



BUILDING BLOCK PRESCHOOL

Parent Manual Fall 2022- Spring 2023



September 2022

Building Block Preschool Parent Manual Table of Contents

Welcome	3
Introduction	3
Staff	3
Class Location	3
Preschool Eligibility	3
EPact	4
Vaccinations	4
Procedure Review	4
First Week of School	4
Entrance to Preschool Wing	5
Communication	5
Dress Code	5
Household Information	5
Meet the Teacher	5
Back to School Night	6
Non-English-Speaking Students	6
Observation	6
Supplies Needed	6
Surprise Box	6
Birthdays	6
Progress Reports	7
Conferences	7
Late Fee	7
Address and Authorized Changes	7
School Closings	7
Pictures	7
Health	8
Personal Hygiene	8
Field Trips	8
Fire/Lockdown Drills	8
Parking	8
School Calendar	8

WELCOME

Welcome to Building Block Preschool! We are so happy to have your child enrolled in our preschool program. The following information will help answer many questions you may have. Please don't hesitate to call if you have any further questions.

INTRODUCTION

Building Block Preschool Program is an early childhood program that seeks to further the development of young children and provide opportunities for successful socialization in a classroom atmosphere. Building Block Preschool Program encourages learning through play as well as educational skill building, development through creativity, and emotional well-being. The basics, such as colors, numbers, letters, and shapes will be introduced along with name recognition. Sensory and STEM activities are incorporated to foster critical thinking skills and to create a fun environment on how things work. Building Block Preschool gears its curriculum to make sure that students are taught the skills they will need to enter Kindergarten. We will use the traditional manuscript form of writing. When helping your child to learn to write his/her name, U-46 schools suggest that you not use all capitals.

STAFF

The Streamwood Park District employs a staff of fine and dedicated preschool teachers and aides. Although a college degree is not mandatory for our staff, they keep current on teaching methods through attendance at workshops and educational seminars throughout the year. There are two teachers assigned to each classroom of 18 children for 4-year-old classes and 15 children for 3 year old classes. For questions, please contact the Preschool Coordinator, Robin Owsiany at 630-483-3023/ rowsiany@spdcare.com, or Recreation Manager Michelle Wolverton at 630.483.3132/ mwolverton@spdcare.com.

CLASS LOCATION

Park Place Family Recreation Center, 550 S. Park Blvd, Streamwood, IL 60107

PRESCHOOL ELIGIBILITY

To be eligible to enroll in preschool this fall, please check the following eligibility requirements: (No exceptions can be made)

2.5 year old class NOT OFFERED AT THIS TIME

Children must be at least 30 months (2.5 years) old by September 1, 2022. Child's birthday must fall after September 1, 2019 and before February 2020.

3 year and 4 year old class

Children must be three years old on or before September 1.

EPact

Once you are registered for the Building Block Preschool you will receive any e-mail from EPact to fill out all your child's emergency information. It is very important that this information be completed online before the first day of class. Your child must have the vaccinations below before beginning preschool. Please provide a copy of your child's immunization records when registering.

Child Vaccinations								
Age (in months)	0-2	2	2-4	4	6	6-18	12	15
DTP								
OPV								
MMR								
HIB								
HEP B								
Varicella								

PROCEDURE REVUE

The following are the procedures that we follow to ensure the safety and well-being of your child.

1. Preschoolers will follow all CDC and Park District Guidelines if a mask ordinance is placed.
2. All preschoolers will be dropped off through the Building Block Preschool entrance. Parents/guardians can enter the building with the children. After class, the children must be signed out individually by a parent or someone listed through EPact (please have your ID with you at all times). We ask that parents/guardians to wait in line by their child's classroom for pickup.
3. Children should not arrive sooner than 5 minutes before class. Please remember to pick your child up promptly when class is over.
4. Remember to have your child use the bathroom before coming to school.
5. If you have any questions or concerns about your child or the program, please talk to your child's teacher before or after class. During class time, the children need the teacher's attention.

THE FIRST WEEK OF SCHOOL

For some children, preschool will be their first experience apart from the family. Most children easily make the transition from home to school, but it is natural for others to need a longer time to adjust. As a parent/guardian, if you are anxious try to relax and enjoy these first special days with your child. We have found that most children adjust to school quickly when their parents are not present. Therefore, we suggest you bring your child into the drop-off line, give them a hug and a firm good-bye, and leave. Do not stand where the children can see you.

ENTRANCE INTO THE PRESCHOOL WING

All doors to the Preschool Wing will be locked during preschool hours. If you need to enter the Preschool Wing during preschool hours, you must let your teacher know in advance that you need access. Please check in at the front counter to sign in and be buzzed into the Preschool Wing once the teacher has been notified.

If in the Preschool wing for any reason, please do not open doors for parents when the doors are locked. We ask for all parents support as we are looking out for the safety of all our participants (this was a directive from the Streamwood Police Department).

COMMUNICATION

Communication is a key to success. Most of the Park District communication will come through Rec Trac, Epact or our programming software system. Please make sure to provide your teacher/registration with an e-mail address. If that e-mail address changes, please notify your teacher. E-mail is crucial to communication. Please help us keep you informed. Each staff member does not have their own e-mail. If you wish to speak to a staff member, please email the Coordinator or send a note with your child.

DRESS CODE

Please dress your child in comfortable clothing. Paint and markers can be messy. Fancy dress shoes are not safe for running and playing, either inside or outside of the building. Please mark all outer clothing with your child's name, including boots. The preschool program will include using the gym on designated days throughout each session. Please have your child wear gym shoes every day to school. If they are wearing dress shoes, please put a pair of gym shoes in their backpack.

HOUSEHOLD INFORMATION

To develop a close working relationship with you and your family, we would like to know if something new is happening at your house. Don't hesitate to confer with your child's teacher about an illness in the family, a new baby, relatives from out of town, or any other home situation that might affect your child and his/her behavior at preschool.

MEET THE TEACHER

We have a Meet the Teacher Day during the week before preschool classes begin. Your child's teacher will send a post card with the date and time. This will provide an opportunity for you and your child to meet the teacher and look around the room.

BACK TO SCHOOL NIGHT

A Back to School Night will be scheduled for each class early in the fall. This will provide an opportunity for your child to show you their classroom and introduce you to his/her teachers. Please note that this is not a parent/teacher conference.

NON-ENGLISH SPEAKING STUDENTS

Please inform your preschool teacher if your child does not speak or understand English. Our preschool staff will do everything they can to work with your child. A conference between the parents and the teacher may be required if the child exhibits anxiety or frustration due to the language barrier.

OBSERVATION

Guardians who would like to observe their child's preschool class are invited to do so on their child's special day. This is the child's day to be the special person, which includes holding the flag, doing the calendar, and being the weather person. This takes place at the beginning of class. Observations should last no more than the first 20-30 minutes of class. When you must bring other siblings with you to the observation, please understand that you will be asked to leave if they become a distraction. Because the first two weeks of preschool can be a difficult adjustment time for your child, observations do not begin until two weeks of preschool have been completed. Due to COVID restrictions, observations may be through the window of the classroom. On the day of observation, the guardian must check in with the teacher with his/her child.

SUPPLIES NEEDED

Preschoolers will need to bring some supplies of their own. An e-mail list will be sent to you before the school year begins. We do on occasion request a household item such as an empty paper towel roll or a margarine container. We suggest that each child have a large school backpack to transport papers from school to home. Gym shoes are a must on gym days.

SURPRISE BOX

On the day before your child's special day, he/she will be given the "Surprise Box" to take home. They are to bring it back on their special day with one or two of their favorite toys or items. They will give the other children hints while they try to guess what is in the box.

BIRTHDAYS

Please understand that teachers will not pass out invitations to home parties during class time. Children not receiving an invitation could have their feelings hurt. A list of acceptable snacks for birthdays will be distributed to each class at the beginning of the year. All birthday treats will be sent home and will not be consumed in class.

PROGRESS REPORTS

In February each child will receive a simple Progress Report letting the parents know his/her child's progression in certain areas. In the spring, a more in-depth Progress Report will be sent home on how each child finished out the school year and what the child may need to work on over the summer. Throughout the year as the children learn basic skills such as cutting, colors and shapes, they will receive small achievement awards.

CONFERENCES

Conferences will be held for the 4-year-old classes. Parents/guardians will have the option to sign up for a conference sometime during the month of March or April.

LATE FEE

A late fee of \$20.00 will be charge if your child is picked up more than 5 minutes after the end of the class. Because we understand that emergencies do happen, the first late pickup will be a warning. Following the warning, unless the parent calls ahead of time to let the teacher know that an unavoidable circumstance has caused them to run late, the late fee will be assessed. The late fee should be paid to Registration either on the late day or the following day that class is attended. Four or more late pick-ups may result in dismissal from the program.

ADDRESS AND AUTHORIZED CHANGES

Please update your EPact information if you have a new address or telephone number (home, cell, or business). Your child's teacher is also to be notified in writing of any changes in emergency persons or persons authorized to pick up your child from the facility as noted through EPact. Each new person who is added to the list will be asked for an ID if that person picks up your child from school.

SCHOOL CLOSINGS

In the event of severe weather, we will follow the same procedure as School District U-46 on school closings. If there is a bad storm, or if driving conditions are poor, please listen to WRMN, WLS, or WGN radio to see if U-46 schools are closed. If U-46 schools are closed due to weather conditions, then the Streamwood Park District Preschool will also be closed. The Park District will also list school closing on the website at www.spdcares.com. Preschool classes will not be made up if canceled due to weather.

WRMN-1410 AM WGN-720 AM WLS- 890 AM

PICTURES

During the spring, children will have an opportunity to have school pictures taken. Parents who are interested can purchase these pictures. More information will be passed out during class.

HEALTH

If your child has been sick during the night, in the morning, or has a runny nose, cough, difficulty with breathing or fatigue, please do not bring him/her to class that day. In the case of any communicable disease, please contact the teacher or Preschool Coordinator immediately for the health and safety of others. The teachers are responsible for informing the parents of the other children in the class.

PERSONAL HYGINE

Children entering preschool must be toilet trained and are expected to take care of their personal needs in the bathroom. Wearing pull-ups is not acceptable for any class except the 2.5 year old class (at no time will staff help to change a pull-up). Please dress your child in clothing that they can handle by themselves. One-piece jumpsuits and complicated belts are not manageable for most children. We suggest sending a change of clothes in your child's back-pack in case of a bathroom accident.

FIELD TRIPS

The Streamwood Park District preschoolers will be going on one field trips in the fall. These trips are well supervised. Prior to any trip, permission slips will be sent home. Unless the trip is within walking distance, we will travel by a chartered school bus, and parents will be asked to volunteer as additional supervisors. There are 4 adults to a class of 18 children. The classes of 3-year-olds will take one extra helper, making a total of 5 adults. Due to the great number of participants already attending, we do not allow other parents to attend field trips, either on the bus or by following the bus. Field trips taken by bus will require an additional fee from the parents.

FIRE/LOCKDOWN DRILLS

Throughout the school year, we will be holding emergency fire drills and lockdown drills during preschool class time. The Streamwood Park District feels it is in the best interests of our participants, as well as our staff, to be prepared in case an incident of this nature should occur. Parents will be notified prior to the drill so that appropriate clothing for the weather can be worn by the children.

PARKING

Parking is permitted in designated parking spaces only. You are prohibited from parking in the handicapped spaces or fire lanes in front of the buildings. Parking in the circle drive at Park Place is only permitted on rainy days or when there are significant cold temperatures. Cars may be ticketed.

SCHOOL CALENDAR

Building Block Preschool is a year-long program that will run from September 12, 2022- May 19, 2023. Our preschool observes all school holidays observed by School District U-46. In-service days are not included in this policy.