



*Elmhurst Park District*

# *Sunbeams & Rainbows* PRESCHOOL

## Family Handbook

Three & Four-Year-Old Preschool

2023-2024



Updated 7/2023



## **Scheduled No School Day 2023-2024**

### **3-year old Preschool (Tu/Th)**

#### *Butterfield, Wagner & Wilder*

- November 7 – Election Day
- November 16 – Parent/Teacher Conferences
- November 21, 23 – Fall Break
- December 26, 28 – Winter Break
- January 2, 4 – Winter Break
- March 26, 28 – Spring Break

### **4-year old Preschool**

#### **3-Day Option (M/W/F)**

#### *Wagner & Wilder*

- October 9 – Columbus Day
- November 17 – Parent/Teacher Conferences
- November 20, 22, 24 – Fall Break
- December 25, 27, 29 – Winter Break
- January 1, 3, 5 – Winter Break
- January 15 – Martin Luther King Jr. Day
- February 19 – President's Day
- March 25, 27, 29 – Spring Break

### **4-year old Preschool**

#### **4-Day Option (M-Th)**

#### *Courts Plus*

- October 9 – Columbus Day
- November 7 – Election Day
- November 16 – Parent/Teacher Conferences
- November 20, 21, 22, 23 – Fall Break
- December 25, 26, 27, 28 – Winter Break
- January 1, 2, 3, 4 – Winter Break
- January 15 – Martin Luther King Jr. Day
- February 19 – President's Day
- March 25, 26, 27, 28 – 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](mailto:jmarquez@epd.org)

Division Manager - Recreation  
(630) 993-8922

**Michele Zielinski**  
[earlychildhood@epd.org](mailto:earlychildhood@epd.org)

EC Coordinator  
(630) 993-8933

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

#### Sunbeams & Rainbows Preschool Philosophy & Curriculum

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.

#### 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 25<sup>th</sup>**. 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-up's, or medical history changes 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 Sunbeams & Rainbows 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](mailto: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 pm on the 15th of the month will result in automatic withdrawal from the Sunbeams & Rainbows preschool program.

#### 2023-2024 Sunbeams & Rainbows Preschool Tuition Fees

<b>Three-Year-Old Preschool (Tu/Th)</b>	Annual Fee: \$1377R/\$1719NR	-or-
	Nine Installment Payments of \$153R/\$191NR	
<b>Four-Year-Old Preschool (M/W/F)</b>	Annual Fee: \$2304R/\$2880NR	-or-
	Nine Installment Payments of \$256R/\$320NR	
<b>Four-Year-Old Preschool (M-Th)</b>	Annual Fee: \$2781R/\$3474NR	-or-
	Nine Installment Payments of \$309R/\$386NR	

### **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](mailto:registration@epd.org) by August 1, 2023. After August 1, 2023, a Termination of Enrollment form must be submitted to [registration@epd.org](mailto: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 on a daily basis 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 instructed to download the HomeRoom app to view photos, notes and videos of their child's classroom experience. Instructors will post photos, announcements, and reminders on a daily basis. The app 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.

### **Communication – Continued**

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 of Recreation at [jmarquez@epd.org](mailto:jmarquez@epd.org) or (630) 993-8922.*

### **Conferences and Progress Reports**

Sunbeams and Rainbows instructors 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 in order to discuss your child's development, learning, and kindergarten readiness if applicable. Conference sign-up information will be communicated to parents via e-mail in early November.

### **Program Location/Hours**

Sunbeams & Rainbows offers three and four-year-old preschool classes in four park-based locations. In addition to the preschool classrooms, the children have access to indoor and/or outdoor areas for gross motor development and exploratory learning.

#### **Butterfield Park Recreation Building**

385 E. Van Buren Street  
(630) 601-0202  
[srbutterfield@epd.org](mailto:srbutterfield@epd.org)  
Tues/Thurs 9:00-11:15 a.m.

#### **Courts Plus**

186 S. West Street  
(630) 601-0204  
[srcourts@epd.org](mailto:srcourts@epd.org)  
Mon-Thurs 8:45-11:15 a.m.

#### **Wagner Community Center**

615 N. West Avenue  
(630) 993-8901  
[srwagner@epd.org](mailto:srwagner@epd.org)  
Mon/Wed/Fri 8:45-11:15 a.m.  
Tues/Thurs 9:00-11:15 a.m.

#### **Wilder Park Recreation Building**

175 Prospect Avenue  
(630) 601-0219  
[srwilder@epd.org](mailto:srwilder@epd.org)  
Mon/Wed/Fri 8:45-11:15 a.m.  
Tues/Thurs 9:00-11:15 a.m.

### **Sunbeams & Rainbows Daily Schedule**

The Sunbeams & Rainbows preschool daily schedule is designed to incorporate individual, small group, and large group interaction between children and their peers/teachers. The children are kept active and engaged throughout their day. All aspects of the curriculum, as well as classroom centers and toys, are carefully selected to encourage exploratory learning. Remind your child to wash or hand sanitize his/her hands upon arrival at school.

## **Classroom Interest Centers**

Sunbeams & Rainbows preschool classrooms are equipped with activity centers designed to create defined interest areas that limit distractions, foster more complex play, and promote collaboration & socialization. Within each classroom, you will find the following:

***Dramatic Play Center*** Equipped with a fully stocked kitchen and dress-up clothes, the dramatic play center is designed to inspire creativity and imagination. Engaging in dramatic play allows preschoolers to deepen their understanding of the world and develop skills that will serve them through life.

***Art Exploration Center*** Prepared with double-sided easels and various art materials & tools, the art exploration center is the perfect place for children to experience the art process, create designs or produce representational art.

***Science Discovery Center*** Stocked with natural objects, nonfiction books, and scientific tools such as magnifying glasses, magnetic wands, and microscopes, the science discovery center allows children to explore and investigate to find answers to their questions. Children may observe, experiment, measure, and problem solve while handling materials and living things.

***Technology/Writing Center*** Dry erase boards, stamps, envelopes, and writing materials allow children to become comfortable with writing tools while developing beginning reading and writing skills.

***Library*** Colorful picture books, nonfiction materials, and comfortable cushions or seating create the perfect atmosphere for building a foundation for reading and writing while inspiring a love of books and literacy.

***Math and Manipulatives*** Puzzles, pattern activities, geoboards, counting & sorting objects, and more.

***Sensory Table*** For sand and water play and a variety of sensory exploration activities.

***Music and Movement*** Instruments, parachute, and ribbons galore! Preschoolers will do a lot of singing and creative movement activities to nurture an appreciation of different kinds of music, allow children to express themselves through movement, and to practice new skills.

***Toys and Games*** When children use toys and games, they are learning how things work, using their imaginations, strengthening hand muscles, working cooperatively, problem-solving, and learning content area concepts. All toys and games are purposefully selected to help children develop cognitively, emotionally, and socially.

## **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 9:00am (for four-year-olds) and/or 9:15am (for three-year-olds).

Students and the parent/caregiver should approach the main door of their child's preschool building, (Wagner students should enter the building through the main entrance and line up outside of the Sunbeams & Rainbows classroom in the back hallway.) 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 session 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 individuals 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](http://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**

- Backpack
- 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 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 teacher meet & greet date (will be e-mailed to parents in early August) 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 a 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 enrolled in Sunbeams & Rainbows preschool must be able to use the restroom independently. The routine use of diapers or pull-ups is not permitted. Children should wear clothing that aids in bathroom independence (avoid difficult belts, buttons, and one-piece outfits). Children are able to use the restroom as needed and if necessary will be prompted by a teacher to take a restroom break. Children do not need to wait for classroom restroom breaks. Occasionally preschoolers will have a toileting accident. Preschool instructors are not responsible for changing soiled clothing; however, they will do their best to verbally direct the child and follow-up with a phone call home. If your child has a toileting accident while at school, a parent/caregiver will be contacted, and the child will need to be changed or picked-up from class at that time. 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, of 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 in order 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 instructors promote self-regulation skills and help children experience the benefits of managing their feelings and behavior. The children will learn how to control impulses by not acting (behavioral self-regulation), plan and problem solve (cognitive self-regulation), and manage feelings (emotional self-regulation). The ability to understand one's own feelings and the feelings of others, to regulate and express emotions appropriately, to control impulses, tolerate frustration, follow limits and expectations, and delay gratification are critical to a child's success in school and in life. Instructors employ a variety of strategies including speaking with children and/or modeling skills. They implement positive guidance strategies including 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 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 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. 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 at age three. 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 3 & 4-year-old Preschool**

**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, labeled with your child's name (must be able to fit a folder)
- 1 – 4x6 Photos of your child; 1 – 4x6 Photo of family
- 1 – Box Large Washable Markers Classic Colors (Preferably Crayola)
- 1 – Small bottle of Elmer's Glue
- 1 – Box of Kleenex
- 1 – Package of non-perfumed baby wipes (any brand)
- 1 – Container Clorox Wipes
- 4 – Packages of Stickers (any style)
- 1 – Box Quart Size Ziplock Bags (Tu/Th Class Only)
- 1 – Box Gallon Size Ziplock Bags (M/W/F Class Only)