



Salt Creek Park District Preschool

530 S. Williams Avenue

Palatine, IL 60074

(847) 259-6890

www.saltcreekpd.com

2011-2012

Preschool Manual

We would like to welcome you and your child to the Salt Creek Park District Preschool Program.

We hope this booklet will answer any questions you may have.

Philosophy

Salt Creek Park District's Preschool's philosophy is to create an environment that stimulates all developmental areas of learning. We feel that this takes place best in a learning environment where your child can grow and develop at his or her own unique pace. Our preschool will provide a wide variety of learning experiences that will promote independence, decision-making and appreciation of the world around your preschooler.

This will be accomplished by using weekly themes that will incorporate structured group activities, constructive play, art, music, stories and freedom for your child to explore and discover new experiences.

We are committed to assisting your preschooler to develop physically, mentally, socially and emotionally, so that their learning experience is healthy, fun and can be a first step towards positive educational experiences.

Preschool Staff

Kari Wisowaty, *Recreation Supervisor and Preschool Director*, currently attends graduate school for Educational Leadership and holds a B.S. in Kinesiology from Northern Illinois University. She has held positions as a preschool teacher, college instructor, dance coach and choreographer. As a Recreation Supervisor, Kari oversees many programs including summer camp, adult and youth dance programs and senior trips.

Glenda Kosulic, *Preschool Teacher*, graduated with a degree in Early Childhood from Bradford University in England. She worked in a day care center before moving to the Chicago area. Glenda has been a substitute teacher for 9 years and a full time teacher for Salt Creek Park District Preschool for the past 8 years.

Cindy Fracassi, *Preschool Teacher*, has worked four years in a Montessori school as a Preschool Assistant. This is Cindy's fourth year of teaching at Salt Creek Park District. She has volunteered at the elementary level for many years in the art and physical education programs. Cindy also enjoyed volunteering for the after-school programs at her children's school.

Gail Walker, *Preschool Teacher*, graduated with a Bachelor of Science degree in Early Child Education from Iowa State University. She taught preschool for six years and kindergarten for two years. She has been a substitute teacher for six years at Salt Creek Park District Preschool. This is Gail's fourth year of teaching.



Parents, please direct any questions pertaining to registration or tuition payment to the office staff.

Questions pertaining to classroom activities can be answered by our teachers.

Do not hesitate to ask questions before or after class.

Any other questions regarding the program should be directed to Kari Wisowaty

at 847-259-6890 ext. 113, or email kwisowaty@saltcreekpd.com.

Class Options and Fees

Preschool Programs – 2011-2012

All Classes are 2 ½ hours long.

If you are looking for a quality program, the Park District's preschool program is the one for you! Our program offers an opportunity for your child to develop socially, physically, intellectually and emotionally.

Choose a 2, 3 or 4 day option for your child's needs. Our teacher to student ratio is 1:8.

No tuition is due in May (to offset winter/spring break days off) if your child attends from September through May.

REGISTRATION INFORMATION

- Children must be the appropriate age by September 1, 2011. Children who turn 3 after September 1, 2011 and are potty-trained can join our 3 year old program during their birth month if we have openings.
- Children must be potty-trained, no pull-ups.
- The \$25.00 deposit paid at the time of registration is non-refundable and used towards your 1st month's tuition.

3 YEAR OLD PROGRAM

Day: ***Tues/Thurs***
 Fee: \$105 per month resident
 \$115 per month non-resident
 Time: 9:00-11:30am

Day: ***Mon-Wed-Fri***
 Fee: \$155 per month resident
 \$170 per month non-resident
 Time: 9:00-11:30am

4 YEAR OLD PROGRAM

Day: ***Tues/Thurs***
 Fee: \$105 per month resident
 \$115 per month non-resident
 Time: 12:30-3:00pm

Day: ***Mon-Wed-Fri***
 Fee: \$155 per month resident
 \$170 per month non-resident
 Time: 12:30-3:00pm

***Please call our office at
 847-259-6890 to arrange
 a visit to our preschool.***

Day: ***Mon/Tues/Wed/Thurs***
 Fee: \$195 per month resident
 \$215 per month non-resident
 Time: 12:30-3:00pm

General Information

Toilet Training

Children must be toilet trained before entering the preschool program. We realize a child might have an accident (spilling drinks at snack time or a potty mishap); therefore, we ask parents to bring an extra set of clothing (shirt, pants, underwear and socks) in a **ZIPLOC BAG** with your child's name and class clearly printed on both sides. We will store these items at school for your convenience. There are separate gender bathrooms located in the preschool room.

Arrival/Departure

Upon arrival at school, we ask parents and children to wait in the vestibule area. The teachers will open the classroom door promptly at the time class is scheduled to begin and will reopen at time of dismissal.

PLEASE BE ON TIME. If all the other children have gone home, the few extra minutes your child waits for Mom or Dad can be traumatic. *Please notify the office at 847-259-6890 if you are going to be extremely late, due to uncontrollable circumstances, so that we can prepare your child.*

Signing In and Out (Pick-up Permission Slips)

Parents must sign in and sign out children on a daily basis. Children will be released only to the person listed on your child's "pickup permission slip". Parents can change permission slips throughout the year. In case of emergency - parents may give permission verbally by calling the office. Anyone picking up your child may be required to show ID.

Dress for School

PLEASE DRESS YOUR CHILD IN COMFORTABLE, WASHABLE PLAY CLOTHES. We work with a variety of materials that tend to be "messy". Children will enjoy the program more if they do not need to worry about spills and accidents. The children are involved in an active motor movement program; therefore, gym shoes or play shoes (rubber soled shoes) should be worn at all times. Please mark all removable clothing items with your child's name. The preschoolers will have outdoor play when weather permits, so please dress your child accordingly. Hats, mittens, and boots should be worn during cold months.

School Closing Information

The Park District Preschool follows District 15's policy on closing schools for SNOW DAYS, and will be closed when they are. Please check the radio, TV stations or www.saltcreekpd.com for school closures. Also, Salt Creek may cancel classes due to extreme cold or snow conditions. In the event of a school closing due to unpredictable circumstances we will notify you personally. There will be no make-up days due to weather closings.

Forms

Each child is required to have an emergency release form on file. When filling out the emergency form, please choose an emergency contact that is located close to school and readily available to pick up your child in case of an emergency. Medical forms must be completed by your doctor with updated immunization records.

Health Policy

It is crucial that you keep your child at home if they experience any flu-like symptoms.

If your child does not feel well, please keep him/her home from school and notify our office. For the protection of all children, we cannot accept a child who arrives and seems ill or has experienced vomiting or diarrhea within the last 24 hours. Children should not return to school until they are fever free for 24 hours. If your child becomes ill at school, you will be notified and required to take him/her home. If you are not available, the emergency contact listed on your form will be called. If your child contracts a communicable disease, notify the office immediately. All parents will be notified as soon as possible. When releasing this information, the child's name will be confidential.

If teachers feel that your child is sick and should not be in class, they will use their discretion regarding whether or not to send your child home (i.e. excessive runny nose, colored discharge, uncontrollable cough). If a preschooler requires emergency medical treatment, the paramedics will be called. Parents will be notified as soon as possible. For minor cuts and abrasions, first aid will be administered.

Conferences/Progress Reports

Progress reports will be completed by the teachers in November. Parents have the option to review the progress report with the teachers or receive a progress report without a conference. Reports will assess your child's social growth and recognition of colors, shapes, letters and numbers.

Parent Involvement

We encourage all parents to enjoy this preschool experience with their child. Parents can volunteer and share any of their talents with our classes. Likewise, we encourage participation in field trips, Ladies Nite and Guy's Nite which are held during the school year.

Parties and Birthday Celebrations

We will celebrate special seasonal parties throughout the school year. Please check monthly calendars for specific information about each party.

Each student will have the opportunity to celebrate his/her birthday in our classroom (summer birthdays will be scheduled during the first few weeks or last few weeks of school). We encourage parents to bring a special treat from our list (cookies, ice cream, brownies or doughnuts) as well as a favorite story to read at library time to help celebrate your child's special day. **PLEASE, NO CUPCAKES.** Check snack calendars for the day we have scheduled your child's birthday celebration.

Snacks

WE ARE A PEANUT FREE ENVIRONMENT

Parents will be asked to contribute snacks for their child's class.

Snack List*

We encourage parents to bring snacks that are healthy and nutritious. Here are a few suggestions. Please check the ingredients in all snacks to make sure they are peanut free. Water will be provided.

Please bring one of the following:

Pretzels	Raisins	Dry cereal
Muffins	Cheese & Crackers	Saltines
Bagels w/ cream cheese	Trail Mix – no nuts	Ritz Crackers
Fresh Vegetables	Graham Crackers	Ritz bite size
Fresh fruit	Fish crackers	

**It will be a special day for your child when he/she is our "snack person."*

Be creative and remember to involve your child in making the choice. Keep in mind a light healthy snack for the preschoolers. We ask that you do not bring snacks high in sugar such as cookies or donuts. We will keep these special treats for birthday celebrations only. Check monthly snack calendars for your assigned snack day.

Please remind teachers of any food allergies.

Monthly Calendar/Snack Calendar

Calendars will be placed in your child's basket on a monthly basis. Calendars will also be available on our website at www.saltcreekpd.com . This will inform you of the activities for the month and any additional notes. Bi-weekly email updates will update you on activities from the week and any new changes. Snack calendars will be attached also.

Field trips

Field trips will be provided for the children to gain experiences outside the classroom. Parents are invited and welcome to attend with their child. These trips require additional fees that will be collected prior to the trip and transportation will be provided by the Park District.



Classroom Design

Providing a quality classroom environment for a young preschooler is paramount to how that child learns. One way children learn is through **play**; therefore, we allow our preschoolers that opportunity. Play enables children to express feelings, master skills and increase vocabulary.

We have “centers” set up around the classroom to offer different types of activities that are changed frequently to align with themes and to keep curiosity aroused. The children are encouraged to move from center to center and explore their environment. The following is a list of the types of centers available:

Circle Time: Discussion time on weekly themes, calendar and weather. Shapes, colors, numbers, alphabet, and math concepts are reviewed. The children will also spend time in a group, listening to directions, sharing a story, making music or singing.

Project Table: Used daily to teach a specific skill such as cutting with scissors or following sequence of directions. Projects coincide with the weekly themes or concepts currently being used.

Creative Art: Exploration of creativity using different mediums like paint, chalk and markers.

Library Area: Provides a quiet setting for exploration of books and reading materials.

Dramatic Play Center: Imaginative play, kitchen center, dress-up, dolls

Large Block Area: Allows for socialization, creativity and special awareness.

Large Motor Skills: Increases physical ability by utilizing equipment such as the playground, hula hoops, parachutes, scooters and a variety of balls.

Writing Table: Ideal for practicing writing techniques using a variety of paper, scissors, markers and crayons.

Playground Area: Outdoor area with playground equipment appropriate for 3-5 year olds. Field area for large games.

Sensory/Science Table: Center offers the child a creative, sensory experience with hands-on exploration.



General Classroom Routine

Monthly lesson plans have been formulated by the preschool teaching staff and are constantly revised and updated as needed. The 3 year old program focuses on providing a warm atmosphere to foster independence while working on basic social interaction skills. The 4 year old students will prepare for kindergarten by working on listening skills and taking instruction. The program will also focus on strengthening fine motor muscles used in writing, cutting and foster pre-reading skills and phonemic awareness. Each year is planned for all the students with plenty of fun, exciting special events and creative art projects that focus on “process” and not final “product”. The children are exposed to education in areas of nature, science, letters, numbers, colors, music and activities that emphasize motor skill development.

The following is a general “flow chart” of each day.

All general areas are covered daily; however, the order may be switched depending on the goals of the day.

Constructive Play - Children are encouraged to move freely throughout the curriculum areas.

Project Activities - While children are engaged in free play, they are encouraged to create a project that usually relates to the weekly themes.

Circle Time - Learning about the weather, dressing for weather and calendar time. We also learn about our weekly theme through games, songs and group activities.

Snack Time - Prior to snacks, all students take turns using the bathroom facilities and washing hands. Monthly calendars have the names of each child responsible for the snack.

Story Time - We feel exposure to books is very important for all children. Therefore, we share a story with the preschoolers on a daily basis.

Special Activities - Show-n-tell and downstairs gym time during inclement weather.

Closing - Review of the day. Prepare to go home. When children are ready to go home, they will sit and wait until a teacher calls their name while the parent signs them out. Remember to check baskets for papers and art projects.

Don't forget to check out our parent board for additional information and updates.



Salt Creek Park District Preschool

September 2011

Name of Child:

Name of Parent:

By signing, I confirm that I have read and understand the 2011-2012 Preschool Manual. Also, I agree to follow the policies and procedures of the preschool and will contact the office with questions, should any arise.

Signature of Parent/Guardian: _____ Date: _____

Please detach from manual and return this document before leaving the orientation session.