



Dundee Township Park District  
**Preschool**  
 2022/23 Parent Guide

**Preschool Statement of Purpose**

The purpose of the Dundee Township Park District Preschool is to provide a program in which the children are actively involved in a curriculum that stresses the social, emotional, physical, and academic aspects of their development.

**Class Enrollment:**

Based on safety and social distancing guidelines from the CDC, the Illinois Department of Public Health, and the Illinois State Board of Education, we will be taking precautions with our class sizes to mitigate the risk of illness. Each Preschool classroom will be based on the following:

Ages	Minimum Staff to Child Ratio	Maximum Group Size (Children)
Two	1:8	12
Three	1:10	16
Four/Five	1:10	16

**Billing Information:**

Monthly billing will be run on the 5<sup>th</sup> of each month or closest day when a weekend occurs. Please make sure the billing department has your up to date cards on file. Accounts must be current by the 15<sup>th</sup> of the month or a \$25.00 late fee will be applied.

**Daily Health Screenings:**

All parents/guardians will be required to perform the below health screening of their child(ren) at home, if you answer **YES** to any of the below situations for your child we ask they you keep them home for the day or till they feel better.

- Do you have a fever of 100.4 degrees Fahrenheit or higher?
- Do you have a cough?
- Do you have a sore throat?
- Have you been experiencing difficulty breathing or a shortness of breath?
- Do you have muscle aches? Vomiting? Diarrhea?
- Have you had a new or unusual headache (e.g., not typical to the individual)?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or rigors (i.e., a sudden feeling of cold with shivering accompanied by a rise in temperature)?

If a child has a temperature of 100.4 degrees or higher, experiencing vomiting and/or diarrhea, or answers yes to any of the above questions, they will NOT be permitted in class and will not be allowed to return until the following has been met:

- No sign of fever for three days (without use of any medication)
- Coughing or breathing problems have subsided
- Vomiting and/or diarrhea has stopped for two days



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### Ill Child:

If a child becomes ill, parents/guardians will be notified and asked to pick up their child immediately. **THE CHILD MUST BE PICKED UP WITHIN 20 MINUTES OF BEING NOTIFIED.** Prior to pick-up, the ill child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until pick-up.

### Communication/Attendance:

All contact information (name, address, phone, emergency contacts, approved pick-up people, etc.) must be kept current with our Registration Desk. Not doing so could jeopardize your child's safety in the case of an emergency where we need to contact you. If you need to contact the site, a direct phone number will be included. There may be times when teachers are unable to answer. Please be sure to leave a message with any pertinent information.

**\*\*Please** report all absences and reasons for absence directly to the appropriate site.

### Important Contact Numbers:

Rakow Registration Desk	(847) 551-4319
Randall Oaks Registration Desk	(847) 836-4260
Billing questions, Susan Pilkerton	(847) 428-7131 ext.1003
Recreation Supervisor, Stacey Teeple	(847) 428-7131 ext. 1203
Preschool Coordinator, Hollie Holmes	(847) 428-7131 ext. 2301
Rakow Center Preschool	(847) 428-7131 ext. 1301
Randall Oaks Recreation Center Preschool	(847) 428-7131 ext. 2302
Sleepy Hollow Preschool	(847) 428-7131 ext. 6102
Washington Street Preschool	(224) 523-6488

We will be sending out monthly e-news and extra information via email so make sure that is up to date.

### Teacher Emails/Class-Tag App

Each of our preschool teachers does have a DTPD email you may reach them by or you can use our Class-Tag App that we utilize for daily communication with families. In the first week of class you will receive an email from you teacher inviting you to join the class' group on the app. Teachers will put daily info, upcoming events and sometime post fun pictures of what they have done during the day. This email will be sent to your household's primary email, so make sure those are up to date.

### Drop-Off Procedure:

- **Parents will bring their child to the preschool classroom and teachers will help them get settled in.**
- Staff will then direct the child(ren) to the appropriate program area and help them place their items into an assigned cubby.
- After children are in classroom, they will wash/sanitize their hands.

During this process, staff will also visually inspect each student for any sign of illness (i.e., cough, runny nose, pale skin, etc.). If, for any reason, the staff chooses to refute the at-home health screening, they will perform their own screening. If it is found the child is not in good health, they will not be permitted to attend Preschool that day.



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### **Pick-Up Procedure:**

- Parents will pick up their children by the designated pick-up area outside of each classroom.
- The teacher will step out of the room to greet the parents and brief descriptions of the day's activities.
- Parents will then sign out their child and enter the classroom a few at a time, depending on space.
- A state-issued ID will be required for the staff to verify the person picking up is on the authorized pick-up list.

### **Early Pick-Up:**

If you need to pick up your child early, you will need to call the specific site telephone number. Please do your best to notify us in advance. A staff member will assist with pick-up once you arrive at the location. Verification using the Authorized Pick-Up List will be conducted for all check-outs.

### **Late Pick-Up Charges:**

There will be an overtime charge for children who are not picked up on time. A flat fee of \$5.00 per child will be charged for up to ten minutes. For each additional minute after 10 minutes, the charge will be \$1.00 per minute. This charge will be applied to your monthly statement.

Consistent late pick-up charges may result in your child's dismissal from the program.

### **Hand Washing Procedures:**

- It will be important to wash/sanitize hands often to stay healthy and safe. Students and staff are required to wash or sanitize their hands upon arrival and throughout the day.

### **Jolly Phonics-Pre-Reading Program**

In our 3 and 4-year-old program, the Jolly Phonics concept will be introduced through songs and simple age-appropriate activities. This will better prepare them for the Pre-Kindergarten program the following year.

The 4 and 5-year-old Pre-Kindergarten classes will be continuing the Jolly Phonics Pre-Reading Program. This program is currently being used in some of School District #300 Kindergarten and 1<sup>st</sup> grade. It is designed to help children recognize the letter and its sound consecutively. When children are introduced to both of these concepts together, reading becomes a natural progression.

### **Water Bottles:**

It is recommended that your child bring a labeled reusable water bottle with them every day. Drinking fountains will not be available for use on an individual basis.

### **Lunch & Snacks**

Preschool classes have snack time. You will provide your child their own snack each day. Please make it a small portioned, healthy snack. Birthday treats may be brought in for their special day. They must be individually wrapped and prepackaged. **Extended Care:** please send lunches well as snack for your child



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each day along with a drink.

Prohibited foods include peanuts, tree nuts, sesame seeds (this list may expand depending on the allergies of other participants).

**Bathroom Use:**

Classes have scheduled bathroom times. To make this as efficient as possible, we ask that you remind your child(ren) to please use or try to use the bathroom facilities during scheduled bathroom breaks. Of course, the individual need will be met as they arise.

**Behavior Management Policy**

In order to ensure a pleasant Preschool environment, which protects your child and their classmates, the following policy concerning Aggressive\* and Consistent Disruptive\*\* Behavior has been adopted:

1. The parent/guardian will be informed of the specific behavior
2. If the behavioral problem continues, the parent/guardian may be called to come and take the child home, or the child may be asked to remain at home for the next class (or another specified amount of time.) No refund will be given.
3. If the behavior continues, the parent/guardian may be asked to withdraw the child from the class. A refund will be left to the discretion of the Recreation Supervisor.

\*Aggressive behavior is defined as any behavior that causes or could lead to personal injury of your child or others. Examples, not limited to: hitting, kicking, biting, throwing things, defying or running away, or any behavior that disrupts the normal classroom climate. The Dundee Township Park District Preschool maintains a Zero Tolerance behavior policy for aggressive behavior against other children or staff members.

\*\*Disruptive behavior in the broad sense is any behavior that takes one of the adults in the classroom away from the group for long periods of time, thus leaving the other adult to care for the rest of the children. Disruptive behavior could also be a child that is reluctant to be left by a parent and cries for long periods of time. In this case, the staff may feel that the child is not ready for this Preschool experience.

**School Pictures**

Fall class pictures will be taken. Information on those will be sent home closer to that time.

**What to Bring**

Students are required to bring: a labeled backpack, daily snack, labeled water bottle, and a change of clothes in the backpack.

**Lost and Found**

Items left in a child's cubby at the end of each day will only remain in the cubby for the duration of one-week. All items left will be disposed of at the end of the day each Friday.

**Medication**

We recognize that participants will, on occasion, require the consumption of prescription and/or non-prescription medications. The Park District has a policy regarding the disbursement of medication. A Medication Form can be picked up at either the Rakow Center or Randall Oaks Recreation Center and



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must be filled out completely for all medication prior to attendance.

### **School Closings & Rainout Line**

We do follow the weather closings of D300 school. The Dundee Township Park District Preschool will post emergency closings on our rainout line which you can sign up for get automatic text messages when something in the park district is cancelled or changed, and also on your classtag app for each classroom.

<https://www.dtpd.org/rainout-line/>

The Dundee Township Park District, 847-428-7131, opens for calls beginning at 9:00 am.

### **Toilet Training**

All children in Preschool must be toilet trained (allowances are given for Almost 3 participants). If your child has an accident, you will be called to come and change your child. If accidents occur more than one time, you may be asked to take your child out of class and try again at a later date. We do not allow "pull-ups" in our 3-5-year-old classes. "Pull-ups" are accepted in the Almost 3's program. However, if a change is needed, parents will be responsible.

### **Sunscreen**

Children in our Preschool program will be playing outside from time to time. Please apply sunscreen to your child prior to the start of the program. The park district will not supply sunscreen. Our classes are in session 2-2 ½ hours. If sunscreen is applied prior to the start of class, it should still be in effect during our outside time.