



Early Childhood

EDUCATION PROGRAMS

2019-2020 PARENT MANUAL



Bensenville
Park District

The Bensenville Park District offers a series of Early Childhood programs designed specifically for children ages 1.5-5 years. These classes allow children to progress from taking a class with a parent or caregiver to taking classes independently.

The following information will be used throughout the year and should be saved as reference. Should you have any questions or concerns, please contact the lead teacher of your child's program.

Class Locations

Classes meet at the Deer Grove Leisure Center (1000 W. Wood St.) in the Tiny Tot Preschool, Nursery, or Birch rooms. All vehicles must be parked in a legal parking space. It is not permissible to stop or park in the fire lane. Parking regulations will be monitored and strictly enforced; your cooperation is appreciated as it helps maintain a safer environment for all patrons. Do not leave children unattended in a vehicle.

Early Childhood Staff

Our staff is looking forward to providing your child with a positive and rewarding class experience. We hope to establish mutual relationships with each child and family. From time to time, there may be a substitute teacher in the classroom. Criminal background checks are required for all staff.

If you have any questions/concerns please talk to a lead teacher before or after class.

Philosophy/Curriculum

Our Early Childhood Education programs encourage children to enjoy a unique learning and play experience. Weekly themes capture the interest of children as they explore the classroom learning centers. Activities include arts & crafts, music, movement, games, stories and imaginative play. Class activities are designed to promote cognitive, social, emotional, and physical development in a play-based setting.

Arrival Procedure

Upon arrival at the preschool room, families should wait in the hallway until an instructor opens the door at the class start time. Please arrive promptly to ensure your child can fully participate and help reduce disruptions. Classroom doors will be locked after the start of class.

Inclement Weather

In the event of inclement weather, the Bensenville Park District will announce building/program closing on the Park District Facebook page and website. You may call the Preschool (630) 766-7015 x 117 to find out if classes have been canceled. Early Childhood Education closures coincide with Bensenville Elem. School District 2 school closures.

Illinois Early Learning Standards and Development guidelines for Preschool

Children's experiences in the years before entering elementary education influence how they develop, learn and interact with the world. This period is marked with tremendous growth and sets the foundation for children's future learning and ongoing development. The Illinois Early Learning Standards are designed to provide early childhood professionals a framework for understanding and guiding developments. Our staff uses these standards and guidelines when arranging the classroom, selecting classroom materials and toys, and when preparing lessons and classroom activities.

The following core principles outlined in the guidelines hold true for the Early Childhood programs:

Early Learning and development are multidimensional, and all developmental domains are highly interrelated. Developmental domains consist of: Language, Language arts, Mathematics, Science, Social studies, Physical Development and Health, The Arts, and Social/Emotional development. Development in one domain influences development in other domains—for example a child’s language skills affect his or her ability to engage in social interaction.

Young children are capable and competent.

All children are potentially capable of positive developmental outcomes. Regardless of children’s backgrounds and experiences our teachers are intentional in matching goals and experiences to each child’s learning and development. We encourage and challenge each child to promote their progress and interests, so teachers can help them reach their fullest potential.

Children are Individuals who develop at different rates.

Each child is unique. Each grows and develops skills and competencies at his or her own pace. Teachers get to know each child well and differentiate their curriculum planning to recognize the rate of development for each child in each domain.

Children will exhibit a range of skills and competencies in any domain of development.

All children within an age group should not be expected to arrive at each preschool benchmark at the same time or to show mastery to the same degree. Teachers recognize each child’s individuality and plan curriculum strategies that support the child as a learner by building on his or her strengths and provide support in more challenging areas.

Play is the most meaningful way children learn and master new skills.

Early Childhood programs provide the perfect semi-structured environment for your child to explore and play. Our classroom materials and toys are age-appropriate and carefully selected for the children to enjoy while also fostering development and learning.

Daily Schedule

Monthly calendars and weekly newsletters informing families of themes, daily activities, and special events will be sent home.

Arrival Sequence

Classroom doors will open 5 minutes before class time. Outer clothing and backpacks should be hung up by the child and the parent/guardian must sign their child in at the sign in table. The children will wash their hands and then be able to explore the learning centers in the room. Parents may stay for a few minutes until their child is engaged in a center, then leave.

Circle Time

Children engage in music and movement activities, finger plays and/or stories. Days of the week, Letter of the Day, rhyming words, alphabet and counting activities, and special celebrations such as birthdays, are also part of circle time.

Center Time and Small Groups

Children engage in learning and play within the centers set up by the teachers. These will include language arts, social studies, math, science, and the arts. The instructors will facilitate small groups that will help to promote each child’s skills in certain areas. The children will be encouraged to visit and use each of the bi- weekly centers.

Clean-up Time/Snack

The children will help clean up the toys as a group, wash hands, and enjoy a snack. Snack is assigned to child one day per month. The snack schedule is indicated on the monthly calendar. See snack recommendations on page 3.

Movement/Closing Circle/Dismissal

We will be going outside to play on our playground, have gym time in our gymnasium or engage in movement activities in our classroom. Class concludes with papers and projects being passed out. Staff will open the doors at dismissal time. Parents/guardians need to sign their child out at the table located by our classroom door. Children must be picked up at dismissal time. A \$5.00 fee will be charged if you are more than 15 minutes late. Another \$5.00 fee will be charged for every 15 minutes thereafter. If excessive lateness continues, you will be asked to remove your child from the program.

Daily Supplies

Your child should always wear clothing and footwear that encourages them to move and play freely and safely. It should also be comfortable and washable as many of our activities are messy. Children should always bring an extra set of clothing in a backpack every day. Children should wear or bring gym shoes every day, also they should have coats or outerwear appropriate for the weather each day. We believe children need to play and interact with nature as often as possible and we have safe and accessible outdoor play areas. Please label all of your child's belongings.

Staff are not responsible for lost/stolen valuables or personal items. Apart from show-and-tell, all personal toys, games and electronics should remain at home. Families are given a supply list at the beginning of school. We will sometimes post a classroom needs list if we run out of any supplies.

Snacks

Children will enjoy a small, nutritious snack and beverage daily. Each child will contribute to the snack program several times throughout the year. Contributions include providing a commercially prepared nut-free snack with napkins and a bottle of juice with cups (or juice boxes) for the number of children indicated on your classes monthly calendar. We appreciate your support. Examples of nutritious daily snacks may include but are not limited to the following:

Applesauce	String cheese
Fruit and Yogurt	Goldfish crackers
Fresh fruit (apples, bananas, strawberries, etc.)	Graham crackers
Crackers	Raw vegetables and dip
Fruit bars	

Food Allergies

For everyone's safety, our classroom has been designated as "nut-restricted" although we cannot guarantee that nuts/nut products will not be brought into the classroom. This means we attempt to avoid peanut butter, nuts, foods containing peanut oils, or foods processed on machines that also process foods made with nuts from entering the classroom during class hours. If your child has severe allergies, teachers will suggest you bring your own snack each day. If you have any questions, speak to your child's lead teacher.

Dispensing Medication

Before any medication (prescription and non-prescription) may be given to staff, a Medication Dispensation Form must be completed.

All medications must be in their original container and clearly marked with the child's first and last name, medication name, doctor's name, dosage, and other specific instructions.

All medications will be kept with your child's teacher. Our staff is not authorized to directly administer any medications. If needed, a staff member will verbally assist your child in taking their medication.

Birthdays

Children who would like to celebrate their birthdays may send non-edible birthday treats such as bubbles, party favors, or coloring books to be distributed to classmates. Instructors will recognize each birthday child in a special way. Children may distribute personal party invitations only when all classmates will be included in the celebration. Families are asked to make alternate arrangements for invitation distribution when possible.

Restrooms

Children enrolled in Tiny Tot School and Nature Play Preschool must be toilet independent and completely capable of taking care of their own toileting needs. No pull-ups or diapers are allowed. We realize children might have an accident. We ask that every child keep a clean change of clothing in their backpack every day. Please place the clothing in a gallon size Ziploc bag with your child's name on it. If they do not have a change of clothing or cannot change their clothing themselves, you will be called to come change him or her. Please make the people on your emergency list aware of this. Teachers are not allowed to change your child or assist them in the washroom.

Special Events

We will hold several special events during the school year. These include holiday celebrations and end of the year celebrations. Family members are invited to join us at these special events. Information about dates and times will appear on the monthly calendar and newsletter.

Behavior Management Techniques

Lead teachers implement a variety of positive guidance strategies including modeling skills, offering choices, employing redirection, altering the environment, and reflection. All behavior management strategies are suggested to the children in a positive and discreet manner. Please notify the instructor of any behavior concerns regarding a classmate.

Instructors will maintain open communication with families to work through behavior concerns. The program supervisor Assistant Superintendent of Recreation Phyllis Schmidt is available to assist in these meetings. The park district reserves the right to suspend or dismiss any participant whose behavior disrupts the program or endangers him/herself or other participants, per the district's Behavior Management policies outlined below:

In the event that participants, members, or guests exhibit inappropriate actions, the following guidelines are recommended. Program leaders and district staff will determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:

- A. A corrective discussion or verbal warning.
- B. A supervised time-out (or redirection to another activity) up to 10-15 minutes from the program/activity. The type of time out may vary according to the situation (observational: from the sidelines of activity; exclusion: away from the group but within view of activity; seclusion: time-out area with staff member present away from view of activity).
- C. A discussion with parents when involving youth participants, members, or guests. If not already being utilized, a behavior modification program should be developed and implemented (those involved in development may include, but not limited to, Park District staff, special recreation staff, parent/guardian, camp personnel, other support professionals). The behavior modification program should be monitored and reviewed as needed. Communication between staff (program leaders, supervisory and special recreation) and parents should be ongoing regarding any further incidences of inappropriate behavior. Documentation is required. Other related professionals (teachers, social worker, etc.) may be consulted for input and suggestions.
- D. If inappropriate behavior persists, further action may be required and removal from program, activity, or membership may be necessary. Other options may include but are not limited to:
 - Transfer to another program/activity where inappropriate behavior may be less prone to occur.
 - Adjustment, reduction, or modification of timeframe that participant or member is allowed to attend the program/activity.

- Suspension from program, activity, or membership for a designated time period. When determining timeframes for suspension, staff will consider the severity of the actions, the length of the program or activity, any past behavior issues, and the willingness to cooperate.
 - Removal from the program, activity, or membership. If inappropriate behavior persists or the behavior is completely disruptive, removal from the program may be necessary. The District reserves the right to dismiss a participant, member, or guest whose behavior endangers his or her own safety or the safety of others.
- E. Behavior may require immediate removal from the activity, program, and premises. Prior to resuming activities, supervisory or management staff will meet with participant, member, or guest to review and discuss conduct expectations going forward.

Health Policy

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

Parents/guardians whose children develop communicable disease; i.e. chicken pox, head lice, pertussis, etc. are asked to notify the Lead teacher as soon as the child is diagnosed. The name of the affected child is not released; however, parents are notified of the occurrence of a contagious illness. A doctor's note may be required for your child to return to class.

Emergency Procedures

In the event of serious injury or illness, it is the policy of the Bensenville Park District to seek immediate medical attention by calling 9-1-1. The instructor will then contact the parent/guardian. All costs associated with medical attention are the responsibility of the parent/guardian as stated in the in the Registration Waiver and Release when enrolling in any Bensenville Park District program. The Bensenville Park District does not assume any costs associated with medical attention.