The Elmhurst Park District offers a series of early childhood programs designed specifically for infants, toddlers, two, and young three-year-olds in addition to the popular Sunbeams & Rainbows preschool program. These classes allow children to progress from taking a class with a parent or caregiver to taking classes independently. Welcome to Wee Threes—a drop-off class designed for children 32-40 months old.

The following information will be used throughout the year and should be saved as a reference. Should you have any questions or concerns, please contact the Program Supervisor Early Childhood & Youth.

Program Supervisor Early Childhood & Youth  
(630) 993-8922

Student Paperwork
Children enrolled in Wee Threes must have the following paperwork on file. Forms are available online at http://www.epd.org/programs/early-childhood and/or at the Wagner Community Center (615 N. West Avenue).

- Early Childhood Program Student Information Form
- Early Childhood Program Authorization and Consent Form
- Copy of the child's birth certificate
- Medication Dispensing Form (If Applicable)

All forms should be completed accurately and thoroughly and submitted no later than the first day of class. If you would like to update your Student Information Form throughout the year, contact your instructor. Should your contact information change, notify the instructor and the Registration Department at (630) 993-8901 to make changes in the registration database.

Class Location
Wee Threes meets at Wagner Community Center (615 N. West Avenue) in Classroom 2.

All vehicles must be parked in a legal parking space. It is not permissible to stop, park, or drop off in the fire lane. Parking regulations will be monitored and strictly enforced; your cooperation is appreciated as it helps maintain a safer environment for all patrons.

Wee Threes Staff
Wee Threes staff is looking forward to providing your child with a positive and rewarding class experience. We hope to establish mutual relationships with each child and family. To reach Wee Threes staff, please call the Wagner Community Center at (630) 993-8901. Leave a message and an instructor will contact you before or after class hours on scheduled class days. Our instructors do their best to avoid returning calls during class hours.

If you have any questions/concerns, contact your instructors or the Program Supervisor Early Childhood & Youth at (630) 993-8922. Understand that drop off and pick up times are very busy; please be patient when approaching instructors or the Program Supervisor with questions/concerns. If you are rushed for time, you may submit your concerns in writing and staff will contact you by phone later in the day.
All Wee Threes parents are encouraged to attend the Parent Orientation Meeting as outlined below. These meetings are the perfect opportunity to meet the staff, turn in important paperwork, and ask questions regarding the program. Parent Orientation Meetings are held at the Wagner Community Center in Classroom 2.

**PARENT ORIENTATION MEETINGS (Please Make Childcare Arrangements)**

**SEPTEMBER 4**
MONDAY CLASS PARENT ORIENTATION
6:00-6:30 P.M. (WCC Classroom 2)

WEDNESDAY CLASS PARENT ORIENTATION
6:45-7:15 P.M. (WCC Classroom 2)

The First Day - All classes will be one hour in duration with parent/child only; please do not bring siblings. This is your special orientation day with your child to help him/her feel comfortable in the program, get to know the instructors and show them you will be there for them. The second class they will say their good-byes.

**WEE THREES CALENDAR**

**SEPTEMBER**
9 & 11  FIRST DAY OF WEE THREES —
ONE HOUR WITH PARENT/GUARDIAN (9:00-10:00 a.m.)
(Please make childcare arrangements for siblings)

**OCTOBER**
14  NO SCHOOL — COLUMBUS DAY

**NOVEMBER**
25 & 27  NO SCHOOL — FALL BREAK

**DECEMBER**
23  WINTER BREAK BEGINS

**JANUARY**
6 & 8  CLASSES RESUME
20  NO SCHOOL — MARTIN LUTHER KING DAY

**FEBRUARY**
17  NO SCHOOL — PRESIDENTS’ DAY

**MARCH**
23 & 25  NO SCHOOL — SPRING BREAK

**MAY**
11 & 13  LAST DAY OF WEE THREES

**Inclement Weather**

In the event of inclement weather, the Elmhurst Park District will announce building/program closings on the park district website at www.epd.org. Monitor the park district website for weather-related closings.
Arrival/Dismissal Procedures

Upon arriving at the Wagner Community Center, families should remain in the lobby. An instructor will escort families to the classroom at the class start time. Arrival activities are an important component of the daily schedule. Arriving promptly to class ensures that your child can fully participate in the arrival sequence and also reduces disruptions. Classroom doors will be locked after the start of class.

An instructor will retrieve families from the lobby at the end of class. Children must be picked up promptly at the end of class by a parent/guardian or an authorized individual. Authorized individuals must be listed on the child’s Student Information Form and be able to present a valid state identification card or driver’s license. To update this form throughout the year, contact your child’s instructor. A written notification will serve as a temporary update to the Student Information Form; however, staff are unable to alter pick up arrangements on verbal requests alone.

Separation Anxiety

Children may experience separation anxiety at the beginning of the session or throughout the year. If your child experiences difficulty at drop off, please wait in the lobby for fifteen minutes. Class instructors can typically comfort an upset child and engage him/her in an activity within ten minutes. If the child has not been comforted or engaged in activities within ten minutes, the instructor will seek assistance from the parent/guardian.

Late Fee Policy

All efforts should be made to pick up your child promptly at dismissal. On occasion an unavoidable circumstance may result in a late pick up and the late fee policy will be strictly enforced. A five-minute grace period is provided. After the five-minute period, an attempt will be made to contact a parent/guardian if they have not already contacted the park district. As of the sixth minute, $5.00 late fees will be assessed in five minute-increments. Late fees are payable in person at the Wagner Community Center or by phone at (630) 993-8901. After the third occurrence, a child may be dropped from the program.

Daily Supplies

Children should dress in comfortable, washable clothing as many class activities are messy. Children who are able to use the restroom independently should wear clothing that aids in bathroom independence (avoid difficult belts, buttons, and one-piece outfits). Gym shoes are recommended to permit full participation in class activities; avoid sandals.

Children should bring the following items to each class: backpack, complete change of clothes including socks & underwear, a plastic grocery bag, a jacket (weather permitting), a reusable water bottle (filled), and a snack (if your child has food allergies).

Staff/Volunteers are not responsible for lost/stolen money, valuables, or personal items. With the exception of show-and-tell, all personal toys, games, and electronics should remain at home. Each child will have a cubby/hook for personal belongings. Assist your child in selecting the proper cubby/hook.

Families may donate to our classroom wish list throughout the year. At the beginning of each session, each participant is asked to bring the following items to help us maintain a healthier learning environment:

<table>
<thead>
<tr>
<th>Class</th>
<th>Requested Donation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Clorox Anywhere Sanitizing Spray &amp; A Box of Facial Tissue</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Clorox Wipes &amp; A Roll of Paper Towels</td>
</tr>
</tbody>
</table>

Wee Threes Philosophy/Curriculum

Wee Threes is a yearlong introductory preschool program with an emphasis on social interaction, emotional growth, preschool readiness skills, and learning through play. The Wee Threes curriculum incorporates thematic units that excite the children and encourage exploratory learning.

Children will have opportunities to participate in the following activities and interest centers: dramatic play, art exploration, science discovery, library, math & manipulatives, sensory table, music & movement, and toys & games.
Illinois Early Learning Guidelines for Birth to Age Three

Children’s experiences in the first three years of life influence how they develop, learn, and interact with the world. This period is marked by tremendous growth and sets the foundation for children’s future learning and ongoing development. The Illinois Early Learning Guidelines are designed to provide early childhood professionals a framework for understanding development. Our Wee Threes instructors use the Illinois Early Learning Guidelines when arranging the classroom, selecting classroom toys & materials, and when preparing lessons and classroom activities.

The following core principles outlined in the Guidelines hold true for the Wee Threes program:

- **Early relationships are most important and central to young children’s development.**
  Our caring instructors actively participate alongside the children as they play and learn.

- **Development occurs across multiple and interdependent domains, in a simultaneous manner.**
  Wee Threes activities encourage emotional, social, physical, and cognitive development.

- **Children develop and learn at their own unique pace and in the context of their family, culture, and community.**
  Children are encouraged to explore the Wee Threes classroom at their own pace. The instructors provide a variety of new and exciting activities that allow children to make choices based on their interests.

- **Play is the most meaningful way children learn and master new skills.**
  Wee Threes provides the perfect semi-structured environment for your little one to explore and play. Our classroom toys and materials are age-appropriate and carefully selected for the children to enjoy while also fostering development and learning.

Daily Schedule

The Wee Threes daily schedule is designed to incorporate individual, small group, and large group interaction between children and their peers/instructors. Daily activities include arts & crafts, stories, games, and themed activities. Newsletters/calendars informing families of themes, daily activities, and special events will be sent home at the beginning of each session. Visit www.epd.org/programs/early-childhood for electronic updates. Your child will frequently come home with a note and/or project—check your child’s backpack on a daily basis.

**Arrival Sequence & Choice Time**
As children arrive they are encouraged to engage in choice activities. Interest centers are open and sensory materials are available for exploration.

**Motor Activities**
Children participate in gross motor activities within the classroom or the 0-3 year old gross motor room.

**Welcome Circle**
Class activities are introduced including any exciting changes made to the interest centers (i.e., what is in the sensory table, the art activities, special events, etc.) so the children will know what to expect and can make choices for their play.

**Choice Time (Interest Centers) & Small Group Project**
Children engage in play within the interest centers of their choice. Instructors are actively involved in facilitating small group projects (art, science, etc.) and play within the interest centers.

**Snack/Story**
The children wash their hands and enjoy a small snack and group story time.

**Circle Time**
The children engage in music & movement activities, finger plays, and/or stories. The Wee Threes circle time is designed to maintain the children’s attention, thus it is kept near ten minutes and encourages interaction and movement.

**Dismissal**
An instructor will meet families in the lobby and escort them to the classroom for dismissal.
Snacks
Children will enjoy a small, nutritious snack and beverage on a daily basis. Each child will contribute to the snack program throughout the year. Contributions include providing a commercially prepared nut-free snack with napkins for 14 children. We appreciate your support. Examples of nutritious daily snacks may include but are not limited to the following:

- Apples
- Cucumber Slices
- Orange Slices
- Applesauce
- Fruit & Yogurt Dip
- Raisins
- Baby Carrots
- Goldfish Crackers
- String Cheese
- Bananas
- Graham Crackers
- Vegetables

Children are to bring their own filled, reusable water bottle to class each day.

Food Allergies
For everyone’s safety, our classroom has been designated as “nut-restricted” although we cannot guarantee that nuts/nut products will not be brought into the classroom. This means we attempt to avoid peanut butter, nuts, foods containing peanut oils, or foods processed on machines that also process foods made with nuts from entering the classroom during class hours. If you have questions, ask your child’s instructor. Your cooperation is appreciated. Parents of children with food allergies should send their own healthy snack. Children who provide their own snack due to food allergies may opt out of the rotating snack schedule.

Medication
Under the guidance of a physician, parents/guardians should make every effort to adjust medication schedules so that medication may be administered under parent/guardian supervision. If your child needs medication dispensed to him/her during class hours, staff may be authorized to do so as long as the proper forms have been fully completed. In some instances, the administration of medication cannot be performed by park district staff due to specific and/or complex physician and/or manufacturer instructions or invasive procedures. If medication needs to be dispensed please see the Program Supervisor Early Childhood & Youth to obtain the proper forms.

All medications sent to class, including over-the-counter medications, must be brought to the instructor in the original container properly labeled by the pharmacist and/or with a physician order. Parents/guardians are responsible for ensuring all medications are within their expiration date and for collecting medications once discontinued and/or on the last day of class.

Restrooms
Children who are able to use the restroom independently should wear clothing that aids in bathroom independence (avoid difficult belts, buttons, and one-piece outfits). Staff will escort children who are restroom independent to and from the hallway restroom as needed.

Children enrolled in Wee Threes may wear diapers or pull-ups to class. If your child needs to be changed while at class, a parent/caregiver will be contacted for assistance. Instructors are not responsible for changing soiled clothing. A parent/guardian or caring adult must be available within fifteen minutes. Please notify your instructor once your child becomes restroom independent so staff can escort them to the hallway restroom.

Children should visit the restroom with their caring adult upon arriving at the Wagner Community Center before class begins.

Behavior Management Techniques
Wee Threes instructors implement a variety of positive guidance strategies including modeling skills, offering choices, employing redirection, altering the environment, and reflection. All behavior management strategies are suggested to the children in a gentle, positive, and discreet manner.

Instructors will maintain open communication with families to work through behavior concerns. The Program Supervisor Early Childhood & Youth is available to assist in these meetings. The park district reserves the right to suspend or dismiss any participant whose behavior disrupts the program or endangers him/herself or other participants. A parent/guardian or authorized individual must be available to pick up the child within fifteen minutes.
Birthdays

Children who would like to celebrate their birthdays may send non-edible birthday treats such as bubbles, party favors, stickers, or coloring books to be distributed to classmates. Instructors will recognize each birthday child in a special way.

Children may distribute personal party invitations only when all classmates will be included in the celebration. Families are asked to make alternate arrangements for invitation distribution when possible.

Health Policy

Children play closely together. To maintain a healthier class environment, keep your child home if they have experienced any of these symptoms within the past 24 hours: sore throat, cough, runny nose, rash, diarrhea, nausea, vomiting, fever, earache, or any communicable disease. All children must be symptom-free within 24 hours of attending class.

Parents/guardians whose children develop communicable diseases; i.e. chicken pox, head lice, pertussis, etc. are asked to notify the Program Supervisor Early Childhood & Youth as soon as the child is diagnosed. The name of the affected child is not released; however, parents are notified of the occurrence of a contagious illness. A doctor’s note may be required for your child to return to class.

Should a child become ill at class, parents/guardians will be notified immediately so that the child can be picked up as soon as possible. If we cannot reach a parent, the emergency contact will be called.

Emergency Procedures

In the event of serious injury or illness, it is the policy of the Elmhurst Park District to seek immediate medical attention by calling 9-1-1. After seeking medical attention, staff will notify a parent/guardian. All costs associated with medical attention are the responsibility of the parent/guardian as stated in the Registration Waiver and Release. The Elmhurst Park District does not assume any costs associated with medical attention.

Discrimination

The Elmhurst Park District does not discriminate on the basis of race, color, sex, sexual orientation, age, national origin, religion or disability in employment, treatment of visitors and users, use of parks and facilities, or admission to and participation in programs and activities of the District in compliance with the Illinois Human Rights Act, Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act and the State of Illinois and U.S. Constitution.

For information concerning rights and provisions under ADA or to inform us of program, facility or service inaccessibility, please call the compliance officer at (630) 993-8910. We invite any resident with a special need to contact us upon registration so a smooth inclusion may occur.

Inclusion Services

The Elmhurst Park District is committed to promoting and encouraging positive interactions among participants with and without disabilities. Staff members are available to assist participants with accommodations needed for success in and enjoyment of our programs in accordance with the Americans with Disabilities Act. Once registered, contact the Inclusion Services Supervisor at (630) 993-8676 at least five days prior to the start of the session to discuss your child’s special needs and how the district can accommodate those needs. Should a request for inclusion services arise throughout the year, please contact the Inclusion Services Supervisor as soon as possible.

Early Childhood Screenings

Wee Threes staff is committed to working with your family to prepare your child for preschool. On occasion, staff will refer families to an outside agency for an early intervention screening. Staff will be part of your support team as long as a signed Consent & Authorization to Release Information Form is on file with the park district.

Families who reside in Illinois School District 205 are encouraged to take advantage of preschool screenings and services offered by Madison Early Childhood Center once their child turns three-years-old. Contact MECC at (630) 617-2385 to request a pre-screening packet.