



Oak Lawn Park District  
Learn As You Grow I and II  
Little White Building  
Parent Handbook

Ms. Peggy McCool  
Ms. Kathy Hengghan

## WELCOME

Welcome to the Oak Lawn Park District Learn As You Grow Preschool. Learn As You Grow I is designed for 3 year olds and Learn As You Grow II is designed for 4 year olds, those going into kindergarten the following year. This handbook is to inform you of the policies and procedures of this program. Please read this carefully, keeping it for future reference, and if you have any questions, please feel free to talk to me. Thank you for giving us the opportunity to grow with your child.

### Contact Information

**Little White Building Phone:** 708-857-2209

**Oak View Recreation Center:** 708-857-2200

**Recreation Supervisor Email:** jmarshall@olparks.com

### Learn As You Grow I

We will introduce the alphabet and numbers 1 through 10. They will have the opportunity to learn their full names, birthdays, shapes, colors and phone numbers. It is so very helpful if you talk more about the letter we are learning at home and even show them things that start with that letter so they begin to make the connection.

### Learn As You Grow II

We will learn to identify and write the alphabet as well as numbers 1 through 15. We will learn to write our names in the “kindergarten” way. (First letter only is capitalized). We will learn phone numbers, full names, birthdays, and addresses. We will review our shapes and colors. Again, any help from home really is an asset. We will not have formal homework, but I can tell you what a difference it makes when the things we learn in school are reviewed at home.

### Special Events

We will have special parties for Halloween, Christmas, Valentine’s Day, Easter and at the end of the year for both LAYG I and LAYG II.

### LAYG I and LAYG II Class Programming

**Circle Time:** This is a time when we sing and hold finger plays. This is an enjoyable time where we say the Pledge of Allegiance, attach the date to the calendar and then sing our favorite songs. The child who brings the snacks for class gets to hold our flag and pick their favorite song to sing first.

**Independent Play:** This is when the children first arrive at school. They may play with anything in the room. This is a great time for socialization. Play is most important aspect of a child’s life. It’s time for them to interact, share and cooperate. Carefully supervised free play is a vital part of our program. Our room is designed to be safe and appropriate for their age group.

**Art:** Once or twice a month, we will do special art activities at school. This may revolve around a theme we are having at the time or may be as simple as easel painting.

## **ARRIVAL AND DISMISSAL**

Classes begin at 9am or 12pm and end at 11:30am or 2:30 pm. Please bring your child on time and pick him/her up on time. We do not open the classroom door before the starting time, as this is our time to prepare those last minute details of the day. Being on time to pick up your child is important too. We find that children are more secure and comfortable in our classroom when they can be certain that Mom, Dad, or other family member will be there when the door opens for dismissal. If you are unavoidably detained, please call the school at **(708)857-2209**.

Late pick-ups will result in late fee charges following the Oak Lawn Park Districts' policy of \$5 for every 15 minutes. After two late pick-ups, your child may be dropped from the program.

The drop-off and pick-up point is in the classroom. Please walk your child into the room and sign in daily. Do not let your child out of the car at the entrance to the building!

## **MONTHLY CALENDAR**

Each month a home a calendar will be sent home with your child. Calendar will show what the children will be learning. It also informs you of special days that may be coming up.

The following holidays will be observed during the school year:

Columbus Day

Wednesday before Thanksgiving Day; Thanksgiving Day and the day after

Martin Luther King's Birthday

Presidents' Day

Casmir Pulaski Day

Good Friday

Spring Break (the week after Easter)

Classes will be held as scheduled on all other "holidays".

## **BOOK ORDERS**

With each monthly calendar, book order form will be sent home. The book order form is completely optional. If you choose to order and want to write a check, please make the check out to Peggy McCool. The book company prefers that I write one large check rather than receiving many small personal checks. We receive points for ordering and then, in turn, order books and educational material.

## **CLOTHING**

Clothing should be comfortable. It should also be such that your child can undo snaps and buttons so that they can use the bathroom. The children in our program are expected to handle their own bathroom needs and we have found that overalls and leotards are very hard for some children to manage. Keep in mind that we do get dirty at school and we would hate to ruin our best outfits. We do go outside for play time

so please make sure that the clothing is weather appropriate. In the winter, if your child wears boots, please bring shoes as well.

### **HEALTH AND ILLNESS**

For your child's protection, as well as other children and staff, you will need to keep your child home if he/she has any of the following:

- Sore throat and/or cough
- Discharge from the eyes or ears or severe nasal discharge
- Diarrhea
- Vomiting
- Temperature over 99 degrees
- Contagious disease

*Please contact us if your child will be absent, especially if it involves a contagious disease so that we can keep other parents informed. Our preschool phone number is (708)857-2209. If your child experiences any of these symptoms while in class, you will be called to come pick him/her up.*

*You are not hurting your child by keeping him/her home for the day, because, usually when children are not feeling well, they prefer to be home, safe and secure. **We ask that your child be symptom free for at least 24 hours before returning.***

### **CRYING AND CLINGING**

Most children coming to school will experience some separation anxiety. This is very normal. We have found, however, that most crying ends within minutes of the parents leaving. Our advice is to smile, give them a hug and a kiss, and tell your child when you will return and then leave. Be sympathetic of the tears that may come, but be firm and please don't linger! Be assured that we are prepared for these situations and will comfort your child. This separation may be as hard for you as it is for your child, but prolonging the departure is twice as hard for your child. If the crying persists for an extended period, we will call you.

### **TOYS FROM HOME**

Because toys from home can be lost or misused by other children, they are not allowed at school. If they do come to school, we will put them on my desk and return them to your child at the end of class. Once a month we will have a show and tell day when all will be allowed to bring special things from home.

### **DISCIPLINE**

The purpose of discipline is to help a child develop self-control and learn to assume responsibility for his/her action. Whenever possible we will correct with positive statements and reinforcement to redirect negative behavior. In some cases we will give the child a 5-minute time out. This will be used when we need to calm your child down when there is danger of hurting another child. During this time the teacher

or aide will talk with the child about the behavior and why it was not acceptable. In the case of reoccurring severe behavior, a discipline report will be sent home for your signature. After a second report has gone home, a letter will go home for you to set up a meeting with the teachers and Recreation Supervisor.

### **EMERGENCY FORMS**

In accordance with the Oak Lawn Park District regulations, all children enrolled in preschool must have the Child Information/Emergency Form on file. Please fill out and return on the first day of preschool. Please include the names of authorized people to pick up your child, your child's medical information, including any allergies and other pertinent information that will aid teachers in getting your child adjusted to the preschool experience. If your child has a severe allergy and needs to have an Epi-pen and/or medication on hand, you will be given a Medical Dispensing form to keep on file and will need to instruct staff on administering.

### **SNACKS**

Snack time is one of our favorite times of the day. It is a time when we can socialize with our friends, try some new foods, and even practice those manners. While we encourage the children to try new foods, we never force anyone to eat anything, but for many children, just watching their peers enjoy a food is usually enough to stimulate them to try new foods.

Occasionally during the session, you will have a turn to bring the snack. On your snack day, you will bring everything that you will need for your snack, including a beverage, cups, napkins, and plastic silverware (if needed). In our classroom we have both a refrigerator and a microwave.

**\*\*PLEASE DO NOT BRING ANY SNACKS WITH PEANUTS OR PEANUT BUTTER IN THEM.\*\***

Below you will find a list of suggestions for snacks to start encouraging good nutrition at early age.

**FRUITS:** Any fresh fruit, applesauce, fruit kabobs, canned fruit, raisins, etc.

**VEGETABLES:** raw veggies with or without dip, such as carrots and celery sticks (plain or with cream cheese)

**BREADS:** assorted breads, muffins, bread sticks, pretzels, crackers, graham crackers, finger sandwiches, bagels with cream cheese, popcorn (microwave or bagged), and granola bars

**MEATS:** Meat cubes, hard boiled eggs, meatballs

**DAIRY:** cheese slices or cubes, string cheese, cottage cheese, yogurt, cream cheese with crackers, pizza, milk.

**MISC:** Jell-O, Knox blocks, pudding, trail mix, Chex Mix

**BEVERAGES:** Fruit juice that is **100% JUICE**; water, milk.

**BIRTHDAYS:** We celebrate birthdays here at school and on your child's birthday, you may send cake, cupcakes and/or ice cream.

Absolutely, no NutraSweet or other artificial sweetener will be accepted.

*PLEASE NOTE: DUE TO THE FACT THAT SOME CHILDREN HAVE QUITE SEVERE ALLERGIES TO FOOD (ESPECIALLY PEANUTS), ANYTIME YOU ARE BRINGING A HOMEMADE SNACK, PLEASE SEND ALONG A LIST OF ALL INGREDIENTS. FOR EXAMPLE, IF YOU HAVE MADE CUPCAKES FOR YOUR CHILD'S BIRTHDAY, PLEASE SEND ALONG THE BOX WITH A LIST OF INGREDIENTS FOR THE CAKE AND FROSTING.*

I will send a snack list home with each child. On the occasion that you forget to bring a snack on your day, a note will go home stating that you forgot and that we would like you to replenish whatever we had to take from the emergency snack cabinet. Please remember to bring everything needed for your snack. If you are bringing individual snacks, it may be a good idea to send one or two extra. Inevitably, someone drops their snack on the floor and needs to be replaced.

### **SAFETY**

Safety is of prime concern in all the programs of the park district. Every effort will be made to provide a safe play and learning environment for your child. Should you notice any situations regarding safety, please notify the staff so it can be corrected.

### **SUPPLES**

#### **LEARN AS YOU GROW II Supply List**

- 1 two-pocket folder (very important) to be sent home daily for papers.
- 1 box washable markers – classic colors
- 1 box crayons – (any size or quantity)
- 1 bottle of glue
- 1 pair Fiscars scissors
- 2 pencils
- 1 roll of paper towels

PLEASE PUT ALL OF THESE ITEMS IN A CIGAR BOX SIZED CONTAINER. WE WILL HAVE A SAMPLE TO SHOW YOU. WE REALLY DO NOT HAVE ROOM FOR THE LARGE BOXES.

#### **LEARN AS YOU GROW I SUPPLY LIST**

- 1 two-pocket folder (very important) to be sent home daily for papers.
- 1 box 8-count crayons – preferably large or Jumbo size
- 1 bottle of glue
- 1 pair Fiscars scissors
- 1 box tissues

PLEASE PUT ALL OF THESE ITMES IN A CIGAR BOX SIZED CONTAINER. I WILL HAVE A SAMPLE TO SHOW YOU. WE REALLY DO NOT HAVE ROOM FOR THE LARGE BOXES.

## **SCHOOL CLOSINGS**

In the event of a severe winter or spring storm, please refer to the following information:

*How do I know if there is class?*

If School District 123 cancels school, then Oak Lawn Park District Preschool and Tot classes will be cancelled. School District 123 announces cancellations on TV stations WGN – Channel 9 and ABC – Channel 7 and on their website: [www.d123.org](http://www.d123.org).

Emergency Closing Website: <http://www.emergencyclosingcenter.com/complete.html>

*What if School District 123 announces a late start instead of a school day cancellation – is my child's class cancelled?*

School will not be cancelled and will follow regular school. *We do not make up missed days.*

## **PHOTO DAYS**

Class and individual photos of your child will be taken. The photo dates are listed on your school calendar. An informational letter and order form will be sent home with your child in September. Photos will be distributed in November.

## **PRESCHOOL SCREENING**

Preschool screening is available through all elementary school districts. Please contact your school district for more information.

## **TUITION PAYMENT POLICY**

There is a non-refundable deposit of \$50 included in the preschool program fees. There are three payment plan options to choose from:

1. Payment in full at the time of registration, receiving a fee discount
2. Automatic Credit Card Deduction Plan, paying a deposit at the time of registration and having seven monthly installment payments automatically charged to your credit card beginning in September and ending in March.