



Please sign and return this page as acknowledgement that you have read and understand the Tot Lot parent handbook. This form is due at registration or on the first day of preschool.

Child/Children's Name

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Parent/Guardian's Name

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Parent/Guardian's Signature

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Date: \_\_\_\_\_



## ***Parent Handbook***

**2021 - 2022**

*The mission of the Worth Park District is to offer our residents opportunities to enjoy life through professional, quality programs, services and facilities.*

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**WAIVER & RELEASE OF ALL CLAIMS  
FOR USE OF INHALER OR AUTO-INJECTOR  
WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION**

**I have read and fully understand the above waiver and release of all claims and indemnification. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.**

PLEASE PRINT

Participant's Name

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Parent/Guardian's Signature

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Date

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**WAIVER & RELEASE OF ALL CLAIMS  
FOR USE OF INHALER OR AUTO-INJECTOR  
WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION**

Please read this form carefully and be aware that pursuant to the Illinois Asthma Inhalers at Recreational Camps Act, 410 ILCS 607/1 *et seq.*, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain in connection with the possession, self-administration, or use of medication, including, but not limited to the use of an epinephrine auto-injector or inhaler at the camp or at any camp-sponsored activity, event, or program; except for claims arising out of the willful and wanton conduct of the Worth Park District.

As parent/guardian of the below identified participant, I verify and attest that my child/ward has the knowledge and skills to safely possess, self-administer, and use an epinephrine auto-injector or inhaler in a camp setting. I also recognize and acknowledge that there are certain risks of physical injury to participants' possession, self-administration, or use of medication, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said possession, self-administration, or use of medication. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of or arising out of the possession, self-administration, or use of medication against the Worth Park District, including its officials, agents, volunteers and employees; except for claims arising out of the willful and wanton conduct of the Worth Park District.

I further agree to protect, indemnify, save, defend and hold harmless the Worth Park District from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including reasonable attorney fees) for which the Worth Park District may become obligated by reason of the possession, self-administration, or use of medication; except to the extent caused by the willful and wanton conduct of the Worth Park District.

# Welcome to Tot Lot Preschool!



## Important Dates for the 2021-2022 School Year

### **September:**

6th	No School—Labor Day
7th	First Day of 3 year old Tot Lot
8th	First Day of 4 year old Tot Lot

### **October:**

11th	No School—Columbus Day
28th	Halloween Candy Exchange (3 year olds)
29th	Halloween Candy Exchange (4 year olds)

### **November:**

22nd	Feast Day (4 year olds)
23rd	Feast Day (3 year olds)
24-26th	No School—Thanksgiving Holiday

### **December:**

16th	Christmas Program (3 year olds)
17th	Christmas Program (4 year olds)
20-31st	No School—Winter Break

### **January:**

3rd	No School
17th	No School—M.L. King's Birthday

### **February:**

14th	Valentines Candy Exchange (4 year olds)
15th	Valentines Candy Exchange (3 year olds)
21st	No School—President's Day

### **March:**

28-Apr 1st	No School –Spring Break
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### **April:**

15th	No School—Good Friday
18th	No School

### **May:**

12th	3 year old Graduation Day
13th	4 year old Graduation Day



### **3 year old supply list**

- 1 Package of Cleaning/Disinfectant Wipes
  - 1 Roll of paper towels
  - 2 Jumbo Glue sticks
  - 1 Two Pocket Folder
  - 1 Box of 8 classic color crayons (Jumbo)
- \*Please place crayons, and glue sticks in a Ziploc bag with your child's name on it.

### **4 year old supply list**

- 1 package of Cleaning/Disinfectant Wipes
  - 1 Roll of paper towels
  - 2 Jumbo Glue sticks
  - 1 Two Pocket Folder
  - 1 2" Clear View Binder
  - 1 Box of 8 classic color crayons (Regular Size)
  - 1 Box of 8 large markers (Classic Colors)
- \*Please place markers, crayons and glue sticks in a Ziploc bag with your child's name on it.

### **No Smoking in Parks Policy**

Smoking is prohibited on the grounds of any Worth Park District facility and park except for the grounds of the Charles S. Christensen Terrace Centre. Worth Park District staff members, while on duty, are prohibited from smoking on the grounds of any Worth Park District facility and park except for staff designated areas of the Charles S. Christensen Terrace Centre. Smoking means either the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, cannabis, herbs or any other lighted smoking equipment; and/or the use of any electronic cigarette including vaping, e-cigars and e-hookah. Consuming marijuana or marijuana products is prohibited on the grounds of all Worth Park District facilities and parks, including but not limited to the Charles S. Christensen Terrace Centre.

### **Special Needs**

If your child has any special needs, please contact the Superintendent of Recreation at 708-448-7080 ext. 111 before the start of camp so special arrangements can be made. Delay in notification of special needs could result in delay of specialized assistance from supporting organizations.

### **COVID-19 Guidelines**

During these unprecedented times, the goal of the Worth Park District's Preschool program is to provide a safe and quality environment for participants. We will continue to follow the safety guidelines recommended by the CDC and IDPH. Constant handwashing will be enforced at the beginning and end of preschool along with during the day as well. Each child will be required to bring and wear a mask during class. Children will be required to wear a mask at all times except during outside play time and snack time. Children are also required to follow the social distancing guidelines as well. We understand that it may be difficult for a 3 or 4 year old to follow these guidelines and this is why we are only accepting up to 15 participants per class to help with these guidelines. If you have any questions or concerns you can contact the Superintendent of Recreation at 708-448-7080 ext.111.

### **Program Philosophy**

The Worth Park District (WPD) programs are dedicated to providing a safe, recreational environment for your child. We will guide your child through a variety of learning experiences in a fun and creative way. Activities during WPD programs will include: curriculum, special projects, music, structured playtime, story-time and fitness activities.

### **Objectives**

#### 3yr old Objectives:

- To Follow simple directions
- To Learn to Share and Take turns
- To Recognize and Name Basic Colors
- To Recognize, Name, and Draw Basic Shapes
- To Recognize and Understand Patterns
- To Teach each child proper scissor grip
- To Recognize that Print moves from Left to Right
- To Recognize and Name (Spell) letters in their First Name
- To be Taught the Proper way to Hold a Pencil/Crayon
- To Tell a Story by Following pictures in a Book

#### 4yr old Objectives:

- To Follow Directions Agreeably and Easily
- To Know their Address and Phone Number
- To Use appropriate 3-Finger grasp when using writing instruments
- To Establish Left or Right Hand Dominance
- To Be Able to State First and Last Name When Asked
- To Be Able to Recite (Spell) all the Letters in their First Name
- To Recognize/Write the Letters of the Alphabet in Upper & Lower Case Form
- To Recognize and Write the Letters of the Alphabet Randomly
- To Know the Relationship between Letters and The Sounds they Make
- To be able to Retell a Story that has been read aloud
- Be able to Rhyme Words
- Differentiate letters from numbers
- To recognize and write numbers 1-10 and recite numbers 1-20
- Understand the concepts of Estimating, Categorizing, Sequencing, and Sorting
- To understand the concepts like yesterday, today, and tomorrow
- To identify and know how basic colors combine
- To continue learning scissor skills

### **Administration Contacts and Information**

Coni Ryan, Preschool Coordinator 708-448-7080 ext. 103  
Stephanie Analitis, Superintendent of Recreation 708-448-7080 ext.111  
Cindy Redenbaugh, Receptionist 708-448-7080

Office Hours Monday-Friday  
9:00am-5:00pm

### **Tot Lot Schedule**

(3 year olds) Tuesday & Thursday AM Class: 9am-12pm  
PM Class: 12:30pm-3:30pm

(4 year olds) Monday, Wednesday, Friday AM Class: 9am-12pm  
PM Class: 12:30-3:30pm

Day Care is offered before and after Tot Lot hours in our RAS program. For more information please ask at the front desk or contact Sarah DeWolf at 708-448-7080 x 102 or sdewolf@worthparkdistrict.org. Hours of our RAS program are 7am-6pm.

### **Park District Closings**

The Worth Park District Building will be closed on the following holidays: New Years Eve, New Years Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve and Christmas Day. If these Holidays fall on a weekend, the WPD will be closed the day before or after the Holiday. WPD will automatically close if the following occurs: Act of Nature Days (snow, cold, severe warnings), Utilities Malfunction (power outage, water or plumbing problems).

### **Emergency Closings**

District 127 cancels school

- Tot Lot preschool is cancelled for the day
- RAS PM Program is canceled for the after school portion of the day. *This includes all pick-ups that would occur from 11:30 am and later.*
- RAS AM Program will continue to operate only until 3 p.m. if school closing is determining after 6 am. Any notification prior to 6 am will close the RAS AM hours. *Children that are not normally enrolled in the AM program are not eligible for participation*
- All am programs (those that would run between 8:30 am and 12:30 pm are cancelled for the day.)
- At 1 p.m. all other programs, events and rentals will be decided as to their cancellation, pending current and potential weather and street conditions.

may not participate in the program. You will be asked a series of questions every morning in regards to COVID-19 and exposure. Please note that drop off will take a little more time than usual and we appreciate your understanding and patience.

### **Departure Procedure**

Please call the front office if a child needs to be picked up early. Pick-up will take place at the back door to Kennelly Park (same as drop off). Parents will wait by the door until staff arrives with child, opens the door, and sends them out. Please use social distancing guidelines and wear a mask when picking up your child. It is for the safety of you and our staff members. Your child will not be released to anyone not listed on the Registration Form. If someone other than the persons listed on the Registration Form will be picking up your child, the emergency form needs to be updated in person or in written format.

### **Absentees**

If your child will not be attending preschool for the day, we would appreciate a call or notice in advance if possible (708-448-7080 ext. 103). No refunds will be given for missed days.

If there is an instance where you need to drop from the program completely a written letter must be signed and given to the Registration desk. You are still responsible for the outstanding balance of the program unless noted other wise by the Superintendent of Recreation.

### **Communication**

Newsletters, will be sent home with pertinent information by the first of the month, as it is our desire to keep parents informed of their child's daily activities. Staff encourages you to communicate with them as often as you feel necessary about your child. All information regarding your child is confidential and will not be released to anyone with the exception of suspected child abuse.

You have received a folder with information in it regarding school supplies, a fundraiser, and a get to know your child paper. Please bring school supplies on the first day of school and make sure everything is labeled with your child's name. Our teachers would like the getting to know your child paper prior to the first day of school. The preschool program does a fundraiser every year. The fundraiser helps with the cost of supplies, new toys, updated chairs, tables, and imaginative play structures for your child.



WPD staff takes precautions to disinfect our rooms to prevent illnesses from spreading. If a child becomes ill while at the WPD, a parent or emergency contact will be called and required to pick up a child within a reasonable time period. Your child must be symptom free or on antibiotics for 24 hours prior to returning to the park program. Should your child contract any contagious disease such as: mumps, measles, chicken pox, scarlet fever, please report it to the staff immediately so we can notify other parents that their children may have been exposed.

If your child or anyone in their household have been exposed to COVID-19 we will request a COVID-19 test to be done for your child in order for them to return to school. Results can be emailed to your teacher or the Superintendent of Recreation.

### **Medication Dispensing**

Parents should notify staff of any medication that the child needs to take during the hours of the program. Medication dispensing forms must be completed and returned to the Superintendent of Recreation before any medications will be dispensed. Please request these forms prior to the start of preschool.

### **Accident Policy**

If your child receives a minor superficial wound or injury at the WPD, basic first aid will be administered. If a child receives an injury or illness that calls for emergency medical attention, the local fire department ambulance will be called and the child will be transported to the nearest hospital emergency room treatment center. A staff member will accompany the child. The parent/guardian will be contacted immediately after an ambulance has been called. If parent/guardian cannot be reached the emergency names will be contacted. Parents will be informed of minor accidents at pick-up time.

In case of a potty accident, assistance will be provided to your child. Please send child with a change of clothes in an event of an accident.

### **Arrival Procedure**

Drop off will take place in the back of the building by Kennelly Park. Please park in the spaces to the park and walk your child up to the door. A staff member will be at the door no earlier than 9am to take your child inside.

**Parents are NOT allowed in the building to drop off or pick up their child.** If you are running late please call 708-448-7080 and someone will open the back door when you get here. The park district is working hard to adhere to all guidelines of the government and CDC hence why only children at this point are to enter the building and be escorted by a staff member to their designated room. When dropping off your child please wear a mask, it is for the protection of you and our staff members. Use social distancing guidelines when approaching the door to drop off your children. Children are to adhere to these guidelines at all times, otherwise

### **Electricity Failure**

Should the electricity be out for over an hour between November 1 and March 30, the facility will be declared closed and all programs, events and rentals scheduled for the remaining part of that day shall be cancelled. Should the electricity be out for over two hours and the temperature outside is 90 degrees or higher, the facility will be declared closed and all programs, events and rentals scheduled for the remaining part of that day shall be cancelled. If possible to utilize another facility with working electricity, any program that is in session would attempt to be re-located to the other facility. If we are made aware of the cancellation situation in advance, the staff will make every effort to contact you. There will be no make-up or refunds granted for closings due to these reasons.

### **Clothing**

Our programs require outdoor play. Children should have weather appropriate, sweaters, jackets, coats, footwear, hats, gloves or mittens. It is recommended that children wear comfortable wash and wear clothing. No diapers and pull-ups are allowed. Keep in mind that simple pull up clothing that is free of complicated fastenings to make your child's restroom trips as simple as possible. Also, your child will be participating in all kinds of different activities: finger painting, playing in the gym, and outdoor play. Try to have clothes that you do not mind getting soiled. Gym shoes are required for the outdoor park \*no flip flops or sandals\*

- Indoor Playground - Due to COVID-19 and CDC guidelines, the Indoor playground will be closed until further notice.
- Personal belonging - Please do not bring anything from home. This includes backpacks, toys, blankets, etc. School supplies will be brought your first day. All snacks must be in a disposable bag, everything will be thrown away after snack time. You can bring a reusable water bottle.
- Field Trips - There will be 2 field trips scheduled at the end of the school year. Parents are involved with these field trips.

### **Important Notes**

Please remember to honor the 20MPH speed limit on 115<sup>th</sup> St. Please do not leave children unattended in parked cars. Handicap parking is for handicapped marked cars only. Drop off parking is for deliveries only.

### **Behavioral Management**

A child's appropriated behavior is encouraged through positive discipline techniques. These may include praising, complimenting, and calling attention to appropriate behavior serving as positive role models. The staff sets limits that are developmentally appropriate and reasonable. Appropriated behaviors are consistently enforced.

In severe cases of disruptive, inappropriate behavior a "time-out" will offer the child a few minutes to gain self-control, while thinking about his or her actions before rejoining the group. "Time-outs" are only used after all methods of

re-direction have been tried unsuccessfully. Uncontrollable behavior and or constant refusal to comply with rules may lead to dismissal from program. Any violent behavior such as biting will be grounds for dismissal.

**It is at the discretion of the Worth Park District staff to remove a participant at any time, and for any reason. Depending on the severity of the behavior, immediate dismissal from the program may be implemented.**

**Grounds for immediate dismissal from Tot Lot preschool, but are not limited to:**

- Inability to follow the health, safety and social distancing guidelines per the CDC and State of Illinois
- Behavior or actions that staff feel is uncontrollable and/or unsafe to the child, other children, or staff in the program

**Snacks**

Parent’s will be asked to provide their child with a **small** snack and drink for them to eat when we have snack time. Snack will be approximately at 11 am every day and 2:30 pm for the afternoon class. Snacks need to be brought in a disposable bag. Everything will be thrown away after snack time, the only exception is a reusable water bottle. Please do not send your child with any lunchboxes or backpacks. They will be handed back to you during school drop off. We are only excepting disposable bags at this time.

**Birthdays:** We enjoy celebrating a child’s birthday in the classroom. We will sing and make their day extra special. Treats are allowed but must be in a sealed bag and these treats will be handed out at the end of class. Cupcakes that are store bought are enjoyed at the beginning of class.



**Fees / Payments / Plans**

3 year old class\* Fee R/NR: \$850/\$900  
 4 year old class\* Fee R/NR: \$1,200/\$1,250

Payment Options:

- A:** Pay in full  
**B:** 4 payments:

	<u>3 Year Old Class</u>	<u>4 Year Old Class</u>
Due at Registration	R/NR: \$213/\$225	R/NR: \$300/\$313
Due by Oct 1	R/NR: \$213/\$225	R/NR: \$300/\$313
Due by Jan 4	R/NR: \$212/\$225	R/NR: \$300/\$312
Due by Mar 1	R/NR: \$212/\$225	R/NR: \$300/\$312

**C:** 8 equal payments include a \$5 service fee per month.

Total payments for 3 year old: **Fee R/NR: \$850/900**

Total payments for 4 year old: **Fee R/NR: \$1,200/1,250**

	<u>3 Year Old Class</u>	<u>4 Year Old Class</u>
Due at Registration	R/NR: \$111/\$118	R/NR: \$155/\$162
Due by Oct 1	R/NR: \$111/\$118	R/NR: \$155/\$162
Due by Nov 1	R/NR: \$111/\$118	R/NR: \$155/\$161
Due by Dec 1	R/NR: \$111/\$118	R/NR: \$155/\$161
Due by Jan 4	R/NR: \$111/\$117	R/NR: \$155/\$161
Due by Feb 2	R/NR: \$111/\$117	R/NR: \$155/\$161
Due by Mar 2	R/NR: \$112/\$117	R/NR: \$155/\$161
Due by Apr 1	R/NR: \$112/\$117	R/NR: \$155/\$161

**Late Fees**

If payments are not made by the due date there will be a \$25.00 fee added onto the initial payment. If payment is not made two weeks after the initial due date then there will be a \$50.00 late fee. Any payment that is not made three weeks after the initial due date will be sent to collections. Your child will not be able to return to school until your payment is made along with any late fees.

Your children look forward to seeing you pick them up so they can share their wonderful day with you. Please be prompt and on time when picking up your child. After scheduled dismissal times a late fee of \$1.00 per minute will apply, which will be billed separately.

**Health**

We are unable to offer specialized care for a sick child in a group setting. For the protection of all children and teachers, a child experiencing any of the following must be kept out of the Park Programs:

- A temperature of over 100 degrees
- Intestinal disturbances-accompanied by diarrhea or vomiting.
- Respiratory infections- hacking cough, profuse nasal discharge (green or yellow).
- Lice, Impetigo, Pinkeye or ringworm, and any undiagnosed or unexplained rashes.
- Any other symptoms of COVID-19