

# **Camp Crayon Preschool**

**2012-2013  
Parent Manual**

**BK Classes**  
Parks Building  
806 Holbek Drive  
847-838-4330

**3 Year Old Classes**  
Scout House  
770 Cunningham  
847-395-2191

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Dear Parents,

Welcome to the Antioch Parks and Recreation Department's Camp Crayon Preschool. The staff and I want your child's preschool experience to be a positive one. If you ever have any problems or concerns please call me at 847-838-4330.

Thank you for being a part of Camp Crayon! I look forward to a great year.

Libby Baker, CPRP  
Program Supervisor

### **Program Philosophy**

The Village of Antioch's Parks & Recreation Department Camp Crayon preschool program is based on the concept of learning through play and simple structured activities. "Play" is an important means of a child's expression, problem-solving and developing social skills. Our teachers provide a curriculum based on children's intellectual, social and physical needs. It is designed to prepare children for future academic success.

### **Goals**

- Develop independence and self confidence
- Learn to share and cooperate
- Explore new experiences
- Learn academics through fun, hands-on activities
- Build a positive self concept

Develop listening skills and learn to follow basic directions

### **Registration Information/Requirements**

The Camp Crayon Preschool follows the Illinois state guidelines that a child must turn the age listed prior to September 1<sup>st</sup> of that year. All children must be toilet trained and self-sufficient.

The Camp Crayon Preschool class options are as follows:

#### **3 Year Olds**

Monday & Wednesday: 8:45-11:15 am

Tuesday & Thursday: 8:45-11:15 am

#### **4 Year Olds: Before Kindergarten**

BK AM Monday-Wednesday-Friday: 9:00-11:30 am

BK PM Monday-Wednesday-Friday: 12:30-3:00 pm

BK Tuesday & Thursday 9:00-11:30 am

The following forms are due before your child can attend class:

- Student Information Form
- Health Examination Form with immunizations
- Authorization Forms
- Copy of Original Birth Certificate

## **Tuition/Fees**

The Camp Crayon Preschool tuition is based the total number of days in the school year divided into 5 installments. The session dates and payment schedule were included in your parent packet. The payment deadline dates are also listed on the calendar at the back of this manual. A \$25 late fee will be added to your account for payments received after the payment deadline.

The Village of Antioch's Federal Tax ID Number is 36-6005772

## **Refunds/Withdrawal**

To withdraw from the program and receive a refund, a request must be made in writing and given the Program Supervisor. The \$50 registration fee is non-refundable. Tuition is not pro-rated for classes missed due to vacation or illness.

## **Enrichment Classes**

### 3 Year Olds

These classes are an extension of the preschool day. Children will have lunch and participate in a variety of activities. Please register only for the days your child attends Camp Crayon

- Lunch & Learn: M/T 11:15 am – 12:45 pm
- All About the Alphabet: W/TH 11:15 am –12:45pm

### BK Classes

The M/T/TH classes are an extension of the preschool day. Children will have lunch and participate in a variety of activities. Please register for the days your child attends Camp Crayon. Wednesday Wonders does not include lunch and is a separate program open to all children ages 4-6 years.

- Extended Day: M/T/TH 11:30 am - 1:00pm
- Wednesday Wonders: 12:30- 2:00 pm

## **Safety**

The safety of all the children in Camp Crayon is very important to us. We always post a teacher at the door at dismissal time and we ask that you reinforce with your child that they are **NEVER** to leave the building unless the teachers take them out to play or until you arrive to pick them up. Help us keep them safe during this time of the day. In order to keep our buildings safe and secure, the entrance doors will be locked 15 minutes after classes begin. At the Scout House you will need to knock and wait for a teacher to open the door. At the Parks Building you may need to call the classroom to have them unlock the door.

## **Arrival and Pick-up Procedures**

### Arrival

Arrive on time so your child can enjoy the entire play time. This is a fun start to the day and an important time of socialization. All children must be walked into his/her classroom by their parent/care giver. Before entering the classroom please stop at the hand sanitizer dispenser and wash both yours and your child's hand. Each child must be signed in at the beginning of the day. For your child's safety, make sure that a teacher knows you have brought your child and that you are leaving.

### Pick Up

Children must be signed out at the end of each day. If someone new/different will be picking up your child from school, a note stating the person's name and relationship must be presented to the teacher at arrival time. If we do not recognize the individual we will ask for a photo ID at pick up time. Please be prompt in picking up your child from school, as it can be upsetting for the child to wait for you.

For the safety of everyone, please do not leave other children in your car unattended.

### Late Pick Up

If you will be late picking up your child, a courtesy call would be appreciated although it will not exempt you from the late fee. A warning will be issued at the time of the first late pick up. Thereafter, there will be a \$1.00 charge for every minute you are late. This fee will be added to your child's account balance.

## **Communication**

Email is the most efficient way to communicate with an entire class at one time. Please get in the habit of checking your email on a regular basis to make sure you are up to date on all Camp Crayon news. The teachers may also post notes near the Sign In/Out sheets.

### Newsletters

The 3 Year Old classes will receive a weekly newsletter each Thursday afternoon. The BK classes will receive theirs on Friday afternoons. Each month parents will receive a monthly newsletter informing them of special projects, activities, items that should be brought to school, schedule changes, tuition due dates and Recreation Department happenings. These newsletters will be emailed to each family. Please make an extra effort to read these newsletters. The monthly newsletter will also be posted in the classroom.

### Assessment Reports

Formal and informal assessments are completed throughout the year to monitor your child's progress. Assessments help the teaching staff to identify children's interest and needs. Occasionally, preschool screening may be recommended through your home school district for children who may have developmental delays. Other resources can be made available if you have concerns about your child's progress.

### Conferences

Parent-teacher conferences will be offered in January to all parents. The purpose of this conference is to inform parents of their child's progress. Before that time, if you have concerns and would like to speak with your child's teacher it is best to set up a time before or after class. We want the lines of communication to be open.

## **Adjusting to School/Separation**

Before school starts, talk with your child about coming to school. Talk about the teachers and the other children they will meet. Bring them to the Open House. Meeting the teachers, seeing the classroom, and finding their cubby can help with the transition to school. For some families, separation can be more difficult than it is for others.

Remember, this is a new experience for your child, in an unfamiliar building, with unfamiliar people. Be patient and understanding and give your child time to make a successful adjustment to their new surroundings. Be sure to tell your child you will return at the end of the school day. We do not recommend leaving without saying good bye. Tears may happen, but be assured that the teachers will take good care of your child.

## **What to Bring and Wear to School**

We ask that you send your child each day with a backpack and reusable water bottle filled with water. Please make sure **everything** your child brings to school is labeled with your child's name. It is always a good idea to have an extra set of clothes (underwear, socks, shirt and pants – appropriate for the season) in your child's backpack.

Children should come to school dressed in comfortable and washable clothing. Every effort will be made to protect your child's clothing, but many preschool projects and activities can be messy. For comfort and safety we suggest gym shoes or other soft-soled shoes – **please** no Crocs or sandals.

Toys and play items should be left at home.

## **Discipline**

Discipline is intended to help children develop control of their behavior. Clear, positive statements, along with redirection toward more appropriate behavior are used to help children learn self-control, problem solving strategies, negotiation, and assume responsibility for their actions. When more discipline is necessary, the child may be removed from the group. The Antioch Parks & Recreation Department reserves the right to dismiss a participant whose behavior is inappropriate or endangers the safety of him/her or others.

## **Emergency Procedures/Severe Weather**

Camp Crayon Preschool follows the same severe weather closings as announced by Antioch School District #34. If District #34 is closed, so is Camp Crayon. You may also check the school district's website for closing information, [www.antioch34.com](http://www.antioch34.com). The Village of Antioch website provides a link to District 34's website under the Parks Department page. Camp Crayon does not make up days missed due to inclement weather, nor do we give refunds.

If a tornado warning is sounded, the teachers will take the children to a safe place in their respective building. We will practice this procedure so that the children will be less frightened if we ever have to take action.

## **Bathroom Use**

Children registered for Camp Crayon Preschool **must be** toilet trained and self-sufficient *before* the first day of school. Send your child only in regular under wear. It is important to dress your child in clothes that are easy to maneuver in the bathroom as staff is restricted in assisting children in the bathroom. Please have your child use the bathroom before coming to class each day. Remind your child of proper bathroom habits and practice them at home.

## **Health Information**

### Illness

For the safety and protection of *all* children, please keep your child home if they show any signs or symptoms of being ill. If your child is showing any of the following symptoms, he /she must be kept home.

Fever	Sore throat
Rash	Diarrhea
Vomiting	Constant cough
Discharge of the nose, eyes, or ears	

A child must be fever/symptom free for **24 hours** without medication *and* **24 hours** after the first dose of an antibiotic.

If your child is diagnosed with a contagious disease, such as: strep throat, chicken pox, pink eye, head lice, etc.) Please inform the teachers immediately so that other parents may be notified to watch for symptoms. Your child's name will not be disclosed.

If your child becomes ill during class, you will be called to pick up your child as soon as possible. If you are not available, the emergency contacts listed on your Student Information Form will be called.

In the event of serious illness, accident or injury, and more than basic first aid is required we will attempt to contact the parents/caregiver or emergency contact immediately. If all means of contacting the parent are unsuccessful, the Antioch Parks & Recreation staff will call 911 and the child will be transported to the nearest medical facility. A staff person will remain with the child until a parent arrives. All staff members are trained in First Aid/CPR.

### Medication

Any child requiring any type of medication, including epi-pens, must have a signed consent form on file at Camp Crayon. This form is available upon request. Medication cannot be administered without this release form. If your child will need to take medication, please send the medication in its original container with correct dosage and child's full name. Medication will be kept in a safe place.

## **Confidentiality of Information**

Information pertaining to an individual child shall remain confidential and limited to the Antioch Parks and Recreation Department staff unless the parent(s) has granted written permission.

## **Snacks**

Each day a snack will be served. Snack time is an important part of the school day. Children enjoy this time socializing with their friends and teachers. Parents will be assigned 1-2 days per month to bring a snack to share with the class. Because of food sensitivities in some children, Camp Crayon promotes a **NUT FREE** environment. Items that contain any nut or nut product will be promptly returned to the parent. We will only accept snack items from the approved Camp Crayon Snack List.

## **Birthdays**

If you would like to send in a special treat for your child's birthday, please notify the teacher in advance and refer to our approved Camp Crayon Birthday Treat list. As a reminder, homemade baked goods cannot be served. Another option would be to donate a book in your child's name. Please no goody bags.

To avoid hurtful situations, for both children and parents, no one may distribute invitations or thank you notes in the classroom unless everyone in the child's class is included.

## **School Directory**

At the end of September, each family will receive a Camp Crayon Preschool Directory. The directory will contain information that parents have authorized us to include, such as parent's names, address, phone number and email address. This information will be helpful when contacting other families for play dates or mailing invitations.