



**Little People Playtime Preschool Program  
of the Hampshire Township Park District**

**441 East Jefferson Ave**

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**[www.hampshireparkdistrict.org](http://www.hampshireparkdistrict.org)**

**Parent Handbook**

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HAMPSHIRE  
Township  
Park District

Little People Playtime Preschool Program  
441 East Jefferson  
Hampshire, IL 60140

This page must be completed and signed by the parent or guardian before the **Parent Handbook** is given to the family. Once this page is completed and signed, it will be removed and kept on file for the duration of the preschool program.

I \_\_\_\_\_ the parent/guardian of  
Name

\_\_\_\_\_ Do agree to read and  
Child's name

comply with the guidelines included in this handbook. This includes the Operating Policies and Procedures, the Safety Policies and Procedures, the Health Policies and Procedures, as well as the Payment Policies and Procedures.

I further agree to insist that my child (or children) adhere to the policies and guidelines.

Please check one:

\_\_\_ I did attend the Parent Orientation

\_\_\_ I did not attend the Parent Orientation

Parent/Guardian signature and date \_\_\_\_\_

Received by \_\_\_\_\_  
Staff member and date



## OVERVIEW

- The **Teal Class** is a transition program for children missing the September 1 cut-off date and turning three during September, October, November, and December of the current year. Classes begin in October.
- The **Little Learners** program is specific to children ages 3 years old by September 1 of the current year and those turning 4 years old during the school year.
- The **Pre Kindergarten** program is specialized for children who will enter Kindergarten in the fall of the upcoming year. Children in the Pre K program must be 4 years old by September 1 of the current year.
- **Kindergarten Connection** is an enrichment program for children attending morning Kindergarten/pre Kindergarten children who are 5 by December 31 of the current year.
- **Little People Care** is offered for your child before & after his/her scheduled class days and times. Availability is based on the number registered for any given day.
- **Fun Fridays, Super Saturdays, Cook 'N Craft, and Summer Camps** are seasonal programs. For up to date information check the Park District website [www.hampshireparkdistrict.org](http://www.hampshireparkdistrict.org) Use the “preschool button” to access information.

## REGISTRATION & SCHOOL CALENDAR

Registration is continuous throughout the year providing there are openings.

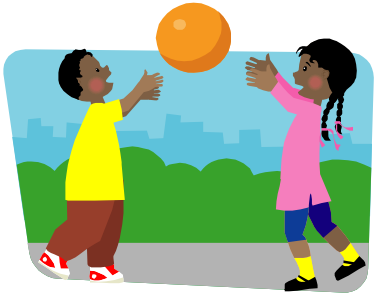
Regular Preschool classes are held September through May.

Summer Camps are traditionally June to August.

The complete and current preschool calendar is available on the Park District website. Use the “preschool button” to access information.

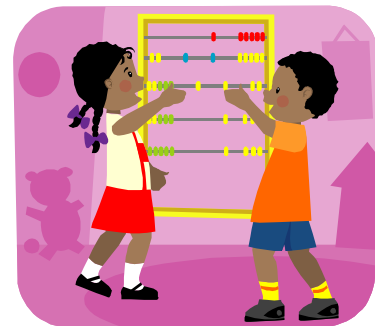
A hard copy of the calendar is always available upon request at the preschool office.

**CURRICULUM** Each Instructional Team (Lead Instructor and aide/aides) works together to implement the goals and benchmarks established for learning in the Illinois Early Learning Standards in all classes and programs offered at Little People Playtime.



The **TEAL CLASS** begins in October. It is a transition into preschool for children who turn 3 years of age after the September 1 cut off for the Little Learner program. The classes are a mixture of free time for the children to explore the hands-on activities in the classroom with their new friends as well as an introduction to structured learning as the children gradually learn to separate from parents. Seasons, colors, shapes, and plenty of time to paint and create will fill the 2 hours. The TEAL CLASS will meet twice a week. “Pull ups” will be accepted. Instructor to child ratio is 1 to 5. Target class size is 10

**LITTLE LEARNERS** offer 3 three year olds and those turning 4 in the fall and winter, a safe and well-supervised program. These 3s and early 4s are introduced to group activities such as circle time, crafts, story time, and large and small motor activities. A nursery rhyme theme builds a foundation of introductory skills including colors, shapes, numbers, alphabet, and name writing. This creative curriculum enables the children to learn through play and hands-on activities. Little Learner classes are 2 ½ hours and a choice of two or three days a week. The child adult ratio is six to one. Participants must be 3 years old by September 1 of the current year. Instructor to child ratio is 1 to 6. Target class size is 12.





## KINDERGARTEN CONNECTION

Physical Education/Health and Fine Arts enrichment classes are held on Tuesday and Thursday afternoons for children in any half-day morning Kindergarten program. This program is optional for Pre Kindergarten children who are 5 years by December 31 of the current school year.

Children attending the morning half day Kindergarten at the Hampshire Elementary have the option of being transported by d300 bus to the preschool for this program.

## The **PRE KINDERGARTEN**

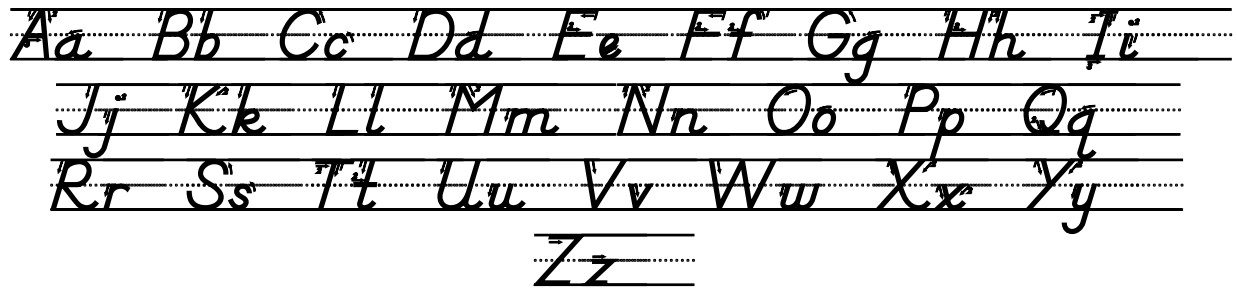
program continues and builds upon the Little Learner program. A solid foundation for learning is established during this important year before entering Kindergarten. Each of the classes meets for 2 ½ hours and a choice of three or four days a week. Most days are instructional and structured. One day each week is less structured to spend time exploring science, painting, enjoying music activities, or participating in gross motor activities either inside or outside. Along with friends the same age, participants experience the alphabet, numbers, shapes, colors, cutting, books, holidays, cooking, art activities, singing, painting, science, nature, and much more in new and exciting ways. Under the direction of experienced instructors, the children have so much fun they hardly know they are learning and reinforcing the skills necessary for Kindergarten. Children's literature is a key element of the program. Small group activities, activity centers, and hands-on activities are integral parts of the program. Children must be 4 by September 1 of the current year to participate in this group. Instructor to child ratio is 1 to 10. Target class size is 20.



## LITTLE PEOPLE CARE

Children enrolled in Little People Playtime have the option of early drop-off before their class or late pick up after class. This is a “user friendly” program because of its flexibility and low cost per hour. Children enjoy the lunch/snack they provide and supervised but unstructured activities. THIS IS A PEANUT FREE AREA. Please be careful what is put into lunches.

*The D’Nealian manuscript alphabet is the method used when teaching the formation of the letters.*



# OPERATING POLICIES AND PROCEDURES



## COMMUNICATION

To contact one of the Instructors by phone, please call the Preschool Office at 847.683.0896. **Please respect the privacy of the Instructors and do not call them at their homes. Instructors will provide you with their work email addresses.** Preschool Office hours are 7:30 to 4:00 daily. Messages may be left anytime. Along with the message, please leave the best time and phone number to reach you.

Monthly calendars / newsletters are sent electronically (if requested sent home with your child). Included are the activities for the month. Highlighted are upcoming events, holiday activities, projects, programs, and reminders. Please keep your email information up to date. Please check your email frequently so that no important news items are missed.

## BIRTHDAYS

Each child is honored on or close to his/her birthday. We incorporate the summer birthdays as follows: June birthdays in January; July birthdays in February; and August birthdays in March. These are celebrated as half birthdays—3 ½ or 4 ½ etc. Each classroom has a special way of celebrating birthdays.



## SNACKS and LUNCHES

In respect for the large variety of food sensitivities and allergies, each child will provide for his or her self a small snack of **ONLY cut-up fresh fruit, raisins, banana, grapes, or veggies in a zip lock bag** to be enjoyed during a planned time each class. NO juice boxes. NO fruit cups. NO applesauce. NO peanuts, pretzels, crackers, cookies, yogurt, or cheese sticks. Any snack other than fresh fruit, raisins, or veggies will be returned uneaten. A good breakfast is encouraged before class.

Children staying in the CARE PROGRAM after classes provide their own lunch and juice. This is a completely PEANUT FREE zone. Discourage your child from sharing food from his or her lunch.

## CHILDREN WITH SPECIAL NEEDS

The Hampshire Township Park District is a member of NISRA (Northern Illinois Special Recreation Association) and benefits from their guidance and training of staff to include children with special needs.

### **BEHAVIOR MANAGEMENT**

Children are well supervised and encouraged to share, to take turns, to put toys away, to clean up after themselves, to follow rules of good behavior, and to use acceptable language. They are taught about safety, care of property, good health habits, and consideration of others. Together with the Staff the children in each class compile a list of rules specific to their program. These rules are posted and a copy sent home to parents.

Rules are always enforced in a positive and professional way. The Staff strives to be consistent, firm, and fair.

For consistent and outstanding behavior difficulties, parents will be notified of a necessary conference to discuss the situation and what measures need to be taken to modify the child's behavior. Dismissal from a program will occur when parents, child and Instructors working together cannot resolve the situation.

**PORTFOLIO BINDER (Memory Book)** During the school year the Instructors for each class collect photographs and artwork as a portfolio of the year for each child. This is an optional activity as there is a one-time \$5.00 supply fee.

**HOLIDAY CELEBRATIONS/ACTIVITIES** There will be Halloween activities with optional costumes. Costumes if worn must be simple with NO masks, NO hand coverings, and NO weapons. Children must be able to move in their costumes to play games. **Costumes must be simple enough that the children are able to use the bathroom unassisted.** We have no religious affiliation but the children will participate in the Christmas, Valentine, and Easter holidays with a variety of activities and crafts. **TREAT BAGS OR "GOODIE BAGS" ARE DISCOURAGED AND WILL BE RETURNED.** To avoid any embarrassment to you or your child, please do not send them for any holiday.

### **TOILETING ASSISTANCE**

All participants must be "potty trained" and be able to take care of themselves in the bathroom. Staff will only assist in snapping or buttoning jeans or shorts. Children are expected to use good bathroom hygiene and are encouraged to wash hands after toileting. Pull-ups are allowed ONLY if a child is under the care of a physician. TEAL CLASS is the exception to this policy.

**TOYS FROM HOME** We are not responsible for any toys or stuffed animals or blankets brought from home. Occasionally a class activity will warrant bringing a toy. These will be used during that activity and not played with during class.

**SUPPLIES** Most of the craft supplies are provided by the program. However there are items each individual is asked to supply. A detailed list is on the Park District website: [www.hampshireparkdistrict.org](http://www.hampshireparkdistrict.org). Included on this is a list of "wish items". These are basically kitchen, disinfecting, and general items that are consumed daily in the program. Your purchasing of them is completely voluntary but greatly appreciated.

**HOLIDAY GIFTS FOR INSTRUCTORS** are discouraged. Thank you in advance for your cooperation.

# SAFETY

**CELL PHONE USE IN SCHOOL ZONE IS PROHIBITED** On January 1, 2011 safety laws prohibiting drivers' use of cellular phones when approaching or traveling through a school zone went into effect. Drivers may not type, send or read a text message at any time while operating a motor vehicle, except if the vehicle is parked on the shoulder or in a designated parking area and the gear shift is in the neutral or park position. The preschool has not been designated as an official "school zone" but you are asked to comply with this law for the safety of the preschool children.

**DRILLS** The children participating in Little People Playtime do participate in fire drills, lock-down drills, and storm drills.

**EMERGENCY EVACUATION** If for any reason the Preschool facility would have to be evacuated; the children will be escorted to the pavilion in the Ralph Seyller Memorial Park. In case of inclement weather, the children will proceed to the Park Administration building. Once the children are in that location, you will be immediately notified and told where to pick them up if necessary.

**SECURE BUILDING** During the time the children are in class, the Preschool facility is a secure building. All outside doors are locked. (The main entrance door remains unlocked, but the inside door is locked as well as all classroom doors while the children are in the building.)

**ATTIRE** Children should dress in clothing that is WASHABLE AND ALLOWS FOR FREEDOM OF MOVEMENT. Play clothes are the best. The children do wear paint shirts, but often this is not enough to keep paint from getting on clothes.

Please have your child wear shoes that tie or have Velcro closures and no open toes. This is for their safety during play and large motor activities.

**VISITORS & PARENT VOLUNTEERS** The preschool program operates on an "open door" policy. Visitors are welcome, but we ask the common courtesy of notifying the Instructors ahead of time. Please check in at the Preschool Office. Someone will either escort you to the classroom or find someone on the preschool staff to escort you. Parents are occasionally asked to help during special activities in the classes.

**EXCURSIONS** The children stay in the Playroom or on the Park campus for most activities.

**PHOTOGRAPHS** The Hampshire Township Park District uses pictures of participants in its programs and special events to inform others of the many recreational opportunities available. We do not use identification in this handbook or in the brochure. If you do not wish to have your child's picture taken, please tell us in writing.

**TOY INSPECTION** Toys in each classroom are age appropriate. The instructors routinely inspect all toys and furniture for sharp edges or broken or missing parts.



**CLEANING** After each class the tables and chairs are disinfected, floors swept and carpets vacuumed. The toys are routinely disinfected. All cleaning materials are kept out of reach of the children.

**FIRST AID AND CPR** There is always a staff member on duty trained in children's first aid and CPR and use of the AED (Automated External Defibrillator).

**ARRIVAL AND DEPARTURE PROCEDURES** always have you and your child's safety as a prime consideration. Therefore the following procedures must be followed.

- Please follow the indicated traffic pattern.
- Please use the marked parking places instead of parking on Jefferson Ave. or parallel parking behind parked cars.
- Arrivals and departures should be made as quickly as possible.
- The class arrival and dismissal times are staggered to free the parking space for those arriving or leaving. **The parking lot and surrounding area is not a play area or visiting area.**
- Please always watch your children carefully in the parking areas, taking them by the hand and walking with them at your side. To repeat: **The parking lot and surrounding area is not a play area or visiting area.**
- Please be respectful of the assigned handicapped parking areas.

**When bringing your child to class**

- The interior doors will remain locked until 10 minutes before class is to begin and are monitored.
- One of the Instructors or aides will be posted at each classroom door to accept your child once the interior doors are opened.
- Sign in and good byes take place in the vestibule.
- Instructors are available to help with jackets and back packs.
- If you wish to walk your child to the classroom during September you may. As the year progresses the children are expected to make this trip on their own.
- It is our hope that this procedure will speed up the drop off and free parking places as class arrival times are 15 minutes apart.
- The interior doors to the building as well as classroom doors remain locked during class times.

### **When returning at the end of class**

- Please use the marked parking places instead of parking on Jefferson Ave. or parallel parking behind parked cars
- You may wait outside of the building if the weather permits or in the vestibule in inclement weather
- Most days the children will be dismissed from the play area behind the facility. During inclement weather they will be brought to the vestibule.
- At no time are parents to wait by the classrooms or by the classroom exit door.
- **NO CHILD WILL BE RELEASED TO ANYONE NOT ON THE RELEASE FORM.**

**LATE PICK UP** Occasions arise when parents run late. A courtesy phone call is appreciated in these instances. Any child still waiting for a pick up ten minutes after the end of the class period will join LITTLE PEOPLE CARE and payment is expected.

### **SNOW DAYS/EMERGENCY CANCELLATION OF CLASSES**

We ask that you please use common sense in making a decision to drive during inclement weather or to keep your child at home. An attempt will be made to phone you of school closings. A message will be left if there is no answer. We also may ask for help in calling. Please keep the class list in a special place so that you can refer to it.

When winter weather is severe (usually January) is the time to be aware of formal school closings and cancellations. There will be no refunds for snow days or an attempt to make them up at a later date. Information will be announced on the radio/television on both local and Chicago stations. Listen for Dundee/Carpentersville Community Unit School District 300. Sometimes Hampshire will specifically be mentioned in the announcement, but there is no guarantee. The Hampshire Park District is never mentioned. It is understood that when d300 schools are closed, the Park District programs will also be canceled.

Emergency closing information can also be found at: [www.d300.org](http://www.d300.org) and [www.hampshireparkdistrict.org](http://www.hampshireparkdistrict.org)

### **WINTER CLOTHING**

On any day when weather conditions are wet (rain/snow) the children should wear boots to class in order to keep the classroom floors and carpets clean and dry and safe from slippery spots. **WHEN THE CHILDREN WEAR BOOTS TO CLASS, PLEASE ALSO SEND ALONG A PAIR OF SHOES OR SLIPPERS** to be worn during class. The instructors will assist the children with coats, hats, boots, etc. Your child's name should be in plain view on the boots.

**HINT:** It is a good idea to have your child practice putting on the snowsuit or boots in the store before your purchase. Practice at home, too. Most children want to be independent when they come to Playtime. We give them every opportunity.

## **HEALTH** (Extra care will be taken with hand washing due to the H1N1 virus)

The Staff of Little People Playtime strives to maintain the good health of all the participants by the following practices:

- The children wash hands as soon as coats are hung up upon arrival at Playtime, before and after snack, after using the bathroom, after nose blowing, after sneezing. (This is a good practice to have at home also.)
- Little People Playtime is Peanut free.
- We make routine checks for head lice—chiefly after long absences.
- Tissues are readily available for the children’s use. Instructions on how to cough and sneeze without spreading germs are routinely demonstrated.
- A bleach solution is used to wash & disinfect tables and chairs after each class as well as the bathroom areas.
- We will notify you by note if any child in a class has contracted a communicable disease. The notes are prepared by the Kane County Health Department and include symptoms to watch for and precautions to take.
- Vision and Hearing screening by the Kane County Health Department is offered each spring. The cost for this year has not been determined. Participation is encouraged but not mandatory.

**We ask you as parents and caregivers to help us maintain the health of all participants. Sick children belong at home. It is unfair to the group (and to the child) to bring him/her to Playtime if not feeling well. If you have any doubt about sending your child, it is probably best to keep him or her at home.**

**FEVER** The temperature must be normal for 24 hours before returning to class.

**You will be called to take a child home that is suspected of having a fever.**

**COUGH/SNEEZES** Please instruct your child to cover his mouth or sneeze into his bent arm or shoulder. **You will be called to take a child home that has a deep or constant cough.**



**COLDS** Kleenex is plentiful in the room. Please instruct your child in blowing techniques and proper disposal of used tissues. **Any child with a heavy cold, heavy nasal discharge, coughing, sneezing, blowing, etc. will be sent home out of courtesy to the other children in the class as well as the Staff.**

**HEAD LICE** The child may return AFTER treatment. The treatment should be repeated again in 7 to 10 days as per directions on package of shampoo used. Please notify staff of head lice, so we may alert all parents. All classes are checked periodically for head lice. **Any child with live lice will be sent home.**

**CHICKEN POX** The child may return to class when ALL pox are scabbed over and no new pox are appearing. This is usually 7 to 10 days. **Any child with open pox will be sent home.**

**VIRAL INFECTION** The child may return after taking antibiotics for 24 hours.

## HEALTH CONTINUED

**RASHES** Any child with a rash must be accompanied by a doctor's statement declaring the nature of the rash and that he/she is not contagious. **Any child with a rash will be sent home** unless a doctor's note accompanies the child.

**PINK EYE** The child may return after being treated with antibiotics for 24 hours. **You will be called to remove any child with pink eye.**

**DIARRHEA** The child may return when his/her system is normal for 24 hours. **You will be called to take your child home if signs of diarrhea are present.**

**MEDICATIONS** For an instructor to administer medication, your permission and instructions must be on file. There is a separate form to be completed and kept on file.

**IMMUNIZATIONS** must be up-to-date. The Hepatitis B series of immunizations and Lead screenings are strongly encouraged

## PAYMENT POLICY

**MONTHLY FEES** Equal payments are made monthly. Each month's fee is 1/9 of the total fee regardless of the vacation days during that particular month. The following are points of interest:

**Payment for the month is APPRECIATED the first week of each month.** If your credit card information is on file, payment will be processed the first class of the month and a receipt sent home with your child. A payment reminder is sent home after the first week of the month.

**A \$10 late fee will be added after the 15th of each month**



- Any month when no payment (or contact from you about the payment) is made will result in dismissal of the child from the program.
- Checks returned for insufficient funds will be charged a penalty fee of \$20.00. You will be asked to replace the amount of the check in cash plus the \$20.00 chargeback fee.
- Checks should be made payable to HAMPSHIRE PARK DISTRICT.
- Keeping a credit card number on file is a payment option and paperwork must be completed
- Monthly payments may be made at the Preschool facility or by mail 441 East Jefferson Ave PO Box 822 or VISA or MASTER CARD payments are also accepted in person at the facility or by phone. For your convenience, there is a locked "drop box" for after hour payments. It is located outside of the main entrance to the Preschool facility. The Preschool office hours are 7:30 to 4:00 Monday through Friday.
- Children will receive the year's PORTFOLIO (Memory Book) only if all payments are up to date and the May payment has been received.

**RESIDENT AND NON-RESIDENT FEES** A resident is defined as anyone who lives within the Hampshire Township Park District boundaries. Not all Hampshire addresses are located within the Hampshire Township Park District. Residents, by paying property taxes make a financial contribution to the operating budget of the Park District. Non-Residents are welcome to register for programs at the Non-Resident Rates.

**ASSISTANCE IN PAYMENTS** Any family seeking financial help in paying fees must complete and submit the necessary Scholarship forms. The Hampshire Park District Foundation is supported by the generosity of private donors and may supplement payments if funds are available.

**REFUNDS** There will be NO refunds made NOR adjustments made to monthly fees for snow days, emergency cancellations of classes, days when children are ill, or days missed due to family vacations.

If your child will miss class, please call the Preschool Office no later than 8:00 a.m. for morning classes and 11:00 for afternoon classes. A message will be given to the instructors.

**EXTENDED ABSENCE** If your child will miss classes for any reason for an extended period of time (two weeks or longer), please make payment arrangements with the Preschool Director.

If you pay part (one half) of the fee during your absence, your child's place will be held in the class.

If you choose not to pay the fee and there is a waiting list, your child's place will be given to the first child on the waiting list. Your child will then be put on the waiting list or placed in a class where there is an opening.

**Emergency situations are always reviewed on an individual basis.**

**Thank you for reading and for your cooperation**

