Welcome

Welcome to our Tot-Stuff Playschool Program. Through learning games, stories, songs, crafts, simple papers, and play, we will provide a well-rounded program to meet the needs of your 3-5 year old.

Creative “play based” activities structured around developmentally appropriate learning centers allow children to explore, experiment, and learn by doing. A primary goal of our program is to provide an environment that is stimulating, fun and one that encourages socialization and a good self-image. Uplifting a child’s self-esteem is of the utmost importance to a child’s development and future success in life.

Class Structure

Our playschool program offers opportunities for children to play independently, as well as with their peers. There will be opportunities for group activities (ie. circle time, snack and once a week gym participation), as well as opportunities for 1:1 learning with a teacher. In order to reinforce a specific concept, homework sheets will be sent home. Kids are encouraged to complete their homework, but are not required to do it.

We have found that parents like feedback about how their students are progressing in class. An assessment will be given to children in the 4 & 5 year old class in late February which will show how the kids are progressing towards meeting typical preschool benchmarks. The results will be shared with each parent. Our goal is for each student to be well prepared for kindergarten.

There will be plenty of opportunities for parents to interact with their children while at playschool. Plenty of notice will be given when these opportunities arise.
Helpful Hints

1. Please bring in a book bag labeled with your child’s name. Send along a change of clothing that is also labeled. Accidents may happen! Check and clean out your child’s bag after each school day so you don’t miss anything!

2. Dress your child comfortably and practically since we will be using paint, magic markers, glue, etc. Footwear should also be appropriate. No open toed shoes please! Make sure they are dressed for outdoor play or gym day.

3. Please be respectful of school hours. It is important to a child to be consistent and arrive on time.

4. Take time to talk to your child’s teacher and let her know if something has happened which may affect your child’s behavior in school that day.

5. School hours as follows:
   - Monday/Wednesday/Friday morning 9-11:30, afternoon classes 12:00-2:30
   - Tuesday/Thursday morning 9:30-11:30, afternoon classes 12:00-2:00

6. You must bring in and pick up your child in the classroom! A written note is required if anyone other than a person listed on the authorized pick up form will be picking up your child.

7. Unless it is Alphabet Bag Day, it is strongly recommended that toys stay at home. They can get lost or damaged at school. ABSOLUTELY NO TOY WEAPONS OF ANY KIND ARE ALLOWED AT SCHOOL!

8. We will follow School District #117 in regards to school closings due to snow or other bad weather conditions. Days will be made up.

9. Before your child attends their first day, the form requiring emergency information, heath history and an emergency release must be completed. If there are any changes to this information throughout the year, especially emergency information, please let the front office know immediately.

10. Make drop off short and sweet. Help your child hang up their belongings, give them their lunch bag and give them a kiss good-bye at the door. Parents will be able to come into class at the end of the period.
Discipline

Patience and understanding will be used with regards to discipline. Good behavior is praised and encouraged. Dialogue is always a first step in a discipline situation. If talking does not solve the problem, then a “time out” is given as needed. Kids will receive a stamp at the end of class for appropriate behavior. If they do not receive a stamp, take the time to ask them why they did not receive one. Teachers are always in contact with parents when the situation is warranted.

Behavior Policy

The Palos Hills Community Resource & Recreation Department has an established policy relative to inappropriate behavior. Inappropriate behavior is defined as that which continually disrupts a recreation program leader or behavior due to its effect on the other participants or on the leader’s ability to conduct the program. Such behavior may call for an immediate and/or permanent dismissal of the participant from the program. No refund/credit will be given if a participant is dismissed from a program due to the participant’s behavior.

Health

If you are in doubt about your child’s health, please keep your child at home. Kids must be fever free for 24 hours before returning to school. Please notify the school if your child develops any communicable disease or condition such as pink eye, chicken pox, lice, strep, or the flu.

Allergies

The safety of all children in each playschool class is our number one priority. If we determine that a child in a specific class has a food allergy, we will ask that any outside food brought in for parties or birthdays for that specific class, NOT contain that particular food or be made in a factory that has used that food. We will let you know if this pertains to your child’s class.
Classroom Information

Each month we will have new themes, crafts, science activities, and a featured color and shape. A newsletter and calendar will be sent home each month to inform you of the themes, color days, schedule and special events.

1. You are asked to send a snack and drink in a labeled lunch box with your child/children each day they will be attending class.

2. Tot-Stuff will be featuring a “Superstar” for the 4 & 5 year old class and a “Marvelous Me” for the 3 & 4 year old class. They will be the special helper for the week as well as the line leader. More information will be available during supply drop off.

3. We love to celebrate birthdays! Please give us a reminder of your child’s special day!

4. “Show and Tell” and “Alphabet Bags” will be combined. A bag will be sent home and your child will bring it back on the specified day of the week with one item that begins with the letter we are currently studying. A note will be sent home with more information.

5. Your child is more than welcome to bring in his/her artwork from home. Just make sure it is labeled and we will put it up in the room to enjoy.

Security

The Community Center staff take the safety of your child very seriously. In order to make your child as safe as possible, please note the following:

1. After the last child arrives to school, the main door is locked. Only the teacher and Commissioner have a key to this door.

2. Each year, the students go through at least two active shooter drills. These are done with the assistance of the Palos Hills Police Department. Teachers will let you know when these drills are being conducted.

3. Students are only able to leave the preschool room with individuals listed on the student emergency room. We will not allow any children to leave the classroom with anyone other than a parent unless we have advance notice.
School Supply List

Below is a list of school supplies for your child to bring to class.

School supplies needed:

1 box of Crayola crayons, 24 count only               2 glue sticks
1 pack washable wide markers (8 pack classic colors)  1-1.5 inch binder
1 container Clorox wipes                              White Glue
30 count page protectors                              Kleenex

Registration for 2021/2022 School Year

Registration for the 2021/2022 will be announced in early January. Please note: students enrolled in the morning 3 & 4 year old class during the 2020/2021 school year will have one week to register for the upcoming 2021/2022 MORNING 4 & 5 year old class. After that students in the 3 & 4 year old afternoon class will have the opportunity to sign up for the morning 4 & 5 class if space is available. Please call 708-430-4500 if you have any questions.

Playschool Manual Sign Off

To ensure every parent or guardian has read this manual, we ask that you sign the enclosed sign off sheet and return to the Palos Hills Community Center by the first day of school. If you need clarification about any of the information contained in this manual, please call 708-430-4500.
Message from Miss Kelly

As a parent and teacher, I realize it can be upsetting to leave your child for the first time. Helping make your child’s transition from home to school is very important. Discussing what is going to happen will let your children get used to the idea and a chance to express their feelings.

Children often reflect the attitudes of their parents so please try not to look anxious when you leave your child. Don’t leave without giving your child a cheerful good-bye and telling them you will be back to pick them up. We promise to take excellent care of your children and will not hesitate to call if it is needed.

I am very excited to be a part of your child’s early learning. I have been in this field of work for almost 20 years. I love what I do and look forward to each day new day with your child. In my spare time, I enjoy reading, word puzzles, bingo and spending time with my husband and two children.

We take pride in providing a well-rounded program for your children. Please feel free to speak with the teachers or CRRD staff before or after class if you have any questions, comments or suggestions.
Notes