

YORK CENTER PARK DISTRICT

4's and 5's Preschool Information Packet

2022-2023

Welcome to YCPD Preschool! We are happy to provide you & your child with a fun learning experience, 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: Our goal is to provide many sensory learning experiences to increase your child's self-confidence. We work to enhance natural growth in increasing attention span, ability to follow directions and development of social skills. Cutting, gluing, and working with toys and puzzles are aids in small muscle development. We also have many learning activities planned, which include the alphabet and numbers. We will begin class with Circle time, by reading a story related to our daily theme, talking about the weather and doing 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.

Eligibility/Schedule: Our class consists of children from four to five years old. Your child must be 4 years of age by September 1, 2022. There is a maximum of twelve students in the class. We meet three times per week, Monday, Wednesday & Friday from 8:30 am to 11:30 am.

Tablets: Tablets are available to use in the classroom. We have developed a program that will help enhance the learning process on particular 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 classroom activities, a monthly newsletter will be sent home, along with a monthly snack list. Each child will provide snack once or twice per month depending on enrollment.

Toilet Training/Clothes Wetting Emergency: In the event of a clothes-wetting emergency, you will be contacted immediately to come & change your child's clothes. For this reason, **you should send a complete change of clothes (pants, shirt, underwear & socks) to keep in class in a clear plastic**

zippered bag marked with your child's name. If your child is having a problem with wetting him/herself, please let us know. Again, please leave a change of clothes just to be safe. We do not have any extra clothes available for children to change. Also, 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. Our staff needs to know in advance who will be attending for the purpose of activities & snacks. **Sorry, 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 immediately, so that we can notify the other parents. Children with colds, sore throats, flu, etc., should stay at home for the protection of all involved. If a child develops symptoms of illness during the program, he/she will be separated from the group. His/her parents will be notified to pick up the child. Your child should not return to the program until he/she is free of fever for 24 hours & is able to engage in a full program of indoor & outdoor activities.

Medicine Policy: If your child is required to take **any** medication such as Ritalin, antibiotics, etc., you must complete the Epact which will be emailed to you. Under no circumstances will the child be able to carry or hold his/her own medication. If no medications are needed, please sign your name & write "Not Applicable" on the Medication Form.

First Aid Policy: All instructors are certified in CPR & First Aid. First Aid will be administered, if necessary. If needed, an ambulance will also be called. An accident report will be completed for each incident. It must be reviewed & signed by a parent/guardian. All parents must complete a Confidential Information Sheet.

Insurance Policy: York Center Park District does not provide medical insurance coverage for individuals who use our facilities or participate in our programs.

When to keep your child at home:

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

- rash -swollen glands -sore throat
- sneezing -red/swollen eye (Pink eye)
- fever -earache -vomiting
- cold - cough -sluggishness

At preschool we always have tissues handy. To avoid spreading germs, please encourage your child to use tissues & cover their mouth with their arm, **not** their hand, when coughing or sneezing.

Registration Information

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

One time registration fee \$25

Fours and Fives

2022-2023 School Year- **September 7th thru May 26th** (this program follows the District 45 calendar)

Mondays, Wednesdays, Fridays - 8:30AM - 11:30AM

Two days per week -

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

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

Three days per week-

\$229.50/month for resident (includes 2% processing fee)

\$234.60/month for non resident (includes 2% processing fee)

Monday - Friday- FULL DAY 8:30AM - 3:00PM

\$612/month for resident (includes 2% processing fee)

\$627.30/month for non resident (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) is accepted. **There is a 2% processing fee for all credit card transactions which has been included in the fee.**

Information Form: The York Center Park District requires that an information form be completed on each child, along with a waiver release form. You will be asked to complete these forms online through the Epact upon registering your child for the program. If any pertinent information should change, please notify the teacher.

Every parent must complete the Epact online

We will email the Epact information to you PLEASE complete the information prior to the first day of class. This is Emergency information we need for your child.

Pick Up and Drop Off Procedures

Pick-Up Procedures: If someone other than a parent is to pick up your child, their name must be on the **EPACT**. They will be asked for their driver's license. No one will be able to pick up your child, except those listed on the Epact unless special arrangements have been made beforehand. Please call our office at (630) 629-0886 to make these arrangements. Please allow 5 minutes for check out procedures. This will allow the instructor to talk to you about any important information from the day.

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 & the speed limit.

Late Fee: We appreciate your promptness in picking up your child. They worry when a parent or guardian is late. If an emergency should arise, causing you to be late, please notify the office at 630-629-0886. Any parent picking up a child after 11:30AM for half day or 3:00PM for full day 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

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 on the EPACT to take the children to the park. Please sign the attached park permission form or your child will not go to the parks with the rest of the group.

Clothes: Children should wear "play" clothes. There will be time spent playing outside & 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 every once a month or every other month.

If your child's birthday falls during the session, you'll probably be assigned that date or one close to it. Please feel free to bring cupcakes or doughnut holes for the special day! However, please save cupcakes, cookies or Munchkins for birthday treats only. **Treats that are the same flavor are appreciated.**

Otherwise, please bring a nutritious snack. Here are a few suggestions:

Popcorn	Carrot Sticks	Graham Crackers
Pretzels	Celery Sticks	Muffins
Fruit snacks	Cheese Cubes	Peanut Butter

Also, on your snack day please bring fruit juice, milk or water. Teachers will inform parents of how many students are in the class. 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 Fun for 4s and 5s program! Please feel free to call any time if you have questions or concerns.