

The Right  
Preschool for all the  
Right Reasons!



**LEARNING CENTER**

**Information Booklet**

**2019-2020**

# *“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**  
**Computers**  
**Music**

**Centers**  
**Laptops**  
**Physical Education**

**STEAM**  
**iPads**

**... Circle Time:**

Concepts, Finger Plays, Games, Songs.

## Preschool Orientation for Parents

For the purpose of informing parents about Learning Center policies and other program procedures, an orientation session has been planned. Parents will have the opportunity to meet the classroom teachers and receive necessary information regarding preschool. Parents are strongly encouraged to attend the Parent Orientation program. **Please note: Parent Orientation is planned for adults only. Please do not bring your preschooler or siblings to this session. Children will have an opportunity to meet all teachers and visit their classroom during the Meet & Greet Open House for Students.**

## Welcome to Preschool - Meet & Greet Open House for Students

On Monday, August 26, you and your child may come to visit their classroom between the hours of 10:00 am and 12:00 pm. This is an optional open house.

Children meet all teachers and have an opportunity to explore their new classroom. **Volunteer opportunities and teacher/conference lists can be signed. Bring your personal calendar to check dates and times.**

Parent and child will leave together at the end of the meeting.

## 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. **Please do not park in the fire lane or handicapped spaces.**

## Late Pick-Up Policy

The teachers understand that late arrival sometimes cannot be avoided and are happy to make accommodations for your child in this event. Please try to contact your teachers should you know that you will be delayed.

In cases of lateness, the Park District has instituted the following procedures:

- **After 10 minutes** past dismissal time, teachers will attempt to contact you via your home, business or cell phone.
- **After 15 minutes**, if you cannot be reached by phone, teachers will proceed to call your emergency numbers.

Parents consistently late in picking up their child will be assessed the following fee:

Upon the third occurrence of a late pick-up (15 minutes or more after the end of the designated class time), parents will be charged \$5 for every 5 minutes late (or \$1 per minute). This fee will be reported to the registration office and will added to your tuition payment.

## 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 are included in your welcome packet. Additional forms will be available at Parent Orientation. Please return all completed information to your teachers on the first day of school. Incomplete forms will be returned to you for further information/clarification.

### Information Slips

Please fill out and return both sides of the information slip the first week of class. List all people whom you authorize to pick up your child. If you car pool, include all children involved. **We must have on file an emergency number of someone who can be reached IMMEDIATELY.**

### 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 for 2-3-4 Year Olds

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 year old classrooms 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

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

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.

## Parent/Teacher Conferences

One class session during the Winter session is set aside for parents who wish to schedule a conference with their child's teacher. Teachers will post a schedule for you to sign up for a time. Conferences are 15 minutes in length. If at any other time you feel a conference is necessary during the school year; please feel free to schedule an additional time with your child's teachers. If you wish to talk to your child's classroom teacher at any time, please call the Park District at (815)741-7275 ext. 173 and leave a message.

## Progress Reports

The teachers will complete progress reports during the year (October, December 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

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 with your child's teacher and perhaps you might be able to add to our program.

## Parent Helpers

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 24 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.

## 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 which will be 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.

## Monthly Calendars

Monthly calendars will be available online at [www.jolietpark.org](http://www.jolietpark.org). The monthly calendars contain information about our activities and projects. Special notices will be posted on the bulletin board, Facebook (Sunshine & Rainbows Learning Center, and included in your child's tote bag. Dates, although firmly set at time of printing, may be subject to change due to unforeseen circumstances.

## General Information

- Please report change of address or telephone number to your child's teacher and the front desk.
- Diapers may 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. If he/she would like to bring a take-home treat (raisins, gum, balloons, stickers, etc.) to pass out at the end of the day, he/she may do so. Please inform the teacher when he/she arrives, so we will not overlook passing out his/her treat. If his/her birthday is during Winter break, he/she may bring a take home treat before or after break. If he/she has a summer birthday, he/she may bring a treat during the month of May. If you are making treat bags for your child to pass out, please do not include plastic guns (squirt guns, etc.) of any kind. We have observed in previous years cupcakes are not eaten and end in the trash. **We are asking for your cooperation in NOT sending in cupcakes for take home treats. All treat bags go directly into the tote bag by your child's teacher.**

## May I Observe Preschool?

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.



**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.**

## 2019-2020 Special Events

<u>Date</u>	<u>Event</u>	<u>Event Time</u>
Sunday, August 18	Parent Orientation Supplies Dropped Off	1-2:30pm or 3-4:30pm
Monday, August 26	Meet & Greet	10am-12pm
Tuesday, September 3	First Day T/Th	9am or 12:15pm
Wednesday, September 4	First Day M/W/F	9am or 12:15pm
Monday, September 30	All School Field Trip Siegel's Pumpkin Farm Extra Fee	9:15am-1pm
Monday- October 21 – Monday October 28	Scholastic Book Fair	School Hours
Thursday, October 24 – Friday, October 25	Grandparents Dance No Enrichment or PM Classes	9:30-11:30am
Saturday, October 26	Halloween Costume Family Event	2-4pm
Sunday, November 10	Royal Ball Daddy Daughter Dance Extra Fee	2-4pm
Monday, November 25 – Tuesday, November 26	Thanksgiving Feast No Enrichment or PM Classes	9-11:30am
Thursday, December 5 – Friday, December 6	Tree Trimming/Cake Walk	9am or 12:15pm
Thursday, December 19 – Friday, December 20	Parent/Teacher Conferences	8am-3pm
Wednesday, January 22 – Friday, January 24	Winter Presentation No Enrichment	During School Hours
Wednesday, February 12 – Thursday, February 13	Valentine Party No Enrichment or PM Classes	10-11:30am
Sunday, April 26	Preschool Open House Art Show	2-4pm
Sunday, April 26 – Friday, May 1	Scholastic Book Fair	During School Hours
Monday, April 27 – Friday, May 1	Mother's Day Teas	10am or 1pm
Monday, May 11 – Friday, May 15	Nature Week No Enrichment or PM Classes	9am
Monday, May 18	Last Day of School MWF	9am
Tuesday, May 19	Last Day of School T/TH	9am
Wednesday, May 20	Family Picnic & Touch a Truck	10am-1pm
Thursday, May 21	Graduation Practice & Set Up	9:30-11:30am
Friday, May 22	Graduation	10am

## 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, or 847-238-1234 (touch tone phone needed), or online at [www.EmergencyClosings.com](http://www.EmergencyClosings.com) for an announcement. You may also sign up for a personalized e-mail notification of closing status at [www.EmergencyClosings.com](http://www.EmergencyClosings.com). **Refunds will not be issued for classes canceled due to 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:

To receive messages via text (M/W/F classes), text @19MWF to (815) 671-4078. To receive messages via text (T/TH classes), text @19TTH to (815) 671-4078.

Or to receive messages via email, send an email to [sunshinera@mail.remind.com](mailto:sunshinera@mail.remind.com).

## 2019-2020 Scheduled Days Off

October 11	NO SCHOOL	Teacher's Institute
October 14	NO SCHOOL	Columbus Day
November 5	NO SCHOOL	Teacher's Institute
November 27 – 29	NO SCHOOL	Thanksgiving Break
December 19 – 20	NO SCHOOL	Conferences
December 23 – January 3	NO SCHOOL	Winter Break
January 20	NO SCHOOL	Martin Luther King, Jr. Day
February 17	NO SCHOOL	President's Day
March 5	NO SCHOOL	Teacher's Institute
March 11	NO SCHOOL	Early Learning Conference Lewis University
March 23 – 27	NO SCHOOL	Spring Break
April 10	NO SCHOOL	Good Friday
April 13	NO SCHOOL	Teacher's Institute





# LEARNING CENTER



**Kathy Green Multi-Purpose Center**  
3000 W. Jefferson St.  
(815) 741-7275, ext 129  
(815) 693-6195, work cell

## COMMISSIONERS

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

## STAFF

**Interim Executive Director**  
Brad Staab

**Director of Recreation**  
Terry Keigher

**Recreation Superintendent**  
Karen Cooper

**Preschool Supervisor**  
Anne Cooper



"National  
Gold Medal Award  
Winners"

*Take Time for Fun!*