



# PRESCHOOL

WHEELING PARK DISTRICT

# PARENT HANDBOOK

2020-21

**PRESCHOOL OFFICE**

847-465-2942

[PRESCHOOL@WHEELINGPARKDISTRICT.COM](mailto:PRESCHOOL@WHEELINGPARKDISTRICT.COM)

**GUEST SERVICE DESK**

847-465-3333

**Contents**

Contents ..... 1

Welcome ..... 2

2020-2021 School Year ..... 3

Absences ..... 3

Americans with Disabilities Act..... 3

Arrival and Departure ..... 3

Attire ..... 4

Behavior and Discipline..... 4

Classroom Environment & Practices..... 4

Cleaning Procedures ..... 5

Communication..... 5

Daily Health Screening ..... 6

Daily Schedule ..... 6

Hygiene ..... 6

Illness ..... 7

    Signs of Illness or Confirmed Case of COVID-19 ..... 7

Inclusive Recreation Programs ..... 7

Late Arrival ..... 8

Late Pick-Up ..... 8

Medication ..... 8

Medical Emergencies ..... 8

Payment Plans and Withdrawals ..... 8

Rules of Conduct ..... 9

Snacks..... 9

Suspected Abuse or Neglect ..... 9

Contact Information..... 10

## **Welcome**

Thank you for choosing the Wheeling Park District Preschool. We are happy to welcome you and your child to our Preschool family! Our mission is to provide memorable experiences in parks and recreation that enrich our communities.

In keeping with our mission, the Preschool staff is dedicated to providing your child with an enriching social, emotional, and educational experience. Our program is designed to help transition children from home to school to kindergarten using our “learning through play” philosophy. This Parent Manual contains the information and guidelines you need to know about our Preschool program.

Your child’s Preschool experience is very important to us so please do not hesitate to contact us with your questions or concerns.

We are looking forward to a great year with your child!

Sincerely,

**Bella Licciardello**

Recreation Services Manager

[preschool@wheelingparkdistrict.com](mailto:preschool@wheelingparkdistrict.com)

## 2020-2021 School Year

### Start Date: September 8

(Please note these days may be subject to change should state guidelines change)

Class	Day	Class Time	Age
Threes	Tu/Th	9:00 AM-12:00 PM	3 yrs
Threes	Tu/Th	12:30-3:00 PM	3 yrs
Threes	Tu/W/Th	12:30-2:30 PM	3 yrs
Fours	M/W/F	8:45-11:45 AM	4 yrs
Fours	M/Tu/W/Th	8:45-11:45 AM	4 yrs
Fours	M/Tu/W/Th	12:30-3:00 PM	4 yrs

Preschool is in session during School District 21 traditional calendar school days. In the event that District 21 schools have an emergency closing (inclement weather, etc.), Wheeling Park District Preschool program also will be cancelled. No school dates for the 2020-2021 school year are: 9/28, 11/3, 11/23-11/27, 12/21-1/1, 1/18, 2/15, 3/22-26 & 4/2.

### Absences

In the event of an absence (illness, doctor appointment, other commitment, etc.), please call the Preschool office at 847-465-2942 to let us know when your child will not be attending.

### Americans with Disabilities Act

The Wheeling Park District is committed to accessibility for individuals with disabilities and strives to provide equal participation in all programs and services. The Park District's policy is to reasonably accommodate all qualified program applicants in accordance with the Americans with Disabilities Act (ADA.) We welcome the questions, comments, and concerns of interested community members regarding Park District ADA compliance.

To arrange for inclusion aides or accommodations enabling individuals with disabilities to participate in Park District programs contact the Park District at 847-465-3333.

### Arrival and Departure

- For the safety and security of all participants, drop-off and pick-up will take place curbside at the drive in front of preschool. If you wish to walk your child to the building, you will need to park in the spaces adjacent to the drive. Please see the attached map.
- If you do need to enter the preschool area, all parents are required to wear a face covering to come into the building.
- Parents will not be allowed to enter the classrooms as to limit the number of people in the room.

- All classes begin promptly at the designated time. Please arrive on time.
- Children will NOT be released to an individual whose name is not listed on the child's Information Form as an approved pick-up person or without proper notification in a signed note to the teacher.
- Staff requires photo identification from any unfamiliar individual picking up or dropping off a child.
- We will no longer be having updates at the end of class time. If you need to speak to your child's teacher at any time, please call or email.
- Parents will receive an email at the end of every week with a summary of what the students did that week.

## **Attire/What to Bring to School**

- Mask that covers your child's nose and mouth, fits well and will stay on
- Backpack or tote bag (large enough to hold 9" x 12" home/school folder that will be provided)
- Reusable water bottle filled with water
- A clean change of clothes, including shirt, pants, underwear, and socks, should be in your child's backpack every day. **Please label all clothing with your child's name.**
- Children should wear comfortable clothing that can get dirty. Please remember that our play is always fun and sometimes messy. Sturdy, closed-toe shoes are required, no Crocs or sandals.
- We will be utilizing outdoor learning more this school year. Please apply sunscreen and insect repellent to your child before school. The teachers will have additional sunscreen spray if needed.

## **Behavior and Discipline**

A positive approach is used regarding discipline. Teachers periodically review rules with children, including wearing a mask and remaining physically distant when asked. If inappropriate behavior occurs, prompt resolutions are sought specific to each individual situation. In the event of continued behavior concerns, a conference with the parent will be required. For severe misbehavior, parents are called to pick up the child from the program immediately. The Wheeling Park District reserves the right to dismiss a participant whose behavior, or that of their parent, is inappropriate or endangers the safety of self or others and/or negatively impacts the experience of others.

## **Classroom Environment & Practices**

We understand that our preschool students may have difficulty understanding and complying with social distancing and wearing facial coverings. With that in mind, we will be structuring the preschool classroom to accommodate our young learners.

- Every classroom will have no more than 12 students and 2 teachers at any given time.
- Classrooms will be socially distanced to the greatest extent possible; tables will be arranged to promote social distancing.

- Teachers will model social distancing and will wear facial coverings.
- Teachers will be encouraged to make use of outdoor spaces for learning activities to allow for increased movement. We also will have use of the gymnasium in the CRC.
- Social stories and role-playing around social distancing practices will be utilized.
- Books and other songs, poems and visuals regarding health and safety will be read.
- To reduce the use of shared materials, every student will be provided with the own pencil box that includes, crayons, markers, and pencils. These pencil boxes will be labeled with their name and stored in their cubbies.
- Please send your child to school with a water bottle each day. These water bottles need to be labeled with your child's name.
- For the time being, we will no longer have dress up clothes and activities. All kitchen and baby dolls/toys will be cleaned following our cleaning procedures.
- At this time children may not bring toys or other items to school at any time for safety reasons.
- Should the need arise for us to return to distance learning at some point during the school year, materials will be sent home.

## **Cleaning Procedures**

- Daily cleaning will continue to happen as usual. Every classroom will be deep cleaned and disinfected at the end of every day. All counters, tables, chairs, and high touch areas will be cleaned and disinfected throughout the day by teachers.
- Bathrooms will be deep cleaned at the end of the day and in between morning and afternoon class times.
- Toys will be cleaned between child usages throughout the day. At the end of the day, all toys will be deep cleaned using our sanitizing solution.

## **Clothing and Shoes**

Children should wear comfortable clothing that can get dirty. While every effort will be made to protect clothing, painting and other preschool activities are often messy. Children play outside every day with the exception of inclement weather. In the winter please make sure your child has a jacket, scarf, hat, boots, and gloves. If boots are worn, please send a dry pair of shoes to be worn indoors. Winter boots are not allowed to be worn in the classroom, as they are hot and cumbersome.

## **Communication**

In order for parents and teachers to work effectively with one another, it is important that the staff be informed if something new or exciting occurs at home. These events could affect your child's behavior. Additionally, please notify us when you have a new address or telephone number or if there are any changes on your child's Information Form.

## Daily Health Screening

Parents will be required to perform a COVID-19 symptom health screening every morning prior to Preschool. **For everyone's health and safety, if a child is not feeling well, do not bring them to Preschool.** You will need to run through the COVID-19 symptoms with them.

### COVID-19 Symptoms:

- Fever- temperature of 100.4 or higher or chills
- Cough or sore throat
- New loss or decrease in the sense of taste or smell
- Fatigue
- Shortness of breath
- Runny nose
- Muscle, head or body aches
- Nausea, vomiting, or diarrhea

## Daily Schedule

- Students must wear a face covering to the extent practicable. Face coverings are required while inside the school, but not outdoors. Students should provide their own washable face coverings. Students will not be required to wear a face covering while outside or when eating snack.
- All gross motor play, whether in the gym or outside, will be staggered and disinfected between classes.
- The playground will have only one class on it at any given time. We have designated a grassy patch at each location to use for gross motor play as well if needed. Only one class will use this area at any given time.
- Each classroom will have their own set of outdoor toys, which will be cleaned and sanitized daily.
- Hand washing will be continued to be enforced throughout the entire day. Students will wash their hands upon arrival every day, between transitions to new activities, before and after going to the gym or outside, before and after all meals, and extra handwashing as needed. Staff will follow the same hand washing procedures.

## Hygiene

A specific focus on hygiene will be part of each school day. All students and staff will wash their hands upon arrival, before transitions, before and after eating, and after using the bathroom. Students will be instructed on proper hand-washing techniques and will be encouraged to avoid touching their face or engaging in other behaviors that may increase the risk of illness. Hand sanitizer will be available in the classrooms.

## Illness/Health Policy

We will be following the guideline stated by the CDC for all Covid-19 related illnesses. Below are the steps that we will be enforcing as a district.

### Signs of Illness or Confirmed Case of COVID-19

- Teachers/staff will regularly conduct visual inspections of children for signs of illness, which could include flushed cheeks, coughing, fatigue or other COVID-19 symptoms.
- If a participant shows illness symptoms, there will be a designated room for that participant to go until they can be picked up safely by parent or guardian. This room is located near the Recreation Services Manager to ensure the child is safe until they are picked up.
- If anyone in your household is experiencing any COVID-19 symptoms or has tested positive for COVID-19, they must remain home for at least 10 days per CDC guidelines.
- If a child has tested positive for COVID-19 or is experiencing symptoms, a doctor's note must be provided prior to their return to school.
- Please keep your child at home if there is any indication of possible illness.
- Families are asked to avoid close contact with individuals who are sick and to practice "Safe at Home Practices" even when your child is not at school to help keep everyone healthy and safer.

**The health and safety of each child in the class and their family, as well as the health and safety of the teachers and their families depends on each parent strictly adhering to the above guidelines.**

If a child is ill or has a fever, he or she will not be admitted to Preschool. If the parent cannot be located, the emergency contact will be called. Children must be fever free for 24 hours before returning to the program (non-COVID).

In the event that your child contracts a contagious illness (strep throat, chicken pox, lice, pinkeye, etc.), please notify the staff immediately. A notice will be sent to other program participants. Any child diagnosed with a contagious illness will be admitted back in the classroom only with a doctor's release.

## Inclusive Recreation Programs

In a continuing effort to meet the needs of residents with special needs, NWSRA (Northwest Special Recreation Association) and the Wheeling Park District provide inclusive recreation services. This means that individuals with disabilities are able to participate in programs offered by the Park District. Tell us your special needs and interests by communicating on the registration form and together, the Wheeling Park District and NWSRA, provide the support necessary for success.

## Late Arrival

In order to maintain the safety and consistency of the classroom routine, children should arrive on time for class. Vestibule doors to the preschool wing will be locked 5 minutes after the start of class time. If you are arriving late, please go to the Guest Service Desk in the CRC lobby for assistance.

## Late Pick-Up

If a parent/guardian arrives after the designated ending time of Preschool, late charges will apply at a rate of \$1.00 per minute, beginning five minutes after the end of scheduled class time. In the event a child is not picked up after 15 minutes, the emergency phone numbers will be called. If the emergency contact cannot pick up the child, alternate measures such as contacting police may be implemented.

## Medication

Wheeling Park District does not administer non-prescription medication in Preschool. We prefer not to dispense prescription medication during program hours. However, in the event a child must have medication, the parent should:

- Communicate the need to the Recreation Services Manager in advance.
- Complete the appropriate medication dispensation form.
- Place medication in sealed and labeled Medication Envelopes, provided for each daily dosage and give the envelopes to your child's teacher.

## Medical Emergencies

If your child is injured and requires more than basic first aid treatment:

- The paramedics will be called if the situation warrants.
- The parent/guardian or emergency contact will be called.
- Wheeling Park District administration will be notified.
- Paramedics will transfer injured child to the nearest hospital if it is deemed necessary.
- If parent/guardian is not present, a staff member will accompany the child in the ambulance and remain at the hospital until the parent/guardian or emergency contact arrives.
- Parent/Guardian is responsible for the emergency medical charges for all services rendered. Your authorization for the program permits staff to secure emergency medical treatment for your child. Your commitment for payment thereof is part of the registration agreement.

## Payment Plans and Withdrawals

Preschool payment plans are set up from September to May. Monthly payments are deducted on the 10th of each month. A \$25 registration fee is due at the time of registration and is non-refundable. **Tuition is based on the total number of days in the school year divided into 9 equal installments and not on the number of school days in any month.**

The Wheeling Park District requires a 30-day notice for all withdrawals and the registration fee and paid tuition are non-refundable. **Notice must be given to the CRC Guest Service staff, not the preschool teacher.** Tuition is not pro-rated for a partial month attendance. If you withdraw your child from Preschool, a \$75 cancellation fee is assessed.

Refunds are not issued for illness absences (with the exception of COVID-19) or vacations. Non-payment of fees or declined payments may result in termination or suspension from the program.

## **Rules of Conduct**

- Children will show respect for all participants and staff and take direction from staff.
- Foul or abusive language will not be tolerated and children will refrain from using inappropriate language.
- Children will refrain from causing bodily harm to themselves, other children, or staff and refrain from using hands or body force.
- Children will respect all equipment, supplies, and facilities. This includes cleaning up all supplies used to participate in the program.
- Children must remain within the Preschool boundaries.
- Children in Three and Four year old classes must be out of diapers and potty-trained by the start of school. Pull-ups are OK as long as children are able to use the bathroom on their own.

## **Snacks**

PLEASE INFORM THE STAFF IN ADVANCE OF ANY SPECIAL NUTRITIONAL NEEDS OR FOOD ALLERGIES. A healthy snack is served at a specific time each day. This is not a meal and should not be substituted for a well-balanced breakfast or lunch. Each parent will receive a snack note over the course of the school year indicating the snack needed. In accordance with health and safety regulations, teachers are permitted to serve only pre-packaged snacks. Please do not send homemade goodies or peanut products, due to allergies.

## **Suspected Abuse or Neglect**

Wheeling Park District employees are considered mandated reporters in the State of Illinois. This means that, in accordance with the procedures established by the Abused and Neglected Child Reporting Act, any personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child shall immediately report the matter to their supervisor. The proper authorities will be notified.

## Contact Information

Wheeling Park District  
Community Recreation Center  
100 Community Boulevard  
Wheeling, Illinois 60090

Preschool Office: 847-465-2942  
Guest Service Desk: 847-465-3333  
**Fax:** 847-537-3481

**Email:** [preschool@wheelingparkdistrict.com](mailto:preschool@wheelingparkdistrict.com)

**Website:** [www.wheelingparkdistrict.com](http://www.wheelingparkdistrict.com)