



*Elmhurst Park District*

*Sunbeams & Rainbows*

PRESCHOOL

**Family Handbook**

*Four-year-old Preschool*  
*2024 – 2025*

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## Welcome

The Sunbeams & Rainbows Preschool staff would like to welcome you and your child to the 2024-2025 school year. The following information will be used throughout the year and should be saved as a reference. Should you have any questions or concerns, please contact:

### **Program Supervisor – Early Childhood & Preschool**

Allison Thomas  
[athomas@epd.org](mailto:athomas@epd.org)  
P: 630-993-8185

### **Early Childhood Coordinator**

Michele Zielinski  
[earlychildhood@epd.org](mailto:earlychildhood@epd.org)  
P: 630-993-8922

## Philosophy & Curriculum

The Sunbeams & Rainbows Preschool Mission Statement is Learning Through Play. It is the goal of Sunbeams & Rainbows Preschool to provide a safe and nurturing learning environment that embraces all children and their diverse learning styles, needs, and interests.

Our Sunbeams & Rainbows Preschool instructors offer unique learning experiences that are play-based, developmentally appropriate, and respectful of social, cultural, and linguistic diversity. Sunbeams & Rainbows Preschool prepares children for elementary school and beyond by incorporating activities that promote social, emotional, physical, language, and cognitive development.

Our curriculum is guided by The Creative Curriculum for Preschool by Teaching Strategies® and by the Illinois Early Learning and Development Standards with special attention to literacy, mathematics, science and technology, social studies, the arts, and English language acquisition.



# School Calendar

## Scheduled No School Days



### Courts Plus

#### 4-day Option (M-Th)

October	14	Columbus Day
November	5	Election Day
November	21	Parent/Teacher Conferences
November	25, 26, 27, 28	Fall Break
December	23, 24, 25, 26, 30, 31	Winter Break
January	1, 2, 3	Winter Break Continued
January	20	Martin Luther King Jr. Day
February	17	President's Day
March	31	Spring Break
April	1, 2, 3, 4	Spring Break Continued

### Wagner & Wilder

#### 3-day Option (M/W/F)

October	14	Columbus Day
November	22	Parent/Teacher Conferences
November	25, 27, 29	Fall Break
December	23, 25, 27, 30	Winter Break
January	1, 3	Winter Break Continued
January	20	Martin Luther King Jr. Day
February	17	President's Day
March	31	Spring Break
April	2, 4	Spring Break Continued

### The First Day of Preschool

Sunbeams & Rainbows Preschool uses a modified schedule on the first day to support an easy transition to school.

#### Courts Plus

##### 4-day Option (M-Th)

Tuesday, September 3<sup>rd</sup>

8:45 AM – 10:15 AM

#### Wagner & Wilder

##### 3-day Option (M/W/F)

Wednesday, September 4<sup>th</sup>

8:45 AM – 10:15 AM

## Emergency School Closing

If School District 205 is closed due to weather, Sunbeams & Rainbows Preschool will also be closed. If we expect inclement weather and choose to close prior to the next school day, Elmhurst Park District will announce building/program closings on the park district website at [www.epd.org](http://www.epd.org) and email you directly.

You can receive weather-related cancellation or facility closure information by text, email, or mobile device using the *RainoutLine* app. Visit <https://www.epd.org/rainout-line-weather-cancellations> for more information.

Two cancellation days are built into the preschool calendar and will not be made up. Additional class cancellations by the park district will result in a program credit or make-up day.

## Program Locations & Hours

Sunbeams & Rainbows 4-year-old Preschool is offered at the three locations listed below. In addition to the preschool classroom, children have access to indoor and/or outdoor areas for gross motor development and exploratory learning.

### Courts Plus

186 S. West Avenue  
630-601-0204  
srcourts@epd.org

**Hours:**

Mon-Thurs  
8:45 AM - 11:15 AM

### Wagner Community Center

615 West Avenue  
630-993-8901  
srwagner@epd.org

**Hours:**

Mon/Wed/Fri  
8:45 AM - 11:15 AM

### Wilder Park Recreation Building

175 Prospect Avenue  
630-601-0219  
srwilder@epd.org

**Hours:**

Mon/Wed/Fri  
8:45 AM - 11:15 AM



# Payment & Refund Policy

## Tuition

### 2024-2025 Sunbeams & Rainbows Preschool Tuition Fees

Program	Location	Annual Fee	Autopay Installments (9)
Four-year-old Preschool (M-Th)	Courts Plus	\$2988R	\$332R
		\$3735NR	\$415NR
Four-year-old Preschool (M/W/F)	Wagner and Wilder	\$2718R	\$302R
		\$3393NR	\$377NR

## Payment Schedule

Sunbeams & Rainbows Preschool requires a non-refundable \$65 registration fee due at the time of registration.

The Sunbeams & Rainbows Preschool program term runs from September 2024 through May 2025. Annual tuition may be paid in full, or you can pay in nine equal installments by signing up for autopay at the time of registration.

The first installment will be charged on August 1, 2024. The remaining installments will be charged on the first of each month, with the last payment charged on April 1, 2025.

If payment is not received by 5 PM on the 5<sup>th</sup> of the month, a \$20 late fee will be applied to your account.

If payment is not received by 5 PM on the 15<sup>th</sup> of the month, your enrollment will be automatically terminated.

To change or update the credit card information on file, please contact:

**Elmhurst Park District Registration**

[registration@epd.org](mailto:registration@epd.org)

P: 630-993-8901

## Refund Policy

The deadline for withdrawing from a Sunbeams & Rainbows Preschool program without incurring fees is July 31, 2024.

To withdraw your child, please submit a *Termination of Enrollment* form to registration no later than July 31, 2024.

If you withdraw your child after tuition payments have begun, you will be eligible for a prorated tuition refund, which will be credited to your household account.

*Termination of Enrollment* forms can be found on the Elmhurst Park District website under Preschool Downloads, at <https://www.epd.org/downloads/preschool-downloads>

### Elmhurst Park District Registration

[registration@epd.org](mailto:registration@epd.org)

P: 630-993-8901

## Participant Information

### ePACT

Elmhurst Park District uses a secure system called **ePACT** for participant and emergency contact information. You will receive an email from ePACT inviting you to complete your child's profile. If your child's record is not completed by the first day of school, your child will not be permitted to attend until the form is completed.

**The following items must be uploaded to your child's ePACT account prior to the first day of school:**

- *State of Illinois DHS Certificate of Child Health Examination* form, filled out by your child's physician
- *Birth Certificate*

**All ePACT forms must be completed accurately and thoroughly by Friday, August 23<sup>rd</sup>**

Your child's ePACT record is the first source of information instructors will use regarding your child in the event of emergency. Please make sure to alert your child's instructors and update ePACT with any changes to your child's contact information, authorized individuals, or medical history.

## Medication

Under the guidance of a physician, you should make every effort to adjust medication schedules so that medication may be administered under your supervision.

If your child needs medication dispensed during preschool hours, instructors can be authorized to do so if the proper forms have been fully completed.

In some instances, the administration of medication cannot be performed by Elmhurst Park District staff due to specific or complex physician or manufacturer instructions or invasive procedures.

Medications sent to preschool, including over-the-counter medications, must be given to instructors in the original container. Medications must be properly labeled by the pharmacist or accompanied with a physician's order or doctor's note.

You are responsible for ensuring all medications are within their expiration date and for collecting medications once discontinued or on the last day of preschool.

*Medication Dispensing* forms can be found online under the Documents & Forms section of the Registration Information page at <https://www.epd.org/registration-information>.

## Food Allergies

For everyone's safety, our preschool classrooms have been designated as *nut restricted*, meaning we attempt to avoid nuts, but we cannot guarantee the complete absence of nuts or nut products in our classrooms.



## **Arrival & Dismissal**

### **Parking**

Vehicles must be parked in a legal parking space. It is not permissible to stop, park, or drop off in the fire lane. Parking regulations will be monitored and strictly enforced. Your cooperation is appreciated as it helps maintain a safe environment for all patrons and preschoolers.

### **Class Arrival**

Instructors will open the door for drop-off at the start of class time. Arriving to preschool on time minimizes class disruptions and ensures that your child can fully participate in arrival activities, which are an important component of the daily schedule.

### **Courts Plus**

Enter with your child through the main entrance and head to the Sunbeams & Rainbows preschool classroom. Line up in the hallway outside of the classroom door for check-in.

### **Wagner Community Center**

Enter with your child through the main entrance and head to the Sunbeams & Rainbows Preschool classroom. Line up in the hallway outside of the classroom door for check-in.

### **Wilder Park Recreation Building**

Line up with your child outside of the building door for check-in.

### **Easing Separation Anxiety**

It is common for children to experience separation anxiety at the beginning of the school year, especially if this is your child's first time in a preschool setting. Rest assured that our instructors are skilled at comforting an upset child and engaging them in an activity within the first ten-minutes of drop off. If the child is still showing signs of stress and anxiety after the first ten-minutes, the instructors will seek your assistance.

You are encouraged to discuss any concerns with us so that we can work together to develop strategies to ensure a smooth transition for your child.

## Class Dismissal

You or an authorized individual must check out your child promptly at the end of class. You must list authorized individuals on your child's ePACT record.

Authorized individuals must present a valid state identification card or driver's license until the instructors get to know them. Please be sure to update your ePACT record with any changes to authorized individuals.

If you need to request pick up by an individual not listed in ePACT, you can request a one-time authorization by either emailing the Program Supervisor or providing a signed note to the instructors at drop-off. Note that instructors are unable to alter pick-up arrangements on verbal requests alone. Be sure to update ePACT if you need to add or modify your list of authorized persons who can pick up your child on an ongoing basis.

## Late Pick-up Fee Policy

Please make every effort to pick up your child promptly at dismissal. If you will be unable to pick up your child on time, contact:

<b>Courts Plus</b>	<b>Wagner Community Center</b>	<b>Wilder Park Recreation Building</b>
186 S. West Avenue 630-601-0204 srcourts@epd.org	615 West Avenue 630-993-8901 srwagner@epd.org	175 Prospect Avenue 630-601-0219 srwilder@epd.org
<b>Hours:</b> Mon-Thurs 8:45 AM - 11:15 AM	<b>Hours:</b> Mon/Wed/Fri 8:45 AM - 11:15 AM	<b>Hours:</b> Mon/Wed/Fri 8:45 AM - 11:15 AM

A five-minute grace period is provided. After the five-minute grace period, the instructor will attempt to contact you if you have not already contacted the Program Supervisor, and late pick-up fees will be charged as follows:

- If pick up occurs 5 to 10 minutes late, a \$10 late pick up fee is charged.
- An additional \$10 fee is charged for every five-minute period thereafter.
- After the third late pick up in a school year, the child may be dropped from the program at the discretion of the Program Supervisor.

## Daily Sequence

### Sunbeams & Rainbows Preschool Daily Sequence

The Sunbeams & Rainbows Preschool daily schedule is designed to incorporate individual, small group, and large group interaction among classmates and instructors. All aspects of the curriculum, as well as classroom centers and toys, are carefully selected to provide active and engaging exploratory learning activities.

### Classroom Interest Centers

Sunbeams & Rainbows Preschool classrooms are equipped with interest centers that are designed to foster complex play and promote collaboration and socialization.

#### Dramatic Play Center

The Dramatic Play Center includes dress-up clothes and a kitchen with play dishes, kitchen utensils, and food and is designed to inspire creativity and imagination. Engaging in dramatic play allows children to understand different perspectives, develop problem-solving skills, improve communication skills, and deepen their understanding of the world around them.

#### Art Exploration Center

With multi-sided easels and different art materials and tools, the Art Exploration Center is the perfect place for children to experience the art process. While creating, children build fine motor skills and develop autonomy as they make their own unique artistic choices.

#### Science Discovery Center

Stocked with natural materials and scientific tools like magnifying glasses, magnetic wands, and microscopes, the Science Discovery Center allows children to explore and investigate! Children learn the fundamentals of the scientific method as they predict, observe, experiment, and solve problems.

#### Technology & Writing Center

Children can explore a variety of writing materials like dry erase boards, different writing tools, and types of paper at the Technology & Writing Center. Here, children develop pre-writing skills like communicating ideas through symbols and drawings, spatial awareness, and fine motor and grasp development.

### **Library Center**

Comfortable cushions and seating create the perfect environment for reading a good book! Each Library Center is stocked with fiction and nonfiction picture books. Engaging with books develops pre-literacy skills like turning pages and tracking text from left to right.

### **Math & Manipulatives Center**

Counting and shape blocks, pattern activities, geoboards, and more make up the Math & Manipulatives Center. These tools support the development of math skills, like counting, sorting, creating patterns, and solving problems.

### **Sensory Table**

Children are invited to explore the Sensory Table, which uses elements like sand and water to develop fine motor skills, hand-eye coordination, and sensory integration.

### **Music and Movement Center**

Through musical instruments, parachutes, and ribbon twirlers, children learn rhythm and creative movement, develop gross motor skills, and practice self-expression.

## **What to Bring & Wear to Preschool**

Children should dress in comfortable, washable clothing, as many preschool activities are messy. Gym shoes are recommended to permit full participation in activities. Please label all clothing and personal items with the child's first and last name.

The following items are needed daily:

- Full size backpack
- Labeled and filled water bottle
- Full set of seasonally appropriate extra clothes

Each child will have a cubby or hook to hang jackets and backpacks. Instructors are not responsible for lost or stolen items, so please leave money, valuables, and personal items such as toys, games, and electronic devices at home.

## Restroom Use

Children enrolled in Sunbeams & Rainbows Preschool must be able to use the restroom independently. The routine use of diapers or pull-ups is not permitted.

Children should wear clothing that aids in restroom independence. Please avoid sending children to preschool with difficult belts, buttons, or one-piece outfits.

Children can use the restroom as needed. Instructors will also periodically prompt children to take restroom breaks.

Occasionally, a child may have a toileting accident. Instructors are not responsible for changing soiled clothing; however, they will verbally direct the child to change clothing in the restroom. The instructors will call you and inform you of the accident. If the child was not able to change clothing, you will need to come to the classroom and either change the child or pick up the child. The A parent/caregiver is expected to be available within fifteen minutes to change or assist the child.

## Snack

We are excited to share that snack time will be an integral part of our preschool routine this upcoming year at Sunbeams & Rainbows Preschool.

By participating in a shared snack time children learn healthy eating habits, mealtime etiquette, and social skills.

We kindly request that each family sign up to bring an approved snack for the class on a rotating basis. More information regarding snack sign-up and the *Approved Snack* list will be available at *Meet the Teacher*.



## Family Involvement

Sunbeams & Rainbows Preschool emphasizes family involvement, as it allows parents/caregivers to gain an understanding of the program and showcase the importance of preschool and learning.

We are excited to invite families into our classrooms for special activities throughout the school year.

Do you have a special talent, hobby, career, or educational activity that you would like to share with your child's class? Contact your child's instructors to arrange for a classroom visit.

## Parent Communication

Sunbeams & Rainbows Preschool instructors are looking forward to providing your child with a positive and rewarding preschool experience. We hope to establish mutual relationships with each child and family.

Please check your child's backpack daily to remain up to date on classroom activities and special events. Calendars and classroom newsletters will be sent home at the beginning of each month.

You may contact your child's instructors via phone or email. Instructors will return calls and respond to emails before or after class.

## HomeRoom App

The *HomeRoom* app is a secure platform that instructors use to post classroom photos, provide quick updates, and post reminders. As a user of the app, you can "like" posts and download photos but are not allowed to post or comment in the app. However, you can contact the Program Supervisor to request the posting of relevant information as it relates to your child's classroom.

You will receive an email invitation to download the app and sign up to receive posts. More information about the *HomeRoom* app will be provided at *Meet the Teacher*.

## Conferences & Assessments

Sunbeams & Rainbows Preschool instructors will routinely assess each child's development. Instructors will complete an initial formal assessment in the fall, and then again in the spring.

In addition to assessments, parent/teacher conferences will be held in November to discuss your child's development and learning. You will receive conference sign-up information via e-mail in early November.

## Classroom Parties & Celebrations

Throughout the year, Sunbeams & Rainbows Preschool will host seasonal celebrations and parties. Details regarding each celebration will be sent home with the monthly calendar and communicated via the *HomeRoom* app.

If your family has a special tradition or celebration that you would like to share with your child's class, please contact your child's instructors.

## Health Policy

### General Health Policy

To maintain a healthy preschool environment, please keep your child home if your child has experienced any of the following symptoms within the past 24 hours:

- Sore throat
- Cough
- Runny nose
- Diarrhea
- Nausea/vomiting
- Fever
- Shortness of breath

Children must be symptom-free for 24-hours before returning to preschool.

If your child becomes ill while attending preschool, you will be notified immediately and must pick-up your child as soon as possible. If we cannot reach you, we will notify the emergency contact on file.

Please contact the Program Supervisor – Early Childhood & Preschool, as soon as possible if your child develops any of the following communicable diseases:

- Chicken pox
- Head lice
- Pertussis

Families will be notified when there is an occurrence of a communicable disease; the name of the affected child will not be shared.

A doctor's note may be required for your child to return to preschool.

## Report an Absence

If your child will be absent from preschool, please contact the preschool site:

### Courts Plus

186 S. West Avenue  
630-601-0204  
srcourts@epd.org

**Hours:**

Mon-Thurs  
8:45 AM - 11:15 AM

### Wagner Community Center

615 West Avenue  
630-993-8901  
srwagner@epd.org

**Hours:**

Mon/Wed/Fri  
8:45 AM - 11:15 AM

### Wilder Park Recreation Building

175 Prospect Avenue  
630-601-0219  
srwilder@epd.org

**Hours:**

Mon/Wed/Fri  
8:45 AM - 11:15 AM

## Emergency Procedures

In the event of serious injury or illness, it is the policy of Elmhurst Park District to first seek immediate medical attention by calling 9-1-1, and then notify you.

You are responsible for all costs associated with medical attention as stated in the *Registration Waiver & Release*. Elmhurst Park District does not assume any costs associated with medical attention.

Sunbeams & Rainbows preschoolers will participate in scheduled and impromptu fire, severe weather, and security drills.



## Behavior Management

Sunbeams & Rainbows Preschool fosters welcoming classroom communities where children feel safe to express themselves, make friends, and feel included.

An important component of our curriculum involves nurturing social competence where children gain an understanding of what it means to be respectful of the classroom, themselves, and others.

Sunbeams & Rainbows Preschool instructors promote key social and emotional learning concepts like self-regulation, social awareness, and responsible decision-making skills.

Our instructors employ a variety of behavior management strategies including respectful redirection, nonverbal signals, reflection, and choice. Our instructors approach behavior management in a gentle, positive, and discreet manner.

Sunbeams & Rainbows instructors encourage collaboration and maintain open communication families regarding behavior.

Elmhurst Park District reserves the right to suspend or dismiss any child whose behavior is deemed disruptive or dangerous to themselves or others.



## Inclusion

### Discrimination Policy

In compliance with the Illinois Human Rights Act, the Illinois Constitution, Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973 as amended, Title II of the Americans with Disabilities Act (ADA), and the United States Constitution, the Elmhurst Park District does not discriminate on the basis of race, color, sex, marital status, national origin, age, sexual orientation, religious or political affiliation, disability, military status, unfavorable discharge from military service or record of arrest, with regards to the use of parks and facilities or admission to and participation in programs and activities of the District.

Additionally, in compliance with the Illinois Civil Rights Act of 2003, Elmhurst Park District does not prohibit individuals from participation in, deny them the benefits of, or subjecting them to discrimination under any program or activity on the grounds of that person's race, color, or national origin; and does not utilize criteria or methods of administration that have the effect of subjecting individuals to discrimination because of their race, color, or national origin.

For information concerning rights and provisions under the Americans with Disabilities Act (ADA) or to inform us of program, facility, or service inaccessibility, please call the compliance officer at (630) 993-8910.

### Inclusion Services

Elmhurst Park District is committed to promoting and encouraging positive interactions among participants with and without disabilities.

Staff members are available to assist participants with accommodations needed for success in and enjoyment of our programs in accordance with the Americans with Disabilities Act.

To request inclusion services, please contact:

#### **Program Supervisor – Inclusion**

Sean Tovey

[stovey@epd.org](mailto:stovey@epd.org)

P: 630-993-8670

## Early Childhood Developmental Screenings

Sunbeams & Rainbows Preschool is committed to working with your family to prepare your child for elementary school. On occasion, preschool instructors might refer families to their local school district for a developmental screening. Our instructors are happy to be a part of your support team if a signed *Consent & Authorization to Release Information* form is on file with Elmhurst Park District.

Families who reside in School District 205 are encouraged to take advantage of the preschool screenings and services offered by Madison Early Childhood Center. Contact MECC at (630) 617-2385 to request a pre-screening packet.

## Thank you!

Thank you for choosing Sunbeams & Rainbows Preschool and for letting Elmhurst Park District be a part of your child's educational journey! We are looking forward to a fantastic school year! Please do not hesitate to reach out with any questions or concerns.

