



Elmhurst Park District

Sunbeams & Rainbows PRESCHOOL

Family Handbook

Two-Year-Old Preschool

Preschool Connection

2023-2024



Updated 7/2023



No School Dates – 2023/2024

2-year old Preschool **Monday/Wednesday**

- October 9 – Columbus Day
- November 15 – Parent/Teacher Conferences
- November 20, 22 – Fall Break
- December 25, 27 – Winter Break
- January 1, 3 – Winter Break
- January 15 – Martin Luther King Jr. Day
- February 19 – Presidents Day
- March 25, 27 – Spring Break

2-year old Preschool **Tuesday/Thursday**

- November 7 – Election Day
- November 16 – Parent/Teacher Conferences
- November 21, 23 – Fall Break
- December 26, 28 – Winter Break
- January 2, 4 – Winter Break
- January 16 – Martin Luther King Jr. Day
- February 20 – Presidents Day
- March 26, 28 – Spring Break

2-year old Preschool **Friday Only**

- November 24 – Fall Break
- December 29 – Winter Break
- January 5 – Winter Break
- March 29 – Spring Break

Welcome to Sunbeams & Rainbows Preschool!

The Sunbeams & Rainbows preschool staff would like to welcome you and your child to the 2023-2024 school year. 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 Early Childhood Coordinator or the Division Manager of Recreation.

Jessica Marquez
jmarquez@epd.org

Division Manager - Recreation
(630) 993-8922

Michele Zielinski
earlychildhood@epd.org

EC Coordinator
(630) 993-8933

Sunbeams & Rainbows Preschool Mission Statement: "Learning Through Play"

Sunbeams & Rainbows Preschool Philosophy & Curriculum

Sunbeams & Rainbows two-year-old preschool and Preschool Connection programs introduce children to developmentally appropriate, theme-based concepts through fun and exciting group and individual experiences. With an emphasis on social interaction, emotional growth and learning through play, children will explore, discover, and learn about the world around them.

It is the goal of Sunbeams & Rainbows preschool to provide a safe and nurturing learning environment that embraces all children and their diverse learning styles, needs, and interests. Sunbeams and Rainbows preschool instructors offer unique learning experiences that are play-based, developmentally appropriate, and respectful of social, cultural, and linguistic diversity. Sunbeams & Rainbows preschool prepares preschoolers for elementary school and beyond by incorporating activities into the program that promote social-emotional, physical, language, and cognitive development.

Our curriculum is guided by *The Creative Curriculum for Preschool* by Teaching Strategies® and by the *Illinois Early Learning and Development Standards* with special attention to literacy, mathematics, science & technology, social studies, the arts, and English language acquisition.

Illinois Early Learning & Development Guidelines

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 lesson plan development. Our Sunbeams & Rainbows two-year-old instructors use these guidelines when arranging the classroom, selecting classroom toys and materials, and when preparing lessons and classroom activities.

The following core principles outlined in the guidelines hold true for two-year-old preschool:

- ***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.***
Preschool 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 classroom at their own pace. The instructors provide a variety of new and exciting activities that allow children to make choices based on their interest.
- ***Play is the most meaningful way children learn and master new skills.***
Our two-year-old programs provide the perfect semi-structured environment for your little one to explore and learn through play.

Student Information & Medical Records - ePACT

Children enrolled in Sunbeams & Rainbows preschool will be invited to fill out an ePACT record. ePACT is a highly secure online emergency network used to collect medical and contact information.

Parents will be invited to create an ePACT account via e-mail. Please DO NOT ignore this e-mail invite. **All forms should be completed accurately and thoroughly and submitted no later than Friday, August 25th.** If your record is not completed by the first day of school, your student will not be able to stay until it is completed.

Please make sure to upload a copy of your child's State of Illinois DHS Certificate of Child Health Examination (Must Be Completed by Child's Physician) and Birth Certificate in the FILES tab on your child's account. You can do so, by taking a picture with your phone or scanning it into your computer and uploading it to ePACT.

If at any time your child's contact information, authorized pick-ups, or medical history change, please make sure to login to your ePACT account and update it accordingly. It is also appreciated that you relay the update verbally to the teachers, so they are aware. This is the number one source of information teachers will have regarding your child in the event of emergency.

Tuition Payment Schedule

Preschool registration requires an additional non-refundable \$65 fee due at registration. Registration in a preschool program is considered school-year enrollment (September 2023-May 2024). Annual tuition may be paid in full or in nine equal installment payments through auto-pay. Auto-payments are applied on the first of each month. To change or update the card on file for auto-pay, patrons must contact registration@epd.org prior to the first of the month. Instructors will not accept tuition payments or auto-pay updates. *The first installment payment will be charged on August 1, 2023. Remaining installment payments are charged on: September 1, October 1, November 1, December 1, January 1, February 1, March 1, and April 1.*

A \$20.00 late fee will be applied to accounts not paid by 5:00 p.m. on the 5th of the month. Accounts not paid by 5:00 p.m. on the 15th of the month will result in automatic withdrawal from the Sunbeams & Rainbows preschool program.

2023-2024 Sunbeams & Rainbows Preschool Tuition Fees

Preschool Connection (F)	Annual Fee: \$585R/\$729NR -or-
	Nine Installment Payments of \$65R/\$81NR

Two-Year-Old Preschool (MW & TuTh)	Annual Fee: \$1170R/\$1467NR -or-
	Nine Installment Payments of \$130R/\$163NR

Refund Policy

Sunbeams & Rainbows families will have until August 1, 2023 to withdraw from the program. To terminate enrollment in Sunbeams & Rainbows preschool, a Termination of Enrollment Form must be submitted to registration@epd.org by August 1, 2023. After August 1, 2023, a Termination of Enrollment form must be submitted to registration@epd.org 14-days in advance of the child's last day of preschool to be eligible for a prorated tuition refund. Registration fees are non-refundable.

Communication

Sunbeams & Rainbows preschool staff are looking forward to providing your child with a positive and rewarding preschool experience. We hope to establish mutual relationships with each child and family. Your child will frequently come home with a note and/or project. Check your child's backpack daily in order to remain informed about classroom activities. Calendars and newsletters informing families of themes and daily activities will be sent home at the beginning of each month.

Parents will be encouraged to download the HomeRoom App at the start of the school year. Instructors will post photos, announcements, and reminders daily. The invitation will be sent to the email account on file with the registration office. Families may not use the app for marketing or advertisement purposes.

Families may contact their child's preschool instructors by calling the program site and leaving a voicemail. Our instructors do their best to avoid returning calls during instructional time but will contact you before or after class. Families may also contact their child's preschool instructors by email. Instructors have limited access to email and will do their best to respond to emails before leaving preschool for the day. *If you have a pressing concern, please call or email the Division Manager at jmarquez@epd.org or (630) 993-8922.*

Conferences and Progress Reports – 2-day Option Only

Teachers will routinely assess each child's development. Instructors will complete progress reports in the fall and in the spring. In addition to progress reports, conferences will be held in November to discuss your child's development and learning. Conference sign-up information will be communicated to parents via e-mail in early November.

Program Location/Hours

Sunbeams & Rainbows two-year-old class and Preschool Connection operate out of both Eldridge Park Rec. Building (363 Commonwealth Lane) and Wagner Community Center (615 N. West Ave.) from 9:30-11:30am. In addition to the preschool classrooms, the children have access to indoor and/or outdoor areas for gross motor development and exploratory learning with their instructors.

WAGNER COMMUNITY CENTER

615 N. West Ave – Classroom 3
630-993-8900 srtwos@epd.org

ELDRIDGE PARK REC. BUILDING

363 Commonwealth Lane
630-390-9480 srtwos@epd.org

Parking

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 and preschoolers.

Class Arrival and Dismissal

Instructors will open the door for drop-off at the start of class time. Arrival activities are an important component of the daily schedule. Arriving promptly to preschool ensures that your child can fully participate in the arrival sequence and also reduces class disruptions. Students MUST be checked-in by 9:45am.

Class Arrival and Dismissal *Continued*

Students and one parent/caregiver should approach the main door of their child's preschool classroom, for check-in. Our instructors will tell parents/guardians to say their goodbyes at the classroom door. Please understand that when one parent/guardian lingers or peeks in the classroom, it is a distraction and can be upsetting for your child and other children in the classroom. Classroom doors will be locked after the start of class.

Children may experience separation anxiety at the beginning of the year or throughout the year. If your child experiences difficulty at drop off, please wait in your car 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. Children must be checked-out promptly at the end of class by a parent/guardian or an authorized individual.

Authorized pick-ups must be listed on the child's ePACT record and be able to present a valid state identification card or driver's license until the instructors get to know them. Please be sure to update your ePACT record with any changes to authorized pick-ups. A written notification will serve as a temporary update to ePACT; however, staff are unable to alter pick-up arrangements on verbal requests alone.

Late Fee Policy

All efforts should be made to pick up your preschooler 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. After the third occurrence, the child may be dropped from the program.

School Closings – Inclement Weather

If District 205 is closed due to weather, the Sunbeams & Rainbows Preschool program will also be closed. If we expect inclement weather and choose to close prior to the next school day, the Elmhurst Park District will announce building/program closings on the park district website at www.epd.org and e-mail families directly. You can receive weather related cancellation or facility closure information by text, email, or smartphone app using RainoutLine.

Visit <https://www.epd.org/rainout-line-weather-cancellations> for more information. Two cancellation days are built into the preschool calendar and will not be made up. Additional class cancellations by the park district will result in a program credit or make-up day.



Daily Supplies Needed

- Standard Size Backpack – must be able to fit a folder
- Labeled (first & last name), reusable water bottle, filled with WATER
- Full set of change of clothes (please make sure it is seasonably appropriate)

Children should dress in comfortable, washable clothing as many preschool activities are messy. Gym shoes are recommended to permit full participation in preschool activities. Each child will have a cubby or a hook on which to hang jackets/backpacks. A teacher will assist your child in selecting the proper cubby/hook. All clothing and personal items should be labeled with your child's full name. Staff are not responsible for lost/stolen money, valuables, or personal items. All personal toys, games, and electronics should remain at home.

Classroom Supplies Needed

A school supply list is enclosed on the last page of the handbook. Bring your school supplies to your parent orientation meeting or on the first day of school.

Family Involvement

Family involvement in Sunbeams & Rainbows is important as it allows parents/guardians to gain an understanding of the program while showing the child that they value the school, the instructors, and the classroom community. Family involvement may be sending home projects or family questions to be completed and returned, and we are excited to invite parents into the classrooms for special occasions throughout the school year. More information on classroom activities will be sent out via e-mail and on the HomeRoom app throughout the year.

Parents/Guardians who have a special talent or career and would like to provide an age-appropriate preschool learning experience may contact their preschool instructor to make arrangements. We love to have parents interact with the classroom.

Classroom Parties & Celebrations

Throughout the year, Sunbeams & Rainbows will celebrate holidays (e.g., Halloween, winter holidays, and Valentine's Day) with special activities inside the classroom. Details regarding each celebration will be sent home with the monthly calendar. If you have a special holiday tradition or celebration that you would like to share with the class, please contact your instructors. Our children enjoy learning about various holidays, celebrations, and traditions that our families take part in.

Restrooms

Children can use the restroom as needed and if necessary, will be prompted by an instructor to take a restroom break. Children who can use the restroom independently should wear clothing that aids in bathroom independence (avoid difficult belt, buttons, and one-piece outfits). Please keep instructors informed regarding your child's progress in "potty-training".

Children enrolled in 2's preschool and Preschool Connection 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 to come and change/assist your child.

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 preschool 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 Division Manager of Recreation to obtain the proper forms.

All medications sent to preschool, including over-the-counter medications, must be brought to the preschool 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 school.

Health Policy

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

To report an absence, contact your preschool site and leave a voicemail or message for the preschool instructors. Parents/guardians whose children develop communicable diseases, i.e. chicken pox, head lice, pertussis, COVID-19, etc. are asked to notify the Division Manager of Recreation 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 preschool, 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.

Food Allergies

For everyone's safety, our preschool classrooms have 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 nuts, peanut butter, and foods containing peanut oils, or foods processed on machines that also process foods made with nuts from entering the classroom during preschool hours.

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. Sunbeams & Rainbows preschoolers will participate in scheduled and/or impromptu fire, severe weather, and security drills.



Behavior Management

Sunbeams & Rainbows classrooms are intentional communities where children feel safe, help one another, and feel a part of the group. An important component of our curriculum involves nurturing social competence where children gain an understanding of how to treat others and how they want to be treated by others. They will begin to understand friendships while acquiring the skills needed to cooperate, negotiate, and problem solve. Instructors set limits and explain consequences to help the children understand why rules are needed. Children assist in establishing classroom rules with a focus on maintaining safety, respecting the rights and feelings of others, and caring for the classroom and its materials.

Sunbeams & Rainbows two-year-old preschool instructors implement a variety of positive guidance strategies including modeling skills, offering choices, 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 Division Manager of Recreation 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.

Discrimination

In compliance with the Illinois Human Rights Act, the Illinois Constitution, Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973 as amended, Title II of the Americans with Disabilities Act (ADA), and the United States Constitution, the District does not discriminate on the basis of race, color, sex, marital status, national origin, age, sexual orientation, religious or political affiliation, disability, military status, unfavorable discharge from military service or record of arrest, with regards to the use of parks and facilities or admission to and participation in programs and activities of the District. Additionally, in compliance with the Illinois Civil Rights Act of 2003, the District does not prohibit individuals from participation in, denying them the benefits of, or subjecting them to discrimination under, "any program or activity on the grounds of that person's race, color, or national origin"; and utilizing criteria or methods of administration that have the effect of subjecting individuals to discrimination because of their race, color, or national origin. 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.

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, Sean Tovey at (630) 993-8670 at least five days prior to the start of the preschool year to discuss your child's special needs and how the district can accommodate those needs.*** Parent cooperation and support is essential to this process. Should a request for inclusion services arise throughout the year, please contact the Inclusion Services Supervisor as soon as possible.

Early Childhood Screenings

Our preschool is committed to working with your family to prepare your child for elementary school. On occasion, preschool staff will refer families to their local school district for a screening after your child turns three years of age. Staff will be part of your support team if 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. Contact MECC at (630) 617-2385 to request a pre-screening packet.

*Thank you for choosing Sunbeams & Rainbows for your preschool experience.
We look forward to a year of learning and fun!*



Sunbeams & Rainbows Supply List 2-year-old Preschool & Preschool Connection

**Supplies should be brought to your Teacher Meet & Greet or to the first day of school.
Supplies do not need to be labeled with your child's name unless otherwise indicated.**

- **Standard Size Backpack** – Must be able to fit a folder
- **1** – Package of Large or Jumbo Crayons
- **1** – 4x6 Photos of your child (for project)
- **1** – Family Photo (for “comfort” display)
- **2** – Package of non-perfumed baby wipes (any brand)
- **1** – Box of Kleenex
- **1** – Container of Clorox Wipes
- **4** – Packages of Stickers (any style)
- **1** – Box Quart Size Ziplock Bags (Monday/Wednesday Class Only)
- **1** – Box Gallon Size Ziplock Bags (Tuesday/Thursday Class Only)
- **1** – Box Sandwich Size Ziplock Bags (Friday Class Only)