

HICKORY HILLS PARK DISTRICT PRESCHOOL PROGRAM



CYNTHIA NEAL ADMINISTRATION &
RECREATION CENTER
8047 W 91ST PLACE
HICKORY HILLS, IL 60457
(708) 598-1233
www.hhparkdistrict.org

TABLE OF CONTENTS

INTRODUCTION	1
EQUAL OPPORTUNITY	1
EDUCATION AND CURRICULUM	2
PHILOSOPHY	2
STAFF CREDENTIALS	2
PROGRAMS DAY AND TIMES	3
REQUIREMENTS FOR PROGRAM	3
REGISTRATION INFORMATION	4
TUITION/FEEES/CHARGES/REFUNDS	5
OPEN HOUSE	5
ARRIVAL AND DISMISSAL	6
EMERGENCIES	6
KEEPING INFORMATION CURRENT	7
CALENDAR	7
SNACK	7
PROGRESS REPORTS	7
FAREWELL PROGRAMS	8
ATTIRE	8
JEWELRY	8
ILLNESS	8
WRITTEN NOTIFICATION	9
FIRST AID	9
INSURANCE	10
DISCIPLINE POLICY	10
CUSTODIAL AGREEMENTS	11
STATE OF NEGLECT	11
CHILD ABUSE AND NEGLECT POLICY	11
EMERGENCY CLOSING	12
AFTER CARE	12

INTRODUCTION

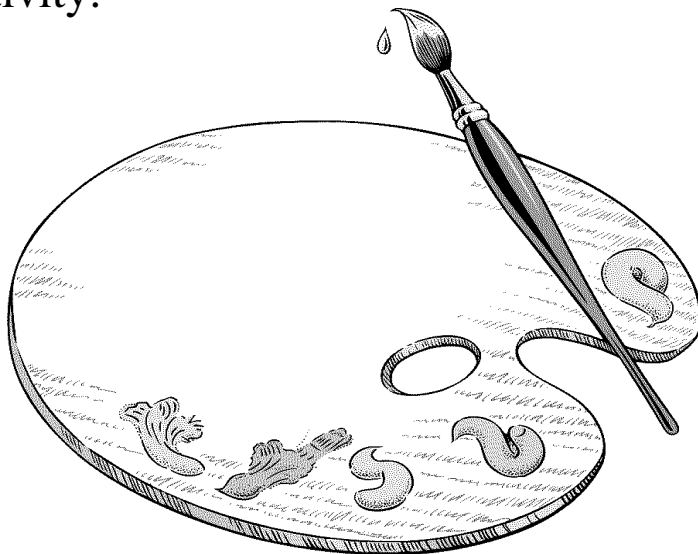
The Hickory Hills Park District Preschool Program is open to all children ages 3 to 5. Our staff is caring and dedicated. Their knowledge and experience enables them to establish a structured learning environment designed to benefit each individual child scholastically and socially.

Classes are a maximum teacher/child ratio of 1 to 12. This allows the teachers the opportunity to work more closely with each child in their care.

The Preschool Program is held at the Cynthia Neal Center, 8047 W. 91st Pl. The program runs mid-September thru mid-May.

EQUAL OPPORTUNITY

No child shall, on the basis of race, color, religious belief, national origin, or sex, be excluded from participation, denied the benefits of, or be subjected to discrimination in any Hickory Hills Park District program or activity.



EDUCATION AND CURRICULUM

We have designed a balanced preschool program ready to meet the educational, social, emotional, motor and creative needs of children ages 3 to 5.

All children will be introduced to letters, numbers, colors, shapes and other basic concepts.

Pre-Kindergarten children will be introduced to phonics, pre-writing skills, fine motor skills, reading readiness and number concepts.

Story time, music activities and seasonal art projects will be included in our program.

Throughout the year, the children will be playing, learning, growing and having fun with their peers.

PHILOSOPHY

It is the intent and purpose of the Hickory Hills Park District Preschool to provide education through developmentally appropriate practices, which includes play. Play is a child's most important work. It is through play that a child acquires cognitive, social-emotional, language, motor and cultural awareness skills in a non-threatening environment.

STAFF CREDENTIALS

Each of our teachers has an Associates Degree in Early Childhood Education, along with 25 plus years experience.

PROGRAM DAYS AND TIMES

Monday/Tuesday/Wednesday/Thursday/ Friday
8:45 a.m. - 11:45 a.m. **or** 12:15 p.m. - 3:15 p.m.

Monday/Wednesday/Friday
8:45 a.m. - 11:45 a.m. **or** 12:15 p.m. - 3:15 p.m.

Tuesday/Thursday
8:45 a.m. - 11:45 a.m. **or** 12:15 p.m. - 3:15 p.m.

REQUIREMENTS FOR PROGRAM

Your child must be the required age by September 1ST of the current year. Birth certificates will be required at the time of registration.

All children must be completely toilet trained and have adequate knowledge of personal hygiene. (Pull-ups and/or diapers are not allowed)

Complete medical examinations are not necessary. However, we do require that immunizations be up to date, as stated by Cook County Department of Health. It is highly recommended that your child have a physical prior to starting preschool.

Special medical conditions should be noted on the registration form. In addition, the teacher should be informed of any special condition. This includes, but is not limited to allergies (food, seasonal, medicine), asthma, physical limitations and/or dietary/culture restrictions.



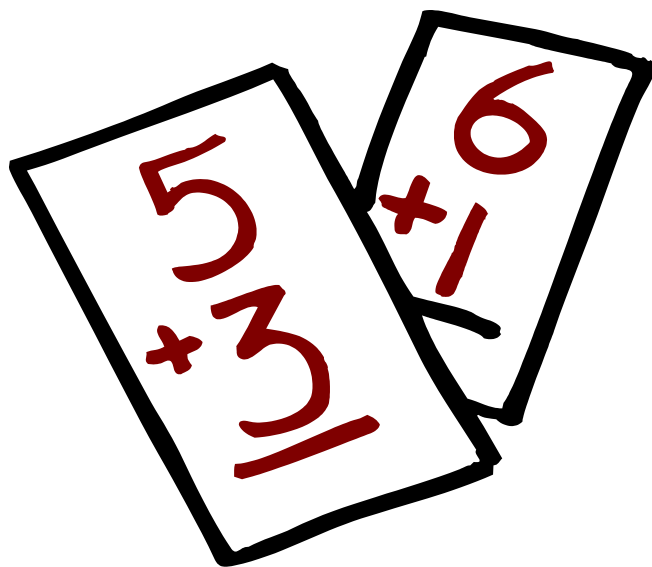
REGISTRATION INFORMATION

Registration is held in the spring of each year and is accepted at the Cynthia Neal Center, 8047 W. 91ST Place. The office is opened Monday thru Friday, 9:00 a.m. – 5:00 p.m.

You must bring your child's birth certificate and immunization record when you register. A note from your child's doctor stating that your child is up-to-date on his/her shots is also acceptable.

Once your child is enrolled in our Preschool Program, he/she will have priority registration for the following school year if he/she is not entering kindergarten in the fall.

SPECIAL NOTE: Registration will only be accepted in the class for which your child is eligible. If your child falls short of the required birth date, please have your name placed on a waiting list. If we do not fill the classes with the eligible birth dates, we will then turn to our next eligible birth date on the waiting list. You are under no obligation by putting your name on the waiting list.



TUITION/FEES/CHARGES/REFUNDS

A payment plan is available; a \$10.00 fee will be assessed every time your payment is late.

Credit is not given for absences, illness or holidays.

If you decide to cancel preschool before it starts, we will refund the total amount minus the **\$100 non-refundable, non-transferable deposit**.

If you cancel during the school year, your refund will be the total preschool fee minus \$100 minus the days it takes to fill your spot.

If the child is not picked up within 10 minutes after class has ended, the Park District will contact the child's emergency phone number. If the Park District cannot reach anyone, the child will be held until closing time or for a maximum time of two hours, whichever comes first. After two hours the police will be contacted and your child will be taken into protective custody until a parent or guardian can be notified. Once under police jurisdictions, the Park District is not responsible for any legal ramifications. Furthermore, the parents will be charged \$5.00 for every 10 minutes they are late picking up their child/children after class.

OPEN HOUSE

The teachers host an Open House each year in February. Please call the office at (708)598-1233 for the exact date if you are interested.

ARRIVAL AND DISMISSAL

Please park your car, walk your child into the building and remain with your child in the inner hallway until the classroom doors are opened. Unauthorized vehicles parked in handicap spaces may be ticketed.

School begins and ends promptly at the designated times. The teachers have a lunch/preparation time between classes. We ask that you be prompt in arriving and especially in picking up your child at the end of class. Children sometimes get uneasy if a parent or guardian is not there to pick them up when the doors open. If you arrive and the preschool doors are closed, please come to the office for assistance. The preschool teachers will not open the door for late arrivals.

Please let the teacher or office know if someone else will be picking up your child from class. We ask that you do this in person, unless it is an emergency. In which case, a phone call will be acceptable. We will ask to see proper identification if we are not familiar with this person; this is strictly for your child's safety.

If children are not picked up within 10 minutes of dismissal time, a late fee will be charged.

EMERGENCIES

The Park District understands that emergencies occur. Please call the Park District immediately if you are unable to pick up your child on time. A phone call alleviates any anxiety your child may have and ensures that the staff is informed. In addition, we might be able to assist by calling someone from your emergency list to pick up your child.



KEEPING YOUR CHILD'S INFORMATION CURRENT

It is extremely important that your child's enrollment information be kept up-to-date. If any of the following information should change, at any time, please notify the office as soon as possible:

- Home phone numbers or emergency contacts
- Your address
- Any changes in marital status, custodial agreements or orders of protection

CALENDAR

A monthly calendar will keep you informed as to special dates and activities. Your child will bring home this calendar at the beginning of each month. It will also be placed on the Hickory Hills Park District web page if it gets misplaced.

SNACK

The Park District will do their best to provide a small snack to the children daily. Sometimes the children will get involved with a project and we may run out of time for snack. If your child would like to celebrate his/her birthday by bringing a special group snack, please check with a teacher for the day and the amount of children.

PROGRESS REPORTS

A Progress Report is given to each child at the end of the school year. It assesses the strengths and weaknesses in skill levels as observed by the teachers.

FAREWELL PROGRAMS

At the close of the school year, the children will participate in a Spring Farewell Program. This program is approximately one hour in length and is presented in the classroom.

ATTIRE

We recommend children be dressed in comfortable play clothes allowing freedom of movement.

We do ask that each child have, in their backpacks at all time in a Ziploc bag, a change of clothing because accidents do happen.

Outerwear should be labeled with the child's name so misplaced items can be returned to their rightful owners.

Clearly print your child's name on their backpack.

Gym shoes are recommended for all age groups. Dress shoes, sandals and the like are not recommended for safety reasons.

When the winter weather comes we recommend that your child wear boots to school and bring gym shoes to change into. This will help keep our room clean and dry.

JEWELRY

Children with pierced ears are asked not to wear long dangling earrings or necklaces that could get caught during play.

ILLNESS

The Hickory Hills Park District Preschool Program seeks a partnership with parents in the effort to keep all children healthy and

free from contagious disease. Health practices at the Park District are designed to minimize illness. They include specific procedures regarding sanitation, hand washing and the exclusion of sick children. These procedures have been recommended by Cook County Health Department.

All information about a child's health and /or medical condition is kept strictly confidential.

If symptoms of illness are present at home, please do not bring your child to the school. If symptoms develop later during the day, the staff will determine whether or not the child should remain in school. In the event a parent cannot pick up his or her child in the suggested time frame, a staff member will call the names listed on the registration form. In order to prevent the spread of disease, children should not return to school until they are symptom free.

WRITTEN NOTIFICATION

The Park District follows the Cook County Board of Health recommendations regarding notices of illness in classrooms. If Cook County recommends a letter be sent regarding a contagious illness, we will send it. Likewise if your child has an illness, call the office so we can determine if a note should be sent home.

FIRST AID

For minor cuts, bumps, bruises, scrapes, etc, the staff administers first aid and completes an accident report form. Keep in mind that the Park District's first aid procedures are very basic: soap, water, antiseptic wipes, band-aids and ice packs.

INSURANCE

The Park District is committed to conducting its Preschool Program in the safest manner possible. The Park District continually strives to reduce risks and insists that all participants follow safety rules and instructions. Please recognize that the Park District does not carry medical accident insurance for injuries sustained in its programs. The cost of this insurance would make program fees prohibitive. Please check your personal/family health insurance.

DISCIPLINE POLICY

The Park District's discipline policy is as follows:

- 1st Offense: Verbal reminder of the rules.
- 2nd Offense: Redirection to another activity.
- 3rd Offense: Time-out, not to exceed three minutes.
- 4th Offense: Conference with parents.

If poor behavior continues, participation in program may be terminated.

Through the entire process, the teachers will keep the parents informed of the situation and the results of each stage of discipline. Teachers will also complete incident reports documenting the behavior.

Any child exhibiting aggressive behaviors toward other children and/or staff, i.e. biting, kicking, punching, hitting, bullying other children, will be disciplined according to the above outlined procedure. Some steps may be skipped depending on the severity of the incident.

CUSTODIAL AGREEMENTS

The Park District respects the rights of all parents to participate in the growth and development of their child or children. It is park policy that all staff members remain neutral in cases of divorce or separation. In the case of a family divorce or separation, the Park District requires a copy of the most current custodial agreement and/or court order.

STATE OF NEGLECT

Parents, please be advised that if your child is not picked up within two hours after class ends and you have not notified the office of your situation, your child will be considered in the state of neglect. The proper authorities will be called.

CHILD ABUSE AND NEGLECT POLICY

All teachers/instructors are mandated reporters of any suspected child abuse and/or neglect. Failure to report can result in criminal charges being brought against the Park District and any involved staff members.

All staff members are required to report suspected child abuse and/ or neglect in accordance with Illinois State Law.

A staff member is not expected to determine if a child is or is not being abused and/or neglected, but rather only to report the suspected abuse and/or neglect to the proper authorities.

If a teacher or another staff member observes signs of suspected abuse and/or neglect, the staff member must indicate this in writing and immediately report the findings to the Park District Executive Director.

EMERGENCY CLOSING

If the Park District closes due to an emergency, ie snow days, we will try to make up the classes. However that is not always possible. We will do our best to make up the activities. The Park District will post all emergency closings on our web page www.hhparkdistrict.org and send an email to all preschool families. If time is available we will call.

AFTER CARE

The Park District offers an After Care program for students in our preschool program and those who attend morning pre-school and/or kindergarten at School District 117. Our After Care program is from 11:45 a.m. – 4:15 p.m. and could be held in the same room as the preschool program. Please see the office for more information.





CYNTHIA NEAL ADMINISTRATION &
RECREATION CENTER
8047 W 91ST PLACE
HICKORY HILLS, IL 60457
(708) 598-1233
www.hhparkdistrict.org