

# YORK CENTER PARK DISTRICT

## 2's and 3's Preschool Information Packet

### 2022-2023

Welcome to YCPD Preschool! We are happy to provide your child with many fascinating experiences and fun times as he/she grows throughout this year.

#### **Daily Activities and Important Information**

**Location:** York Center Park District is located at 1609 S. Luther in Lombard (just east of the York Center Fire Department; two blocks east of Meyers Road and four blocks south of Roosevelt Road).

**Purpose:** Upon arrival, children will put their name magnet on our magnetic wall, and sit on their individual seat circle on the carpet. We will begin class by reading a story related to our daily theme, talk about the weather and do the calendar to learn numbers and counting skills. Children will learn through free play in our classroom including but not limited to our home play area, library area, science center, and art center. Each child will create crafts and/or worksheets, working one-on-one with the teacher or aid. The second half of the class will include a snack and either gym time or outside physical activities depending on the weather. Each week will have a theme designed to teach shapes, counting, alphabet, sizes, opposites, etc.

**Assessment:** Children will be assessed twice a year, once in November and then again in May, to follow their progress throughout the school year. This information will be available to the parents.

**Orientation:** There will be a preschool orientation in August. Your child will have the opportunity to meet the teachers, play with classmates, and see the classroom.

**Eligibility/Schedule:** Your child must be 2 ½ years of age by September 1, 2022, to be eligible for enrollment. **All children must be toilet trained in order to be an eligible participant.** There is a maximum of twelve children in the class. We meet two days per week, Tuesdays and Thursdays, from 8:30 am to 10:30 am.

**Tablets:** Tablets are available to use in the classroom. We have developed a program that will help enhance the learning process on themes while using technology. Children will become acquainted with tablets and be able to use them with the teacher's assistance.

**Communication:** To help keep you informed about what goes on in our classroom and to let you know about park district activities, a monthly newsletter will be sent home, along with a monthly snack list. Each child will provide snack about once per month depending on class size.

**Toilet Training/Clothes Wetting Emergency:** If there is a clothes-wetting emergency and you cannot be reached by phone, we will do our best to handle the situation. For this reason, **you should send a complete change of clothes (pants, shirt, underwear, and socks) in a clear plastic Ziploc bag marked with your child's name.** If your child is having a problem with wetting him/herself please let us

know. We do not have any extra clothes available for children to change into, other than the extra set that you provide for them. We do not assist with the children's toilet activities.

### **Absence, Illness, and Injury**

**Absence:** Anytime your child will not be able to attend the program, whether due to illness, vacation, etc., please notify the York Center Park District office staff. Staff needs to know in advance who will be attending to adapt the lesson plans for that day. **There are no refunds or credits given for any absences.**

**Illness and Injury:** In cases of communicable diseases such as measles, mumps, chicken pox, etc., please notify the York Center Park District so that the instructors can notify the other parents. Children with colds, sore throats, flu, etc., should stay at home for the protection of all involved with the program. If a child develops symptoms of illness during the program, he/she will be separated from the group and their parents will be notified to pick up the child. A child should not return to the program until he/she is able to engage in a full program of indoor and outdoor activities.

**Medicine Policy:** If your child is required to take **any** medication such as Ritalin, antibiotics, etc., you must complete a Medication Form. Under no circumstances will the child be able to carry or hold his/her own medication.

**First Aid Policy:** All instructors are certified in CPR and First Aid. First Aid will be administered if necessary and an ambulance will be called if needed. An accident report will be completed for each incident and must be signed and reviewed by a parent/guardian. All parents must complete a Confidential Information Sheet or an EPACT that will be emailed to you.

**Insurance Policy:** York Center Park District does not provide medical insurance coverage for individuals who participate in our programs or use our facilities. To do so would make programs and user fees prohibitive.

### **When to keep your child at home:**

A few guidelines that may be helpful

**PLEASE Do Not** send your child if she/he has any of these symptoms **the night before or the morning of class.**

- |        |                 |               |           |
|--------|-----------------|---------------|-----------|
| -rash  | -swollen glands | -sore throat  | -pink eye |
| -fever | -earache        | -vomiting     |           |
| - cold | - cough         | -sluggishness |           |

In order to reduce the spreading of germs, please encourage your child to use tissues & cover their mouth with their arm, NOT their hand, when coughing or sneezing.

Please let us know if your child is contagious so that we can alert other parents as necessary.

## **Registration Information**

**Preschool Fees for 2022-2023 school year are as follows:**

**One time \$25 registration fee**

### **Two's and Three's**

2022-2023 School year- September 4th thru May 25th (this program follows the District 45 calendar)

Tuesday's and Thursday's - 8:30AM - 10:30AM

\$153/resident per month (includes 2% processing fee)

\$158.10/ non resident per month (includes 2% processing fee)

**Payment:** Preschool payments are to be paid in full at the office. Please make payment in full at the beginning of each month. Cash, check, or credit card (MasterCard/Visa/Discover) is accepted. **If paying with a credit card there is a 2% processing fee already included in the monthly fee. If paying by cash or check please speak to the office**

## **Pick Up and Drop Off Procedures**

**Pick-Up Procedures:** If someone other than yourself will be picking up your child, their name must be on the **Pick up List on Epact** and they will be asked for their driver's license. Only those listed on the Pick Up List may have permission to pick up your child. Please call our office at (630) 629-0886 to make these arrangements. Please allow 5 minutes for check out procedures. This will allow your child to leave their activity and get his/her things together, the instructor to talk to you about any important details, and time to check your child's mailbox.

**Parking Procedures:** Parents are required to park in a marked parking space when picking up their children. You may not park or leave your car running in the driveway. Also, do not leave siblings unattended in the car. For the safety of the children, please follow One Way, Do Not Enter signs, and the speed limit.

**Late Fee:** We appreciate your promptness in picking your child up as children do worry when a parent or guardian is late. If an emergency should arise causing you to be late, please notify the office at 629-0886. Any parent picking up a child after 10:30 will first receive a verbal warning. Thereafter, you will be charged a late fee of \$5.00 for every 5 minutes that you are late for picking up your child.

**Outdoor Activities:** Some activities may be held at the parks located within York Center Park District boundaries. We require parents to sign a permission form to take the children to the park. Please sign the attached park permission form.

**Clothes:** Children should wear "play" clothes. There will be time spent playing outside and participating in group activities in the gym. Washable play clothes are ideal for the preschool program. Children should wear gym shoes. NO black-soled or street shoes are allowed in the gym. We encourage the children to dress appropriately for the weather conditions. Finally, we encourage you to label all of your child's belongings.

### **Snack Time Hints**

The York Center Park District will provide a snack for the first week of school. Thereafter, you will be assigned a snack date so each child will get a turn. Depending on the class size, your turn may be multiple times a month or once a month.

If your child's birthday falls during the session, you'll be assigned that date or one close to it. If they have a summer birthday we will pick a day during the school year to celebrate. Please feel free to bring cupcakes or donut holes for the special day! However, please save cupcakes, cookies or donut holes for birthday treats only. **Please bring treats that are the same flavor.** Otherwise, please bring a nutritious snack. Here are a few suggestions:

Carrot Sticks	Pretzels
Cheese & Crackers	Fruit
Fruit Snacks	Cheese Cubes
Graham Crackers	Muffins
Celery Sticks	Goldfish Crackers

Also, on your snack day please bring fruit juice or milk. Be prepared to supply enough for 12 children. One gallon of milk or juice is usually enough. We will check information sheets for food allergies and note them on the snack list. If your child is sick on his/her snack day, please phone the office (630-629-0886) so other arrangements can be made.

Once again, welcome to the 2s and 3s program and feel free to call any time if you have questions or concerns.