

Park District of Franklin Park Mission Statement

Dedicated to the Franklin Park community, we provide unique recreation opportunities through quality programs, parks, and facilities.

Entrusted with our residents' investment, we are committed to fiscal responsibility, innovative leadership, and the highest standard of service.

Challenged with environmental and energy concerns, we are responsible for conservation, community education, and the best practices in resource management.

Considering the needs of our richly diverse community, we create awareness of the lifelong benefits of parks and recreation.

www.fpparks.org



A Parent's Guide to



Tot School 2016-2017



Totschool

2-year old class



2016-2017 School Year

Tuesday/Thursday

August 30, 2016-April 25, 2017

9:00-11:00 am

Lead Teacher: Elaine Barrett

Assistant Teacher: Heather Kraft

Absence/Question Line: 847-451-8142

Program Manager: Greg Stanczyk
847-451-8136 or gstanczyk@fpparks.org

Park District of Franklin Park

Community Center

9560 Franklin Ave

Franklin Park, Illinois

847-455-2852

For more information, visit www.fpparks.org for information, permission slips, and more.



Facilities

Community Center

9560 Franklin Ave

847-455-2852

Ice Arena

9711 Waveland

847-671-4268

Sunflower Nature Center

10400 Addison

847-671-9512

North Park

10400 Addison

847-678-4021

September

Kids Mini Mile

Saturday, September 17

10:00 am

North Park

December

Journey to the North Pole

Saturday, December 3

Saturday, December 10

Saturday, December 17

2:30-4:45 pm

Franklin Park

Metra Station

Pre-Registration required

Call 847-455-2852

October

39th Annual

Eddie Biondo

Fall Fest Parade

Sunday, October 2

1:00 pm

Scott St & Grand Ave

(Students and their families are invited to march with us.)

Pumpkin Fest

Sunday, October 2

2:00 pm

North Park

Halloween Hoot

Monday, October 31

4:00-6:00 pm

North Park

Santa Visits Homes

Tuesday, December 20

5:30-9:00 pm

Open to FP residents only

Rockin'

New Years Eve

Celebration

Saturday, December 31

12:00-2:00 pm

Community Center



Our Curriculum

We have made many new and exciting changes to this program. This program is designed to prepare your child for playschool. The curriculum focuses on but is not limited to language, social, and emotional development, fine motor skills, safety skills, creativity, music, singing and cognitive development. Each month will have a theme that will focus on these areas.

Admissions

Totschool accepts any child whose needs can be met in its setting. In all cases, all children must be able to participate and substantially benefit from the program without risk to themselves and/or others.

Education and Curriculum

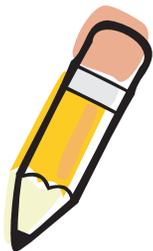
It is the purpose of Totschool to provide education through developmentally appropriate practice, which includes play. Play is a child's most important work. It is through play that a child acquires cognitive, social, language, motor and cultural awareness skills in a non-threatening environment.

Our Staff

Our Totschool instructors are educated, experienced, and dedicated to the training and development of each child enrolled in our classes.

Lesson Plans

Lesson plans incorporate age-appropriate activities revolving around specific, monthly themes that encourage imagination and the child's natural love for learning. Skills are reinforced throughout the play-based curriculum. Social and Emotional development is emphasized through hands-on experiences where children strengthen their skills by sharing with others and participating in a group environment.



Guidelines in determining whether you should keep your child home

- 1) Children should be free of fever for 24 hours before returning to school. Because their resistance is lower, they are more susceptible to germs and can also expose other children to their germs.
- 2) If prescribed, children should be on antibiotics for 24 hours before returning to school.
- 3) If matter coming from the nose is not clear in color, it is usually symptomatic of an infectious process beginning. Please keep your child at home.
- 4) Children should be free of vomiting and diarrhea for at least 24 before returning.
- 5) A rash may be the first sign of one of childhood's many illnesses, such as scarlet fever or chicken pox. A rash or spots may cover the entire body or only one area. Do not send a child with a rash to school unless approved by a doctor.
- 6) When your child is exposed to a communicable disease, such as chicken pox, a notice will be posted on the bulletin board and will be sent home with your child.
- 7) We prefer that all medication be administered at home before class. However, if this is not possible and your child requires medication or any kind of treatment during school hours, the proper medication dispensing forms must be signed prior to administration of the medication.
- 8) If your child has a communicable disease, please notify the teachers or the Program Manager immediately.

The teaching staff has the right to refuse admittance of a child who appear too ill to attend on any given day.



Illness and Exclusion

Children do become ill, often at inconvenient times. Working parents often feel stressed when children are ill. If we work together we can minimize illnesses and stress levels. If symptoms of illness are present at home, you should not bring your child to class. If symptoms develop later on during the day, staff will determine whether or not they can remain in class. If any child is suspected of being ill or becomes ill, the parent/guardian will be asked to pick up the child immediately. In the event a parent cannot pick up his or her child, staff will call the names listed on the emergency form of persons who have agreed to assume responsibility for you.

Please Note: Playschool and Preschool will NO LONGER ACCEPT a child back into the program who was sent home with a suspected serious illness WITHOUT A DOCTOR'S RELEASE. All information about a child's health and/or medical condition is kept strictly confidential.

First Aid

For minor cuts, bumps, bruises, scrapes, etc., the staff administers first aid and completes an accident report form. Keep in mind The Park District's first aid procedures are very basic. Soap, water, Band-Aids and ice packs are the only forms of treatment allowed.

Emergency Medical Attention

If your child becomes acutely ill or sustains a major injury while in our care, and requires medical attention, Park District staff will call for paramedic help. At the time of registration all parents sign a consent form authorizing the Park District to administer emergency medical treatment. Your signature on the enrollment form gives the hospital permission to care for your child.

The Park District's emergency medical procedure is extremely conservative in order to protect as many children as possible. The paramedics will be called to transport the child to the local hospital. A designated staff member will accompany the child. Parents will be notified to proceed to the hospital's emergency room by Park District office personnel.

An accident/incident report will be completed and placed in the child's file. The child's teacher will make a follow-up phone call to the child's home the same evening of the occurrence.

Allergies and Medical Conditions

If your child is allergic to any type of food or medication or has an existing medical condition (asthma, diabetes, etc), please let your instructors know before the first day of school and include the information on the medical health card.



Parent Notification

Please check the class bulletin board regularly for notices regarding class scheduled, special requests, etc. In addition, a monthly calendar of topics and events will be sent home with your child.

Field Trip Information

Permission slips will be sent home in advance of each field trips. These must be signed and returned. **NO SLIP- NO TRIP.** Field trip fees are included in your payments unless an opportunity comes along which may include a minimal fee. AM and PM classes are combined on field trips, therefore PM students will attend AM sessions on trip days. Parents and legal guardians are welcome to attend on Field Trip days but will be required to pay any fees associated with their attendance.

***Student will be dropped-off and picked-up from the Field Trip location. Late-Policy still applies to please plan accordingly.**

Daily Routine

A general daily schedule is posted in every classroom as a resource for parents. The schedule allows for large and small group interaction, as well as active and passive learning experiences. The schedule is designed to be flexible yet structured enough to serve as a predictable daily routine.

Clothing

We work with many different types of materials (fingerpaints, play dough, glue, etc.) and have a wide assortment of activities, so please dress your child in comfortable, washable clothing. Gym shoes are strongly recommended. Please mark your child's coat, hat, boots, bag, etc. either a name tag or identifying mark. **Don't** send your student to school with open toed footwear.

Personal Hygiene

Children must be wearing pull-ups. **No diapers are allowed.** If your child has an accident, you will be called to come and change him/her. Please be sure that people on your emergency list are aware of this policy. Teachers are not allowed to change your child or assist them in the washroom. To help prevent an accident, please take your child to the bathroom before class.

Class Objectives

-  To provide educational and recreation opportunities for two year old children
-  To serve as an early introduction to classroom routines experience through organized and educational activities as well as creative expression
-  To guide the child in experiencing the enjoyment that comes from group and individual contact
-  To help the child develop an interest in a variety of subject areas



Arrival/Sign In

Option #1: Willow Room

Drop-off and pick-up your student in the classroom with the teacher. The preschool classroom is located in the lower level of the community center next to the strength training exercise room. Our Totschool classroom is located on the first floor in the Willow Room. Please be sure to sign-in and out with the teacher in the classroom.

Pick up/Drop Off

Drop-off times: Morning Class - 8:55 am

Pick-up times: Morning Class - 11:00 am

(Your account will be charged \$1 per minute after 5 minutes have passed from the end of the program. Please refer to Late-Pick-Up policy.)



Please park your car in the Community Center lot. Do not park your vehicle in the fire lane located in the front of the Community Center.

Departure/Sign Out

Please sign your child out inside the room at the end of each class time. Pick up your child no earlier than the designated time the class ends. **THIS IS FOR YOUR CHILD'S PROTECTION.**

Parking

Street and lot parking are available to parents. Please do not park in the fire lane located directly in front of the building's main entrance. This area must remain clear for emergency vehicles. Do not leave small children unattended in a vehicle during drop off or pick up times.

Late Pick Up Policy

If your child is not picked up immediately after class, a \$1.00 per minute fine will be charged after the first 5 minutes. Please call the Community Center at 847-455-2852 if you are running late.

School Closings

In the event of extreme weather conditions, public school closings, or an emergency situation that would cause classes to be canceled, parents should call the preschool absent line at 847-451-8142 to receive information regarding closings. Classes will not be made up unless determined by the Program Manager.

Class Cancellations

The Park District reserves the right to cancel any class due to insufficient enrollment.

Refunds

No refunds will be made after the term is in session unless authorized by the Program Manager. This request must be submitted in writing.

Questions

If you have any questions or concerns, we encourage you to discuss them with your child's instructors or Greg Stanczyk, Program Manager. You may contact him at 847-455-8136.

Behavior Policy

If your child finds it difficult to meet the standards of expected behavior it may be necessary to prevent his/her participation in future activities of the program. Our aim is to meet the needs of the child within our existing program and resources. Re-enrollment is possible and determinations can be reviewed if there is a significant change in the child's behavior since leaving the program.

These guidelines are followed when a child exhibits problematic behavior:



1. Parents are kept informed of their child's problematic behavior through discipline forms and/or parent contacts.
2. In the event that the child's behavior is not corrected to an appropriate level, the Park District will schedule a meeting with the parents, teachers, and administrative staff to develop a plan of action.
3. Following this meeting, if the behavior remains unacceptable, and no other feasible alternative can be provided, dismissal is therefore imminent. Action will be taken to notify the parents as soon as possible. The date of the child's last day will be given to the parents with as much advanced notice as possible. Park District administrative staff makes the final determination in regard to time.
4. In the event that emergent conditions require a dismissal procedure that does not meet the above criteria, reasons for the dismissal must be represented clearly, in written form, and approved by the director of parks and recreation for the district. A written summary of such an action is placed in the child's cumulative enrollment folder.
5. It is Park District policy that corporal punishment is unacceptable, whether verbal or physical.

Aggressive Behavior

Any child exhibiting aggressive behaviors toward other children and/or staff, i.e., biting, kicking, punching, hitting, etc., and/or putting him/herself at risk will be disciplined as described above.

Parent Behavior

In the event any parent threatens, is violent or harmful to their child, another child, a staff member, another parent or the environment, such an occurrence is grounds for immediate termination from Preschool or Playschool. The Park District of Franklin Park subscribes to a strict, zero tolerance to any type or situation of violence.

Guidance And Discipline Policy

Park District staff works hard to prevent behavioral problems by arranging the classroom so children work in small groups and have a large choice of activities. Each classroom is divided into separate learning centers. The various learning centers set up around the room give children the freedom to choose and the ability to experience success through self-direction. The teachers are trained to direct behavior along appropriate channels. Predictable limits are established to help the children understand the consequences of inappropriate behavior. Children are encouraged to use their words, not actions, to solve problems. Once they are able to verbalize their feelings they can learn to work positively through strong emotions. Teachers act as role models and employ ample praise for appropriate behavior. Every staff member signs a statement of understanding in regard to The Park District's Playschool and Preschool guidance and discipline policy, as do parents, so that a clear understanding exists between both parties.

In each classroom the discipline policy is posted and followed according to these steps:

First: Verbal reminder of the rules.

If that doesn't solve the problem...

Second: Redirection to another activity.

If that doesn't deter the behavior...

Third: Direct to an activity by themselves

If that doesn't deter the behavior...

Last: Discipline Form and/or phone call to the parent.

Minor Incidents

When a minor incident occurs within the classroom the teacher will give children the opportunity to explain themselves. The teacher will make a decision that constitutes a learning experience, incorporates good manners, fairness and redirection to more appropriate behavior for the children involved. Verbal cues and constant positive reinforcement will be used at all times.

**We Request That You Please Keep
This Booklet In A Handy Place For Reference.**

