Belvidere Park District

**PRESCHOOL**

Administration Office
Lower Level
1006 W. Lincoln Avenue
Belvidere, Il 61008
815-547-5711

Recreation Supervisor
Sara Schuring

Preschool Coordinator
Nancy Hansen

www.belviderepark.org

Copy of Birth Certificate
This handbook was prepared to answer many questions about our program. Please keep it handy as a reference throughout the year.

**Please turn in before school starts:**
- Getting to Know Your Child
- Copy of Birth Certificate
- Complete ePact emergency forms
- Complete the payment forms
- Credit Card or ACH authorization form
- Physical and immunization form from DHS

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### Preschool Rules and Regulations Acknowledgment of Manual Form

**THIS FORM MUST BE SIGNED AND TURNED IN WITH YOUR CHILD’S REGISTRATION FORM BY AUGUST 31**

I have read and fully understand the procedures, policies, rules and regulations outlined in the parent handbook that are required of me and my child(ren) while enrolled in the Belvidere Park District Preschool program. I am also aware that there are certain consequences that may affect me or my child(ren) for not following these policies and procedures.

**Please initial each item where indicated and sign at bottom.**

- I understand the late payment fee described in detail in this handbook.
  
  Parent initials

- I have fully read and understand the Belvidere Park District Preschool program behavior policy.
  
  Parent initials

- I understand that only the people that I have listed on my pickup list will be allowed to take my child from the Belvidere Park District program.
  
  Parent initials

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Signature of Parent or Guardian  ___________________________  Date  ____________

Please list child’s name:

______________________________  _______________________________  _______________________________

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Checking Account ACH Credit/Debit Authorization Form

I (we) hereby authorize Belvidere Park District (The Company) to initiate a debit entry to my (our) checking account at the Financial Institution indicated below, and initiate adjustments (if necessary) for any transactions debited in error. This authority will remain in effect until the Belvidere Park District is notified by me (us) in writing to cancel it in such time as to allow the Belvidere Park District and Bank a reasonable opportunity to act on it.

Name of Financial Institution:

Location (City & State):

Financial Institution’s Routing Transit Number:

Checking Account Number:

Customer Signature ___________________________ Date ______________

Customer Name (Print) ___________________________

*Please attach a copy of a canceled check* *

*Should this payment be returned you will be responsible for fees ($35.00) accessed to the Belvidere Park District as a result of your returned item/s

** Should this payment be returned during any of the billing cycles you will be removed from the installment billing/automatic ACH program and then prepay thereafter.

Welcome

Belvidere Park District Preschool offers a warm and welcoming place where all children are encouraged to explore and develop at their own pace. We believe that children learn through play with opportunities to explore and experiment every day. Our focus is on the social, emotional, and intellectual growth through problem solving, large and fine motor skills, communication and language, and creativity. Caring teachers will encourage each child to try new things, meet new friends, and promote independence.

Our Philosophy

Play, once considered to be the opposite of education, is now regarded by early childhood specialists as the extraordinary educational process by which preschool children become introduced to a world filled with new and exciting discoveries.

Through developmentally appropriate activities we foster physical, emotional, social, and cognitive growth while promoting a lifetime love for learning.

Highlights

- Kindergarten Readiness Skills
- Field Trip Experiences
- Annual Art Fair & Open House
- Parent/Family Involvement
- End of the Year Portfolio
- Holiday Parties & Special Events
- Pre-K Graduation Ceremony

Tours

Tours are available for prospective parents to come and observe a portion of our day at preschool. To schedule a tour and set-up a time to speak with our Staff, please call and leave a message at 815.547.5711 ext 15.
Registration & Enrollment Requirements

Registrations & Payments for all preschool classes are accepted in person at:
Rivers Edge Recreation Center
1151 W. Locust St.
Belvidere, Illinois 61008
815-547-9557
or
Online at www.belviderepark.org

NEW THIS YEAR! We will be using ePACT, in an effort to be more environmentally friendly and better protect your child’s information, Preschool will be using an online system to collect general, medical, and emergency information. You will receive an email before the start of preschool with instructions on how to complete all forms required for attendance. You are able to log in and update records at anytime.

- All necessary payments must be completed and turned in at time of registration.

Instructions on how to complete the ePACT emergency paperwork on-line is located on page 28 of this manual.

Required Forms:
See page 2 for the required forms that are needed for your child is start preschool.

Preschool 2020-2021 Payment Selection M/W/F

Participants Name ____________________________
Parent/Guardian’s Signature ___________________

PAYMENT OPTION # 1 — AUTOMATIC PAYMENTS FROM YOUR CREDIT CARD ON THE 1ST OF THE MONTH IN THE AMOUNT OF $153.30 for Residents and $155.05 for Non-Residents with the yearly fee being $1379.70 for Residents and $1395.45 for Non-Residents. (IN THE EVENT THE 1ST OF THE MONTH FALLS ON A WEEKEND OR A HOLIDAY THE PAYMENTS WOULD BE RUN ON THE NEXT AVAILABLE BUSINESS DATE)

PAYMENT OPTION #2— AUTOMATIC PAYMENTS FROM YOUR CHECKING ACCOUNT ON THE 1ST OF THE MONTH IN THE AMOUNT OF $153.30 for Residents and $155.05 for Non-Residents with the yearly fee being $1379.70 for Residents and $1395.45 for Non-Residents. (IN THE EVENT THE 1ST FALLS ON A WEEKEND OR A HOLIDAY THE PAYMENTS WOULD BE RUN ON THE NEXT AVAILABLE BUSINESS DATE)

PAYMENT OPTION #3— NO AUTOMATIC PAYMENTS. YOU WOULD COME IN PERSON BY THE 1ST OF THE MONTH TO RIVERS EDGE RECREATION CENTER AT 1151 W LOCUST ST AND MAKE YOUR PAYMENT IN THE AMOUNT OF $153.30 for Residents and $155.05 for Non-Residents with the yearly fee being $1379.70 for Residents and $1395.45 for Non-Residents. (IN THE EVENT THE 1ST FALLS ON A WEEKEND OR A HOLIDAY THE PAYMENT WOULD BE DUE ON THE NEXT AVAILABLE BUSINESS DATE)

PAYMENT OPTION #4— PAY IN FULL BEFORE SEPTEMBER 1, 2020 AND RECEIVE A 5% DISCOUNT AT THE TIME OF REGISTRATION, FEES WITH THE DISCOUNT WOULD BE $1310.71 FOR RESIDENTS AND $1325.68 FOR NON-RESIDENTS

**ALL PAYMENTS WILL BEGIN ON SEPTEMBER 1ST 2020**

ONE MONTH PAYMENT IS DUE AT THE TIME OF REGISTRATION AND THIS PAYMENT WILL GO TOWARDS YOUR FINAL MONTH MAY 2021 PAYMENT. PAYMENTS MADE AFTER THE 1ST OF THE MONTH WILL BE CHARGED A $15.00 LATE FEE
Recurring Credit Card Charge Authorization Form

I (we) hereby authorize, The Belvidere Park District, to make recurring charges to my credit card listed below, and, if necessary, initiate adjustments for any transactions credited/debited in error.

This authority will remain in effect until The Belvidere Park District is notified by me (us) in writing to cancel it in such time as to afford The Belvidere Park District and credit card company a reasonable opportunity to act on it.

________________________
Name –PLEASE PRINT AS APPEARS ON CARD

________________________
Address–PLEASE PRINT

________________________
Phone Number/EMAIL–PLEASE PRINT

________________________
Visa/MasterCard

________________________
Last 4 digits of card

________________________
Please circle

________________________
Expiration Date

________________________
CVV Code

________________________
Charge Amount

________________________
Billing Zip Code

________________________
Signature

________________________
Effective Date

This credit card authorization form is for the 2020-2021 Preschool Program.

Please return to:
Belvidere Park District 1006 W Lincoln Ave. Belvidere, Illinois 61008
815-547-5711 Administration Office Telephone Number

Clases, Times, and Fees

All children must be age appropriate by September 1, 2020

Preschool (Ages 3-4) September 8-May 13
This preschool class will be exploring their colors, numbers, and letters through manipulative materials, arts & crafts, songs, and games. Themes will incorporate math, science, and art through age appropriate materials. The focus will be on developing social skills such as sharing, following directions, and consideration of other’s feelings.

Yearly R/NR $1105.65/$1121.40
Monthly R/NR $122.85/$124.60
Days TU/TH
Time 9:00 – 11:30 am

PRE-K (Ages 4-5) September 9– May 14
This program will focus on Kindergarten readiness skills. Letter and number formation and recognition, writing skills, and building confidence will be the focus. The topics of math, science, and art will continue to be built upon.

Yearly R/NR $1379.70/$1395.45
Monthly R/NR $153.30/155.05
Days M/W/F
Time 9:00 – 11:30 am

** Graduation will take place on Friday, May 14 at Rivers Edge Recreation Center

NEW this year we have removed the supply list from your packet and assessed a $10 one time supply fee due at registration.
Payments

Make sure to complete forms at back of this manual.

At the time of registration one month’s payment, per child, is due. This non-refundable/non-transferable payment secures your child’s place in the program and will be applied to your child’s May payment. Payments can be made in full for the year with a 5% discount or made monthly. The 5% paid in full discount does not apply if your register after September 1st. The monthly payment is due the 1st of the month starting September 1, 2020. A $15 late fee applies after the due date. If you are more than 5 days late, the park district reserves the right to withdraw your child from the program.

Tuition refunds and credits will not be given for student illness, family vacations, holidays, emergency school closings, or suspensions. If you have a special circumstance, please contact Sara Schuring at 815-547-5711 ext 17.

Payment Plans

ACH Payment Option

(automatic monthly withdrawal out of your checking account or a credit card):
Complete a Belvidere Park District Credit/Debit Authorization form OR a Recurring Credit Card Charge Authorization Form.
A one month’s deposit is due at time of registration. This non-refundable, non-transferable payment will be applied as your child’s May 2021 payment.
Remaining payments (8 equal payments) are due on the 1st day of each month starting September 1, 2020.

NON-ACH Payment Option (monthly payments in person):
Yearly fee split into 9 equal payments.
A one month’s deposit is due at time of registration. This non-refundable, non-transferable payment will be applied as your child’s May 2021 payment.
Remaining payments (8 equal payments) are due on the 1st day of each month starting September 1, 2020.

Preschool 2020-2021 Payment Selection TUE/THUR

**ALL PAYMENTS WILL BEGIN ON SEPTEMBER 1ST 2020**

PAYMENT OPTION # 1 – AUTOMATIC PAYMENTS FROM YOUR CREDIT CARD ON THE 1ST OF THE MONTH IN THE AMOUNT OF $122.85 for Residents and $124.60 for Non-Residents with the yearly fee being $1105.65 for Residents and $1121.40 for Non-Residents (IN THE EVENT THE 1ST OF THE MONTH FALLS ON A WEEKEND OR A HOLIDAY THE PAYMENTS WOULD BE RUN ON THE NEXT AVAILABLE BUSINESS DATE)

PAYMENT OPTION #2- AUTOMATIC PAYMENTS FROM YOUR CHECKING ACCOUNT ON THE 1ST OF THE MONTH IN THE AMOUNT OF $122.85 for Residents and $124.60 for Non-Residents with the yearly fee being $1105.65 for Residents and $1121.40 for Non-Residents (IN THE EVENT THE 1ST FALLS ON A WEEKEND OR A HOLIDAY THE PAYMENTS WOULD BE RUN ON THE NEXT AVAILABLE BUSINESS DATE)

PAYMENT OPTION #3- NO AUTOMATIC PAYMENTS. YOU WOULD COME IN PERSON BY THE 1ST OF THE MONTH TO RIVERS EDGE RECREATION CENTER AT 1151 W LOCUST ST AND MAKE YOUR PAYMENT IN THE AMOUNT OF $122.85 for Residents and $124.60 for Non-Residents with the yearly fee being $1105.65 for Residents and $1121.40 for Non-Residents (IN THE EVENT THE 1ST FALLS ON A WEEKEND OR A HOLIDAY THE PAYMENT WOULD BE DUE ON THE NEXT AVAILABLE BUSINESS DATE)

PAYMENT OPTION #4- PAY IN FULL BEFORE SEPTEMBER 1, 2020 AND RECEIVE A 5% DISCOUNT AT THE TIME OF REGISTRATION, FEES WITH THE DISCOUNT WOULD BE $1050.37 FOR RESIDENTS AND $1065.33 FOR NON-RESIDENTS

ONE MONTH PAYMENT IS DUE AT THE TIME OF REGISTRATION AND THIS PAYMENT WILL GO TOWARDS YOUR FINAL MONTH MAY 2021 PAYMENT. PAYMENTS MADE AFTER THE 1ST OF THE MONTH WILL BE CHARGED A $15.00 LATE FEE
Getting to know you

Previous School Experience

Is your child generally friendly slow to warm up active sensitive (circle one)
Other

How does he/she get along with siblings/playmates?

How does your child express feelings?

How do you discipline?

Primary language spoken at home?

Food allergies/restrictions?

What do you hope your child takes away from preschool?

Is there anything else you would like to share about your child?

Payment in Full Option: Yearly fee will be discounted 5% if paid in full at time of initial registration. If registration is after September 1 the 5% discount does not apply.

EMV Compliance

In compliance with EMV, initial phone payments will not be taken. If you would like to pay by credit/debit card over the phone, you must present each card, in person, for the card to be manually swiped. After the initial swipe of a credit/debit card, phone payments will be accepted.

Prompt Payment

Prompt payments are essential to Belvidere Park District programming, for the participant, & their family. Making a late payment or missing a monthly payment instantly puts the individual behind, making it difficult to catch up on an outstanding balance. If payment is not prompt, a late fee will be issued.

Late Payments

1 Day Late: an invoice will be sent via email (please make sure your email address is current).
3 Days Late and/or Payment is Rejected (Bounces): participant will be suspended from the Preschool program until the outstanding balance is paid off and a late fee will be issued. Participant’s spot will be held during this time.

Late Fee & NSF Fee: a late fee will be assessed once a payment is 3 days late and/or rejected (bounced). If a payment is late, you will be charged a $15.00 fee and it will be added to your regularly scheduled payment. If a payment is rejected and/or bounced, you will also be charged a $35.00 NSF fee. All fees must be paid before a participant can return to the program.
Removal from & Reinstatement in Preschool
5 Days Late and/or Payment is Rejected (Bounces) 2 times: participant will be removed from the Preschool program and his/her place will be forfeited to the next individual seeking to register and the one month’s non-refundable, non-transferable deposit will be forfeited. Removal from the program may be deferred for up to 3 months; pending account review and Program Supervisor approval.

Preschool Reinstatement:
If a participant requests reinstatement, the following must occur:
All outstanding balances must be paid in full.
2 monthly payments must be submitted and clear the bank, up front. 1 payment will be applied to current participation. The 2\textsuperscript{nd} payment will be applied towards the May payment for the year.
Monthly payments will resume immediately; in line with the current payment schedule & must be through the ACH option.
Consideration for reinstatement will be given on a case by case basis and ONLY if there is a space available.

Getting to Know Your Child

Please complete this form so we may get to know your child better.

Child’s Name_______________________ Birth Date____________________

Parent(s)/Guardian ____________________________

Nickname/What would you like us to call your child _______________________

Siblings (Name & Ages) ______________________________________________

______________________________________________________________

Allergies ___________________________________________________________

______________________________________________________________

Medical Conditions/Medication _______________________________________

______________________________________________________________

Any Speech or Hearing Concerns? _________________________________

Does your child have any special fears? If so, please explain __________________

______________________________________________________________

What do you do to reassure your child? _________________________________

______________________________________________________________

Does your child have any special interests? (i.e. trips, bugs, pets) __________________
Please complete the following forms and turn in to the park district by August 31. The following items need to be turned in before your child can attend preschool:

- **Copy of birth Certificate**
- **Copy of Immunization records**
- **Getting to Know Your child information form**
- **Complete the emergency information in the ePact system**
- **Preschool payment selection form**
- **Checking Account or recurring credit**

**REFUND PROCEDURE:**

There are no refunds or credits given for missed days; including personal vacation time off and program suspensions due to behavior. If a participant misses or plans to miss a significant amount of time, they are responsible for payment. On a case by case basis, refunds may not be given if discounts were previously applied to tuition.

Exception 1: will be given with a written doctor’s note stating that the participant was ill for an extended amount of time and under the care of a physician. Doctor’s note must be presented to the Recreation Supervisor in order for any refund to be considered.

Exception 2: will be given to an individual who decides to remove themselves from the program before the calendar year has concluded. If this occurs, a refund will be issued from the time the Recreation Supervisor receives notice through the pre-payment period excluding the one month non-refundable, non-transferable deposit.
Curriculum

Our teachers follow a curriculum that meets the Illinois Early Learning Standards and aligns with preparing them for kindergarten. Please refer to the pages in this manual that breakdown the skills for each class.

Daily Activities May Include:
- Circle Time
- Music
- Story Time
- Crafts
- Snack
- Science
- Math
- Reading/Writing
- Sensory Table
- Gross Motor Time
- Imaginative Play

Assessments

Throughout the year, assessments are completed to monitor your child’s progress. If a teacher has a concern regarding your child, she may refer you to the local school district which provides free screening for preschoolers.

Teachers

Our dedicated 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. Our preschool staff is encouraged to continue their education with participation in conferences and workshops. The preschool staff is under the administration of Belvidere Park District’s Recreation Supervisor, Sara Schuring.
2020-2021 Preschool Calendar

Preschool Meet & Greet ........................................August 26
First Day of Preschool TU/TH Class..........................September 8
First Day of Preschool M/W/F Class.........................September 9
School Improvement Day (NO SCHOOL).....................October 9
Fall break Columbus Day (NO SCHOOL).....................October 12
Thanksgiving Break (NO SCHOOL).........................November 25-27
Winter Break (NO SCHOOL).................................December 23-January 4
Preschool Resumes.............................................January 5-6
School Improvement Day (No SCHOOL).................January 15
Martin Luther King Day (NO SCHOOL)....................January 18
School Improvement (NO SCHOOL).........................February 12
Presidents’ Day (NO SCHOOL)............................February 15
Spring Break (NO SCHOOL).................................March 29-April 5
Last Day of Preschool TU/TH................................May 13
Last Day of Preschool M/W/F...............................May 14
Pre-K Class Graduation......................................May 14

The Belvidere Park District Preschool follows the Belvidere CUSD #100 school holidays and school closings.

3-4 years old

This introductory preschool class will be exploring their colors, numbers, and letters through manipulative materials, arts & crafts, songs, and games. The focus will be on developing social skills such as sharing, following directions, and consideration of other’s feelings.

Daily Schedule
9:00-9:30 am Circle time
9:30-10:35 am Calendar-Weather-Flag-Song Bag
9:30-10:35 am Centers & Free Play
10:35-10:45 am Cleanup & Bathroom Break
10:45-11:00 am Snack Time and Quiet Reading
11:00-11:30 am Outside Play/Gross Motor

Curriculum
A letter will be introduced each week
- Ability to recognize letter
- Know sound of letter
- Write/trace the letter
-A new color will be introduced each month
- Ability to recognize color
-A new shape will be introduced monthly
- Ability to recognize and draw shape
- Recognize their first and last name
- Write first name
-Literature activities daily through stories and puppetry
- Story writing and illustrating introduced
-Small motor skills through manipulatives
-Science activities weekly
-Gross motor skills weekly
-Music activities daily
-Monthly portfolios and quarterly assessments to document progress
**PRE-K (Ages 4-5)**

This program will build on the basic skills in preparation for kindergarten. Letter and number formation and recognition, writing skills, and building confidence will be the focus. The topics of math, science, and art will continue to be built upon.

**Daily Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-9:30 am</td>
<td>Circle time</td>
</tr>
<tr>
<td></td>
<td>Calendar-Weather-Flag-Song Bag</td>
</tr>
<tr>
<td>9:30-10:35 am</td>
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</tr>
<tr>
<td>11:00-11:30 am</td>
<td>Outside Play/Gross Motor</td>
</tr>
</tbody>
</table>

**Curriculum**

- A letter will be introduced each week
  - Ability to recognize letter
  - Know sound of letter
  - Write the letter
- A new color will be introduced each month
  - Ability to recognize color
  - Ability to read the color word
- A new shape will be introduced monthly
  - Ability to recognize and draw shape
- Recognize their first and last name
  - Write first and last name
- Literature activities daily through stories and puppetry
  - Story writing and illustrating introduced
- Small motor skills through manipulatives
- Science activities weekly
- Gross motor skills weekly
- Music activities daily
- Portfolios and assessments to document progress

**WEATHER CANCELLATION PROCEDURE:**

Preschool makes every attempt to run programs as scheduled. However, weather circumstances beyond our control may prohibit a program from running. Occasionally, inclement weather may make it difficult and unsafe for participants and staff to travel to program locations.

Belvidere Park District Preschool follows the Belvidere School District #100 for closures due to inclement weather. We reserve the right to close when district 100 is in session.

On mornings of inclement weather, please tune to channels 17 WTVQ, 23 WIFR, or 39 WQRF for closure information and check our Rainout line 815-570-3002 OR Rainout App.

No refunds/credits will be issued if the program is cancelled due to weather related cancellations. If the program is not cancelled and a participant chooses to stay home, a refund/credit will not be issued.

Preschool may be cancelled by the Park District when District #100 is in session. Parents will not be individually contacted. Closings will be announced on WIFR 23 and on our Rainout line (815-570-3002) and smartphone app.
Just Playing
When I am building in the block room,
Please don't say I'm "Just Playing."
For, you see, I'm learning as I play,
About balance and shapes.
Who knows, I may be an architect someday.
When I am getting all dressed up,
Setting the table, caring for the babies,
Don't get the idea I'm "Just Playing."
For, you see, I'm learning as I play.
I'm expressing myself and being creative.
I may be an artist or an inventor someday.
When you see me sitting in a chair
"Reading" to an imaginary audience,
Please don't laugh and think I'm "Just Playing."
For, you see, I'm learning as I play.
I may be a teacher someday.
When you see me combing the bushes for bugs,
Or packing my pockets with choice things I find,
Don't pass it off as "Just Play."
For, you see, I'm learning as I play.
I may be a scientist someday.
When you see me engrossed in a puzzle or some
"plaything" at my school,
Please don't feel that time is wasted in "Play."
For, you see, I'm learning as I play.
I'm learning to solve problems and concentrate.
I may be in business some day.
When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is "Just Play."
For, you see, I'm learning as I play.
I'm learning to follow directions and see differences.
I may be a cook someday.
When you see me learning to skip, hop, run, and move my body,
Please don't say I'm "Just Playing."
For, you see, I'm learning as I play.
I'm learning how my body works.
I may be a doctor, nurse, or athlete someday.
When you ask me what I've done at school today,
And I say, I "Just played,"
Please don't misunderstand me.
For, you see, I'm learning as I play.
I'm learning to enjoy and be successful at my work,
I'm preparing for tomorrow.
Today, I am a child and my work is play.
Anita Wadley

Snack
Snacks must be store bought. No homemade baked or cooked goods are allowed. We are a nut free snack site. Please check the labels!

Each child will have several opportunities to provide snacks throughout the year. On your child's snack day, you will need to provide a nutritious snack and drinks. Individual snacks and drinks are not needed. Bags of popcorn/pretzels and boxes of snacks are preferred so there is less waste. A bottle of juice is also preferred over juice boxes.

<table>
<thead>
<tr>
<th>Appropriate snacks include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag of Popcorn</td>
</tr>
<tr>
<td>Box of Cheese Its</td>
</tr>
<tr>
<td>Fruit snacks</td>
</tr>
<tr>
<td>Box of Graham Crackers</td>
</tr>
<tr>
<td>Bag of Clementine's</td>
</tr>
<tr>
<td>Water</td>
</tr>
</tbody>
</table>
Policies & Procedures

Attendance
If your child will not be attending class, please call 815-547-5711 x 15 to report an absence. If you plan to arrive late or pickup your child early, please notify your child’s teacher, in advance, if possible.

Drop-Off
Class begins promptly at 9:00 a.m. The main door opens at 8:50 a.m. and is locked at 9:15 a.m. for child safety. Parents must wait outside the classroom until the teacher opens the door both before and after class. All parents must sign their child in and provide a daily emergency number.

Pick-Up*
Class ends at 11:30 am The main door will reopen at 11:20 am and is re-locked at 11:45 am Please be prompt in picking up your child.* It can be unnerving to a child when a parent is late. A child must be signed out at the end of the day as well.

For your child’s protection, only those people designated on your emergency list will be allowed to pick up your child. If an emergency arises and a person not on the emergency card needs to pick you child up, please notify your teacher as soon as possible.

Please inform the person picking up your child that he. She will be required to show a drivers license before your child will be released. These procedures are for the safety of your child at all times.

TEACHER GIFTS
As they are not required or expected. If you wish to get your child’s teacher a gift throughout the year. Please limit the gift amount to under $10.

Preschool Class Meet & Greet
Come and meet your classmates, families, teachers, drop off your supplies, and go on a scavenger hunt with your parents around the classroom!

Date: Wednesday, August 26, 2020
Tu/Th class 5:30
M/W/F class 6:30
Location: Lower Level Administration Building
1006 W. Lincoln Ave.
Belvidere, Illinois 61008
815-547-5711

Special Events
Parties and special events take place throughout the year. Look for more information in your weekly newsletters.
Preschool EXTRAS

What to Wear
We work with many different types of material and have a wide assortment of activities, so please dress your child in clothing that will not be ruined by spills or accidents. We also recommend gym shoes, or rubber soled shoes for your child’s safety. Remember to dress your child for the weather and have appropriate outdoor attire for playground use.

What to Bring Daily:
- Backpack
- Folder
- Change of clothes
- Cold Weather Gear for Activities in Snowy/Outdoor Conditions

School Adjustment
While some children do not have any problem adjusting to the new school environment, others may take several weeks to make this adjustment. When dropping your child off in the morning, take a few moments to help your child transition from home to school. Help him/her hang up their coat, greet other children, find their name tag, etc. Reassure your child that he/she will have fun at school with new friends and that you will return to pick him/her up at the end of school. At this point it is good to say goodbye and leave the room. Lingering can make your child believe that you are going to stay. Please do not leave without saying goodbye; your child will wonder where you went. Your child’s teacher will help your child with this adjustment period. Our experience shows that most children will stop crying within a few minutes and will quickly become involved in preschool activities.

*Late Pick-Up Fee
The Belvidere Park District understands that unavoidable situations, accidents, and unfavorable weather may detain parents from picking up their child.

If you are late picking up your child, you will be issued a written warning for your first offense. The second offense will result in a late fee of $10 for every fifteen (15) minutes you are late. For Example Preschool ends at 11:30 am, 11:31-11:45 is a $10 charge, 11:46-12:00 is a $20 charge, etc. Children that are habitual picked up late may be removed from the program.
Policies & Procedures

Illness
If your child has been ill (fever, vomiting, diarrhea, rash) within the previous 24 hours, please keep your child home for the day.

We ask that you be considerate of your child’s classmates and their teachers and keep your child home until they are fully recovered from minor illnesses (colds, runny nose, cough). Minor illnesses are easily transmitted to other children in the classroom.

If your child contracts a contagious condition (strep, scarlet fever, hand and foot) that restricts them from returning, you must inform the preschool office at 815-547-5711 x 15. Staff will then distribute Health Alert Notices to affected participants.

A child must receive appropriate treatment depending on the condition before returning to the program and we may also require a medical release from a physician before your child may return to class.

If your child becomes ill while at preschool the parent will be contacted with the request to come take the child home.

Medication
If your child requires medication during class room time a “permission to dispense medication form” must be filled out and returned to your child’s teacher on the first day of class. All medication must be sent in its original container with the following information on the label: doctor’s name, patient’s name, pharmacy name, medication name, strength, and dosage. Please include written instructions on administering medication.

Safety
Safety is very important to us, but accidents do happen. All of our staff are required to be AED and CPR/First Aid trained and certified. If first-aid is administered, an injury report will be completed.

Preschool EXTRAS

Class Pictures
Children have their individual and class pictures taken in the fall. There will be a flyer distributed regarding packages and prices. You are under no obligation to order any pictures.

Birthdays
Birthdays are celebrated throughout the school year, with summer birthdays being celebrated in May. In celebration, your child will get to wear and take home a birthday crown. If you wish, you may bring in a store bought treat to share with the children in their class.

Field Trips
Our preschool classes will have the opportunity to participate in several field trips throughout the year. To better prepare our students for their life in school, our field trips will be a student-teacher only trips. These trips may have additional nominal fees. Teachers will notify parents about specific field trip information ahead of time. Should you not want your child to attend a particular field trip, you may keep him/her home on the day of the trip.

Supply List
NEW: We will be collecting a $10 supply fee at time of registration.

Below are the only supplies you need to provide. Please bring to the meet and greet

- 1- 2 pocket notebook
- 1.5 inch clear view 3 ring binder
- 1 package of (50) page protectors

These items may be personalized to your child.
Inclusion
It is the responsibility of the parent/guardian to notify the Recreation Supervisor at the time of registration if his/her child needs special accommodations in order to be successful in the program. The Belvidere Park District Special Recreation Department will work, within reasonable accommodation, to assist any child who wishes to participate in Park District programs and services.

Bathroom
Children are required to be potty trained before attending preschool. Bathroom breaks are offered during class time and children may use the bathroom whenever needed. Please note that your child’s teacher will not enter the bathroom with your child or help wipe. If your child needs help zipping, buttoning or snapping, the teachers will be happy to help. Although all children are required to be toilet trained, accidents can happen. Please make sure your child always has a clean change of clothes in their bag at school throughout the school year.

Physical Activity
Physical activity is important for the health and development of young children. Preschoolers will take part in physical activities weekly. This may include playing on the playground outside or group games inside. Please dress your preschooler accordingly for the weather and make sure they have the appropriate coat, hat, etc. for outdoor play.

Behavior Guidelines and Discipline
Preschool participants are expected to always exhibit appropriate behavior. A caring and positive approach will be taken regarding behavior management and discipline. Our goal is to help the children develop self-control and learn to take responsibility for their actions.

The children are asked to follow three easily understandable rules...

- We do not hurt ourselves
- We do not hurt others
- We do not hurt things around us

- We hope to help the children learn skills designed to help them become competent, contributing, and problem solving members of their world.
- Our staff will use a few basic “child management” techniques...
- Redirection is the most commonly used with uncooperative children. This encourages them to engage in another activity.
- We encourage them to use their words as a tool to work out their differences.
- We will help them to better understand each others actions and learn to cooperate.

If redirection does not solve the conflict, the children are given a verbal warning, followed by a time-out. If the problem continues to occur, parents will be notified to help remedy the situation. Although discipline problems involving preschool children rarely warrant it, the Belvidere Park District reserves the right to suspend any child whose behavior disrupts the program or in any way endangers him/her or others.