

Dear Parents,

Welcome to the Bensenville Park District Tiny Tot Preschool. Tiny Tot Preschool recognizes the individual needs of each child. Our goals include helping each child discover themselves while providing opportunities to interact and communicate with others in a fun and nurturing environment. Play paves the way for learning. Pre-kindergarten skills are introduced in the four-year-old program to prepare the children for kindergarten. The three-year-old program focuses on introducing the children to the basic concepts of colors, shapes, numbers, weather, and alphabet, introduced through learning centers, stories and songs and play. The curriculum is guided by the State of Illinois Early Learning Standards. The curriculum includes but is not limited to activities involving art, math, science, language, music, movement, and dramatic play. Thank you for selecting the Bensenville Park District Tiny Tot Preschool as the foundation for your child's education.

Curriculum Overview

- ❖ Language Arts—Introduction to letters, letter sounds, formation, blending, identification and how it all works together.
- ❖ Mathematics—Introduction to sequencing, sorting, grouping and number identification.
- ❖ Science—Explore scientific principles through experimentation and discovery.
- ❖ Social Science—Learning manners and methods to work together and learn in today's society.
- ❖ Physical Development and Health—Engage in active play using both large and small motor skills.
- ❖ Fine Arts—Use creative arts as an avenue for self-expression.
- ❖ Social/Emotional Development—Children explore materials, engage in activities, and interact with peers and adults to construct their own understanding of the world around them.

Preschool Staff:

Our staff is looking forward to providing your child with a positive and rewarding school experience. We hope to form a partnership with you and your family during the coming year. Our instructors are Mrs. B, Cindy Banaszynski and Miss Natalie, Natalie Voth. They are dedicated to the education and enrichment of each young child enrolled in our preschool programs.

Information You Should Know

Completion of forms

- Fill out all forms carefully and please let instructors know if contact information changes throughout the year, such as cell phone numbers, jobs, sitters and addresses. Instructors must have current information from you at all times so they will be able to contact you in the event of an emergency.
- Fill out the immunization form. We must have a current copy of your child's immunization records.
- Your emergency contact list must include individuals who can pick up your child within fifteen minutes if we are unable to contact you.
- We must have your written permission if someone not on your emergency contact list will be picking up your child. Identification will be requested.
- Payments are due the 1st of every month. Notices will be sent home, but it is the responsibility of the parent/guardian to make the payment at the front office. In case of separation or divorce, the custodial parent is responsible to make payments on time, and will receive all bills and tax statements. Payments made after the due date are subject to a \$25.00 late fee.
- For your convenience automatic pay plans are available; payments will be electronically deducted from your financial institution. Please complete the auto-pay section on the Tiny Tot Registration Form to sign up.

Parent Notifications

- Please check your child's take-home papers every day. Notices and special requests will be included.
- Every week your child will bring home a "Peek of the Week". It will inform you about what will be happening that week in your child's class. We will also email notices and other information to families.
- We do take the following days off: Labor Day, Columbus Day, Thanksgiving, Martin Luther King Day, and President's Day. We also take 2 weeks off during Christmas and New Year's Day, and a week off for a Spring Break. These are generally the same days as Bensenville Elementary School District #2 takes.

Arrival

- As teachers need preparation time prior to the students' arrival, the doors do not open any earlier than 5 minutes before class begins.
- Doors will open at 8:55am and 12:25pm.

Departure/Late Pick-Up

- 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 will be charged for every 15 minutes thereafter.
- If excessive lateness continues, you will be asked to remove your child from the program.

Carpooling

- Please include the names of the parents and children who participate in carpools on your forms.
- If there are any changes in your carpooling arrangements please notify the teachers immediately and if necessary fill out an updated form.

Clothing

- Dress your child in comfortable, washable clothing. We use “washable” arts and craft materials, but even they sometimes leave stains.
- Loose, comfortable clothing allows for active play participation.
- Mark child’s coat, hat, boots and other belongings with a nametag.
- **Gym shoes are the only shoe recommended for Tiny Tot Preschool.**

Snack Time

- Snack time is included in our program. It is a time for the children to socialize, learn table manners and relax with their peers and teachers.
- Each family will be asked on a rotating basis during the school year to provide snack for the whole class. Families are responsible for providing a healthy snack, juice or water, cups and napkins. If plates and plastic spoons or forks if needed for the snack, please send these. Your turn to provide snack for the class is indicated on the monthly calendar. If you are unable to provide snack on your assigned day, please notify the teachers so they may make arrangements for another family to provide snack.
- Snacks must be store bought, they cannot be homemade.
- We encourage a peanut-free and nutritious snack environment. However, children with severe allergies or special diets may find it easier to bring their own snack each day. Talk to a teacher if you wish to do this.
- When bringing snack, please make it simple and small.
- Snack suggestions are: fresh fruit or vegetables, whole grain crackers, cheese, applesauce or other fruit cups, yogurt, ice cream cups, and vanilla pudding.
- **We need to know if your child has any allergies, or needs a special diet such as kosher, no dairy, gluten-free, etc.**

Birthdays

- We recognize everyone’s birthday. You may bring cupcakes for birthdays. We do celebrate summer birthdays; on your snack notice it will be called a “Special Day” and may be celebrated at any time throughout the year.
- We ask that you do not ask staff to distribute personal birthday invitations at school.

Allergies/Special Diet

- If your child has food, juice or environmental allergies, or needs a special diet such as kosher, dairy or gluten-free, please notify the Instructors. You may provide a safe snack every day for your child to have during our program. Please give it to the instructors in a container marked with your child’s name.

Hygiene

- Children must be toilet independent and completely capable of taking care of their own toileting needs. No pull-ups.
- We realize that a child might have an accident. We ask that every child brings a clean change of clothing in their backpack every day. If they cannot change themselves or do not have a change of clothing with them, 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.

Health Care Policies

- For the benefit of everyone attending Tiny Tot Preschool, the park district requires that any student suspected of having (or have been diagnosed as having) a contagious illness stay home from preschool. Staff has the authority to refuse any child who shows signs of illness using the following guidelines:
- **A fever of 100 degrees (F) orally or 99 degrees (f) under the arm:** A child who is ill with a fever may not be at preschool, even if controlled by medicine.
- **Vomiting:** A child who vomits will be sent home immediately.
- **Strep Throat:** A child must take antibiotics for 24 hours before returning, and can only return if there has been no fever for 24 hours and they continue to take antibiotics for 24 hours.
- **Diarrhea:** A child who has diarrhea at school will be sent home.

- **Chicken Pox:** A child must remain home until all blisters have dried and scabs have formed. This usually is 7-10 days after the pox began.
- **Conjunctivitis-Pink Eye:** A child with pink eye or conjunctivitis will be sent home. Children may return 24 hours after treatment begins, or until the active infection passes completely.
- **Head Lice:** A child must remain home until nit free.
- **Contagious Infections or Infestations:** Need prompt treatment to prevent the spread to others. If your child should come down with a contagious infection, other parents will be notified; names will be kept confidential. In these situations a doctor's clearance note is required prior to your child's return to preschool.
- **It is the parent's responsibility to verify his or her child's daily health is adequate** before bringing him or her to preschool. A child who shows signs of illness should be kept at home for the benefit of all.
- If your child does not feel well in the morning, please call 630-766-7015x2017 or email ttschool@bensenvilleparkdistrict.org to notify us that you are keeping your child home.

Thank you for your cooperation in helping us provide a safe and healthy environment for all participants.

Emergency Medical and Health Policy

- In the event of serious illness or injury, it is the policy of the Bensenville Park District to seek immediate medical attention for your child by calling 911.
- The instructor will then contact the parent/guardian.
- The cost for this service is assumed by the parents as stated in the Registration Waiver and Release when enrolling in any Bensenville Park District program.
- Regular fire and weather drills are practiced during the school year.

Bad Weather/School

- If Bensenville Elementary School District #2 cancels for bad weather, Tiny Tot Preschool will also cancel. You may go to www.bsd2.org and check their website, or listen to WGN or WLS for information on school closings. You may call (630) 766-7015 ext. 2017 after 7am, if school is closed for the day our message will say we are closed.

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 during these special programs. Information about dates and times will appear on the monthly calendar.

Field Trips

- Field trip forms will be sent home in advance of a trip.
- Field trip forms must be signed by a parent/guardian and returned promptly.
- A fee may be required for the field trip. This money needs to be returned with the field trip form.
- Field trip schedules may vary from routine class times.
- Morning and afternoon classes may be combined for some field trips. For example, a field trip scheduled from 9-11:30am indicates that both AM and PM classes will be together and there will be no afternoon class.
- Transportation to and from field trips may be provided by the parent/guardian or the children may be transported in a park district vehicle. Transportation responsibilities will be stated on the permission slip.
- We are always happy to have parent/guardians help chaperon on field trips. Chaperons will be given a small group of children to supervise. Chaperons will have to provide their own transportation.

Behavior and Discipline

The Tiny Tot Preschool is committed to providing a safe, fun, friendly, inclusive and comfortable environment for all participants. Participants are expected to exhibit appropriate behavior at all times. We expect participants to accept other's differences; express feelings appropriately, solve conflicts through peaceful means, and participate in activities together.

All participants must comply with the following behavioral code of conduct:

1. Demonstrate respectful and responsible behavior toward all participants, staff, equipment and facilities.

2. Follow all site-specific rules, and take direction from staff.
3. Refrain from using foul, inappropriate, or abusive language.
4. Refrain from threatening or causing bodily harm to self, others, or staff.
5. Refrain from bullying in any form.
6. Refrain from possessing weapons for any kind (real or fake) or illegal substances of any kind (real or fake) including drugs, explosives, or fireworks.
7. Refrain from leaving the site or program area without permission.

Staff will address each incident with participant (and parent if the situation requires) in a positive and fair manner meant to help teach participants how to make better choices. Examples of consequences include: redirection, discussion, and parent contact, referral to the program supervisor, and most seriously suspension or expulsion from the program.

Tiny Tot Preschool class schedule and tuition fees

- Fees are for the entire school year from August through May.
- MWF am 9:00am-11:30am 4-5 year olds \$730(n/r \$830) child must be 4 on or before Sept. 1, 2018
- MWF pm 12:30pm -3:00pm 3-5 year olds \$730(n/r \$830) child must be 3 on or before Sept. 1, 2018
- TTH am 9:00am-11:30am 3 year olds \$630(n/r \$730) child must be 3 on or before Sept. 1, 2018
- TTH pm 12:30pm-3:00pm 3 year olds \$630(n/r \$730) child must be 3 on or before Sept. 1, 2018
- **Original county issued birth certificates are required at registration to verify proof of age.**

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 a credit or debit card on the 1st of every month.
- If you chose to make payments each month, you must make your payment by the first day of each month. To avoid the \$25.00 late serve fee, we recommend utilizing the Auto Pay Method—your monthly payment will be automatically deducted from your payment card by the fifth day of each 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 Preschool. 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 card information current.*

Tiny Tot School Program Cancellation/Withdrawal Information:

The Bensenville Park District must receive requests to withdraw from the 2017-2018 Tiny Tot School program by September 15, 2018 in order to receive a refund of your first tuition fee, 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 Youth and Teen Supervisor, Phyllis Schmidt if you need to cancel your child's enrollment. Call (630) 238-4922 or email pschmidt@bensenvilleparkdistrict.org.