

The Right  
Preschool for all the  
Right Reasons!



**LEARNING CENTER**

**Information Booklet**

**2021-2022**

# *“The Basis of All Learning is Experience”*

During your child’s learning experience at Sunshine and Rainbows, we will utilize activities that are designed to encourage the development of skills as well as provide practice with specific concepts.

Themes provide a springboard for curriculum and also help children to connect information. However, a child’s success in school is predicted not by his/her knowledge of specific facts so much as by the skills he/she has mastered. These skills include being able to wait, to listen and to follow directions; to communicate both feelings and ideas; to think critically; to move with agility and much more.

Sunshine and Rainbows will use themes but will also focus on the scope and sequence of developmental skills of each child as an individual as well as in the classroom as a group.

Our curriculum uses the Illinois Early Childhood Standards and Benchmarks and is integrated in a way that is both meaningful and realistic to each child.

Since no two classrooms are alike, the teachers will provide activities that honor and respect the many talents and abilities of the children in their classroom.

Each classroom follows the basic curriculum but the teachers will present it as to strengthen the skills of each child in their classroom by using learning experiences that will connect the learning process in which each child will be actively engaged. In this way, your child will develop skills to learn how to learn and feel confident in their ability. Learning will become an interesting process, one that continues for a lifetime.

If at any time you have a question or concern, please talk to your child’s teacher or myself. At all times we would like to maintain a partnership with the families.

Thank you for choosing the Joliet Park District’s Sunshine and Rainbows Learning Center as your child’s first early childhood school experience.

Karen Cooper,  
Recreation Superintendent



# Welcome!

The staff of the Joliet Park District Learning Center would like to welcome you to our program. Our foremost concern is to strive for each child's greatest development. We achieve this goal through a program of meaningful experiences in living and learning with their peers.

We work to provide a balanced program that provides a physically, mentally and emotionally positive experience for your child.

We encourage your questions and suggestions. We hope the following information will make the program run more smoothly and insure that your child has a terrific experience at the Joliet Park District.

## A Day in the Class . . .

... **Children arrive at Sunshine and Rainbows Learning Center**



... **Together Time:**

Welcome, Language, Show & Tell, Instruction for the Day

... **Free Play/Creative Art:**

Creative art materials are available for children's use

... **Clean-up:**

Children share the responsibility of putting the toys and materials back in their proper places

**Story Time**  
**Music**

**Centers**  
**Physical Education**

**STEAM**

... **Circle Time:**

Concepts, Finger Plays, Games, Songs



## **Covid Participation Guidelines**

### **Preschool Program**

***The following participation guidelines apply to the Joliet Park District preschool programs while vaccinations are not available for children under 12 in the Restore Illinois Plan. The Illinois Department of Commerce & Economic Opportunity Guidelines, in addition to information from public health organizations, was used in the development of the guidelines. The guidelines are subject to change as new information becomes available.***

#### ***Recommendations and Information from Illinois School Board of Education and the Illinois Department of Public Health***

Whenever possible, the youngest learners should be the first priority for in-person learning. Young children learn best from live interactions with people.

Young children learn through everyday play, exploration, and consistency in a safe and stimulating environment. The child's relationships with educators, caregivers, and family members are key for their healthy development. Children learn best by having the freedom to actively engage with their environment. Children's play is a highly supportive context for development and learning. Children's learning and development are multidimensional, so a holistic approach to cover children's mind and body needs is best. This is a time for teachers to promote activities and ideas for students and their caregivers to make connections with their background knowledge and to support students' critical thinking skills. Technology use should be minimized/limited.

It is important for families and teachers to explicitly teach how to show and notice emotions and feelings while having on a face covering such as thumbs up/down, hands clenched, eyebrows scrunched, hands on hips, excited wave in the air, etc.

Teach and reinforce the skills to allow students to create their own physically distanced learning and play spaces using yarn, masking tape, or other materials to help provide them a sense of control of their environment.

It is important to establish a predictable routine and share it with the students everyday using a visual schedule to help children feel safe and in-control. Refer to the visual schedule after each activity to increase their feeling of safety.

***\*Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, and diarrhea.***

## Instructors/Staff

- Instructors and staff will be provided instruction/education on COVID-19 prevention.
- All instructors and staff must perform a self-assessment daily and not report to work if they are ill or exhibiting symptoms of COVID-19. If an individual begins to exhibit symptoms during the program or shift they must be isolated from others.\*
- If a staff member has symptoms they must wait to enter the premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 7 days have passed since their symptoms first appeared, OR until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.\*
- Instructors and staff should maintain a minimum 3 foot distance from other staff and participants, unless instruction makes it impractical. Outdoors staff are required to wear a face covering if a minimum 3 foot distance cannot be maintained from others. When indoors, staff are required to wear a face covering while in public spaces or interacting with others.
- Hand washing or hand sanitizing is recommended before and after activities.
- Depending upon the activity, additional handwashing breaks may be needed.

## Participants

- Participants must conduct a self-assessment daily and not attend the program if they are ill or exhibiting symptoms of COVID-19. At the time of drop-off program staff will ask the parent/guardian if the participant is currently exhibiting COVID-19 symptoms. If a participant begins to exhibit symptoms during the program they must be isolated from others until they leave the premises.\*
- If a participant has symptoms, they must wait to enter the premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 7 days have passed since their symptoms first appeared.
- If indoors, participants are required to wear a face covering over their nose and mouth at all times while in public spaces and when a minimum 3 foot distance cannot be maintained in activity



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spaces, unless wearing a face covering is impractical due to the activity.

- If outdoors, participants are required to wear a face covering if a minimum 3 foot distance cannot be maintained from others, unless wearing a face covering is impractical due to the activity.
- Program participants will be required to provide their own face coverings. The Park District recommends participants have additional face coverings on hand, if needed.
- Personal items should have proper separation and should not be shared with other participants. Snacks are not permitted during the program. Please send a water bottle (with water only) clearly labeled with your child's name each day to school. No sharing of water bottles between participants will be permitted.
- Participants will wash their hands upon entering the building. Hand Sanitizer will be available for children to use under the instructor's supervision. Handwashing or hand sanitizing will be encouraged often. Additional handwashing breaks will be implemented between activities whenever possible.
- Participants should travel to the program location alone or with a member(s) of their immediate household, if possible. No carpooling is recommended.



## Capacity, Spacing, Drop off/Pickup

- At the Kathy Green Multi-Purpose Center class size will be up to 20. Extra furniture and toys that are not being used will be removed.
- All preschool classes will utilize a drop-off and pick-up lane. Parents and guardians will not be allowed to enter the building to drop-off or pick-up their children. Parents and children should wear face coverings at drop-off and pickup, and have their face coverings in place before the instructor approaches the car. You will be asked if your child or any one in your family are exhibiting COVID-19 symptoms.\*



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- Class areas will be setup to promote social distancing by spacing equipment, tables and chairs, etc. to provide a 3 foot radius when possible.
- Lost and founds of non-valuable items will be eliminated from park and facility operations.



## Sanitization

- Sanitizer products used for equipment and supplies will meet CDC guidelines.
- Cleaning products will include EPA-approved disinfectants or disinfecting wipes for sanitizing equipment before and after use by participants.
- Teachers will follow a cleaning routine where all high-touch surfaces and objects will be sanitized regularly throughout the day. No outside toys will be allowed in preschool.



## Restrooms

- Indoor public areas and restrooms will be cleaned approximately every two hours while programs are scheduled in the building using EPA-registered disinfectants, particularly on high-touch surfaces such as faucets, toilets, doorknobs and light switches.
- Supplies for handwashing, including soap and materials for drying hands will be checked and stocked every time the restroom is cleaned.
- Program staff and participants will be required to wash hands with every restroom visit.
- The number of participants permitted to use the restroom at any one time will be limited based on the facility size and current social distancing guidelines.



## Positive Covid 19 Test Policy

If a child or household member tests positive for Covid-19 all children from those families will not be permitted to attend school for 7 days or not exhibiting any illness symptoms. We will report the case to the Will County Health Department and proceed by following the guidance from the Department.



*\*Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, and diarrhea.*

## Tuition Payment Policy

Tuition payments are non-refundable. Holidays, teacher's institutes and field trip days are taken into account in the fee schedule. We do not issue credit for absence for any reason. Payments are made by Electronic Fund Transfer from a checking account or credit card with eight equal monthly installment payments beginning in September and ending in April. **Your non-refundable/non-transferable deposit reserves your child's spot in Sunshine & Rainbows. If you drop, there is no refund of this payment.** Monthly installment payments will be deducted on the 5th of each month. Fees are listed in the Park District brochure. It is your responsibility to contact us to let us know if your account information changes and to provide updated expiration dates on credit cards. **Late or declined payments are subject to an additional \$25 per month late fee (to be strictly enforced) and may jeopardize participants' place in class and other programs at the Joliet Park District.**

## Arrival and Departures

Classes begin at 9:00 am and 12:15 pm. Parents are asked to arrive as close to their child's class time as possible. We provide curbside student drop-off and pick-up for all students. Your promptness in dropping off and picking up your child is greatly appreciated. A few minutes without mom or dad after everyone else has left can be very frightening.

## Late Pick-Up Policy

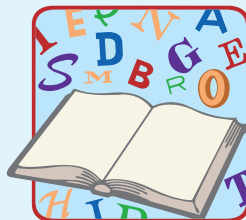
Front Desk Direct Line is 815-207-6359

I understand that my child may not be picked up later than 5 minutes after the ending time of the program that I have them registered for. If I arrive after this time, a late fee will be assessed for the program with one courtesy allowance. The late fee is \$10.00 for 5-15 minutes after pick-up and an additional \$5.00 for each 5-minute period beyond 15 minutes. An acknowledgment form must be signed and the fee will be charged to my account.

If a payment is not completed, my child will not be able to attend the program on their next scheduled day. I understand that if this is the fourth time my child has been picked up late, my child may be dismissed from the program. I have read and understand the Late Fee agreement with the Joliet Park District.

### **Order of contact: Guardian 1; Guardian 2; Emergency Contacts 1, 2, 3.**

In the event that we are unable to reach you, we will begin contacting those listed on the participation information form. These individuals will also be contacted in an event of an emergency or illness if we are unable to reach you.





## Preschool Forms

### Medical/Information/Emergency Forms

In accordance with Park District regulations, all children enrolled in Learning Center must have completed forms on file. Initial forms were included in your welcome packet. Incomplete forms will be returned to you for further information/clarification.

### Class List Disclosure Policy

All personal information is confidential and will be released only to parents and other authorized professionals with consent or parent.

### Allergy Information

The number of children being diagnosed with food allergies is increasing. It is our goal to provide the safest possible environment for all children in our Learning Center. Please discuss your child's allergy with your teachers or call the Recreation Superintendent before the start of preschool to discuss this information in detail. Every attempt will be made to accommodate children with food allergies during the classroom activities. We thank you in advance for your cooperation in this important safety measure.

## Free Play

Play is the most important aspect of children's lives. It is their work, where they learn to interact, share and cooperate, learn to verbalize feelings instead of acting on them, and how to deal with frustrations and solve problems. Free play is a vital part of our program.

## Learning Activities

Activities are chosen that develop and strengthen skills and concepts that ease the transition from our program to elementary school. Each child is treated as a unique individual, whose specific needs and interests receive full consideration, and is allowed to develop at his or her own pace. We work on developing many different skills including: problem solving; listening and following directions; increasing memory and attention span; proper language patterns; recognizing colors, shapes, numbers and letters; learning birthdays and addresses; concept of opposites: left and right, etc. These activities are presented through art, songs, and games in a casual manner.

## Circle Time

Circle time will include singing new and old favorites, finger plays, and talking. Singing and chanting help develop memory skills, listening and speaking skills, and introduce the child to the fun of music!

## Physical Education

Movement education has many benefits. It exercises the whole body (including the mind). It creates a love of movement that develops into a lifetime desire for physical fitness. Motor, balance, spatial and laterality are just a few of the large muscle areas that will be introduced through movement activities.

## Color/Shape of the Month

The three year old classrooms will be working on color/shape recognition. Each month a different color and or shape will be featured. In order to make learning the colors and shapes meaningful, teachers use a variety of activities, methods and games to encourage retention of all colors and shapes.

## Letter of the Week

The four-six year old class rooms will begin to recognize and identify the letters of the alphabet. We will work on letter recognition as well as beginning sounds. We do this using a variety of fun but meaningful activities.

Along with these activities, your child will work on their writing skills as we introduce a different letter each week. Children will also work individually with a teacher and on their own during free choice time in the writing center.

## Show and Tell

### (Postponed due to Covid Guidelines)

The purpose of Show and Tell is to help children develop vocabulary, responsibility, and the ability to speak in front of others. Children will be selected in random order. A note will be sent home in their tote bag to let parents know when it is their turn. We ask for your cooperation in NOT letting your preschooler bring toy GUNS to Show & Tell. Your child's Show & Tell day should be the only day they bring toys, play jewelry, etc. to class.



## Special Star Project Class

### (Postponed due to Covid Guidelines)

During some of the months each classroom, to enhance specific learning goals and objectives, will do a special project. Basic learning concepts and skills will be implemented in a uniform format. Parents will be asked to send in items needed for the special project. Each class will have selected their day and project appropriate for the learning objectives.

## Art

Creative art supplies will be available for children to use daily if they so choose. We encourage creativity!

## Clean Up

The children are responsible for keeping the room clean. They know and accept their responsibility and enjoy this part of the day as much as any other part.

## Health and Safety Programs

The safety, health and wellness of our children is very important to the park district staff. The Joliet Police and Fire Departments and the Will County Health Department assist with special programs during the school year. Representatives come here to speak to the children about staying safe and healthy.

## Progress Reports

The teachers will complete progress reports during the year (January and May). These reports are not scholastic indicators. Teachers simply assess what they observe of your child's knowledge and recognition of basic information such as numbers, letters, shapes, colors, name, address, etc. and social development. Each teacher keeps a current portfolio on each child in their classroom so they can assist and enhance each child's learning experience.

## Fire/Tornado Drills and Safety Inspections

For the safety of our children, all classrooms participate in fire and tornado drills throughout the year. In addition, Joliet Park District is inspected annually by the Joliet Fire Dept.

## Parents Special Talents

### (Postponed due to Covid Guidelines)

Children derive keen pleasure and pride when mom or dad visits preschool. Do you have some special knowledge or experience that you could share on the young child's level? Do you have special talents - music, dance, art, drama, hobbies? Feel free to discuss any ideas to be added to our program with your child's teacher.

## Parent Helpers

### (Postponed due to Covid Guidelines)

Assisting in preschool is a good way for you to observe the program and share in your child's experiences that day. A parent helper will assist at the various Learning Centers and read the class story book for that day. Siblings are not allowed to attend when you are a parent helper. There is a nursery available for child care located near the Inwood Ice Arena for a nominal charge.

- During September, your child will receive a list noting his/her "Special Day". You are encouraged to come back for the last 20 minutes on your child's "Special Day". If you would like to visit or help on another day, please feel free to make arrangements with your child's teacher.
- Book Fairs and Holiday Parties will also be a time where parent participation is encouraged. Details regarding these programs will be passed out throughout the school year.

## Health Procedures

Throughout the year, our preschoolers will contract flu, colds, etc. If your child has a fever, diarrhea, or is vomiting, please keep them home from class. **We ask that your child be symptom free for at least 72 hours before returning.** If your child experiences any of these symptoms while in class, you will be called to come pick them up. We realize some children do not want to miss the program (this makes us very happy) but when ill, their place is at home. If it is their Show and Tell Day, they may bring it when they return to class.

## Crying and Clinging - What To Do?

A child coming into class for the first time or two may feel some separation anxiety. It has been our experience that these children stop crying within minutes after the parent's departure. Our advice is to leave your child with a smile and a kiss, tell them you will return and then just leave. Be sympathetic, but be firm. To calm your fears, if your child cries at being separated from you, you may leave assured that you are doing the very best thing you can by sending them to the program - as hard as it may seem. We are prepared for these situations and will comfort your child.

## Clothing - What Should My Child Wear?

Please send your child in comfortable, loose fitting play clothes that they can manage themselves. Girls, please no body suits that snap at the bottom. The children paint, glue, use markers and generally can get dirty. You can help by encouraging any efforts of self-help and by labeling everything (jackets, hats, gloves, etc.) to eliminate confusion of alike articles. **Gym shoes required daily.**

## Emergency Clothing Change

Although most preschoolers are toilet trained, sometimes accidents do happen! Children may be so involved in playing they can't make it to the bathroom in time. We're glad to help out and perform an "emergency change", as long as a change of clothes has been provided by you. We will keep an extra pair of clothes and underwear in your child's bag at school. This way your child will not be embarrassed or uncomfortable. You will be called to come change your child if they have a bowel movement and you have not signed the emergency change sheet. Please take your child to the rest room prior to the start of class. It happens often that many children are just dropped off by parents at school and classroom activities need to be stopped because the children need to use the rest room immediately after being dropped off. Classroom activities begin immediately when the door is opened.

## Program Removal

When a child's behavior is deemed inappropriate to the classroom setting, the Joliet Park District reserves the right to permanently remove a child from the program. These behaviors can include the inability to participate in the group activities, or repeating disruptive or abusive behavior within the classroom. This action will only be taken after a reasonable trial period, and after the instructors have conferred with the parent. A refund for the remainder of the program will be given, if necessary.

## Open-Top Tote Bags

Please send your child to class each day with the tote bag provided by the Park District. These tote bags will be used to send notes to parents, and to carry art projects. When your child arrives home, take the time to go through the tote bag together. You may find important correspondence in the vinyl binder from their teacher. If their tote bag wears out, you may purchase another from their teacher.

## Vinyl White Binders

Each child is to provide a vinyl white binder that will be kept in the open top tote bag. This binder will include important correspondence about what is happening at school. This vinyl binder will also be used by the parents to send back book orders, homework requirements and any notes to teachers. Director's and teacher's email is listed on the front of the binder. The phone number to call in absences (815-741-7275 ext. 173) will be in there as well.

## General Information

- Please report change of address or telephone number to your child's teacher and the front desk.
- Diapers may not be worn to class. **Pull-ups are acceptable.**
- If your child is unable to continue in our program, it is your responsibility to notify the Joliet Park District.
- Please do not allow your child to bring toys, gum, candy, food or money to class. We are not responsible for loss or breakage of a child's property.

## Birthdays

We will celebrate your child's birthday in class. **No take-home treats or loot bags are allowed.**

## May I Observe Preschool? (Postponed due to Covid Guidelines)

Parents are welcome to observe their child's preschool class beginning in October. Please make arrangements by contacting the Recreation Superintendent to schedule an observation date. We must limit the number of visitors we have at one time. Please remember that preschool is a busy place; therefore your teacher may be unable to talk with you during your visit. Feel free to talk briefly after your visit or arrange a conference. Observation time is limited to 30 minutes.

We ask that you make other arrangements for siblings when you visit class. There is a nursery available for child care located in the Inwood Recreation Center at a nominal charge.



# Joliet Park District Sunshine & Rainbows Learning Center Curbside Student Drop-Off and Pick-Up Will be Provided for the Entire School

## Car Pools/Parking

Children are not released to anyone other than his/her parents or an established car pool person unless the teacher is given specific permission by the parents. A note of explanation must be sent with your child in such a situation. Identification (driver's license) will be requested before a child is released to anyone other than his/her parent(s) or established car pool. In extreme cases, if a child's teacher is not familiar with the parent(s) or established car pool, again, identification will be requested.

Remember, Joliet Park District is a busy recreation center. Please help us to remain safe and ready for any emergency situation and do not park in the fire lane or handicapped parking spaces. Any vehicles parked illegally may be ticketed.

## Holidays/Program Cancellations

Holidays are in accordance with the Troy/Joliet Public Grade School System. Please post and refer to the calendar below.

When weather or building conditions require cancellation of classes, parents may call 815-741-7275 ext. 129 after 8:00 am, online at [www.jolietpark.org](http://www.jolietpark.org) for an announcement. **Refunds will not be issued for classes canceled due to covid, weather conditions or utility emergencies.** All classwork missed due to cancellations will be made up during regular scheduled days.

## Remind

Remind is a one-way text messaging and email system. With Remind, all personal information remains completely confidential. Teachers will never see your phone number, nor will you ever see theirs.

To sign up for Sunshine & Rainbows Learning Center messages:

MWF Classes Text @21mwf to 424-264-2537

T/TH Classes Text @21tth to 424-264-2537

M-F Full Day Class Text @21fullday to 424-264-2537

M-F AM Class Text @am5day to 424-264-2537

M-F PM Class Text @pm5day to 424-264-2537

**\*One way texting services to provide reminders. Do NOT text or send messages through the Remind App. This is meant for us to communicate quickly to you. We will not respond to any messages sent through the app.**

**\*\*You do not need to download the app.**



## 2020-2021 Scheduled Days Off

September 23	NO SCHOOL	Teacher's Institute
September 29	NO SCHOOL	Touch a Truck *Preschool Families Only*
October 11	NO SCHOOL	Columbus Day
October 22	NO SCHOOL	Teacher's Institute
November 22	NO SCHOOL	Teacher's Institute
November 23–26	NO SCHOOL	Thanksgiving Break
December 20	NO SCHOOL	Teacher's Institute
December 21–December 31	NO SCHOOL	Winter Break
January 3	NO SCHOOL	Teacher's Institute
January 17	NO SCHOOL	Martin Luther King, Jr. Day
February 18	NO SCHOOL	Teacher's Institute
February 21	NO SCHOOL	President's Day
March 28	NO SCHOOL	Teacher's Institute
March 29 – April 1	NO SCHOOL	Spring Break
April 15	NO SCHOOL	Good Friday
April 18	NO SCHOOL	Teacher's Institute

**Thank you for entrusting your most precious possessions - your children - with us. We appreciate your confidence in us and will make every effort to cooperate with you to give your children a happy, healthy, and stimulating environment while they are with us.**



# LEARNING CENTER



**Kathy Green Multi-Purpose Center**  
3000 W. Jefferson St.  
Registration/Front Desk Direct Line 815-207-6359  
Preschool Supervisor 815-741-7275 ext 173  
Preschool Director 815-741-7275 ext 129

## COMMISSIONERS

Sue Gulas, President  
Bill Tatro, Vice President  
Jennifer Jobe-Gavin, Commissioner  
Joe Mutz, Commissioner  
Kevin Paul, Commissioner

## STAFF

**Executive Director**  
Brad Staab

**Director of Recreation**  
Terry Keigher

**Recreation Superintendent**  
Karen Cooper

**Preschool Supervisor**  
Anne Harmon



"National  
Gold Medal Award  
Winners"

*Take Time for Fun!*