SEEDLINGS

PRESCHOOL

Huntley Park District

Parent Handbook 2026-2027

Huntley Park District, 12015 Mill St., 847-669-3180

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Welcome to Seedlings Preschool

Our Seedlings Preschool program is for 3–5-year-old early learners.

Seedlings Preschool follows a play-based curriculum. This focuses on developing social skills along with self-awareness and the fundamentals of colors, shapes, numbers and more. This program is not licensed or regulated by DCFS.

Our activities address the social, physical, cognitive, emotional, language development and self-help needs of young children. With the support of amazing Park District facilities, parks, and amenities there is so much for your children to explore!

Play is the work of a child. Meaningful play encourages curiosity, discovery and problem solving. In our classrooms, you will find busy, happy and sometimes noisy children engaged in math, literacy, science, art, music and small motor activities. Our school uses the Letter People program, a puppet-based program, with all classes to help children learn the alphabet and letter sounds. As the children work and play, our college-educated teachers focus on the individual growth and self-esteem of each child.

Class offerings include
3-year-old
4-year-old
Mixed ages (3-4 year old)

- **Morning:** 9:00 - 11:30a
- **Afternoon:** 12:15 - 2:45p
- **Night Owl:** 6:00 - 7:30p
- **Dual Language:** 9:00 - 1130a
- **Lunch Bunch** 11:45a - 1:45p (for preschool students only)

Contact information

Registration Desk	847-669-3180 info@huntleyparks.org
Preschool Director Connie Lombard	847-669-0597 clombard@huntleyparks.org
Program Manager Erin Upshaw	224-650-6920 eupshaw@huntleyparks.org

PROGRAM CALENDAR

The Seedlings Preschool Program follows the D158 School Calendar. When school is not in session, preschool classes will not be offered. This includes holidays, no school days and weather-related cancelled days.

GENERAL PROGRAM INFORMATION

Enrollment is open to any child ages 3-5 years old. Enrollment is on a first come first serve basis, a waitlist will be started and enrolled when available.

All participants must be potty trained.

Participant Information Updates

If at any time the participant or parent/guardian's telephone number, address, or other pertinent information changes, please notify the Registration Desk to update your Household Account. As well as updating the information with your preschool teacher.

Absentee Process

For any absences, please contact your teacher or Miss Connie, clombard@huntleyparks.org or 847-669-0597

DROP OFF AND PICK UP PROCEDURES

All Seedling Preschool classes are held at the REC Building located at 12015 Mill St.

Upon drop off and pick up, park in the main parking lot. When in the building, take a left to enter the preschool wing.

You must walk your child to their classroom. The preschool hallway will open up at 8:55, close down and then reopen at 11:25. In the afternoon it will be 12:10 and 2:40.

All parents MUST indicate on their Participant Information or epact who is authorized to pick-up and may be required to provide ID. Staff will not release children to anyone other than individuals that you authorize through the Participant Information Form.

All students must be checked in and out with preschool staff. Please make sure to connect with your teacher at those times.

Late Pick-Up

Please make sure to pick up your child promptly after the end of class or Lunch Bunch. After five minutes, parents will be billed $1.00 per minute thereafter.

Participants whose parents are habitually late (more than 5 times) may be removed from the program. Police will be contacted at 30 minutes if the child is not yet picked up and communication is not received/returned. If you are going to be late, please call and inform the staff.

Proper Attire for Seedlings Preschool

Your child will be involved in all kinds of play, some of which will involve messy materials. Clothing should allow for active games each day.

Weather permitting, children will head outside to play on Miss Connie's Playground. Please send your child appropriate clothing for the weather.

What not To Bring to Preschool

Other than required items such as backpacks, no other fabric items should be brought to the program. Toys are not permitted, and other personal belongings should remain at home as much as possible. Please ask the staff for directions if there is a specific item, you'd like your child to bring.

Snacks
Please provide a snack and drink daily for your child.

Classes are not "peanut free." Please inform staff if your child has a peanut allergy and fill out an *Allergy Action Form* and we will make appropriate accommodations.

If your child requires medication, please speak to the staff immediately.

Photographs
Photos and video footage are periodically taken of people participating in Park District activities, attending a class or event, or using the Huntley Park District (HPD) facilities or property. Please be aware that by registering for an activity, participating in an activity, attending an event, or using District facilities or property, you authorize the HPD to use these photos and video footage for promotional purposes in HPD publications, advertising, marketing materials, brochures, event flyers, social media, and the Park District's website without additional prior notice or permission and without any compensation to you. All photos and videos are property of the HPD.

Seedlings preschool uses a photo share app called Class Dojo. Pictures are viewed only by invite. You should receive an invite by the start of the school year. This is a fun way to see what the kids are up to during their class time.

HEALTH, SAFETY, AND MEDICAL ACCOMODATIONS

Please complete the Participant Information Form, some classes will be using an electronic software and others will be sticking to the paper form for the upcoming school year. For those using the electronic software, ePACT, that is where you complete your Participant Information. An email from ePACT will be sent upon registration.

Allergy, asthma, or permission to dispense medication forms can be found on the website and need to be completed before the first day of school.

Provide your student's vaccination records to the front desk. This form can be found on our website.

First Aid Procedures
In cases of minor injury, the staff will administer simple first aid. Parents won't be notified for all minor incidents that occur, staff will treat and resume activities. Parents will be notified for more serious injuries and illness that interfere with participation for an extended period of time. For more serious injuries requiring medical attention, the staff will call 911 and contact the parent(s) immediately. If neither parent can be reached, the staff will try to reach the emergency contact person specified on your participant form.

Sick Procedures
Parents will be called to come pick up their child if the child is vomiting, has a fever, or diarrhea. You must take your child home if they exhibit signs or symptoms of illness or when their needs require prolonged individual staff attention. Staff is required to report any cases of communicable diseases to the local board of health. Such reports shall include the name and home address of any individual in the program known to have or suspected of having a communicable disease. **Please do not send a sick child to class. If you are not sure please keep your child home and contact your child's physician for additional guidance.**

Head Lice
Any child who is found to have head lice/nits will be sent home immediately and will not be allowed to return to the program until his/her head is free of lice/nits. Please assist with reducing the risk of contracting head lice by following these few simple guidelines below:

1. Remind your child to not share combs/brushes.
2. No sharing hats.

3. Check your child's head daily.
4. Notify the Program Manager immediately if a problem exists.
5. Begin treatment right away. (Staff can provide information on treatment of head lice.)

Environmental/Medical Accommodation Procedures
Special accommodation includes conditions that require emergency medications. This can include, but is not limited to, diabetes or severe allergies of which these conditions require insulin or an Epi-pen. If the request along with all needed documentation is not presented to the Park District in a timely manner, participation within the activity can be delayed or denied.

Medication Procedures
The Huntley Park District recognizes that participants may require the consumption or administration of both prescription and non-prescription medications to maintain health. We require you to fill out the *Permission to Dispense Medication Form* before any medication will be accepted. These forms should be completed before the first day of attendance. Medicine should be brought to school and given to your teacher. Medication will be secured and administered by the staff daily.

Allergies/Asthma
If your child has a severe allergy (nuts, bee stings, etc.) and/or if there is a prescribed EpiPen, please complete an *Allergy Action Plan*. If your child has Asthma and may need to use an inhaler, please complete an *Asthma Action Plan*. These forms can be found at our registration office.

Inclusion Request Procedure
If you believe a one-on-one aide is needed to support an individual within a Huntley Park District activity you can indicate that when you register. When registering online you will be asked the question "Does the participant have a special need?" This question is used for a variety of requests including one-on-one aides, medication needs, allergy needs, or other special accommodations. When you answer this question, this will prompt a staff person to reach out to you. An accommodation will be considered after a conversation with the parents of the participant. If necessary, medical notes and a formal assessment by our partner agency Northern Illinois Special Recreation Association may be necessary to determine what sort of accommodation is needed. Some of the supports available can be, but are not limited to a one-on-one aide, sign language interpreter, rule modification, or supply adaptation. We ask that participants give us at least two weeks prior to the activity starting, more if possible, to best evaluate and accommodate your need. All participants must meet the Essential Eligibility Guidelines explained on the previous page. We offer a recreation-based program, and our staff are trained to assist, redirect, refocus, and help individuals participate in the activities offered in our program. Our staff are not clinically licensed or certified and accommodations are based on the abilities of our staff to work with the needs of the participant. We will work with parents in the initial evaluation and on an ongoing basis if there are concerns about appropriate care. We want to ensure that your child is in the best place for their respective needs. Unfortunately, depending upon the level of personal care needed, our staff may not be the most qualified for your individual situation.

BEHAVIOR MANAGEMENT PROCEDURE

All participants are expected to exhibit appropriate behavior. The following guidelines have been developed to help make children's programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff.

CODE OF CONDUCT

Huntley Park District insists that all participants comply with the following basic behavior code. All participants shall:

1. Show respect to all participants, staff, and volunteers.
2. Follow program rules and take direction from staff.
3. Refrain from using abusive or inappropriate language.
4. Refrain from threatening or causing bodily harm to self, other participants, or staff.
5. Show respect for equipment, supplies and facilities.

6. Not possess any weapons.

Discipline
A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Huntley Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

Procedures
Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. Also, the inclusion coordinator from the Special Recreation Association (SRA) should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If any participant exhibits inappropriate actions, the following guidelines should be followed:

Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:

- First occurrence: Verbal warning
- Second occurrence: Time-out. (Approximately one minute per age.)
- Third occurrence: Loss of Privilege. Conduct Report given. Parent/guardian notified.
- Three Conduct Reports: The Recreation Manager will contact a parent or guardian to request a meeting (in person or over the phone as necessary) to discuss disciplinary problems and solutions.

NOTE Any violent, physical or threatening actions may receive an immediate conduct report and may result in a suspension from the program. The Park District reserves the right to suspend/dismiss a participant whose behavior endangers the safety of themselves or others, continues to violate program rules (intentionally or unintentionally) and/or if inappropriate behavior does not stop.

PAYMENT INFORMATION
Seedling Preschool Fees
Monthly preschool fees will be charged monthly on the 15th of the month. The amount will be debited from a credit or debit card you have put on file. Participants will not be allowed to attend the program if session balance is not paid in full, prior to the next month beginning.

Cancellations/Refunds
All cancellations must be made in writing by completing the Refund Request Form, https://www.huntleyparks.org/cancellation/. No verbal cancellations will be accepted. No refunds will be issued after the start of the billing cycle unless accompanied with a medical note. No refunds or credits will be given for days your child does not attend the program. We are unable to prorate fees for days missed due to illness, vacation, behavior suspensions, etc. If cancelling out of the program, please make your request in writing at least 7 days prior to the next billing cycle.

Seedlings Preschool Tax Information
Seedlings Preschool is a recreation activity, depending on your circumstances the cost of the program may qualify as childcare for a tax deduction. If you and your tax advisor decide you can use this, the tax ID number is 36-26-14811. Please retain your receipts for tax purposes. The Huntley Park District does NOT send out a tax statement. If you need a copy of your monthly receipts you may go online and view/print your payment history.

How do I login online? Go to https://webtrac.huntleyparks.org/wbwsc/webtrac.wsc/wbsplash.html

1. Enter your Username & Password
2. Scroll over MY ACCOUNT near top of page and click on Childcare Statement (found under Reports)

3. You will see a column of Your Household Receipts with receipt numbers and dates, click to view and print individual receipts.

I do not have a Username or Password, how do I receive one?

- Contact the HPD Registration Office at 847/669-3180 ext. 1 and request to have a username and temporary password emailed to you.

LUNCH BUNCH PROGRAM INFORMATION (for preschool participants only)

Lunch Bunch is held daily, 11:45a-1:45p. It meets directly after morning classes, and will switch classrooms, there will be a sign outside the classroom being used upon pick up. Each day will be a different theme. The program is staffed by our preschool teachers and aides. Children must bring their own lunch and a beverage unless it is on a day that we pick up food.

The program is only for children who are registered in our preschool program.

Your preschooler must be registered to attend. Schedules will come out monthly.

Fees:	Pre-registration	$12
	Day of registration	$15
	No registration	$20 (if you do not pick up your child after class and they attend Lunch Bunch without being registered.)