



# Dundee Township Park District Preschool

## Parent Guide 2025-2026

### Preschool Statement of Purpose

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

### Class Enrollment

Based on the guidance from the Illinois Board of Education, we base our class sizes 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

Monthly billing will run on the 1st of each month or the 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 15th of the month or a \$25 late fee will be applied.

### Teacher Emails/ClassDojo App

Each of our preschool teachers has a DTPD email address. You may also use the ClassDojo App that we utilize for daily communication with families. During the first week of class you will receive an email from your teacher inviting you to join the class' group on the app. Teachers put daily information, upcoming events and sometimes post fun pictures of what they have done during the day on ClassDojo.

A ClassDojo information email will be sent to your household's primary email. Monthly e-news letters and additional information are sent via the emails on file. Please make sure your email addresses are up to date.

### 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 may need to contact you. If you need to contact the preschool classroom, a direct phone number will be provided. 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, Bernadetta Anthony	(847) 428-7131 x1003
Recreation Supervisor, Stacey Teeple	(847) 428-7131 x1203
Preschool Coordinator, Hollie Holmes	(847) 428-7131 x2301
Rakow Center Preschool	(847) 428-7131 ext. 1301
Randall Oaks Recreation Center Preschool	(847) 428-7131 x2302
Sleepy Hollow Preschool	(847) 428-7131 x6102
Washington Street Preschool	(224) 523-6488

### Drop-Off Procedure

- Parents bring their child into the pre-school classroom and teachers will help them get settled in.
- After children are in the classroom, they will wash/sanitize their hands.

### 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 give a brief descriptions of the day's activities.
- Parents will then sign out their child and the teacher will release the children to the appropriate pick up person.
- 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, please call the specific site telephone number. Please do your best to notify us in advance.

### Late Pick-Up Charges

There will be an overtime charge for children who are not picked up on time. A flat fee of \$5 per child will be charged for up to ten minutes. For each additional minute after 10 minutes, the charge will be \$1 per minute. This charge will be billed to your card on file.

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

### Daily Health Screenings

All parents/guardians are required to perform the following health screening of their child(ren) at home, if you answer YES to any of the below, we ask that you keep them home for the day or until they feel better.

Does your child

- have a fever of 100.4 degrees Fahrenheit or higher?
- have a sore throat?
- have muscle aches, vomiting, or diarrhea?

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.

- Be fever free for 24 hours without the use of medication
- Vomiting and/or diarrhea has stopped for 24 hrs.

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## **Sick Policy**

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 main activity area and made to feel comfortable.

## **Hand Washing Procedures**

It is 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.

## **Curriculum**

We will focus on the following kindergarten readiness skills to help your child build a strong foundation for academic success and social-emotional well-being:

- Language & Literacy
- Mathematics
- Science & Social Studies
- Gross & Fine Motor Development
- Social-Emotional
- Creative Arts/Dramatic Play
- Self Help

## **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: each day please send lunch, snack and drink for your child.

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

## **Bathroom Use**

All children in Preschool must be toilet trained (allowances are given for Almost 3 participants). With no assistance, individuals must be able to use the washroom and change themselves independently. Almost 3's class will get some guidance. 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. In the event of an accident, if your child is unable to change themselves, you may be called to come assist them. If accidents are consistent, 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.

## **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 3 strike 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 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 a backpack. If attending the extended time, please bring a lunch and drink.

## **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 must be filled out completely for all medication prior to attendance. Prescription and over the counter medication must be in original packaging with directions.

## **School Closings & Rainout Line**

The Dundee Township Park District Preschool will post emergency closings on our Rainout Line which you should sign up for get automatic text messages when something in the park district is canceled or changed, and also on your ClassDojo app for each classroom.

### **www.dtpd.org/rainout-line**

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

## **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 each day. 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.

**www.dtpd.org**    