

July, 2018

Dear Preschool Parents,

Welcome to the “As We Grow” Preschool at the Wauconda Park District. The school year is approaching quickly. The 2018-2019 Preschool program is due to begin on Wednesday, September 12th or Thursday, September 13th depending on the class your child is attending. Our teachers are gearing up for what we know will be a great year!

Before the school year kicks off, there are a few things we need to remind you of:

- All 3 and 4 year-old preschool classes will be in the Beach House, located at 112 Park Street. The phone number for the Beach House is (847) 526-4605. The 2 year-old and Pre-K classes will be held in Room D at the Community Center. The Community Center phone number is (847) 526-3610.
- Please fill out the attached participant information forms. Please return these to the Community Center by Friday, September 1st. These can also be found on the website or printed copies available at the front desk.
- A medical/physical form must be filled out by your child’s physician and returned to the preschool staff no later than October 15th. You can find a copy of this form on the park district website or a printed copy is available at the front desk. Most doctors’ offices already have this form so don’t feel you need to print it out. Your child will **not** be allowed to attend school after October 13th, if this form is not returned.
- Each child in the 3, 4, and Pre-K class is required to bring a daily snack and drink to class. Our preschool is a peanut free zone, due to serious allergies of several students. Please refer to the approved snack list attached which was provided by the Wauconda School District, or contact us with any questions. We generally encourage healthy snacks such as fresh fruit and veggies, as the attached list is made up of more child friendly treats.
- If you do not plan on having your child attend our program this year, please contact us immediately, as we still have extensive wait lists.

We are looking forward to meeting you and your child, and to a wonderful year of happy and exciting experiences. One of our preschool teachers will be contacting you in early September to answer any additional questions you may have. They will be informing you at that time of the Meet the Teachers date, generally the day before school starts. If you should ever have any questions or concerns, please feel free to call the front desk at (847) 526-3610. We hope you and your child have a fantastic school year.

Sincerely,

As We Grow Preschool Staff

THE WAUCONDA PARK DISTRICT PRESCHOOL PROGRAM

The Wauconda Park District Preschool staff is committed to providing your child with a stimulating environment in which he or she can grow. The program will provide your child with a variety of experiences that will promote their development in all areas including: social, emotional, intellectual and motor skills. We will strive to give each child a positive feeling of self-worth. We believe in and value each child's uniqueness. The Preschool room and activities planned for your child are designed to provide an environment where each child can freely express themselves, and develop their own unique potential. The children are encouraged to communicate with other children and adults to explore, discover and learn following their own natural instincts. We believe children learn best through creative play. If children view learning and school as fun and something at which they can be successful, they will formulate a positive attitude towards the process. It is our goal to provide a rewarding and exciting first experience with school. The emphasis is on discovery and a "you can do it" attitude.

Children will also be exposed to Kindergarten readiness skills and worksheets to prepare them for their years to come. Children that are enrolled in early childhood/preschool programs tend to be more successful in later school years, and are more competent socially and emotionally.

Positive praise and reinforcement for a job well done is an important part of our program. We believe the experience is more important than the end product. In our curriculum, your child will have experiences in a variety of learning modalities.

Supervised inside free play includes blocks, puzzles, play dough, crayons, painting, cutting, gluing, table toys, trucks, books, dress-up, learning/listening games and more.

Depending on the weather, supervised outdoor or indoor activities will provide the children with coordination skills and large motor development.

Seasonal concepts and holidays are incorporated into our program's activities.

Field Trips and Special Visitors are used to extend the learning experiences.

Science experiments and math concepts, along with learning centers, enhance the senses of sight, touch, taste, and smell.

Through these specific activity times we strive to enhance the social, motor, and intellectual development of the child.

We keep the program fun and enjoyable for the children by presenting different concepts and activities for the classes based on their readiness level and experiences in Preschool. Songs, stories, games and art will introduce the alphabet, shapes, numbers and colors to your child. Also included are the fundamental concepts that prepare a child for further learning.

We thank you for choosing the Wauconda Park District Preschool Program and welcome you to the "As We Grow Preschool family.

PROCEDURES AND POLICIES (listed in alphabetical order)

ABSENCES

If for any reason your child will be absent from the preschool program, you must notify us. If it is a planned absence, please inform the Preschool staff in advance. If the absence is due to illness or is a last minute decision, please call the Beach House at (847) 526-4605 or the Community Center at (847) 526-3610. A telephone answering machine has been installed for your convenience.

AUTHORIZATION FOR PICK-UP

Only those persons authorized in writing on your participant information form may pick up your child. **WE WILL NOT RELEASE ANY CHILD TO AN UNAUTHORIZED PERSON.** If you plan to have your child picked up by someone other than an authorized individual, it is necessary to notify the staff in **writing**. Please feel free to revise your list of authorized persons as you see fit. Photo identification can be requested at any time if we do not recognize an adult.

BEHAVIOR MANAGEMENT

Three basic overall principles will be expected from all participants:

1. A child may not disturb or hurt others verbally or physically.
2. A child may not damage equipment.
3. A child may not place him/herself or others in a dangerous situation.

A caring, positive approach will be taken regarding discipline. Rules consistent with the Wauconda schools will be used.

The purpose of discipline is to help a child develop self-control and to learn to assume responsibility for his or her own actions. We use only positive statements and reinforcements to redirect negative behavior. Should a child need more than that, a "time-out" period may be initiated. Problems will be discussed with the parent. Reoccurring or severe behavior problems may lead to behavioral plans, suspension or dismissal from the program.

To ensure safe and enjoyable programs, activities and facilities for all residents, the Wauconda Park District has developed the following Code of Conduct. Participants are expected to exhibit appropriate behavior at all times when involved in Park District programs, activities, events, leagues, and while using the Park District facilities and parks.

Participants must:

1. Show respect to all participants and staff.
2. Refrain from using foul or obscene language.
3. Refrain from causing bodily harm to participants and staff.
4. Refrain from communicating threats, inappropriate comments or actions that can be considered as any type of harassment, direct threat or actions that poses a threat by gesture, words or actions.
5. Exhibit tolerance, courtesies, and commonly accepted behavior towards our diverse community.

6. Show respect to equipment, supplies, and facilities.
7. Exhibit good sportsmanship at athletic events whether an active participant or observer.
8. The use, suspected use or consumption of alcohol or illegal substances on Park District property is prohibited. While alcohol is approved for select special and off property events, it is expected that all residents and participants will exhibit good judgment and moderation when alcohol is consumed.

The Wauconda Park District reserves the right to dismiss without refund any participant who violates the behavior policy. In addition, if it is felt that such actions pose a threat to the general safety or welfare of other participants, an individual or group may risk consequences associated with the summoning of the Wauconda Police Department.

BIRTHDAYS

On your child's birthday, you can provide a snack or treat for the entire class, if you wish to do so. Please try to provide a nutritional snack that the class would enjoy. If you choose to bring treats for the class, please check with the teachers to get a count of the students in each class. Due to the increasing number of children with food allergies in our program, **we ask that parents refrain from sending treats with their children that are made with peanut products. When possible, please send in packaging with ingredients listed. See approved list.**

CLASS CANCELLATIONS

If District #118 cancels school, our Preschool program will be cancelled for the day. In the event of inclement weather, listen to radio stations WGN or WBBM for closings of School District #118. In the event that inclement weather occurs late in the morning and we feel that it would not be safe for the children to attend the afternoon classes, we will contact you by phone. If you are not sure if there is class, please feel free to call the Wauconda Park District Office at (847) 526-3610 after 8:30 am.

DRESS

Please dress children in play clothes for easy movement and getting messy. We highly encourage closed-toe shoes for safety. Children will often play outside. Please dress your child appropriately depending on the weather (i.e., hats, gloves or mittens, socks, boots and snow pants). The children will not go outside if the temperature should fall below 20 degrees Fahrenheit. **Please clearly label all of your child's belongings with your their name. It is also greatly appreciated if you could work on helping your child to identify their belongings.**

E-MAIL COMMUNICATIONS

We will be using e-mails to communicate changes due to weather conditions, field trips, late payments, etc. This being the case, please make sure that we have a current e-mail address for your family on file and let us know if you should change your e-mail address as soon as possible. Due to the large number of participants in our pre-school program, it is often difficult for us to reach all participants in a timely manner if we have to make phone calls.

EMERGENCY MEDICAL POLICY

We are constantly providing your child with the safest environment possible, but in the unlikely event that an emergency should occur, the following procedure will be followed:

1. Paramedics will be called to handle serious accidents.
2. A call will be made to you to inform you of the situation. If you cannot be reached, we will call the emergency numbers you provide on the participant information form. Again, please feel free to revise this list as frequently as necessary.
3. If your child requires medical care, a staff person will accompany your child to the nearest facility.

FIELD TRIPS

Permission slips are sent home prior to any field trips. These must be returned to the teachers prior to the trip. Your child will not be allowed to attend the trip if the permission slip is not filled out and returned on time. If the trip is cancelled due to inclement weather or any other extenuating circumstances, the class will meet as usual at their regularly scheduled class location. Please dress your child appropriately for each trip.

ILLNESS

We would like to be informed of any contagious disorders that your child has been exposed to, such as Strep infection, chicken pox, head lice, impetigo, and any other communicable diseases. It is only helpful and fair to let all parents know if a child in class has contracted any illness. You will be notified either verbally or by a note going home, if your child has been in contact with any possible contagious disorders. **This information will remain confidential.** Also, if your child has a cold or cough, we encourage you to keep them home until they are ready to return. Children must be fever and vomit free for 24 hours before returning to school. Please call (847) 526-4605 or (847) 526-3610.

PARTICIPANT AND MEDICAL FORMS

Attached are the participant and medical forms. Please fill out the participant information form and return it to the Community Center front desk no later than September 1st, 2018. It is required for all children entering a nursery or preschool setting to have the HIB vaccine and the lead testing. The physical form needs to be filled out by your doctor and returned to the preschool staff no later than October 15th. If we do not have your form by then, your child will **not** be allowed to attend preschool until it is completed. If your child is due for an annual physical during the school year, please provide us with an updated physical form.

PICK-UP AND DROP-OFF PROCEDURES

Please do your best to be on-time at both pick up and drop off. We only have a short time with your children and want to make the most of it. The teachers will open the door and greet the children at the start of class. Please escort your child to their table and sign them in (see Sign In/Sign Out below). We encourage you to hug and kiss your child and then leave

the classroom. If you have an issue that can't wait, by all means, speak to the teacher. If it is a discussion that can wait or will need extended time, please arrange a time to speak to the teacher outside of our classroom time. **At both pick-up and drop-off, all of our toys, library and centers are "closed"**. Please keep younger siblings with you, as this will aid in a quicker pick up and drop off procedure. Our time frame both during class and after class is so short, that we must limit this. Parents that are habitually late at pick up will be spoken to. If the situation continues, a fee may be added to your account.

SIGN-OUT & SIGN-IN

When you enter the building you must sign your child **IN & OUT** each time. When you drop your child off, please sign your child "in" on the sign-in sheet. When you pick up your child you must enter the building and sign the same sheet in the "sign-out" column. The staff cannot dismiss any child without a parent or authorized person coming in to sign the child out. Staff can and may ask for a picture ID if they are unfamiliar with the person picking up the child. This may seem inconvenient, but we need to know where every child is at all times, and who transports them from the program. **This is for your child's safety!**

SNACKS

Children will need to bring a snack and drink for themselves each day (3, 4 and Pre-K classes only.) The best snack you can provide for your child would be fresh fruit and/or veggies and water. The snack should be able to be eaten in a 10 minute time frame. If your child has any dietary restrictions, this **must be indicated on the participant information form**. Occasionally for birthdays and holidays, the children may be given a snack or a treat. Please notify us of any dietary changes that may occur during the school year. Due to the increasing number of children with food allergies in our program, we are a peanut-free zone, and **we ask that parents refrain from sending snacks with their children that are made with peanuts or peanut products. We also prefer that snacks are prepackaged and not homemade. See the attached list used by District #118 of approved peanut-free snacks as a guide when you are shopping for preschool snacks.**

Children in the 2 year old classes will rotate bringing snacks for the classroom. This will be explained further on the first day of school.

SUPPLIES

Each child must bring a backpack with the child's name appearing on the outside, along with a snack and drink (3, 4 and Pre-K classes only). Please pack an extra set of clothes in your child's bag in case of any accidents. We will post a list of needed items periodically during the year. If you would like to donate items, that would be wonderful, but no extra school supplies are required. Occasionally parents will be asked to supply some items from home that the children will use for craft projects or science experiments.

TUITION

Payments are due on or before the first day of the month. If payment has not been received by the 7th of each month, your child will **not** be allowed to attend preschool until tuition has been paid, and a \$15 late fee will be added. Payments must either be paid in person at the Wauconda Park District Community Center, located at 600 N. Main Street, put in the drop box in front of the Community Center, mailed to the Wauconda Park District at the same address, or use the automatic payment plan form found in this packet. Payments can also be made on-line once you have created an account at waucondaparks.com with our Active

system. We are highly encouraging all parents to sign up for the automatic payment plan to ease the tuition process. **The Preschool teachers will not accept any type of payment.**

The deposit you paid at the time of registration will be applied to your May 2019 tuition. This non-refundable deposit will be applied to the May tuition, **only** if your child attends the full year. There are **NO** refunds for the preschool program. Any participant's account that is not paid in full by May 8th will be asked not to attend graduation ceremonies, and will be prohibited from registering for future Park District programs until the balance is paid.

2018 – 2019 PRESCHOOL CALENDAR

Tentative and Subject to Change

First Day of Class: September 12th or 13th, 2018
Last Day of Class: Mid to Late May, 2018 Date TBD
Graduation: Mid to Late May, 2018 Date TBD

THERE WILL BE NO SCHOOL ON THE FOLLOWING DATES:

Thanksgiving Holiday: November 21-23, 2018
Winter Break: December 24, 2018 – January 4, 2019
Martin Luther King's Day: January 21, 2019
Non-Attendance Day: February 15, 2019
Presidents Day: February 18, 2019
Spring Break: March 25 – March 29, 2019

(Any other additions or changes will be in the Teacher Introduction Packet that will be sent out at the beginning of the school year.)

Peanut/Tree-nut/Milk – Free Snacks

FRUITS

All fresh fruits
Dole Fruit Bowls
Del Monte Fruit To-Go Cups
Sun Maid Raisins (not chocolate covered)
Ocean Spray Craisins
Applesauce Cups

VEGETABLES

All fresh vegetables

GUMMY SNACKS

(Not Brachs) Only Betty Crocker or Nabisco Fruit Snacks including:

Fruit Roll Ups & mini rolls
Fruit Gushers
Fruit flavored snacks

SALTY SNACKS

Gold Rold Pretzels
Ruffles Potato Chips – original
Lays Potato Chips (classic & wavy)
Fritos – original
Tostitos
Pringles – original only
Sun Chips – original only
New York Style – bagel & pita chips

CRACKERS

Honey Maid (Cinnamon)
Ritz Crackers
Keebler Club Crackers – original only
Nabisco - 100 Calorie pack Oreo thins,
Lorna Doone & Chips Ahoy
Wheat Thins – original
Nutri-Grain Apple Cinnamon/
Brown Sugar Twists

FROZEN TREATS

Minute Maid – Juice Bars, Frozen
Lemonade
Tropicana Fruit Juice Bars
Welch's Fruit Juice Popsicles
Edy's Fruit Bars
Luigi's Italian Ice Cups

POPCORN

Vic's White Popcorn

JELLOS

Jello Cups
Dole Fruit-n-Gel Bowls
Delmonte Fruit & Gel to-go Bowls

COOKIES

Oreos & Mini Oreos (gold
& chocolate)
Teddy Grahams (chocolate, honey &
cinnamon)
Barnum's Animal Crackers

This list is provided by District #118. It is just intended as a guide. We still prefer fresh fruit and/or veggies with water at preschool.

**THE FOLLOWING PAGES
MUST BE COMPLETED
AND RETURNED TO THE PARK
DISTRICT
NO LATER THAN
SEPTEMBER 1st, 2018**

**WAUCONDA PARK DISTRICT
PRESCHOOL PARTICIPANT INFORMATION FORM
2018-2019 School Year**

Child's Name _____ Date of Birth _____
Address _____ City _____ Zip _____
Home Phone _____ Age _____

Father's Name _____ Date of Birth _____
Occupation _____ Name of Business _____
Business Phone _____ Business Address _____
Cell Phone _____ Cell Carrier _____

Mother's Name _____ Date of Birth _____
Occupation _____ Name of Business _____
Business Phone _____ Business Address _____
Cell Phone _____ Cell Carrier _____

Child's Physician _____ Phone _____
Physician's Address _____

Allergies and Food Restrictions: _____

Persons to call in case of emergency: (other than parents)

Name/Relationship

1. _____	Phone # _____
2. _____	Phone # _____
3. _____	Phone # _____
4. _____	Phone # _____
5. _____	Phone # _____

Persons authorized to pick up child: (other than parents)

Name/Relationship

1. _____	Phone # _____
2. _____	Phone # _____
3. _____	Phone # _____
4. _____	Phone # _____
5. _____	Phone # _____

PERSONAL INFORMATION ON CHILD

Child's Name _____

Other Family Members (living at your address) _____

Allergies _____

Food Restrictions _____

Physical Limitations _____

Has your child ever had any difficulty with hearing, vision or other parts of the body? ____

If yes, please explain _____

Are there any speech difficulties? _____

Has your child ever attended preschool before? _____

If yes, where and for how long? _____

What special interests does your child have? _____

What fears does your child express? _____

Does your child become angry easily? _____ Temper Tantrums? _____

What do you enjoy with your child? _____

What do you hope your child will gain from his experience in our preschool? _____

Please add any additional information that you feel is necessary for the staff to know about your child _____

CHILD CUSTODY INFORMATION

Do you have legal custody of this child? (Circle One) YES
NO
If NO, please read the **

Are you the legal guardian of this child? (Circle One) YES
NO
If NO, please read the**

****IF THERE IS A CUSTODY ISSUE WITH ANY CHILD YOU HAVE REGISTERED WITH US, YOU MUST PROVIDE A COPY OF A COURT ORDER THAT PROVES TO US WHO HAS LEGAL CUSTODY OF THE CHILD (REN).**

****IF YOU ARE IN THE MIDDLE OF A SEPARATION OR LEGAL PROCEEDING INVOLVING CUSTODY, WE WILL REQUIRE A LETTER SIGNED FROM BOTH OF THE BIOLOGICAL PARENTS THAT TELLS US WHO IS AUTHORIZED TO PICK-UP YOUR CHILD (REN) AND THAT WE MAY SPEAK TO EITHER PERSON REGARDING THE PRESCHOOL ISSUES AS NEEDED.**

“AS WE GROW” PRESCHOOL – ACKNOWLEDGEMENT FORM

I have fully read and understand the procedures, policies, rules and regulations contained in the parent handbook that are required of me and my child (ren) while enrolled in the Wauconda Park District Preschool program. I am also aware that there are certain consequences that may affect me or my child (ren) for not following these policies and procedures.

PLEASE INITIAL EACH ITEM WHERE INDICATED AND SIGN AT BOTTOM

1. I UNDERSTAND THE LATE PAYMENT FEE DESCRIBED IN DETAIL IN THIS HANDBOOK _____.
PARENT'S INITIALS

2. I HAVE FULLY READ AND UNDERSTAND THE WAUCONDA PARK DISTRICT PRESCHOOL BEHAVIOR POLICY _____.
PARENT'S INITIALS

3. I UNDERSTAND THAT ONLY THE PEOPLE THAT I HAVE LISTED ON MY PICK-UP LIST WILL BE ABLE TO TAKE MY CHILD FROM PRESCHOOL
_____.
PARENT'S INITIALS

Parent of Guardian Signature: _____ Date: _____

WAUCONDA PARK DISTRICT MEDICAL CONSENT FORM

As a parent and/or guardian, I do herewith authorize the treatment by a qualified and licensed medical doctor of the following minor in the event of a medical emergency which, in the opinion of the attending physician, may endanger his or her life, cause disfigurement, physical impairment or undue discomfort if delayed. This authority is granted only after reasonable effort has been made to reach me.

Any expenses incurred will be the responsibility of the child's family.

Name of minor _____ Date of Birth _____

Relationship (son or daughter) _____

Date or dates when release is intended: September 2018-May 2019

This form is completed and signed of my own free will with the sole purpose of authorizing medical treatment under emergency circumstances in my absence.

Signed _____ Date _____

WAIVER OF LIABILITY

The Wauconda Park District is committed to conducting its recreation programs in a safe manner and holds the safety of participants in high regard. The Wauconda Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities.

You are solely responsible for determining if you or your minor child/ward are physically fit and/or skilled for the activities contemplated by this agreement. It is advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity/program. Understandably, not all hazards and dangers can be foreseen. Participants must understand that certain risks, dangers and injuries due to acts of god, inclement weather, slipping, falling, equipment failure, failure in supervision, premises defects and all other circumstances inherent to recreational activities/programs exists. In this regard, it must be recognized that it is impossible for the Wauconda Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in this program activity, you will be expressly assuming risk and legal liability and waiving and releasing all claims for injuries, damages, or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity. (including transportation services and activity).

I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/minor) as a result of participating in this program/activity against the Wauconda Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred to as "Wauconda Pak District.")

I do hereby fully release and forever discharge the Wauconda Park District from any and all claims for injuries, damages, or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with this program/activity.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering a minor participant, I further attest that I have read the above to my minor child/ward.

Participant's Name (please print)

Participants Signature _____
(18 years or older or Parent/Guardian)

Date _____

The Park District offers an automatic credit card payment option for Preschool. Your credit card will be billed automatically on the 1st of each month for Preschool. **(MANY OF YOU MAY HAVE ALREADY FILLED THIS OUT AT REGISTRATION, A SECOND FORM IS NOT NEEDED, THIS IS JUST FOR THOSE THAT DID NOT ELECT TO DO AUTOMATIC PAYMENT AT REGISTRATION)**

Family Name _____ 1st Child _____
2nd Child _____
3rd Child _____

Parent's Name (if different from children)

Payment Amount (Specify amount for each child)

Credit Card Information

Visa _____ MasterCard _____ Discover _____ AmEx _____

Address _____ City _____ Zip Code _____

Credit Card Number _____ - _____ - _____

Expiration Date _____ 3 Digit Security Code _____

Cardholders Name (Please Print)

Authorized Signature

We are putting together a telephone directory. All of the children's names will be printed, but you may decide whether you would like your address, phone number and e-mail printed as well.

Please circle which class your child attends:

2- 8:45AM

2-10:30AM

3AM

3PM

4AM

4PM

Pre-K

_____ I would like to have our address, phone number and e-mail listed as recorded below: (or only fill in sections you would like printed)

Child's
Name

Home
Address

City _____ State _____ Zip _____

Preferred Phone
Number

E-mail
Address

Parent(s)
Name

_____ I would **not** like to have my address, phone number or e-mail printed.

Signature
