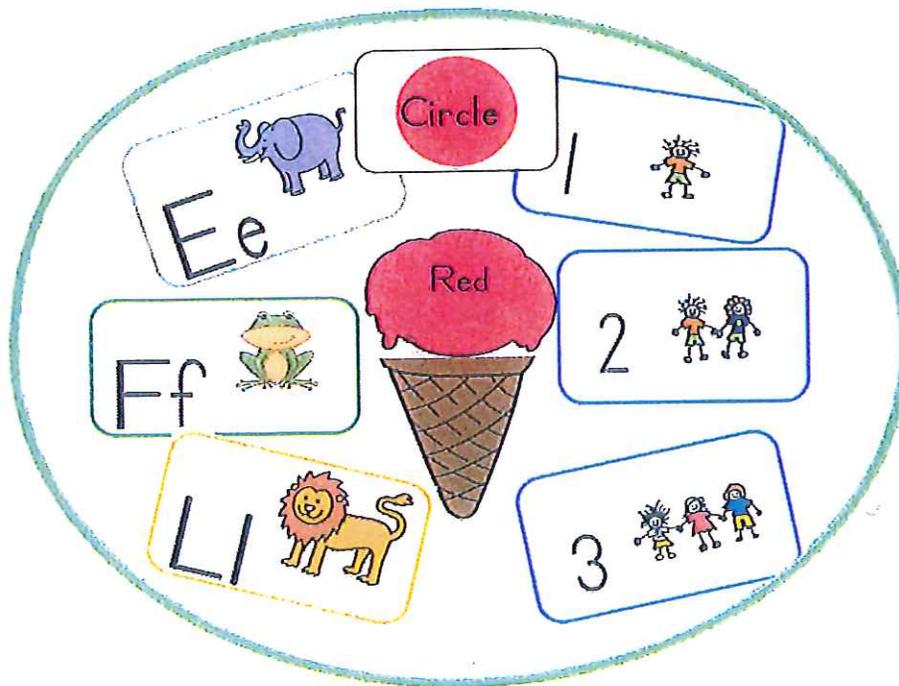


Brookfield Recreation Department

# Tots Prep

## Parent Manual

### 2014-2015



Brookfield Recreation Department  
8820 Brookfield Ave  
Brookfield, IL 60513

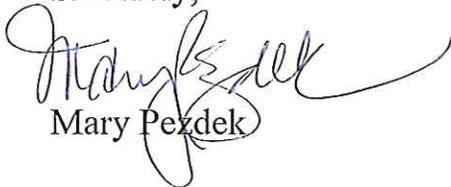
Welcome to the  
Brookfield Recreation Department's  
Tots Prep Program!

Staff is busy planning many educational and fun lessons for your child to enjoy and to help keep them happy and busy throughout the program year.

This Parent Manual should help to answer many of the questions you may have about our program. If you have additional questions or concerns regarding the Tots Prep program or information in this manual, please contact me at 708/485-1527 or by email at [mpezdek@brookfieldil.gov](mailto:mpezdek@brookfieldil.gov).

Thank you for your interest in our Tots Prep program, we are looking forward to a great year!

Sincerely,



Mary Pezdek

Recreation Program Coordinator

Tots Prep Staff

## **Program Philosophy**

The Village of Brookfield's Recreation Department and the Tots Prep Staff are committed to a philosophy of "learning through play." Play is regarded by early childhood specialists as a child's principal means of expression, problem solving, and developing social skills. Our program and instructors are committed to planning play based activities designed to encourage a love of learning and skill development preparing participants for later academic success.

## **Goals**

It is the goal of the Brookfield Recreation Tots Prep program to plan a diverse, age-appropriate program with a good balance of structured and unstructured activity to help children:

- develop a positive self-image, create independence, foster creativity and imagination, and offer safe and positive social experiences.
- develop friendships, and grow in confidence and respect for themselves and others.
- experience sharing and learn positive interaction with classmates and instructors.
- develop listening skills and learn to follow basic instructions.
- develop small motor skills through the use of play dough, scissors, painting, crayons, etc.
- develop large motor skills through exercise, creative movement and other physical activities
- develop problem solving skills using puzzles, matching games, sorting materials, etc.
- Experience creativity and self-expression through art, music, poetry, literature, etc.

## Calendar

Program Begins	3 year old programs	Tuesday, Sept 2
Program Begins	4 year old programs	Wednesday, Sept 3
Thanksgiving Holiday	No program	Thursday, Nov 27 Friday, Nov 28
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President's Day	No program	Monday, Feb 16
Spring Break	No program	Monday, Mar 30- Friday, April 3
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Last day of Program	3 year old programs	Thursday, May 21
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## **Class Days, Times and Fees**

### Recreation House Facility and Water Tower Facility

3 year olds: Tuesday & Thursday, 9:00am-11:00am

Resident Fee: \$560 (5 payments of \$112)

Non-Resident Fee: \$675 (5 payments of \$135)

4 year olds: Monday, Wednesday and Friday, 9:00-11:30am

Resident Fee: \$1,050 (5 payments of \$210)

Non-Resident Fee: \$1,260 (5 payments of \$252)

Due dates for installment payments: August 15, October 15, December 15, February 15 and April 15

A late charge of 10% is assessed when payment is received after the above due dates. Prorated fees or refunds for illness, vacations, cancellations due to weather, picture day, etc. are not available. If a check is returned due to insufficient funds/closed account an additional \$25 per check will be added to the next payment amount.

If fees are not paid on time, your child will not be able to attend the program until payment is made.

Children must be 3 years of age by August 31, 2014 for the 3 year old programs and 4 years of age by August 31, 2014 for the 4 year old programs.

## **Enrollment**

Initial registration for residents for the new Tots Prep program year, takes place on the first Monday in February, in the lower level Recreation Hall of the Brookfield Municipal Building, 8820 Brookfield Avenue. Doors open at 6:45pm and a lottery drawing for space begins at 7:00pm. Non-resident registration begins the second Monday in February during normal business hours.

Registration will continue to be taken until programs are full. Wait lists will be created for filled programs and parents/guardians will be notified by phone when space becomes available.

of the arrangement. If prior arrangement for pick up is not made in advance, a call will be made to the parents and/or guardians to verify pick up. Updates to your emergency contacts and pick up authorization form can be made at anytime. Please contact Mary Pezdek at 708/485-1527 for a new form or a copy of your original form. A copy of the updated form will be provided to your child's instructor.

The Health and Medical History Form provides your child's instructor with important information to help insure your child's experience in our program is a safe and healthy one. At this time a physician's exam is not required for enrollment.

The Medication Form should be returned only if your child will be bringing medication with them that needs to be taken during the program or if your child is currently taking a medication at home and you feel staff should be aware of any possible side effects that may occur while participating in the program.

Your signature on the Photo Release Form allows your child's photo to be used in program literature created by the Brookfield Recreation Department or by the newspaper when promoting our programs. Your signature and information provided on the Family Address and Phone List allows the information to be shared with the other families in your child's program. If you request not to have information shared, only your child's name will be included on the list.

The Photocopy of Child's Birth Certificate is for verification that your child is the appropriate age for the Tots Prep program.

## **Disenrollment**

If you need to disenroll your child from a program please notify the Recreation office and your child's instructor as soon as possible.

## **Late Pick Up**

Your child will be looking for you when their program ends and may worry if you are late. If you find yourself in a situation that prevents you from arriving on time for your child's pick up, please contact your child's instructor immediately. The number for the Water Tower facility is 708/485-2499, for the Recreation House facility call 708/485-5992. Please let us know when you will be arriving (or who will be arriving to pick up your child) so we can reassure your child, telling them when and who will be coming to pick them up.

If you have not arrived within 10 minutes after dismissal to pick up your child and have not called, we will attempt to contact you. If unable to reach you, we will begin trying to contact persons on your emergency contact list. Your child will remain at the facility with their instructor or another recreation department staff person until someone arrives to pick them up.

## **Toileting Procedures**

Children in our Tots Prep programs need to be able to use the toilet independently. If an accident does occur, a call will be placed to the parent/guardian to come and clean/change the child or take them home to do so. Please dress your child in clothing that they can easily handle when using the toilet. Staff can discreetly help with belts, buttons and zippers when necessary.

## **Emergency Procedure**

When a serious illness or accident occurs to a minor child taking part in a Brookfield Recreation Department program, our instructors are required to call 911 for assistance. The parents/guardians are then notified, and the child is transported to the hospital. If the child is not seriously hurt, the parent/guardian may sign a release form stating they do not want the child to go to the hospital. In order to sign the release the parent/guardian must be able to get to the site of the illness/injury before the ambulance leaves.

Please be advised that any medical expenses incurred are the responsibility of the child's family and/or family insurance.

If your child becomes ill while participating in our program, they will be made as comfortable as possible, away from the group, until the parent/guardian or emergency contact person is called to pick up the child from the facility.

### **Strategies for the Separation Jitters**

Do not be disappointed if your child should cry or seem unhappy the first few weeks of the program. Separation can be stressful for both the parent and child, especially in the early weeks. The following suggestions may help make this time less stressful:

- Please do not attempt to sneak out without saying goodbye to your child
- Give your child a kiss good-bye, let them know its time for you to leave, making sure you tell them you will see them when class is over
- As difficult as it may be, leave without hesitation, even if your child is crying. The longer the good-bye the longer the crying.
- Lingering around in the parking lot or outside the building may confuse your child and prolong the crying
- Our staff will comfort your child and engage them in an activity once they are inside. Most of the time your child will have stopped crying before you have pulled out of the parking lot
- Returning on time to pick up your child will help reassure them that you will be there when class is dismissed

### **Behavior Management**

Our Tots Prep staff is ready to provide an educational, safe, healthy, secure and fun experience for all participants. All children attending the program are expected to follow classroom rules and behave in an appropriate manner. The following Code of Conduct was developed to help ensure an enjoyable experience for all. The Tots Prep staff will introduce and explain the code to all participants within the first weeks of the program. Please review the list with your child so they are aware of the behavior that is expected of them.

-Allowing for natural and logical consequences to help children learn to make good decisions.

The use of natural consequences helps children realize and internalize responsibility for an action and the result of that action. For example, "If we don't all help pick up at clean up time, we may run out of time for our music game today".

-Affirming appropriate behaviors, and giving positive praise to an individual or a group for behaviors we are trying to encourage  
Affirming statements to an individual and/or the group, help children learn acceptable behaviors as well as build self esteem, develop confidence in their abilities and feel good about themselves. For example, "I like the way Billy is sharing the blue marker with Sara, thank you for being so thoughtful" or "Amazing work cutting those squares out for our project today everyone, let's give ourselves a hand".

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If a child demonstrates consistent aggressive behaviors or discipline problems, staff will be asked to document their observations and contact the parents/guardians.

If Recreation Department staff determines that our program is unable to fit the needs of a participant, that child may be unable to continue in the program. If a child's behavior jeopardizes the safety of the children or staff, the child may be unable to continue in the program. Before any disenrollment takes place, instructors and administrators, along with parents/guardians will make every effort to try and accommodate the needs of the child and family.

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## **Curriculum Units**

The Tots Prep program curriculum follows the Early Learning Standards established by the State of Illinois. This curriculum is divided into seven areas of development learning, teaching children to:

### **Language and Literacy Development**

- recognize their own name
- recognize letters
- communicate their needs and thought in words, to develop their spoken language and to expand their vocabulary
- develop letter-sound matches
- listen with understanding and respond to directions and conversations
- understand the purpose of print and become familiar with books

### **Math Development**

- sort and match
- recognize patterns
- identify and name shapes and colors
- recognize numbers
- count objects using number sequences
- incorporate estimating and measuring activities into play

### **Social Studies Development**

- identify community workers and the services they provide
- cooperate and work well with others
- recognize similarities and differences in people
- accept a variety of cultural practices and celebrations

### **Science Development**

- appreciate science through hands-on activities
- make observations and draw conclusions
- use scientific tools such as thermometers, balance scales and magnifying glasses for investigation
- use common weather related vocabulary
- understand basic safety practices
- be aware of health & nutrition through healthy eating and proper hand-washing routines

### **Art Development**

- explore various art forms and art mediums
- expand their fine motor skills through use of scissors, crayons and glue
- develop an appreciation for music

### **Physical Development**

- develop large motor skills through balancing, running, jumping
- develop fine motor skills through use of scissors, crayons, puzzles, beads

### **Social-Emotional Development**

- develop self-control and comfort away from a parent
- manage transitions and begin to adapt to changes in routine
- engage in cooperative group play
- share materials and experience taking turns
- develop relationships with other students and adults
- show initiative and independence in actions
- exhibit eagerness and curiosity as learners

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Holiday Break	No program	Friday, April 3
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## Facility Locations and Contact Information

Recreation House	4301 Elm Avenue, Brookfield 708/485-5992
3's & 4's Instructor Assistant	Kelly Picton Sue Wisniewski
Water Tower	3840 Maple Avenue, Brookfield 708/485-2499
3's & 4's Instructor Assistant	Pat Baulos Kyrra Williams
Program Coordinator	Mary Pezdek Recreation Office Lower level, Brookfield Municipal Building 8820 Brookfield Avenue 708/485-1527 <a href="mailto:mpezdek@brookfieldil.gov">mpezdek@brookfieldil.gov</a>

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Registration will continue to be taken until programs are full. Wait lists will be created for filled programs and parents/guardians will be notified by phone when space becomes available.

A \$25 non-refundable deposit is required at time of registration along with a copy of your child's birth certificate.

Program open houses are held in late August and/or early September at each program facility allowing participants and family members the opportunity to visit the location and meet with the program instructors and assistants.

Payment information and additional paperwork will be mailed to all program participants in late July. The following paperwork needs to be returned to the Brookfield Recreation Office by September 1 or at open house:

- Signed Registration Form
- Emergency Contacts & Pick Up Authorization Form
- Health and Medical History Form
- Medication Form (if applicable)
- Photo Release/Family Address and Phone List Consent Form
- Photo Copy of Child's Birth Certificate

### **Early Registration**

Children currently enrolled in our Tots Prep 3 year old programs will receive priority registration for the Tots Prep 4 year olds programs. Information will be sent to all 3 year old program participants the first week of January.

### **Enrollment Forms**

All forms received by the Recreation Department are kept confidential. A copy of each form (excluding the registration form) is given to the program's instructor for their files.

A Signed Registration Form is required at time of enrollment and requires a parent or guardian signature on the program waiver.

The Emergency Contacts and Pick Up Authorization form provides information that allows staff to contact you, and if unable to reach you, those you authorize to act on your behalf in the case of an emergency involving your child. Your child will only be released to those persons listed on the pick up authorization form. If someone other than those listed on the form will be picking up your child, please notify your child's instructor in writing

of the arrangement. If prior arrangement for pick up is not made in advance, a call will be made to the parents and/or guardians to verify pick up. Updates to your emergency contacts and pick up authorization form can be made at anytime. Please contact Mary Pezdek at 708/485-1527 for a new form or a copy of your original form. A copy of the updated form will be provided to your child's instructor.

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The Photocopy of Child's Birth Certificate is for verification that your child is the appropriate age for the Tots Prep program.

## **Disenrollment**

If you need to disenroll your child from a program please notify the Recreation office and your child's instructor as soon as possible.

## **Classroom Visits**

Visits to current programs can be scheduled. Please call Mary Pezdek at 708/485-1527 to set up a date and time. Visits take place at 9:30am on the chosen date and allow 15 minutes to view the class and talk with instructor. We ask that parents/guardians attend the visit without their children.

## **Arrival and Departure Procedures**

Parking areas are available at each location for dropping off and picking up your child from the program. We ask that all cars use the parking lots for dropping off or picking up. Please do not drop off or pick up your child on the street in front of the program building.

At the Recreation House facility, we ask that you enter the parking lot at the east end of the lot (nearest the ball field) and exit from the end nearest the building. This traffic pattern allows for a safer and less congested drop off and pick up. Please do not stop in front of the building on Shields Avenue to drop off or pick up your child. This creates an unsafe and unlawful situation for all.

At the Water Tower facility, we ask that you enter the parking lot from Maple Avenue and exit onto Brookfield Avenue. Please do not stop in front of the building on Maple Avenue to drop off or pick up your child. This creates an unsafe and unlawful situation for all.

Doors at both facilities open at 9:00am for drop off and 11:00am (3's)/11:30am (4's) for pick up. Children should stand with a parent/guardian on the sidewalk in front of the building until doors are open. When the instructor opens the door please send your child up the stairs and into the building unescorted. Parents/guardian should also wait on the sidewalk in front of the building for the instructor to dismiss the children at the end of the day. This procedure helps to keep the staircases free of congestion creating a safer area for all.

If your child will be absent from the program for any reason, please call the Recreation Office at 708/485-1527 before 8:45am or your child's instructor after 8:45am at the Water Tower facility (708/485-2499) or the Recreation House facility (708/485-5992).

## **Late Pick Up**

Your child will be looking for you when their program ends and may worry if you are late. If you find yourself in a situation that prevents you from arriving on time for your child's pick up, please contact your child's instructor immediately. The number for the Water Tower facility is 708/485-2499, for the Recreation House facility call 708/485-5992. Please let us know when you will be arriving (or who will be arriving to pick up your child) so we can reassure your child, telling them when and who will be coming to pick them up.

If you have not arrived within 10 minutes after dismissal to pick up your child and have not called, we will attempt to contact you. If unable to reach you, we will begin trying to contact persons on your emergency contact list. Your child will remain at the facility with their instructor or another recreation department staff person until someone arrives to pick them up.

## **Toileting Procedures**

Children in our Tots Prep programs need to be able to use the toilet independently. If an accident does occur, a call will be placed to the parent/guardian to come and clean/change the child or take them home to do so. Please dress your child in clothing that they can easily handle when using the toilet. Staff can discreetly help with belts, buttons and zippers when necessary.

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Please be advised that any medical expenses incurred are the responsibility of the child's family and/or family insurance.

## **Emergency School Closings**

The Brookfield Recreation Tots Prep programs are registered with the Emergency Closing Center and will be part of their routine notifications when they are contacted by staff here in the Brookfield Recreation Department that a program has been canceled due to unfavorable conditions. Notification will be listed as:

Brookfield Recreation Tots Prep Program  
and will include both the Recreation House and Water Tower facilities.

You may access the Emergency Closing Center information in the following ways: Radio (WGN Radio 720 or WBBM Newsradio 78); Television (Channels 2, 5, 7, 9, 32, or CLTV); by calling 1-847-238-1234; or online at [www.EmergencyClosings.com](http://www.EmergencyClosings.com).

## **Health Policy**

Your child's health and safety are of major importance to all. Children who are ill cannot be appropriately cared for in our program setting. In consideration of the other children and staff, please do not send your child to participate in the program if they show any of the following symptoms:

- Fever of 100.4 or higher
- Vomiting one or more times within the last 24 hours
- Diarrhea
- Draining rash
- Eye discharge or pink eye
- Symptoms of measles, mumps, chicken pox, scarlet fever, strep throat, flu or impetigo
- Green nasal discharge
- Lice or nits
- Fatigue that prevents participation in regular activities

Your child must be free from fever for 24 hours before returning to the program. If medication is prescribed, a full 24 hours of treatment is required before returning to the program.

Please notify your child's instructor or the Recreation Office as soon as possible if your child contracts any contagious/communicable disease and when it first appeared. If illness is contagious a doctor's note is required before returning to the program.

If your child becomes ill while participating in our program, they will be made as comfortable as possible, away from the group, until the parent/guardian or emergency contact person is called to pick up the child from the facility.

### **Strategies for the Separation Jitters**

Do not be disappointed if your child should cry or seem unhappy the first few weeks of the program. Separation can be stressful for both the parent and child, especially in the early weeks. The following suggestions may help make this time less stressful:

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### **Behavior Management**

Our Tots Prep staff is ready to provide an educational, safe, healthy, secure and fun experience for all participants. All children attending the program are expected to follow classroom rules and behave in an appropriate manner. The following Code of Conduct was developed to help ensure an enjoyable experience for all. The Tots Prep staff will introduce and explain the code to all participants within the first weeks of the program. Please review the list with your child so they are aware of the behavior that is expected of them.

Our Tots Prep staff and participants are asked to:

- Be respectful of all participants, staff and volunteers
- Follow direction given by staff
- Respect the program's facilities, equipment and properties, using them as they were intended
- Refrain from any activity that may cause harm to themselves, a participant, staff member or volunteer

The behavior code above may be amended, as deemed necessary by staff. The behavior code also applies to parents, guardians, friends, relatives or others accompanying the participants to the Tots Prep program.

### **Discipline Policy and Procedures**

All staff involved in the Tots Prep program manages behaviors in a non-punitive, age appropriate manner. Staff strives to be as consistent as possible with our discipline policy so the children know what is expected of them. Staff reinforces appropriate behaviors using the process of positive discipline, which instructs children as to what they should do rather than telling them what not to do. For example, saying "we walk inside the building" rather than "no running."

Guiding and redirecting children towards appropriate behaviors, helps them to gain self control, develop problem solving skills and learn to compromise when disagreements and conflicts arise. We believe we are best able to provide positive, encouraging educational experiences for your child by:

- Having a variety of activities available for the children
- Managing the program areas by limiting the number of children in each area of the room to avoid over crowding and to allow for sufficient materials and the opportunity for constructive interactions
- Redirecting behavior that is inappropriate to more appropriate alternatives

Redirection, along with a simple, clear explanation, helps children redirect negative actions to positive actions. For example, "We don't want to disturb any one else listening to the story, so remember to sit quietly with our legs pretzel style, facing forward". If group behavior becomes a problem in a certain area, that activity area may be closed and the children redirected to other activities in the room.

-Allowing for natural and logical consequences to help children learn to make good decisions.

The use of natural consequences helps children realize and internalize responsibility for an action and the result of that action. For example, "If we don't all help pick up at clean up time, we may run out of time for our music game today".

-Affirming appropriate behaviors, and giving positive praise to an individual or a group for behaviors we are trying to encourage. Affirming statements to an individual and/or the group, help children learn acceptable behaviors as well as build self esteem, develop confidence in their abilities and feel good about themselves. For example, "I like the way Billy is sharing the blue marker with Sara, thank you for being so thoughtful" or "Amazing work cutting those squares out for our project today everyone, let's give ourselves a hand".

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If Recreation Department staff determines that our program is unable to fit the needs of a participant, that child may be unable to continue in the program. If a child's behavior jeopardizes the safety of the children or staff, the child may be unable to continue in the program. Before any disenrollment takes place, instructors and administrators, along with parents/guardians will make every effort to try and accommodate the needs of the child and family.

On a final note, please be advised that consistent with the Village of Brookfield's Child Protection Policy (available upon request from the Brookfield Recreation Office) any form of hitting, corporal punishment, abusive language, ridicule, harsh or humiliating or frightening treatment, is illegal and is against our philosophy.