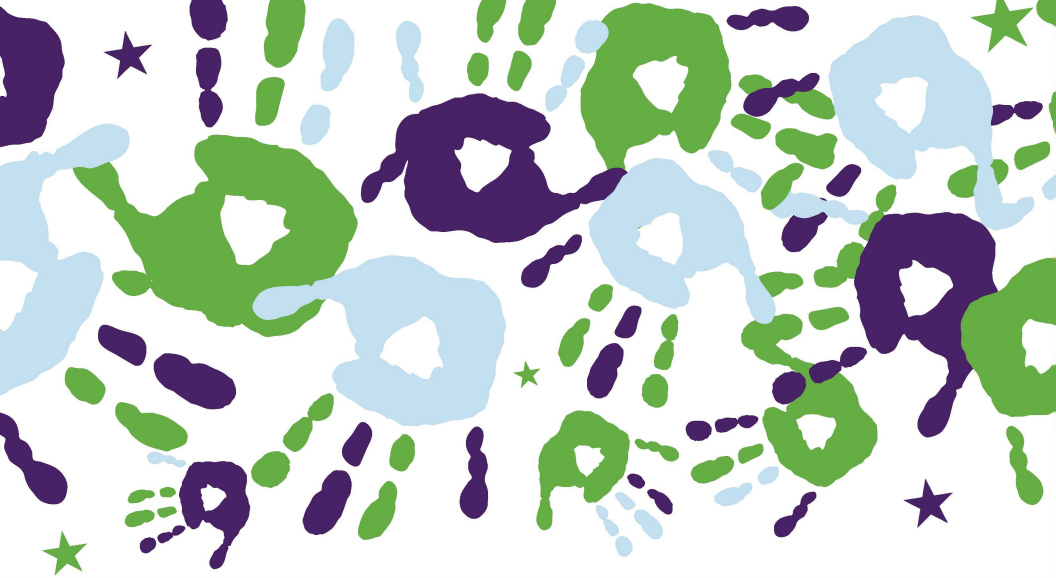


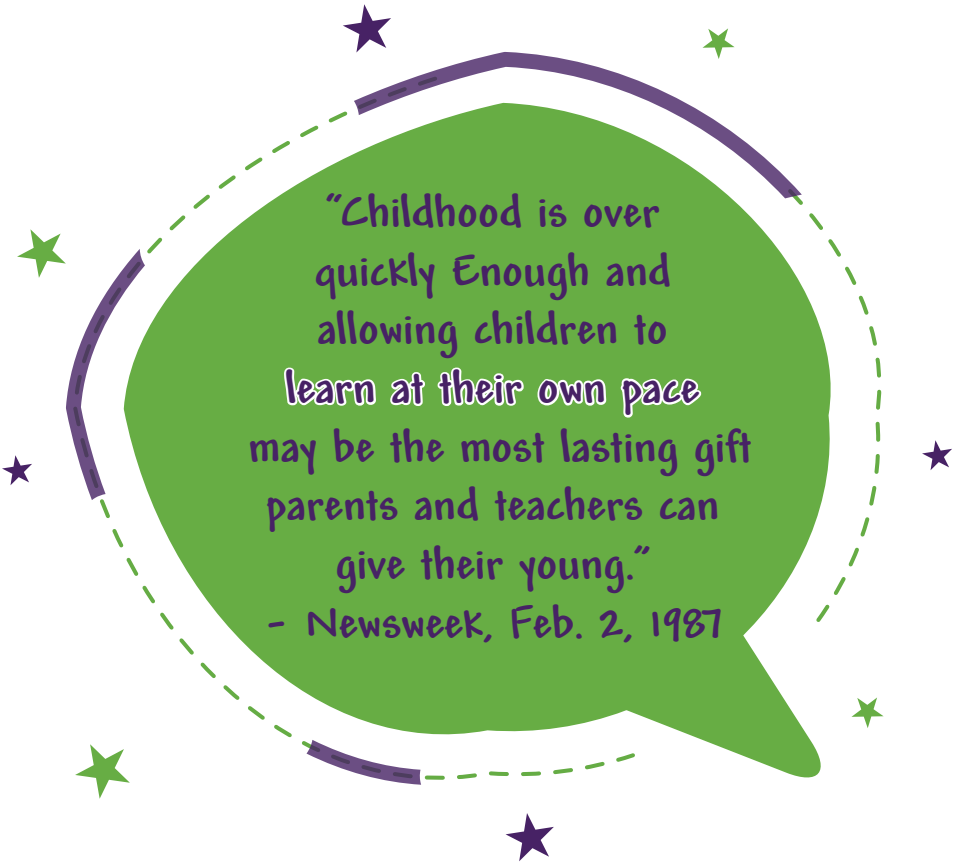
Totschool

WOODRIDGE PARK DISTRICT

The Bridge from Home to School

PARENTS HANDBOOK

2026-2027


"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

Welcome to our Totschool 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 Totschool number, 630-353-3322. If you wish to speak to the teachers, please leave a message with the Totschool 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.

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.

ELIGIBILITY

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

PRE-K - M, W & F
Children must be 4 on or before Sept. 1, 2026

PRE-K - M, TU, W & TH
Children must be 4 on or before Sept. 1, 2026

3S - TU & TH
Children must be 3 on or before Sept. 1, 2026

3S - TU & TH & F
Children must be 3 on or before Sept. 1, 2026

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

A DAY AT TOTSCHOOL

A TYPICAL DAILY SCHEDULE IS AS FOLLOWS:

Drop Off
Circle Time/Group Activity
Learning Centers
Gross Motor Play
Closing Activities
Pick Up

The afternoon schedule is the same.

PERSONAL PROPERTY

We encourage each child to come to school with personal items labeled.

PLEASE WRITE YOUR CHILD'S NAME ON COAT, MITTEN, HAT, ETC.

We suggest that you always ***pack an extra set of clothing in case of accidental spills labeled in a gallon size ziploc bag***. Please empty your child's backpack 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 drop-off lane located on the right side of the building. Please wait for a teacher to greet your child. Your child will walk into the designated Totschool entrance.

M/W/F & TU/TH & TU/TH/F

We will start drop off at 9:00am and will continue for 5 minutes. If you arrive after 9:05am, PLEASE WALK YOUR CHILD INTO THE BUILDING AND DOWN TO THE CLASSROOM.

M/TU/W/TH

We will start drop off at 9:15am and will continue for 5 minutes. If you arrive after 9:20am, PLEASE WALK YOUR CHILD INTO THE BUILDING AND DOWN TO THE CLASSROOM.

To pick up your child, you MUST come into the building 5 minutes prior to the designated time your child's class ends. A 5 minute parent talk from the teacher will be presented. Please be prompt for pick up in order to hear about your child's day at Totschool.

If someone other than a parent or an adult on your 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 353-3322. There will be a $6.00 late fee after 5 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 ARC or Fred C. Hohnke Community Center Front Desk.

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 SENT TO SCHOOL IN A LABELED GALLON SIZE ZIPLOC BAG, IN CASE OF AN ACCIDENT.

HEALTH MEASURES

Daily Wellness Check
Please conduct a wellness check of your child's health at home before arriving to Totschool.

» Has your child had a fever of 100.4 degrees or higher in the last 3 days, or taken medication to reduce a possible fever.

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.

You may call 630-353-3322 to report an absence.

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 a large ziploc bag labeled in case of any bathroom accidents.

HOME/SCHOOL COMMUNICATION

A 5 minute daily parent talk will be presented at the end of class. Please be prompt for pick up to hear about your child's day at Totschool as well as important upcoming information.

You are encouraged to phone or schedule a visit with your child's teachers if you have any questions or concerns.

630-353-3322

GIVING TREE

Periodically throughout the year Totschool may request certain supplies or materials for classroom activities. You may take the item request off the board in the hallway and send the item with your child on their next school day. This is purely voluntary. We appreciate all donations.

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.

Please check with your childs teacher for any allergies in the classroom.

PROGRESS REPORT

Written progress reports will be sent home in the months of November and May. After parents have had a chance to read these reports, you may schedule an appointment to meet with your child's teachers or have a phone conference, 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 is 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 by email, as soon as possible.

SCHOOL DAYS CANCELLED DUE TO WEATHER ARE NOT RESCHEDULED OR REIMBURSED.

BIG CHEESE/ TEACHER'S HELPER

Each M/W/F & M/TU/W/TH child in our program will have an opportunity to be Big Cheese one time during the school year.

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. They will have an All About Me poster and letter of the week to share with their class.

In the TU/TH & TU/TH/F classes, children have many opportunities throughout the year to be the teacher's helper.

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.

SPECIAL EVENTS

There may be days where Totschool has alternate class times for special events such as, the Holiday Celebration, Valentine's Day Tea, the ARC Field Trip and Graduation but not limited to.

PICTURES

Pictures will be taken of each student, as well as a class group picture, during the month of October.

Throughout the school year, Totschool teachers will be taking pictures of various activities and sometimes use them in the classrooms.

SCHOOL CALENDAR

The annual school calendar is available on the Woodridge Park District's website under the Totschool tab. Dates are subject to change so please check with the classroom teachers.

REGISTRATION

The Totschool year starts in September and meets monthly through the end of May. Registration is taken up until March 1st, 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 630-353-3410 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 Totschool Supervisor.

TUITION PAYMENTS

Monthly payments must be paid at the ARC front desk, FHCC Community Center or through the Auto charge payment plan.

9 installments - due the first of each month starting September 1st. The final payment is due on May 1.

THERE IS A $10.00 LATE FEE FOR PAYMENTS NOT RECEIVED BY THE 10TH OF THE MONTH.

NO payments will be accepted by the teaching staff.

If special situations arise, please contact the Totschool Supervisor at 630-353-3322 as soon as possible to make necessary arrangements.

If you choose to drop from Totschool after October 1, 2026 a $30 non-refundable fee will apply.

NO REGISTRATION WILL BE TAKEN AFTER MARCH 1, 2027.

All withdrawal request form must be submitted no later than the 20th of the preceding month, in order for the cancellation to be processed by the 1st of the month and no refunds will be given for fees.

ABSENCES

To report a child's absence from Totschool, please call **630-353-3322** and leave a detailed message. You can also email Mrs. Lozano at **Alozano@woodridgeparks.org** to report an absence. There is **NO** reimbursement for student absences.

A child coming into Totschool for the first time may feel some separation anxiety from a parent. It has been our experience that most children stop crying within minutes after the parent departs. Assure your child that you will return, give them a hug and a kiss and our experienced teachers will comfort your child and engage them in classroom activities. If your child cries for an extended period of time, we will communicate and work with you so that they have the best start to Totschool.

TOTSCHOOL IS NOT LICENSED THROUGH DCFS.

Totschool

WOODRIDGE PARK DISTRICT

The Bridge from Home to School



Preschool Supervisor
Amelia Lozano
(630) 353-3322