

2018-2019

Friendship Station Preschool

PHILOSOPHY

The Friendship Station Preschool is guided by the philosophy of learning through play. Play is where the child learns how to share, create, cooperate, interact and solve problems. Each child is individual and unique, our emphasis is placed on developing positive self-awareness. In keeping with the standards set by the Illinois State Board of Education (ISBE) regarding early learning and literacy, our preschool program provides appropriate activities to enhance academic, physical and emotional growth of the young child in the following domains: Language Arts, Mathematics, Science, Social Studies, Physical Development, The Arts and Social/Emotional Development. Support for all the children is provided by the creative, loving and knowledgeable Geneva Park District staff.

The children will have experiences in art, singing, games, storytelling, cooking, literacy, mathematics, science and rhythm/movement. Through these activities our students develop self-control, physical coordination and social skills. A carefully planned program allows the preschooler to freely explore his/her environment with fellow students.

Large motor skills are developed with the aid of special equipment during outdoor play periods on our preschool playground and in large group activities.

In each classroom, manipulative play materials satisfy the child's interest to create. Finger plays, storytelling and dress-up stimulate imaginations. Crafts and cooking projects lead the child to sense color, shape and quantity, in addition to developing coordination and agility.

The "world around us" is explored through field trips and physical/social community awareness activities.



DAILY SCHEDULE/SHARE BAG/SUPPLIES



SNACKS

Parents are asked to send **ONE** snack for their child every class day.

Please send the snack to school in a small reusable lunch bag labeled with child's name. Our classrooms are peanut-safe zones and we ask you to please be aware of this when choosing an appropriate snack for your child. Snack time is approx. 15 minutes and one item to eat and one drink is requested and appropriate. A suggested snack list will be provided at parent orientation.

Please make sure all containers (including the lunch bag) are labeled with your child's name and please include all utensils (spoon, fork, etc.) necessary and prepare the snack the way your child will eat it.

BIRTHDAYS

We celebrate each child's birthday at FS. We celebrate with a crown, singing, and a brief discussion of birthday plans. We ask that any take-home treats (if you choose to provide) be **NON-FOOD** items. Pencils, bubbles, stickers, etc., are all accepted. You may want to sign up to be a "helper" on your child's birthday.

We celebrate summer birthday's on a designated day in mid-May unless you wish to pick a different day during the school year.

Party invitations may be sent home in backpack mail, if all students in the class or all students of one



Classroom daily schedules are posted in each classroom. Teachers will explain this further at the orientation or you may contact the classroom teacher for details.

Two sharing bags for each class will be sent home daily along with a practice clue sheet. Please discuss the object you choose to put in the bag with your child before he/she comes to class. Please send only **ONE** item. Return bag to class the next school day.

We ask your child to bring a regular size backpack and snack bag or container clearly labeled each school day. This is how papers, projects and information is sent home. Please check your child's backpack every day after school to be sure no important information is missed. At orientation each child will receive a specific list from their class with a few items to bring during the first few weeks. In January, additional supplies may be needed. A note will be sent

GENERAL HEALTH INFORMATION

Illness: If your child is ill, please call your child's classroom teacher prior to class. Please notify us immediately if your child should develop a contagious disease while attend preschool, so that other parents may be notified of the possible exposure.

If your child has experienced fever, vomiting or diarrhea within the last 24 hours, please keep him/her home. If your child comes to class not feeling well, we will call the parents to discuss and pick-up.

Medication: Medication will only be dispensed according to a doctor's written instructions and with approval from the parents. A medication request form must be filled out and signed by a doctor. The parent must instruct the staff members on the correct procedures for administering the drug. Staff will not give any medications that have not been prescribed by a physician.

Potty training: The preschool staff will not be responsible for potty training. All children entering our preschool program must be fully potty trained before the first day of class.

Clothing: Please send a complete change of clothing (pants, shirt, underpants, and socks-no shoes) in the Ziploc bag provided during the first week of school. This is necessary in case of accidents. Children should wear comfortable clothes that are appropriate to play in and do messy activities. School day clothing choices should include:

Clothes that your child can easily handle in the washroom

Gym shoes/athletic shoes or other rubber-soled shoes

CURRICULUM

The 3-year old curriculum consists of : colors, shapes, fundamental concepts, an introduction to letters and numbers, fine motor skills (cutting, name writing, coloring, drawing, etc.) art, music, physical/social growth activities and basic classroom awareness skills.

The 4-year old (M-W-F) curriculum consists of the following kindergarten readiness skills: letter and number knowledge, concepts, literacy, sequencing, rhyming, problem solving, self-expression, musical experiences, fine and gross motor activities and classroom awareness skills.

The 4/5-year old (M-F) curriculum consists of the same elements of the three day 4-year old program with the opportunity to further develop kindergarten readiness skills listed above for longer periods of engagement.

PARENT NEWSLETTERS

Parents will receive notes periodically informing them of upcoming special events or trips.

A newsletter is sent home monthly describing the topics to be covered, activities you can do at home, upcoming events and songs that are sung in class. In an effort to “go green” we will post newsletters and classroom information on our website at www.genevaparks.com.

We encourage communication between parents and teachers. Teachers are always open to suggestions of activities and would be happy to discuss with you.

PARENT HELPERS

A Friendship Station we encourage parent participation in the classroom (if a parent is unable to attend, grandparents, caregivers and other family members over the age of 18 are welcome).

We ask parents to sign-up at parent/student orientation prior to the start of school. A calendar will be sent home monthly as a reminder. The classroom teacher will inform you of the number of dates available throughout the year. We want to make sure all families have an equal opportunity to help out.

***Adults MUST present a valid driver’s license or state ID to enter the building.

Please wear clothing that is appropriate for the activities in the classroom.

Siblings are not allowed, when helpers are assisting. This is your special time for you to spend with your child and, to assist the teachers.

PRESCHOOL EMAIL/ TELEPHONE

Each classroom has a direct phone number:

Angie Carlson—(630)444-8533
acarlson@genevaparks.com

Carrie Hollman-(630)444-8522
chollman@genevaparks.com

Jodeen Rogers-(630)444-8535
jrogers@genevaparks.com

Jan Parcell-(630)444-8525
jparcell@genevaparks.com

Cindy Stuewe-(630)444-8531
cstuewe@genevaparks.com

Teachers may not be available to answer the phone during class time when children are present. Your call will be sent to voicemail. Those messages will be retrieved periodically during the morning and afternoon. If there is an emergency please call:

630-444-8500

If you have questions regarding the preschool program, registration of payment, please call

Sarah Sielisch at (630)232-4542
or email Sarah at
ssielisch@genevaparks.com

VOLUNTEER DUTIES

Help children remove coats and backpacks, etc.

Help children during free play time.

Play simple table games.

Assist with craft projects

Help clean-up classroom as needed.

Thank you for your help!

2017-18 THEMES

Welcome to School

Me/Family/Home

Apples

Autumn

Halloween

Thanksgiving

Holidays

Winter

Beach

Bear

Valentine's/Friendship

Community Helpers

Spring

Sports

Letters, numbers ,shapes, colors and basic concepts are part of our ongoing curriculum.

Telephone numbers and address-4 year old classes

Writing name-4 year old classes



FIELD TRIPS

Pumpkin Farm –3's

Fall and Spring Peck
Farm-4's

Fire Station-4's

Special Trips and Visitors
(as arise)

PROGRESS REPORTS & CONFERENCES

Our 3-year old program allows for individualized growth progression and supports a transition into the 4-year old program. The 3-year olds have three evaluation times throughout the year. The evaluations will reflect a child's progress individually and assess their skills in social and cognitive development, all within the learning through play environment and developmentally appropriate guidelines. No conferences are held unless requested by the parent or advised by the teacher.

Our 4-year old program allows for individualized growth progression and supports a transition into the District 304 kindergarten program. The 4-year old have three assessments/evaluations throughout the year.

September-assessment is given to obtain basic knowledge of skills and to individualized objectives and goals throughout the year.

January-assessment is given to focus on kindergarten readiness skills. Parents given information to see their child's progress.

May-Parent/Teacher Conference– conference will give overall progress with kindergarten readiness skills and allows the parent to continue to support their child's academic growth throughout the summer months.

Parents are encouraged and welcomed to ask questions and voice concerns at any time within the school year. A conference can be requested by the parent or advised by the teacher when necessary.

BEHAVIORAL GUIDELINES

In order to maintain a safe and enjoyable environment, a discipline policy had been adopted. The following policies are designed to preserve a healthy program experience for all students. The listed repeated actions would constitute utilization of the discipline system:

1. Harming one's self such as, but not limited to:
 - a. Leaving grounds without supervision.
 - b. Leaving designated group without supervision.
 - c. Climbing on objects that are not recommended by staff.
 - d. Physical damage to self.
2. Harming others such as , but not limited to:
 - a. Fighting
 - b. Throwing objects at or near others.
 - c. Hitting, kicking or biting others.
 - d. Extreme verbal abuse and use of profanity.
 - e. Showing disrespect to other participants and staff.
3. Damage to property
 - a. Tantrums resulting in damage to property.
 - b. Breaking, damaging or destroying property.
4. Theft
 - a. Consistently taking any item that does not belong to the child.

DISCIPLINE PROCEDURES

In most cases, Park District staff will use modeling, re-direction and verbal warnings. In a few cases time-outs may be used. If these methods do not work for your child and the behaviors continue, parents will be contacted. If behaviors persist, the following discipline procedures will be followed.

1st- A conference will be set up with a parent or guardian. Teachers will document conference.

2nd-A second conference with a parent or guardian, teachers and additional resource staff.

3rd-One day suspension and conference with parent or guardian, teachers and additional resource staff.

4th-Depending on situation and the degree of the offense, the participant may be permanently dismissed from the program. There will be **no refunds** for the days missed due to disciplinary actions.

Note: The Geneva Park District reserves the right to dismiss your child at anytime to insure the safety of children and staff.

RAPTOR SYSTEM

When entering Friendship Station Preschool, visitors will be required to present a valid driver's license or other state issued identification. Individuals that do not have this identification will not be allowed to enter FS. The identification presented will be held at the main desk in the front of the building until visitor exits. The identification will be entered into the Raptor V-Soft Visitor Management System, which will cross-reference the visitor's information with a database of sex offenders throughout the United States maintained by Raptor Technologies and any court orders provided to the District to protect students.

Individuals cleared by the V-Soft System will be issued a visitor badge and lanyard that must be visibly worn while in Friendship Station and returned to the front desk upon leaving. If a potential threat is identified the V-Soft System will instantly alert designated officials, such as administrators and law enforcement. In these cases, visitors will be denied access to the building.

Please be assured that this system is NOT meant to restrict access to Friendship Station for our parents and community. Rather, proactive measures are aimed at safeguarding our students and staff. Please visit the Geneva School District website (www.geneva304.org) to read some frequently asked questions regarding to Raptor V-Soft Visitor Management System.

CELL PHONE USAGE

Please follow the Illinois Hands Free Driving laws while in our carline for drop-off and pick-up. For more information please visit www.isp.state.il.us.

SCHOOL BUS LAWS

Please follow the Illinois laws for passing school buses and speeding through school zones. For more information please visit www.isp.state.il.us.

DIRECTIONS

Friendship Station

2960 Blackman Road

Geneva, IL 60134

The carline should form on Blackman Road and proceed to the entrance of Friendship Station (Entrance #17) For the safety of the children, please adhere to this drop-off and pick-up policy.

From **Randall Road** turn west onto **Fargo Blvd.**

Take **Fargo Blvd.** to end of the street and turn left onto **Shoop Drive.**

Take **Shoop Drive** to the end of the street and turn right onto **Blackman Road.**

Take **Blackman Road** to Friendship Station Preschool.

Please **DO NOT BLOCK DRIVEWAYS** as you approach Friendship Station.

Please follow all speed limits



INCLEMENT WEATHER

In the case of severe weather (heavy downpours, thunder and lightning and below zero temperatures) a flag will be placed in front of our pre-school entrance. The flag means that the car driver or passenger must exit car and walk up to the front entrance door to drop-off or pick-up your child.

Please make sure any caregivers or substitute drivers are aware of all drop-off and pick-up procedures.

SCHOOL CLOSINGS

Weather related school closings for Friendship Station Preschool follow Geneva School District 304.

You can be advised of school closings at geneva304.org and emergencyclosingcenter.com

If Geneva School District enacts the late start time, Friendship Station will only have preschool for the afternoon session.

ARRIVAL & DISMISSAL

3-year old AM	Tuesday/Thursday	9-11:30 am	Friendship Station
3-year old PM	Tuesday/Thursday	12:30-3 pm	Friendship Station
4-year old AM	Mon./ Wed./Friday	9-11:30 am	Friendship Station
4-year old PM	Mon./Wed./Friday	12:30-3 pm	Friendship Station
4-year old	All Day Mon./Wed./Fri.	9-3:00 pm	Friendship Station
4/5-year old	All Day Mon.-Fri.	9-3:00 pm	Friendship Station

The first day of school is a full school day session. Parents are asked to leave preschool even if their child is crying. Teacher and child can relate better when they have time alone together.

CHILD RELEASE PROCEDURES

Children will only be released to parents or guardians. If the child is to be picked up by anyone other than the parent or legal guardian, that person must be listed on the child's emergency form and over the age of 18.

If you are involved in a carpool, please send a note to your classroom teacher explaining carpool on a written note to keep in our files or write on emergency release form.

It is important for your child to be on time. Social groups and friendships form during free play. Many times children fear that their parent has forgotten him/her when a parent is late. If someone other than the parent or carpool parent, etc. is picking up a child, please send of note in backpack mail or email/call your classroom teacher. We love when playdates are planned. Send a note if pick-up arrangements change.

Children should be dropped off and picked up on time.

