



# Kiddie Kampus

## Preschool Handbook

Welcome to the New Lenox Community Park District's Kiddie Kampus program! We are very excited that you have chosen us to be a part of your child's early education. We look forward to a promising year filled with fun, learning and socialization; accomplished using songs, dance, arts & crafts, story time and circle time.

Our classes are designed to develop social, emotional, creative, and physical skills to ensure kindergarten readiness. Each course is carefully designed to maximize the development of each child with respect to his or her age. We have developed a curriculum following New Lenox School District 122 that will prepare your child to enter Kindergarten.

Not only will your child be mentally ready but also be prepared socially. We feel that one of the greatest assets that we give your child is teaching them to be socially responsible. One way we do this is through our daily playtime. Although you and your child may see playtime as just that, we see playtime as the building block to teach children how to interact with each other. This playtime is an integral part of preparing children for kindergarten and getting them ready for the world! Playtime teaches children how to share, take turns, work together, apologize, accept an apology, use their imagination and make decisions when there are many choices offered to them.

**Arrival and Departure:** Our morning classes begin at 9:15am and end at 11:15am (3-year-olds)/11:30am (4-year-olds). Our afternoon classes begin at 12:30pm and end at 2:30pm (3-year-olds)/2:45pm (4-year-olds). Our "Finally Five" class runs from 12:30-3:00pm. For the safety of the children, all entry doors will be locked during school hours.

**Drop-Off/Pick-Up Procedure:** All students must use our curbside drop-off and pick-up system. Each student will receive their car placards and pick-up and drop-off information at their scheduled meet and greet.

***Curbside Drop-off*** will take place at Door E, and we will have staff members outside to welcome children to school for the day. Parents will form a line in their vehicles and staff will help unload children and walk them inside to their teachers. **ID's will be required for pick up.**

***Curbside Pick-Up*** will also take place at Door E. All parents will receive two laminated placards that will have a number and a letter on them (ex: 14B). Parents that have multiple people picking up can request additional placards. This placard with the number/letter, which is specific to each child, will tell our staff outside which child is supposed to be getting into this vehicle.

**Snack:** Each child will be required to bring their own snack. Send ONE snack and ONE drink. Due to various allergies, we are attempting to be as peanut-free as possible.

**Clothing:** Send your child to school in comfortable play clothes that can get messy. Also, keep a weather appropriate change of clothes in your child's backpack. Accidents do happen and we want to avoid having to call home to have an extra set of clothes brought to school.

**Bathroom Break and Personal Hygiene:** All children must be potty-trained and able to take care of their own personal hygiene before entering the Kiddie Kampus program. Your child will be able to use the bathroom when needed and classes will take a bathroom break together. **Make sure your child goes to the bathroom before class.** It is best for your child if they are dressed in clothes that they can get up and down themselves. The teachers will gladly assist your child in helping them with buttons and snaps, but it empowers the children when they are able to use the bathroom unassisted. Please be aware that the teachers are not allowed to be in the bathroom stall with the children; rather they stand outside of each bathroom entrance. Therefore, your child needs to be able to take care of their own personal hygiene needs. If your child cannot take care of this themselves, the teacher will verbally instruct them on what to do, but the child must learn to do this for themselves. Work with your child at home if they are not already able to take care of their own personal hygiene needs.

## **Medication**

We encourage giving your child their medication at home prior to the program. If your child needs to take medication during the program:

- Our staff will not be administering medication for your child.
- Information you need to upload into ePACT before attending the program:
  - A licensed physician must provide written permission for our staff to issue the medication and provide specific directions.
- All medication brought to the program must be pre-dosed, staff will not be measuring out a liquid dose of medication.

- The participants should know how to administer their own epi pen or inhaler. Select staff onsite are trained in First Aid, CPR, AED and would be able to assist with an epi-pen or an inhaler if necessary.
- Guardians are required to complete a Medication Information Form for their participant prior to the program start. This form allows the staff to log the medication issued to your child. This document is linked on our website, attached to ePACT and must be completed in advance to their first day.
- Medication must be labeled with your child's name on it. We will not accept expired medication.
- Any medication or Epi Pens must be given to our Leader to keep in the medical bag/bin.
- We cannot keep medication temperature controlled.

### **Emergency Procedures**

In the event of serious injury or illness, it is the policy of the Park District to seek immediate medical attention (ambulance if necessary) for your child and then contact the parent. The Park District, however, will not assume the cost of the above.

### **ePACT Information**

Your ePACT account and profile must be submitted for your child before their first day of school. ePACT is a secure emergency network, that we will use to collect medical and emergency contact information electronically. Not only will ePACT replace paper forms, but it will also ensure we have a way to communicate with you.

**Health and Illness:** To protect all the children and staff, we request that if your child is ill, please do not send them to class. If you are in doubt about the severity of the illness, err on the side of caution and keep your child at home until they are well enough to attend class. Please note: your child's teacher has the right to refuse admittance of a child who appears too ill to be in class that day.

Here are a few guidelines to follow when determining whether to send your child to school:

- \*Children should be free of an elevated temperature for 24 hours before returning to school. Sending your child back prior to this waiting period increases their susceptibility to more germs due to a lower resistance and exposes the other children to their germs.
- \*If your child is on antibiotics for their illness, wait 24 hours after beginning the antibiotics to send them back to school.
- \*If your child has thick, colored mucous from their nose, do not send them to school; rather wait until the mucous is clear in color.
- \*If your child has been vomiting or has diarrhea, keep them at home until they have been clear of this for 24 hours or more.
- \* If your child has a rash, do not send them to school unless a doctor has specified that the rash is not contagious. The rash may cover the entire body, or just a small area. Wait for the rash to clear or have doctor approval before sending your child back to school.

**Assessments:** Each child will be assessed twice during the school year; December and May. This assessment is designed to aid you in understanding the social and cognitive skills that your child has demonstrated to us in the classroom environment. Understand that some children do not “test” well and may do certain things at home that they don’t do in a classroom setting. Do not be overly alarmed if the teacher has marked something as “work in progress” that you know they are able to do for you. The assessment is a guideline for you to know what we have done in the classroom and what your child has displayed to us on the given testing day.

### **Discipline**

To provide a safe and effective program for your child, certain rules have been established and must be followed. Disciplinary action will be taken if rules are ignored. We have a three-strike policy. Steps may be skipped for a serious offense.

**Strike One:** Written warning, parent signs form.

**Strike Two:** Written warning, parent signs form, phone call with Recreation Supervisor to talk about behavior modifications.

**Strike Three:** Written incident about behavior, parent signs form, dismissed from program, no refunds given for services already received.

#### **Behavior that would warrant a strike**

- Disrespect or talking back to NLCPD staff, volunteers, patrons or other participants in the program
- Physical fighting, including rough-housing or horseplay (punching, kicking, biting, spitting, choking)
- Verbal abuse/misconduct such as name calling or foul language toward someone
- Threats or offensive language
- Vandalism of any type (park property, participant property, school property, staff property)
- Child would not listen to and follow instructions that are given by NLCPD Staff repeatedly

**Fire and Tornado Drills:** Each teacher will practice fire and tornado drills during the school year to ensure readiness in the event of an actual emergency.

**Inclement Weather:** In the event of severe weather, our Kiddie Kampus program will be closed. We follow New Lenox School District 122 in deciding whether to close our program due to the weather. If New Lenox School District 122 is closed, we are too. Check our website for further details. We do not schedule make-up classes or offer refunds for inclement weather closings.

**Photo Disclaimer:** Registrants and participants permit the taking of photos and videos of themselves and their children during Park District activities for publication and use as the Park District deems necessary.