

Welcome to Creative Corners Preschool!

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

MISSION STATEMENT

The Creative Corners Preschool Program provides each student with a quality early childhood experience by creating an atmosphere where students 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 students for their formal years of education, and are central to a student'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 classrooms are divided into several center areas designed to encourage learning through exploration, investigation, and problem solving. In order to effectively stimulate and motivate student'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: Please Provide Snack and water bottle each day. Please notify your teacher if your student 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 student 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 student with more opportunities to grow and succeed as a 21st century learner.

Please turn in these documents on the first week of school:

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

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

School Year Monday September 13, 2021-Friday May 20, 2022

- M/W M/W/F & M-F Classes Begin: Monday September 13
- T/TH Classes Begin: Tuesday September 14
- Picture Day Information: Wed & Thurs October 20 & 21
- End of Year Party M/W students Wednesday May 18
- End of Year Party T/TH students: Thursday May 19
- End of Year Party M/W/F students Friday May 20
- Graduation/ End of Year Parades Monday May 24 -Wednesday May 26

HOLIDAYS

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

- Columbus Day: Monday October 11
- Veterans Day: Thursday November 11
- Thanksgiving Break: Monday-Friday Nov. 22-26
Classes Resume **Nov. 29**
- Winter Recess: Monday-Friday Dec.20-Dec.31
Classes Resume **Jan. 3**
- Martin Luther King's Birthday Monday January 17
- Presidents' Day Monday February 21
- Spring Recess: Monday-Friday March 21-25
Classes Resume **March 28**
- Non Attendance Day Friday April 15

GRADUATION: For students who are in the Fabulous 4s & 5s OR Pre- K Afternoon preschool classes, there will be a graduation car parade in May 2022. Your teachers will provide you more information.

CLASS TIMES AND FEES

Terrific 3s

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

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

Session	Fee
Annual Fee (2-day)	R : \$855 / NR: \$1,062
Monthly Fee (2-day)	R: \$95 / NR: \$118

Session	Fee
Annual Fee (1 day)	R: \$450 / NR: \$558
Monthly Fee (1 day)	R: \$50 / NR: \$62

Spanish Immersion

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

Session	Fee
Annual Fee (5 day)	R: \$3,168 /NR: \$3,951
Monthly Fee (5 day)	R: \$352 /NR: \$439
Session	Fee
Annual Fee (3 day)	R: \$1,917/NR: \$2,376
Monthly Fee (3 day)	R: \$213 /NR: \$264
Session	Fee
Annual Fee (2-day)	R: \$1,296 /NR: \$1,629
Monthly Fee (2-day)	R: \$144 /NR: \$181

Fabulous 4s & 5s

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

Session	Fee
Annual Fee (5 day)	R: \$2,475 /NR: \$3,060
Monthly Fee (5 day)	R: \$275 /NR: \$340
Session	Fee
Annual Fee (3 day)	R: \$1,458 /NR: \$1,818
Monthly Fee (3 day)	R: \$162/NR: \$202
Session	Fee
Annual Fee (2-day)	R: \$990 /NR: \$1,224
Monthly Fee (2-day)	R: \$110 /NR: \$136

Afternoon Pre K

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

Session	Fee
Annual Fee (5 day)	R: \$2,475/NR: \$3,060
Monthly Fee (5 day)	R: \$275 /NR: \$340
Session	Fee
Annual Fee (3 day)	R: \$1,458/NR: \$1,818
Monthly Fee (3 day)	R: \$162/NR: \$202
Session	Fee
Annual Fee (2-day)	R: \$990 /NR: \$1,224
Monthly Fee (2-day)	R: \$110/NR: \$136

EXTENSION PRESCHOOL PROGRAMS

▪ **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 (9:00am-noon), Lunch Bunch (Noon-1:00p), and Pre K (1:00pm-4:00pm) for an entire day of preschool development.

▪ **Lunch Bunch**

Lunch Bunch is an extended preschool program in the afternoon. It is offered to students between the ages of 3 and 6 years old, who are looking for a semi-structured preschool experience with lunchtime included. Families 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 student about eating the healthy foods first. Then the treat (optional).
- Pack foods that your student 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 students not to share food because of allergies.

- Students are expected to sit facing the table and practice good table manners (With help).
- Students 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: \$360/NR: \$441	R: \$720/NR: \$882
Monthly Fee (2-day)	R: \$40 /NR: \$49	R: \$80 /NR: \$98
Annual Fee (1-day)	R: \$189/NR: \$234	R: \$378/NR: \$468
Monthly Fee (1-day)	R: \$21 /NR: \$26	R: \$42 /NR: \$52

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. 15.)

CREATIVE CORNERS PRESCHOOL REFUND POLICY

- \$35.00 processing fee is non-refundable, non-transferable
- All refunds received and DATE STAMPED by August 13, 2021 will result in the retention of \$75.00 of the September Tuition for each program registered, *does not include Lunch Bunch*.
- All refunds received and DATE STAMPED August 14, 2021–September 3, 2021 will result in the retention of the full September tuition for each program registered, *includes Lunch Bunch*.
- All refunds received and DATE STAMPED after September 3, 2021 will result in the retention of all paid tuition including the month in which the refund 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 doctor / school must accompany the request.
- No partial month refunds are paid, regardless of the reason.

WHAT TO BRING TO PRESCHOOL

Please have your student 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 student keep an extra change of clothes in their locker including a top, bottom, socks and underwear. Please put their name on

initials inside each backpack. We typically ask that students not bring paper, crayons, etc. to school. However, this year we will make some exceptions for items to limit cross contact. Please send your student with their own crayons and glue stick. Each student will have their own locker to store their backpack for the day.

Students will need to bring a mask/cloth face covering with them daily. *If they do not have one at drop off, they will not be accepted at school for that day.* While masks will only be worn during times when social distancing cannot be easily maintained, they will be needed during transition times.

- **Food Items: Healthy Morning Snack, please do not pack snacks that contain peanuts**
- **Daily Items: Dress for the weather. Pack extra clothes, gym shoes, water bottle**
- **A face mask or cloth covering**

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

Each Student Bring:
• Kleenex
• Clorox Wipes
• Baby Wipes
• Hand Sanitizer
• Paper bags

BATHROOMS

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

BIRTHDAY CELEBRATIONS

Birthdays are special occasions and receive special attention at preschool, but are not meant to take the place of a party. We want to

recognize your student'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 student's classroom teacher.*** Thank you for helping to keep each student'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 handouts and newsletters. *Teachers will provide contact information on the first few weeks of school.*

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/ families 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: Students will be dropped off at the door.

- **Fabulous 4s and 5s/ Pre K Afternoon:** Please park in the south/west parking lot (outside of the Creative Corners entrance and walk around to the West/Playground entrance (across from the Greenhouse)
- **Spanish Immersion Class/ Terrific 3s:** Please park in the south/west parking lot (outside of the Creative Corners entrance and use the South/Creative Corners doors.
- Please be sure to line up on the markers outside of the doors, to ensure social distancing. The teachers will greet you at the door, ask you to sign in and answer a few simple health related questions and then escort your student inside the building.
- Please be sure to have a mask on yourself and your student during this time. Students will wash hands and once in the classroom and then will be to take their masks off when properly distanced.
- At pick up, please follow the same line up procedure outside of the West/Playground doors and your student will be brought out to you in order. Your promptness in picking up your student is greatly

appreciated. Your student eagerly awaits your arrival and is disappointed when you do not arrive on time.

Please use caution in the parking lots: drive slowly; look for pedestrians and especially students; do not use cell phones; and look before crossing.

Our goal is to create a safe environment for your student. We appreciate your cooperation with this procedure. Once your student is dropped off, the classroom will be closed to families or visitors.

AUTHORIZATION FOR PICK UP

If you will not be picking up your student, please be sure that all persons authorized to pick up your student are listed on your pick up authorization form. **NO** student 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 check list 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 student. You must call the Leisure Center Front desk 847-391-5700, prior to pick up, so your student'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 student. (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 student 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 it 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 student's life. A change can affect your student's behavior, and notification will help us work more effectively with your student. **Notify the teachers when you have a new telephone number, 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 students.

BEHAVIOR MANAGEMENT

Philosophy

It is our belief that behavior management is the on-going process of developing inner controls so that student can manage their own behavior in a socially respected and acceptable way. Our goal is that each student will move toward self-discipline in a positive environment guided by

teachers who convey and model appropriate behaviors. Teachers acknowledge each student's capacity to handle their classroom setting. Any encounters that may develop are seen as a normal part of a student'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 student to another activity
- Using appropriate, student-centered, consistent and fair rules
- Incorporating the student's ideas into classroom rules
- Being a role-model for appropriate behavior
- Entering into play
- Reinforcing appropriate behavior in peers
- Removing the student from a situation to help the student gain self-control
- Working to strengthen a student's communication skills
- Offering choices and recognizing positive behavior

Student'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 student 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 guardians 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 parent of the continuation of inappropriate behavior. The family, 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 student's needs. *Depending on the severity of the situation the student may be asked to leave the classroom for the remainder of the day.*

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

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

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

COVID-19 Safety Precautions:

New procedures to help prevent the spread of the COVID-19 virus will be practiced each day at school. Frequent hand washing, equipment sanitizing, 6 ft. social distancing, spatial awareness, keeping hands to self and sometimes wearing a mask/cloth face covering (when social distancing is not attainable) will be incorporated into our daily routines. As mentioned above, you will be asked to answer a few health-screening questions each morning at drop off.

ILLNESS POLICY

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

We need your help! Please take your student's temperature before sending them to school. If they have a fever or are not feeling well, do not send them to school for the safety of your student, other students and our staff. If your student becomes ill while at school, a guardian will be notified. If a guardian is unavailable, the emergency contacts will be called and the student must be picked up within one hour. Your student *should not* return to school until they have been fever free for 24 hours. If you learn that your student has contracted a contagious disease or virus including COVID-19, please notify the Early Childhood Supervisor or the Park District office as soon as possible.

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

- **Cold:** If a student is lethargic, uncomfortable, with coughing and congestion.
- **Runny Nose:** If mucus is green or yellow the student 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 student 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 student 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 student 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 student who is injured and requires more than basic first aid, the following steps will be taken:

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

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

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 |

d. Emergency Hotline

847-391-5705

e. Carolanne Smith, Early Childhood Supervisor

Carolanne.smith@DPParks.org

f. Des Plaines Park District Website

www.DPParks.org

g. School District 62 Website

www.d62.org