

Peck Farm Prairie Playschool
2025-26
Parent Manual



Welcome:

Prairie Playschool at Peck Farm Park is an outdoor, play-based learning experience for kids ages 3 to 5 years old.

Classes will be held 100% outdoors - weather permitting. Together students will explore the natural environment as they learn age-appropriate skills and concepts through play, guided activities, and hands-on exploration. With our time outdoors, we hope to develop a caring and curious relationship between students and nature while encouraging self-care and social skills.

Peck Farm Park's Prairie Playschool is guided by the philosophy of learning through play. Play is where children learn how to share, create, cooperate, interact and solve problems. Each child is individual and unique. Our emphasis is placed on developing positive self-awareness.

Our playschool 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.

Payment & Registration Policies:

Registration can be done online, over the phone or at one of our recreation facilities. A \$50 non-refundable deposit will be due at the time of registration. You may choose to pay in-full or via nine monthly installments. Funds will automatically be withdrawn on the first of the month from September through May.

Students must turn 3 before September 1, 2025 to enroll in our 3's class. Students must turn 4 before September 1, 2025 to enroll in our 4-5's class.

Cancellation & Payment Policy:

The Geneva Park District office must receive an application for refund at least 10 business days prior to the child's last day of attendance. An application for refund must be completed as cancellation verification. Refunds will be prorated. Refunds will be given if the participant withdraws from the program or for an extended medical leave five or more consecutive days with a doctor's note. Refunds or credits will not be given for snow days, vacation, illness, extracurricular activities, discipline or other temporary childcare arrangements.

For installment billing, the first payment will be charged on August 1, 2025. Eight additional payments will be charged on the 1st of every month from September 1 through April 1. If the 1st of the month falls on a weekend, the payments will be processed on that upcoming Monday. Please note, we cannot split payments between multiple credit cards or family members.



Credit/debit cards that are declined will be charged a \$25 service fee by the Geneva Park District. After the 10th of the month, the child will be suspended until the account is brought up to date. After 30 days, the child will be withdrawn from the program.

2025-26 Registration Fees

	Resident Fees (9 monthly payments)	Non-Resident Fees (9 monthly payments)
3's Class – Mondays & Wednesdays: (4111400-01)	\$1,242 (\$138 monthly) *\$50 deposit	\$1,287 (\$143 monthly) *\$50 deposit
4-5's Class – Tuesdays & Thursdays: (4111401-01)	\$1,296 (\$144 monthly) *\$50 deposit	\$1,341 (\$149 monthly) *\$50 deposit

*Times prices and dates are subject to change. Monthly fees are based on the total program fees divided by nine equal monthly payments. If you enroll in our program after the start date, your total amount due will be based on the remaining days left of the scheduled program dates. Therefore, your first payment will be higher and remaining payments will be in line with our installment bill payments.

Important Dates:

- **Resident Registration** – December 10, 2024
- **Non-Resident Registration** – December 17, 2024
- **Cancellation Deadline** – August 15, 2025 by 5 p.m.
- **Completion of ePACT Forms** – September 1, 2025 by 5 p.m.

Tax Information:

The Geneva Park District tax identification number is 36-6008378. Each year the registering parent of participants will receive a year-end receipt for Prairie Playschool by January 31. If additional receipts or billing information is required, please let us know.

Scholarship Information:

The Geneva Park District has established a scholarship fund for financial assistance through scholarship to individuals and families so they may participate in Park District programs. Applicants who qualify may receive partial or full program scholarships. Those who apply will be required to complete an application listing current finances.

For more information, please visit our website at <https://www.genevaparks.org/registration/?sub-menu-tab=scholarship> or email Adam Dagley at adagley@genevaparks.com.

ePACT:

The Geneva Park District is using a new software solution to securely collect health and emergency contact information – ePACT Network. This means no more paper forms and peace of mind that we have the right health data to best support all our participants.

ePACT is an innovative digital solution that makes security and privacy top priority. You can read more about their privacy and security measures at

<http://www.epactnetwork.com/corp/about-us/privacy-policy/>.

It's also very easy to use and will save families time – it's one central account for your family. ePACT will notify us automatically of any updates – ensuring we have the most up-to-date information when we need it most.

You can expect an invitation from the Geneva Park District via ePACT for each member that is registered for an activity program. You then simply create an ePACT account and follow the prompts. You can read more at

<https://epactnetwork.freshdesk.com/support/solutions/articles/47000663855-i-received-an-emergency-information-request-email-what-do-i-do-now->.

*Please note: Your ePACT account must be complete and submitted before your child can attend our programs.

Program Content:

At Prairie Playschool, the natural environment around us is used to help inform students as they learn age-appropriate concepts and reach preschool learning targets such as colors, letters, numbers and more! Through outdoor play and nature-based exploration, students will develop an understanding and appreciation for the ecosystems around them while also developing gross and fine motor skills.



Our goal is to help foster a love and respect for nature. While doing this, we will encourage independence and preparedness in our students as they discover what they need and prefer to have with them during their time outdoors. We will utilize the outdoors and the nature around us as much as possible during class time to help students develop an understanding of how to stay safe and comfortable while outside.

Throughout the school year, we will explore monthly topics that will focus on seasonal and environmental happenings. Students will learn about the plants, animals and ecosystems around them through hands-on activities, hikes, games, journaling and crafting, and free-play.

Daily Schedule:

Class Name	Meeting Days & Times
3's Class	Mondays & Wednesdays – 9:00-11:30a.m.
4-5's Class	Tuesdays & Thursdays – 9:00-11:30 a.m.

At Prairie Playschool, classes will follow a general schedule with multiple bathroom breaks throughout class. Typical days will be structured as follows:

- **Drop-off & Station Free-Play:** As students are dropped off, free-play stations will be set out for students to explore at their own pace. Stations will include activities and items such as building blocks, coloring and tracing, picture books, sensory bins, toy animals, etc.
- **Circle Time:** Daily topics will be introduced during circle time. Circle time will also include a read-aloud book, letter of the day, number of the week, and a daily weather check.
- **Hike/Outdoor Activity:** Every class will include an outdoor hike and/or activity (weather permitting) that will focus on our topic of the day.
- **Snack:** Students will have a 15-minute snack time during class. **Snacks must be peanut-free.**
- **Journal/Crafting:** Students will have journals that they will work in throughout the year. These will include letter tracing activities and prompted drawings or activity sheets. Themed crafts will also be incorporated.
- **Nature Free-Play:** Each class will also incorporate a period of nature free-play in designated natural areas.
- **Wrap-up & Pick-up:** At the end of class, we will discuss the day and major learning topics as well as clean up and gather personal items.

Progress Reports and Conferences:

During the school year, two progress reports will be sent home for parents/guardians to review. The first progress report will be completed about one month into the program, and the second will be completed in spring.

If you would like to set up a conference at any point in the school year, please reach out to the Peck Farm Park Program Coordinator, Kate McKinsey, for scheduling. Contact information can be found below.

Communication:

For general communication and attendance information, please call Peck Farm Park's main line (see below). Kate McKinsey (Peck Farm Park Program Coordinator) and Adam Dagley (Peck Farm Park Manager) can also be contacted for any questions or concerns. **Facility hours are 9 a.m. to 5 p.m. Monday through Saturday and 12 to 4 p.m. on Sundays.**

Name	Phone Number	Availability
Peck Farm Park	630-262-8244	Sunday-Saturday (April through October) <i>*Closed Sundays November through March</i>

Prairie Playschool Supervisors:

Name	Phone Number	Email Address	Availability
Kate McKinsey	630-474-8387	kmckinsey@genevaparks.com	Tuesday-Saturday
Adam Dagley	630-262-3103	adagley@genevaparks.com	Monday-Friday

Absence:

If your child will be absent for any reason, please call our main line, so we can notify teachers of the absence. You may also email Kate McKinsey for absence information. Adam Dagley can be contacted on days when Kate will not be in the office.

Drop-Off & Pick-up:

Drop-Off:

Drop-off for Prairie Playschool will begin at 9 a.m. Students must be walked to the Orientation Barn by a parent or guardian. Class will begin outside on the back deck of the Orientation Barn (weather permitting).

Pick-Up:

Pick-up will be at the front doors of the Orientation Barn. In order to pick-up a student, adults must be listed on that student's authorized pick-up list. Adults picking up students should come prepared with a photo ID to show staff.

If a parent/legal guardian needs to add someone to the authorized pick up list, they must make the change in their ePACT account at least 48 hours prior to the pick-up.

Late Pick-Up Fee:

Any child that is picked up after the program end time will result in a late fee of \$5.00 for the first ten minutes. \$1.00 per minute will be charged after the first ten minutes. After 30 minutes and all emergency listings have been called, staff will notify the local Police Department. The child will be transported by the Police to the Police Station. A late form will be filled out and turned into the office where you will be expected to pay your late payment. If unpaid, your child will not be able to participate in the next class. If late pick up becomes a habit, you run the risk of your child being dismissed from the program.

What to Bring to Playschool:



Clothing:

At Prairie Playschool, class time will be spent 100% outdoors when weather permits. This includes rain, snow, and cold and hot weather. *Please see our Weather Policy section for more details.* Because of the varying weather throughout the year, it is very important that students come prepared with the proper clothes and garments to keep them safe and comfortable.

Students should always wear close-toed shoes while in class.

Students should be prepared with extra clothing every day of class. Extra clothes can either be kept in your child's school cubby or backpack. **All clothing items should be labeled with your child's name.**



These extra clothing items should include:

- Shirt
- Pants
- Socks
- Underwear
- Light jacket or sweatshirt
- Close-toed shoes

During the school year, our students will be spending time outdoors in many types of weather. For them to have the best experience, it is important to send them prepared with the proper gear throughout the year.

Below is a list of recommended clothing items:

- Boots (rain & snow)
- Mittens or Gloves (preferably waterproof)
- Hat (warm & cold weather)
- Snow Pants (students should bring snow pants when it is 45 degrees or lower)
- Rain Coat & Rain Pants and/or Rain Suit
- Winter Coat (preferably waterproof)

Daily Supplies:

Students will also be asked to come with several items everyday of class.

These items include:

- Backpack
- Water bottle
- **Peanut-free snack**

Art Supplies:

We also ask that students bring an art supply kit to school. These items will be kept at school in their cubbies.

Below is the list of art supplies that should be brought to school and labeled with the child's name:

- Art supply box
- Crayons
- Washable markers
- Glue sticks
- Blunt-tipped scissors

Weather Policies:

At Prairie Playschool, we try to be outdoors as much as we can. This means students will spend time outside in many types of weather. In some circumstances, the weather may not be suitable to hold class 100% outdoors, so class may be held partially or fully indoors.



Thunderstorms & Lightning:

If thunder or lightning is detected during class, students will be brought inside until the weather has cleared. We will wait 30 minutes after the last sound of thunder before returning outside.

Heat:

In cases of extreme heat, we will take proper precautions by ensuring frequent water breaks, limiting physical activity outdoors, and spending more time in the shade. This may also include spending class time indoors.

Winter Weather:

If temperatures are 0 degrees or above with wind-chill, we will still spend portions of class outdoors as well as indoors.

If the temperature is below 0 degrees with wind-chill, class will be held indoors.

Weather-Related School Closings:

Weather related school closings for Prairie Playschool will follow Geneva School District 304. You can be advised of school closings at <https://www.geneva304.org/>.

If district 304 has a delayed start, there will be no Prairie Playschool held that day. **We do not make up missed classes due to weather.**

Bathroom Policies:

All children entering our program must be fully potty trained before the first day of class. No diapers or pull-ups will be allowed. Staff will not assist with changing or enter the bathroom with a child. Steps stools will be provided for students to use while in the bathroom.

We recommend sending students in clothes they can change in and out of. Pants with belts, buttons or snaps that are difficult for children are not recommended.

Behavior & Discipline Policies:

Behavior Guidelines:

In order to maintain a safe and enjoyable environment, a discipline policy has 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 Guidelines:

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 any time to insure the safety of children and staff.

Health Guidelines:

Illness:

If your child is ill, please call Peck Farm's main line prior to class. Please notify us immediately if your child should develop a contagious disease while attending preschool so that other parent/guardian or emergency contact may be notified of the possible exposure.

If your child has experienced fever, vomiting, or diarrhea within the last 24 hours, please keep them 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.

Inclusion Services/Reasonable Modifications:

The Geneva Park District works in collaboration with Fox Valley Special Recreation Association (FVSRA) to make reasonable modifications in compliance with the Americans with Disabilities Act (ADA) for individuals with disabilities.

Modifications are determined in cooperation with FVSRA and the Park District and may include a combination of additional training to park district staff, program adaptations, the use of modified equipment, and when necessary, additional staff support.

School Calendar:

Monday & Wednesday – 3's:

- **First Day of School:** Monday, September 8, 2025
- **Last Day of School:** Wednesday, May 20, 2026

Tuesday & Thursday – 4-5's:

- **First Day of School:** Tuesday, September 9, 2025
- **Last Day of School:** Thursday, May 21, 2026



No School Days:

- Monday, October 13 (Columbus Day)
- Monday, November 24 – Friday, November 28 (Thanksgiving Break)
- Monday, December 22 – Friday, January 2 (Winter Break)
- Monday, January 19 (Martin Luther King Jr. Day)
- Monday, February 16 (Presidents' Day)
- Monday, March 30 – Friday, April 3 (Spring Break)

*Days-off are subject to change based on District 304's calendar.

FAQ's for Peck Farm Prairie Playschool:

- **Will class still be outside when it is very cold/rainy/hot?**
 - Our goal at Prairie Playschool is to spend as much time outdoors as possible while still keeping the safety of our students and staff as our top priority. If the weather is not ideal to spend class outdoors, we may choose to spend parts of class or all of class indoors.
- **What subject/topics will be covered in class?**
 - We will cover many different nature-based topics and subjects throughout the year, such as plant and animal life cycles, weather, ecosystems, etc.! While studying these topics, students will also learn age appropriate skills, like counting, knowing the ABC's, and recognizing the seasons.
- **What is the student to teacher ratio in class?**
 - Each class will have two instructors with a maximum of 14 students per class.
- **Will my child be getting a progress report?**
 - We will be doing two progress reports – one in the fall and one in the spring. They will be emailed to each child's primary parent/guardian.
- **Will there be a Prairie Playschool newsletter?**
 - We will send out a monthly newsletter that will highlight what has been done the previous months and what will be coming up in the next month. A link to class photos will be included in the newsletter.
- **Do you follow state standards for education?**
 - This program is meant to supplement a more traditional preschool program. However, certain developmentally appropriate skills and practices will be included in Prairie Playschool.