

# Barrington Park District Preschool



A Wonderful Place to Grow

## Parent Handbook 2024 - 2025



*Updated 8/15/24*

Dear Parents,

Welcome to the Barrington Park District Preschool Community. We are excited that you have chosen us to be a part of your child's educational future. Since 1988, the Barrington Park District Preschool has provided a nurturing environment where children can play, learn and grow together. We hope that the information in this handbook will be useful as we start the new preschool year. Please read through the handbook and feel free to contact us if you have any questions. We look forward to a great year getting to know you and your child.

**Thank You,  
Barrington Park District Preschool Staff**

<b>Classroom</b>	<b>Day</b>	<b>Time</b>	<b>Teachers</b>
Mini's <i>Purple</i>	Mon./Wed.	9:15am - 11:15am	Ms. Adriana, Ms. Erika & Ms. Aneta
Mini's Funtastic Fridays	Fri.	9:15am - 11:15am	Ms. Adriana & Ms. Erika
3's <i>Green</i>	Tue./Thu.	9:00am - 11:30am	Ms. Emily & Ms. Aneta
3's <i>Blue</i>	Tue./Thu.	9:00am - 11:30am	Ms. Kim R. & Ms. Barb
Pre-K <i>Yellow</i>	M/W/F	9:00am - 11:30am	Ms. Kim R. & Ms. Emily
Pre-K <i>Red</i>	Mon. - Thu.	9:00am - 12:00pm	Ms. Tammy & Ms. Jodi
Explorers' Enrichment Series	Fri.	9:00am - 11:30am	Ms. Tammy & Ms. Jodi

Lunch Bunch runs from after school until 12:30 and Extended Day goes until 2:00pm.

**Preschool Director**

Kim Sweeney

**Office:** 847-304-5294 (Direct Line & Absence Line)

**Email:** [ksweeney@barringtonparkdistrict.org](mailto:ksweeney@barringtonparkdistrict.org)

**PHILOSOPHY**

We are dedicated to enhancing the development of children through research-based curriculum and hands-on activities. Learning through play is the key to our curriculum which incorporates the Illinois Learning Standards developed by the State Board of Education. Our program focuses on the whole child. At BPD Preschool we provide an atmosphere that will encourage children to develop a positive, confident self image, respect others, feel safe within the school environment and promote learning and developmental growth.

**PREPARING FOR PRESCHOOL/WHAT TO BRING**

**Parents must provide each of the following:**

- Backpack that can hold full sized paper (8 1/2 x 11) and a folder.
- Snack (peanut & tree nut free).
- Water Bottle with name on it.
- Close Toed Shoes. Preferably gym shoes. Please no flip flops, boots or dress shoes.
- If registered for Lunch Bunch: a lunch with food they are able to eat on their own. Peaut/tree nut free.
- Clothes and outerwear (if necessary) that are appropriate for the weather. We go outside daily unless there is inclement weather.
- Completed "Student Profile Sheet" (if not already submitted at the Meet & Greet)
- If your child requires medication (i.e. Epi Pen, Benadryl, etc.) a "Medical Authorization Form" and the medication to be left in the classroom with the child's name, dosage and any other information needed. Contact Kim Sweeney for the form and more information.

## STAFF

There are two teachers in every classroom. Some classrooms might also have 1:1 aides. Every preschool teacher is professionally qualified and dedicated to the education and development of each child enrolled in the program. Teachers keep current in teaching methods through training and attendance at educational seminars throughout the year. All teachers are certified in Red Cross CPR and First Aid.

## FACILITY

We offer 4 classrooms, a large motor room, gym and a playground dedicated to the preschool program. Our rooms remain surely locked during school hours. Each classroom in the F&RC has a bathroom with a child size toilet and sink. All patrons must enter and exit through the main doors at the front of the F&RC and the Club House and not the side doors. The side doors are locked at all times for security purposes.

## CURRICULUM

The curriculum is research based and reflects the Illinois State Standards for Early Learning. It is taught using the developmentally appropriate practices established by the National Association for the Education of Young Children (NAEYC). The preschool program includes both group and individual activities throughout the day that are play based. Meaningful play encourages curiosity, discovery and problem solving. In our classrooms, you will find busy, happy children engaged in math, art, science, literacy, music and small motor activities. Our school uses the Jolly Phonics© program with all classes to help children learn letter sounds. Jolly Phonics© is a systematic, sequential, phonics program (also used by School District 220) designed to teach children to read and write. It teaches the letter sounds in an enjoyable, multisensory way. We follow the Illinois Early Learning Standards and the State of Illinois DCFS guidelines.

## OUTDOOR PLAY

An important part of children's growth and development happens during outside play. Our playgrounds are a great place to develop large motor skills! Whether it is looking for insects, watching the change of the seasons or experiencing how things work, outdoor exploration is a great way to extend the curriculum.

**We will go outside DAILY unless there is inclement weather or snow on the ground. Please dress your child appropriately for the weather.** Weather changes often, dressing your child in layers will allow your child to be prepared for the changes. All children go outside with the class. Adding a sweater or sweatshirt in case the day is cool is a good idea. A light jacket is important for cooler days. Hats and mittens are required for the winter months. Please label items with your child's name.

If there is inclement weather (lightening, heavy rain or snow) or snow on the ground we will move our outdoor play time to the Gym or Multi-Purpose Room where we will have age appropriate activities set-up. You do not need to send snow-pants or boots. We will not go outside if there is snow on the ground or it is cooler than 30 degrees.

## **CENTERS**

Our curriculum is designed to accommodate maturational differences in children through the use of centers. Centers enable children to make choices and learn through active exploration of the materials available combined with interaction with their peers and adults. Centers provide experiences with such cognitive skills as differentiation, classification, seriation and other basic thought processes. We provide small and large group activities so that children learn to develop social skills like waiting for one's turn, sharing, listening to others, and verbalizing their feelings and knowledge of the world around them. Time is also provided for large motor skills, group times, music and stories.

## **DRAMATIC PLAY**

The dramatic play center provides the necessary equipment for role playing. It helps stimulate the imagination and aids in the development of language skills. It also plays an important role in the development of empathy.

## **ART**

The art center is a place where children can express themselves using a variety of media. The young child's main concern is the process of their art, not the product. They are free to explore their creativity at their own level of learning.

## **LIBRARY**

Children learn the value of reading through many happy experiences with books. They find that books give them pleasure and information. Their language grows. They begin to tell stories themselves - sometimes using the flannel board or puppets. They learn that pictures have meaning and that they are able to use pictures to help them tell a story. Through these activities, the children are getting ready to read for themselves.

## **SCIENCE (S.T.E.M.)**

The more the young child knows and understands about his world, the more independent and confident he can become. The classroom plan encourages the child to ask questions, to look for answers, and to be aware of what is going on around him. The science table shows him that his interests are important to others. Experiments, pets and growing plants give them new experiences to think about and new words to try out.

## **SENSORY**

Play experiences with sensory materials are important for the young child. A child needs to feel that he can control and manage his world. Pouring water and shaping sand help him to have this feeling. Using different mediums, the child experiments without fear of making mistakes. Examples of sensory mediums are oatmeal, cornmeal, water, sand, play dough, etc.

## **TABLE ACTIVITIES (MANIPULATIVES)**

Table activities and manipulatives allow a child to test himself at problem solving. Matching games let him test his growing ability to see that certain things go together. Puzzles and pegboards give the child practice in coordinating his hand and eye movements. Number games help the child learn what numbers really stand for by giving him objects to count and handle.

## **DROP OFF /PICK UP & SIGNING IN/OUT**

Both will take place at the door to the classroom. There will be a teacher at the door to help assist the child into the classroom. Please no parents, caregivers or siblings in the room. Please be patient as this process will take some time the first few days since it is the first time going to school and/or being away from mom/dad/caregiver for many of our students. As soon as students enter the classroom a teacher will assist them with washing their hands and putting their belongings in their assigned locker.

Please be prompt when picking up your child, there will be a \$10 late fee charged for every 15 minutes . You will be required to sign a late pick-up form. Payment for late pick-up must be paid at the time of pick-up. If late pick-up becomes habitual, your child will be dismissed from the program.

**In case of emergency, please call the front desk at 847-381-0687.**

**SIGN-IN & OUT:** There will be a table outside of each classroom where each child can be sign-in and out by the adult dropping them off or picking them up. Please list all other adults who may pick-up your child on the “Student Profile” worksheet. If someone is picking-up for the first time and the teaches do not know them, they will be asked to show a picture ID. This is for the safety of your child.

## **SEPARATION & MEETING INDIVIDUAL NEEDS**

The transition from home to school is a major one for both you and your child. As a parent, you want to help your child enter the outside world as confidently and happily as possible. Many children worry about being separated from their parents when school begins. All children experience a degree of separation anxiety as they come and go from the security of home and the family they love and trust, and it’s quite healthy for them to do so. Still, we try to think of ways to comfort them while they’re in school. At the beginning of the year, “Meet the Teacher” allows parent(s) and child to meet the teachers and share information. If a child has trouble separating, parent and teachers work together to develop a plan to promote independence.

**If your child is coming to school after a difficult night, morning or weekend please email the Director, Kim Sweeney or pull a teacher aside at drop off. Nothing else will be said or asked. This will let the teachers know your child may need extra time, patience, help and a lot of love during the day. As always, we are a TEAM and we want to help your child thrive in school.**

## **CLOTHING**

We ask that children be dressed as comfortably as possible. Simple play clothes are best. We will use a wide variety of art materials that tend to get messy, and children enjoy themselves more if they don’t have to worry about their clothing. Please make sure your child’s clothing does not hinder his/her ability to take care of his/her bathroom needs (i.e. button pants, etc.). We recommend gym shoes with no-skid soles for your child’s safety. To avoid confusion and loss, all removable clothing should be marked with your child’s name. The Barrington Park District is not responsible for lost or stolen items.

**Each student must bring a zip lock bag of clothes (top, bottom, socks and underwear) that will be kept at the school incase they have an accident, get wet, etc.**

## **BATHROOM USE**

All children must be fully toilet trained and tend to their own bathroom needs without the assistance of an adult.. **No pull-ups or diapers** are allowed, except for Mini’s Preschool. Each classroom has a child’s sized toilet and sink and teachers will give constant reminders and bathroom breaks. If your child has an accident, we will give them their bag of spare clothes to change. Consistent incidents will indicate that your child is not fully toilet trained and he or she may be removed from the program until such time that he or she has achieved this requirement. Spots are not held.



## **SNACK TIME**

- All children (except Mini's) must bring their own snack and water bottle to preschool daily.
- Preschool provides snack for Mini's which will be goldfish or Cheerios.
- Please pack only ONE snack item and place it in the front pocket or side pocket of your child's backpack so it can easily be grabbed. Please do NOT put it in their lunch container if they are in Lunch Bunch.
- All preschools rooms are peanut/tree nut free environment and all snack must be peanut/tree nut free. Please check the packaging to make sure the item does NOT contain peanuts/tree nuts OR is made in a facility with peanuts/tree nuts.
- Sample Snack Items: prepackaged crackers (goldfish, teddy grahams, etc.), fruit/veggies, pretzels, yogurt pouch, etc. that can be eaten within the 15 minute snack period. Please do not send more than one snack

## **BIRTHDAYS**

We will celebrate your child's birthday on the school day that is closest to their actual birthday. Your child may bring a non-edible item to pass out to the class at the end of the day (optional). Birthday party invitations may only be sent home during class if the ENTIRE CLASS is invited.

## **CLASSROOM NEWSLETTERS/NOTES**

Special days, items to be brought to class and other important information will be included in a monthly newsletter that will go home in backpacks and will also be emailed. Important reminders will be posted on the table at sign-in and out, emailed home and posted on the HomeRoom app.

## **CLASSROOM DIRECTORY**

Included in the *Student Emergency Form/Profile* packet is a permission form to include your contact information in the class directly. Please mark *yes* or *no* on this form and include the information (cell phone, email, etc.) that would like shared in the directory. This information will be only be available to students within your child's individual classroom.

## **SCHOLASTIC BOOK CLUB**

Your child will receive Scholastic Book Club flyers a few times during the year. If you are interested in ordering please return the order form by the date marked on the back. Don't forget to include your child's name.

## **PRESCHOOL CLOSINGS**

Preschool may be cancelled due to inclement weather during the school year. We follow the Barrington School District 220 weather guidelines. If the school district is closed due to inclement weather the BPD Preschool will also be closed. The Preschool Director will also send out an email and post on HomeRoom.

For up-to-date information on school closing, you may call the Barrington Park District Weather HOTLINE at (847) 268-2268, or you may listen to the local radio or TV stations. You may also check our website: [www.barringtonparkdistrict.org](http://www.barringtonparkdistrict.org).

## HEALTH/ILLNESS POLICY

For the protection of all children and staff, we are unable to accept a child who appears ill. The teaching staff has the right to refuse admittance of a child who appears to be too ill to attend on a given day. If you are in doubt about your child's health, please keep him or her home and notify the Preschool Director prior to your child's usual time of arrival. If your child has a communicable disease, please notify the teacher or Preschool Director.

### **A few guidelines to follow in determining whether you should keep your child home are:**

- Children who need medication (fever reducer or decongestant) prior to the start of class should not attend school.
- Children who have vomited prior to the start of class should not attend school.
- Children should be free of diarrhea and/or vomiting for at least 24 hours before returning to school.
- Children should be free of an elevated temperature, without the use of medication, for 24 hours before returning to school.
- A rash may be a sign of many illnesses, such as scarlet fever or chicken pox. A rash or spots may cover the entire body or may appear in only one area. Do not send a child with a rash to school until your doctor has said that is safe to do so.
- If constant or green/yellow mucus is coming from your child's nose please keep your child home.
- If medication is prescribed, children should be on antibiotics for a minimum of 24 hours before returning to class to insure they are no longer contagious.

## SICK PROCEDURES

Parents will be called to come pick up their child if the child is vomiting, has an unexplained rash, has a fever or diarrhea. You must take your child home if they exhibit signs or symptoms of illness or when their needs require prolonged individual staff attention. If the parent/guardian cannot be reached, staff will contact persons listed on the student's authorization pick-up form. Students must be picked up promptly when sick.

## COMMUNICABLE DISEASES

Head lice, strep, ringworm, impetigo, hand/mouth/foot disease, conjunctivitis. If your child is diagnosed with any communicable disease, please notify the Preschool Director. The Barrington Park District has firm guidelines that must be followed before your child may return to preschool. Staff is required to report any cases of communicable to the local board of health.

## ABSENT POLICY

**Please call the Preschool Director, Kim Sweeney at 847-304-5294 if your child is going to be absent and leave a message with your child's name, classroom, date(s) of absences and reason for the absence.**

Please do not email because teachers do not have access to the email at all times.

## ALLERGIES/ASTHMA

IF YOUR CHILD HAS A SEVERE ALLERGY PLEASE LET US KNOW IMMEDIATELY. If your child has an Epi-Pen we will need the Epi-pen that you leave at Preschool along with the *Authorization to Administer Medication & Allergy Action* If your child has asthma and may need to use an inhaler, please complete an *Asthma Action Plan* form. These forms can be found online on the preschool site or from the Preschool Director.

## **MEDICATION**

In order for medication to be administered the following must be received:

- If your child requires medication (i.e. Epi Pen, Benadryl, etc.) a *Medical Authorization Form* and the medication to be left in the classroom with the child's name, dosage and any other information needed. Contact Kim Sweeney for the form and more information.

## **INJURY**

For any child who is injured and requires more than basic first aid, the following steps will be taken:

1. Attempt to contact parent/guardian.
2. Attempt to contact emergency contacts listed on emergency form.
3. If necessary, the child will be transported to the nearest hospital by ambulance, accompanied by a staff member.

The Barrington Park District does not provide accident insurance or medical insurance to its participants.

## **STUDENT ASSESSMENTS**

Teachers assess each child's development through observation and one-on-one interaction. Teachers will be looking at the child's social, emotional, physical and cognitive development. All one-on-one assessments are done through play during the preschool day using familiar materials the children use in the classroom. The teachers use the information gained through assessments to guide curriculum and lesson planning. Parents are informed about their child's learning and development at least twice a year either verbally, written or by work samples. Parents are encouraged to use this information to reinforce these developing skills at home and praise their child's accomplishments.

## **EARLY INTERVENTION**

Teachers act as advocates for you and your child. Your child's teacher can provide you with valuable resources. A teacher may need additional information on how to best meet your child's needs. In this instance, the teacher will request that you contact School District 220 for a professional evaluation. This professional will then confer with both you and the teachers.

## **ADA & SPECIAL ACCOMODATIONS**

Barrington Park District participates in a cooperative agreement with the Northern Illinois Special Recreation Association (NISRA). The BPD will work with your family if your child requires special accommodations while attending the program. Please contact the Preschool Director for more information.

## **PERSONAL BELONGINGS**

Personal belonging such as toys, game-boys, trading card, stuffed animals, and etc. may not be brought to the Preschool Program. Please ask the staff for directions if there is a specific item you'd like your child to bring and also on specialty days, such as show and share. The Preschool program staff will not be liable for lost or stolen items.



## **BEHAVIOR MANAGEMENT PROCEDURES**

All participants are expected to exhibit appropriate behavior. The following guidelines have been developed to help make programs safe and enjoyable for all participants. Additional rules may be developed for specific programs/classes deemed necessary by staff.

The Barrington Park District insists that all participants comply with the following basic behavior code. All participants shall:

- Show respect to all participants, staff and volunteers.
- Follow program rules and take direction from staff.
- Refrain from threatening or causing bodily harm to self, other participants or staff.
- Not place themselves and / or others in dangerous situations.
- Show respect for equipment, supplies and facilities.
- Not possess any weapons.

### **DISCIPLINE:**

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behaviors occur, a prompt resolution will be sought specific to each individual's situation. If unacceptable behavior continues, the staff will implement the following:

- Talk to the parent or guardian concerning continued behavior problems.
- Write and present parent with an incident or discipline report.
- On the occurrence of a third incident or discipline report the child will be suspended from the program. Length of suspension will be at the discretion of the supervisor.
- A meeting with the parent(s), instructor(s) and supervisor(s) will be required to discuss if the child will be returning to the program.
- If upon return, the child's unacceptable behavior continues and a fourth incident/discipline report is written, the child will not be allowed to continue attending the program.

The Preschool Director and the Barrington Park District reserves the right to review each situation on an individual basis and may eliminate steps depending on the severity of the incident. The Barrington Park District reserves the right to suspend/dismiss a participant whose behavior endangers the safety of themselves or others, continues to violate program rules (intentionally or unintentionally) and/or if inappropriate behavior does not stop.

### **ADULT RULES OF CONDUCT**

Any parent/guardian or authorized person who displays any one of the following behaviors will not longer be allowed at the site:

- Physical abuse: shaking, grabbing, hitting, pushing, etc.
- Verbal abuse, including inappropriate language or threats
- Use or possession of alcohol or illegal substance
- Smoking or weapons on premises

## LUNCH BUNCH

Lunch Bunch runs after class until 12:30pm.

It is perfect for parents who need an extended day or sporadically need care (drop-in). Lunch Bunch offers an extra time for lunch and socialization to children enrolled in Preschool.

The Preschool is a peanut and tree-nut free zone. All children are required to bring their own lunch.  
(Min/Max: 6/16)

Daily Drop-In Fee\*: \$10.00 per day for 3's, Pre-K 3-Day & Friday Explorers' Enrichment  
\$5.00 per day for Pre-K 4-Day

If you include Lunch Bunch as part of your monthly tuition the rates are discounted and included in your monthly tuition payment.

\*Please note that a 24 notice may be required for drop-in days and if days are already full then drop-in might not always be available. The Preschool Director will communicate this if necessary. You must complete a "drop-in" form and include payment and submit this form to the classroom teacher. Forms are found outside the classroom doors.

## EXTENDED DAY

Extended Day runs after class until 2:00pm and includes Lunch Bunch..

Enjoy extra time with friends and benefit from the additional amenities the Park District has to offer. Extra enrichment activities such as art, science, gross motor, music and more will be introduced daily. Extended Day included Lunch Bunch. All students must provide their own peanut/tree nut free lunch.

(Min/Max: 6/16)

Daily Drop-In Fee\*: \$25.00 per day for 3's, Pre-K 3-Day & Friday Explorers' Enrichment  
\$20.00 per day for Pre-K 4-Day

If you include Extended Day as part of your monthly tuition the rates are discounted and included in your monthly tuition payment.

\*Please note that a 24 notice may be required for drop-in days and if days are already full then drop-in might not always be available. The Preschool Director will communicate this if necessary. You must complete a "drop-in" form and include payment and submit this form to the classroom teacher. Forms are found outside the classroom doors.

## TUITION

- Tuition is based on the total number of school days and then divided into 9 equal payments. Fees are *not* based on a specific number of school days in a particular month.
- All tuition is charged monthly (September 2024 - May 2025) via EFT on the 10th of each month (or next business day if the 10th falls on a weekend or holiday).
- If you need to update your credit card please see the front desk or Preschool Director for an EFT Update Form.
- Late fee of \$25.00 will be assessed if tuition payment is overdue 15 days (credit card declines).
- **For a complete list of fees please visit [www.barringtonparkdistrict.org/preschool](http://www.barringtonparkdistrict.org/preschool).**

## **IMPORTANT CONTACT INFO**

### **ATTENDANCE LINE/EMAIL:**

*Please call and leave a message or email when your child will not be in attendance.*

**Phone:** (847) 304-5294

**Email:** ksweeney@barringtonparkdistrict.org

**Kim Sweeney**  
**Preschool Director**

**Phone:** (847) 304-5294

**Email:** ksweeney@barringtonparkdistrict.org

**BPD Front Desk:**

**Phone:** (847) 381-0687

**Weather Hotline:**

**Phone:** (847) 268-2268

**BPD Website:**

**Website:** [www.barringtonparkdistrict.org](http://www.barringtonparkdistrict.org)

**Teacher Contact Info:** Please note that teachers do not have individual email addresses. Please email Kim Sweeney for communication or ask your teacher at drop off or pick up if you would like to schedule a meeting with them.

## **MISC. INFORMATION:**

### **What did you do at Preschool Today?**

It is sometimes frustrating for parents when young children have difficulty recalling and describing what they did at school. Children are active and busy the entire time and they sometimes lack the words to tell others about their activities. By the time you pick them up, they have moved onto other things. Here are a few tips to encourage conversation.

#### ***Ask specific questions such as:***

- “What book did you read at story time?”
- “What did you do at the art table today?”
- “Tell me about the drawing in your backpack.”
- “What was the letter of the day today?”
- “What song did you sing today?”
- “What game did you play during active time today?”
- “Who did you play with today?”

#### ***Avoid general questions like:***

- “What happened at school today?”
- “How was school?”

## **PICTURES ON HOME ROOM APP:**

To help parents know what their children do at school each week the Park District is also using the app called “Homeroom.” This app allows us to upload photos safely to private classroom albums that only parents and teachers can see, away from social media and the internet. You will receive a link from Kim Sweeney via email inviting you to join the private classroom. We will post pictures weekly. You will need to download the free app on your iPhone or Android device. If you have any questions please contact Kim Sweeney.

