emergency, Belvidere Park District shall first attempt to contact the parents or guardians named on the other side of this form at their home telephone number and then their work telephone number. In case of the unavailability of parents or guardians, Belvidere Park District will then attempt to contact the two alternates listed on the other side of this form. In the event Belvidere Park District is unable to contact any person listed, then Belvidere Park District shall be authorized to consent on my/our behalf, to any medical treatment reasonably required for my child on an emergency basis, until I can be contacted.

Dated at Belvidere, Illinois this _____ day of _____, 20_____

PARENT OR GUARDIAN

PARENT OR GUARDIAN