

Deerfield Park District Preschool

PRESCHOOL HANDBOOK

2023 – 2024

836 Jewett Park Drive

Deerfield, IL. 60015

(847) 572-2634 (Preschool office direct line)

(847) 945-0650 (Park District Registration Desk)

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Like us on Facebook for Preschool pictures and Deerfield Park District events!

WELCOME TO PRESCHOOL

Dear Preschool Families,

Welcome to the Deerfield Park District Preschool! Entering preschool is an important milestone in the lives of children and their families. It is a time when children move from home to a classroom, from a small group of friends to a larger community of peers, from loving family to other adults who care for them in new ways. Our mission is to provide a secure environment of mutual trust in which your child can learn and grow in confidence and self-esteem. Children are encouraged to explore and develop one's own capacities and talents while building a sense of community and cooperation with classmates and teachers.

Throughout the year, families are invited to participate in many special activities. In addition, you are always welcome to visit school at any time.

We want your child to have the best possible preschool experience. If you have any questions or concerns, please do not hesitate to contact me. During the summer months, I am best reached by email.

Thank you for sharing your child with us.

Warmly,

Lynn

Lynn Braun
Preschool Director
lynn@deerfieldparks.org

About Our School

Deerfield Park District Preschool is a not-for-profit early childhood program that is licensed by the Illinois Department of Children and Family Services (DCFS) and is designed to meet or exceed licensing standards. Located in a secured area on the second level of the Jewett Park Community Center, we offer part-time enrollment for children 2 ½ years through 5 years of age. Deerfield Park District Preschool is open from the day after Labor Day through the week before Memorial Day. Our school generally follows the Deerfield School District 109 calendar for vacations, etc.

Philosophy

We are a developmental program designed so that children learn to play and play to learn. We believe that through play and problem solving, children learn the basic skills necessary to achieve – socially, emotionally, intellectually, physically, and creatively. Our programs are planned to reflect the changing developmental needs of children in each age group through individual and group activities.

Our goal is to provide a warm, nurturing quality preschool environment, recognizing that each child has their own unique style of growth and learning. We believe families and teachers are partners in children's care and education helping children grow in confidence and self-esteem.

Preschool Office and Staff

Preschool Direct line: 847-572-2634

Registration Office: 847-945-0650

Lynn Braun Preschool Director 847-572-2635 lynn@deerfieldparks.org

Judy Cohen Program Coordinator 847-572-2634 judy@deerfieldparks.org

Megan Carbone Early Childhood Supervisor 847-572-2621 megan@deerfieldparks.org

Our dedicated, caring, experienced teachers are early childhood educators committed to helping children develop to their fullest potential. We are proud of maintaining a low student/teacher ratio. Throughout the year, the staff participates in numerous early childhood conferences, workshops, and in-service trainings to remain informed of current trends and research in the field.

Preschool Hours

| | | | |
|-----------------|-------------|------------------|------------------------|
| Little Learners | Tue/Thu | 9:00am – 11:00am | 3 years old by May 1 |
| 3-Year Olds | Mon/Wed/Fri | 8:45am - 11:15am | 3 years old by Sept. 1 |
| 3-Year Olds | Mon – Fri | 8:45am – 11:15am | 3 years old by Sept.1 |
| Pre-K | Mon – Fri | 8:45am - 11:15am | 4 years old by Sept. 1 |

Older Preschoolers may extend their school day with Early Childhood Enrichment programs.

Check the Deerfield Park District seasonal brochure for the many options offered.

For additional information regarding after school enrichment classes and programs, please contact Megan Carbone, Early Childhood Supervisor @ 847-572- 2621

BEGINNING SCHOOL

Meet & Greet Open House

The school year begins with our MEET & GREET Open House. This event is usually held the week before Labor Day (exact times to be determined). Families will have the opportunity to visit school, visit their classrooms as well as meet the teachers, and other children and their families. Each family will be assigned a 10 - 15-minute time slot during the open house for a short meeting with your child's teachers. Weather permitting, the fenced-in Preschool playground is available to gather with new Preschool friends before, during or after the open house.

Class Placement

Deerfield Park District Preschool reserves the right to determine the appropriate class placement of children. If you have any questions or concerns, please email Lynn Braun @ lynn@deerfieldparks.org by August 1st.

Separation and Transition

It is important for families as well as teachers to give children sufficient time and support to help them move to a trusting, secondary relationship with teachers. Therefore, we request that guardians/caregivers plan to remain available during the first couple of weeks of school in the event your child needs you.

Please be assured that we recognize that this kind of separation is often as difficult for families as it is for children. Don't worry if your child is having trouble adjusting, we will get through it together. Be confident that your child is in good hands and that we will call you if necessary. You are welcome to call us to check on your child anytime.

Below are a few suggestions that will help make your child's transition to school a bit easier:

- 1. Arrive on time. Pick up on time.
- 2. Be sure to say goodbye. Reassure your child that you will return when school is over.
- 3. Do not linger. Once you say goodbye, don't prolong it. Your child will feel your hesitation.
- 4. If your child needs a reminder of home, such as a family photo or security blanket, speak to their teacher to make a plan. We will encourage your child to leave the item in their backpack where they can 'check' on it.

Toileting

Children in our 3-Year Old and Pre-K programs should be toilet-trained before the start of the school year. Each classroom is equipped with a child-sized bathroom to encourage independence. We understand that toilet-training is a developmental process and not all children may be fully toilet-trained just because the preschool calendar says it is September. If your child has any toileting difficulties, please speak to your child's teachers.

Children in our Little Learners program may still be working on toilet-training at the start of the school year. Toilet training is a very important milestone for a child, so we want to work together on this skill. Here are some helpful hints for when a child is ready to wear underwear to school:

- o Can follow simple directions
- o Able to stay dry for two or more hours at a time
- o Can communicate when they need to go potty
- o Expresses the desire to wear underpants
- o Has limited accidents and makes you aware that they had an accident
- o Is able to pull pants up and down independently.

****A legal guardian or caregiver should be available during school hours if a child should have a bowel movement during the school day and needs to be changed.***

ARRIVAL AT SCHOOL

| | | | |
|-------|--------------------|----------------------|-------------------------------|
| Tu/Th | Little Learners | School begins 9:00am | Drop off begins 8:55am |
| MWF | 3-Year Old Program | School begins 8:45am | Drop off begins 8:40am |
| M-F | 3-Year Old Program | School begins 8:45am | Drop off begins 8:40am |
| M-F | Pre-K | School begins 8:45am | Drop off begins 8:40am |

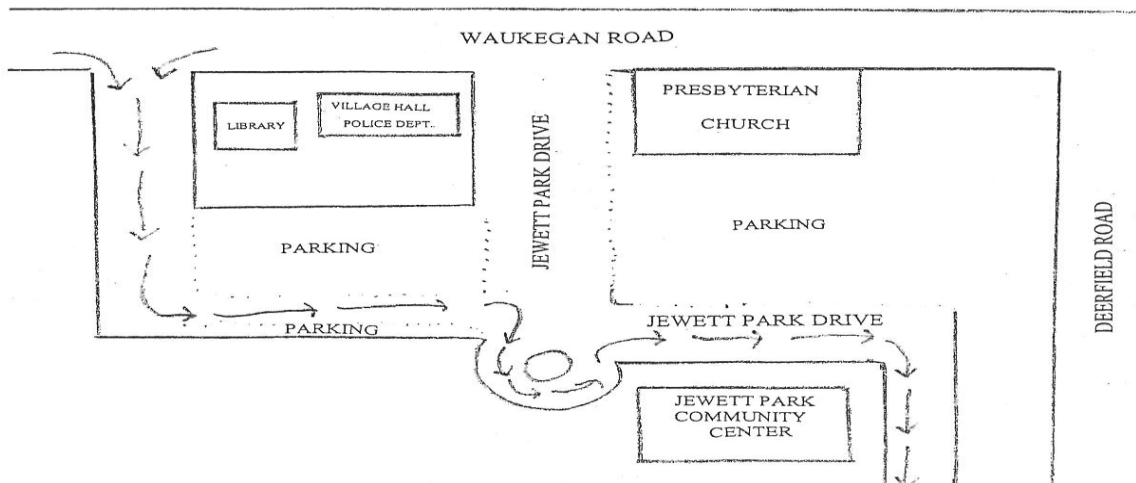
****Please note that the curbside drop off begins 5 minutes before the start of school.***

Curbside drop-off for all age groups is held in the circle driveway on the NORTHEAST side of the Jewett Park Community Center. Our preschool staff will be outside waiting to assist getting your child out of their car and into their classroom. ***Staff will not be assisting with unbuckling car seats or putting on jackets.***

Drop-off Procedure:

1. Enter the drop-off line from the LIBRARY ENTRANCE on Waukegan Road. Travel through the library parking lot, along the park and join the line that has formed enabling your car to turn right into the circle driveway. After turning in the circle drive, **PULL YOUR CAR ALL THE WAY UP IN THE CIRCLE DRIVEWAY** to allow more cars to enter the circle (see diagram below). Please be patient as the teachers assist others and wait in your car to see if you are instructed to pull further up in the circle.
2. **Important! Please keep your child safely inside your car and wait until a staff member comes to your car door.** Please be patient as the teachers assist other cars ahead of you. You may be instructed to move further up. Then, when a teacher or staff member comes to your car, place your car in PARK, unbuckle your child's seatbelt, and put your child's jacket on if needed. A teacher or staff member will guide your child to the ramp for the school entrance. **Do not let your child out of the car until a teacher is present at your car.**
3. As you exit the circle driveway, please turn right only and watch for pedestrians in the crosswalk. (No left turn is permitted)
4. Don't want to wait in the drop off circle? Families always have the option to park their car and walk their child to the bottom of the school entrance ramp. Before leaving this area, please be sure to wait for a staff member to acknowledge your child's arrival.

LATE ARRIVAL If you arrive late and our teachers or staff are no longer outside, please park your car in the parking lot and ring the Preschool doorbell. A staff member will let your child inside and assist your child to their classroom.



DISMISSAL FROM SCHOOL

All children will be picked up outside at the end of the school day (except children registered in enrichment classes). It is important to pick up your child on time. Children tend to get upset or worried if all the other children have been picked up and they are still waiting.

Pick Up Times/ Locations:

| | | |
|-----------------|---------|---|
| Little Learners | 11:00am | At the playground gate (Preschool ramp on inclement weather days) |
| 3-Year Olds | 11:15am | At the playground gate (Preschool ramp on inclement weather days) |
| Pre-K | 11:15am | At the bottom of the Preschool ramp. |

Pick Up procedures:

1. Enter the PICK-UP line from the LIBRARY ENTRANCE on Waukegan Road. Travel through the library parking lot, drive along the park and join the line that has formed enabling your car to turn right into the circle driveway. Please **PULL YOUR CAR ALL THE WAY UP IN THE CIRCLE DRIVEWAY** to allow more cars to enter the circle. (See diagram on previous page). **For the first few weeks, we don't always know families and their cars. Your child's teacher will give you a colored name card with your family name on it to place in a visible spot on the windshield or passenger window.** This will help expedite pick up.
2. Families always have the option to park their car and wait for their child at the bottom of the school entrance ramp or walkway. Please wait for the teachers to release your child at the fence gate. Or you may wait in your car in the circle driveway for the teachers to bring your child to your car. For inclement weather pick up, children will be waiting on the ramp as teachers release your child to you. **Do not park or leave your car unattended in the circle driveway.**
3. As you exit the circle driveway, please turn right only and watch for pedestrians in the crosswalk (No left turn is permitted)
4. Please inform the Preschool Office of any changes to cell phone numbers, home numbers or changes in persons authorized to pick up your child during the school year. If your child is going home with an adult that is not in your regular carpool, please send a **written note** in your child's backpack pouch. Your written note must include the date, your child's name, name of adult picking up and a legal guardian's signature. **We are not able to accept verbal or phone requests for pick up.** Your child will not be released to anyone who is not on your 'Authorization for Pick Up' or 'Emergency Contact Information' forms without a written note from you. Identification may be requested.
5. Please help keep our children and adults safe by **refraining from using your cell phone** for the few minutes you are in the circle driveway or picking up. We encourage you to drive slowly and use caution in the parking lot and circle driveway areas which can be quite congested at arrival and dismissal times.

Early Pick Up For security reasons, if you need to pick up your child early, please notify the Preschool office whenever possible. A written note is always appreciated to let your child's teacher and the Preschool office know ahead of time. When you arrive, ring the bell at the Preschool entry door.

Late Pick Up If you arrive late and our staff is not outside in the circle driveway, please park your car in the parking lot and ring the doorbell at the Preschool entry door. Please review our Late Pick-Up policy below.

LATE PICK-UP POLICY

We understand that emergencies do occur. Please call the Preschool Office if you will be late. If an adult authorized to pick up is over five (5) minutes late to pick up a child, we will attempt to reach an emergency contact listed on a child's Emergency Contact Information form. **Frequent tardiness for pick up may result in removal from Preschool.**

If after forty five (45) minutes, we have been unable to reach an authorized person, we will contact the Deerfield Police Department for assistance. A Deerfield Park District employee shall be responsible for the child's protection and well-being until the legal guardian, or person authorized to pick up the child arrives or the authorities arrive. We will do our best to keep the child comfortable and calm until the situation is resolved. This issue shall not hold the child responsible for the situation and that discussion of this issue will only be with the caregiver or guardian and never with the child.

It is imperative to have up-to-date emergency contact information on file with the Preschool office.

HEALTH AND SAFETY

Absences / Illness

IF YOUR CHILD WILL BE ABSENT FROM SCHOOL, YOU MUST EITHER:

1. Call the Preschool Office @ **(847) 572-2634** with the reason for absence and symptoms your child is experiencing.

or

2. Email the Preschool Office** @ judy@deerfieldparks.org **and** lynn@deerfieldparks.org

**** With different schedules in Preschool office coverage, we request that you mail both Judy and Lynn**

PLEASE KEEP YOUR CHILD HOME with any of the following symptoms:

- | | |
|--|--|
| * yellow or green nasal discharge | * temperature 100 or above |
| * discharge from the eyes or ears | * any contagious disease |
| * sore throat and/or persistent cough | * stomach ache, diarrhea and/or vomiting |
| * lethargy or inability to participate | * any unusual rash |

Due to public health codes, the Preschool office must be notified if your child has any communicable illness, i.e.: strep throat, conjunctivitis, head lice, fifth disease, Covid, etc.

FOR RETURN TO SCHOOL:

Your child must be free of any of the above symptoms for at least 24 hours and fever free without fever-reducing medicines such as Tylenol, Motrin, etc. We will follow the current Deerfield Park District protocols.

IF YOUR CHILD SHOULD BECOME SICK OR IF AN EMERGENCY OCCURS WHILE AT SCHOOL:

We will call you to pick up your child. If we are unable to reach you, we will contact one of the authorized adults listed on your Emergency Contact Information and/or Authorization for Pick Up Forms.

Vision and Hearing Screening

In the spring, a certified technician from the Lake County Health Department will be providing hearing and vision screening for children enrolled in the 3-Year Old and Pre-K programs. Families will be notified in advance of the date.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo a vision screening if an optometrist or ophthalmologist completes and signs a report form indicating that an examination has been administered within the previous 12 months. If applicable, please provide the Preschool Office with a copy of your child's eye exam report prior to the screening date.

WHAT TO BRING / WHAT TO WEAR

Everyday Clothing

We suggest play clothes that are comfortable and easy for a child to manage. Some projects may stain or be messy. Although smocks are provided, they do not always cover everything. Check the weather daily so your child is dressed appropriately for outdoor play. Weather permitting, we go outside EVERYDAY. Label each item with your child's full name in permanent marker. That allows us to return items to you. There is a lost & found bin in the Preschool Entrance Hallway.

Please send your child to school in **gym shoes** - not sandals, crocs or dress shoes - so they will be safe for indoor *and* outdoor activities. In the winter, send your child to school in boots with gym shoes in their backpack. To encourage your child's independence, gym shoes with Velcro are recommended.

Backpacks

Your child should bring a large backpack to school each day – large enough to hold their winter gear as well as extra clothing. Place Inside their backpack the following items: (place labeled items in a Ziplock bag)

- Shirt and/or sweatshirt
- pants (shorts in warm weather)
- underwear
- socks
- water bottle

Clothing in your child's backpack should be changed as the seasons change.

School T-Shirts

At the beginning of the school year, each child will receive a preschool t-shirt. For school spirit, we suggest wearing the t-shirt the first Friday of each month (Little Learners on the first Thursday). In addition, we encourage your child to wear their t-shirt on walking trips or field trips.

Cold Weather Clothing

Our experience tells us that the children feel proud of their accomplishments when they can dress themselves independently to go out and play. To encourage your child's independence, we recommend mittens instead of gloves, and boots with Velcro closures rather than laces. This type of gear allows your child to dress themselves more easily. For safety reasons, children should not wear loose scarves on the playground.

Upon arrival of cold weather, each child must bring in their backpack or wear to school: (we go outside most days)

- warm coat
- snow pants
- winter hat
- mittens
- snow boots (pull on or Velcro)
- **extra shoes for indoors** (when children take off their snow boots)

Items from Home

Except for a security item for young children on the first days of school, please leave all toys and playthings either in the car or at home. Items from home often become the subject of arguments, aggressive behavior and hurt feelings. Our Preschool provides a wide variety of materials designated to help your child learn and grow and many opportunities to work on sharing at school. If your child brings toys to school, the toys will be placed in your child's backpack. Weapons and war toys are never welcome.

CURRICULUM

About Our Curriculum

Young children construct their understanding of the world through active exploration. Our well-rounded curriculum includes opportunities in math, science and nature, literacy, language and listening, dramatic play, and daily outdoor

play. Our teachers strive to create the best possible learning environment for each child. Art and music/movement activities are a very important part of the daily program.

Activities change as the year progresses and as children develop new skills and perspectives. Teachers work as providers, facilitators, listeners, advisors, disciplinarians, mediators, helpers, and warm, nurturing people. Learning occurs as children interact with other children, with teachers, and with materials. These activities are the foundation for future formal learning. The children are working with others to solve problems, express feelings, and generate ideas. Preschool is a happy and challenging environment for children as they explore their expanding world.

Our classrooms are set up in learning centers offering exciting learning areas: blocks, writing, reading, manipulatives, science and nature, dramatic play, etc. Our art teachers offer a variety of materials that the child can examine, touch, and experiment with, using color, textures, and design. The groups gather for music and movement each week as well as stories and discussion. Weather permitting, the children play outdoors daily on the adjacent fenced preschool playground.

The curriculum exposes children to a variety of cultural experiences that encourage the development of values such as respect for diversity, giving, sharing, and learning to be good friends. Older children learn about responsibility and taking turns by holding small jobs in the classroom such as snack helpers, table washers, door holders, line leaders, line cabooses, meteorologists, etc.

A Typical Day at Preschool *Some classes will vary slightly, subject to change*

Little Learners

| | |
|-------------------|---|
| 9:00am | Arrival and welcome, handwashing/sanitizing |
| 9:00am – 10:15am | Group circle, learning centers, art table, music/movement |
| 10:15am – 10:30am | Clean up, story time |
| 10:30am – 10:45am | Handwashing, snack, dress for outdoor play |
| 10:50am – 11:00am | Outdoor play |
| 11:00am | Dismissal |

3-Year Old Program

| | |
|-------------------|---|
| 8:45am | Arrival and welcome, handwashing/sanitizing |
| 8:45am – 10:20am | Group circle, learning centers, art table, music/movement |
| 10:20am – 10:35am | Clean up, story time |
| 10:35am – 10:50am | Handwashing, snack, dress for outdoor play |
| 10:50am – 11:15am | Outdoor play |
| 11:15am | Dismissal |

Pre-K

| | |
|-------------------|---|
| 8:45am | Arrival and welcome, student check in, handwashing/sanitizing |
| 8:50am – 10:20am | Group circle, learning centers, art table, music/movement |
| 10:20am - 10:35am | Outdoor play |
| 10:35am – 10:50am | Clean up, handwashing, snack |
| 10:50am – 11:15am | Story time, review of the day, dress for dismissal |
| 11:15am | Dismissal |

Extending Your Child's Day

For older children, a child's day at Preschool may be extended through park district early childhood enrichment classes. Our teachers provide a smooth transition to these programs. Check the seasonal brochure for offerings. For additional information on Extend the Day programs, please contact **Megan Carbone @ 847-572-2621**

Pre-K students may register for Discovery Club held every afternoon until 3:00pm.

COMMUNICATION

Families and Teacher Team

Communication is key to your child's success at Preschool. Your observations of your child at home are as important as the teacher's observations at school. We hope you will feel free to share these with your child's teacher. Your insights into your own child are useful in helping the teacher work with your child. If there is an area of difficulty at school, communication and understanding between you and the teacher is an important step in helping your child.

Attached to your child's backpack will be a plastic note holder to be used for communication between home and school. Please check the note holder daily and we will, too. We urge you to contact us at any time if you want clarification about a program, to make suggestions, or to discuss your child's experience. We would appreciate you keeping us informed of anything unusual that has happened or is about to happen in your family life (e.g., illness, parents away, death in the family, family visits, birth of a sibling, etc.). We would like to be able to support you as much as possible when you are in need.

We feel regular communication with teachers is important. A fall phone conference is scheduled for all age groups. In March, we will hold evening conferences for children in our 3-Year Old and Pre-K 4's programs. In April, a second phone conference is held for children in our Little Learners program. *A meeting or phone call may be scheduled whenever parents or teachers have a concern they wish to share.*

In order to best serve the children, we must strive to keep lines of communication open at all times. We are available to talk to you about any issues and/or concerns that you might have. It is important that these kinds of conversations take place **outside** of the classroom. When the teachers are in the classroom, they are responsible for all of the children that are in their care. This will also ensure that you receive our undivided attention. Please do not hesitate to call us to set up a time to address any concerns that you might have about your child.

Annual Surveys

In the spring, we will send home a survey on our preschool program. We encourage you to complete and return these surveys, as your feedback really helps us grow and learn. However, please never hesitate to approach us with feedback throughout the school year through daily conversations, conferences, or by phone or email. We are always open to hearing your concerns and/or recommendations.

FOOD AND SNACKS

Snacks

Every day a snack is served at school. Typically, we serve snacks such as pretzels, various crackers, goldfish, or vanilla wafers. Foods such as peanuts, popcorn, or whole marshmallows are never served.

Allergies: Your child's health is most important to us. If your child cannot eat snacks that are served or a special treat that is brought in, we may ask that you provide snacks that your child can eat to be left at school for your child. Be sure

to discuss your child's specific food allergies with your child's teachers. A Medical Distribution form must be completed for dispensing medication.

Food Policy

All food items that are brought in for birthdays, special days, etc. must follow the guidelines listed below (small portions or mini-sized snacks are best for young children):

- Food items must be store-bought in their original packaging with the nutritional label intact. Please read the labels carefully for nut-free products. **If the package has any statements such as: contains peanut or tree nuts, may contain peanuts or tree nuts, processed on shared equipment with peanuts or tree nuts, or processed in a plant that also processes peanuts or tree nuts, we will NOT be able to serve the snack.**
- Home-baked items and unlabeled bakery items are NOT allowed.
- We are unable to cut fruit at school. Packaged, store-bought, unopened fresh fruit (such as pre-sliced apples) as well as low sugar fruit cups (such as applesauce, pears, or peaches) are allowed in their original packaging.

Please do not have your child, a sibling or accompanying adult bring in any food items or hot drinks such as coffee into the classroom due to safety and allergies. Gum and candy are not permitted as they are choking hazards.

SPECIAL CELEBRATIONS

Special Days

Families of children in our 3-Year Old and Pre-K programs are invited to spend some time at school with their child on their birthday or "special day." A "special day" can take the place of a birthday occurring over the summer or during a vacation period, or if a celebration otherwise can't occur close to a child's birthday. Your child's teacher will send a note home to let you know which day your visit is scheduled.

On your visiting day, we encourage you to bring simple SMALL or MINI-SIZED treats for each child in the class. These treats must meet our food policy guidelines which are stated above, or we will not be able to serve them.

When you visit for a birthday or special day, **please refrain from bringing siblings.** Your child will appreciate your individual attention and that will make the visit truly special. We welcome you to our school and hope you enjoy your visit.

Birthdays

When celebrating your child's birthday outside of school, please consider inviting all classmates so that no child feels excluded. Children do talk about their parties and feelings can get hurt. In order to prevent confusion and/or loss of invitations, birthday party invitations may NOT be distributed at school. Thank you for your cooperation.

CLASSROOM VOLUNTEERS

Adult Room Leaders / Classroom Volunteers

Room Leaders assist teachers as needed and help to create a community within each classroom. Responsibilities include but are not limited to coordinating classroom events (such as Halloween, Holiday parties, Valentine's Day), and reaching out to others in the class who would like to volunteer. Many Room Leaders organize social events that help families to get to know each other (i.e., coffees and play dates at the playground) or activities related to Teacher Appreciation Week in May.

In addition to Room Leaders, we frequently ask families to volunteer in the classroom as a guest reader, project helper and/or assist with classroom activities. Your child's teacher will notify you for sign-up.

We encourage all families to sign up to assist in their child's classroom during the school year. This opportunity allows you to be part of your child's learning and to see your child in action in their classroom.

Field Trips / Walking Trips

The Preschool incorporates the outdoor environment and the community into many aspects of our program. Occasionally, we will take the children on local walks to the library, police station, or nearby store. WE WILL NOTIFY YOU IN ADVANCE OF THESE TRIPS. Periodically, we take the children in our Pre-K program on bus trips. We often ask for volunteers to assist with their child's class. Unfortunately, we cannot take siblings on these trips. A signed permission slip is required prior to any bus field trip.

BEHAVIOR MANAGEMENT

Our goal is to provide a safe environment for all children. If a child experiences difficulties in our program, the director, program coordinator, teachers and families may meet to establish a plan with mutual goals for the child.

We follow the program participant conduct plan stated in the general information of the seasonal park district brochure.

Discipline Policy

It is our goal to create an environment that allows each child to develop self-management skills and inner control. The children are provided with consistent, realistic limits and routines and helped to follow them through positive reinforcement methods only. Children are encouraged to use words, rather than physical means, to resolve conflicts, and are helped to be in tune with their own feelings and the feelings of other children.

The Preschool staff will communicate their behavioral expectations in a language that children are able to understand to redirect inappropriate behavior. Removal from a scene of conflict will be used to help the child to regain self-control and is accomplished either through talking with the teacher or moving to a quieter play area. Positive discipline teaches children about limits, how to maintain control over their bodies and how to problem solve in the event of conflict. Under no circumstances is corporal punishment or verbal abuse used.

Meeting Each Child's Needs

We recognize the need for and support early intervention for young children when necessary. We work closely with Northern Suburban Special Recreation Association (NSSRA) to provide additional support to our students and staff. We can work together to achieve agreed upon goals. In addition, Deerfield School District 109 offers **CHILD FIND** for those children 3 years of age or older who may need assistance.

SAFETY AND SECURITY

Security

The security of the children and staff in our program is a top priority. We are in a secured area of the building – all doors are locked during the school day. The double glass entry doors on the NE side of school are closed and locked immediately after drop-off is concluded.

School Emergency Procedures

In the event of the necessity to evacuate the building due to an emergency, the children will be evacuated through the designated exit and will be escorted to a safe area away from the building. Children will remain outside of the building until we are informed by the proper authorities that it is safe to re-enter.

In the case of a tornado, emergency tornado procedures will be put in place. The staff and children will remain in “safe” areas in the building until weather conditions clear.

Safety drills are conducted regularly and are recorded in accordance with DCFS licensing.

Pest Control Procedures

The Jewett Park Preschool Playground is maintained by the Deerfield Park District. Recognizing the importance of providing safe, as well as attractive park areas, the Park District engages in a supervised program of pesticide application. Using the most up to date and safest chemicals available, the Park District hopes to control undesirable insects and plants, etc.

Application is typically done twice, usually in the fall and early spring of the year. When a park/school facility is being sprayed such as the Jewett Park Preschool Playground, the Preschool director will be notified in advance. When school is in session, spraying of grounds will be conducted after 4:00pm or on a Saturday.

More detailed information is available upon request.

Radon Testing

The State of Illinois Department of Children and Family Services (DCFS) requires that all licensed childcare facilities hire an Illinois Emergency Management Agency (IEMA) Licensed Radon Measurement Professional to test the radon level in the building. This testing must be completed every three years and is posted next to our DCFS license.

PROGRAM INFORMATION AND POLICIES

Emergency School Closings

The Deerfield Park District Preschool follows the same **snow cancellation** policy as Deerfield School District 109. If District 109 has cancelled school due to snow, our Preschool will be closed, and **families will be notified via email by 7:30am**. If the District has a late start or cancels school due to other weather conditions, we will make every attempt to keep school open. If we are unable to open, **you will receive an email with an update on the preschool status by 7:30am**. There are no make-up days for emergency closings.

Registration / Enrollment

Fall registration for new students is held in early January. Current students are given priority to register before the general public. **All registrations and payments are handled at the Deerfield Park District Registration Desk in the Jewett Park Community Center.**

Birth Certificate Policy

In order to comply with The Missing Children's Records Act, The Illinois Department of Children and Family Services (DCFS) requires that we have a certified copy of each child's birth certificate on file within 30 days of enrollment. We are required by The Missing Children's Records Act, to notify the Illinois State Police or local law enforcement agency if a parent or guardian fails to submit proof of the child's identity within the 30-day time frame.

School Directory / Photos

A school directory will be distributed shortly after the school year begins. This directory is for the personal use of Preschool families only and may not be used for any other purpose. In addition, photos may be taken throughout the school year to create books, display in the classroom or hallway, or used in promotion of park district programs.

If you do not wish for your child's name to be listed in the school directory, or photos of your child to be used in park district publicity, please notify the Preschool office by August 1. ***PLEASE COMPLETE THE LAST PAGE OF THIS PRESCHOOL HANDBOOK (SIGNATURE PAGE)***

Every student will receive a class photo taken by a professional photographer during the school year. Unfortunately, we are unable to take individual photos at that time.

Throughout the year, many photos are taken of children by the teachers. At the end of the year, many of those photos will be available to you.

Withdrawal From Program

Please give the Directors at least TWO weeks written notice if you plan to withdraw your child from school. Unfortunately, there can be no adjustments, make-ups, or refunds when children are absent or on vacation, or if snow or emergency days occur.

Please tear out and complete the Signature Page
and return with enrollment forms by August 1st.



Child's Last Name _____ Child's First Name _____

I have read the Deerfield Park District Preschool Parent Handbook including the Late Pick-Up Policy, Food Policy, Discipline Policy as well as other policies and procedures.

Legal Guardian Signature _____ Date ____ / ____ / ____

I give permission for photos of my child to be used in the classroom, hallways and/or for Deerfield Park District publicity.

Legal Guardian Signature _____ Date ____ / ____ / ____

I give permission for my child to leave the premises to take local walking field trips.

Legal Guardian Signature _____ Date ____ / ____ / ____

I give permission for my child to be listed in the school student directory. This directory is for the personal use of preschool families only.

Legal Guardian Signature _____ Date ____ / ____ / ____

Please complete information below (to be listed in the student directory)

Child's Last Name _____ Child's First Name _____

Home Address _____ Town _____

Legal Guardian Names

Phone #

Email address

