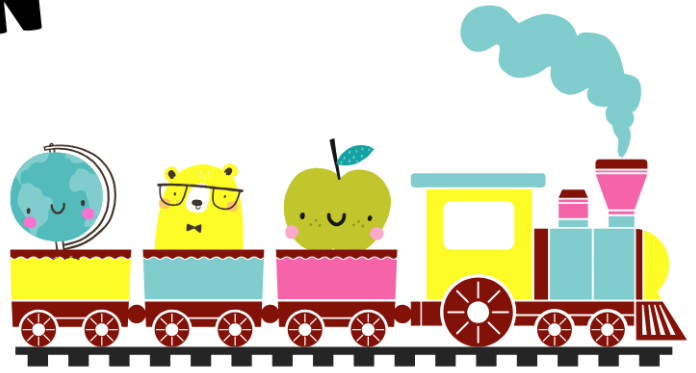


ENGLE JUNCTION PRESCHOOL



2026–2027 School Year **PARENT HANDBOOK**

CHOO-CHOO
All Aboard
the Fun Express



Lindenhurst Park District
2200 East Grass Lake Road
Lindenhurst, IL 60046
847.356.6011
www.lindenhurstparks.org



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Engle Junction Preschool Philosophy & Curriculum

It is the goal of Engle Junction Preschool to provide a safe and nurturing learning environment where each child and family is recognized and appreciated. Our curriculum is founded on the belief that children learn best through creative play and exploration, thus our classrooms and curriculum have been carefully designed to promote varied learning experiences. Children participate in individual, small group and whole group activities on a daily basis.

Engle Junction Preschool strives to prepare our preschoolers for elementary school by incorporating activities into our program that promote development of social, emotional, physical, cognitive, and language skills. Our teachers recognize the unique learning styles, needs, and interests of each child and work diligently to offer learning experiences that are developmentally appropriate considering our students' ages, individual needs, and social and cultural contexts.

Payment Details

A \$50 non-refundable registration fee will be charged at the time of registration. A one-month tuition deposit (used for May) must be paid at the time of registration to secure your space for the upcoming school year; this deposit is non-refundable after August 15.

Eight equal payments will be automatically withdrawn from a credit or debit card on the first day of each month beginning in September (the last payment will be withdrawn on April 1). A \$40 late fee will be applied if a payment is returned for insufficient funds or an expired credit card on file.

Tuition payments are based on the total number of school days divided into nine equal monthly installments.

Refund Policy

Refunds will not be given for days missed due to injury, illnesses or vacations. Refunds for a partial month's attendance or withdrawal mid-month will not be given. If you would like to withdraw during the school year, contact us prior to your next monthly installment. Your child will be welcome to attend through the month.

The tuition deposit paid at time of registration is counted as your last month's tuition payment. This deposit is non-refundable after August 15. If you withdraw before August 15, a refund less a \$10 service charge will be issued.

Tax Information

The Lindenhurst Park District Tax ID Number is 36-3586427. All payment and registration information is available to you via your household account through our registration system. Contact Lori Friedl, our Guest Services Manager, for additional details.

Staff Contact Information

Meghan McCarthy
Recreation Program Manager
847.356.6011 x1005
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Susie Derrick
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Kat Varadi
Preschool Aide
Preschool A x1011

Laura Greig
Preschool Teacher
Preschool D x1013
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Carol Johnson
Preschool Aide
Preschool D x1013

Location

Engle Junction Preschool meets at the Thomas J. Lippert Community Center (2200 East Grass Lake Road) in dedicated classrooms; Preschool A, Preschool B, Preschool C and Preschool D. In addition to the preschool classrooms, Engle Junction Preschool has access to a full-size gymnasium, dance studio, early childhood playground, athletic fields, and nature trails for gross motor development and exploratory learning.

Class Arrival and Pick-Up

Please arrive to class on time and pick-up your child promptly at the end of class. All parents/guardians and individuals with written pick-up authorization will be required to sign their child in at the beginning of class and out at the end of class. Classroom doors will be locked five minutes after the start of class. Please arrive to preschool promptly to avoid disrupting class activities. If you arrive after the classroom door is locked, please check in at the front desk so a phone call can be made to the teacher. All children must be dropped off inside their classroom.

If someone other than yourself is picking up your child or they are not on the approved pick-up list; written permission must be given prior to the pick-up, and the individual must present a state identification card or driver's license. No child will be released without written permission from a parent/guardian and verification of identification.

If students are outside for pick-up, please enter our facility, gather your child's items and meet us outside.

Late Pick Up Policy

A \$10 fee will be charged every 10 minutes of tardiness. You will receive a notification of the charges and will see these charges reflected on your household account. If you anticipate being late, please call.

Parking

Please remember that all vehicles MUST be parked in a legal parking space. At NO time is any vehicle permitted to stop, park, or drop-off in the fire lane directly in front of the Lippert Community Center, along the curb from the front doors to the area in front of the band shell. If there are no parking spaces available in the upper parking lot, please use the large parking lot near the gym. Parking regulations will be monitored and strictly enforced; your cooperation is appreciated as it helps maintain a safe environment for all of our patrons and preschoolers.

School Closings

The Engle Junction Preschool Calendar is located on page 2. Emergency closings will be communicated by email, posted on our Facebook page (<https://www.facebook.com/lindenhurstparkdistrict>), and announced on our website. Emergency closings will not be made up.

What to Bring

Each child will need to bring a backpack or bag with a complete change of clothes (shirt, pants, socks, and undergarments) and a water bottle daily. Each child will have a cubby and hook on which to hang jackets and bags. All clothing, personal items, and backpacks should be labeled with your child's name. Staff are not responsible for lost/stolen belongings.

Supplies Needed

A school supply list is listed in the front of this handbook. Please bring your school supplies to the Meet and Greet or with you on the first day of school. These supplies *DO NOT* need to be labeled with your child's name as they will be used as community supplies in the classroom.

Personal Property

Staff and volunteers are not responsible for money, valuables, or personal items. There will be no personal toys, games, or electronics allowed at preschool except for show-and-tell. Please label your child's belongings with their full name.

Photo Policy

Periodically, Park District staff will take photos of children in class. These photos are for Park District use in the program guide, website, social media, pamphlets/flyers or promotional materials.

Newsletter/Calendar

Newsletters will be sent home at the beginning of each month. Any special announcements or program needs will be noted in the monthly newsletter.

Parents will also be given access to the Engle Junction Preschool Homeroom App. Information on how to use the Homeroom App will be provided at the start of the school year.

Communication

From time-to-time your child will come home with a note and/or project. Please check your child's backpack daily to remain informed about classroom activities. Please turn any paperwork, homework, or written communication in directly to the classroom teacher. Communication will also be shared through the Homeroom App. If you have any questions/concerns, please feel free to contact preschool staff directly or call our office at 847.356.6011.

Classroom Centers

Engle Junction Preschool has four unique classrooms. Each classroom is equipped with various centers designed to create defined activity areas that limit distractions, foster more complex play, and promote collaboration & socialization. Within each classroom, you find the following:

- Dramatic Play Center - Equipped with fully stocked kitchen.
- Art Exploration Center - Equipped with double-sided easels and various art materials & tools.
- Science Discovery Manipulatives - Equipped with natural objects, nonfiction books, and scientific tools such as magnifying glasses, magnetic wands, and microscopes.
- Student Writing Center – Students will have access to dry erase boards and writing material.
- Library - Colorful picture books, nonfiction materials, and comfortable cushions.
- Math and Manipulatives - Puzzles, pattern activities, counting & sorting objects, and more.
- Sensory Table - includes a variety of sensory exploration activities.
- Music and Movement - Instruments, parachute, and ribbons galore!
- Toys and Games - Purposefully selected to help children develop cognitively, emotionally, and socially.

Engle Junction Preschool Daily Schedule

The Engle Junction Preschool daily schedule is designed to incorporate individual, small group, and large group interaction between children and their peers/teachers. The children are kept active and engaged throughout their day. All aspects of the curriculum, as well as classroom centers and toys, are carefully selected to encourage exploratory learning.

Individualized Play and Centers (Young 3's Program)

As children arrive, they are encouraged to engage in individualized play. The play centers are open; and manipulatives and sensory materials are available for exploration.

First Circle Time

The first circle is short as the children are eager to play and begin their day. Teachers will introduce the theme, letter/number and project, etc. so the children will know what to expect for their day. A short story relating to the theme may also be read at first circle.

Individualized Play/Centers & Small Group Project

Children will work in small groups under the supervision of a teacher at the project table (art, science, etc.). Teachers will ensure that all students have the opportunity to come to the table before clean-up. While children work in small groups at the project table, the other children are actively engaged in individualized play.

Clean-up Time

Children clean-up toys and manipulatives and prepare for second circle.

Second Circle Time

The second circle is longer than the first as the children are ready to focus for a longer period of time after enjoying individualized play and a small group project. At the second circle, the children will review the letter/number. They will discuss the calendar, weather and sing songs before enjoying a story. Time for sharing is also incorporated into the second circle time.

Snack

The child will wash their hands and enjoy a small snack. After snack, children will wash their hands and read stories while waiting for their classmates to finish.

Table Time

Three and Four-year-old preschool and pre-kindergarten classes will participate in table time activities. These activities include worksheets, science experiments, and other activities to promote kindergarten readiness.

Gross Motor Activities

The day ends with gross motor activities to develop and strengthen muscles and coordination. The children will enjoy the playground, grassy field, sports gym, play equipment, and/or large group games.

Dismissal

Parent/Guardians must sign out their child at dismissal. If your child's class is on the playground at dismissal time, please pick them up on the playground. During our preschool program, our classes will be using Engle Junction Tot Lot. Once students have been signed out from our program, you are welcomed to use the other playground.

Outside Play

Please be advised that we may play outside on cooler days. Please dress your child appropriately. The weather changes quickly, so send extra layers when necessary. On snowy days, preschoolers should change out of their snow boots and into shoes before entering the classroom.

Field Trips

Engle Junction will take two field trips during the year. As these trips get closer, permission slips and information will be sent home. Parents/Guardians are required to attend all field trips, provide transportation for their child to and from field trip locations, and are asked to join in on the fun. There will be no preschool or enrichment on field trip days for children who are unable or choose not to attend the field trip. Field trip fees are non-refundable.

Birthdays

Preschoolers that would like to celebrate their birthday may send non-edible birthday treats such as bubbles, pencils, party favors, stickers, or coloring books to be distributed to classmates. Teachers will recognize each birthday child in a special way.

Classroom Celebration Days

Preschool will have three celebrations throughout the year: Halloween, Winter, and Valentine's Day. Classroom teachers will plan and implement activities for each celebration day. Celebrations are held during the last hour of class on assigned celebration days.

Food Allergies

For everyone's safety, all of our classrooms have been designated as "nut-free"; although we cannot guarantee that nuts/nut products will not be brought into the classroom. This means we attempt to avoid peanut butter, foods containing peanut oils, or foods processed on machines that also process foods made with nuts from entering the classroom during preschool hours. If you have questions, please ask your child's teacher. Parents of children with food allergies will be required to fill out a "Food Allergy Action Plan", which must be signed by the child's physician.

Snacks

Children will take turns bringing a snack to share with the class. We encourage parents to bring snacks that are healthy and nutritious. Each classroom will have a set student snack calendar to follow, that teachers will send home each month. If you have to provide a snack for your child due to other allergies besides nuts, you will not be asked to supply a classroom snack, however if you/your child would like to, let your teacher know. Please check the ingredients in all snacks to make sure they are nut-free and made in a nut-free environment. Examples of daily snacks may include, but are not limited to the following:

Applesauce	Fruit Bar	Popcorn	Saltines
Cheese & Crackers	Pretzels	String Cheese	Teddy Grahams
Dry Cereal	Gelatin	Raisins	Ritz Crackers
Fish Crackers	Graham Crackers	Rice Cakes	

Sick Child Policy

Children who are sick must stay home if they have any of these symptoms: sore throat, persistent cough, rash, diarrhea, nausea, vomiting, fever, earache, discharge from ears, eyes, or nose, or any diagnosed communicable disease. Children who are exhibiting these symptoms during class will be sent home. All children must be symptom free for 24 hours prior to returning to class (symptoms include: fever-without fever reducing medication, vomiting, diarrhea). A fever is a temperature of 100.4 degrees or higher. Please call the Park District at 847.356.6011 if your child will be absent from school.

Should a child become ill at preschool, the parent/guardian will be contacted and must be picked up as soon as possible. If a parent/guardian cannot be reached the emergency contact will be called.

If a child is diagnosed with an illness or communicable disease (chicken pox, head lice, measles, etc.) contact our office at 847.356.6011. Families will be notified of an illness in their classroom; the child's identity will not be shared. A doctor's note may be required for your child to return.

Medication

If your child needs medication dispensed during program hours staff may be authorized to do so if the proper forms have been fully completed. If medication must be dispensed, contact the office at 847.356.6011 to obtain the proper forms.

Code of Conduct & Behavior

It is the responsibility of the parents/guardians to discuss the Code of Conduct with their child(ren) and reinforce the importance of appropriate behavior at park district programs.

Lindenhurst Park District Code of Conduct

- Show respect to all participants, staff and volunteers.
- Use appropriate language when communicating with participants, staff, and volunteers. Foul and obscene language will not be tolerated.
- Do not purposely cause bodily harm to participants, staff or volunteers.
- Do not communicate threats, inappropriate comments or actions that may be considered as any type of harassment, direct threats or actions that pose a threat by gesture, words or actions.
- Exhibit tolerance and courtesies and commonly accepted behavior towards our diverse community.
- Exhibit good sportsmanship at athletic events, whether as an active participant or spectator.

Lindenhurst Park District Behavior Management Policy

If improper behavior occurs parents will be informed. If a second incident occurs, a meeting will be held with the appropriate Manager, and/or a Park District administrator. If improper behavior continues, the child may be asked to leave the program.

Behavior Management Techniques

Program staff will employ several methods of behavior management when working with children including redirection, positive reinforcement, warnings, and breaks.

Behavior requiring correction will result in redirection to a more productive activity. Redirection may involve altering the way a child is using a toy or may require changing the activity or location in the room. Redirection is suggested to a child in a gentle, positive, and discreet manner.

If redirection fails, staff will notify the child of the behavior more directly by issuing a warning. One warning will be issued giving the child an opportunity to alter their behavior; staff will offer suggestions when necessary. A warning without a change in behavior will result in a break.

Children requiring a break will be addressed in a gentle, discreet, and non-threatening manner. Breaks are not communicated as punishment or negative. Breaks are considered and described as an opportunity for the child to reflect on their behavior, calm their body/mind, and consider an alternate behavior. No child will have a break that exceeds their current age in minutes; example: a three-year-old would only have a break, up to three minutes long if necessary. No specified break area is identified in the classroom. Example: children needing a break could sit in a chair at a table not being used, or on the carpet of a non-occupied area of the room. Children who continue the behavior may be removed from the activity and required to play elsewhere.

Staff will notify parent/guardian of disciplinary incidents when the child's behavior is reoccurring, harmful to self or others, or impacting the quality or integrity of the program.

Lindenhurst Park District reserves the right to suspend or dismiss a participant whose behavior endangers the safety of themselves or others, or if the behavior negatively affects the program. Refunds will not be issued for behavior-related dismissals.

Special Recreation Services & Inclusion

Participants who require reasonable accommodations to successfully participate in the program are encouraged to request accommodations as soon as possible and no later than the time of registration. Inclusion assistance is provided by Warren Special Recreation Association (WSRA) to residents of Lindenhurst Park District.

Restrooms

Preschool Rooms C and D have restrooms located within the classrooms. Children can use the bathroom as needed and if necessary, will be prompted by a teacher to take a bathroom break. Preschool rooms A and B have bathrooms located across the hall. Children can use the bathroom at any time and will be supervised in the hallway.

Children enrolled in Engle Junction Preschool must be able to use the bathroom independently. The routine use of diapers or pull-ups is not permitted (unless enrolled in our Early 3's program). Accidents can occasionally happen with preschoolers. If your child has an accident at school, we will place their soiled clothing in a bag, which will be stored in their cubby. While the teachers do not change soiled clothing, they will provide assistance as needed and follow up with a phone call home.

Conferences & Progress Reports

Each child enrolled in preschool will participate in progress assessments throughout the school year. Teachers will send home a progress report in the fall (four-year-olds class) and in the spring (all classes). Parents will have an opportunity to make an appointment with their child's teacher to discuss assessments, if necessary, in the spring.

Information Changes

Please inform the Guest Services Manager of any changes to personal information by calling 847.356.6011.

Firearms/Weapons

In accordance with Chapter 8, of Municipal Code: Weapons of Ordinance 14-08-05, No person shall bring, carry or use knives, firearms, explosive substances or weapons.

DCFS License Exempt

Engle Junction Preschool is not licensed or regulated by the Department of Child and Family Services (DCFS).

Questions/Concerns

Should you ever have any questions or concerns, call the Park District at 847.356.6011.