

PARENT HANDBOOK



2025-2026

Palatine Park District • 250 E. Wood Street • Palatine, IL 60067
palatineparks.org • 847.991.0333

PALATINE PARK DISTRICT PRESCHOOL

2025/2026 CALENDAR

2025

Monday & Tuesday	Sept. 2 & 3	First days of Preschool
Monday	Oct. 13	Columbus Day—NO SCHOOL
Tuesday	Oct. 14	NO SCHOOL
Monday—Friday	Nov. 24-28	Thanksgiving Recess—NO SCHOOL
Monday	Dec. 22	Winter Vacation begins

2026

Monday	Jan. 5	Preschool reopens
Monday	Jan. 19	M. L. King Day—NO SCHOOL
Tuesday	Jan. 20	NO SCHOOL
Monday	Feb. 16	President's Day—NO SCHOOL
Tuesday	Feb. 17	NO SCHOOL
Monday—Friday	Mar. 23–27	Spring Vacation
Monday	March 30	Preschool Reopens
Tuesday & Wednesday	May 19 & 20	Last days of Preschool

These dates are subject to change. We follow the District 15 schedule.

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CONTACT INFORMATION FOR PARENTS

Birchwood Preschool

847-496-6345 • birchwoodpreschool@palatineparks.org

Birchwood Recreation Center Office (*Registration & Billing Questions*)

847-991-1960

Eagle Preschool

847-202-2845 • eagleparkpreschool@palatineparks.org

Maple Preschool

847-705-5114 • mapleparkpreschool@palatineparks.org

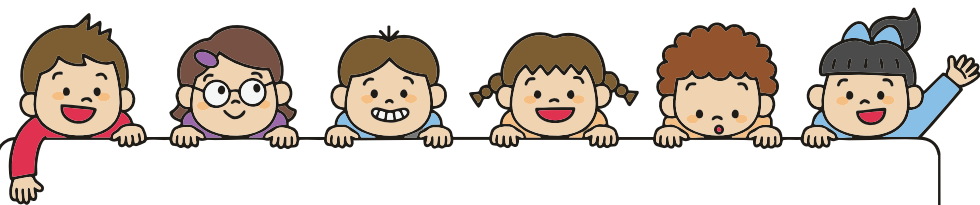
Parkside Preschool

847-705-5113 • parksidepreschool@palatineparks.org

Karen Rude, Preschool Coordinator

847-496-6239 (call or text) • krude@palatineparks.org

*** Teachers arrive at school one half hour before class begins and remain one half hour after class ends.*



WELCOME!

Dear Parents:

Welcome to Palatine Park District Preschool. We are glad that you have chosen to share your children with us this year!

We hope that the information in this booklet, the parent orientation meeting and the Meet the Teachers Day will be helpful, informative, and reassuring for both you and your child.

Most three and four year olds are ready for Preschool. It helps to satisfy their need for new experiences. Our classrooms are equipped with a variety of age appropriate materials. Children are able to be creative, to learn new skills, to be messy, to be active, to play imaginatively, to experiment, to make friends, and to be part of a group. All of these activities help the children get ready for Kindergarten.

Preschool learning is done informally. We try to present learning activities in such a way that children who are ready will be challenged and will gain in understanding, while children who are not ready will participate at their level and will not be discouraged.

Some children cry when their parents leave them at Preschool, usually just for a few minutes. The teachers comfort them and explain that they are there to help and take care of them. As soon as the children get to know the routines, the teachers, and the other children, they will feel more comfortable.

If you have any questions or problems, please don't hesitate to ask us or call our supervisor, Karen Rude, at Community Center 847-496-6236.

Your Preschool Teachers

PALATINE PARK DISTRICT PRESCHOOL

PHILOSOPHY AND GOALS

The Park District's goal is to provide a warm, accepting environment where learning is fun. Experienced teachers offer a variety of developmentally appropriate activities designed to help children learn and grow socially, emotionally, physically, and intellectually. We recognize that children come to us with differing abilities, interests, and needs, and we provide opportunities for each child to reach their potential. We encourage the children to be creative and curious, and we hope to foster a love for learning that will continue through the years.

We are aware that each child is a physical, intellectual, emotional, and social being. We will provide children with a curriculum that will foster growth and Kindergarten-readiness by:

1. Providing equipment and activities to aid in the development of both large and small muscles.
2. Helping children relate to others and express their emotions in socially acceptable ways, giving them guidance in learning to share, cooperate, and develop self-control.
3. Giving children the opportunity to explore their surroundings. Their curiosity about their environment should be nurtured and directed toward a greater degree of awareness. They should be encouraged to question and think for themselves. Children should be helped to enjoy the satisfaction of solving problems and learning new skills. We should not be too quick to offer explanations or help, so the child has the joy of discovery. We should plan activities that encourage children to develop independence and confidence in their own ability to manage their environment.
4. Providing opportunities for children to express their feelings and sense of self through art, music and movement, books, and pretend play.

We will incorporate these learning opportunities into the child's play. We know that individual children have their own growth and learning (readiness) patterns that may not be the same as other children their age. We must be prepared to meet children where they are, and have them move forward at their own pace.

PRESCHOOL POLICIES AND INFORMATION

HISTORY

The Palatine Park District opened our first Preschool in 1967. We added sites as the program grew, and we now have four Preschools: Birchwood, Eagle, Maple, and Parkside. Our facilities, equipment, curriculum, and teachers all meet the state licensing standards.

PAYMENTS

The first month's tuition was debited on June 1 or at registration. The remaining tuition is collected monthly, and will be debited on the 15th of the month from September through March (eight equal payments). Those starting school after January 1 will pay tuition through April. We do not charge for scheduled days off and emergency days off related to building malfunctions. Credit will not be given for days that your child does not attend due to illness or vacation. Credit will also not be given for school closure due to snow or bad weather.

Tuition is billed monthly. Electronic Funds Transfer is required for tuition payments. If your EFT is rejected and your payment is more than one week late, you will be assessed a \$25 late fee. We do not extend the one-week grace period even if a child is absent. Payments must be made in order for a child to continue in school. If you are having a hard time making your payment, please contact the Preschool Coordinator.

WITHDRAWALS

Preschool registration is for the entire nine-month school year. Withdrawals up to two weeks before school begins will receive a full refund minus the \$65.00 registration fee. After that time we require a two-week notice or two weeks payment in lieu of notice, should a child be withdrawn from the program. A Withdrawal/Refund Application must be completed. See the Preschool Withdrawal Agreement for more information. If a child is not at school for more than a month with no notification from the family, they will be dropped from the program.

SCHEDULE

Preschool begins on the Monday after Labor Day in September and runs through the Wednesday before Memorial Day in May. Registration information and a schedule of classes are published in the Park District's catalogs. The Preschool takes the same scheduled days off as Elementary School District 15, including institute days. A Preschool calendar is on the inside cover of this booklet. We also take off on the days that District 15 cancels school due to weather. Weather related closings are listed on District 15 website (ccsd15.net) the Park District website (palatineparks.org), and also displayed on the news as District 15 Palatine. If the district has a late start due to weather, preschool will be open. If District 15 decides to have a virtual learning day due to weather, preschool will be closed.

ARRIVAL

Preschool drop off will be held outside of each building. Staff will come outside when it's time for drop off to start. The teachers will discuss specifics for each location at orientation. If you are parking, please do not park in the handicapped parking places. Younger children should not be left unattended in the parked car while the adult drops off the preschooler. Parent will be notified if any of these processes need to be altered.

As the children arrive, they will be accompanied into the classroom by one of the staff.

DEPARTURE

Pick up will be done outside the building as well. The teachers will discuss the procedure. Children will be released only to parents or designated alternatives listed in the e pact. Please inform the teacher if someone different will be picking up your child. We will ask to see identification of someone unknown to our staff. Every child needs to be checked out by the pick up person. Please be prompt in picking up your child. If a parent is repeatedly late, it could result in a warning, a fee or exclusion of the child from the program. In the event of inclement weather, parents may come to the door to pick up their child. Please read the late pick up policy on page 13.

We ask that you refrain from using your cell phones during drop off and pick up.

CLOTHING

Children should wear washable play clothes to school. Smocks are available for art activities, but children can and do get paint on their clothes. Children should be able to easily manage their clothing when using the bathroom, so please avoid overalls, leotards, or belts. Children should wear gym shoes or rubber soled shoes, and socks. The classes will have outdoor play as much as possible. Please make sure children have appropriate outdoor clothing every day. Outer clothes should be marked with the child's name. Children who wear boots in the winter should bring shoes to change into.

BATHROOM POLICY

All children who attend preschool must be toilet trained (no diapers or pull ups, and no "potty seats"). Please have your child use the bathroom before they come to school. If a child is in underwear, has an accident and is wet, the staff will supervise the child in changing themselves. If the child has a bowel movement accident, the parent or other contact will be called to come change the child. Children who have repeated toileting accidents are not completely toilet trained. The child will be asked to withdraw from the program until they are fully trained.

SUPPLIES / ITEMS FROM HOME

You will be provided with a short list of the supplies needed. The teachers will inform you if anything needs to be replaced during the school year. Children should bring a full size backpack to transport art projects, newsletters, and notes. We request that the children **NOT** bring toys from home, except for security items while adjusting to school.

SPECIAL NEEDS

Let us know if your child has any special needs, and we will make every effort to accommodate him or her. The Park District works closely with Northwest Special Recreation Association, who can provide recreational one-on-one aides, consultants, and staff training to help us successfully include all children into Preschool.

MEDICAL

We must have a completed medical form in each child's file before they start. Children's immunizations listed on the form need to be up to date. Notify us of any allergies, food sensitivities or medical conditions.

Medications cannot be given at Preschool unless the parent signs a release. Medication must be labeled with the child's name, directions for administration, date, physician's name, prescription number, and pharmacy. We can only administer non-prescription medications with a signed note from the child's physician.

HEALTH POLICY

Children who are ill in any way should be kept at home. Do not send a child to school with an active cold, cough, vomiting, diarrhea, rash or fever.

A child should be fever free (without fever-reducing medicine) for 48 hours before returning to school.

If a child is prescribed an antibiotic, they need to be on the medicine for 48 hours to ensure they are no longer contagious.

If your child becomes sick at school or, in the staff's opinion, is not well enough to be at school, we will isolate the child and call the parent or the person you have designated as an alternate. That person will need to pick up the child within 30 minutes. Please make sure the people you list as emergency contacts know that they may be called to pick up your child. Be sure to tell us if your child becomes ill with a communicable disease (e.g. strep throat, pink eye, lice, or contagious rash), so that we can notify the other parents.

INJURY

If a child has a minor injury at Preschool, the teachers will apply an ice pack to a bump or bruise, or clean a break in the skin with soap and water and apply a Band-Aid. If the injury is beyond a minor scratch or bump, the parents will be called. If they wish, a parent can come to school to see if they feel the injury needs any further treatment. If a child has a serious injury at Preschool, paramedics will be called and the parents will be notified.

All staff is trained in child CPR, First Aid, and epi pen use.

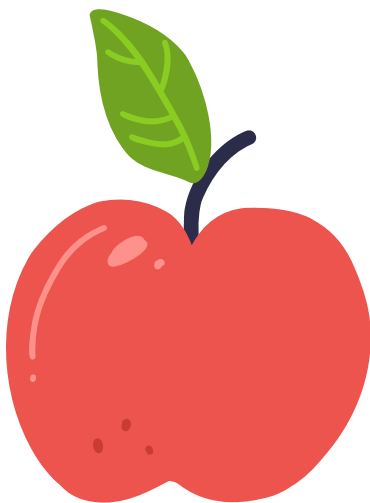
Please make sure you have the park district number and your preschool location number programmed and identified in your phone. These numbers are listed on page 3 of this handbook.

SNACKS

The children will be served a nutritious snack daily. Snack will be offered as an option during activity time. If your child has food allergies, you may be asked to supply the snack for your child. Families take turns supplying snacks for the entire class. The teachers will discuss the process at orientation.

The young Three's class will not be having snack because the class is only 2 hours long.

***Birthdays will be acknowledged in each classroom in other ways than with birthday snacks. You child's teacher will explain those procedures as they may vary from site to site.**



COMMUNICATION AND CONFERENCES

Parents will complete a Student Profile Form at the beginning of Preschool, which helps the teachers know and understand the children. This information is kept confidential. No information on a child will be released to anyone without the permission of the parent.

Teachers or parents may request an informal conference whenever they feel it necessary. Formal conferences are held for children in the 4/5 year old classes. Teachers use a conference guide form to prepare for the conferences, but all information is given to the parents verbally. We feel that if this information is written, it assumes a permanence that is inappropriate for this age group, because the children are changing so rapidly.

Teachers will be communicating often with families about weekly activities through email or an app.

TV, VIDEOS, COMPUTER GAMES, VIOLENT PLAY

Preschoolers are influenced greatly by the toys they play with, the shows and movies they watch, and by the video/computer games they play or see. At Preschool, we encourage creative, cooperative play – “Super Hero” play or gunplay of any kind is not allowed. Threats of bringing a gun to school will be dealt with very seriously. We urge you to carefully monitor your child’s screen time.

VISION & HEARING SCREENING

Palatine Park District requires all children to have a vision and hearing screening and will be scheduled during the school year. You will be notified as to when the screening will take place.

DISCIPLINE POLICY

Discipline is the ongoing process of helping children to develop inner controls and assume responsibility for their own actions. We accomplish this by setting, explaining, and consistently enforcing, clear and understandable rules, limits, and consequences, prior to and as a part of any disciplinary action. As much as possible in carrying out discipline, teachers will use firm positive statements or redirection of behavior. If necessary to help a child gain control, the teacher may remove him or her from the activity or group for a time not to exceed one minute per year of age. Children will have reasonable opportunity to resolve their own conflicts and to have input in adult resolving of conflicts. Under no circumstances will children be punished for toileting accidents or accidental spills. They will not be subjected to threats of or actual corporal punishment or emotional abuse of any kind.

Although discipline problems involving children in Preschool rarely warrant it, the Park District reserves the right to suspend or exclude from the program any child whose behavior seriously disrupts the program or is a danger to him/herself or to others. Such behavior includes threatening to harm another child with a weapon. If a child has a pattern of unacceptable behavior, the staff will work with the parents and if necessary a professional to develop self-control and acceptable behavior. We may use the resources of Northwest Special Recreation Association for assistance in observing and suggesting methods of dealing with the child. Parents will be notified before someone from NWSRA is called in to observe their child. If it becomes necessary to exclude a child, we will make every effort to assist the parents in locating an appropriate program to meet their child's needs.

INTEGRATED PEST MANAGEMENT PROGRAM

Palatine Park District contracts with Anderson Pest Solutions for our Integrated Pest Management plan. The focus of the program is to identify and eliminate conditions inside and outside of the facility that could cause pest problems. Non-chemical devices will be used to help monitor for and control pests. As a last resort, applications of least toxic materials may be made to eliminate a pest problem in the safest manner possible. If pesticide application is needed, the families would be notified at least two days in advance. Children would not be present during the application and for at least two hours afterwards.



LATE PICK UP POLICY

If a child is not picked up by five minutes after class, late fees will apply. The preschool staff will wait 10 minutes after class time, then try to contact the parents. We will attempt to contact parents first, then begin to call emergency contacts. It is very important that your emergency numbers are kept up to date and know they may be called. If no one can be reached, repeat calls will be made.

One half hour after class time, the Preschool Coordinator will be called and will stay with the child if needed. If two hours have passed and still no one can be contacted, the Superintendent of Recreation for the Park District will be notified, and the police will be called if needed.

The preschool staff will not discuss the issue of a late pick up with the child involved in a negative way. The teacher will comfort and reassure the child if needed.

First Late Pick-up: A written warning will be issued unless you are more than one-half hour late, at which time you will be charged accordingly.

Subsequent Late Pick-ups: \$5.00 late fee for every 15 minutes past scheduled pick-up time.

Late fees will start five minutes after class is over. After three late pick-ups, the child may be dropped from the program. These fees can be paid at Community Center or Birchwood Recreation Center.



EARLY LEARNING STANDARDS

Palatine Park District has based our curriculum on the Early Learning Standards from the Illinois State Board of Education. The Learning Areas of these standards are listed below, along with goals we hope to accomplish.

LANGUAGE ARTS

- Understand that pictures and symbols have meaning and print carries a message
- Identify some letters, including those in their name
- Predict what will happen next using pictures and content for guides
- Retell information from a story
- Respond to simple questions about reading material
- Dictate stories and experiences
- Communicate needs, ideas, thoughts, and information to others

MATHEMATICS

- Show understanding of comparative words
- Begin to order objects in series or rows
- Use concepts that include number recognition and counting
- Explore quantity and number
- Sort and classify objects

SCIENCE

- Use common weather related vocabulary
- Express wonder and ask questions about their world
- Use senses to explore and observe materials and natural phenomena
- Identify basic concepts associated with night/day and seasons

SOCIAL SCIENCE

- Recognize reasons for rules
- Locate objects and places in familiar environment
- Recognize similarities and differences in people
- Recall information about immediate past

PHYSICAL DEVELOPMENT AND HEALTH

- Engage in active play using gross motor skills
- Engage in active play using fine motor skills
- Follow simple safety rules while participating in activities
- Use socially acceptable ways to resolve conflict

SOCIAL/EMOTIONAL DEVELOPMENT

- Exhibit eagerness and curiosity as a learner
- Show initiative and independence in actions
- Begin to understand and follow rules
- Engage in cooperative play
- Begin to share materials and experiences and take turns
- Respect the rights of self and others
- Develop relationships with children and adults



