

Schoolhouse Adventures Parent Handbook

Fall 2024 - Spring 2025



Welcome to
Preschool



Wildwood Park District
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Important Contact Information:

Office Phone.....847.223.7275
 Park District Manager, Brandon Magnini.....bmagnini@wildwoodparkdistrict.com
 Preschool Teacher, Kathy Zawadzki.....kzawadzki@wildwoodparkdistrict.com
 Preschool Teacher, Tamara Rasumussen.....trasmussen@wildwoodparkdistrict.com

PHILOSOPHY

The Schoolhouse Adventures Preschool is a developmentally appropriate program for children 3 to 5 years old. We believe children benefit most by being exposed to a variety of information that will build upon their interests and natural curiosity. We also believe children will gain an understanding of the world around them by exposing them to nature through outdoor play and learning opportunities. This program uses a curriculum that includes academic topics such as shapes, colors, number, and letter recognition, and more. Our program is designed to integrate social, emotional, physical and academic development to meet the needs of the whole child and better prepare them for kindergarten. The curriculum is taught through a balance of teacher-directed lessons and child-directed activities, both indoors and outdoors. We believe children learn best through sensory, hands-on activities that encourage real life situations and problem solving. Some of the areas we will explore include nature, math, science, creative art and music, walking excursions, outdoor play and a variety of interest-based themes.

At Schoolhouse Adventures Preschool we view a child's play as their work. Playing provides opportunities to explore and make sense of the world around them. We provide various "centers" both inside and outside where children gain self-confidence and independence as they find success at their choice of activities. These centers include art, blocks, dramatic play, reading, science, and math and manipulative skills. We provide a safe environment for children to socialize and learn together.

We set the following standards to prepare your child for a smooth transition into kindergarten: talk in complete sentences, sit and listen, gross motor skills, catch and throw, follow one to two step directions and fine motor skills such as cutting on a line and trying to print their name. The alphabet and numbers will be taught throughout the year as well as sign language basics. Our goal regarding the alphabet is to have recognition of the letters and sounds to the best of their ability.

We believe each child is an individual whose ideas deserve respect and support from his/her peers and teachers. We encourage children to express their own opinion, follow their curiosity (within safe limits) and develop at their own pace.

Children and staff work cooperatively to set safe guidelines for the classroom. These guidelines will provide a safe learning environment. It is our belief that when children participate in the rule making process, they develop a sense of ownership and community in their classroom.

Our overriding goal at Schoolhouse Adventures Preschool is to provide your child with a positive environment that is filled with great friends and fun activities. We believe that with these things come independence and positive self-esteem.

CLASS TIMES

Our 3's class meets 9/3/24-5/15/25 on Tuesdays and Thursdays from 9am-11:45am.

Our Pre-K class meets 9/4/24-5/16/25 Mondays, Wednesdays, and Fridays, from 9am-12pm.

2024-2025 SCHOOL DAYS OFF

September 2: Labor Day
October 11: Institute Day
October 14: Columbus Day
November 5: Election Day
November 27-29: Thanksgiving
December 20-January 7: Winter Break
January 6: Institute Day
January 20: MLK Day
February 14: No School
February 17: President's Day
March 21: No School
March 24-March 28: Spring Break
April 18: No school

ARRIVAL/DISMISSAL

During arrival and dismissal, the teacher will have an attendance sheet and parents will sign your child in and out of the building. This is extremely important and is for your child's safety. Please be prompt at arrival and dismissal. It is distracting for the class when children join in the middle of an activity and it deprives that child of social time before the day begins. Conversely, as you can imagine, children become very nervous when all the other children have been picked up and their parent has not arrived yet. Please contact the teachers through the Class Dojo App if you will be late dropping off or picking up your child. Providing this information in advance helps staff plan appropriately. Preschool doors unlock and open approximately 5 minutes prior to the beginning and end of class.

Please adhere to the 5-mile per hour speed limit when driving through the Rule House parking lot and stop at the stop sign upon exit. The drive does become icy during the winter months and visibility may be limited. **Please be sure to park your car in a parking spot and walk your child through the program entrance door to sign them in for class.** For safety reasons, it is not appropriate to leave your car in front of the building entrance as it may block other vehicles.

Please note, only those persons authorized on the Authorization for Pick-Up Form will be allowed to pick up your child. We will not release your child to anyone you have not authorized. The individual must show a picture ID. If you participate in a carpool, please authorize those parents on your child's Authorization for Pick-Up Form.

LATE PICK-UP POLICY

Please be prompt at pick up time. Your child is expecting you and waiting can be distressing. The teachers also need this time to prepare for the next class and eat lunch, or the room may be used for another class or program. We understand that in rare instances emergencies may cause delays, so please call the office to notify us. Your consideration is appreciated.

A "late pick up" is determined when a parent picks up a child more than 5 minutes after class has ended. During such an event, beginning at the 6-minute mark, a fee of \$1.00 per minute will be assessed until the parent arrives. If a parent has not arrived within 20 minutes after the class has ended, Wildwood Park District staff will then begin calling individuals listed on the Emergency Contact form. Repeated late pick-ups can result in dismissal from the program.

ABSENCES

If your child becomes ill and will be unable to attend class, please contact the teachers through Class Dojo. If you are aware that your child will be unable to attend in advance (vacation, doctor appointment, etc.), please let the teacher know. When leaving a message, please indicate the child's name, class, reasoning, and date of absence.

ADJUSTING TO SCHOOL

Saying goodbye to mom or dad is never easy for a child, especially on the first day of school. We promise to make the atmosphere as warm and inviting as possible. Your child's teacher will greet them at the door and will comfort any nervous children. One way you can help is by keeping a positive and excited attitude about school. Remind your child there will be other children to play with and lots of fun things to do at school. Establish a daily drop off routine with your child such as a hug and kiss goodbye followed by a promise to pick them up when school is over. As each day passes it will become easier for your child to say goodbye.

Remember it is normal for children to be nervous about a new experience. We assure you that the tears and hesitation only last a short time. It is easier for the child to relax and accept the situation if they know mom or dad has left and will return later. Please don't wait outside the school or peek into windows to check on your child. Not only does this keep your child from relaxing and participating in activities, but it is very distracting and upsetting to the other children as well. However, please do not hesitate to call if you have any concerns about your child as their comfort and safety is of the utmost importance to us. Because adjustments may be hard at times, please be available for our call if your child is having an exceptionally difficult time adjusting during the first days of school.

SOCIAL SKILL DEVELOPMENT

Our teachers strive to provide a happy and positive atmosphere in which children learn and grow. Sometimes children find themselves in situations that require redirection and reminders. We make every effort to keep children safe and happy, however, sometimes children need our guidance to help them with social situations. Please be aware that some children may react physically (biting, hitting, pushing, spitting, throwing objects), and verbally ("you're not my friend" "I don't like you" "You can't play") at this point in development, and we will correct the situation as soon as it arises. You will be informed of the behaviors mentioned above should they occur, or if there is a pattern of behavior about which we are concerned. We may ask for your suggestions and confer with you on specific ideas to help your child's social development, and we may determine that your child is not developmentally ready for a classroom setting.

CURRICULUM CONTENT

The Schoolhouse Adventures Preschool curriculum focuses on experiences in your child's life. We will use themes familiar to your child as a subject for activities and discussions. Learning experiences through math, science and reading will be integrated through the themes. Activities will be offered in both group and individual formats to provide social skills such as taking turns and sharing. A sense of responsibility, independence and positive self-esteem are woven throughout the curriculum. Schoolhouse Adventures Preschool not only provides academic instruction, but also includes creative expression through art, music, and movement.

DAILY SCHEDULE

A typical day in our 3's class:

9:00am – 9:15am	Arrival and welcome
9:15am – 9:30am	Table time, art, fine motor, sensory
9:30am – 9:45am	Circle time, days and months, letters, subject of the day
9:45am – 10:30am	Choice time, sensory, building, art, dramatic play
10:30am – 10:40am	Clean up and wash hands
10:40am – 11:00am	Snack, story time
11:00am – 11:20am	Outdoor play
11:20am – 11:45am	Review of the day
11:45am	Dismissal

A typical day in our 4's and 5's Pre-K class:

9:00am – 9:15am	Arrival and welcome
9:15am – 10:00am	Circle time, calendar, pledge, subject of the day
10:00am – 10:30am	Choice time, individual help with worksheets
10:30am – 10:45am	Group activity, arts and crafts
10:45am – 11:15am	Handwashing, snack, story time
11:15am – 11:40am	Outdoor play
11:40am – 11:55am	Review of the day
12:00pm	Dismissal

CIRCLE TIME

This time is set aside for large group instruction and activities. The discussion topic will be based on our theme for the week and will be followed by a complementing activity. These activities will integrate a variety of skill areas including art, music, language, science, math and motor development.

EVERYDAY CLOTHING

Children should wear comfortable clothing that can get dirty. While every effort will be made to protect clothing, painting and other preschool activities are often messy. Children should wear closed-toed gym shoes every day to be able to play.

DAILY SUPPLIES FOR PRESCHOOL

- Full-size backpack or another suitable bag.
- Reusable water bottle and a healthy snack.
- Folder (to be used to send home any papers, notes, and projects)
- Extra set of seasonally appropriate clothes in a labeled Ziploc bag to keep in the child's backpack--This will ensure your child has a clean, dry set of familiar clothes to wear if any accidents happen. If an accident occurs, the teacher is not permitted to help with the changing of your child. If your child cannot change on their own, you or another parent/guardian will be called to come in and help them.

General supplies are included in the fees.

DISCIPLINE

We encourage the children to respect each other, respect property and to learn self-control. Redirection, quiet time and positive reinforcement are the discipline techniques used at this preschool. Through “redirection” we remove the child from the disruptive situation by suggesting an alternative activity. For example, if Joey is talking loudly in the Reading Corner, we would suggest he move to the Dramatic Play Center. He is then able to continue enjoying his station activities without disturbing the others reading.

Through “quiet time” children are given the opportunity to gain control of their emotions. If a child were becoming angry or frustrated with a friend, he/she would be asked to go sit in an area away from the situation. When the child becomes calm, we will talk with them and work out a solution to the problem. It is difficult for young children to control their emotions and we need to offer a place and time to relax so they may solve the problem. This technique encourages children to solve their own problems (building independence) and take responsibility for their emotions and actions.

The most frequent and effective discipline technique used by staff is “positive reinforcement”. Young children are still learning appropriate behavior. For this reason, the children are frequently recognized for doing what is expected. Rather than correct a child for calling out during Circle Time, we will complement the child who raised their hand. This praise not only makes the child who raised their hand feel good but reminds the first child of the correct way to ask a question at school.

HEALTH POLICY

Please do not send your child to preschool if he or she exhibits any signs or symptoms of being ill or if exposed to a contagious illness. If you are concerned that your child may be ill, please take him/her to the doctor before dropping off at preschool. If your child becomes ill at preschool, you will be notified by phone. If we are unable to reach a parent or guardian, we will call the emergency contacts.

As a general guideline, children should not attend school for any reason until being symptom free for 24 hours of the following:

- Fever
- Vomiting
- Diarrhea
- Communicable disease/Virus
- Bacterial Infection

Children may return to school 24 hours after the first dose of an antibiotic is administered and when he/she is fever and symptom free for 24 hours without the use of Tylenol, Motrin or Advil.

If your child develops a contagious/communicable disease, please let the preschool staff know. A letter will be sent home to all preschool families if a child has been exposed to a contagious/communicable disease. Your child’s name will remain anonymous. Examples of these include: COVID-19, Strep throat, ringworm, Chicken Pox, Rotavirus, pink eye, unusual rash, lice, hand, foot, and mouth disease, etc.

PHOTOGRAPHY POLICY

Photographs/videos for publicity purposes may be taken during preschool programs by authorized Wildwood Park District staff. For the protection of all our students, recording videos or taking pictures from a personal cell phone is strictly prohibited.

BIRTHDAYS

We are happy to celebrate birthdays in the class. Please speak with the teachers before bringing anything in to pass out for birthdays.

SNACK TIME

Please send your child with a healthy snack along with a reusable water bottle for class.

TOY POLICY

We ask that you do not allow your child to bring toys from home to school.

SCHOOL CLOSINGS

Please understand that it may become necessary to cancel a day of school due to circumstances we cannot control, such as weather. We will follow Woodland School District 50's snow day schedule. Please check the weather channel and Woodland School District #50 announcements prior to coming to school if you believe there may be a snow day. Each school year's schedule does allow for 2 cancellation days to be used any time during the year.

CONTACTING THE TEACHERS

Teachers can be contacted most easily through the Class Dojo App. The Wildwood Park District office phone number is 847.223.7275. Phone calls placed during office hours (9:30am-4pm M-F), will be answered in person by the front desk staff. If you wish to reach a Schoolhouse Adventures Preschool staff member outside of those hours, please use Class Dojo, email your child's teacher, or call the office phone at 847.223.7275 and leave a message on the machine and your call will be returned as soon as possible the next business day. Our Preschool is supervised by the Park District Manager, Brandon Magnini. He can be reached by calling the office phone or through direct email at bmagnini@wildwoodparkdistrict.com. If individuals, not yet enrolled in the program, wish to take a tour, they must set up an in-person appointment with the Park District Manager by phone or email.

PARENT COMMUNICATION

Calendars, valuable links between school and home, will be emailed to parents and posted on the bulletin board every month. If you misplace a calendar, please do not hesitate to contact your child's teacher for a new one.

REGISTRATION AND TUITION PAYMENTS

We accept registration throughout the year, as long as there is a spot open in the class. A registration form can be found on our website at www.wildwoodparkdistrict.com or in the office.

Registration Information Requirements:

All Students:

- Authorization for Pick-Up Form
- Child's Personal History
- Emergency Contact Information
- Up-to-date record of immunizations
- Payment Plan Agreement (Automatic credit card payments are optional but recommended)

New Students Only

- Certified Copy of Birth Certificate

All Students - Optional Forms

- Medication Dispensing forms

Child must be fully toilet-trained by first day of class; however, pull-ups will be allowed in the 3's Class as a safety net for new trainees.

Tuition is based on the total number of days in the school year divided into equal monthly installments.

Monthly tuition payments are due on the first day of each month. Credit card payments may be made by signing up for automatic payments or by calling the office. Payments in the form of cash or check may be brought to the Wildwood Park District Office to be processed. In accordance with our grace period, any tuition payments received on or after the 5th of the month will incur a \$15 late fee to be made payable along with the current monthly tuition. You will receive a receipt of your monthly payments by email. Be sure to have your correct email address on your child's registration form.

Nonpayment of your full monthly tuition and the late fee two weeks after the first of the month, without prior arrangements with the Park District Manager, will result in removal of your child from the Schoolhouse Adventures Preschool program immediately. If payment is not made by the end of the month, your child's registration will be cancelled. Before you are able to reregister your child for Preschool, you will be required to pay half a month's tuition, plus the late fee to settle your account.

If financial hardships make tuition difficult to pay, please do not hesitate to contact the Park District Manager, Brandon Magnini at 847.223.7275 for further discussion and review. Limited funds (up to \$500 maximum per family in a preschool year), are available to Wildwood Residents only who qualify based on certain criterion established by state and federal guidelines. Financial Scholarships for residents are first come first serve and the budgeted funds have limited availability.