



Geneva Park District

Friendship Station is a joint program between the Geneva Park District and the Geneva School District. This inclusion program is staffed by Park District and School District employees and has benefited all of our preschoolers.

2016-17 School Year

Philosophy

The Friendship Station Preschool is guided by the philosophy of learning through play. Play is where the child learns how to share, create, cooperate, interact and solve problems. Each child is individual and unique, our emphasis is placed on developing a positive self-concept. In keeping with the guidelines of School District 304 regarding early learning and literacy, our preschool program will provide appropriate activities to enhance literacy enrichment of the young child. Support for all children will be provided by loving, knowledgeable staff in a collaborative working partnership with family, park district and school district.

The children have experiences in art, singing, games, storytelling, cooking, rhythm and movement. Through these activities the child develops self-control, physical coordination and social skills. A carefully planned program allows the preschooler to freely explore his/her environment, himself/herself and others.

Large Motor Skills are developed with the aid of special equipment during outdoor play and climbing periods. Singing and movement assists in rhythm development.

In each classroom manipulative play materials help satisfy the child's interest to create. Finger plays, storytelling and dress-up help to stimulate the child's imagination. Crafts and cooking projects lead the child to sense color, shape and quantity, in addition to developing coordination and agility.

The "world around us" is explored through activities relating to the child's physical and social environment, community and nature.

Curriculum

The 3-year old curriculum consists of: colors, shapes, fundamental concepts, an introduction to letters and numbers, fine motor skills (cutting, name writing, drawing, etc.), and basic classroom skills.

The 4-year old (M,W,F) curriculum consists of the following kindergarten readiness skills: letter and number knowledge, concepts, literacy, sequencing, rhyming, problem solving, music experiences, and fine and gross motor activities.

The 4/5-year old (M-F) curriculum consists of the same elements as the 3 day program with the opportunity to further develop children's skills in problem solving, self-expression and sustaining longer periods of engagement.

If you have questions regarding the preschool program or have registration questions please call Kelly Wales, Recreation Supervisor at 630-262-2201 or email at kwales@genevaparks.com

FSP Location:

Angie Carlson - 630-444-8533
acarlson@genevaparks.com

Carrie Hollman - 630-444-8522
chollman@genevaparks.com

Jodeen Rogers - 630-444-8535
jrogers@genevaparks.com

Cindy Stuewe - 630-444-8531
cstuewe@genevaparks.com

Preschool Telephone / Email

Each classroom has a direct phone number. The phone will not be answered during class time. Your call will be sent to voice mail. Those messages will be retrieved periodically during the morning and afternoon. If there is an emergency and your child attends the GMSS Friendship Station location, please call 630-444-8500. If your child attends WAS Friendship Station location please call 630-463-3500 A message will then be sent to your child's teacher.

WAS Location:

Jan Parcell - 630-463-3574
jparcell@genevaparks.com

Parent Information & Newsletters

Parents will receive notes periodically informing them of upcoming special events or trips.

A newsletter is sent home every month, describing the topics to be covered, activities you can do at home, upcoming events and songs that are sung in class. In an effort to "go green" we will post newsletters and classroom information to our website at www.genevaparks.com

We encourage communication between parents and teachers. Teachers are always open to any suggestions of activities, songs and trips by parents.

Parent Helpers

We would like to offer parents (if parents are not available then grandparents, babysitter, sibling over the age of 18, etc.) the opportunity to see what their children are doing at school and participate in our fun activities. We ask parents to sign up for these dates at our open houses prior to the start of school. A calendar will be sent home monthly to remind you of these dates. The classroom teachers will inform you of the number of days you may sign up for during the year. We want to be sure all families have an opportunity to help out!

*Adults must present their drivers license to enter the facility.

Some of the duties of our volunteer parent helpers include:

- Help children remove coats, boots, etc.
- Help children during free play time.
- Play simple table games with children.
- Assist with craft projects.
- Help with clean-up after projects.

Please wear clothes that will be appropriate to the activities we will be doing. **Siblings are not allowed** when parent helpers are assisting. This is a time for you to assist the teachers and children in classroom activities.

Daily Schedule

Daily schedules are posted in each classroom. Teachers will explain this further at the orientation or you may contact them for details.

Share Bag

Two sharing bags for each class will be sent home daily along with a practice sheet. Please discuss the object with your child before he or she comes to school. Please send **one** item. Please send the bag back on the next school day.

Supplies

We would like each child to bring a **regular size** backpack and lunch bag with snack clearly marked with your child's name to school each day. This is how papers, art projects and other information is sent home. Please check your child's backpack every day after school to be sure not to miss important information. At orientation each child will receive a specific list from their class with a few items to bring during the first few weeks. During the year we may need additional supplies and will send a note home asking for specific items. Thank you for helping with this.

General Information

If your child is ill, please call your child's classroom teacher prior to class. Please notify us immediately if your child should develop a contagious disease while attending preschool, so that other parents may be notified of the possible infection. We follow the district 304 health policies.

If your child has experienced fever, vomiting or diarrhea within the last 24 hours, please keep him or her home. If students come to class not feeling well we will call the parents to come pick up.

Dispensing Medication

Medication will only be dispensed according to a doctor's written instructions and with approval from the parents. A medication request form must be filled out and signed by a doctor. The parent must instruct the staff members on the correct procedures for administering the drug. Staff will not give any medications that have not been prescribed by a physician.

Potty Training

The preschool staff will not be responsible for potty training. All children entering our Preschool program must be fully potty trained before the first day of class.

Clothing

Please send a complete change of clothing (pants, shirt, underpants and socks - no shoes) in Ziploc bag provided during the first week of school. This is necessary in case of accidents. Children should wear comfortable clothes and appropriate to play in and do messy activities. School day clothing choices should include: Clothes that your child can easily handle in the washroom; tennis shoes, athletic shoes, or other rubber soled shoes for safety in their participation in physical activities; and clothes that you do not care about getting dirty.

Snacks

Due to food allergies and food sensitivities, parents are asked to send one snack for their child every day.

We would like their snack to be carried to school in a small reusable lunch bag. Our classrooms are peanut safe zones and we ask you to please be aware of this when choosing appropriate snacks for your child. Snack is about 15 minutes and one item to eat and one item to drink is what works best. Please make sure all containers including the lunch bag are labeled with your child's name and that you include all necessary utensils (ie. napkins, spoons, etc.). Please be sure the snack is prepared the way your child will eat it.

Birthdays

We celebrate each child's birthday at school. We do this with crowns, singing and a brief discussion of birthday plans. We ask that any take-home treats (if you choose to provide) be **non-food items** (pencils, bubbles, stickers, etc.). You may want to sign up to be a "helper" on, or close to, your child's birthday! We celebrate all of the summer birthdays on a designated day in mid-May unless you wish to pick a different day during the school year.

If you wish to send party invitations home in backpacks we are happy to help with this as long as the invites are to ALL students or all of one gender in the class.

TOPICS TO BE COVERED

Welcome to School!

Me / Family / Home

Apples

Autumn

Halloween

Nursery Rhymes

Thanksgiving

Holidays

Winter

Beach

Bears

Valentine's Day

Community Helpers

Spring

Sports

Letters, numbers, shapes, colors and basic concepts are part of our ongoing curriculum.

Telephone Numbers & Addresses - Four Year Old Classes

Writing Name - Four Year Old Classes

Visitors / Field Trips

Peck Farm

Pumpkin Farm

Fire Station

Special Trips and Visitors (as planned)

Progress Reports & Conferences

Our 3 year old program allows for individualized growth progression and supports a transition into the 4 year old program. The 3 year olds will have two evaluation times throughout the year. The evaluations will reflect a child's progress individually and assess their skills in social and cognitive development, all within the learning through play environment and developmentally appropriate guidelines. They will be given in January and May. No conferences are held unless requested by the parent or advised by the teacher.

Our 4 year old program allows for individualized growth progression and supports a transition into District 304 kindergarten program. The four year olds will have three assessments/evaluations throughout the year:

- The first assessment is done in September to obtain basic knowledge skills for each child and to set up individualized objectives and goals for the school year. The assessment is continued to prepare for mid-year evaluation in November to continue to evaluate academic growth and progress for the teacher.
- The second assessment/evaluation is a Mid-year evaluation and will focus on kindergarten readiness and the parent's ability to see the child's progress.
- The final evaluation is a parent / teacher conference done in May. It will give overall progress with kindergarten readiness skills and allows the parent to continue to support their child's academic growth throughout the summer months.

Parents are encouraged and welcomed to ask questions and voice concerns at any time within the school year. A conference can be requested by the parent or advised by the teacher whenever necessary.

Arrival & Dismissal

3 year old AM	Tuesday / Thursday	9-11:30am	FSP-GMSS (Geneva Middle School South)
3 year old PM	Tuesday / Thursday	12:30-3pm	FSP-GMSS (Geneva Middle School South)
4 year old AM	Monday/Wednesday/Friday	9-11:30am	FSP-GMSS (Geneva Middle School South)
4 year old PM	Monday/Wednesday/Friday	12:30-3pm	FSP-GMSS (Geneva Middle School South)
4/5 year old AM	Monday thru Friday	9-11:30am	FSP-WAS (Western Avenue School)
4/5 year old PM	Monday thru Friday	12:30-3pm	FSP-WAS (Western Avenue School)

The first day of school will be a full session. Parents are requested to leave preschool even if their child is crying. Teacher and child can relate better when they have time alone together.

- * In case of severe weather (heavy downpours, thunder and lightning and below zero temperatures) a flag will be placed in front of our preschool entrance. The flag will mean that you need to either bring your child to the front door (arrival) or come to the front door to pick up your child (dismissal).
- * Weather related school closings for Friendship Station Preschool follow the Geneva School District 304 guidelines. Please watch TV stations 2, 5, 7, 9, Fox, WGN 720 Radio or Online at www.EmergencyClosings.com (type Facility Name (Geneva Middle School), Facility Location (Geneva, IL), Main Phone # (630-463-3600)). **If Geneva School District has a late start we will only have afternoon preschool.**

Child Release Procedures

Children will only be released to parents or guardians. If the child will be picked up by anyone other than parent or legal guardian, they must be on the child's emergency form and over the age of 18.

If you are involved in a carpool, please send a note explaining this to keep in our files.

Children should be dropped off and picked up on time. It is important for your child to be on time. Social groups and friendships form during free play. It can be difficult for a child to join a group that has already formed. Many times children fear that their parent has forgotten him/her when a parent is late. If someone other than the parent or carpool parent plans to pick up the child, be sure to let the teachers know.

Cell Phone Use

Please follow the Illinois Hands Free Driving laws while in our carline for drop off and pick up. For more information please visit www.isp.state.il.us

School Bus Laws

Please follow the Illinois Laws for passing school buses and speeding through school zones. For more information please visit www.isp.state.il.us

Raptor System (Bring your ID)

When entering Geneva School District 304 schools, all visitors will be required to present a driver's license or other state issued identification. Individuals that do not have this identification will not be allowed into our school. The identification presented will be held in the main office and will be returned when the visitor leaves the building. The building secretary will enter the identification into the Raptor V-Soft Visitor management System, which will cross-reference the visitors's information with a database of sex offenders throughout the United States maintained by Raptor Technologies and any court orders provided to the District to protect students.

Individuals cleared by the V-Soft System will be issued a visitor badge and lanyard that must be visibly worn while in the school and returned to the school office upon leaving. If a potential threat is identified the V-Soft System will instantly alert designated officials, such as administrators and law enforcement. In these cases, visitors will be denied access to the building.

Please be assured that this system is NOT meant to restrict access to our schools for our parents and community. Rather, proactive measures aimed at safeguarding our students and staff. Please visit the Geneva School District website (www.geneva304.org) to read some questions frequently asked of schools regarding the Raptor V-Soft Visitor Management System.

**Thank you for your cooperation and your commitment
to the safety of our students and staff.**

Directions

FSP-GMSS (Geneva Middle School South) Location

Children should be dropped off and picked up at the Friendship Station entrance. The car line should form on Blackman Drive and proceed to the entrance of Friendship Station (Entrance #17 GMS South). For the safety of the children, *please* adhere to this drop off and pick up policy.

Directions to Friendship Station Preschool:

From **Randall Road** turn west onto **Fargo Blvd.**

Take **Fargo Blvd.** to end of street; turn left (south) onto **Shoop Dr.**

Take **Shoop Dr.** to **Blackman Rd.** ; turn right (west)

Take **Blackman Rd.** to Friendship Station Preschool

*Please drive carefully as this is through a subdivision. Please follow all speed limits and traffic laws. **DO NOT BLOCK RESIDENTIAL DRIVEWAYS.**

FSP-WAS (Western Avenue School) Location

Details will be provided to registered participants at orientation.

Children should be dropped off and picked up at the Friendship Station entrance. The car line should form in the parking lot southwest of the school. For the safety of the children, *please* adhere to this drop off and pick up policy.

Directions to Friendship Station Preschool:

From **Randall Road** turn east onto **Fabyan Parkway.**

Take **Fabyan Parkway** to

Western Avenue; turn left (north)

Take **Western Avenue.** to school entrance

*Please drive carefully as elementary school children will be in session. Please follow all speed limits and traffic laws.

Behavioral Guidelines

In order to maintain a safe and enjoyable environment, a discipline policy has been adopted. The following policies are designed to preserve a healthy program experience for all concerned. The following repeated actions would constitute utilization of the discipline system:

1. Harming one's self such as, but not limited to:
 - a. Leaving grounds without supervision.
 - b. Leaving designated group without supervision.
 - c. Climbing on objects that are not recommended by staff.
 - d. Physical damage to self.
2. Harming others such as, but not limited to:
 - a. Fighting.
 - b. Throwing objects at or near others.
 - c. Hitting, kicking or biting others.
 - d. Extreme verbal abuse and use of profanity.
 - e. Showing disrespect to other participants and staff.
 - f. Bringing or using weapons, i.e., knives, glass, sharp objects, etc.
 - g. Other aggressive behavior.
3. Damage to property
 - a. Tantrums resulting in damage to property.
 - b. Breaking, damaging or destroying property.
4. Theft
 - a. Consistently taking any item that does not belong to the child.

NOTE: Parents of program participants are responsible for ANY damages caused by their child.

Discipline Procedures

In most cases Park District/School District staff will use modeling, re-direction and verbal warnings. In a few cases time-outs may be used. If these methods do not work for your child and the behaviors continue parents will be contacted. If behaviors persist, the following discipline procedures will be followed.

1st - A conference will be set up with a parent or guardian and teachers and will result in written documentation.

2nd - A second conference with parent or guardian, teachers and additional resource staff.

3rd - One day suspension and a 3rd conference with parent or guardian, teachers and additional resource staff as needed.

4th - Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program. There will be **no refunds** for days missed due to disciplinary actions.

NOTE: The Park District reserves the right to dismiss your child at anytime to insure the safety of all children and staff.

Fees & Refund Policy

Please refer to the Geneva Park District brochure for current rates and refund policies.