

**Preschool Program
Parent Manual**
2025-2026 School Year

TABLE OF CONTENTS

Dates to Remember	1
Open House	2
Important Contact Information	3
Preschool Program	4
Small Steps, Big Futures.....	4
How do I Register?	4
Preschool Classes	5
Soon 2B3	5
3 Year Old Preschool	5
4 Year Old Preschool	5
Preschool Curriculum	6
Soon 2B3	6
3 Year Old Preschool	6
4 Year Old Preschool	6
General Information	7
Staff	7
Tuition	7
Withdrawal from Preschool	7
Days Off	7
Progress Reports/Parent-Teacher Conferences	8
Arrivals and Departures	8
Late Pick-Up Fee	8
Absences	8
Inclusion/Resources/Intervention	8
What to Wear	9
Interactive Whiteboards	9
School Pictures	9
Birthdays	9
Celebrations	9
Personal Hygiene	9
School District Services	10
Children Receiving Services	10
Suggested Snack List	10
What to Bring to Preschool	11
What to Bring for the First Day	11
What to Bring Daily	11
What NOT to Bring	11
Health and Safety	11-15
ePACT	11,12
Communicable Diseases	12
Illness	12
Covid	12
Medical Emergencies	12
Medication	13
Behavior	13,14
Discipline	14,15
Parent Code of Conduct	15
Extend Your Child's Day	16
Lunch and Learn Enrichments	16
Extended Care Programs	16
Early Childhood Programs	16
Example Preschool Day	17

2025-2026 DATES TO REMEMBER

(Days/dates are subject to change based on the School District 12 Calendar)

September 8	First day of Preschool for 4 Year Old students	
September 8 & 9	First day of Preschool for Soon2B3 students	
September 9	First day of Preschool for 3 Year Old students	
September 15-19	Enrichment & Extended Care Classes Begin	
September 24 & 25	Picture Days	
October 10	Institute Day - No School	●
October 13	Columbus Day - No School	
October 29	Halloween (M/W Classes)	
October 30	Halloween (TU/TH Classes)	
October 31	Halloween (M/W/F & M-F Classes)	
November 4	Election Day - No School	
November 19	Thanksgiving Feast (M/W Classes)	
November 20	Thanksgiving Feast (TU/TH Classes)	
November 21	Thanksgiving Feast (M/W/F & M-F Classes)	●
November 24-25	Parent/Teacher Conferences - No School	
November 26-28	Thanksgiving Break - No School	
December 1	Classes Resume	
December 15-19	Enrichment/Extended Care Classes End Semester 1	
December 17	Christmas Party (M/W Classes)	
December 18	Christmas Party (TU/TH Classes)	
December 19	Christmas Party (M/W/F & M-F Classes)	
December 22-January 4	Winter Break - No School	● 
January 5	Institute Day - No School	
January 6	Classes Resume	
January 12-16	Enrichment/Extended Care Classes Begin Semester 2	
January 19	Martin Luther King Day - No School	
February 11	Valentine's Day Party (M/W Classes)	
February 12	Valentine's Day Party (TU/TH Classes)	
February 13	Valentine's Day Party (M/W/F & M-F Classes)	
February 16	President's Day - No School	
February 17	Institute Day - No School	

A

B

C



2025-2026 DATES TO REMEMBER

(Days/dates are subject to change based on the School District 12 Calendar)

March 16	St. Patrick's Day (M/W, M/W/F & M-F Classes)
March 17	St. Patrick's Day (TU/TH Classes)
March 25	Preschool Park Day (M/W Classes)
March 26	Preschool Park Day (TU/TH Classes)
March 27	Preschool Park Day (M-F & M/W/F Classes)
March 30-April 3	Spring Break - No School
April 6	Classes Resume
April 15	Egg Hunt (M/W Classes)
April 16	Egg Hunt (TU/TH Classes)
April 17	Egg Hunt (M/W/F & M-F Classes)
April 20-24	Enrichment/Extended Care Classes End Semester 2
April 30 & May 1	Parent/Teacher Conferences - No School
May 6	Picnic in the Park/Last Day (M/W Classes)
May 7	Picnic in the Park/Last Day (TU/TH Classes)
May 8	Picnic in the Park/Pre-K Party (M-F & M/W/F Classes)
May 15	Pre-K Graduation Day

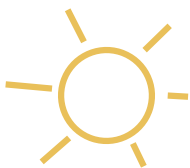


The Roselle Park District Preschool Program follows the Roselle School District 12 for snow/cold days. You can check online or watch local news for that information when there is inclement weather. The District will use Facebook and email to contact families as well when possible. Watch for emails about any Covid protocols/updates.

Due to the Roselle Park District's timeline for the end of year, preparation for the summer, and graduation. We **DO NOT make up days, or refund** for days that are cancelled due to weather or other emergencies.

2025-2026 BACK TO SCHOOL BASH & MEET THE TEACHER DAY!

Join us on Wednesday, September 3rd from 4:30-6:30pm in our first ever Preschool Back to School Bash! New and returning students can come and meet their teachers for the 2025-2026 school year while also making last-minute summer memories with new friends in the Roselle Park District Preschool program. Enjoy popsicles, live music by ScribbleJim, and play on our Early Childhood Playground! We cannot wait for you to join us for the new school year! We cannot wait for you to join us for the new school year!



IMPORTANT CONTACT INFORMATION

Administrative Staff

Roselle Park District Front Desk (630) 894-4200

Nicole Andrewson

Recreation Supervisor

nandrewson@rparks.org
(630) 894-1037

Michael Loszach

Superintendent of Recreation

mloszach@rparks.org
(630) 894-1029

Stefanie Schroeder

Financial Services Supervisor

sschroeder@rparks.org
(630) 894-1050

Preschool Teaching Staff

Preschool Absences

If your child will be absent from class, due to illness, vacation, appointment, etc. Please contact your teacher via phone call or email prior to the start of class.

Chestnut Room (630) 994-4582

3 Year Old (Tu/Th)

Teacher

Sue Ignarski
signarski@rparks.org

Oak Room (630) 994-4584

4 Year Old (M-F)

Teacher

Jenny Kopulos
jkopulos@rparks.org

Elm Room (630) 994-4583

3 Year Old (Tu/Th)

Teacher

Michelle Lawson
mlawson@rparks.org

4 Year Old (M/W/F)

Teacher

Bridget Simone
bsimone@rparks.org

Mulberry Room (630) 994-4581

Soon 2B3 (M/W)

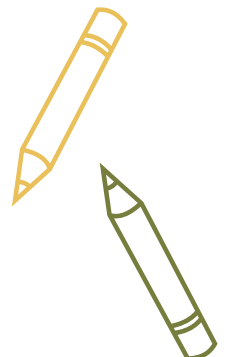
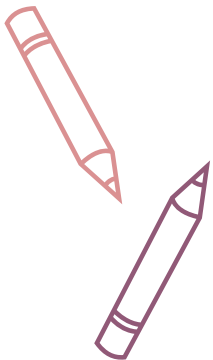
Teacher

Ashley Dobson
adobson@rparks.org

Soon 2B3 (Tu/Th)

Teacher

Ashley Dobson
adobson@rparks.org



PRESCHOOL PROGRAM

Taking Small Steps Toward Big Futures!

The Roselle Park District Preschool Program for two, three, and four-year-old children are designed to give your child the tools and experiences they need to assure a positive transition to Kindergarten and beyond. The Preschool Program provides a positive and productive preschool experience where children develop a positive sense of self, become active learners, creative explorers, and become enthusiastic about the learning process. The District's learning through play philosophy gives children the opportunity to engage in hands on learning centers with developmentally appropriate materials. The program consists of stories, games, creative art, literacy, music, interactive technology, visitors, field trips, math, science, and more. The children will have the opportunity to play and interact with children their own age, to use self-expression and individual creativity, and develop their gross and fine motor skills.

Provide Your Child With:

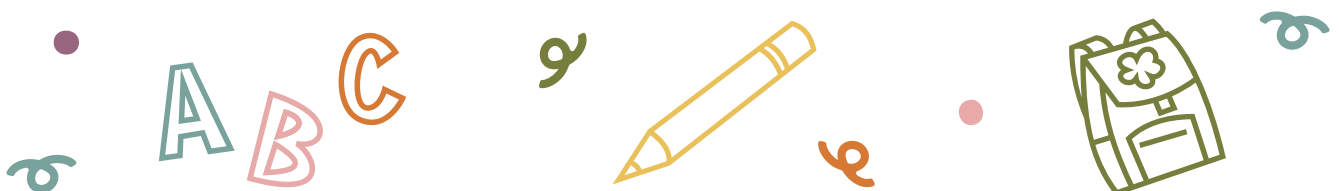
- Activities that are developmentally appropriate, where children are encouraged to learn according to their individual needs and interests
- Diverse experiences, materials, opportunities, and time for children to develop socially, emotionally, intellectually, and physically
- A safe and nurturing environment where children explore, experiment, manipulate, and use their natural curiosity to solve problems and learn about the world around them
- Experiences and activities that foster a child's self-esteem, self-trust, and positive feelings toward learning
- Opportunities for children to develop independence, and a desire to be self-motivated, responsible learners
- A learning experience that meets the needs of both the children and their parents



HOW DO I REGISTER?

To secure your spot in our preschool program, you can register in person at the Clauss Recreation Center by bringing in a complete registration form and \$150 registration fee payment. Tuition for the current year needs to be paid in full or set up on a monthly payment plan by June 30th or at the time of registration if registering after the deadline. If interested in enrolling in our Preschool Program after the school year has begun, please contact the Recreation Supervisor for available openings and tuition fees.

Already looking forward to next year? Current preschool families are eligible for priority enrollment for the next year beginning in January. Open enrollment for all families begins in February. Keep an eye out for our Winter/Spring seasonal brochure for additional information and updates!



PRESCHOOL CLASSES

Preschool Classes

All Preschool classes will have a monthly calendar and/or schedule to inform families of special days, themes, and what we are learning each week. Teachers will send this home in backpacks monthly. Throughout our school year, we will have special opportunities for parents to volunteer within our classrooms. If you are interested, please make sure to fill out the Roselle Park District Volunteer application form online at www.rparks.org.

Soon 2B3 Preschool

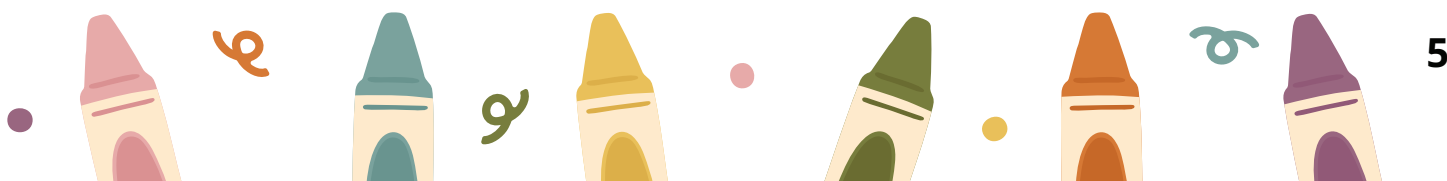
In our Soon 2B3 Preschool Program, the emphasis is on children learning through play and using their senses. The children will experience social as well as individual growth. Social skills such as sharing, taking turns, and following simple directions are an emphasis in this class. Daily activities include art, story time, music, gross motor activities, working with toys, puzzles, blocks, and free play. In this class teachers assist children in experiencing a positive separation from home. A major milestone in this class is the beginning stages of independence. It often can take a while for the children to become comfortable with the teachers and classmates while working on their separation from parents. This is perfectly normal. We encourage a structured routine drop-off to make this transition as predictable and smooth for the children as possible. If it makes you more comfortable to stay close, we ask that you sit in the lobby, walk the track, or use the fitness center, as being in the classroom or hallway can become a distraction to your child and others in the class. Children are encouraged to be toilet trained for this class or in the stages of potty training. In the need of a diaper change, parents will be called. Staff does not complete any diaper changes.

3 Year Old Preschool: Little Learners

Socialization is a big part of the 3 Year Old Preschool Program. Curriculum exposes the children to structure, routine, and following directions within a schedule. Playing in a group and sharing will be implemented daily. Sitting at calendar/circle time, listening quietly during story time, learning problem solving skills, and language development are major milestones for this age group. Children will also be encouraged to share their ideas during calendar and group time. During the program children are introduced to letters, numbers, and multi-step projects that develop fine motor skills as well as hand eye coordination. The Little Learners class allows children to have a healthy outlet for their individual creativity by exploring their world through learning centers.

4 Year Old Preschool: Kindergarten Readiness

The main objective of the 4 Year Old Preschool Program is to help the children prepare for kindergarten. Our teachers utilize the Frogstreet Curriculum which integrates STEAM projects, promotes problem-solving skills, and includes a research-based scope and sequence for literacy and math. This curriculum acknowledges the individual needs of all learners. Socialization and positive self image are a major focus in this class and are achieved through group time, free play, and interest centers. Academics are emphasized more than in previous classes providing further development of the educational concepts in literacy, math, and science, as well as social, emotional, and physical growth. There is further emphasis on shapes, colors, the traditional alphabet, and numbers. Simple worksheets, solving multi-step problems, sharing, expressing themselves, and independently writing their name are great achievements for this age group. There is a greater variety of experiences, visitors, and field trips to promote interest in the community and the world outside the student's own. Our goal is for every child to leave the Roselle Park District Preschool Program with a good feeling about him/herself, and strong love for learning.



PRESCHOOL CURRICULUM

Soon2B3



- Follow simple directions and taking turns
- Fine Motor Development: hold crayons, markers, paint brushes
- Gross Motor Development: run, jump, balance, walk backwards, climb on outdoor equipment
- Social Interaction: able to communicate needs, become familiar with class friends, makes 2 or 3 word sentences
- Identify colors
- Identify shapes
- Identify basic body parts

3 Year Old

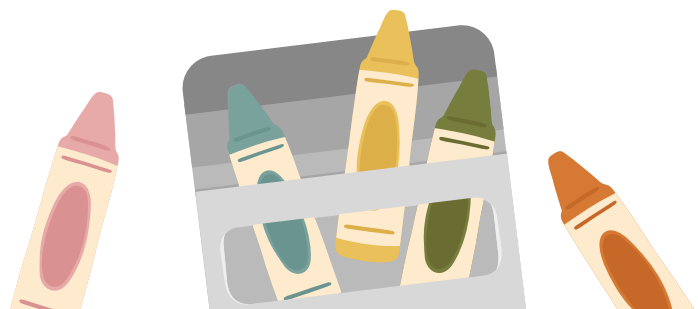


- Follow classroom rules and directions given
- Participate in group activities
- Language Development: speak in full sentences, speak at appropriate volume
- Fine and Gross Motor Development: holds crayon correctly, try to color inside lines, hold scissors correctly, begin to work on cutting
- Reading Development: begin to identify both lower case and upper case letters in the alphabet
- Identify numbers 1-10
- Count to 20
- Identify shapes
- Identify colors

4 Year Old



- Frogstreet Curriculum
- Follow classroom rules and directions given
- Work well independently and with a group
- Language Development: speak in full sentences, tell simple stories, uses manners
- Fine and Gross Motor Development: trace lines accurately, correctly writes first name, use scissors accurately, color inside lines
- Reading Development: identify lower case and upper case letters in the alphabet, identify sounds of consonants, identifies sounds of vowels, identify rhyming words
- Math Development: count to 100, identifies numbers 1-20, match objects one to one, create patterns, recognize ordinal words
- Identify shapes
- Identify colors



GENERAL INFORMATION

Staff

The Roselle Park District employs a staff of dedicated and compassionate Preschool teachers. Teachers in our program have a variety of background as caregivers in early childhood. Our staff continues their training by attending trainings that relate to the early childhood field. If you would like to contact your lead teacher, please refer to page two for direct email contact information.

Tuition

The Roselle Park District offers two payment options for the program. Please choose the option that best suits your needs. Payment in full can be taken at time of registration or a payment plan can be set up through a debit/credit card.

Families on payment plans will have the allocated amount withdrawn from September 1, 2025 - April 1, 2026. Payments are withdrawn on the 1st of each month unless the 1st is a holiday or weekend, then it is withdrawn on the following business day. Please note that there is a \$6 administrative fee for all monthly transactions. It is the responsibility of the payee to update credit/debit cards that expire within the school year date range before the card expires.

If payments are declined for any reason, it is the Roselle Park District's policy to charge a \$30

Administrative Fee. Due to so many registrations within the program, unfortunately, we are not able to waive this fee for any reason. Declined payments must be paid by the 15th of the month. If payments are not made by the dates indicated, it will result in your child's removal from the program. If you have a lost, stolen, or expired debit/credit card, stolen identity issue, banking problems, another party making payment, divorce situation, it will be your responsibility to notify the Financial Services Supervisor to update your payment plan. Payment Plan balances can be paid in full at any time, or partial payments can be made to reduce monthly debited amount. Any account balances must be paid in full by April 15, 2026, or your child will not be able to continue in the remainder of the preschool program. In the occurrence of three declines within the same school year, you will have to pay the remaining balance of the program in full, or your child will be removed from the program.

Payment Plan questions can be directed to the Financial Services Supervisor (630) 894-1050.

Withdrawal from Preschool

If you decide that you and your child are no longer able to participate in our preschool program, please stop at the front desk to fill out a withdrawal form and/or submit written notification. If written notification is not received, tuition will continue to be debited from your account. In the event a refund is owed, a check/credit to account will be issued and mailed within 3-5 weeks. Partial months will not be refunded. The initial \$150 registration fee is non-refundable. Refunds after November 30th will be 50% of your full payment. No refunds are issued after the last day in February.

Days Off

Please see the attached dates on page 1 for days off of school. These days off will also be on the calendars/newsletters sent home by the teacher. The Roselle Park District primarily follows School District 12 for days off. Please see the Fall Brochure for any days off as noted for Enrichments and Extended Care options. Due to our timeline for the end of year, preparation for the summer, and graduation, ***we DO NOT make up days or refund*** for days that are cancelled due to weather, or other emergencies. Please check our website, Facebook, and check your emails on cancelled days for this information.

GENERAL INFORMATION

Progress Reports/Parent-Teacher Conferences

Progress reports will be sent home in November and again in early May. All preschool classes will have parent teacher conferences at these times during the year. Parents can discuss the evaluation of their child's progress and any concerns they have. If any parent would like to discuss their child's progress before conference time, please feel free to call or email both your lead teacher and Recreation Supervisor, Nicole Andrewson.

Arrivals and Departures

When dropping off and picking up, please **DO NOT** park in the fire lane in front of the building, be sure to use the appropriate parking spots. Due to building construction in 2025, more specific drop off/pick up information will be sent out at a later date. ***We still ask that you do not arrive earlier than 5 minutes prior to your child's drop off/pick up time or stay longer than 5 minutes after dropping off/pick up.***

Authorized adults must sign out a child before they can be released from the classroom. The child will **ONLY** be released to persons listed as authorized pick-up. Please make sure anyone who is authorized to pick up your child (i.e., yourself, nannies, daycare, carpool moms, etc.) are listed. If you would like to make a change, please make sure to update your child's authorized pick-ups. As a safety guideline, a photo ID may be requested before releasing a child. If your child will be carpooling, attending a playdate, or there is a last-minute change please submit a written note to the Preschool staff stating who your child will be going home with, and the name of the person picking him/her up. Please be on time to pick up your child.

Late Pick-Up Fee

It is the Roselle Park District policy to assess a fee for late pick-up from the Preschool program. In keeping with this policy, we will require parents to be charged for the extra time required for child supervision after their class has ended. Payment of a late fee will be assessed at pick-up time and must be paid to the Roselle Park District within one week. The Recreation Supervisor will contact the family to ensure payment is made. Failure to pay a late pick-up fee will result in your child's suspension from the program and can lead to removal. It is our hope that daily fees will not be assessed.

Staff will assess a late fee of \$5 for every 10 minutes past the class ending time. Late fees will incur starting 5 minutes after the class end time. If you are 5-10 minutes late the fee will be \$5, if you are 11-20 minutes late the fee will be \$10, if you are 21-30 minutes late the fee will be \$15.

Absences

If your child will be absent from class, due to illness, vacation, appointment, etc. please contact your child's teacher via phone call or email prior to the start of class. Refunds will not be given for missed classes due to absence.

Inclusion/Resources/Intervention

The District works closely with the Western DuPage Special Recreation Association (WDSRA) to ensure that all students have the best possible preschool experience. This agency provides support in the form of behavior management and observation, additional staffing if needed, and disability awareness training. When behaviors are identified that indicate a child may benefit from early intervention, the Park District will work cooperatively with WDSRA and the child's family to develop an individualized plan for the preschool classroom. If a situation consistently disrupts the learning and safety of the classroom environment, the Park District reserves the right to refer families to an environment more appropriate to address their needs.

GENERAL INFORMATION

What to Wear

Comfort is an essential part of learning. Clothes and shoes should be weather appropriate and free of complicated fastenings or laces. Sandals, flip flops, backless, and dress shoes look nice and are great for wearing at home. At school, tennis or gym shoes with easy fasteners are best. This type of footwear will allow your child to be comfortable and play in all areas of the CRC.

Interactive Whiteboards

Each preschool classroom has interactive technology for learning purposes. The whiteboards are a great resource for the teachers, and fun for the children to use while learning. Competing to keep a child's attention is becoming more difficult as every day, more and more, children are surrounded with new technology for entertainment. Research has shown that interactive whiteboards can hold the attention span up to two times as long as traditional instruction in the early childhood setting. The students and the teachers will be using these to learn and play daily for learning.

School Pictures

All preschool classes will have school pictures taken in the fall on September 24th & 25th according to the day your child attends. Each family will have the option of purchasing individual picture packages. Children will also have spring and graduate pictures taken in April; dates are to be determined. More information will be distributed by the teachers as the date nears. We do not offer picture make-up dates, or retake dates.

Birthdays

Birthdays are special days for our children, and we love to celebrate! If you wish to bring a "treat" on your child's birthday, please contact your teacher. Edible birthday treats are not passed out during class due to the severity of allergies. Birthday "treats" which are acceptable can be stickers, small toys, pencils, learning tools, goodie bags, and/or prepackaged nut free dessert. All birthday treats will be sent home with classmates. Teachers will not separate/package edible birthday treats, needs to be done prior to drop off. We recommend the birthday child pick a short story from home that their parent can read to the class during snack time. Please wait to hand out any birthday party invitations until after class, outside of the CRC.

Celebrations

Each class has celebrations throughout the year. These will be notated on the classroom calendars. These celebrations are special days where parents may help to facilitate the activities in the classroom. Without the help of a few parents these fun-filled days will not be possible. If you are looking for ways to help in the class, celebrations are a time we appreciate volunteers, and sign-up sheets will be posted. Each class is different, and teachers will send information as dates near. If you are interested in volunteering, please make sure to sign up online at www.rparks.org.

Personal Hygiene

All children in preschool classes must be independently toilet trained and are expected to take care of their personal needs in the bathroom. The Roselle Park District staff is unable to help your child in the restroom. If your child has an "accident" during class, the teacher will call you to come and change your child. For our Soon 2B3 students who are in the process of becoming independent, we suggest pull up style diapers and pants that are easy for them to remove. Teachers will not change diapers. If your child is prone to "accidents" it is recommended that all preschool students should have an additional set of clothing in their backpack daily. (Shirt, Pants, underwear, socks, and shoes).

GENERAL INFORMATION

School District Services

If parents have any concerns with their child's development or teachers are noticing the child is showing signs of development delay. We highly recommend reaching out to your school district to get a free screening. Once your child has completed a screening, you will be told if they qualify for services; these services will be free of charge for the child. Screenings through the school districts start at age 3 years. If you have a child younger than 3 years old and are interested in getting them evaluated, you can contact Child and Family Connections for a screening, this service is free as well.

Contact Information:

District 20 - Joanna Jensen at jjensen@esd20.org or (630) 894-4010

District 12 - (630) 529-2091

Child and Family Connections - (630) 493-0400

Children Receiving Services

The District and staff strive to provide quality care and early educational learning opportunities for all children. If your child receives any outside services or support, we ask that you disclose that information to the classroom teacher and Recreation Supervisor. Being aware of these services will help in awareness of any special needs and accommodations which can be made to help reach developmental milestones. Knowing this information prior to the child starting in the class will help the teacher plan lessons and activity modifications, behavior management systems, and other classroom adaptations.



SUGGESTED SNACK LIST

Each child is asked to bring a snack from home each day. Snacks should be store bought, healthy, nutritious, and not overly messy. Due to the severity of allergies, we ask that all snacks be **nut free**. Each child should bring a refillable bottle no larger than 12oz with **water only**. Children will be allowed to drink water if they get thirsty and have their water at snack time. More information will be distributed by the teachers. ***All snacks must be pre-packaged individual size, in snack size re-usable containers, or in snack bags (recommended), and NUT FREE.***



WHAT TO BRING TO PRESCHOOL

What to Bring for the First Day

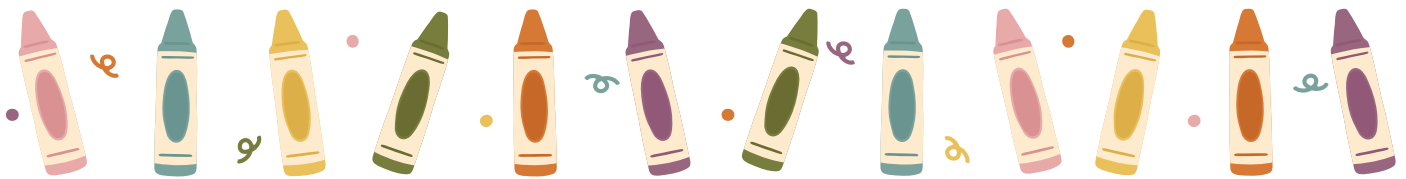
- Large Crayons- 8 Pack
- Scissors- Fiskars for Kids 5" Blunt
- Glue Sticks- 6 (Elmer's Washable)
- Crayola Classic Color Washable Markers- Broad Line
- Clorox Disinfecting wipes- 1 container
- Kleenex- 1 box

What to Bring Daily

- Backpack: regular size, - not too big, not too small
- Peanut/tree nut free snack: refer to the suggested snack list
- Water bottle: water only – no juice, milk, or other beverages
- Take Home Folder: review and empty daily, and send back emptied

What NOT to Bring

Often children ages 2-5 latch on to objects which help comfort and sooth them. Please leave these at home; whether it is a pacifier, stuffed animal, blanket, toy, etc., these can be a distraction in class. If these do make their way into the classroom, the teacher will direct the child to keep it in their backpack. If a child struggles with separation, we encourage families to put a picture of the family, mom, dad, etc. in the child's backpack for them to look at during their class time if needed.



HEALTH AND SAFETY

All children enrolled in the early childhood preschool classes are required to have a current health record on file. This requirement protects your child and the other children from the spread of communicable diseases. It is recommended that parents make certain their child is immunized according to the schedule published by the American Academy of Pediatrics. Your child's health is of major importance to us. ***Children must stay home if he/she has a communicable illness or any of the following: fever, a cold that is less than 4 days old, heavy nasal discharge, constant heavy cough, diarrhea, or vomiting. Child must be fever free for 24 hours before returning to preschool.***

ePACT

Roselle Park District utilizes ePACT to store all your child's important information. Upon registration you will receive an email from ePACT that must be completed before your child attends preschool.

HEALTH AND SAFETY

ePACT includes, but is not limited to:

- General Information
- Participant Information
- Emergency Information
- Authorized Pick-Ups
- Health Care Provider/Insurance
- Medications and Medications Dispensing Information
- Allergies
- Participant Conduct Agreement
- Parent/Guardian Agreement



This not only saves paper, but it allows 24/7 access for our parents to update and change information as needed, always providing our staff with the most up-to-date information. Any changes made to ePACT must also be emailed to the recreation supervisor to inform the Roselle Park District of those changes.

Communicable Diseases

(Head Lice/Strep/Ringworm/Impetigo/Hand, Foot, and Mouth Disease/Conjunctivitis)

If your child is diagnosed with any communicable disease, please notify the teachers. A child that is diagnosed with a communicable disease must be non-communicable before return. A doctor's release may be necessary. The Roselle Park District staff will notify all participants in the program of the communicable disease.

Illness

If your child is ill or has a fever, he/she should not attend Preschool. If your child becomes ill during the program, a parent or listed emergency contact person will be notified and asked to pick the child up. Children should not return to Preschool until they have been fever-free for 24 hours. This is in the best interest of your child to recover, and not to spread anything to the other children in class. Rest is crucial at these times to help the body fight any on-coming illness. In cases of a contagious disease, contact the Recreation Supervisor immediately, so that other families in the program can be notified.

Covid

The District continues to follow CDC guidelines. If your child displays any covid related symptoms we would like to request that the student is kept at home and is tested. In the event of a positive test, someone from our admin team will reach out and determine the best course of action or a plan on returning to the classroom. If you should have any questions related to covid, please feel free to reach out to Christy Bathje our HR Generalist at (630) 994-4589.

Medical Emergencies

All Preschool staff are CPR and First Aid certified. In the event of a serious injury that requires more than basic first aid, the following steps will be taken:

1. Staff calls EMS
2. Parent or Guardian is contacted (or listed emergency contact)
3. If necessary, paramedics will transport the injured child to the nearest hospital, accompanied by a preschool staff member.

Guardians are responsible for any emergency medical charges. Park District Employees are not allowed to transport injured parties in Park District or personal vehicles.

HEALTH AND SAFETY

Medication

Whenever possible, medications should be dispensed or administered by parents or guardians before or after programs. Please note that Roselle Park District does not have medical providers (e.g., licensed medical professionals such as doctors, nurses, etc.) on staff. In some circumstances, the administration of medication cannot be performed by Roselle Park District staff because of specific and /or complex physician or manufacturer instructions, because a request requires medical diagnosis or judgment from our staff, and/or because the medication requires invasive procedures. Your request for medication dispensing/administration will be reviewed on a case-by-case basis and assigned staff will follow-up with you regarding any questions or regarding any requests that cannot be accommodated, including providing you with the reasons the request(s) cannot be accommodated.

If there is a need for the dispensing/administration of medication during a minor's participation in a District childcare program, the parent/guardian must:

Complete the following forms on the electronic portal (ePACT), by printing the forms from the rparks.org website, or hard copies can be picked up at the front desk (i.e., at the Clauss Recreation Center). For the Roselle Park District to analyze your request for the dispensing or administration of medication, the following forms must be filled out and submitted:

- Participation Information Form
- Medication Information Form
- Permission to Dispense/Administer Medication and Waiver of All Claims Form
- Allergy Action Plan (if applicable)
- Waiver and Release of All claims for Self- Administration of Inhaler or Auto Injector (if applicable).

Please note: This form is only filled out and submitted when parents/guardians are making a request that their child be allowed to carry an inhaler or auto-injector with themselves and self-administer to themselves as needed.

- All medication must be hand-delivered to the Recreation Supervisor (this includes epi-pens and allergy medication) in a gallon-sized baggie clearly labeled with your child's first and last name.

Do no leave medicine in your child's backpack. All medication must be in its original container. Under no circumstance may medication be shared, including siblings.

- When medication is dropped off, parent or guardian only must complete the sign-in and sign-out medication form at the start and end of the program.



Behavior

The Roselle Park District expects program participants to always exhibit appropriate behavior. The following guidelines have been established to ensure the program is safe and enjoyable for all participants.

1. Be respectful to participants, volunteers, and staff
2. Respect the facility, equipment, and supplies
3. Treat others the way you would like to be treated
4. Physical aggression towards other participants or staff is prohibited
5. Refrain from using profanity, derogatory language or put downs
6. All school rules, both indoors and outdoors, apply

HEALTH AND SAFETY

“Bullying” or “harassment” is defined as any gesture or written, verbal, graphic, or physical act that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or is otherwise likely to evoke fear of physical harm and/or emotional distress. It may or may not be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this procedure. Such behaviors are bullying or harassment whether they take place on or off park district property, at any park district sponsored function, or in a park district vehicle or at any place or time where a staff or participant’s imminent safety or overall well-being may be an issue.

Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with a participant’s ability to learn and limits their involvement. Staff, parents, volunteers, and participants are expected to refuse to tolerate bullying and harassment and are to demonstrate behavior that is both respectful and civil. It is especially important for adults to model these behaviors to provide positive examples for participant behavior.

The Roselle Park District believes that standards for an individual’s behavior must be set through interaction among the participants, parents and guardians, staff, and community members of the park district, producing an atmosphere that encourages participants to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of individuals, staff, parents, and community members.

Consequences for a participant who commits an act of bullying and harassment shall vary in method and severity per determining factors. Parents and guardians will be notified of the bullying incidences and of the district’s plan. The consequences and remedial measure may include, but are not limited to, the examples listed below:

Examples of consequences:

- Verbal warning
- Temporary removal from the program
- Loss of privileges
- Program suspension
- Removal from program
- Legal action

The Roselle Park District prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment will be dependent on determining factors.

Discipline

A direct and positive approach will be used regarding discipline to help children develop self-control and learn to assume responsibility for their actions. Staff will use positive statements and reinforcements to redirect inappropriate behavior. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to individual situations. Documentation will be maintained regarding any problem behaviors.

HEALTH AND SAFETY

In the event participants do not adhere to the established rules and guidelines, disciplinary procedures will be followed. The Roselle Park District reserves the right to bypass one or all steps listed below based on the severity of the infraction. Behavior reports will be issued by staff when a participant has broken the rules. Any child receiving three behavior reports will receive an immediate suspension from the program. For the safety of all our children, the Roselle Park District reserves the right to terminate a participant's enrollment in a program at any time.

A child's continued misconduct will be handled as follows:

First Notice: Inappropriate behavior documented and discussed with parents by program staff.

Second Notice: Continued inappropriate behavior documented and discussed with the parent by program staff and supervisor. A behavior plan will be put in place to set the child up for success.

Third Notice: Continued inappropriate behavior documented and discussed with the parent by program staff and supervisor. A suspension based on Recreation Supervisor's discretion will be set.

Immediate time-out and parental notification will be given if:

1. A child disturbs or hurts others, verbally or physically.
2. A child damages equipment or property.
3. A child places himself/herself or others in a dangerous situation.

If a participant engages in behavior which poses a threat of bodily harm to her/himself or others (including physically or verbally abuses a staff member), an immediate meeting with the parent or guardian may be called, or based on the severity of the incident, the individual will be immediately suspended or expelled from the program or facility.

Although not required or guaranteed, progressive discipline may be used if deemed appropriate by the Park District. Your child may be suspended or dismissed, however, after a progressive disciplinary action has not changed any substandard performance or misconduct on your child's part. Notwithstanding the Park District's option to use progressive discipline, the Park District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with your child's suspension or dismissal. Please also note that behavior and discipline are cumulative and apply to all District programs and activities. In other words, a behavioral issues or discipline in one program will be consider and applied across all District programs and activities, and a suspension or dismissal from one program may affect your child's ability to participate in other District programs.

The Park District's failure to strictly adhere to the time limits or the procedure in this policy related to behavior and/or discipline shall not affect the resolution of any behavioral or disciplinary action.

Parent Code of Conduct

Any parent/guardian who displays any of the following behaviors, including, but not limited to: physical abuse, shaking, grabbing, hitting, pushing, verbal abuse including inappropriate language or threats to a child, family, or staff; or is in possession or under the influence of alcohol or illegal substance will be asked to leave the premises and may no longer be allowed on site.

If staff suspects a person of substance abuse or view any act of child abuse or its effects, the police will be notified.

The staff's first responsibility is the safety of the children.

EXTEND YOUR CHILD'S DAY

Lunch and Learn Enrichments

The Roselle Park District offers fun and exciting enrichment classes, to extend your child's time in our preschool setting, and get a little extra time with an area of your choice. A different enrichment is offered each day from 11:30am-1:00pm and is taught by preschool staff members. This is a great way to create a longer preschool day for your child, or add an extra day of class to their preschool schedule. Pick and choose what day you would like your child to attend.

Students in preschool will be escorted from their morning preschool class to their enrichment adventure. PM preschoolers will miss the lunch portion of the enrichment class. Pack your child's lunch and send them off to enjoy activities with friends in an enrichment class. Enrichment classes follow the School District 12 Calendar for days off. ***Please send your child with a nut free sack lunch.***

Pack a nut-free lunch and pick which days work best to extend your child's preschool day!

Extended Care Programs

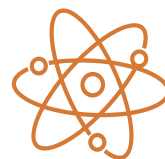
Our extended care programs provide flexibility for working parents who want a full day preschool program, while ensuring that students are engaged in meaningful activities. These programs provide plenty of time for play and hold opportunities for socialization with classmates. Classes run daily from 1:00-3:00pm, and children in enrichment programs are escorted from their classroom to the extended care classroom. ***Please be sure to pack a nut-free snack*** and pick which days' work best to extend your child's preschool day!

Early Childhood Programs

The Roselle Park District offers general interest programs to families and tots to offer children and parents time to bond and explore the world around them. Some programs and events require a parent participation and others are drop-off programs. Families are encouraged to register for programs to develop not only your child's interests, but also their language skills, motor skills, and social skills. Families can refer to seasonal program brochures to look up and reference programs, some parent participation programs are listed below.

Fall 2025 Early Childhood & Parent Participation Programs:

- Magical Music Sing-Along
- Cooks and Books
- Playtime Partners (Parent and Child)
- Adult & Me Holiday Fun (Parent and Child)
- Incredible Supers (Parent and Child)
- Tot Rock (Parent and Child)
- Kid Rock (Parent and Child)
- Baby Rock (Parent and Child)
- Kid Rock



EXAMPLE PRESCHOOL DAY

Preschool Programs

Soon 2B3
M/W
9:15-11:15am

3-Year-Old
Tu/Th
9:00-11:30am

4-Year-Old
M-F
8:45-11:45am

Soon 2B3
Tu/Th
9:15-11:15am

4-Year-Old
M/W/F
8:30-11:30am

Lunch and Learn Enrichments

11:30am-1:00pm
M-Language Learners: Signing with Friends
T-Alphabet Adventures
W-Animal Exploration
Th-World Travelers
F-Life Skills for Little Learners

Extended Care Programs

1:00-3:00pm
M-Exploring Numbers
T-Crafty Readers
W-STEM: Small Scientists
Th-Exploring Sounds
F-Phonics: Letters and Sounds

