

# HICKORY HILLS PARK DISTRICT PRESCHOOL PROGRAM



CYNTHIA NEAL ADMINISTRATION &  
RECREATION CENTER  
8047 W 91<sup>ST</sup> PLACE  
HICKORY HILLS, IL 60457  
(708) 598-1233

[www.hhparkdistrict.org](http://www.hhparkdistrict.org)



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## **INTRODUCTION**

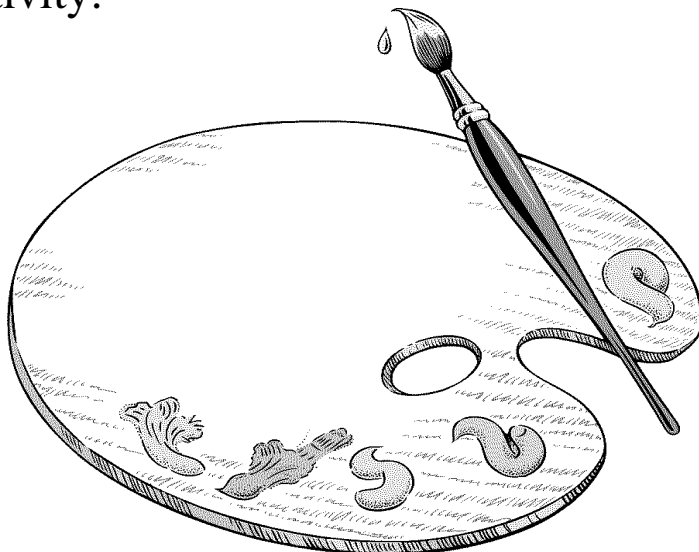
The Hickory Hills Park District Preschool Program is open to all children ages 3 to 5. Our staff is caring and dedicated. Their knowledge and experience enables them to establish a structured learning environment designed to benefit each individual child scholastically and socially.

Classes are a maximum teacher/child ratio of 1 to 10. This allows the teachers the opportunity to work more closely with each child in their care.

The Preschool Program is held at the Cynthia Neal Center, 8047 W. 91<sup>st</sup> Pl. The full-year program runs mid-September thru mid-May. The first-half of the program runs mid-September to December. The second-half of the program runs January thru May.

## **EQUAL OPPORTUNITY**

No child shall on the basis of race, color, religious belief, national origin, or sex, be excluded from participation, denied the benefits of, or be subjected to discrimination in any Hickory Hills Park District program or activity.



## **EDUCATION AND CURRICULUM**

We have designed a balanced preschool program ready to meet the educational, social, emotional, motor and creative needs of children ages 3 to 5.

All children will be introduced to letters, numbers, colors, shapes and other basic concepts.

Pre-Kindergarten children will be introduced to phonics, pre-writing skills, fine motor skills, reading readiness and number concepts.

Story time, music activities, and seasonal art projects are included in our program.

Throughout the year, the children will be playing, learning, growing and having fun with their classmates.

## **PHILOSOPHY**

It is the intent of the Hickory Hills Park District Preschool to provide education through developmentally appropriate practices that foster learning and growing through play. Play is a child's most important work. It is through play that a child acquires cognitive, social-emotional, language, motor and cultural awareness skills in a non-threatening environment.

## **PROGRAM DAYS AND TIMES**

The first week of class will have shortened class times. Class will be 8:45 – 10:45 for the AM classes and 12:15 – 2:15 for the PM session.

Normal class time is:

Monday/Tuesday/Wednesday/Thursday/ Friday  
8:45 a.m. - 11:45 a.m. **or** 12:15 p.m. - 3:15 p.m.

Monday/Wednesday/Friday  
8:45 a.m. - 11:45 a.m. **or** 12:15 p.m. - 3:15 p.m.

Tuesday/Thursday  
8:45 a.m. - 11:45 a.m. **or** 12:15 p.m. - 3:15 p.m.

## **REQUIREMENTS FOR PROGRAM**

Your child must be the required age by September 1<sup>ST</sup> of the current year. Birth certificates will be required at the time of registration.

Complete medical examinations are not necessary. However, we do require that immunizations be up to date as stated by Cook County Department of Health. It is highly recommended that your child have a physical prior to starting preschool.

Special medical conditions should be noted on the registration form. In addition, the teacher must be informed of any special condition. This includes, but is not limited to, allergies (food, seasonal, medicine), asthma, physical limitations, and/or dietary/culture restrictions.

## **TOILET TRAINED/POTTY TRAINED**

All children must be completely toilet trained and have adequate knowledge of personal hygiene. (Pull-ups and/or diapers are not allowed)

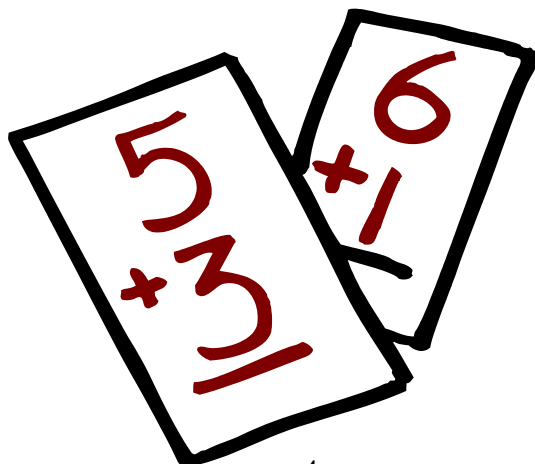
## **REGISTRATION INFORMATION**

Registration is held in the spring of each year and is accepted at the Cynthia Neal Center, 8047 W. 91<sup>ST</sup> Place. The office is opened Monday thru Friday, 9:00 a.m. – 5:00 p.m.

You must bring your child's birth certificate and immunization record when you register. A note from your child's doctor stating that your child is up-to-date on his/her immunizations is also acceptable.

Once your child is enrolled in our Preschool Program, he/she will have priority registration for the following school year if he/she is not entering kindergarten in the fall.

**SPECIAL NOTE:** Registration will only be accepted in the class for which your child is eligible. If your child falls short of the required birth date, please have your name placed on a waiting list. If we do not fill the classes with the eligible birth dates, we will then turn to our next eligible birth date on the waiting list. You are under no obligation to pay for having your name on the waiting list.



## **TUITION/FEES/CHARGES/REFUNDS**

A payment plan is available; a \$10.00 fee will be assessed every time your payment is late.

*Credit is not given for absences, illness or holidays.*

If you decide to cancel preschool before it starts, we will refund the total amount minus the **\$100 non-refundable, non-transferable deposit**.

If you cancel during the school year, your refund will be the total preschool fee minus \$100 minus the days it takes to fill your spot.

If the child is not picked up within 10 minutes after class has ended, the Park District will contact the child's emergency phone number. If the Park District cannot reach anyone, the child will be held until closing time or for a maximum time of two hours, whichever comes first. After two hours the police will be contacted and your child will be taken into protective custody until a parent or guardian can be notified. Once under police jurisdictions, the Park District is not responsible for any legal ramifications. Furthermore, the parents will be charged \$5.00 for every 10 minutes they are late picking up their child/children after class.

## **OPEN HOUSE**

The teachers host an Open House each year in February. If you are interested, call the office at (708)598-1233 for the exact date.



## **ARRIVAL AND DISMISSAL**

After parking, walk your child into the building and remain with your child in the inner hallway until the classroom doors are opened. Unauthorized vehicles parked in handicap spaces may be ticketed.

School begins and ends promptly at the designated times. The teachers have a lunch/preparation time between classes. We ask that you be prompt in arriving and picking up your child at the end of class. Children sometimes get uneasy if a parent or guardian is not there to pick them up when the doors open. If you arrive and the preschool doors are closed, please come to the office for assistance. The preschool teachers will not open the door for late arrivals.

Let the teacher or office know if someone else will be picking up your child from class. We ask that you do this in person unless it is an emergency. In which case, a phone call is acceptable. We will ask to see proper identification if we are not familiar with this person for your child's safety.

If children are not picked up within 10 minutes of dismissal time, a late fee will be charged. Furthermore, the parents will be charged \$5.00 for every 10 minutes they are late picking up their child/children after class.

## **EMERGENCIES**

The Park District understands that emergencies occur. Call the Park District immediately if you are unable to pick up your child on time. A phone call alleviates any anxiety your child may have and ensures that our staff is informed. In addition, we might be able to assist by calling someone from your emergency list to pick up your child.



## **KEEPING YOUR CHILD'S INFORMATION CURRENT**

It is extremely important that your child's enrollment information be kept up-to-date. If any of the following information should change at any time, notify the office as soon as possible:

- Home phone numbers or emergency contacts
- Your address
- Changes in marital status, custodial agreements, or orders of protection
- Food allergies or medical changes including asthma

## **CALENDAR**

A monthly calendar will keep you informed as to special dates and activities. Your child will bring home this calendar at the beginning of each month. It will also be placed on the Hickory Hills Park District web page if it gets misplaced.

## **SNACK**

If your child would like to celebrate his/her birthday by bringing a special group snack, please check with a teacher for the day and the amount of children. Store bought items only can be brought in. **Please, no cupcakes!**

## **PROGRESS REPORTS**

A Progress Report is given to each child in December and at the end of the school year in May. The report assesses the strengths and weaknesses in skill levels as observed by the teachers.

## **FAREWELL PROGRAMS**

At the close of the school year in May, the children will participate in a Spring Farewell Program. This program is approximately one hour in length and is presented in the classroom.

## **ATTIRE**

We recommend children be dressed in comfortable play clothes allowing freedom of movement.

We do ask that each child have, in their backpacks at all times in a Ziploc bag, a change of clothing because accidents do happen.

Outerwear should be labeled with the child's name so misplaced items can be returned to their rightful owners.

Clearly print your child's name on their backpack.

Gym shoes are recommended for all age groups. Dress shoes, sandals, etc. are not recommended for safety reasons.

When the winter weather comes we recommend that your child wear boots to school and bring gym shoes to change into. This will help keep our room clean and dry.

## **JEWELRY**

Children with pierced ears are asked not to wear long dangling earrings or necklaces that could get caught during play.

## **ILLNESS**

The Hickory Hills Park District Preschool Program seeks a partnership with parents in the effort to keep all children healthy and free from contagious disease. Health practices at the Park District are designed to minimize illness. They include specific procedures regarding sanitation, hand washing and the exclusion of sick children. We will follow procedures recommended by Cook County Health Department.

All information about a child's health and /or medical condition is kept strictly confidential.

If symptoms of illness are present at home, do not bring your child to the school. If symptoms develop later during the day, the staff will determine whether or not the child should remain in school.

In the event a parent cannot pick up his or her child in the suggested time frame, a staff member will call the names listed on the registration form. In order to prevent the spread of disease, children should not return to school until they are symptom free.

## **WRITTEN NOTIFICATION**

The Park District follows the Cook County Board of Health recommendations regarding notices of illness in classrooms. If Cook County recommends a letter be sent regarding a contagious illness, we will send it. Likewise if your child has an illness, call the office so we can determine if a note should be sent home.

## **FIRST AID**

For minor cuts, bumps, bruises, scrapes, etc, the staff administers first aid and completes an accident report form. Keep in mind that the Park District's first aid procedures are very basic: soap, water, antiseptic wipes, band-aids and ice packs.

## **INSURANCE**

The Park District is committed to conducting our Preschool Program in the safest manner possible. The Park District continually strives to reduce risks and insists that all participants follow safety rules and instructions. The Park District does not carry medical accident insurance for injuries sustained in our programs. The cost of this insurance would make program fees prohibitive. We recommend that you check your personal/family health insurance.

## **DISCIPLINE POLICY**

The Park District's discipline policy is as follows:

- 1<sup>st</sup> Offense: Verbal reminder of the rules.
- 2<sup>nd</sup> Offense: Redirection to another activity.
- 3<sup>rd</sup> Offense: Time-out, not to exceed three minutes.
- 4<sup>th</sup> Offense: Conference with parents.

If poor behavior continues, participation in program may be terminated.

Through the entire process, the teachers will keep the parents informed of the situation and the results of each stage of discipline. Teachers will complete incident reports documenting the behavior.

Any child exhibiting aggressive behaviors toward other children and/or staff (e.g. biting, kicking, punching, hitting, bullying other children) will be disciplined according to the above outlined procedure. Steps may be skipped depending on the severity of the incident.

## **CUSTODIAL AGREEMENTS**

The Park District respects the rights of all parents to participate in the growth and development of their child or children. It is park policy that all staff members remain neutral in cases of divorce or separation. In the case of a family divorce or separation, the Park District requires a copy of the most current custodial agreement and/or court order.

## **STATE OF NEGLECT**

If your child is not picked up within two hours after class ends and you have not notified the office of your situation, your child will be considered in the state of neglect. The proper authorities will be called.

## **CHILD ABUSE AND NEGLECT POLICY**

All teachers/instructors are mandated reporters of any suspected child abuse and/or neglect. Failure to report can result in criminal charges being brought against the Park District and any involved staff members.

All staff members are required to report suspected child abuse and/ or neglect in accordance with Illinois State Law.

A staff member is not expected to determine if a child is or is not being abused and/or neglected, but rather only to report the suspected abuse and/or neglect to the proper authorities.

If a teacher or another staff member observes signs of suspected abuse and/or neglect, the staff member must indicate this in writing and immediately report the findings to the Park District's Executive Director.

## **EMERGENCY CLOSING**

If the Park District closes due to an emergency, like snow days, we will try to make up the classes and activities. However that is not always possible. The Park District will post all emergency closings on our web page [www.hhparkdistrict.org](http://www.hhparkdistrict.org) and send an email to all preschool families. If time is available, we will call.

## **KINDERGARTEN KID'S PLACE**

The Park District offers a Before/After Care program for students in our preschool program as well as those who attend morning or afternoon preschool and/or kindergarten at School District 117. Our Before Care program is from 8:45 a.m. – 12:15 p.m. and our After Care program is from 11:45 a.m. – 4:15 p.m. and could be held in the same room as the preschool program. See the office for more information.





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