

# *Little* **Sprouts**

**2024-2025 PARENT MANUAL**



**Bensenville**  
Park District

The Bensenville Park District offers a series of early childhood programs designed specifically for toddlers, two-year olds and our popular Tiny Tot preschool program. 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 Little Sprouts.

**Eileen Kubica (Miss Eileen)**  
**Lead Teacher, Little Sprouts**  
**630-766-7015 x118**

### **Class Location**

Little Sprouts meets at the Deer Grove Leisure Center (1000 W. Wood St.) in the Bamboo Room located on the north side of the building. 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.

### **Little Sprouts 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. Miss Eileen (Eileen Kubica) is our lead teacher. 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 speak with a teacher before or after class, or you may leave a message at (630) 766-7015 x 118 or email [ttschool@bensenvilleparkdistrict.org](mailto:ttschool@bensenvilleparkdistrict.org).

### **Little Sprouts Philosophy/Curriculum**

Little Sprouts encourages 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 Bamboo Room, families should wait in the hallway until an instructor opens the door at the class start time of 9:15 a.m. for morning classes and 12:30 p.m. for afternoon classes. 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. Staff will send a notification to the email address on file for each student. Please visit the Bensenville Park District website and Facebook page for class cancellations.

### **Illinois Early Learning Standards and Development guidelines for Early Childhood**

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 Tiny Tot Preschool program:

**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.**

Tiny Tot preschool provides the perfect semi-structured environment for your preschooler 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**

The doors to the Bamboo Room will open 5 minutes before class time. Outer clothing and backpacks should be hung up by the child and the parent/guardian needs to 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 tumbling room or engage in movement activities in our classroom. Class concludes with papers and projects being passed out. Staff will open the doors at 11:30am for our morning classes and at 3pm for our afternoon classes. Parents/guardians need to sign their child out at the table located by our classroom door. Children must be picked up by 11:40am and 3:10pm. 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 with Miss Eileen

### **Medication**

Under the guidance of a physician, parents/guardians should make every effort to adjust medication schedules so that medication may be administered under parent/guardian supervision. If your child needs medication dispensed to him/her during class hours, staff may be authorized to do so if the proper forms have been fully completed. In some instances, the administration of medication cannot be performed by park district staff due to specific and/or complex physician and/or manufacturer instructions or invasive procedures. If medication needs to be dispensed, please see the Lead Teacher to obtain the proper forms.

All medications sent to class, including over-the-counter medications must be brought to the Lead Teacher in the original container properly labeled by the pharmacist and/or with a physician order. Parents/guardians are responsible for ensuring all medications are within their expiration date and for collecting medications once discontinued and/or on the last day of class.

### **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 Little Sprouts do not need to be toilet-trained, but if they need a diaper change, a parent or caregiver will be called to change the diaper. We ask that every child brings in a Ziplock bag with their name on it an extra set of clothes, including socks and shoes, in case of spills or toilet accidents. If your child uses the toilet, one is available in the connecting preschool room.

### **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**

Instructors 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, Breana Aponte Superintendent of Recreation Leslie DeMoss are 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.

### **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.

### **Little Sprouts Class Schedule and Tuition Fees**

Fees are \$640 (\$540 In-Dist.). Full payment due at registration, or a payment plan may be utilized. Initial payment is \$107 (\$90 In-District) followed by five monthly payments of \$107 (\$90 In-District) on Oct. 1, Nov. 1, Dec. 1, Jan. 1 and Feb. 3.

**Payment Options and Dates**

- Payments are due by the first day of each payment month. A late fee of \$20.00 will be added on the second day of the month if the payment is not received by the first
- To avoid late fee assessments, we recommend utilizing the Auto Pay Method; your monthly payment will be automatically deducted from your payment card on or by the first day of every month.

**Little Sprouts Program Cancellation/Withdrawal Information:**

Program withdrawal requests received after the start of Little Sprouts must be received two weeks before your child's last day in order to receive a refund of tuition paid for the days that your child will not attend due to withdrawing from the program. Program withdrawal requests will be accepted October 1-March 1. Refunds will not be issued for program withdrawal requests after March 1. Please contact Leslie Monarrez Recreation Supervisor if you need to cancel your child's enrollment. (630) 766-7015 or email [LMonarrez@bvilleparks.org](mailto:LMonarrez@bvilleparks.org).