

# BUILDING BLOCK PRESCHOOL

Parent Handbook 2025-2026

## PRESCHOOL CONTACT INFORMATION

Robin Owsiany- Preschool Coordinator: 630-483-3023

Sarah Nolan- Program Manager: 630-483-3730



Streamwood Park District

550 S. Park Blvd.

630-483-3010

## **PHILOSOPHY**

Building Block Preschool strives to create the best learning environment possible. Our program seeks to further the development and solicitation skills by helping the transition into kindergarten easier. In our classroom atmosphere we encourage learning through play as well as educational skill building, development with creativity, and emotional well-being. Our curriculum is strategically planned to cover colors, numbers, letters, shapes, and name recognition. Sensory, STEM, and social activities are incorporated to foster critical thinking skills. Our fun and creative environment will help your child gain the confidence they need to be successful for years to come.

## **OUR TEACHERS, OUR COMMITMENT**

Building Block Preschool Staff consists of fine and dedicated preschool teachers and aides. Although a college degree is not mandatory for our staff, they are dedicated to continuing education opportunities such as workshops, seminars, guest speakers and Online courses. With our patient, energetic, and engaging teachers we strive to provide a nurturing, safe, caring, and structured curriculum.

## **GOALS ABOVE & BEYOND**

- Promote a child's sense of individual worth and belonging as part of a group and community. Every child is an individual with their own rate and style of learning and growing.
- Create a positive experience in their education with a curriculum that meets the developmental needs of each child socially-emotionally, physically, and intellectually through literature, cooperative learning, and dramatic play.
- Establish parent communication through daily communication, conferences, and progress reports that encourage a home-to-school connection through nurturing positive relationships.
- Promote awareness of the larger community with visitors. Our guest visitors are plan to extend your child's learning experiences, enhancing their understanding of their environment, their community, themselves, and the world around them through firsthand discovery and exploration.



## **GOALS ABOVE & BEYOND cont.**

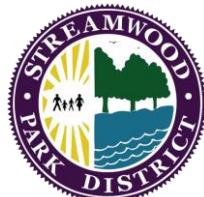
- Play is an important avenue for learning and enjoyment.
- Understanding and responsible positive guidance is necessary if the child is to develop to their potential.
- Challenges with new weekly materials.
- Identify all twenty-six letters of the alphabet in their capital form.
- Count to 20+
- Express themselves in a clear and conscientious manner.
- Encourage independence and friendships.

## **ENROLLMENT REQUIREMENTS**

All children enrolled in the program must be completely independent in the bathroom. Teachers can provide verbal guidance to a child but cannot physically assist in any way. Children cannot wear pull-ups to preschool. We realize that bathroom accidents may happen, however, if there is a continual problem, the child's readiness for the program will be reassessed. Please dress your child in clothes that are easily manipulated for them to use the bathroom independently (avoid overalls, belts, difficult buttons, etc.). Building Block Preschool accepts any child whose needs can be met in our setting. In all cases, the child must be able to participate and benefit from our program without risk to him/herself or to the other children. No person shall; based on race, color, religious belief, national origin, or sex be excluded from participation, be denied the benefits of or be subject to discrimination.

## ***Special Accommodations Procedures / Policy***

Upon registration or entry into the program, the parent / guardian should disclose any information regarding special accommodations that may be needed. A special accommodation section will be provided on the registration form. If parents / guardians provide information in this section, they should be contacted for more information about any behavior or other modification programs in place at school or home. Attempts should be made to utilize these in the program. Building Block Preschool works closely with the Northwest Special Recreation Association (NWSRA) to provide appropriate support for a smooth inclusion.



## **REGISTRATION**

Building Block Preschool registration is for the entire preschool year, September-May. If your child drops out of the program for any reason, it is not guaranteed that there will be a position open to return to the program later. A deposit of the child's first full month required at the time of registration, \$100 of that deposit is non-refundable if your child withdrawals before the start of school.

Your child is not completely registered until the deposit is paid, birth certificate is on file, followed by all ePACT forms filled out and submitted to the coordinator. Please provide a copy of your child's Birth Certificate when registering.

## **TUITION & PAYMENT POLICIES**

Building Block Preschool offers a monthly Auto Withdrawal to a credit card on file. You must leave a credit card on file at the time of registration. You may also pay in full at the time of registration for \$20 off. The total instructional days for students have been calculated and divided evenly between 9 months. \*Any student who signs up after the start of school will be charged the appropriate rate per day times the number of days left in that month as their deposit. Payments will not be taken by Preschool teachers or at the Preschool facility.

**Credit cards will be run on the first of every month**, October-May. By signing up for the monthly Auto Withdrawal program you are held responsible for having funds in your account at that time. If the first falls on a Saturday or Sunday, your account will be charged on the following Monday. If your card is declined, registration will contact you via Phone call. *Please keep your account current.* If payment is not received by the 6th of each month, your account will be charged a \$20.00 late fee. Additionally, if your account becomes 30 days late, your child will be withdrawn from the Preschool program. The past due amount and the current tuition payment will need to be paid before your child can return to the program. Please note that your account must be up to date by May 10<sup>th</sup> to participate in the end of year Preschool Graduation or Sing. Registration for additional Park District programs will not be accepted if you carry a balance on your household account. Credits/refunds will not be given for missed days due to illness, vacation, suspension/removal from the program, emergency school closings, or for other circumstances that would cause a child to miss school. In the event of a district wide closing, the opportunity for extra attendance days will be provided by your child's teacher.



## ePACT

When receiving an ePACT invite, please make sure to also check your junk email. Upon receiving the invitation, you will be asked to create an account. Make sure to use an email that is up to date along with a password you will remember. We cannot retrieve your password if you are locked out of the account.

Once you have created your account your screen will look like this:

Next you will want to **click Add to My Household**:

This will then have a drop screen.  
**click Add Dependent.**

Once you click Add Dependent your screen will look like this to add your child's information:

Click **Save** and you will return to the main screen where you want to **click on the child's name** to have a drop-down screen that says **Personal Profile**:

Clicking the Personal Profile button will then allow you to add your child's Medical Information. This information includes:

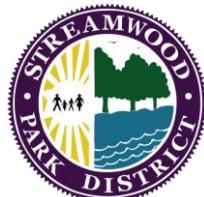
- Basic Medical Information
- Medical Conditions
- Medical Providers
- Family Information
- Emergency Contacts
- Pickup List
- Out of Area Contacts (this should not be used as an emergency contact or Pickup Contact.

You will need to make sure that you are adding to the **Organization tab**.

After clicking the Organization Tab, it should drop and say **Streamwood Park District**.

Click Streamwood Park District and it should be highlighted.

You will now be able to enter all your child's information.



## **SCHOOL ADJUSTMENT**

It may take time for children to adjust to new environments. Please be aware that your child may be hesitant coming to preschool for the first few weeks. This is typical behavior. Please utilize monthly calendars to speak with your child about what will be happening at school each day. Reassure your child that they will have fun with new friends and that you will return to pick them up after school. When you say goodbye, the teacher can assist by helping your child find an activity or a friend. Before you know it, the “adjustment” is over, and your child will be excited to come to school every day!

## **PARENT COMMUNICATION & INVOLVEMENT**

We are excited about being a part of your child’s early childhood experience and want to involve you as much as possible. Open communication between parents and teachers can build support and strengthen the learning that happens in the classroom. Teachers will provide a monthly calendar and daily updates upon pickup, which highlight themes and activities happening in the classroom.

## **GUEST VISITORS**

Guest visitors are planned to extend your child’s learning experience through firsthand discovery and exploration. These are scheduled to be related to the curriculum theme. If you have a special talent or are a local professional that would like to share your skills with our preschoolers, please let the teachers know.

## **CELEBRATING BIRTHDAYS**

Turning 3, 4, or 5 is important! 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.



## **CLOTHING & PERSONAL BELONGINGS**

Please dress your child in clothing that is comfortable for active play and will not be ruined by spills/accidents/messy projects. Keep in mind that clothing should be easily manipulated for their independence in the bathroom (avoid overalls, belts, difficult buttons, etc.). Gym shoes or closed-toe shoes are recommended for safety on playground equipment and for indoor play.

Please provide a complete change of clothes (shirt, pants, underwear, socks) that will be kept in your child's backpack during the school year.

Please send a full-size backpack with your child to Preschool. We ask that children leave their personal items and toys at home.

## **ARRIVAL & DEPARTURE**

The Preschool doors will remain locked except for the specific classroom arrival and departure times. Each classroom will open their exterior classroom door for arrival at the designated class time. Upon arrival, children will hang up their backpack/coat and wash their hands. Each classroom will depart through a designated exterior door.

Children must be dropped-off and picked-up by an authorized individual. Children will not be released to anyone not listed on the Emergency List or Pick up List. Parents/guardians and additional authorized individuals are listed on the ePACT program. If more individuals need to be included, the parent/guardian will need to complete and submit their changes online in their ePACT account. Legal documentation may be required if a parent/guardian is excluded from pick-up. Teachers will ask for an authorized individual to show their picture ID if they are not regularly picking-up the child.

## **ABSENCE REPORTING**

If your child will not be attending school due to illness or another reason, please contact the teachers by calling 630-483-3023. Messages can be left on this phone.



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Building Block Preschool adheres to strict illness guidelines. If a child becomes ill during the Preschool program, staff will call parent/guardian for immediate pick-up. If a child is experiencing any of the following symptoms, the child should be kept home:

- Fever of one hundred degrees or more
- Vomiting
- Diarrhea
- Severe congestion
- Red and watery eyes with crusting or drainage
- Any other contagious illnesses (strep throat, influenza, COVID, RSV, etc.)

If a child stays home due to illness, they must be symptom and fever-free for 24 hours without medication before returning to the program. Please report contagious illnesses to the Preschool Coordinator.

## **LATE PICK UP**

It is expected that children will be picked-up from Preschool at the designated end time of the class. In the event of a late pick-up, the parent/guardian or authorized individual doing the pick-up will be asked to sign an acknowledgement form and the associated fees will be added to the families' Park District account. Consistent lateness and/or unpaid late pick-up fees will result in removal from the program.

If a child has not been picked-up when class has ended and the teachers have not been contacted by a parent/guardian about being late, staff will do the following:

1. Staff will first attempt to reach the parent/guardian listed on the Emergency List by phone.
2. If unable to contact a parent/guardian, staff will call authorized pick-up individuals listed on the Emergency List to pick-up the child.
3. In the event the parent/guardian is unobtainable and authorized pick-up individuals are not able to pick-up the child, police will be notified.

Late pick-up fees are: \$10.00 for the first offence and \$20.00 for every other offence after.

## **SCHOOL CLOSING**

Building Block Preschool follows District U-46 school closures. In the event there is no school, the Preschool program will not be held. Closing information will be reported by teachers through the ePACT system via email.



## **SAFETY**

The Streamwood Park District along with Building Block Preschool have procedures in place to ensure a safe environment. The Preschool doors will remain locked except for the specific classroom arrival and departure times. Once the preschool doors are locked you will be asked to check in at guest services who will contact your child's teacher. Once the teacher is informed you will be allowed access only to drop off your child or items at their classroom or pick your child up if they will be leaving early. In times of emergency, information about the status of the school is communicated through a variety of media. The Park District requests that parents **do not** call so that we may keep the phone lines open for emergency communications. Circumstances may prevent parents from picking up their children or may require children to be picked up at a location other than the Park District.

**Fire, lockdown, tornado, and evacuation drills** are practiced to ensure your child is aware of what to do in case of an emergency.

### **On-Site Evacuation**

There are different emergencies that could require Building Block Preschool to utilize evacuation:

**Safe Room:** One is the typical on-site evacuation to a "Safe Room" location within the school facility. Safe Rooms are in areas of the building that maximize the safety of occupants. A Safe Room is used when evacuation would place students at risk. Safe Rooms may change depending on the necessity and emergency conditions.

The most common on-site evacuation would be in response to a tornado warning, structural hazard, or a severe outside environmental hazard, outside threats.

### **EVACUATION TO OFF-SITE LOCATION**

The children and staff will be moved to an off-site evacuation location because of a natural disaster, facility hazard, fire, or bomb threat in which the school building is damaged or considered unsafe. The staff and students would need to immediately relocate to a different building. In this case, the children would be escorted by staff to St. John's the Evangelist Catholic Church, located at 502 S. Park Blvd in Streamwood, which is located right across from the preschool building. Children and



staff will remain there until the "All Clear" signal is declared or until parent reunification has been organized and parents have been notified of when and where to pick up their children.

### **OFF-SITE EVACUATION TO REMOTE LOCATION**

In case of complete area evacuation due to a toxic spill or gas leak, the children would be moved to Dolphin Park, located at 880 S. Park Blvd in Streamwood. In the event of a major environmental hazard that necessitates a large evacuation such as neighborhoods due to a large, non-confined hazard, our local government agency will determine mass shelter locations. All staff members will accompany their assigned children to the shelter and remain with them while families are notified. After an emergency incident, and once it is determined safe to pick up children, parents will be directed by the Building Block Preschool staff to the Parent Pick-Up Location in response to the emergency incident for reunification. **STUDENTS WILL ONLY BE RELEASED TO PERSONS WHO ARE LISTED ON STUDENT'S RESPECTIVE EMERGENCY CONTACT FORMS.**

## ***DISCIPLINE GUIDELINES***

### **BEHAVIOR**

Preschool is a time for learning and growing, so we understand children can act out being away from parents. If behavior becomes a daily problem our program staff will correct each child as necessary, using techniques such as apologies, time-outs, sitting out of an activity or activities. The program staff will also keep parents informed and ask for their cooperation with discipline as problems arise.

In addition, the staff will use the following methods.

First offense- Staff will inform parents of their child's behavior.

Second offense- Staff will ask the parent to observe through the two way window and a formal incident report will be put on file.

Third offense- Staff will write the child up, and the incident will be discussed with that staff member, or the Program Coordinator and parent.

Fourth offense- Staff will write the child up, giving the child their third written write-up, causing the staff member, Coordinator, Program Manager, and parent to meet and discuss the child's future participation in the program.

Fifth offense-Should the child be allowed to continue in the program and receive a fourth write-up, the child's participation will terminate from the program upon the completion of that day.

The following offenses will serve as cause for action:

- Usage of foul or vulgar language toward another participant or staff.
- Endangerment to the safety and wellbeing of the other participants, staff and public surrounding the program. (This includes, but is not limited to



- hitting, kicking, biting, choking and serious rough play.)
- Intentional abuse or misuse of program equipment, other participant's individual property or facilities. (Please note that any costs incurred due to damage of equipment or facilities will be invoiced to the offending child's parents.)
- Blatant disrespect and disobedience to other participants, staff, and the public.
- Theft of other participants, staff or program's property or personal belongings.
- Bullying or threat of harm to individuals or immediate family members

Please understand that we have established this policy for our own protection. We do not want to remove children from the program. We will collaborate with the parent and the child to the best of our ability to correct and deal with any problem. The Park District reserves the right to dismiss a child from the program if an act is deemed severe in nature.

## **PHOTOS & VIDEO**

Photos and video footage are periodically taken of participants in a program, during a special event, or in the Park District's parks and facilities. Please be aware that by registering for Park District programs and activities or by using the Park District's parks and facilities you agree that any photograph or video taken by the Park District may be used by the district for promotional purposes including print and electronic media without further permission and without any compensation to you. All photos/videos are property of the Park District. There will be an additional waiver sent home your child's first week of school.

## **AMERICANS WITH DISABILITY ACT**

The Streamwood Park District complies with the Americans with Disabilities Act (ADA), which prohibits discrimination based on disability. The Park District will make reasonable accommodations in recreation programs to enable participation by an individual with a disability who meets the essential eligibility requirements for that program. Certain requests for accommodation fall outside the scope of the ADA. Specifically, Title II of the ADA includes that public recreation providers are not required to provide individuals with disabilities with personal or individually prescribed devices or to provide services that are personal in nature. If you have questions regarding the Park District's ADA policy, believe you have been unfairly discriminated against in the provision of programs, services, or activities of the Streamwood Park District, please call Jeff Janda at 630-483-3162.



## **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 8<sup>th</sup>, 2025–May 15, 2026.

Our preschool observes all school holidays observed by School District U-46. In-service days are included in this policy. See Calendar below.

### ***Additional Notes***

The Park District does not hold spots in any of the Building Block Preschool Programs, except for medical leave, which is to be determined on a case-by-case basis. If your child is unable to attend the program for any reason, payment must continue and be up to date to hold a spot.



**SCHOOL DISTRICT U-46**  
 355 East Chicago Street Elgin, IL 60120  
**2025-2026 School Calendar**

BOE APPROVED: August 19, 2024

<table border="1"> <thead> <tr> <th colspan="7">JULY 2025</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> <tr><td>0</td><td></td><td></td><td></td><td></td><td>0</td><td></td></tr> </tbody> </table> <p>Teacher count      Student Count</p>	JULY 2025							S	M	T	W	Th	F	S	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			0					0		<p>30, 31 - New Teacher Orientation</p>	<table border="1"> <thead> <tr> <th colspan="7">JANUARY 2026</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> <tr><td>19</td><td></td><td></td><td></td><td></td><td>19</td><td></td></tr> </tbody> </table> <p>1 - New Years' Day (Offices Closed)  <b>5 - Classes Resume</b>  <b>14 - High School Early Release</b>  <b>19 - Martin Luther King Jr. Holiday/Offices Closed</b>  <b>28 - High School Early Release</b></p>	JANUARY 2026							S	M	T	W	Th	F	S	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	19					19	
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**■ = Shaded dates indicate days when school is not in session for students.**

1<sup>st</sup> Q = 43 Days, 2<sup>nd</sup> Q = 45 Days, 3<sup>rd</sup> Q = 47 Days, 4<sup>th</sup> Q = 41 Days  
 1<sup>st</sup> Semester = 88 Days, 2<sup>nd</sup> Semester = 88 Days

**Note: Total Instructional Days for students = 176  
 Teacher Attendance Days = 93/91 = 184**

1<sup>st</sup> Trimester = 61 Days, 2<sup>nd</sup> Trimester = 56 Days, 3<sup>rd</sup> Trimester = 59 Days

BOE APPROVED: August 19, 2024



Streamwood Park District

550 S. Park Blvd.      630-483-3010

## **OFFICE HOURS**

The Streamwood Park District Office Hours:

<b>Administration</b>	<b>Monday-Friday</b>	<b>8:30am to 4:30pm</b>
<b>Community Center</b>	<b>Monday-Friday</b>	<b>5:00pm to 8:00pm</b>
<b>Park Place</b>	<b>Monday-Thursday</b>	<b>5:30am to 9:00 pm</b>
	<b>Friday</b>	<b>5:30am to 9:00 pm</b>
	<b>Saturday</b>	<b>7:00am to 6:00pm</b>
	<b>Sunday</b>	<b>7:00am to 6:00pm</b>
<b>Park Place Registration</b>	<b>Monday-Thursday</b>	<b>7:000am to 9:00 pm</b>
	<b>Friday</b>	<b>7:00am to 9:00 pm</b>
	<b>Saturday</b>	<b>7:00am to 6:00pm</b>
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