



# Parent Manual 2016-2017

Wide Horizons Preschool is a Wheaton Park District program.



**Wheaton Park District**

1777 S. Blanchard  
Wheaton, IL 60189  
630.690.4880  
[wheatonparkdistrict.com](http://wheatonparkdistrict.com)



## Table of Contents

Welcome Letter.....	3
Schedule of Classes .....	4
Procedures .....	4
The Basics.....	5
Mission Statement .....	5
About Staff.....	5
First Day of School .....	5
Drop Off & Pick-Up.....	5
Holidays .....	5
Clothing .....	6
Toilet Training.....	6
Illness .....	6
Health Requirements .....	7
Special Events .....	8
Communication from Home.....	8
Snacks.....	8
Birthday Treats .....	8
Photo Policy .....	8
Book Club .....	9
Pictures/Picture Day.....	9
Parent Notes.....	15



## Parent's Notes





## Parent's Notes



## Welcome to Wide Horizons Preschool!

Our preschool program has grown from its beginnings as the Tot Lot Program in the 1970s to the amazing Wide Horizons Preschool (with two locations) that it has become today. Wide Horizons provides quality experiences that emphasize play as a means to social and educational growth and kindergarten readiness and just plain fun!

The mission of our program aims to provide a safe and respectful learning environment that exposes children to a variety of materials and opportunities to develop cognitive, creative, emotional, physical and social skills for school readiness that will build self-esteem and respect for children of all abilities and cultures. A balance of quality experiences will use play to make sense of a child's world and create a lifelong enthusiasm for learning.

Inside this booklet you will find some basic information about Wide Horizons Preschool which will help you get to know all about us.

At the beginning of the Fall session we will have a parent/child Orientation Day prior to the first class where you will receive more class-specific information and meet your child's teachers.

As part of our efforts to assure safety and security, as well as assist our instructors in working with your child, you will need to complete the following forms:

1. Child Information Form
2. Emergency/Health History Form (*both sides*)

On behalf of the instructors and the Wheaton Park District, we welcome you to Wide Horizons Preschool and to the countless opportunities it will provide to your child (and you too) over the next school year.

Sincerely,

Megan Raitt  
Preschool and Camps Manager  
630.510.5138  
mrait@wheatonparks.org

Patty McGrath  
Preschool Coordinator  
630.510.6010  
pmcgrath@wheatonparks.org

## 2016-2017 School Year

### Dates

- Classes begin August 30, 2016.
- Program meets August 30 through December 16, 2016 and January 4-May 19, 2017.

### Locations

#### Rathje Park House, 616 Delles

- Monday, Wednesday & Friday, 9:30-12<sup>PM</sup>: 4s and 5s
- Tuesday and Thursday, 9:30-11:30<sup>AM</sup>: 3s

#### Community Center, 1777 S. Blanchard

- Monday, Wednesday and Friday, 9:30-11:30<sup>AM</sup>: 3s
- Monday, Wednesday and Friday, 9:30-12<sup>PM</sup>: 4s & 5s
- Tuesday and Thursday, 9:30-11:30<sup>AM</sup>: Older 2s
- Tuesday and Thursday, 9:30-11:30<sup>AM</sup>: 3s
- Tuesday and Thursday, 12:30-3<sup>PM</sup>: 4s & 5s
- Monday, Tuesday, Wednesday, Thursday, 9:30<sup>AM</sup>-Noon: 4s & 5s

### Procedures

Prior to the first day of class, the following forms must be completed and returned:

- Child Information Form
- Release & Permission Form
- Health History & Emergency Form (separate form)

### Items Not to Bring to Class

- Toy weapons (guns, swords)
- Excessive jewelry (especially sentimental items)
- Toys from home

### Scholastic Book Club

All classroom teachers will offer parents the opportunity to purchase age appropriate books through Scholastic Book Clubs. This is an optional service provided through the Wide Horizons program. Your purchases help provide additional books for your child's classroom library.

### Pictures

In the fall, professional pictures will be taken of each child, as well as a classroom picture. The purchase of these pictures is optional.

### Evaluations

Your child will receive a written report on his or her progress on two occasions during the school year, one in December and one in May. If you have questions about your child's development or progress, please feel free to ask the classroom teachers or make an appointment for a parent-teacher conference.



## Special Events

Each semester the Wide Horizons program holds a special event. Regular classtimes may vary because of the event. You will be informed of these events in ample time to make any necessary child care arrangements. This event involves the entire Wide Horizons program at no additional charge to families. Previous special events have included magicians, musical acts, puppeteers, Cosley Zoo, carnivals, Character Counts Fair, Safety City, exotic animals and visits from various community helpers.

## Communications to Home

Each month teachers prepare calendars and newsletters that feature information such as themes, special days, and no school dates. These notices will be distributed at class. Please read over everything.

## Snacks

Snack time is an important part of the preschool day. Parents are asked to send a healthy snack with your child each school day. Put the snack in a zip lock bag or Tupperware container along with your child's name on either the bag or container. Send only a single day's snack. Children will not be allowed to share snacks with each other. Water will be provided for all children at this time.

## Healthy Snacks for Kids

- Pretzels
- Cheese & crackers
- String cheese
- Animal crackers
- Cut-up veggies
- Yogurt
- Oatmeal or oatmeal raisin cookies
- Pumpkin bread
- Fresh fruit
- Rice cakes
- Blueberry/corn muffins
- Granola bars
- Snack mix (Chex Mix, raisins, Cheerios, etc.)

## Birthday Treats

If you would like to bring treats for your child's birthday, please bag them individually as they will be handed out at the end of your child's class. The Wide Horizons Preschool staff feels it is important these treats go home and that the parents decide when and if their child may enjoy the treat.

## Photo Policy

Photos are periodically taken of children in class by park district staff. Photos are for park district promotional use only.

## The Basics

### Mission Statement

The mission of our program aims to provide a safe and respectful learning environment that exposes children to a variety of materials and opportunities to develop cognitive, creative, emotional, physical and social skills for school readiness that will build self-esteem and respect for children of all abilities and cultures. A balance of quality experiences will use play to make sense of a child's world and create a lifelong enthusiasm for learning.

### About the Staff

All Wide Horizons staff members have course work and experience in child development or early childhood education. All staff members are encouraged to continue their education through workshops and classes, and all are certified in Infant/Child CPR and First Aid.

### First Day of the Program

The first day of the program can be stressful for both parent and child. Please make sitting arrangements for your other children on the first day so you can dedicate your time to your Wide Horizons child. In other words, we may ask that you stay; *however, please respect the instructor's wishes in this regard.* If the instructor says it's best for you to go or stay, please do as he or she asks.

### Drop-off and Pick-up

All classroom doors are locked on the outside once the children have been let in for class. Chronic lateness upsets group dynamics. **Please arrive on time.** If someone other than the authorized persons will be picking up your child, **authorization must be received in writing on the health history and emergency form. Any changes to the list of acceptable persons picking up your child must be submitted in writing to your teacher.** We appreciate promptness when dropping off and picking up your child.

If parent/guardian continues to be late, a charge of \$1.00 per minute will begin 10 minutes after class has ended for the day.

### Holidays/Nonattendance Days

These are the Wide Horizons Preschool nonattendance dates for the 2016-2017 school year:

- Monday, Sept. 5 – Labor Day
- Monday, Oct. 10 – Columbus Day
- Mon.-Fri., Nov. 21-25 – Thanksgiving Recess
- Mon., Jan. 16 – Martin Luther King Day
- Mon., Feb. 20 – President's Day
- Thurs., Mar. 3 – Nonattendance Day
- Mon.-Fri., Mar. 27-31 – Spring Break

*Missed days will not be made up.*

## Snow Day

Wide Horizons will not cancel classes unless you are notified by Wheaton Park District staff.

## Clothing

Your child will be active and playful in this program. As a result, we recommend certain clothing to make the time more enjoyable:

- 1) Older, more comfortable clothing such as pants or jeans. Sturdy shoes or gym shoes are required. **Please, no sandals or crocs as they are a safety hazard.**
- 2) When necessary, boots. The boots should be easy enough for your child to put on himself/herself. **Please bring shoes to wear indoors.**
- 3) Come dressed for that day's weather. There will be occasion most days to be outdoors. Parents' cooperation is greatly appreciated as it is difficult to take a group out when one or two don't come prepared for the weather.
- 4) Mark **everything** with your child's name in indelible marker.
- 5) Send a tote or backpack with your child every day for papers and crafts.

## Toilet Training

Children must be toilet trained and must not wear diapers or *pull-ups* to class. In the case of the *Older 2s*, diapers will be allowed but will not be changed by the instructors. Parents will be called if an accident occurs. Parents will be called to come and change diapers when the need arises.

## Illness

Children with fevers or rashes will not be allowed in class.

**Also, please make sure to let staff know as soon as possible if they have an illness that is contagious. We will send communication to all parents to inform them. In the event your child will be absent, please send an email to [pmcgrath@wheatonparks.org](mailto:pmcgrath@wheatonparks.org) with your child's name, class, and illness.**



## Health Requirements

For each child's protection, the following health regulations are required:

- Staff has the authority to refuse any child who shows signs of illness. In such cases, the staff's judgment is final. It is the parent's responsibility to verify that their child's daily health is adequate for his/her participation in the program before bringing him/her to the school. A child who shows signs of illness should be kept home for his/her own good as well as for the protection of other children.
- If a child becomes ill or injured at school, the parent is notified promptly. The staff follows directions stated on the yellow health history and emergency form concerning your physician and others who are to be notified if a parent or guardian is unavailable. If an ambulance is called, a staff member rides with the child to the hospital.
- If your child is exposed to a communicable disease, you must notify us immediately so that incubation dates can be verified and/or health of all children concerned can be protected.

**Please do not send your child if they display any of the symptoms below, as they may indicate a real illness.**

- Temperature above 99 F in the morning.
- Diarrhea, where more than one abnormally loose stool has occurred in the last 24 hours.
- Vomiting anytime after 6 pm the preceding evening.
- Severe coughing where the child gets red or blue in the face or the child makes a high-pitched croupy or whooping sound after he or she coughs.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Pinkeye (conjunctivitis), evidenced by tears, redness or eyelid lining and irritation, followed by swelling and discharge of pus.
- Infected skin patches that are crusty, bright yellow, dry or gummy.
- Any contagious disease, like chicken pox, measles, mumps, mono, etc.
- If an antibiotic has been given for an ear infection or sore throat, wait 24 hours before sending a child back to school.
- Severe itching of the body or scalp could indicate the presence of lice.
- Severe sore throat or trouble swallowing.
- Constant runny nose.

When validated, keeping children from school when sick prevents the spreading of disease, so that all children in the school are healthier and miss fewer school days.