



CREATIVE CORNERS

at the des plaines park district

PRESCHOOL CLASSES
——— 2019-2020 ———



Welcome to Creative Corners Preschool!

This handbook includes our guidelines and expectations for preschoolers, parents, and teachers.

MISSION STATEMENT

The Creative Corners Preschool Program provides each child with a quality early childhood experience by creating an atmosphere where children can grow socially, emotionally, physically, and intellectually, by offering an engaging curriculum.

Creative Corners Curriculum Philosophy: The Creative Corners curriculum is designed to build a solid foundation based on “Preschool Key Experiences.” These learning processes prepare children for their formal years of education, and are central to a child’s development. They are most likely to occur in situations in which these ingredients of active learning are present: Materials, Manipulation, Choice, Language, and Support.

Creative Corners Core Curriculum:

1. Social-Emotional Development
2. Physical Development
3. Language and Literacy Skill Development
4. Early Math and Science Skill Development
5. Technology Skill Development

AVERAGE DAY AT CREATIVE CORNERS

The preschool classroom is divided into several center areas designed to encourage learning through exploration, investigation, and problem solving. In order to effectively stimulate and motivate children’s curiosity, some center areas remain constant while the presentation of others will vary.

Units include: Alphabet, shapes, numbers, safety, weather, music, colors, animals, and families.

Centers include: Circle time, dramatic play, themed crafts, table games, building blocks, music and instruments, puzzles, and other school equipment used to enhance large and small motor skills.

Snack: Preschool Prep and Spanish Immersion students are required to bring a snack to class. This provides them with a comfort from home (for 2s) and conversation starters (for Spanish Immersion).

The park district provides one healthy snack daily for all other programs: please notify your teacher if your child has any food allergies.

Exercise: We go outside to the playground on the north side of the Leisure Center. We will be outside when the weather is above 50 degrees and dry. Please dress your child appropriately. We will be in the gym when the weather is below 50 degrees or inclement.

SMART Technology

3s & 4s classrooms are equipped with a SMART Board, SMART Table, and iPads that teachers and students use every day. This SMART technology encourages a hands-on approach to classroom concepts, and provides your child with more opportunities to grow and succeed as a 21st century learner.

FAMILY ORIENTATION

Wednesday, September 4, 2019 6:00–7:30p, Leisure Center

- Family Orientation: Wednesday, September 4, 2019 6:00–7:30pm at the Leisure Center, *teachers will review the goals and expectations of the preschool program in a meeting setting. This meeting is not intended for students or siblings.*

Please turn in these documents at the Family Orientation:

- Student Profile
- Department of Human Services Health & Examination Form

These and other important Creative Corners documents are available on DPParks.org.

TEACHER MEET & GREET

Thursday, September 5, 2019 10:00a–noon, Leisure Center

We welcome all preschoolers, with a parent, to visit our classrooms and meet their teachers.

- Preschool Prep 2s Room 109
- Terrific 3s Room 110
- Spanish Immersion Room 111
- Fabulous 4s & 5s Room 108
- Afternoon Pre K Room 108

School Year Monday September 9, 2019–Friday May 15, 2020

- M/W M/W/F & M-F Classes Begin: Monday September 9
- T/TH Classes Begin: Tuesday September 10
- Picture Day Information: TBD October
- End of Year Party M/W students Wednesday May 13
- End of Year Party T/TH students: Thursday May 14
- End of Year Party M/W/F students Friday May 15
- Graduation Practice ONLY Monday May 18–Wednesday May 20
- Graduation Fabulous 4s & 5s: Wednesday May 20
- Graduation Pre K: Thursday May 21

HOLIDAYS

These are days that classes **will not be in session**. Be sure to mark your calendars. These dates can be found posted in your preschool room at the Leisure Center or on the Des Plaines Park District website at www.DPParks.org. We do not follow School District 62 Institute Days.

- Columbus Day: Monday October 14
- Veterans Day: Monday November 11
- Thanksgiving Break: Monday–Friday Nov. 25–29
Classes Resume Dec. 2
- Winter Recess: Friday–Friday Dec. 20–Jan. 3
Classes Resume Jan. 6
- Martin Luther King's Birthday Monday January 20
- Presidents' Day Monday February 17
- Spring Recess: Monday–Friday March 23–27
Classes Resume March 30
- Non Attendance Day Friday April 10

GRADUATION: For students who are in the Fabulous 4s & 5s OR Pre- K Afternoon preschool classes, there will be a graduation ceremony in May 2020. Your teachers will provide you more information.

CLASS TIMES AND FEES

Preschool Prep 2s

- Monday & Wednesday 10:00–11:30a
- Tuesday & Thursday 10:00–11:30a

Session	Fee
Annual Fee	R: \$693/NR: \$864
Monthly Fee	R: \$76/NR: \$96

Terrific 3s

- Monday & Wednesday 9:30a–noon
- Tuesday & Thursday 9:30a–noon
- Friday *

* Additional instruction and participation outside of the 2-day curriculum.

Session	Fee
Annual Fee (2-day)	R: \$783/NR: \$1134
Monthly Fee (2-day)	R: \$87/NR: \$126
Session	Fee
Annual Fee (1 day)	R: \$414/NR: \$522
Monthly Fee (1 day)	R: \$46/NR: \$58

Spanish Immersion

- Monday–Friday 9:00a–noon
- Mon/Wed/Friday 9:00a–noon
- Tuesday & Thursday 9:00a–noon

Session	Fee
Annual Fee (5 day)	R: \$2970/NR: \$3708
Monthly Fee (5 day)	R: \$330/NR: \$412
Session	Fee
Annual Fee (3 day)	R: 1782/NR: \$2223
Monthly Fee (3 day)	R: \$198/NR: \$247
Session	Fee
Annual Fee (2-day)	R: \$1188/NR: \$1485
Monthly Fee (2-day)	R: \$132/NR: \$165

Fabulous 4s & 5s

- Monday–Friday 9:00a–noon
- Mon/Wed/Friday 9:00a–noon
- Tuesday & Thursday 9:00a–noon

Session	Fee
Annual Fee (5 day)	R: \$2250/NR: \$2808
Monthly Fee (5 day)	R: \$250/NR: \$312
Session	Fee
Annual Fee (3 day)	R: \$1350/NR: \$1692
Monthly Fee (3 day)	R: \$150/NR: \$188
Session	Fee
Annual Fee (2-day)	R: \$900/NR: \$1125
Monthly Fee (2-day)	R: \$100/NR: \$125

Afternoon Pre K

- Monday–Friday 1:00–4:00p
- Mon/Wed/Friday 1:00–4:00p
- Tuesday & Thursday 1:00–4:00p

Session	Fee
Annual Fee (5 day)	R: \$2250/NR: \$2808
Monthly Fee (5 day)	R: \$250/NR: \$312
Session	Fee
Annual Fee (3 day)	R: \$1350/NR: \$1692
Monthly Fee (3 day)	R: \$150/NR: \$188
Session	Fee
Annual Fee (2-day)	R: \$900/NR: \$1125
Monthly Fee (2-day)	R: \$100/NR: \$125

EXTENSION PRESCHOOL PROGRAMS

▪ Spanish Immersion (Saturday Classes Available)

This program offers additional preschool programming for days your child does not attend our traditional preschool classes. This program brings together the Spanish language and preschool routines in a full immersion curriculum.

▪ Afternoon Pre K

This program offers additional instructional and enrichment for students who attend the morning Fabulous 4s & 5s preschool program. We will be expanding on concepts taught in the morning classroom.

Preschoolers have the opportunity to attend the Fabulous 4s & 5s (9:00a–noon), Lunch Bunch (Noon–1:00p), and Pre K (1:00–4:00p) for an entire day of preschool development.

- **Lunch Bunch**

Lunch Bunch is an extended preschool program in the afternoon. It is offered to children between the ages of 3 and 6 years old, who are looking for a semi-structured preschool experience with lunchtime included. Parents will provide lunch.

Daily 2-hour Lunch Bunch Pass is available for purchase at the front desk for \$15.00

- Monday & Wednesday **Noon-1:00p** or **Noon-2:00p** Room 110
- Tuesday & Thursday **Noon-1:00p** or **Noon-2:00p** Room 110
- Friday **Noon-1:00p** or **Noon-2:00p** Room 110

Lunch from Noon-12:30pm
 Free Play 12:30-1:00pm
 Specialty Activities 1:00-2:00pm.

Please review the guidelines below.

- Talk to your child about eating the healthy foods first. Then the treat (optional).
- Pack foods that your child enjoys. (It is often difficult getting students to eat).
- Refrigeration is not available, send a reusable blue ice pack or equivalent when appropriate.
- Pack necessary straws and silverware.
- Please remind children not to share food because of allergies.
- Students are expected to sit facing the table and practice good table manners (With help!).
- Children are expected to eat and clean up after themselves before playing. Once foods and drinks are put away they are not to eat again.
- Please label lunch boxes.

Session	1 Hour Fee	2 Hour Fee
Annual Fee (2-day)	R: \$324/NR: \$405	R: \$648/NR: \$823
Monthly Fee (2-day)	R: \$36/NR: \$45	R: \$72/NR: \$92
Annual Fee (1-day)	R: \$171/NR: \$207	R: \$342/NR: \$414
Monthly Fee (1-day)	R: \$19/NR: \$23	R: \$38/NR: \$46

PAYMENT OPTIONS

OPTION 1: Pay the full tuition when you register for classes.

OPTION 2: Sign up for our convenient EFT Monthly Payment Plan. (Electronic Funds Transfer)

To set up an EFT Tuition Payment Plan

- You must register at the Leisure Center, 2222 Birch Street.
- You must provide a valid credit or debit card.
- Your first installment payment includes both the tuition for September and the \$35 non-refundable, non-transferable payment plan processing fee.
- The balance is divided into 8 equal monthly installment payments that are transferred electronically from a credit or debit card.
- Each additional installment payment is transferred on the 15th of the prior month. (e.g., Oct. is paid on Sept. 15th.)

CREATIVE CORNERS PRESCHOOL REFUND POLICY

- The \$35.00 processing fee is non-refundable and non-transferable.
- All refund requests received and DATE STAMPED on or before August 16, 2019 will result in the retention of \$75.00 of the September tuition for each program. Does not include Lunch Bunch.
- All refund requests received and DATE STAMPED from August 17, 2019 through September 6, 2019 will result in the retention of the full September tuition for each program, including Lunch Bunch.
- All refund requests received and DATE STAMPED after September 6, 2019 will result in the retention of all paid tuition, including the month in which the refund request was submitted.
- Requests for a full refund are only honored if the request is due to a medical condition or enrollment into an early intervention program. A note from a doctor or school must accompany the request.
- No partial month refunds are paid, regardless of the reason.

WHAT TO BRING TO PRESCHOOL

Please have your child bring a full-size backpack or school bag to class so we can make sure they take their papers and art projects home. We also ask that each child keep an extra change of clothes in their locker including a top, bottom, socks and underwear. Please put their name or initials inside each backpack. We ask that children not bring toys, paper, crayons, etc. to school. We have learned that these will cause sharing problems and tears if things are lost or left at school. Each child will have their own locker to store their backpack for the day.

We always need these supplies. Please provide some, if you can. Thanks!

Last name A-M Bring:	Last name N-Z Bring:	Each Child Bring:
<ul style="list-style-type: none">• Large Paper Plates	<ul style="list-style-type: none">• Glue sticks	<ul style="list-style-type: none">• Kleenex
<ul style="list-style-type: none">• Paper Towels	<ul style="list-style-type: none">• Napkins	<ul style="list-style-type: none">• Clorox Wipes
<ul style="list-style-type: none">• Box of forks	<ul style="list-style-type: none">• Box of spoons	<ul style="list-style-type: none">• Baby Wipes
<ul style="list-style-type: none">• Zip Lock Sandwich size	<ul style="list-style-type: none">• Zip Lock Gallon size	<ul style="list-style-type: none">• 5 oz Dixie Cups

BATHROOMS

All children must be fully toilet-trained and tend to their own bathroom needs. **No pull-ups or diapers are allowed.** Teachers will walk your child to the bathroom. Teachers are not allowed to change your child or assist them in the bathroom. **If your child has a bathroom accident, you will be called to come and change him/her.** Please be sure the people on your emergency phone list are aware of this policy. Three incidents will indicate that your child is not fully toilet trained and he/she may be removed from the program until such time that he/she has achieved this requirement. Please emphasize with your child the importance of telling their teacher when they need to use the bathroom.

Preschool Prep students are able to begin the school year wearing pull ups. Parents are to remain close or be on call if an accident does occur.

BIRTHDAY CELEBRATIONS

Birthdays are special occasions and receive special attention at preschool, but are not meant to take the place of your in-home party. We want to recognize your child's special day and also continue with the day's planned activities. We ask that birthday activities be kept simple and teacher-directed. Teachers will not pass out party invitations. **The Guidelines for Preschool Birthday Celebrations are available through your child's classroom teacher.** Thank you for helping to keep each child's special day safe and kind.

CLASSROOM NEWSLETTER/NOTES

For some special days, we may request that you bring certain items to the classroom. A note will be posted outside the classroom and/or emailed to you. Family activities, general information, holidays, non-attendance days and special happenings, such as picture day, will be included in parent handouts and newsletters. *Teachers will provide contact information at Family Orientation.*

VOLUNTEERS:

Classroom volunteering enables family members to share and understand their child's preschool experience. Family members are able to assist teachers with activities and gain an appreciation of their child's day. Throughout the school year we will ask for volunteers within the classroom. Sign up will be done on a first-come, first-served basis and is not mandatory. Holidays and birthdays are celebrated within our preschool classrooms. We may ask for assistance from our preschool families during these busy times. Volunteers can also participate in Secret Reader, Show & Tell or other special preschool activities.

SCHOOL CLOSINGS: Snow Days and Cold Days

The Park District follows District 62 guidelines for **class cancellations**. When D62 schools are closed due to a snow day, the park district automatically cancels all Creative Corners Preschool classes. When D62 schools are closed due to extreme cold, the park district will evaluate the situation. If staff/ parents can travel safely to our facilities, we will not cancel programs.

Information on cancellations will be available by:

Calling the Leisure Center, 847-391-5700 or Prairie Lakes, 847-391-5711

Calling the park district information hotline: 847-391-5705

Home page of the park district website, www.DPParks.org

Sign up for **RainoutLine.com / Des Plaines Park District**

Follow us on Facebook

ARRIVAL AND DEPARTURE

Upon arrival, children need to go to the bathroom and wash their hands before entering the classroom. Children may not be left unsupervised. Teachers will open the doors promptly at the designated class time. You must sign your child in and out each day. Your promptness in picking up your child is greatly appreciated. Your child eagerly awaits your arrival and is disappointed when you do not arrive on time.

DROP-OFF AND PICK-UP PROCEDURES

Families can use these three Leisure Center entrances:

- **North Parking Lot**
- **East Doors** (Birch Street main entrance, on the circle drive)
- **South Parking Lot** (near the School of Dance Sign)

All visitors to our building pass by the front desk to provide us with tracking for who enters the Leisure Center. Please use caution in the parking lots: drive slowly; look for pedestrians and especially children; do not use cell phones; and look before crossing.

Playground and South West Doors (near the Creative Corners Sign) are for EXIT ONLY

In an effort to continue to provide the safest environment for our students we ask that all families please respect and help reinforce the set guidelines for these doors to be exit only.

Teachers are not permitted to open doors for parents at any time.

Our goal is to create a safe environment for your children. We appreciate your cooperation with this procedure. Once your child is dropped off, the classroom will be closed to visitors with the exception of the classroom volunteers.

AUTHORIZATION FOR PICK UP

If you will not be picking up your child, please be sure that all persons authorized to pick up your child are listed on your pick up authorization form. **NO** child will be released to someone not listed on the authorization form. All authorized individuals will be required to sign the sign-in and sign-out sheet for that day. If the teachers do not know this person, picture identification (e.g: a driver's license) will be required. Occasionally, emergencies arise where another individual, who is not on the authorization form, must be sent to pick up your child. You must call the Leisure Center Front desk 847-391-5700, prior to pick up, so your child's teachers can be notified.

LATE PICK UP

Classroom doors will open promptly at the time class is scheduled to begin and will reopen at dismissal. Please be on time for arrival and dismissal. If you will be extremely late, due to unforeseen circumstances, please call the Leisure Center front desk at 847-391-5700. If you are late picking up, there will be a 5-minute grace period at end of school. After that, there is a \$5 charge for every 5 minutes you are late picking up your child. (Example: Lunch Bunch ends at 2:00p and you arrive at 2:21p. You will be charged a \$15 late fee.) Please make every effort to be on time. If you are more than 20 minutes late, your child will be taken to our front desk area.

Late pick-up fees must be paid promptly. The fee will be added to your Household Account and will restrict you from registering for park district programs until the balance is paid in full.

FAMILY-TEACHER COMMUNICATION

Please keep us informed of any changes at home or in your child's life. A change can affect your child's behavior, and notification will help us work more effectively with your child. **Notify the teachers and the front desk when you have a new telephone number, address, email address or if there are any changes on the emergency information sheet. This will ensure that we can reach you in an emergency.** We believe that families and teachers working together can provide the best learning environment for young children.

Early Childhood Supervisor will occasionally send emails of importance and reminders. Please make sure the email account set up on your park district household registration account is correct. This can be changed at the front desk of any facility during office business hours.

BEHAVIOR MANAGEMENT

Philosophy

It is our belief that behavior management is the on-going process of developing inner controls so that children can manage their own behavior in a socially respected and acceptable way. Our goal is that each child will move toward self-discipline in a positive environment guided by teachers who convey and model appropriate behaviors. Teachers acknowledge each child's capacity to handle their classroom setting. Any encounters that may develop are seen as a normal part of a child's emotional growth.

Creative Corners teachers use behavior management where positive behavior is reinforced. If behavioral problems occur, there may be a short removal from the group or redirection to a more appropriate activity. Families will be informed of continuing behavioral concerns.

Teacher's Role in the Behavior Management Process

Teachers use the following techniques when promoting self-discipline:

- Encouraging appropriate behavior
- Offering alternatives
- Applying natural consequences
- Redirecting children to another activity
- Using appropriate, child-centered, consistent and fair rules
- Incorporating the child's ideas into classroom rules
- Being a role-model for appropriate behavior
- Entering into play
- Reinforcing appropriate behavior in peers
- Removing the child from a situation to help the child gain self-control
- Working to strengthen a child's communication skills
- Offering choices and recognizing positive behavior

Child's Role in Developing Behavior Management

- Helping to establish classroom rules
- Encouraging others to Be Respectful, Be Responsible, Be Safe
- Being a role model for appropriate behavior
- Using words to express feelings
- Problem solving

Involving Families in Behavior Management

If a child continues to exhibit inappropriate behaviors, even with the help and support of teachers and family, a meeting with teachers, supervisors and other support staff may be necessary. Written notices will be given to parents of children who do not respond positively to a teacher's redirection, for behaviors such as:

1. Being physically abusive: hitting, kicking, biting, throwing objects
2. Defying/ignoring authority
3. Using abusive and/or foul language
4. Abusing equipment, supplies, facilities
5. Running away, or trying to leave the program room or facility

The first written notice will alert the legal guardian of the continuation of inappropriate behavior. The legal guardian, Early Childhood Supervisor and teachers will meet to discuss steps to correct the behavior. Teachers may request permission to access outside resources from M-NASR, or District 62 for additional information on how to best meet the child's needs. *Depending on the severity of the situation the child may be asked to leave the classroom for the remainder of the day.*

The second written notice will result in hosting a legal guardian / teacher meeting to discuss inappropriate behavior. The legal guardian, teachers, Early Childhood Supervisor, and other professionals working with the child will develop a behavior modification plan. This plan will be reviewed and modified as needed. *Depending on the severity of the situation, child may be asked to leave the classroom for the remainder of the day and receive up to a 2 day suspension.*

The third written notice *Depending on the severity of the situation, child may be asked to leave the classroom for the remainder of the day and removed from the program.*

If at any time a child's behavior threatens their own safety or the safety of others, the legal guardian will be notified and is expected to pick the child up within the half hour. If the child is not benefiting from our program, or the health, safety and welfare of this child and/or that of another child in the group are at risk, we reserve the right to dismiss the child.

ADA and SPECIAL ACCOMMODATIONS

The Des Plaines Park District participates in a cooperative agreement with Maine-Niles Association of Special Recreation (M-NASR). This team of therapeutic recreation professionals provides inclusion assistance for park district programs. If, throughout the school year, a Creative Corners Preschool Teacher requests an observation from M-NASR, we will request that the family visit District 62 for an additional observation. Information about M-NASR can be found on our website, www.DPParks.org, or the M-NASR website, www.MNASR.org.

EARLY INTERVENTION

Teachers act as advocates for you and your child. The earlier a delay or disability is identified, the better the chance that intervention services can help a child reach his or her potential. Your child's teacher can provide you with valuable resources. A teacher may need additional information on how to best meet your child's needs. In this instance, the teacher will request your written permission for a professional from an outside organization to come and observe your child. This professional will then confer with you and the teachers.

ILLNESS POLICY

Children are not able to fully benefit from our program when they are not well. Oftentimes, they can be spreading contagious illnesses to other children. We ask that you strictly adhere to these standards so all preschool students and staff are protected.

Children should not attend class if the following symptoms are present:

- **Cold:** If a child is lethargic, uncomfortable, with coughing and congestion.
- **Runny Nose:** If mucus is green or yellow the child should not attend class until the mucus is clear or completely gone.
- **Fever, Diarrhea, or Vomiting:** Must be symptom free for 24 hours before returning to school.
- **Earache or Ear Infection:** If a child has pain in their ear(s).
- **Rash/ Open Abrasion / Injury:** cuts, broken bones, open sores.
- **Communicable Disease/ Infestation/ Condition:** Contagious to others.
(Head Lice/Strep Throat/Ringworm/Impetigo/Hand, Foot and Mouth/ Bed Bugs/ Pink Eye)

Illness Guidelines:

1. Should your child contract a contagious disease/ condition/ infestation, you must notify the Creative Corners Preschool immediately.
2. Anonymous information will be posted to notify other preschool families.
3. Take prescribed medication for 24 hours or provide doctor's note to return to school.
4. Medication should be administered at home. If your child requires medication or any kind of treatment during school hours, a Medication Distribution form must be completed.
This includes EpiPens, injectors, and inhalers.

INJURY

For any child who is injured and requires more than basic first aid, the following steps will be taken:

1. Attempt to contact legal guardian.
2. Attempt to contact emergency contacts.
3. If necessary, the child will be transported to the nearest hospital by ambulance, accompanied by a staff member.
4. A follow-up phone call will be made to the family by the Early Childhood Supervisor.

The Des Plaines Park District does not provide accident insurance or medical insurance to its participants.

CERTIFICATE of CHILD HEALTH EXAMINATION

All students participating in Creative Corners are required to be up-to-date on all immunizations. You will need to provide medical information by either a *note from your doctor*, or the *State of Illinois Department of Human Services Certification of Child Health Examination Form*, stating that your child is up-to-date on all immunizations. Forms are available at www.DPParks.org. State law requires schools to keep your child out of class if you do not file proof of a health exam, which includes proof that your child has been immunized in compliance with state regulations.

A Certificate of Health Examination or a written waiver signed by a legal guardian stating immunizations and health related assessments are waived because of cultural or religious beliefs.

IMPORTANT CONTACT INFORMATION

- a. Administrative & Leisure Center 847-391-5700
- b. Prairie Lakes Community Center 847-391-5711
- c. Carolanne Smith, Early Childhood Supervisor 847-391-5700 Carolanne.smith@DPParks.org
- d. Des Plaines Park District Website www.DPParks.org
- e. School District 62 Website www.d62.org



DES PLAINES PARK DISTRICT

