

A Parent's  
Guide to  
**Tot  
School**  
2024-2025



Park District of Franklin Park



# Tot School

## 2-year old class



2024-2025 School Year  
Tu & Thu

August 20, 2024 - May 1, 2025  
9:15 a.m. - 11:30 a.m.



Lead Teacher: Lora Davila (ldavila@fpparks.org)  
Location: Community Center

**Absence Line:** 847-455-2852





**Program Manager:** Sabrina Rivera  
847-451-8136 or srivera@fpparks.org

For more information, visit [www.fpparks.org](http://www.fpparks.org) for information, permission slips, and more.

Park District of Franklin Park  
Community Center  
9560 Franklin Ave  
Franklin Park, Illinois  
847-455-2852



## Class Objectives

-  To provide educational and recreation opportunities for three and four year old children
-  To serve as a pre-kindergarten experience through organized and free-play activities as well as creative expression
-  To guide the child in experiencing the enjoyment that comes from group and individual contact
-  To help the child develop an interest in a variety of subject areas



## Our Curriculum

The program is designed to prepare your child for Playschool or Preschool. The curriculum focuses on language, social, and emotional development, fine motor skills, safety skills, creativity, music, singing, and cognitive development.

## Learning Through Play

Tot School's purpose is to provide education through developmentally appropriate practice, which includes play. Play is a child's most important work. Through play a child acquires cognitive, social, language, motor, and cultural awareness skills.

## Admissions

Tot School accepts any child whose needs can be met in its setting. In all cases, children must be able to participate and substantially benefit from the program without risk to themselves and/or others. **Students must be of age by September 1.**

## Our Staff

Our Tot School instructors are educated, experienced, and dedicated to the development of each child.

## Lesson Plans

Lesson plans incorporate age-appropriate activities revolving around specific, weekly themes that encourage imagination and the child's natural love for learning. Reading and math skills are reinforced throughout the play-based curriculum. Social and emotional development is emphasized through hands-on experiences where children strengthen their skills by sharing with others and participating in a groups.

## **Clothing**

We work with many different types of materials (fingerprints, play dough, glue, etc.) and have a wide assortment of activities, so please dress your child in comfortable, washable clothing. Gym shoes are strongly recommended. Please mark your child's personal belongings with either a name tag or identifying mark.

## **Personal Hygiene**

Tot School students do not need to be potty trained. If your child has an accident, you will be called to come immediately and change him/her. If a teacher notices a child's diaper is full causing it to fall, a parent will be called. Please be sure that people on your emergency list are aware of this policy. Teachers are not allowed to change your child or assist them in the washroom. Repeated accidents result in dismissal from the program. To help prevent an accident, please take your child to the bathroom before class.

## **Illness Policy**

For the protection of all participants and staff, and for the comfort of your child, please keep your child home if he/she has any of the following symptoms: wet cough, fever, diarrhea, vomiting, rash, thick nasal discharge or discharging eyes or ears (i.e. Conjunctivitis), except for a sty, and lice. Your child must be free of fever, diarrhea, or vomiting for a full 24 hours without medication before returning to a Park District program.

## **First Aid**

For minor cuts, bumps, bruises or scrapes, staff will administer first aid and complete an accident report form. Soap, water, Band-Aids, and ice packs are the primary forms of treatment.

## **Emergency Medical Attention**

If your child becomes acutely ill or sustains a major injury while in our care, and requires medical attention, Park District staff will call 911. At the time of registration parents sign a consent form authorizing the Park District to provide emergency care through paramedics, and when necessary a local hospital. Parents will be notified to proceed to the hospital's emergency room by Park District office personnel.

An accident/incident report will be completed and placed in the child's file. The child's teacher will make a follow-up phone call to the child's home the same evening of the occurrence.

## **Allergies and Medical Conditions**

If your child is allergic to any type of food or medication or has an existing medical condition (asthma, diabetes, etc), please let your teachers know before the first day of school and include the information on the emergency form.

## **Parent Notification**

Please check the class bulletin board and parent Facebook group regularly for notices regarding class schedule, special requests, etc. In addition, a monthly calendar of topics and events is sent home with your child.



## **Parent/Teacher Conferences**

We schedule one individual parent/teacher conference at the end of the year. If you would like to meet with the teacher at anytime throughout the year, you can email her to schedule it.

## **School Closings**

In the event of extreme weather conditions, public school closings or an emergency situation that would cause classes to be canceled, parents should call the absent line at 847-455-2852 to receive information. Classes are not made up unless determined by the Program Manager.

## **Class Cancellations**

The Park District reserves the right to cancel any class due to insufficient enrollment.

## **Refunds**

No refunds are made after the term is in session unless authorized by the Program Manager. This request must be submitted in writing.

## **Arrival/Drop Off**

Drop-off your student in the classroom with the teacher. The Tot School classroom is located on the first floor in the Willow Room. Please be sure to sign-in and out with the teacher in the classroom.

**Drop-off Time: 9:15 a.m.**

## **Departure/Pick Up**

Staff will sign your child out inside the room at the end of each class time. Pick up your child no earlier than the designated time the class ends.

*THIS IS FOR YOUR CHILD'S PROTECTION.*

**Pick-Up Time: 11:30 a.m.**

## **Parking**

Street and side lot parking are available to parents. **Please do not park in the fire lane located directly in front of the building's main entrance.** This area must remain clear for emergency vehicles. Do not leave small children unattended in a vehicle during drop off or pick up times.

## **Late Pick Up Policy**

If your child is not picked up immediately after class, a \$1.00 per minute fine will be charged after the first 5 minutes. Please call the Community Center at 847-455-2852 if you are running late.

**Please park your car in the Community Center lot. Do not park your vehicle in the fire lane located in the front of the Community Center.**

## Behavior Policy

On occasion, a child enrolled in this program may find it difficult to meet the behaviors expected in a group learning environment. In this case, discipline and re-direction may be used as guidance to help the child develop appropriate social skills, gain self-control, and assume responsibility for their own actions. Young children are not born with these skills and adults need to help guide them through the experience. Problematic behavior can include harming one's self, harming others, and damage to property.

These guidelines are followed when a child exhibits problematic behavior:

1. Parents are notified of their child's problematic behavior through parent/teacher communication either in-person, phone, or email
2. In the event that the child's behavior continues to be an issue the Park District will schedule a meeting with the parents, teachers, and program manager to develop a plan of action to correct the behavior.
3. Following this meeting, if the behavior remains unaltered and no other feasible solutions can be provided, dismissal is therefore warranted. Parents will be notified as soon as possible if this decision is made by management.
4. In the event that developing conditions require a dismissal procedure that does not meet the above criteria, reasons for the dismissal will be provided in writing and approved by the director of parks and recreation.

## Aggressive Behavior

Any child exhibiting aggressive behaviors toward other children and/or staff, i.e., biting, kicking, punching, hitting, etc., and/or putting him/herself at risk will be disciplined as described above.

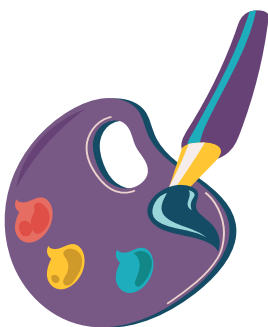
## Parent Behavior

In the event any parent threatens, is violent or harmful to their child, another child, a staff member, another parent or the environment, such an occurrence is grounds for immediate termination from Tot School. The Park District of Franklin Park subscribes to a strict, zero tolerance to any type or situation of violence.

## Questions

If you have any questions or concerns, we encourage you to discuss them with your child's instructors or Sabrina Rivera, Program Manager. You may contact her at 847-455-8136.

## Facilities



Community Center  
9560 Franklin Ave  
847-455-2852

Sunflower Nature Center  
10400 Addison  
847-671-9512

Ice Arena  
9711 Waveland  
847-671-4268

North Park  
10400 Addison  
847-678-4021

