



Parent Handbook 2024-2025

The mission of the Worth Park District is to offer our residents opportunities to enjoy life through professional, quality programs, services and facilities.

*Reviewed by: Superintendent of Recreation
April 2024*

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Welcome to

WORTH PARK DISTRICT Tot Lot PRESCHOOL



Important Dates for the 2024-2025 School Year

September:

2	No School—Labor Day
3	First Day of 3 year old Tot Lot
4	First Day of 4 year old Tot Lot

October:

14	No School—Columbus Day
30	Halloween Candy Exchange (<i>4 year olds</i>)
31	Halloween Candy Exchange (<i>3 year olds</i>)

November:

25	Feast Day (<i>4 year olds</i>)
26	Feast Day (<i>3 year olds</i>)
27-29	No School—Thanksgiving Holiday

December:

19	Christmas Program (<i>3 year olds</i>)
20	Christmas Program (<i>4 year olds</i>)
23-31	No School—Winter Break

January:

1-3	No School—Winter Break
20	No School—M.L. King's Birthday

February:

13	Valentines Candy Exchange (<i>3 year olds</i>)
14	Valentines Candy Exchange (<i>4 year olds</i>)
17	No School—President's Day

March:

24-28	No School –Spring Break
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April:

18	No School—Good Friday
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May:

8	3 year old Celebration Day
9	4 year old Graduation Day

Worth School District 127 Calendar

The Tot Lot Preschool program will follow the Worth School District calendar for days off during the school year with the exception of parent teacher conferences and teacher institute days.

Program Philosophy

The Worth Park District (WPD) programs are dedicated to providing a safe, recreational environment for your child. We will guide your child through a variety of learning experiences in a fun and creative way. Activities during WPD programs will include: curriculum, special projects, music, structured playtime, story-time and fitness activities.

3yr old Objectives:

- To Follow simple directions
- To Learn to Share and Take turns
- To Recognize and Name Basic Colors
- To Recognize, Name, and Draw Basic Shapes
- To Recognize and Understand Patterns
- To Teach each child proper scissor grip
- To Recognize that Print moves from Left to Right
- To Recognize and Name (Spell) letters in their First Name
- To be Taught the Proper way to Hold a Pencil/Crayon
- To Tell a Story by Following pictures in a Book

4yr old Objectives:

- To Follow Directions Agreeably and Easily
- To Know their Address and Phone Number
- To Use appropriate 3-Finger grasp when using writing instruments
- To Establish Left or Right Hand Dominance
- To Be Able to State First and Last Name When Asked
- To Be Able to Recite (Spell) all the Letters in their First Name
- To Recognize/Write the Letters of the Alphabet in Upper & Lower Case Form
- To Recognize and Write the Letters of the Alphabet Randomly
- To Know the Relationship between Letters and The Sounds they Make
- To be able to Retell a Story that has been read aloud
- Be able to Rhyme Words
- Differentiate letters from numbers
- To recognize and write numbers 1-10 and recite numbers 1-20
- Understand the concepts of Estimating, Categorizing, Sequencing, and Sorting
- To understand the concepts like yesterday, today, and tomorrow
- To identify and know how basic colors combine
- To continue learning scissor skills

Administration Contacts and Information

Coni Ryan, Preschool Coordinator	708-448-7080 ext. 103
Stephanie Analitis, Superintendent of Recreation	708-448-7080 ext.111
Cindy Redenbaugh, Receptionist	708-448-7080 ext. 101

Office Hours	Monday-Friday 9am-5pm
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Tot Lot Schedule

- (3 year olds) Tuesday & Thursday Class Hours: 9am-2pm
- (4 year olds) Monday, Wednesday, Friday Class Hours: 9am-2pm

Day Care - RAS

Day Care is offered before and after Tot Lot hours in our RAS program.

Hours of our RAS program are 7am-6pm.

For more information please ask at the front desk or contact Meagan O'Brien at 708-448-7080 x 104 or mobrien@worthparkdistrict.org.

Park District Closings

The Worth Park District Building will be closed on the following holidays: New Years Eve, New Years Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve and Christmas Day. If these Holidays fall on a weekend, the WPD will be closed the day before or after the Holiday. WPD will automatically close if the following occurs: Act of Nature Days (snow, cold, severe warnings), Utilities Malfunction (power outage, water or plumbing problems).

Emergency Closings

District 127 cancels school:

- Tot Lot preschool is cancelled for the day.
- In the event of inclement weather and the schools are closed, but virtually learning and the Park District is open (Directors decision) Preschool will remain open along with RAS.
- At 1 p.m. all other programs, events and rentals will be decided as to their cancellation, pending current and potential weather and street conditions.

Electricity Failure

Should the electricity be out for over an hour between November 1 and March 30, the facility will be declared closed and all programs, events and rentals scheduled for the remaining part of that day shall be cancelled. Should the electricity be out for over two hours and the temperature outside is 90 degrees or higher, the facility will be declared closed and all programs, events and rentals scheduled for the remaining part of that day shall be cancelled. If we are made aware of the cancellation situation in advance, the staff will make every effort to contact you. There will be no make-up or refunds granted for closings due to these reasons.

Clothing

Our programs require outdoor play. Children should have weather appropriate, sweaters, jackets, coats, footwear, hats, gloves or mittens. It is recommended that children wear comfortable wash and wear clothing. No diapers or pull-ups are allowed. Keep in mind that simple pull up clothing that is free of complicated fastenings to make your child's restroom trips as simple as possible. Also, your child will be participating in all kinds of different activities: glueing, painting, playing in the gym, and outdoor play. Try to have clothes that you do not mind getting soiled. Gym shoes that have Velcro straps are recommended.

NO FLIP FLOPS OR SANDALS ALLOWED.

Personal belongings Please do not bring anything from home. This includes stuffed animals, toys, blankets, etc. School supplies will be brought your first day. You can bring a reusable water bottle.

Field Trips There will be 1 field trip scheduled at the end of the school year. Parents are involved in this field trip.

Important Notes

Please remember to honor the 20MPH speed limit on 115th St. Please do not leave children unattended in parked cars. Handicap parking is for handicapped marked cars only. Drop off parking is for deliveries only.

Behavior

A child's appropriated behavior is encouraged through positive discipline techniques. These may include praising, complimenting, and calling attention to appropriate behavior serving as positive role models. The staff sets limits that are developmentally appropriate and reasonable. Appropriated behaviors are consistently enforced.

In severe cases of disruptive, inappropriate behavior a "time-out" will offer the child a few minutes to gain self-control, while thinking about his or her actions before rejoining the group. "Time-outs" are only used after all methods of re-direction have been tried unsuccessfully. Uncontrollable behavior and or constant refusal to comply with rules may lead to dismissal from program. Any violent behavior such as biting will be grounds for dismissal.

It is at the discretion of the Worth Park District staff to remove a participant at any time, and for any reason. Depending on the severity of the behavior, immediate dismissal from the program may be implemented.

Grounds for immediate dismissal from Tot Lot preschool, but are not limited to:

- Behavior or actions that staff feel is uncontrollable and/or unsafe to the child, other children, or staff in the program.

Behavioral Management

In order to provide a safe and effective program for your child, certain rules and procedures have been established. Parents and staff are expected to work together to ensure that these parameters are established, and children are adhering to them.

Rules of behavior include but are NOT limited to:

1. Usage of foul or vulgar language or action.
2. Endangerment to the safety and well-being of self or other participants, staff and/or general public surrounding the program. (this includes, but is not limited to hitting, kicking, biting, choking, climbing, leaving the premise, entering prohibited areas, and rough play).
3. Intentional abuse or misuse of program equipment and facilities, or other participant's personal property. *(Please note that any costs incurred due to damage of equipment or facilities will be invoiced to the offending child's parents. Additionally, personal property damage will be resolved by parties involved)*
4. Blatant disrespect and disobedience to other participants, staff and the general public.
5. Theft of other participants', staff's, or program's property or personal belongings.

Discipline

The preschool coordinator will keep parents informed and ask for their cooperation with discipline as problems arise. Communication will be expected between the parent and the preschool coordinator to discuss the best solutions for the child.

Discipline methods:

- 1st Offense** Preschool Coordinator will notify parents of child's verbal warning.
- 2nd Offense** Preschool Coordinator will give the parents a write up in the form of an incident report will discuss the situation with the parent.
- 3rd Offense** If the child receives a 2nd write-up, the Preschool Coordinator, parents/guardians, and the Superintendent of Recreation will meet and discuss the behaviors OR the child's participation will be terminated from that program, upon completion of that day, depending on the severity of the behaviors. The termination will last for the duration of the program.
- Suspension** Any bullying, inappropriate or threatening language, or any physical altercation.

Please understand we establish this policy for our protection and the safety of all the participants and staff members. We do not want to remove children from the program. We will work with the parent and child to the best of our ability to correct and deal with any situations that may arise.

Fees / Payments / Plans

- 3 year old class* **Fee R/NR: \$1,400/\$1,500**
 - 4 year old class* **Fee R/NR: \$1,850/\$1,950**
- * Total Fee for payment options A or B only

Payment Options:

A: Pay in full

B: 4 Payments:

<u>Payment #</u>	<u>3 Year Old Class</u>	<u>4 Year Old Class</u>
1. Due at Registration	R/NR: \$350/\$375	R/NR: \$462/\$487
2. Due by Oct 1	R/NR: \$350/\$375	R/NR: \$462/\$487
3. Due by Jan 6	R/NR: \$350/\$375	R/NR: \$463/\$487
4. Due by Mar 3	R/NR: \$350/\$375	R/NR: \$463/\$488

C: 8 equal payments include a \$5 service fee per month.

- Total payments for 3 year old option C: **Fee R/NR: \$1,440/\$1,540**
- Total payments for 4 year old option C: **Fee R/NR: \$1,890/\$1,990**

<u>Payment #</u>	<u>3 Year Old Class</u>	<u>4 Year Old Class</u>
1. Due at Registration	R/NR: \$180/\$192	R/NR: \$236/\$248
2. Due by Oct 1	R/NR: \$180/\$192	R/NR: \$236/\$248
3. Due by Nov 4	R/NR: \$180/\$192	R/NR: \$236/\$249
4. Due by Dec 2	R/NR: \$180/\$192	R/NR: \$236/\$249
5. Due by Jan 6	R/NR: \$180/\$193	R/NR: \$236/\$249
6. Due by Feb 3	R/NR: \$180/\$193	R/NR: \$236/\$249
7. Due by Mar 3	R/NR: \$180/\$193	R/NR: \$237/\$249
8. Due by Apr 7	R/NR: \$180/\$193	R/NR: \$237/\$249

Automatic Credit Card Payments

Worth Park District will be using an Automatic payment System for Preschool Payments that are made monthly or quarterly. These Automatic payments will be deducted on the first Monday of the month for the 4 year old program and the first Tuesday of the month for the 3 year old program. If payment is declined, there will be a \$5.00 declined fee, per day until the monthly automatic payment is successful. There will be a form attached to the back of your registration form that you are required to fill out for credit card payments.

Cash or Check Payments

If payments are not made by the due date there will be a \$25.00 fee added onto the initial payment. If payment is not made two weeks after the initial due date then there will be a \$50.00 late fee. Any payment that is not made three weeks after the initial due date will be sent to collections. Your child will not be able to return to school until your payment is made along with any late fees.

Your children look forward to seeing you pick them up so they can share their wonderful day with you. Please be prompt and on time when picking up your child. After scheduled dismissal times a late fee of \$1.00 per minute will apply, which will be billed separately.

Health

We are unable to offer specialized care for a sick child in a group setting. For the protection of all children and teachers, a child experiencing any of the following must be kept out of the Park Programs:

- A temperature of 100 degrees
- Intestinal disturbances accompanied by diarrhea or vomiting.
- Respiratory infections with hacking cough, profuse nasal discharge (green or yellow).
- Lice, Impetigo, Pinkeye or ringworm, and any undiagnosed or unexplained rashes.
- Any other symptoms of COVID-19

WPD staff takes precautions to disinfect our rooms to prevent illnesses from spreading. If a child becomes ill while at the WPD, a parent or emergency contact will be called and required to pick up a child within a reasonable time period. Your child must be symptom free or on antibiotics for 24 hours prior to returning to the park program. Should your child contract any contagious disease such as: mumps, measles, chicken pox, scarlet fever, etc. child must return with a Doctor's release to school letter. Please report it to the staff immediately so we can notify other parents that their children may have been exposed.

If your child tests positive for Covid-19, we ask that they refrain from coming to school for a period of 5 days and once they are showing no symptoms. If a parent or sibling in your household tests positive we ask that you test your child as well and inform the Preschool Coordinator (708-448-7080 ext.103) of the results. If the child is negative they can attend school.

Medication Dispensing

Parents should notify staff of any medication that the child needs to take during the hours of the program. Medication dispensing forms must be completed and returned to the Preschool Coordinator before any medications will be dispensed. Please request these forms prior to the start of preschool.

Accident Policy

If your child receives a minor superficial wound or injury at the WPD, basic first aid will be administered. If a child receives an injury or illness that calls for emergency medical attention, the local fire department ambulance will be called and the child will be transported to the nearest hospital emergency room treatment center. A staff member will accompany the child. The parent/guardian will be contacted immediately after an ambulance has been called. If parent/guardian cannot be reached the emergency names will be contacted. Parents will be informed of minor accidents at pick-up time.

In case of a potty accident, assistance will be provided to your child. Please send child with a change of clothes in an event of an accident.

Arrival Procedure

Drop off will take place in the back of the building by Kennelly Park. Please park in the spaces by the park and walk your child up to the door. A staff member will be at the door no earlier than 9am to take your child inside.

Parents are NOT allowed in the building to drop off or pick up their child.

If you arrive past 9am, please bring your child to the front door and staff will walk them back to the preschool room.

The park district is working hard to adhere to all guidelines of the government and CDC hence why only children at this point are to enter the building and be escorted by a staff member to their designated room.

Departure Procedure

Please inform the preschool coordinator if your child needs to be picked up early. Pick-up will take place at the back door to Kennelly Park (same as drop off). Parents will wait by the door until staff arrives with child, opens the door, and sends them out.

Your child will not be released to anyone not listed on the Registration Form. If someone other than the persons listed on the Registration Form will be picking up your child, the emergency form needs to be updated in person or in written format.

If you are late for pick-up, please call ahead and let the Preschool Coordinator know. Any child who is still here past 2:05pm will be taken to the front desk waiting for your arrival. The first late pick-up is a written warning, then every time after that a late fee will occur for every minute.

Absentees

If your child will not be attending preschool for the day, we would appreciate a call or notice in advance if possible to the Preschool Coordinator (708-448-7080 ext. 103). **No refunds will be given for missed days.**

If there is an instance where you need to drop from the program completely a written letter must be signed and given to the Registration desk. You are still responsible for the outstanding balance of the program unless noted other wise by the Superintendent of Recreation.

Snacks

Parent's will be asked to provide their child with a small snack and lunch for them to eat when we have snack and lunch time. Lunch will be approximately at 11:30am every day and the small snack will be at 1:30pm before they leave. Everything will be thrown away after snack time. Snacks can be brought in a lunch box and a reusable water bottle is recommended.

Birthdays

We enjoy celebrating a child's birthday in the classroom. We will sing and make their day extra special. Treats are allowed but must be in a sealed bag and these treats will be handed out at the end of class. Cupcakes that are store bought are enjoyed at the beginning of class.

Communication

Newsletters, will be sent home with pertinent information by the first of the month, as it is our desire to keep parents informed of their child's daily activities. Staff encourages you to communicate with them as often as you feel necessary about your child. All information regarding your child is confidential and will not be released to anyone with the exception of suspected child abuse.

You have received a folder with information in it regarding school supplies and a get to know your child paper. Please bring school supplies on the first day of school and make sure everything is placed in a Ziploc bag with your child's name on it. Our teachers would like the getting to know your child paper prior to the first day of school. The preschool program does a fundraiser every year. The fundraiser helps with the cost of supplies, new toys, updated chairs, tables, and imaginative play structures for your child.

No Smoking in Parks Policy

Smoking is prohibited on the grounds of any Worth Park District facility and park except for the grounds of the Charles S. Christensen Terrace Centre. Worth Park District staff members, while on duty, are prohibited from smoking on the grounds of any Worth Park District facility and park except for staff designated areas of the Charles S. Christensen Terrace Centre. Smoking means either the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, cannabis, herbs or any other lighted smoking equipment; and/or the use of any electronic cigarette including vaping, e-cigars and e-hookah. Consuming marijuana or marijuana products is prohibited on the grounds of all Worth Park District facilities and parks, including but not limited to the Charles S. Christensen Terrace Centre.

Special Needs

If your child has any special needs, please contact the Superintendent of Recreation at 708-448-7080 ext. 111 before the start of school so special arrangements can be made. Delay in notification of special needs could result in delay of specialized assistance from supporting organizations.



3 YEAR OLD SUPPLY LIST

- 1 Package of Cleaning/Disinfectant Wipes
- 1 Roll of paper towels
- 2 Jumbo Glue sticks
- 1 Two Pocket Folder
- 1 Box of 8 classic color crayons (*Jumbo*)

**Please place crayons and glue sticks in a Ziploc bag with your child's name on it.*

4 YEAR OLD SUPPLY LIST

- 1 package of Cleaning/Disinfectant Wipes
- 1 Roll of paper towels
- 2 Jumbo Glue sticks
- 1 Two Pocket Folder
- 1 2" Clear View Binder
- 1 Box of 8 classic color crayons (*Regular Size*)
- 1 Box of 8 large markers (*Classic Colors*)
- 1 Box of fine markers (*Classic Colors*)

**Please place markers, crayons, and glue sticks in a Ziploc bag with your child's name on it.*

**WAIVER & RELEASE OF ALL CLAIMS
FOR USE OF INHALER OR AUTO-INJECTOR
WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION**

Please read this form carefully and be aware that pursuant to the Illinois Asthma Inhalers at Recreational Camps Act, 410 ILCS 607/1 *et seq.*, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain in connection with the possession, self-administration, or use of medication, including, but not limited to the use of an epinephrine auto-injector or inhaler at the camp or at any camp-sponsored activity, event, or program; except for claims arising out of the willful and wanton conduct of the Worth Park District.

As parent/guardian of the below identified participant, I verify and attest that my child/ward has the knowledge and skills to safely possess, self-administer, and use an epinephrine auto-injector or inhaler in a camp setting. I also recognize and acknowledge that there are certain risks of physical injury to participants' possession, self-administration, or use of medication, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said possession, self-administration, or use of medication. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of or arising out of the possession, self-administration, or use of medication against the Worth Park District, including its officials, agents, volunteers and employees; except for claims arising out of the willful and wanton conduct of the Worth Park District.

I further agree to protect, indemnify, save, defend and hold harmless the Worth Park District from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including reasonable attorney fees) for which the Worth Park District may become obligated by reason of the possession, self-administration, or use of medication; except to the extent caused by the willful and wanton conduct of the Worth Park District.

**WAIVER & RELEASE OF ALL CLAIMS
FOR USE OF INHALER OR AUTO-INJECTOR
WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION**

I have read and fully understand the above waiver and release of all claims and indemnification. If registering on-line or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Child/Children's Name: *(PLEASE PRINT)*

Parent/Guardian's Name: *(PLEASE PRINT)*

Parent/Guardian's Signature:

Date: _____

**PLEASE SIGN ONLY IF YOUR CHILD NEEDS AN
INHALER OR AUTO INJECTOR DURING THE
PRESCHOOL PROGRAM.**



TOT LOT PRESCHOOL PARENT HANDBOOK ACKNOWLEDGEMENT FORM

Please sign and return this page as acknowledgement that you have received and understand the Worth Park District Tot Lot Preschool Parent Handbook.

PARTICIPATION WILL BE DENIED

If the signature of parent/guardian and date are not on this Waiver/Handbook.

Please sign, date and return on the first day of registration.

Child/Children's Name: *(PLEASE PRINT)*

Parent/Guardian's Name: *(PLEASE PRINT)*

Parent/Guardian's Signature:

Date: _____