

Supplies

School Supplies

There is no supply list for the Great Adventures program. All "school" supplies are included in the program fee. Some classroom projects may require you to send in special items. Specifics for these projects will be communicated to you through your classroom teachers.

Disposable Cameras

You are welcome to send in a disposable camera with your child's name and program session written on it. Pictures will be taken of your child throughout the year. The camera will be given back at the end of the year so you can have it developed.

Clothing and Shoes

All participants should wear comfortable play clothing that can get dirty and they can manage alone in the bathroom. Accidents can occur. Please send a change of clothing in their tote bag to be used in case of an emergency. Shoes should be comfortable and easy to move around in. Gym shoes are encouraged. During the winter months we discourage children being sent to school in boots.

Scholastic Book Clubs & Fairs

As an added benefit of your participation in the Great Adventures program, opportunities will be available to place orders through Scholastic Book Clubs. Follow instructions that will be sent home with book order forms. There is a 2-3 week processing and delivery time for book orders. We will also host a Scholastic Book Fair in the Springtime. ****There is no obligation to purchase from Scholastic Book Clubs or Book Fairs.**



Recreation/Administration Center
23729 W Ottawa Street, Plainfield
815-254-8812



The following information is designed to better acquaint you with Philosophy, Policies, and Procedures of our program. This booklet may come in handy throughout the year. It explains items that may be encountered during the year.

Please do not hesitate to contact us if you have any questions or concerns at any time.

815-254-2992

greatadventures@plainfieldparkdistrict.com

Plainfield Park District
Great Adventures Program

Locations

Heritage Professional Center
24023 W. Lockport Street
Plainfield

Streams Recreation Center
23419 Cedar Creek Lane
Plainfield

Facility Number: 815-439-4557

Program Philosophy

Great Adventures has been designed to meet the physical, social, intellectual and creative needs of children ages 3 to 5. It is based on the premise that children learn through play. Play serves as “child’s work”, a time when new discoveries and friendships are made. Through play, children learn to communicate with words, express feelings, explore, create, problem solve, make decisions and much more.

In addition to creative free play, there will be a balance of teacher directed group activities as well. Exposure to letters, numbers, colors, shapes, and other beginning concepts will occur in an introductory manner.

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Show and Share

Show and share will coincide with your child’s snack day. Your child may bring in a book, a picture (either a photo or something they drew), or a important toy, that they would like to share with the other participants. All items must be able to fit inside their Great Adventures tote bag. Public speaking can be a frightening event, for all ages, so please talk with your child about what they plan to share to help them “prepare”.

SPECIAL EVENTS AND IN-SCHOOL FIELD TRIPS

Birthdays

We LOVE to celebrate birthdays. Special consideration is given to coordinate your child’s birthday and their snack day. Please inform your child’s teacher if you would like to bring in a special birthday snack. **NO** cupcakes, please, they cause more problems than you may realize.

Class Parties/Parent Volunteers

During the year there will be opportunities for parents to help out with special projects, events or class parties. Halloween, Valentine’s Day, and the End of the Year will be celebrated with a special activity/party. Approximately 4 to 5 parents from each room, per party, will be asked to be “Room Parents” and they will organize and execute a 1 hour event for their child’s classroom.

Each classroom also has opportunities for parents to come in and help in the classroom during a regular school day. Please check with your child’s teachers for their classroom policy and sign up.

Family Events

In an effort to incorporate families into our program, we offer a Holiday Program/Potluck, Spring Family Festival, ALL Program Picnic, and End of the Year Program. These events are open to the participants and their immediate family. An adult must accompany each participant at all times during these events. Class times and locations may be adjusted to accommodate these events.

Visitors and Field Trips

Throughout the year we will bring special community helpers and miscellaneous programs and experiences to the program facilities. We have found this to be a great learning experiences for the children. Specifics of these “specials” will be communicated through announcements, newsletters, and facebook.

GENERAL INFORMATION

Tote Bags

All participants will receive a Great Adventures canvas tote bag. Although children may want to bring a backpack from home, we ask that only these tote bags be sent with your child to class each day. Decorate it at home with your child that expresses their particular interests.

THE CLASSROOM

Circle Time

This is an important time, during which the children meet as a group to discuss the calendar, weather, and other exciting happenings of the day. Appropriate classroom behaviors and listening skills are introduced during this time. Circle time also may consist of songs, finger plays, stories, and group games. A brief period of “show and share” may also occur during circle time activities.

Free Play

During the classroom time children will be able to participate in creative free play. They will have opportunities to choose from a variety of individualized and small group activities including, but not limited to, play-doh, books, table games, building blocks, free art, dress-up, kitchen play, transportation play, and other miscellaneous play equipment.

Arts and Crafts

Opportunities will be provided to create projects that reflect a theme and develop fine motor skills such as cutting, gluing, pasting, tearing, painting, coloring, and cooking. We believe that it is the process of “*doing*” that is so important, **NOT** the final product. Not all of these projects can or will be brought home. They may be used for program and hallway decorations. On these occasions, ask your child to “*tell you about the finished piece of work*”.

Music and Movement

Hopping, jumping, skipping, stretching and running in place is a great way for children to use their energy in a positive way. Exploring music through rhythm and song by participating in finger plays, musical games, parachute play, and using musical instruments, encourages children to express emotions and become comfortable with the way their body moves.

Snack Time

This is a favorite part to the children’s day. Snack days will be assigned by the classroom teachers and assignments can be found on monthly class calendars. Each participant is asked to provide snack time “goodies”, juice, cups, and napkins, for the entire class, approximately 4 to 6 times during the year. A classroom snack should be nutritional and simple to eat. A light colored or clear juice is recommended, however, juice boxes/pouches are also acceptable. Please have any fruit or vegetable that may need to be peeled and/or cut up, prepared at home prior to sending. Exceptions to the nutritional snack are made for birthdays. Fruit snacks will **NOT** be served.

If you are unable to fulfill your snack day assignment due to vacations, previous appointments scheduled, or illness please contact the teacher or program office so other arrangements can be made for your classroom. If your child is absent due to illness send in snack and juice the following class day when possible.

POLICIES AND PROCEDURES

Arrival and Pick-Up

Program hours are 9:30am-12:00noon (Morning Session) and 12:45pm-3:15pm (Afternoon Session). We will be using a drive-up system for **arrivals** only. A teacher will help your child out of the car and escort your child to their classroom.

At pick-up time, please park your car and come into the building to get your child. Children are more secure when they know Mom, Dad, Grandma, Grandpa, or Sitter will be there to pick them up. **The Great Adventures staff reserves the right to check, any and all, ID’s of persons picking up a program participant.*

It is important to pick up your child from class on time. A late pick up fee of \$20 will be charged if your child is picked up more than 15 minutes past the dismissal time of your session. In addition to the \$20, a \$5 fee will be charged for every additional five minutes that your child has not been picked up. The fee must be paid by the following class day before your child will be admitted back into the classroom.

Carpools

If you wish to carpool, you will be responsible for making your own arrangements and telling other parents any important information given out that day regarding the program. You must fill out the carpool section on the back of your child’s emergency form. If someone who is **not** listed on your child’s carpool form will be picking up, please notify your child’s teacher or the program office by sending a note or telephone call. You may make changes to your carpool list by adding or removing names at anytime throughout the school year. *Carpools are not recommended the first week of class.*

Discipline

Keeping early childhood development in mind, discipline will be a constructive learning experience for all children. First attempts will use positive reinforcement. Communication between the teacher and parent is key. The use of discipline shall not be humiliating, frightening or physically harmful. If disruptive behavior continues to occur, or our staff has concerns about your child’s development in the program or the ability of development for other participants in the program, we will re-evaluate your child’s enrollment and recommend another Park District program that may be more suitable.

Parent/Teacher Conferences

Due to the recreational nature of our program, we do not set up formal conferences. If at any time during the course of the year you have a concern about your child’s development or experience, please feel free to give your child’s teacher a call to set up a time that you can meet.

Washrooms

Please have your child use the washroom prior to leaving home if possible. If your child needs to use the facilities assure them that it is ok to let their teacher know.

PUBLICATIONS AND WEBSITES

Classroom Calendars

Each participant will be given a classroom calendar before the beginning of each month. Calendars notify you of daily themes, snack assignment, special events or visitors, and projects that are specific to your child's classroom.

Newsletters

A monthly newsletter, printed on the back of each class calendar, will provide more specific details of any upcoming events, vacation days, special visitors, etc. that will happen during that particular month within your child's classroom or throughout the program. Health alerts will also be included in the newsletter. This is an important means of communication that keeps you aware of your child's experiences at Great Adventures.

Emergency Forms

All participants must complete a Great Adventures Emergency/Permission Form. This form was included in your orientation packet and needs to be on file in our program office ASAP. You can also download it from: plainfieldparkdistrict.com > Programs & Events > Great Adventures > Emergency Form

In event of a serious accident or injury the emergency form provides us with vital information when decisions or communication needs to be made quickly regarding your child.

Websites

Great Adventures calendars, newsletters, and other important forms can be found and downloaded at: plainfieldparkdistrict.com > Programs & Events > Great Adventures.

Facebook

Great Adventures classrooms can be found on Facebook during the school year. This is a great way to post reminders of upcoming classroom activities, program events, post pictures, and communicate with teachers in a professional manner. Postings on Facebook are part of our school curriculum and are not to be used as public forums for general public use. The Park District may edit or delete materials that are posted on Facebook at anytime. **You are under no obligation to participate on Facebook.**

HEALTH INFORMATION AND SAFETY

Absences due to Illness

If your child is experiencing any of the following, please keep him/her at home and notify the program office of their absence.

- Any fever within the previous 24 hours
- Has vomited or experienced diarrhea within the last 24 hours
- A new cold less than 3 days old
- A constant/disruptive cough or heavy nasal discharge (green or yellow)
- In the first 24 hours of taking any antibiotic
- Is cranky, fussy and generally not themselves
- Has symptoms of a possible **contagious** disease which may include but not limited to head lice, hand/foot/mouth disease and flu.
- Has symptoms of a possible **communicable** disease which may include but not limited to chicken pox, measles, strep throat, and pink eye.

Communicable Diseases

Parents must notify the program office in instances where a student has a suspected or confirmed communicable disease. In order to promote the best possible health in our program, the following guidelines are to be observed regarding communicable diseases:

- **Pink Eye** - Exclude from school until 24 hours after start of medication
- **Chicken Pox** - Exclude from school until 24 hours after last pox scabs over
- **Strep Infection** - Exclude from school until 24 hours after start of antibiotic

Illness During School Hours

Participants who become ill during program hours will be assessed by the teachers and/or director. If a condition is found where the child is no longer able to participate in classroom or program activities, parents will be notified and then asked to come and pick up the child from the program. Please follow illness guidelines before sending your child back to school.

Allergies

Due to peanut products causing severe allergic reactions in some children, we have become a "Peanut Free Environment". All food sent in should include an ingredient list on the packaging. For the safety of our participants any food containing peanuts or peanut bi-products will not be served. **NO EXCEPTIONS.** Teachers will also check for any other food allergies specific to their classroom.

Physicals and Immunizations

Health physicals and specific immunizations are not required to enroll in Great Adventures. Your child should, however, be up to date on all immunizations prior to the first day of class. A copy of your child's immunization record must be on file in the program office by September 30th in order for your child to continue to attend class. In addition, a copy of a birth certificate also needs to be on file in the program office.