



Active Learners

Welcome

We would like to welcome you and your child to the Clarendon Hills Park District Active Learners 3 Year old preschool and 4 year old Pre-K. We hope this handbook will answer any questions you may have regarding our three-year-old and four-year-old Pre-K programs. For more information contact Kathy Forzley, Preschool Director.

Philosophy

The Clarendon Hills Park District's Active Learners Preschool promote that children learn through play. We couple this with strong belief of meeting the developmental needs of the whole child by providing an age-appropriate academic curriculum that will prepare your Active Learner for later school success. The staff is guided by a philosophy that each child develops at his or her own pace, and we will provide daily experiences that develop self-esteem, as well as promote independence. The Scaffolding Method builds a foundation for progressive learning. The staff will plan activities that will help your child develop physically, emotionally, socially, and intellectually in a fun nurturing environment, as well as addressing the current Illinois Common Core Standards and NAEYC standards.



Class Information

The preschool is staffed with one Lead Teacher and one Assistant Teacher at the ratio of 1:8 in the three-year-old program and 1:9 in our four-year-old program (at the maximum participation limit).

Registration Information

2019-20 School Year

Date: September 4 – May 15, 2020

Fee R/NR: \$1,800/\$1,900

*\$100 non-refundable deposit required

NO tuition refunds will be issued after October 1st.

Child's age as of : September 1, 2019

Children who are not age appropriate by September 1st may be placed on a waitlist and may be contacted if the class does not meet maximum registration.

Terrific Threes: max.16

Day: Monday, Wednesday & Friday

Time: 8:45 am – 11:15 am

Fantastic Fours/Pre-K max. 18

Day: Monday, Wednesday & Friday

Time: 12:15 pm – 2:45 pm

Registration taken at Clarendon Hills Park District, 315 Chicago Ave., Clarendon Hills

**CLARENDON HILLS
PARK DISTRICT**
315 Chicago Avenue
Clarendon Hills, IL
*630-323-2626

SY 2019-20

Special points of interest:

- ☉ Recreation Based programs.
- ☉ Children have access to various activities throughout the day.
- ☉ A child initiated, teacher-supported curriculum which addresses Core Standards

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What is Preschool & Pre-K

- ☑ **PRESCHOOL** is a child's first experience away from parents in a setting geared to develop independence.
- ☑ The children will learn to work and play in a group and to wait their turn when many want to use the same materials.
- ☑ The children will improve their gross and fine motor skills.
- ☑ The children will learn basic skills such as colors, counting, and letters.
- ☑ The children will learn how to look at books, to love them, and realize that printed words convey meaning.
- ☑ The children will participate in music and singing, drawing, and painting.
- ☑ Preschool will introduce children to many art mediums, allowing for messy exploration and the understanding that art is the process and not the product .
- ☑ Preschool is not a "Play" class, because the child is always learning and developing . As they engage in dramatic play in the kitchen area, they gain information about home and family. As they paint, or work with clay, they are developing the use of arm and hand muscles which they will later use in handwriting. As they play in the block area they learn teamwork and problem solving skills.
- ☑ **PRE-K** is an introduction to Kindergarten and the journey of acquiring the Academic skills to be successful in school.
- ☑ This includes Letter Recognition as well as the letter sounds.
- ☑ Number recognition and basic addition and Subtraction concepts.
- ☑ Whole language activities and Writing activities. This also includes skills to work on at home.
- ☑ The curriculum covers the Common core standards.



General Design of the Classroom

Someone casually looking into our classroom might say, "All they do is play!" This statement is true, and we could not be more pleased. Except for the time spent as a group listening to directions, a story, music, and gym time, the children are encouraged to move from center to center. The children can also be seen working in a small group or one-on-one with a teacher to master a skill or concept. Our children learn to explore their environment, make a decision as to what they want, make new friends, learn to share and take their turn, develop discipline, independence, and experiment with new materials.

Centers are set up around the classroom to offer different types of activities that are changed from week to week depending on the theme. The following types of centers are available:

Fine Motor Table - Group activities such as sorting games and matching. Individual activities such as puzzles, games, and play dough.

Fine Art - Art easels, tracing, cutting and coloring.

Dramatic Play Center - Complete with kitchen center, dress area, dolls and other items that will expand your child's imagination.

Large Block Area - Allows for socialization and creativity.

Large Motor Skills - Scooters, hula hoops, parachute, mini basketball hoop and other equipment are available to use for large motor development.

Reading Center - Provides a rest spot for children needing quiet play time.

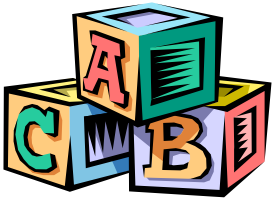
Project Table - Used daily to teach a specific skill, STEM activity, or Common Core goal. This may be done individually or in a small group. Projects are tied into the theme or Common Core concept currently being taught in language, math, social studies and science. This would also include computer time, either using our Scholastic magazines or select websites related to the letter or theme of the week.

Sand/Water Table - Materials are included to provide experience with measuring, pouring, textures, and temperature through using water, sand, and rice.

Prospect Park - The Park District has a tot playground in Prospect Park and plenty of open space in the Park for games and activities.

Classroom Routine & Schedule

We firmly believe in routines for children. Classroom routine promotes a feeling of continuity and security for preschoolers, who are not yet able to manage or gauge time by themselves, but rather by routine events (group time, story time, free play and snack time). When young children feel secure in their environment they find discovery and learning easier. For this reason, we will be following a basic schedule each day. Our schedule is



flexible when necessary, provides a balance of quiet times and active times, and it

allows for various types of play as well as group activities. Within the daily schedule, each child has opportunities to create, explore the environment, and learn concepts through first-hand experiences. The routine is one of the most important aspects for teachers, and we ask that you adhere to our time schedule and routine as much as possible.

Each session is planned out for both the three and four year olds with plenty of fun, special activities,

Arrival / Departure

The 3-year old Preschool Program is held on Monday, Wednesday and Friday from 8:45-11:15 am. The 4-year-old Pre-K program is held on Monday, Wednesday and Friday, from 12:15-2:45 pm. The classroom doors open promptly at the scheduled start and dismissal times. Please be on time. If all the other children have gone home, the few extra minutes your child waits can be traumatic. Please notify the office at 630-323-

wonderful arts and crafts projects, education in areas of nature, science, letters, numbers, colors, music, and activities that emphasize motor skills development. The following is a general "Flowchart" of the day. All general areas are covered each day, however, the order may be switched depending on the goals of the day.

Opening - Children are encouraged to enter the room independently and begin their day. The day's activities are introduced at circle time. This is when the children learn to recognize their names, learn about the weather, how to dress for it and days of the week through fun colorful charts numbers, and songs.

Free time - Children move independently from Center to Center.

Project or art activities - This is normally related to the letter or theme of the week, and the Common Core goal or STEM activity being introduced.

Snack - Our weekly newsletters have the names of each child responsible for bringing the snack.

Special Activity - Music, story time, computers, large motor or outdoors. We plan outdoor time each day, weather permitting.

2626 if you are going to be extremely late (more than 5 minutes), due to uncontrollable circumstances, so that we can prepare your child. Notify the teacher if someone other than parent will be picking up your child from preschool. It is necessary to fill out the pickup form on the information sheet listing those authorized to pickup your child. If you choose to walk your child into class, or come in to the building to pick up your child,

Closing - Getting ready to go home! Children will gather their backpacks in which the instructors have put necessary notes, permission slips, newsletters, and art projects. We encourage the children to independently get themselves ready to go home. When they are ready to go they will stand and wait for their name to be called. If their parent has chosen the pick up line, a teacher will escort them to the car and help them into their car seat. It is the responsibility of the parent to safely fasten the child in the seat. It is the responsibility of the parent to notify the staff if anyone other than designated persons will be picking up their child.

CLASSROOM DISCIPLINE

The safety of your child and the other children is our first priority. It is imperative that your child is able to understand and follow simple safety directions, both inside and outside the classroom.

Hitting or pushing another child will result in 3 warnings before a time out will occur, and the child will be redirected to another activity. More than 3 time outs for the same offense may result in a parent meeting. Teachers will communicate if a child is having challenges with classroom rules.

please park in a parking space on the west side of the building. We offer a Drop off/Pick up line for your convenience. There is additional paperwork to be completed if you choose this option.

We understand that you may have other siblings that need to be picked up at other schools, which may necessitate a late or early pick-up of your Active Learner, please notify us in advance. We are happy to work with you!

Important tips for when to keep a child out of school

If you will not be sending your child to preschool please call the Office at 630-323-2626 or email the teachers chpreschool@gmail.com as soon as possible. If your child contracts a communicable disease, they must be kept out of school until symptoms subside. Notify the Preschool Director, teachers or the office immediately, so other families can be notified as soon as possible so they can monitor their child. When releasing this information the child's name will be kept confidential.

If the teachers feel that your child is sick and should not be in the class, they will use their discretion whether or not to send your child home.



Please keep in mind that if your child is experiencing any of these symptoms it is best to keep your child

home. This will help minimize the spread of germs, and keep everyone healthier and happier!

- ☑ A moderate fever
- ☑ A sore, red throat, earache or swollen glands
- ☑ Any undiagnosed rash or skin eruption
- ☑ Nausea, vomiting and/or diarrhea (within last 24 hours)
- ☑ Eyes that appear reddened and /or are crusted
- ☑ Coughing, sniffing or has a runny nose
- ☑ Strep-throat
- ☑ Pink-eye with discharge
- ☑ Any contagious condition

Dress

Please dress your child in comfortable, washable play clothes so the child can manage themselves. There are many different art activities that tend to be messy. Children will enjoy the program more if they do not need to worry about their clothing. All removable clothing should be marked with your child's name (including boots). Nametags or indelible ink can be used. Gym shoes or play shoes (rubber soled shoes) should

be worn at all times.

***The Park District will provide your child with a book bag and a homework folder to carry their projects and important information home. Please put their name or initials inside the book bag. Please remember to check their book bags daily. The bag is best place to send extra clothes on daily basis.

Extra clothing should be sent each day in your child's book bag in case of accidents (water, bathroom, etc.).



Outdoor Play is planned daily (weather permitting), so please send your child with appropriate outer wear each day (snow pants, boots, mittens, etc.)

Field Trips

There may be field trips to various places for the children to gain experience outside the classroom. School bus transportation will be provided from school. A parent is encouraged to accompany their child. There is an additional fee for field trips. Field trips are op-

tional, however, if your child does not attend the field trip there will be no class and no credit given for the days missed. If for any reason your child is unable to attend on the day of the trip, please call the office at 630-323-2626 or email teacher at



Miscellaneous Information

Snacks - Parents will be asked to contribute snacks. Keep in mind a light, healthy snack. We ask that you do not bring in snacks high in sugar, such as cupcakes, cakes or cookies. Snack suggestions are fruit, veggies, cheese and crackers, pudding, Jell-O, applesauce, etc. Store bought items should be in their original sealed container. **This is a peanut/tree nut free classroom.** You will receive a newsletter that will have your assigned day for snacks including the quantity needed. The children usually make their snacks on Wednesdays.

Weekly Newsletter - Each newsletter covers one week of activities. It is sent home (emailed) each Friday for the following week. This newsletter is a brief listing of activities, and any additional notes that may be important.

Inclement Weather Days - The Park District will cancel Preschool classes when School District 181 cancels school. The Park District will notify you by email before 8:00am if classes have been cancelled.

While the preschool follows the District 181 for weather closings we don't take days off for Institute Days or Early Dismissal.



School cancellations *may* be made-up if schedule allows.

Emails - Some information will be sent by email, so please check emails regularly. Make sure to add chpreschool@gmail.com to your accepted emails (non-spam).

Payments - Tuition payments are broken down to 3 payments (September, January & April). Ask the Preschool Director for information about alternative payment options.

School Holidays (non attendance) - Columbus Day, Day Before Thanksgiving, Day After Thanksgiving, Winter Break, MLK Birthday, Presidents Day, and Spring Break.

Birthdays - The birthday child may (not required) choose to bring a special birthday snack to share with his/her classmates. Please check with the teacher regarding special birthday treats to be passed out. Remember that treats must be peanut/tree nut free.

Progress Assessments/Conferences - Teachers continually assess each child's progress. Two formal assessment will be conducted. One before winter break which is a written report. The second assessment is at Teacher Conferences in April/May. Teachers are always available to meet and discuss your child and their progress.

Screenings - We highly recommend that all children attend their School District's Preschool Screening as a resource. Teachers will share screening dates.

Photos/Marketing - Pictures are regularly taken of Park District programs and may be used for marketing including flyers, postcards, brochures, and social media. If you don't want your child photographed, please notify the teacher.



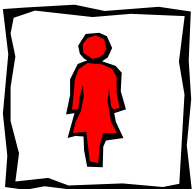
School Pictures - Class and individual pictures are taken in September. All students will have their picture taken and families have option to purchase .

Technology - The teachers use computers with the students 1:1 or in small groups weekly as enhancement to lesson plans and learning. Students are monitored and do not have computer games as a choice activity during free time.

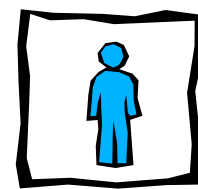
Winter Outdoor Play - Children who don't have adequate outerwear (snow pants, coat, boots, hat/hood, mittens/gloves) will not be permitted to play in the snow. Parent may give teacher written permission to let child play without the clothing listed.

Scholastic Book Orders - Book order forms will be distributed bi-monthly. Scholastic is an affordable option to purchase age-appropriate books but it is optional.

Bathrooms



All children **MUST** be toilet trained and independent with bathroom needs (pull-ups are not acceptable). There are separate gender bathrooms in the pre-school room.

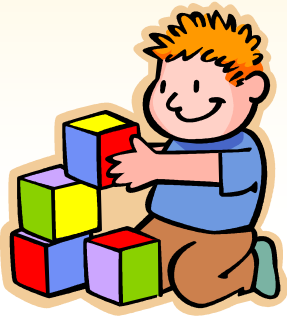




Look at me, look at me,
look at me now.
It is fun to have fun,
but you have to know how.
—Dr. Seuss



"A growing body of research has emerged recently affirming that children learn most effectively through a concrete, play-oriented approach to early childhood education," the NAEYC (National Association for the Education of Young Children) notes. "Children's play is a primary vehicle for and indicator of their mental growth. Play enables children to progress along the developmental sequence from the sensorimotor intelligence of infancy to preparational thought in the preschool years to the concrete operational thinking exhibited by primary children. In addition to its role in cognitive development, play also serves important functions in children's physical, emotional, and social development. Therefore, child-initiated, child-directed, teacher-supported play is an essential component of developmentally appropriate practice."



Just Playing . . . Author Unknown

When I'm building in the block room,
Please don't say I'm "Just playing."
For, you see, I'm learning as I play,
About balance, I may be an architect someday.

When I'm getting all dressed up,
Setting the table, caring for the babies,
Don't get the idea I'm "Just Playing."
I may be a mother or a father someday.

When you see me up to my elbows in paint,
Or standing at an easel, or molding and shaping clay,
Please don't let me hear you say, "He is Just Playing."
For, you see, I'm learning as I play.
I just might be a teacher someday.

When you see me engrossed in a puzzle or some
"playing" at my school,
Please don't feel the time is wasted in "play."
For you see, I'm learning as I play.
I'm learning to solve problems and concentrate.
I may be in business someday.

When you see me cooking or tasting foods,
Please don't think that because I enjoy it,
it is "Just Play."

I'm learning to follow directions and see the differences.
I may be a cook someday.

When you see me learning to skip, hop, run,
and move my body,
Please don't say I'm "Just Playing."
For, you see, I'm learning as I play.
I'm learning how my body works.
I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today,
And I say, "I just played."
Please don't misunderstand me.
For, you see, I'm learning as I play.
I'm learning to enjoy and be successful in my work.
I'm preparing for tomorrow.
Today, I am a child and my work is play.

-Unknown Author-