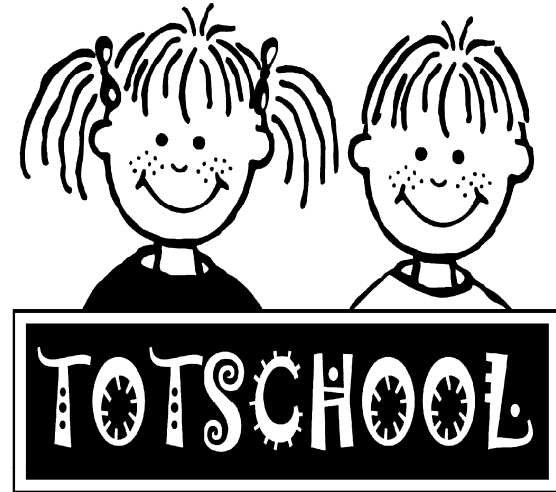


Woodridge Park District

Totschool

Preschool Supervisor - Angie McGrath

(630) 353-3300



*The Preschool of the
Woodridge Park District*

PARENT'S
HANDBOOK

GROWING UP



*“ Childhood is over quickly
enough and
allowing children to learn
at their own pace may be
the most lasting gift
parents and teachers can
give their young.”*

Newsweek, Feb. 2, 1987

TUITION PAYMENTS

Two payment options are available at the beginning of the school year in September. **All families pay a registration fee which is part of the annual tuition. The remainder is pro-rated and can be paid in either of the following methods:**

8 equal installments - due the first of each month starting September 1st.

OR

2 equal semester installments (a 10% discount over the 8 pay plan). Payments are due September 1 and January 1.

There is a \$10.00 late fee for payments not received before the 10th of the month.

Payment coupons are available online at www.woodridgeparks.org. Please use the coupon when paying. Payments must be made by **credit card or check only**.

No payments will be accepted by the teaching staff.

If special situations arise, please contact the Preschool Supervisor at 353-3300 as soon as possible to make necessary arrangements.

Introduction

Welcome to our Preschool program! We are happy to be able to share this special time with your child. Your participation is greatly appreciated.

We ask you to please make a note of the Preschool number, 353-3300. If you wish to speak to the teachers, please leave a message with the Preschool Supervisor and the teachers will return your call after class.

We ask your cooperation in seeing that your child tends to his/her toilet needs **BEFORE** coming to Totschool. We will gladly take your child to the bathroom during class but we are trying to minimize the time spent out of classroom instruction.

Your child will be receiving a Totschool bag. This is an important bag because it will contain your child's daily work and notes from the teachers. Please spend a few minutes each class day and go through the papers with your child. If you need to contact us please attach the note or envelope to the **FRONT** of the bag.

The Totschool year will go by quickly. We have many exciting things planned and we look forward to getting to know your child.

The Totschool Staff

STAFF

The Totschool staff have college level course work in education, early childhood development or related fields along with teaching experience. Our staff is required to attend educational seminars, conferences and in-service workshops throughout the year to stay current. All of our staff have current CPR/First aid certification. MWF classes have 3 teachers for 21 students (1 to 7 ratio) and TTH classes have 3 teachers for 18 students (1 to 6 ratio).

ELIGIBILITY

To be eligible to be enrolled in classes during the school year, the following age requirements **must** be met:

MWF classes

Children must be 4 on or before Sept. 1,2011

TTH classes

Children must be 3 on or before Sept. 1,2011

Every child must be toilet trained and must be capable of taking care of their bathroom needs.

REGISTRATION

The Totschool year starts in September and meets monthly through the middle of May. Registration is taken throughout the year, if there are openings. Before a child can start class, the following must be completed and on file at least ONE WEEK PRIOR to a child's first day of class:

Birth Certificate

Registration Packet

Medical Form

Tuition

Please call the Administration office at 353-3300 to inquire about openings.



DISCHARGE

The Woodridge Park District Totschool staff has the right to remove from class, any child whose presence is detrimental to the group. This will only be done after a reasonable trial period and a conference has taken place with the teachers, parents and Preschool Supervisor.

PICTURES

Pictures will be taken of each student, as well as a class group picture, during the month of October. A form will be sent home a few weeks before Picture Day and parents can choose whether or not to purchase any pictures.

Throughout the school year, Totschool teachers will be taking pictures of various activities and sometime use them in our Classrooms.



SCHOOL CALENDAR

The annual school calendar is distributed at the Open House in September. Dates are subject to change so please check the monthly calendar that is posted online at the end of each month. Copies of the annual calendar are available throughout the year from the Preschool Supervisor.

A DAY AT TOTSCHOOL

A typical daily schedule is as follows:

9:00 - 9:15 Drop Off and Free Play
9:15 - 9:35 Circle Time/Group Activity
9:35 - 10:45 Learning Centers
10:45- 11:10 Gross Motor Play
11:10-11:25 Closing Activities

The afternoon schedule is the same with classes starting at 12:00.

PERSONAL PROPERTY

We encourage each child to come with a school bag. PLEASE WRITE YOU CHILD'S NAME ON EACH BAG, COAT, MITTEN, HAT, ETC. We suggest that you always pack an extra set of clothing in case of accidental spills. Please empty your child's school bag regularly as we send home your child's work on a daily basis.

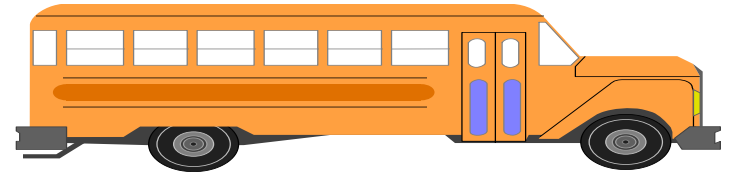
DROP OFF/PICK UP PROCEDURES

Starting on the first FULL day of school and every day thereafter, we ask that you line up in the parking lot and wait for the teachers to greet your child. A teacher will open your car door and your child will walk into the Totschool entrance. We will start drop off at 9:00/12:00 and will continue for 5 minutes. If you arrive after 9:05/12:05, **PLEASE WALK YOUR CHILD TO THE CLASSROOM AND MAKE SURE TO CHECK HIM/HER IN WITH THE TEACHER.**

To pick up your child, you **MUST** come to the classrooms. **PARENT TALKS WILL BE HELD EVERY DAY IN THE TOTSCHOOL ROOMS, 5 MINUTES BEFORE DIMISSAL.** We strongly recommend that you attend these daily parent talks as important announcements are made at those times. If someone other than a parent or an adult on your carpool information sheet is picking up your child, we must have a signed note. Please do not send siblings to pick up your child, the teachers will only release your child to an authorized adult. **If you are going to be late, please call 353-3300.** There will be a \$6.00 late fee after 10 minutes if you do not call. An additional \$6.00 will be charged for every 5 minutes after that. The late fee is due upon arrival and payable at the upstairs office.

FIELD TRIPS

Field trips are planned at the discretion of the Totschool staff. In order for your child to attend, we must have a parent/guardian signature on the Parental Consent form which is part of the Totschool Registration packet. Unless the field trip is within walking distance, we will be using the Park District bus driven by Park District staff or we will charter a school bus.



HOME/SCHOOL COMMUNICATION

The Totschool calendar is published once a month throughout the Totschool year. The calendar is a quick reference for several important items including: theme of the week, holidays, upcoming events, and Big Cheese assignments. We ask that you keep it in a special place at home for reference throughout the month. Please feel free to phone or schedule a visit with your child's teachers if you have any questions or concerns.

PROGRESS REPORT

Written progress reports will be sent home in the months of November and April. After parents have had a chance to read these reports, you may schedule an appointment to meet with your child's teachers if you feel you would like further information. These reports are based on observations of your child by his/her teaching team. Our goal is to share with you our observations of how your child doing while at school. Our reports are designed to give you information about how your child is doing socially, emotionally, physically, and in some learning/readiness areas.

SCHOOL CLOSINGS

When weather or building conditions do not permit classes to be held, parents will be notified, as soon as possible, through our Park District Information Hotline. Please call 353-3400 ext. #4 anytime after 7:30 am for school closing information.

BATHROOM PROCEDURE

Your child needs to be FULLY toilet trained before the first day of school. Please no diapers or pull-ups. Please send your child to school in clothing that they are able to take on and off, button or snap by themselves. **We recommend that an extra set of clothing be in your child's school bag, in case of an accident.**

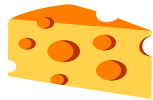


HEALTH MEASURES

Please do not bring a child to Totschool who is showing signs of illness. It is very upsetting to a small child to be ill at school. If your child is sick with symptoms of a communicable disease (diarrhea, vomiting, fever, rash), please do not bring him/her back to school until completely recovered. If your child develops signs of sickness while at school, we will contact you and ask that you pick up your child.

CLOTHING

Please dress your child in comfortable clothing that he/she can button, zip, and snap himself/herself. We work with different types of materials and have a wide assortment of activities, so please dress your child in comfortable clothing conducive to play. Fancy dress shoes and sandals are not safe for running and playing. We also encourage you to send an extra set of clothing in your child's school bag in case of any bathroom accidents.



BIG CHEESE/TEACHER'S HELPER

Each MWF child in our program will have an opportunity to be Big Cheese one time during the school year. The monthly calendar lists the weekly assignments for Big Cheese. This is a very important week for your child. The Big Cheese helps with the calendar and pledge of allegiance along with all other circle time activities. On Friday, the Big Cheese may bring a special item from home to share with his/her class (please, no animals).

In the TTH classes, we will have one child be the teacher's helper each day. Every child will get numerous opportunities throughout the year to be the teacher's helper

SNACK TIME

Each day, we suggest that you send a snack of your child's choice to enjoy during class. Please send a healthy and nutritious snack in a **snack size bag marked with your child's name, which will be discarded at the end of each day.** The Park District will provide water each day at snack time. For health and safety of all the students, the snack for each day needs to be individually wrapped and children will be instructed not to share their snack with other children. Please pack items that your child can easily open and handle by himself/herself.



BIRTHDAYS

If you would like to send a special treat to Totschool on your child's birthday (or half birthday), we will be happy to assist. Young children enjoy sharing with their friends and we will help to keep the celebration simple. It is the parent's decision whether a treat is sent to school or not. If you do choose to send something to school, we ask that it is individually wrapped and we will pass it out at the end of class. Teachers will not pass out invitations to home parties.