



# **tiny tot**

**PRESCHOOL**

**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 Tiny Tot School.

**Cindy Banaszynski, Mrs. B**  
**Lead Teacher, Tiny Tot School**  
**ttschool@bvilleparks.org | (630) 766-7015 x 117**

### **Class Location**

Tiny Tot School meets at the Deer Grove Leisure Center (1000 W. Wood St.) in the Tiny Tot Preschool 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.

### **Tiny Tot School 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. Mrs. B. (Cindy Banaszynski) is our lead teacher, and Miss Katie (Katie Pokoj) is the assistant 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 117 or email [ttschool@bensenvilleparkdistrict.org](mailto:ttschool@bensenvilleparkdistrict.org).

### **Tiny Tot School Philosophy/Curriculum**

Tiny Tot School 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 preschool room, families should wait in the hallway until an instructor opens the door at the class start time of 9am for morning classes and 12:30pm 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 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 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 preschool 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 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 Mrs. B or Miss Katie.

### **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 Tiny Tot School 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.

### **Field Trips**

Field trip forms will be sent home in advance of a trip. These forms must be signed by a parent or guardian and returned promptly. A fee may be required for the field trip. This will be indicated on the form and must be turned in with the form. Field trip schedules may vary from routine class times. Some field trips may include both morning and afternoon classes at the same time. Transportation to and from field trips are the responsibility of the parent/guardian. In rare instances children may be transported in a park district vehicle, this will be stated on the permission slip. We need parent/guardians to help chaperon on field trips. Chaperones will be given a small group of children to supervise.

### **Behavior Management Techniques**

Tiny Tot 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, Leslie Monarrez Superintendent of Recreation Nicole Chesak 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.

## **Tiny Tot School Class Schedule and Tuition Fees**

Fees are for the entire school year from August through May. We do not pro-rate.

- MWF am class 9:00am-11:30am 4-5-year olds \$975 | \$875 In-District  
Child must be 4 on or before Sept. 1, 2024
- MWF pm class 12:30-3:00pm 3-5-year olds \$975 | \$875 In-District  
Child must be 3 on or before Sept. 1, 2024
- TTH am class 9:00am-11:30am 3-year-olds \$875 | \$755 In-District  
Child must be 3 on or before Sept. 1, 2024
- Original county issued birth certificates and proof of immunizations are required at registration to verify age and date of immunizations.

## **Payment Options and Dates**

- \$50.00 non-refundable payment is due at registration and guarantees you class time of choice. The \$50.00 placement fee is applied to your tuition balance.
- Full payment may be made at registration for the school year.
- Payment schedule and amounts are listed on the Tiny Tot School Registration Form.
- Registration and payments need to be done at the front office.  
Office hours are Mon-Fri 9am-6pm, Sat. 9am-noon.
- Payments may be made in cash, check, credit card or Auto Pay, where payments are automatically deducted from credit or debit card on the 1st of every month.
- If you chose to make payments each month, payments are due on the 1st of every month. To avoid the \$25.00 late service fee, we recommend utilizing the Auto Pay Method—your monthly payment will be automatically deducted from your payment card by the 5th day of the month. Terms are on the back of the Tiny Tot School Registration form.
- You need to register for Auto Pay at the front office. You will fill out a form indicating what type of card, the card number, expiration date, the 3-digit code on the back of the card, and signature authorizing us to withdraw from your card. Receipts will be given at Tiny Tot School. A \$25.00 service fee will be charged for: expired card expiration dates, lost or stolen cards, or reissued cards. It is your responsibility to keep credit/debit information current.

## **Tiny Tot School Program Cancellation/Withdrawal Information:**

The Bensenville Park district must receive requests to withdraw from the 2024-2025 Tiny Tot School program by September 15, 2024 in order to receive a pro-rated refund of fees paid, not including the \$50.00 non-refundable placement fee. A \$5.00 service fee will be charged for cancellation.

Program withdrawal requests received after the start of Tiny Tot School 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).