



Kiddie
Campus
Preschool

Parent Handbook

— for 2017-18 —

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Introduction

The Lombard Park District Kiddie Campus Preschool is licensed by the Department of Children and Family Services (see the Summary of Licensing Standards for Day Care Centers included in the Parent Packet). A warm, nurturing atmosphere is the key to the success of Lombard Park District's preschool program. Kiddie Campus provides the basis for future reading and writing skills. Our program also includes activities in music, art, language development, science and math, as well as activities to enhance gross and fine motor development.

Mission Statement

The Lombard Park District Kiddie Campus Preschool program is dedicated to providing quality care in a safe and caring environment. The preschool staff is committed to offer developmentally appropriate opportunities for children to grow socially, emotionally, physically, and intellectually.

Registration

Junior Kiddie Campus is open to children age 2.9 years of age for Room #5 and 3 years of age for Room #3, and ages 4-5 for Senior Kiddie Campus. Children must meet the age requirement by September 1. Registration for the program is held in February for the upcoming school year. All classes are filled by random draw. Children registered in Junior Kiddie Campus will be guaranteed a space in the program for Senior Kiddie Campus, but not a day, time or instructor.

Entrance Requirements

A registration form, nonrefundable deposit in the amount of one month tuition, which will be your May 2018 tuition payment, and a certified copy of your child's birth certificate are required to register for the Kiddie Campus program.

Kiddie Campus is filled by random draw by a specified date in February. Participants will be notified by mail about registration status.

A medical form, to be completed by your child's doctor, is required to be on file before your child can attend class. Specific information will be included in a letter with the medical form.

Billing and Fees

The Kiddie Campus school year is nine months long. In addition to the nonrefundable deposit, eight additional payments must be paid according to the schedule below. The tuition fees for 2017-18 are as follows:

Sr. Kiddie Campus (3 days):

Morning Classes: Resident \$202/Nonresident \$207
Afternoon Classes: Resident \$180/Nonresident \$185

Sr. Kiddie Campus (2 days):

Morning Classes: Resident \$140/Nonresident \$145
Afternoon Classes: Resident \$133/Nonresident \$138

Jr. Kiddie Campus: (2 days)

Morning Classes: Resident \$140/Nonresident \$145
Afternoon Classes: Resident \$133/Nonresident \$138

- REMEMBER: You will receive \$10 off of your monthly tuition if you pay on or before the due date listed on your coupon.
- Tuition payment schedule:
 - September payment due June 15
 - October payment due September 15
 - November payment due October 15
 - December payment due November 15
 - January payment due December 15
 - February payment due January 15
 - March payment due February 15
 - April payment due March 15
- No payments or prorated payments will be refunded once they are made.
- Participants leaving the Kiddie Campus program for an extended period of time will be required to pay a re-admittance fee of one month tuition upon return, unless payment was made for the time of absence, if there is space available.

Kiddie Campus Open House

An open house is held the Wednesday before preschool begins for the year. The whole family is invited to meet the teacher, view the classroom and become comfortable in the surroundings before preschool begins.

*Children must be able to use the toilet independently.
No diapers or pull-ups are permitted.*



Program Evaluations

Parents/guardians are given the opportunity at the end of the school year to evaluate the Kiddie Campus Preschool Program.

Health Precautions

By state law, the children are required to be informally screened daily for symptoms of illness, fever, and /or contagious conditions. If the child is believed to be ill, the parents will be called to pick up the child. If the teachers are unable to reach parents, the emergency numbers will be called. The child will be separated from the rest of the group until picked-up.

The following are indications of illness that require your child to stay home from preschool:

- Fever: temperature must be normal (without the use of over the counter medication for 24 hours before returning)
- Vomiting and/or diarrhea: child must be asymptomatic for 24 hours before return.
- Unusual lethargy, irritability, difficulty breathing or other signs of possible severe illness.
- Conjunctivitis: condition must be medicated for 24 hours before return.
- Rash: must be diagnosed by doctor as non-communicable before return.
- Strep Throat: medication for 24 hours and fever free before return.
- Head Lice: treated per DuPage County Health Dept. recommendations before return.
- Chicken Pox: children must remain at home for 7 days after the onset of the rash. Blisters must be crusted.
- A child diagnosed with a communicable disease must be non-communicable before return. A doctor's release may be necessary.

These exclusion policies are mandated by the Illinois Department of Children and Family Services for the protection of all children. If your child becomes ill during the day, you will be notified immediately so that you may take your child home.

Medication Policy

The instructors will administer medication only if the parent provides written consent (Lombard Park District Permission to Dispense Medication Waiver and Release of All Claims and Assumptions Risk Form), the medication is in the original container, properly labeled (child's full name, doctor's name, medication name and dosage) and the facility has on file the written instructions to administer the medicine. Medications are kept in a locked container.

Arrival and Dismissal

- Please accompany your child directly to the classroom door and sign the arrival/departure log. The door will be opened by the instructor at 9:00 a.m./1:00 p.m.
- School begins on time; please be prompt. Late arrivals are disruptive to the rest of the class.
- If you will be delayed picking your child up due to an emergency, please contact the instructors at (630) 620-7322. (See **late pick up policy**).
- Please advise the instructors in writing if your child will be going home with someone other than you or the person designated on the emergency form. A child shall be discharged from the facility only to the child's parent(s) or guardian, or to a person designated in writing by the parents(s) or guardian to receive the child. Staff shall refuse to release a child to any person, whether related or unrelated to the child, who has not been authorized, in writing, by the parent(s) or guardian to receive the child. Persons not known to the staff shall be required to provide a driver's license (with photo) or photo identification card issued by the Illinois Secretary of State to establish their identity prior to a child's release to them. When a child is released, in accordance with the written instructions of the parent(s) or guardian, to a person other than the parents(s) or guardian, the facility shall maintain a record indicating to whom the child was released, their signature, and the date and time that child was released. Court orders of protection on file with the Preschool Coordinator will be abided.

Children must be picked up from their respective classrooms and sign and date the departure log.



Late Pick-up Policy

- If you will be delayed in picking your child up due to an emergency, contact the Lombard Park District at (630) 620-7322 immediately.
- Parents who pick their child up late (5 minutes after class ends) will be assessed a \$5.00 late pick-up fee for every 15 minutes starting at 11:35 a.m./3:35 p.m. and every 15 minutes thereafter for each subsequent time.
- If the Lombard Park District has not heard from the parent/guardian by 11:45 a.m./3:45 p.m. the instructor will attempt to contact the parent/guardian by phone. If the instructor is unable to reach the parent on the first try the instructor will continue to try to make contact every 5 minutes until 12:00 p.m./4:00 p.m. At that time the instructor will start calling emergency contacts listed on the child's information sheet. Please make sure all phone numbers on your child's information sheet are current.
- If the Lombard Park District has not heard from the parent/guardian and has not been able to reach an emergency contact, the Lombard Police Department will be contacted after 60 minutes (12:30 p.m./4:30 p.m.).
- The Lombard Park District Kiddie Campus Instructor, Preschool Coordinator, or the Early Childhood Program Manager will supervise the child until either a parent/guardian, emergency contact person or the Lombard Police Department arrives.
- Staff will not hold the child responsible for the situation. The discussion of tardiness will be discussed with the parent only.

Safety Practices

Every month each preschool classroom conducts safety drills to practice evacuation of the building in case of an emergency (i.e. fire). Tornado/ Severe Weather drills are held twice a year. In the case of inclement weather, disaster procedures are posted near the door of each classroom. Emergency Lock Down is practiced twice per year.

Tornado/Severe Weather Alerts

In case of a tornado/severe weather alert warning, the children will exit the classrooms into the hallway. Sunset Knoll Recreation Center is equipped with a weather alert radio.

Emergency Situations

Children are taken to an area of the classroom where they cannot be seen. The lights are turned off, curtains are shut, and doors are locked.

Emergency Evacuation

In the event a building evacuation is necessary and there are severe weather concerns, the children will be taken to the Lombard Park District Maintenance Garage on the Sunset Knoll Recreation Center property. All parents will be notified by the staff and asked to pick up their child as soon as possible.

Emergency Closings

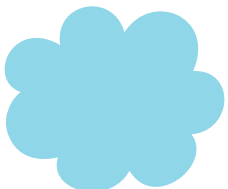
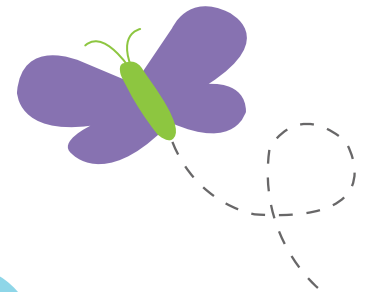
When the decision has been made that the Sunset Knoll Recreation Center will be closed due to severe weather or other emergency, staff will make every effort to contact each family to notify them of the closing (two days or less will not be made up). The Lombard Park District does not follow the local school districts closings.

Release of Confidential Information

No information regarding a student will be released without the written consent of the parent or guardian. Personal information is kept confidential including the information on your child's application for admission in the Kiddie Campus program. This policy excludes the Department of Children and Family Services. We are required to make all records available to them.

Child Abuse

All staff will follow the Department of Children and Family Services Standards as their responsibility as a mandated reporter. The Preschool Coordinator must be notified immediately upon any evidence of child abuse. All preschool staff are mandated reporters of child abuse. Staff is required to report any and all concerns they may have about the neglect or abuse of children. It is not our responsibility to make a determination of guilt, only to report observations.



Environment of the Kiddie Campus Program

The environment of the Kiddie Campus classroom is child centered. Presenting all materials and activities at a child's level enables the child to choose activities and allows them to be responsible for clean-up. The instructor/child ratio is 1 per 8 in the Junior and 1 per 9 in the Senior Kiddie Campus programs. This ratio enables the instructors to provide positive guidance and spend quality time with each child. With respect for each other, the instructors work well as a team. The instructor's role is that of a facilitator and caregiver. Our instructors have knowledge of growth and development, have a commitment to children, and respect children's rights and feelings. The learning centers are the focal point of the classroom. They include: dramatic play, manipulatives, creative art, blocks, books, puzzles, writing table, math center, science center, sensory table, computer and climber.

Philosophy and Goals

The philosophy of the state-licensed Kiddie Campus preschool program is Learning Through Play. Children learn best through hands-on exploration of materials and their environment. Throughout the Kiddie Campus program, children are encouraged to solve their own problems and emphasis is placed on independence and responsibility for ones actions. Activities offered throughout the Kiddie Campus program are success-oriented, open-ended, age and individual appropriate. The program aims to promote a healthy self-esteem within the child.

The Kiddie Campus Goals are as follows:

Physical Development:

- To acquire physical skills appropriate to each individual child through strengthening of large and small muscles, practice with motor coordination, and developing awareness of balance.

Social Development:

- To experience interactions, develop empathy and recognize similarities and unique qualities in others.

Emotional Development:

- To develop a sense of self-esteem as they begin to form trust, experience autonomy (independence) and develop initiative (determining what they want and how to get it in an appropriate manner).
- To acquire inner control as appropriate for the individual child.

Intellectual (Cognitive) Development

- To acquire knowledge through self-initiated, hands-on exploration of materials and environment.
- To produce more than one solution to a problem.
- To develop confidence from their own ideas and to experience success.
- To acquire learning skills using words to describe ideas, observations, and feelings.

Creative Development:

- To express feelings through music, movement, art, and dramatic play.

Curriculum

The Lombard Park District Kiddie Campus Preschool uses the The Creative Curriculum for Preschool as our curriculum. We have chosen the Creative Curriculum for the following reasons:

- It is consistent with the Kiddie Campus Preschool philosophy that children learn through play.
- Provides assessment tools and family friendly explanations of learning centers and how learning occurs (please see enclosed Creative Curriculum information).

Kiddie Campus Daily Schedule

The Kiddie Campus schedule provides for a balance between self-selected learning experiences and participation in small to large group teacher initiated activities. The quiet and active times in class are alternated. Although Kiddie Campus is a themed-based program, the teachers also plan activities that consider the interest of the child.

Arrival: Attendance of the children is taken daily. At this time there is a discussion of the weather, activities for the day and the calendar is updated. Children also work on books and puzzles at this time.

Discovery Time: This is the largest block of time to enable the children to get involved in play. The children choose from a variety of options including individual and small group activities, sensory table, dramatic play, creative art, manipulatives, math readiness, large muscle, writing table, books, puzzles, science and music. The instructor acts as a facilitator, whether initiating small group activities, working one on one or directing child to explore a variety of learning experiences.

Group Time: Consists of a variety of storytelling styles (books, flannel board, cut 'n tell, draw 'n tell, big books, puppets), music and movement activities. Depending on the activity, the instructor either initiates and leads the activity or participates along with the children.

Snack: Children are provided a healthy snack during class. Children have a choice of where to sit and can refuse a snack if they do not wish to eat. They are also offered a choice of beverage (100% juice or water). The instructors sit with the children and encourage conversation. Instructors also use snack time as a learning experience for pre-math skills (counting pieces, sorting, etc.) and learning good table manners.

Outdoor Play: Weather permitting, classes will go outside to the playground area, or participate in outdoor activities to strengthen gross motor skills. The children are encouraged to dress themselves as they are able. The instructors help them dress as needed.

The Kiddie Campus Preschool Program follows the Illinois Early Learning Standards which can be viewed at www.isbe.net and The Creative Curriculum for Preschool Goals and Objectives.

Assessments, Progress Reports & Conferences

Assessments are done on all of the children throughout the year. These are done by using the Creative Curriculum Child Development and Learning Checklist, observational techniques and focus observations. Findings are shared with the parents through progress reports (December and May) and parent/teacher conferences (December/January). However, if you have any concerns or something to share, we will be happy to schedule a meeting with you at our mutual convenience.

School District #44 conducts preschool screenings for children between the ages of 2 years 10 months and 4 years 11 months of age to identify those who may need further evaluation to determine eligibility for Early Childhood Education and/or speech language services. These screenings are held throughout the year and will be posted when we receive the information. The screening includes Cognitive Development, Speech and Language Skills, Social/Emotional Development, Gross and Fine Motor Skills and Vision and Hearing. If you are concerned about your child's development and wish to schedule an appointment, or just have questions concerning the appropriateness of this screening for your child, please call Cathy Angelos, Early Childhood Facilitation, at (630) 827-4167. To contact School District #45, call the Administration Center at (630) 516-7700.

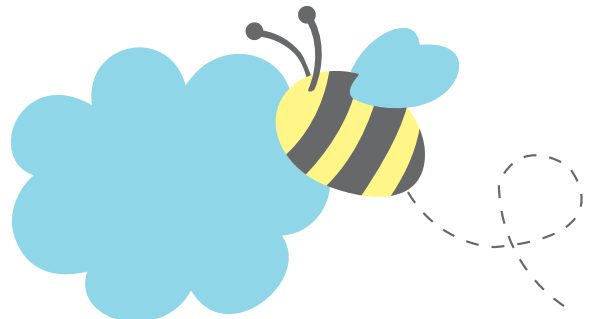
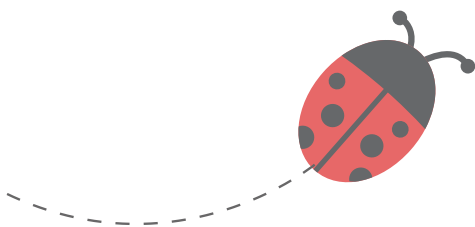


Discipline and Guidance Policy

The philosophy of guidance utilizes a positive approach to teaching children problem solving skills. Emphasis is placed on the child being independent and taking responsibility for their own actions. Problem solving, independence and responsibility promote a healthy self-esteem. The limits provided by the instructors for the classroom include: respect for each other, respect for themselves and respect for the environment. Instructors strive to maintain a positive environment using statements such as "hitting hurts" instead of "don't hit", or "keep your feet on the floor" instead of "don't stand on the chair", and "keep the sand in the sand box" instead of "don't throw sand". To maintain a child's self-esteem, our instructors use the following method to correct inappropriate behavior:

1. Explain to the child why the behavior is inappropriate.
2. Give the child two or more appropriate choices.
3. The instructor redirects the child to a different area of the classroom.
4. Child is required to stay near the teacher until he/she is able to control his/her actions.
5. Parent will be notified at pick-up time regarding repetitive behavior problems.
6. If a child displays disruptive behavior and these disruptions interfere with the class, the instructor will remove the child to the Early Childhood Program Manager's office and parent will be notified to pick up their child.
7. If disruptions are consistent, a professional evaluation will be conducted by Northeast DuPage Special Recreation Association, with parental permission.
8. After the evaluation is completed a meeting will be held with parent(s), instructor, preschool coordinator, and Northeast DuPage Special Recreation Association personnel to implement a behavior plan.
9. If behavior does not improve, or parent does not consent to evaluation, the instructor reserves the right to remove the child from the program. A prorated refund will be issued for that month.

For example, if a child throws a truck across the classroom he would first be told that the truck may break or could hurt someone. If behavior continues, he/she would be given the choice of rolling the truck on the floor or putting it away. If the child is unable to roll the truck across the floor, he would be directed by the instructor to another activity. The instructor will remain near the child until the behavior ceases.



Communication

A monthly newsletter and calendar will be sent home or is available online at www.lombardparks.com at the beginning of each month giving themes for each week and general activities. Activities on the calendar are followed most of the time, except when the children are showing an interest in another area. These times are called teachable moments (when a child or children are showing an interest in a learning experience).

Daily Schedule Board: Outside of each classroom you will find a Daily Schedule Board. Each day your child's instructor will post the daily schedule which will contain information pertaining to learning experiences the children will encounter, special events that may be coming up and other material that may be of interest.

At the end of September, October, January, February, and March, a brief progress note will be sent home. At the end of December and May a complete progress report will be sent home.

Instructors are available before and after class to share daily greetings and dialogue.

Hearing and Vision Screenings

Hearing and vision screenings are performed by the DuPage County Health Department in the spring at the Lombard Park District during class time.

Pest Control

Rose Pest Solutions will inspect the Sunset Knoll Recreation Center the third Friday of each month. Transport Micron will be used at entrances, mechanical rooms, and public washrooms each visit. Advion Ant Gel will be used in the classrooms if warranted. Catchmaster Glueboards will be used in the boiler room and in closets/cabinets where there is no access by children. Kiddie Campus Preschool participant families will be notified at least two days prior to the third Friday of each month by email (if an email has been provided by participant) and/or the monthly newsletter.

Lawn Care Products Application

Lawn care products will be applied several times during the year. Kiddie Campus participant families will be notified by email (if an email has been provided by participant) at least four days prior to application. A sign will be posted on the lawn the day the products have been applied.

Clothing

Please dress your child in comfortable play clothes that are easy for him/her to manage (i.e. no overalls, belts, hard snaps, etc.) Please note that the school day is filled with activities that may be messy and could result in stained clothing, so dress your child accordingly. If your child is able to change her/himself, please send an extra set of clothing in backpack. Please mark all outwear with your child's name or initials.

Gym shoes are recommended for your child's safety when climbing and playing. When the weather turns colder, please dress your child for cold weather by sending him/her with snowsuits, boots, hats, mittens and scarves.

Please note: If your child has a toileting accident, you will be called to change him/her.

Parent Volunteer

The Lombard Park District Kiddie Campus Preschool program invites parents to spend time in our classrooms. You can spend five minutes or the entire class time, whatever works with your schedule. The following are some suggestions:

- Assist with the art activity or bring an idea of your own.
- Play games.
- Read a story.
- Story-writing (the children dictate a story and adult writes it down word for word).
- Science experiment.

For the working parent, or any other parent who is unable to spend time in the classroom, here are a few suggestions:

- Make a game or activity for the class (we would supply the idea and the materials if needed).
- Send an art project for the children.
- Take your child to the library and choose a book the instructor could read to the class.
- Make playdough for the class.

Periodically your child's instructor will ask for parent volunteers for special days, and we will also need adult volunteers for the field trips. **Due to liability and student/instructor ratios we are unable to accommodate siblings.**

School Pictures

Class photos will be taken at the Lombard Park District on October 10th and 11th. They will be taking group photos and families are given the opportunity to have their child's picture taken individually. This is done during class time.

Birthday Celebration Guidelines

- Child will receive a birthday badge to wear for the day.
- Happy Birthday will be sung at snack time.
- Due to District healthy snack policies, DCFS proposed change in snack guidelines, and food allergies we will no longer be accepting treats from home or serving cookies, candy, cupcakes, cake, etc. in our classrooms.

Field Trips

Field trips are scheduled throughout the year. We travel close to home so that parents can drive their own child or set up volunteer drivers. We are always looking for new places to go, if you have an idea to share, please let us know.

Guidelines for Classroom Planning

The guidelines for classroom planning include physical, intellectual, emotional, social and creative development. The focus is to develop the whole child versus targeting one area of development. The concept of developmental appropriateness has two dimensions: age appropriateness and individual appropriateness.

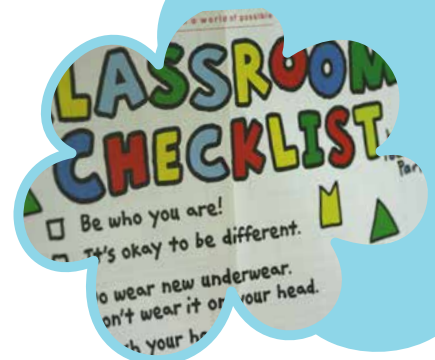
Physical Development: The physical area includes development of small and large muscle skills. Small muscle skills promote the physical development of the fingers, wrist, and hand. The purpose behind developing small muscles is to enable the child to strengthen the hands and fingers for future writing skills. This is accomplished through use of manipulatives, more commonly referred to as table toys. Table toys begin large and easier to put together, as the child's competence progresses, the size decreases and the complexity increases. Manipulatives include duplos, legos, playdough, puzzles, stringing beads, etc. Large muscle includes the physical development of the back, legs, shoulders and arms. By strengthening large muscles, children develop coordination in the areas of throwing, running, jumping, skipping, climbing, and balance. Children accomplish this development through activities such as parachute, scooters, ball play, climbers, swings, block play, obstacle courses, and music and movement activities.

Social Development: Social development is the ability to interact, learn, cooperate, and take turns with others in a classroom setting. Children need to participate in a social setting to become well rounded individuals. This includes: self control in group activities, negotiating skills, and respect for others. The instructor monitors the social environment by facilitating small and large group activities. In these activities instructors encourage children to use their words to solve their problems and take turns (as appropriate for their age). For example, when two children approach the computer at the same time, the instructor facilitates the negotiation process. The instructor encourages the children to establish the problem and come up with a solution that they both agree on. Negotiation skills also involve encouraging children to use their words. For example, Johnny knocks Mikey's blocks over. Instead of Mikey physically expressing himself, the instructor encourages him to use his words to let his feelings be known. As a result, the children are learning to communicate in an appropriate manner.

Emotional Development: Emotional development centers around children's changing feelings about themselves. For children to take risks, they first need to feel secure within themselves and trust their environment. Allowing children the freedom of choice encourages them to be more independent, which promotes a healthy self-esteem. The activities provided for choice are open-ended which enables the child to be successful. There are many ways children can achieve this goal. The main responsibility for forming a trusting environment lies with the instructor. The instructor respects each child as an individual and allows them to express their feelings and emotions in a positive manner.

Intellectual (Cognitive) Development: Cognitive development is the way in which children develop understanding of concepts about themselves, others and the world around them through observation, interacting with people and real objects, and seeking solutions to concrete problems (Developmentally Appropriate Practice in Early Childhood Programs Serving Children Birth Through Age 8, NAEYC). Children need to participate in hands on open-ended activities designed to help them develop the foundation concepts needed for future learning. The areas of cognitive development include: math, science, language development, and problem solving.

Creative Development: Creative development typically involves original thinking, imagination, expression, both verbal and non-verbal, through all areas of curriculum. Creativity lays the foundation for the child's individuality. This encourages the development of self-esteem, and self expression. Creativity encompasses art, music and movement, and dramatic play. The instructor works as a facilitator of creative development by providing the appropriate materials at the child's option. Materials at each age level are the same, what the child does with these materials differ. For example, in art the child progresses through the stages of scribbles to representational art.



Special Events for 2016–2017

Meet the Parents:

September 13, 14, and 15

Curriculum Night:

September 20 from 6:30–7:30 pm (Parents only)

Picture Days:

October 10 and 11

Family Fun Night:

November 9 from 6:30–7:30 pm

Holiday Musical Presentation:

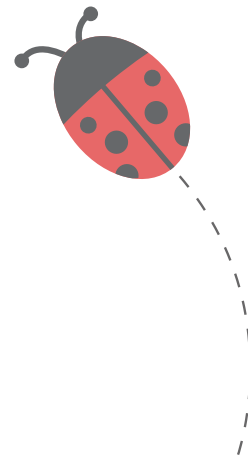
December 20, 21, and 22

Family Fun Night:

February 8 from 6:30–7:30 pm

Mother's Day:

May 9, 10, and 11



Senior Kiddie Campus Graduation:

May 23, 2017—Miss Nanette's Room #1 a.m. senior classes

May 24, 2017—Miss Amanda's Room #5 senior classes

Senior Kiddie Campus Picnics:

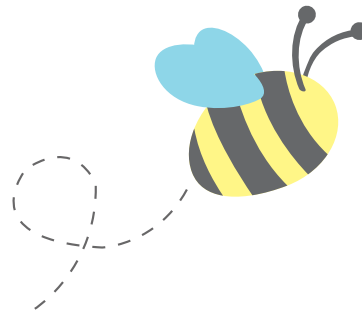
May 24 and 25

Junior Kiddie Campus Ice Cream Parties:

May 23 and 24

Days off Schedule:

- **Thanksgiving Break:**
November 22, 23 and 24, 2017
- **Winter Break:**
December 25, 2017–January 5, 2018
- **Spring Break:**
March 26–March 30, 2018



Frequently Asked Questions

Q: *Why are the December and March payments the same as the other monthly payments when there is a one or two week break?*

A: *The total tuition payment for the school year is divided into 9 equal payments, so the same payment is required in spite of how many school weeks are in the month.*

Q: *Where can I find the monthly newsletter and calendar for my child's class?*

A: Monthly Newsletters/Calendars are sent by e-mail before the 1st day of the month, hard copies are distributed to each family, and they are posted in the Kiddie Campus area of the Lombard Park District Website at www.lombardparks.com

Q: *Why do I have to list emergency contacts on the information form?*

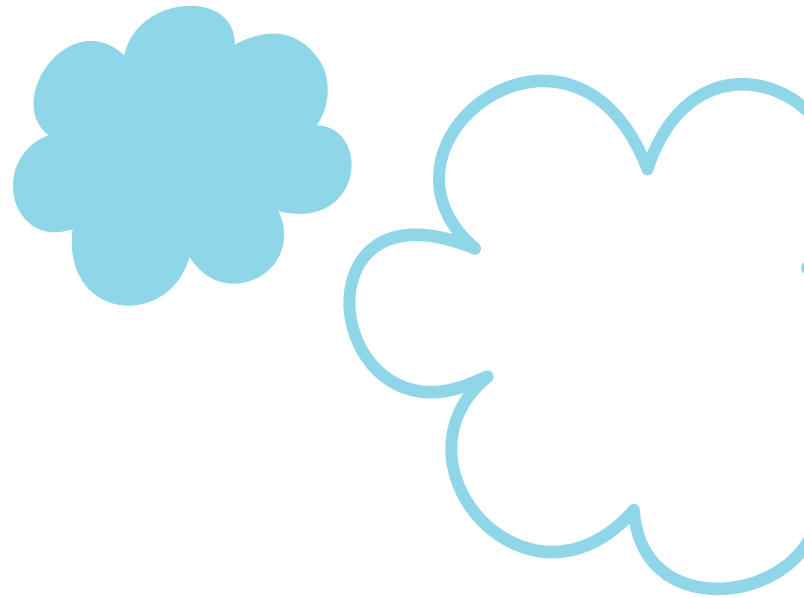
A: We ask for contacts in the event there is an emergency and we cannot contact the parent/guardian. We call the emergency contacts as a last resort for help in locating the parent/guardian.

Q: *Do the Kiddie Campus classes take field trips?*

A: Yes. Each class will go on a winter and spring field trip close to home.

Q: *How do we celebrate birthdays?*

A: The birthday child will receive a badge to wear for the day, the class will sing Happy Birthday and the child will pick a gift from the birthday box. Due to possible allergies and district healthy snack policies no treats will be accepted from home.



This handbook and additional information is available at www.lombardparks.com