

# Early Childhood Program Report

Fiscal and School Year 2016-17



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## Introduction

The Glencoe Park District has become a popular destination for early childhood programming in the community. Having a dedicated wing of the Takiff Center allows for a wide variety of high quality class offerings. Early childhood programming specifically serves participants who range in age from 6 weeks though five years old before entering kindergarten. Once a participant enters kindergarten, they largely begin participating in general recreation programming as opposed to early childhood opportunities.

Early Childhood programming is divided into three areas:

- The Early Learning Center is a traditional half-day program that serves ages 2 through 4 with parent-tot classes for ages 12-24 months. Classes are available in either morning or afternoon options.
- The Children's Circle area of early childhood is a full day preschool. This program works to meet the needs of working parents who need more programming than the half-day option. Children's Circle is open Monday-Friday from 7:00am to 6:30pm and only closes on major holidays and for a week in August and December. Children's Circle begins serving children as young as 6 weeks old up through age 5 before entering kindergarten.
- Early Childhood enrichments and special events are seen as supplements to the Early Learning Center and Children's Circle programs. Daily classes allow young children to participate in activities they are specifically interested in such as sports, arts, literacy, math, and much more. Special events also work to create a sense of community among early childhood families and provide another service to the community.



Another early childhood programming area that is located in the Takiff Center, but not operated by the Glencoe Park District is Glencoe Junior Kindergarten. GJK has been a licensee inside the Takiff Center for a number of years. This provides another option for early childhood programming within the community. This organization is celebrating 100 years of early childhood programming in 2017.

## Marketing & Promotion

Marketing for early childhood programs is done primarily through the seasonal brochures, which are sent out three times per year in fall, winter, and spring. Over 87% of residents cite the Park District brochure as their primary way to learn about upcoming programs and events. The seasonal brochure is displayed as a flipbook and downloadable PDF on our website, and each program category has its own webpage with details on the season's offerings. Over 50% of residents attribute the website to the source of their Park District information. We also regularly include articles in the Glencoe Quarterly with details about preschool registration, new staff members, and trends in early childhood learning.



One of the biggest ways to promote early childhood programming is by drawing attention to the exceptional classrooms and facilities. Staff monitors parenting groups on social media sites, and invite those looking for a preschool or daycare program to take a tour. The marketing department also prepares materials for tours, including folders for staff to give to prospective parents. In addition, the Park District hosts an annual “Messy Morning” event, which acts as a preschool open house. Marketing staff uses multiple channels to promote the

event (social media, email, flyers, traditional media) as well as a targeted direct mail piece that is sent to parents within a five-mile radius of the Takiff Center. A 30-second commercial on targeted On-Demand Comcast shows and on social media channels has also been used to market early childhood programming. The commercial drew increased program awareness and resulted in several tours of the facility. Early childhood initiatives were highlighted as a feature in Glencoe Park District Gold Medal application and video.

In addition, REACH TV screens at Watts and Takiff are used to display advertising messages for new or low enrollment programs. Staff uses boosted social media posts on Twitter, Instagram, and Facebook to advertise low enrollment and new programs. Programs are also cross-marketed to patrons using email blasts; for example, an ELC parent may receive email notifications about adult ceramics or parent night out programs. 42% of residents find out about programs from word of mouth. Knowing this, the customer support and recreation teams take extra care in providing excellent customer service to our participants. In addition to in-person customer service, staff is expected to respond to email and social media messages promptly in relation to specific programs.

# Early Childhood Facility Upkeep & Projects

## *Capital Projects*

The most recent capital improvement affecting the early childhood program was the installation of the new roof at the Takiff Center. A large part of this project took place above the early childhood wing. In the 2017/18 fiscal year, the main focus of capital improvements at the Takiff Center will continue to have a facility-wide impact beyond just the early childhood programs. Staff remains focused on improving site parking by adding spaces near the maintenance area and where the old skate park was located. With the increased parking, staff expects drop off and pick up to be improved not just in ELC, but around the entire facility. In addition, a new walking trail will be available for early childhood participants to go on daily walks. This will eliminate the need for staff to walk through the Takiff Center parking lot during their daily outings.

## *Daily Facility Cleaning/Upkeep*

The early childhood wing is maintained by a dedicated group of full and part-time staff. Bill Eldridge leads the team that includes a full-time facility technician and two full-time custodians. Key players in the regular upkeep also include six regular part-time custodians. Each day in the early childhood wing the following areas are maintained including; bathrooms, classrooms, program rooms, lobbies, and offices. Staff routinely changes light bulbs, cleans carpets, services HVAC units and maintains the automatic door system. Staff also performs the same function for GJK. ELC is one of the first areas of the District to be cleared of snow, with staff often starting before 5:00am to ensure the entrance is open by the daycare start time of 7:00am. This programming area of the facility usually takes on a high priority to ensure our youngest participants are kept safe and the facility creates a great impression for lifelong Park District users.

## *Minor Projects/Facility Improvements*

In the 2017/18 fiscal year, several small-scale repairs and improvements were made in the early childhood wing. Refrigerators in a number of classrooms were replaced, blinds were repaired, cabinets replaced and improvements were made to the ELC playground. During the annual facility shutdown in August, the trees in the ELC parking lot were trimmed and the gym floor was resurfaced. The facility is on a regular interior painting routine with high profile areas painted at least once a year.

Behind the scenes improvements include the replacement of the Building Automated Control System which manages the temperature in the early learning center as well as the entire facility.



# Early Learning Center Preschool



Naomi Garvett, Early Childhood Program Manager, manages Early Learning Center. Jessica Stockl recently joined the early childhood management team in June of 2017. As early childhood educators, the staff of the Early Learning Center programs works to set the stage for each child's individual achievements. Trained teachers observe and assess a child's developmental accomplishments

and work to provide an atmosphere of play-based learning. The preschool staff plan fun, engaging activities that build upon what children can do, encouraging exploration and fostering self-esteem. The play-based curriculum philosophy intentionally guides and extends a child's play to ensure children achieve key developmental milestones across seven learning domains:

1. Personal and social development
2. Language and literacy
3. Mathematical thinking
4. Scientific thinking and technology
5. Social studies
6. Creative expression
7. Physical development

Making learning fun is at the core of the Early Learning Center program. Each day, highly trained staff guide the children as they select activities and materials to explore and use creatively. Staff has found that children will often want to learn more about a topic after engaging in playful, hands-on activities because they had fun. Glencoe Park District teachers also spontaneously adapt their lesson plans to include unique teachable moments that are inspired by the children's interests. For example, if the lesson is on the solar system but the children are captivated by the rain falling outside, the teacher adjusts the lesson to focus on weather. Here at the Glencoe Park District, we thrive to provide innovative programming creating memorable experiences for each and every child.

The Early Learning Center program is very focused on recruiting and retaining the best staff, which develop and grow with the Park District. This approach makes the staff in this area an attractive part of the ELC when recruiting new participants to the high quality preschool program. The curriculum, teaching strategies, and environment reflect research-based knowledge about the way children develop and learn. The Early Learning Center program is designed to be developmentally appropriate. Teachers consider the strengths, interests, and needs, as well as the culture of each child in the group. The staff provides care so that children feel safe and secure in their preschool environment.

Use of technology has becoming an interesting debate in the early childhood area and an area of growth or improvement in the Early Learning Center. While it's important to utilize technology to maximize learning and implement new lesson planning, the ELC program remains focused on authentic, non- screen teaching. In the upcoming years this program will implement more use of communication through technology so families can have more real-time information about their child's program and a better understanding of day to day activities happening in class. This will be an area we work carefully on to still allow children to explore through play and not have too much screen time.

Another current challenge for the preschool program are the meals and snacks that are required to be provided to students per DCFS standards. Last year, staff moved from an outside catering vendor to an internal food service. After some initial challenges, the in-house food preparation and distribution is going very well. Staff continues to look into other cost effective, but healthy snack options for preschool. Traditional snacks such as graham crackers and pretzels are lower in cost but higher in carbs. Staff is researching

and cost comparing other items that will provide healthy and kid-friendly snack options, which has been a frequent request of parents.



The specific classes associated with the Early Learning Center are introduced below. Staff is constantly researching and following early childhood educational trends to ensure that the Glencoe Park District preschool program is able to stand out in a highly competitive early childhood education market.

## Early Learning Center Program Details

*2 year old program:* For children turning 2 years old by September 1

*Staff:* Christina Pepe, Jennifer Munck & CJ Smith

*Overview:* This program focuses on social learning and language development. Teachers enrich the day with songs and rhymes, stories and conversation, and build vocabulary. Participants will use equipment such as media tables, experiment with paint, and expand creativity with role playing toys. The goal of this program is to make learning happen naturally and organically, with lots of choices and opportunities to explore.

*Parent events:*

- Potluck
- Winter party to end the calendar year
- End of year bagel breakfast

*3 year old program:* For children turning 3 years old by September 1

*Staff:* Jackie Kozelka, Pat Beaudroux, Cindy Dinham, Natalie Daverman & Sonja Anderson

*Overview:* Teachers of this program instruct through modeling appropriate social behaviors and support as children begin to negotiate and problem-solve. Special units bring learning to everyday experiences; a class trip to the grocery store sparks a host of new understandings about classifying, color, and nutrition, and sets the stage for imagination. Learning in the 3's room follows a developmental model; children learn through real, hands-on experiences, using their curiosity to drive discovery.

*Parent Events:*

- Thanksgiving sharing Program
- Dad's night
- Mother's day program
- End of year bagel breakfast

*4 year old program:* For children turning 4 years old by September 1

*Staff:* Jackie Kozelka, CJ Smith, Kathy Kraemer & Bobbie Shore

*Overview:* In the 4-year-olds class, the focus is placed on learning rapidly to prepare for the kindergarten year to follow. Curriculum is strong and embedded; numbers become real through counting games and routines; letters draw life from songs, storytelling, rhyming, and a host of situational experiences. Cooking is used to teach science and socialization, as the fruits of children's efforts are enjoyed together. Use of social stories promotes deepening imaginative play, cooperation, and cognition. Learning is interactive, with plenty of opportunities for children to follow their interests, test, and explore.

*Parent Events:*

- Ice Cream Social
- Thanksgiving sharing program
- Chinese New Year Celebration
- Dad's night
- Mother's day program
- End of year picnic



## Preschool Enrichment Programs

Children are never too young for enrichment opportunities. Teaching children how to play with other children and learning new skills benefits them in the long run. It not only helps them develop confidence and social skills from a young age, but enrichment programs are considered critical because the brain is developing so rapidly in this age group. Research shows that learning art, music and other enrichment skills can help children excel in ways beyond the basic ABCs.



Enrichment classes provide a different environment than what children experience at home. Enrichment programs let participants become explorers and discoverers of the world. Classes are not designed to push children into specialization or over programming, but instead provide an environment rich with opportunities to explore and learn in ways that come naturally to them. The Glencoe Park District has dedicated enrichment teaching staff that works as a team to provide the highest level of care and developmentally appropriate programs for children. Besides academics, each staff member is chosen for their energy, creativity, enthusiasm, and their passion for early childhood education.

In the spring of 2017, the Park District conducted a thorough analysis of enrichment offerings from area preschools and the Park District. It was identified that there were a large number of enrichment programs offered and often times Glencoe Park District preschool enrichment classes were competing with one another. Moving forward, staff plans to spread out the offerings and condense programs that were low in participant and popularity in the fall and winter of 2016-17. Staff will also continue to follow the trends of the education field and match enrichments with what is wanted in the community and by families.

**STEM (science, technology, engineering, and math) enrichment classes:** STEM classes allow for compounded learning either before or after preschool classes. The two most popular enrichment classes in this area are Math, Magic, and More and Explore and Discover. Sharon Stern and Keri Ringel are the teachers for these two classes. They carry a terrific reputation in the community and make the classes fill quickly when registration opens.

- Math Magic and Move
- Explore & Discover

- Jr. Travelers
- Amazing Animals *New in 2017*
- Jr. Builders *New in 2017*

**Sports and Athletic classes:** Sports classes are very popular at the Park District. Instructors who run these programs are able to teach young athletes how to take turns, follow directions, and practice teamwork while playing with others. Athletic programs for early childhood participants can increase physical literacy, confidence, and can have positive effects in other areas of life.

- SNAG Golf
- Wide world of sports
- Pre-Karate

**Literacy classes:** Similar to STEM classes, literacy classes allow for supplemental learning and exposure to letters and reading. The most popular class, Alphabet Antics, taught by Cari Resis and Sarah Packer, sends children on an adventure each week to learn about a new letter of the alphabet. Classes also integrate stories with unique snacks and work to prepare children for kindergarten curriculum.

- Lunchtime stories *New in 2017*
- Alphabet Antics
- Cooks& Books
- Literacy FUNdamentals

**Arts & Dance classes:** The Glencoe Park District uses the skilled and experienced visual and performance arts instructors and contractors it has to offer a wide variety of arts enrichment classes. Children have the opportunity to express themselves, learn, and explore through classes focusing on music, dance, clay, and other art media.

- Music & More
- Mitey Movement
- Tot Clay Play
- Clay Play
- Kids in Motion *New in 2017*
- Budding Little Artists *New in 2017*
- Sticky Finger cooking *New in 2017*
- Tiny & Mini Footlighters
- Ballet
- Hip Hop



## Children's Circle Full-day Preschool



Children's Circle provides working families with a safe, comforting, and supportive environment for their children. The full-day program allows families to enroll their children in preschool without having to look for before and after care options. Each day brings the opportunity for a new learning moment. The Children's Circle program operates daily from 7:00am to 6:30pm and prides itself on minimal days off. The program only breaks for one week in the summer, one week before the New Year, and other major holidays.

Learning through play is the core of Children's Circle. Each day offers children the opportunity to explore different materials and to learn through a variety of activities. Children learn best by doing. The day encompasses sensory exploration, art, free play, story time, songs, and more. Learning is always hands-on at Children's Circle. Children's Circle also incorporates additional learning similar to preschool enrichment classes. Additional learning opportunities include Spanish, yoga, music, and gym class. The Children's Circle teachers are experienced educators that implement learning strategies based on each individual student.

Children's Circle has placed a significant focus on the communication between families and staff. In order to continue to build upon this strength, the program will be introducing the Brightwheel App starting July 31. Over the course of August, starting with the infant classroom, staff will be rolling out the introduction of the app. Brightwheel will give the parents the opportunity to receive live updates on their child's day. The app allows all digital communication to occur in one place for easy accessibility and open communication.

In addition to the implementation of technology in this area, Children's Circle has experienced some changes this year including opening an infant room, cooking meals in house, adding new teachers, and a change in the Early Childhood Program Supervisor position. Staff continues to evaluate the program's growing needs and make changes based on the evidence-based best practices. One way this is done is through an Early Childhood Advisory Group. This group was formed in September of 2017 and is used as another method of collecting feedback and improving communication with parents. Since the group was formed, staff has seen satisfaction in the program increase because of staff's responsiveness and ability to make changes based on feedback received at advisory group meetings.

One area of continued challenge has been a high turnover rate of Children's Circle teachers. The Glencoe Park District has been very fortunate in its ability to retain long-time teachers and have very low turnover for a number of years. However, with changes taking place in this area, as well as a number of teachers expressing feelings of being burnt out and looking for new opportunities, new teachers have been brought on staff

over the last year. The new staff members that have been hired are highly educated and are focused on reexamining practices and processes. New members of the Children's Circle team have brought an energetic and innovative attitude that precipitates down to program participants. Leadership staff continues a focus on high standards when it comes to hiring new teachers. Steps have been taken to ensure wages are competitive and Children's Circle positions are attractive to Early Childhood Education teachers.

As in any program, there is always room for growth. This year staff will be focusing on using the kitchen in the Takiff Center to develop a creative and healthy menu that allows students to try new foods and expand their food choices. Early childhood encompasses an important time in life where children set their food preferences and nutritional standard for life. The Children's Circle program has hired a nutritional consultant to focus on a wide variety of healthy food options that create a well-balanced diet.

Another area for growth is parent and family involvement in the school. The program offers several parent and family events such as Beach Night, Potluck Dinner, and Back to School Night. This year the Beluga room added a Preschool Graduation night which was well received by parents and children. Staff will continue adding events such as Muffins with Mom and Donuts with Dad to encourage parent involvement in the Children's Circle program as well as show an added value to the program. Staff continues to improve on-site communication with parents through a Parent Bulletin Board that has been added to display important information and family resources.

With the addition of the infant program, the list of competitors in the area became smaller. There are only a handful of programs on the North Shore that offer infant care. Due to the range of ages accommodated in Children's Circle, families are able to join the full day preschool program at the Glencoe Park District sooner than others in the area. This helps to retain students and families from infancy until they begin kindergarten.

### **Children's Circle Program Information**

*Jellyfish (6 weeks-15 months)*

Lead Teachers: Jaclyn Cunningham, Aileen Aviles

Assistant Teachers: Stella Geller

Opening just one year ago, the infant program has proven to be a strong need in the community. This fall, the infant room will be operating at maximum capacity with twelve students per day and currently has a waiting list. The teachers focus on the care and attention of each child. The room is very individualized to each child's needs. Although this room houses the youngest students, they participate in art, music, and sensory



exploration. The lesson plans are written for each individual child due to the great differences in development during the first year of life. Each day the infant room is full of milestones, growth, and laughter. The infant room is based on the warmth and compassion created by each of the teachers.

During the school year the infants:

- Learn sign language
- Participate in a music enrichment class
- Work on transitioning to the school schedule to move to Frogs
- Develop consistent schedules for eating and sleeping

### *Frogs (15 months-2.5 years old)*



Lead Teacher: Anne Fosco  
Assistant Teachers: Justyna Twardowski, Cristina Pepe, Liz Olson

The Frog classroom is a space for the children to explore while learning boundaries. The teachers begin to introduce school rules to the children while still allowing them the freedom to learn and play. The teachers provide structure by creating a weekly theme and daily lessons that aid the children in their learning process. The theme is apparent though the use of art, media tables, songs, and stories.

Due to the short attention span of this age group, this class transitions frequently throughout the day to keep the children active and engaged. There is a great focus on the gross motor needs as these children gain confidence in their movement. The Frogs spend a total of two and a half hours a day in the gym or on the playground to give the children space to develop.

During the school year the children:

- Participate in a music enrichment class
- Begin to use their vocabulary to communicate with teachers
- Enjoy a visits from outside entertainers

### *Starfish (2.5-3.5 years old)*

Lead Teacher: Marsha Cohen

Assistant Teachers: Nathaniel Mills and Sydney Kroll

The Starfish classroom is where the children start to gain significant independence. Through the use of free choice, toilet training, and structured group activities, the teachers create an environment where the children learn self-regulation skills. The children build upon their vocabulary through the interaction with staff and friends. In the

Starfish room, students learn how to interact with one another and develop appropriate social skills. The lesson plans are driven by the Starfish's natural curiosity of the world around them. You will often find these children asking "Why?" as they are self-driven to learn about their environment. In this age group, learning is a natural process through the use of play.

During the school year the children:

- Participate in yoga and music class
- Participate in gym classes with Coach Miriam to enhance their gross motor skills
- Begin to gain independence in the choice of center play



*Belugas (3.5-4.5 years old)*

Lead Teacher: Rose Pepe

Assistant Teachers: Amanda Frugo and Dina Steindler

The Beluga room takes play and makes it applicable for soon to be kindergarteners. The day provides space for the children to work on handwriting, storytelling, numbers and letters; all while playing. The teachers have created a dictation station where children are free to tell their stories while teachers actively listen and write them down. These stories allow educators to peek into the minds of the children and gauge learning and progression. The classroom recently implemented new ways to transition the children throughout the day. When winding down for rest time, the class has been learning one yoga pose a week. The yoga poses help the children learn how to control their bodies while bringing the energy level in the room to a restful level. The teachers in this classroom are always bringing new, innovative ideas and methods to the Belugas. This past year the class spent time learning how the human body functions and the children created lungs out of paper bags to watch how they expand and contract.

During the school year the children:

- Learn how the body works
- Work on handwriting to prepare for Kindergarten
- Go on field trips to further the learning
- Participate in gym class to enhance their gross motor skills
- Learn Spanish

## **Special Events & Other Preschool Programming**

In addition to enrichments, the Early Learning Center, and Children's Circle, the Early Childhood Staff focuses on special events and auxiliary programming such as parent tot classes. These added opportunities for residents creates and fosters a sense of community among program participants and also exposes the Park District and potential

early childhood participants to the educational and recreational opportunities available through the agency.

### *Parent-tot*

The parent-tot program has been in existence for many years as an extension of the Early Learning Center. Enrollment and popularity of this program has fluctuated throughout its history. In fall 2016, parent-tot classes were offered on Mondays from 10:00-11:00am. The class ran at its minimum for the fall session, but did not run in the winter session due to low enrollment. In the fall of 2017, staff as adjusted the registration format. The program has been added to the preschool page of the brochure to highlight it as a preschool program. Staff has also changed it to a monthly fee for the 9-month school year. Staff is hopeful that the adjustments made to the marketing and logistics of the program will yield higher enrollment. The parent-tot program is an effective way to introduce young families to the Early Learning Center and retain them throughout their early childhood.

### *Preschool Special Events*

While the Park District offers a number of special events serving a variety of ages, some special events are specifically targeted towards preschool students and their families. Preschool specific events are offered to provide unique experiences that encourage learning. Events allow participants to observe, touch, see, and smell in ways that might not. It is a never ending part of their young lives. This 'learning' is a big reason why it is important for children to experience new things and new environments. Thus we put a lot of effort into organizing events that allow children to participate actively in their school community. These activities also bring Glencoe families together to bond and become a closer group.

Takiff Express Train Day was held on July 15 at the Takiff Center in the rear parking lot.



The event cost was \$8.00 per person.

This was a new event that was being offered for the first time and was very popular. Staff set an expended attendance goal of 75 and was very excited to report 170 came to enjoy the festivities. This event allowed children to explore their love of trains with a variety of train themed activities. Families rode in the express trackless train, jump in the bounce house, and play mini golf. They were also able to play with trains on train tables, dress up like a train

conductor and take a picture with a cardboard Takiff Train photo frame, shovel some coal and play in sand, and take home train themed art projects. With the success of this event and positive participant feedback, Takiff Express Train Day will become an annual event.

Messy Morning doubles as a special event for current preschool students as well as an open house for prospective participants. This year, Messy morning was held on January 31 and is free for those in attendance. The event features open preschool classrooms with staff led activities for children to explore. Children get to squeeze, squish, paint, swat, and experience messy activities that cannot be done at home. Activities this year included painting by throwing soaked cotton balls at a wall full of paper, shaving cream art, painting with your feet by walking across paper, and sensory tables full of Jell-O. Attendance was strong for this event with over 100 people.

The Park District also offers other special events that are not specific to Early Learning Center and Children's Circle participants, but are extended to the early childhood age range. Those events include:

- Daddy Daughter Dance
- Spring Egg Hunt
- Teddy Bear Picnic
- Mommy & Me Tea
- Fourth of July Preschool Games
- Meet the Machines
- Cookie Decorating Party
- Tots & Tunes series
- Itty Bitty New Year

## **Conclusion**

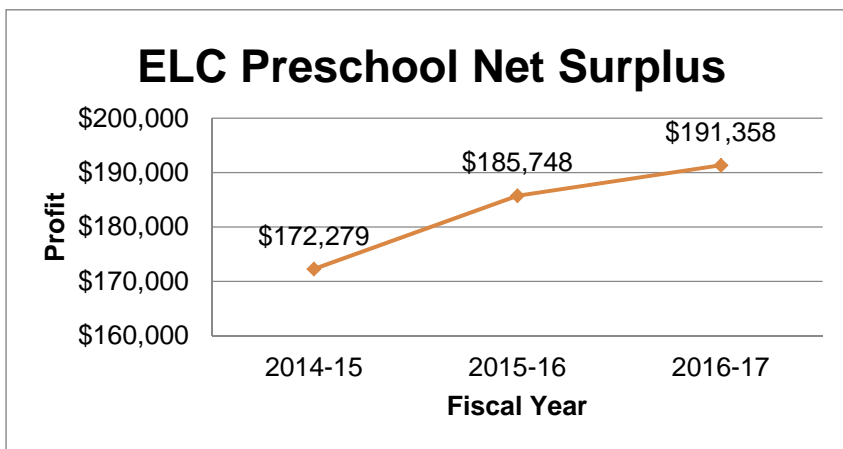
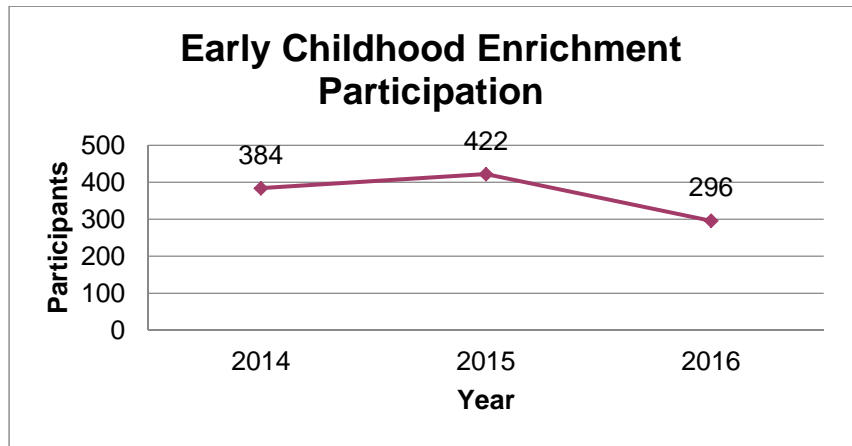
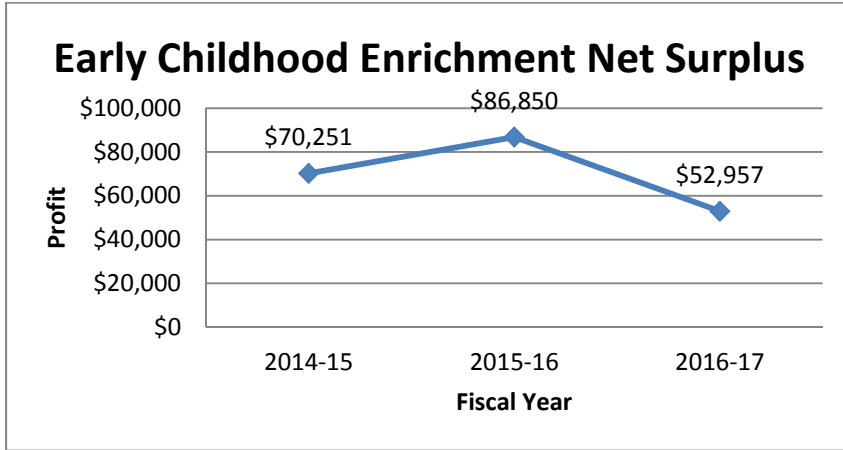
The Glencoe Park District takes great pride in its early childhood program offerings. The agency offers a comprehensive program portfolio for this age group that allows families to use the Glencoe Park District as the sole provider of early childhood recreation and education up to kindergarten if desired. The quantity and quality of programs offered, combined with the excellent facility they are housed in, provides an experience that rivals any competitor in either the private or public sector.

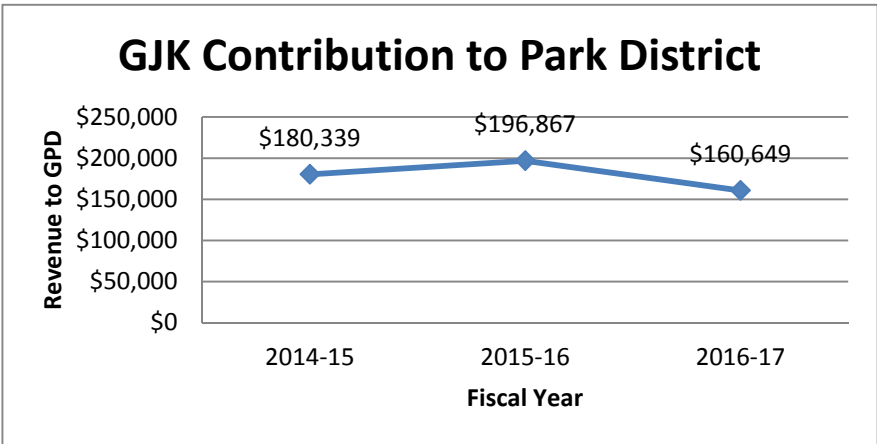
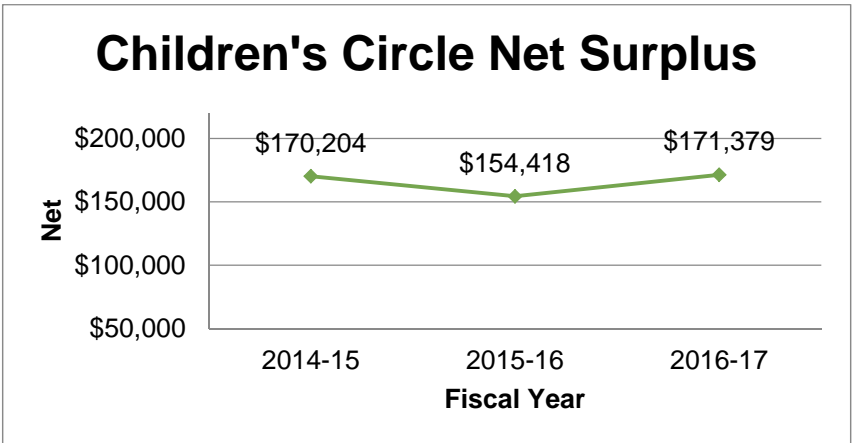
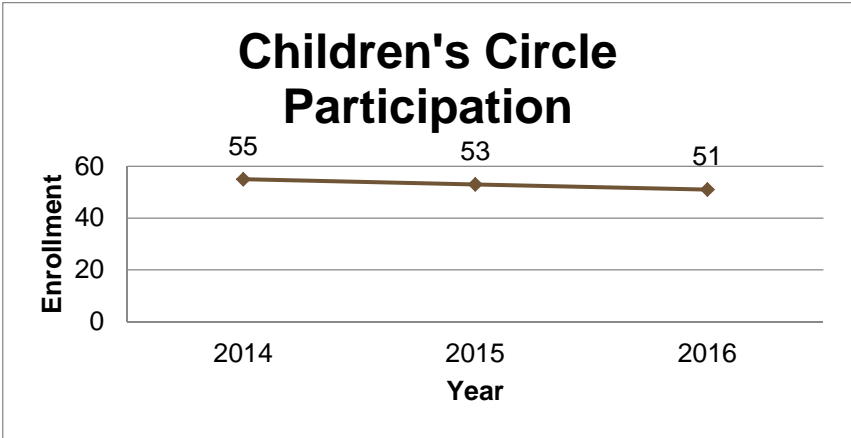
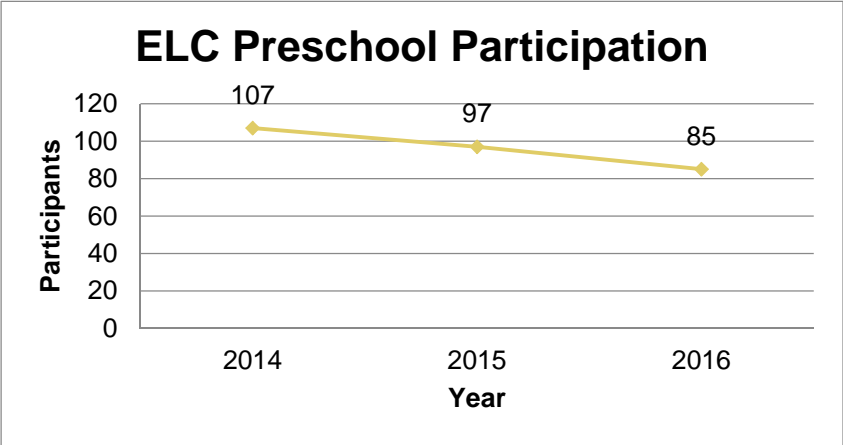
Staff will continue to review and investigate trends both within the agency and in the early childhood industry to ensure that popular classes remain exciting and classes in decline are replaced with innovative offerings. Staff will also continue to hear the feedback from program participants, the Early Childhood Advisory Group, and the community at large to ensure that class offerings are meeting a need and that operations and procedures are constantly reviewed to meet the expectations of the community.



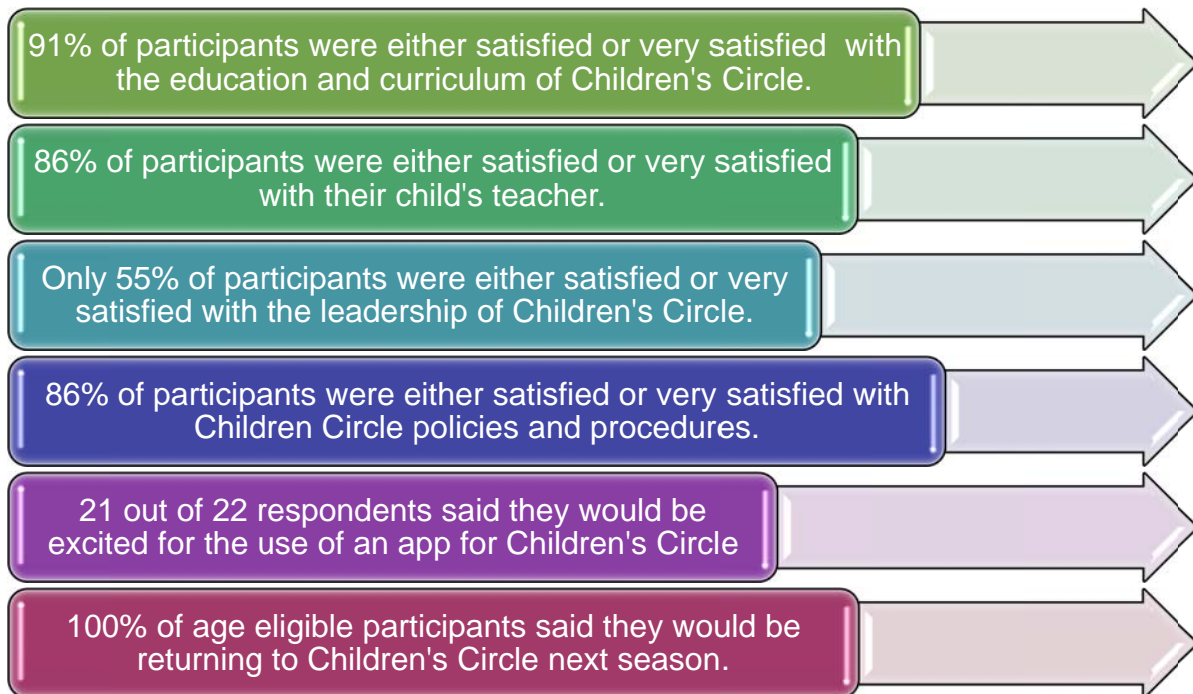
# Appendix A

## Participation, Financial, and Survey Data

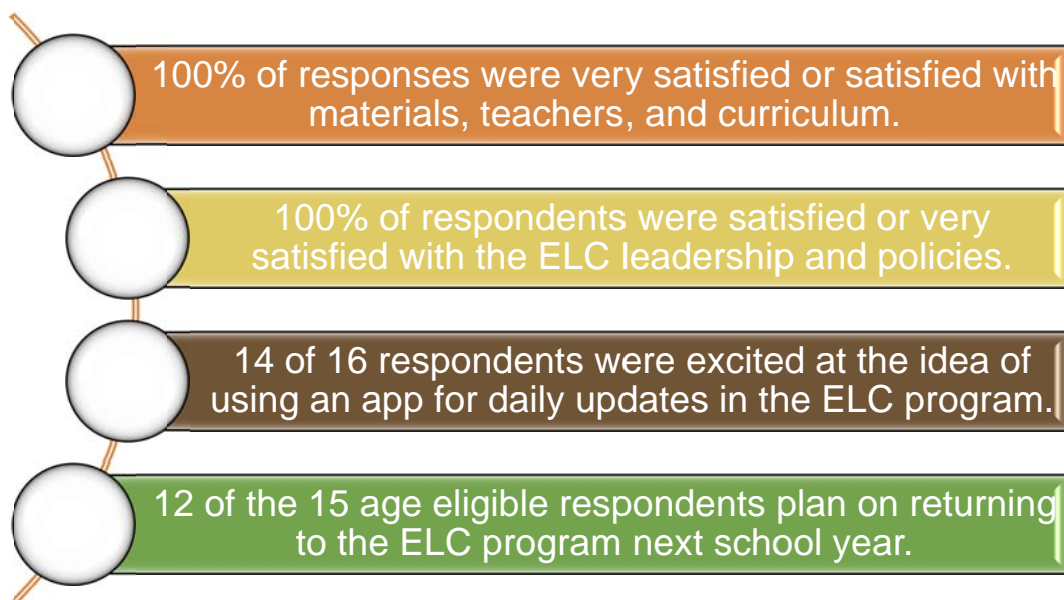




## Children's Circle Participant Evaluation Highlights June 2017



## Early Learning Center Participant Evaluation Highlights





## Appendix B – Sample Forms

# Children's Circle Lunch Menu

January/February/March 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>1/2 1/30 2/27 3/27</b>	<b>1/3 1/31 2/28 3/28</b>	<b>1/4 2/1 3/1 3/29</b>	<b>1/5 2/2 3/30</b>	<b>1/6 2/3 3/3 3/30</b>
Turkey Taco on Whole Wheat Tortilla w/Shredded Cheddar Cheese <b>Vegetarian: Veggie Taco</b>	Whole Wheat Pasta with Marinara Sauce and Chicken Meatballs <b>Vegetarian: Pasta with Marinara &amp; Veggie Meatballs</b>	Turkey Burgers on Whole Wheat Bun <b>Vegetarian: Veggie Burger on Whole Wheat Bun</b>	Brown Rice with Pulled Chicken BBQ Sauce <b>Vegetarian: Veggie Crumble with Brown Rice</b>	Whole Wheat Grilled Cheese With Hummus and Vegetables on the side
<b>1/9 2/6 3/6</b>	<b>1/10 2/7 3/7</b>	<b>1/11 2/8 3/8</b>	<b>1/12 2/9 3/9</b>	<b>1/13 2/10 3/10</b>
Homemade Pizza Bagels with Mozzarella Cheese and Marinara Sauce	All Natural Chicken Tenders <b>Vegetarian: Veggie Nuggets</b>	Turkey Sausage on Whole Wheat English Muffin with Cheddar Cheese <b>Vegetarian: Veggie Sausage on Whole Wheat English Muffin with Cheddar Cheese</b>	Swedish Meatballs with Brown Rice <b>Vegetarian: Soy Nut Butter and Grape Jelly Sandwich on Whole Wheat Bread</b>	Turkey and Cheddar Sandwiches on Whole Wheat Bread <b>Vegetarian: Grilled Cheese on Whole Wheat Bread with Cheddar Cheese</b>
<b>1/16 2/13 3/13</b>	<b>1/17 2/14 3/14</b>	<b>1/18 2/15 3/15</b>	<b>1/19 2/16 3/16</b>	<b>1/20 2/17 3/17</b>
Chicken Burgers on Whole Wheat Bun <b>Vegetarian: Veggie Burger on Whole Wheat Bun</b>	Whole Wheat Pasta with Marinara Sauce and Chicken Meatballs <b>Vegetarian: Pasta with Marinara &amp; Veggie Meatballs</b>	Turkey Taco on Whole Wheat Tortilla w/Shredded Cheddar Cheese <b>Vegetarian: Veggie Taco</b>	Tuscan Bean Soup with Whole Wheat Grilled Cheese	Sweet & Sour Chicken w/ Brown Rice <b>Vegetarian: Brown Rice with Veggie Crumble</b>
<b>1/23 2/20 3/20</b>	<b>1/24 2/21 3/21</b>	<b>1/25 2/22 3/22</b>	<b>1/26 2/23 3/23</b>	<b>1/27 2/24 3/24</b>
Whole Wheat Waffles with Hard Boiled Eggs	All Natural Chicken Tenders <b>Vegetarian: Veggie Nuggets</b>	Soy Nut Butter and Jelly Sandwiches	Beef Pepper Steak with Brown Rice <b>Vegetarian: Veggie Crumble with Brown Rice and Cheese</b>	Cheese Ravioli with Marinara Sauce

### Serving Times

<b>Morning Snack</b>	9:30-10:00 AM
<b>Lunch</b>	11:45 AM
<b>Afternoon Snack</b>	3:45-4:00 PM

# SAMPLE DAILY SHEET



## FROGS ROOM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Special Remarks

Teacher Comments

**Today I was:**  Happy  Playful  Busy  Tired

Diapers			Food
Time	Initials	Details	At Lunch, I...
			<input type="checkbox"/> Ate my whole meal <input type="checkbox"/> Ate some of my meal <input type="checkbox"/> Tried something new Comments:

Nap		Items I Need	
Start	End	<input type="checkbox"/> Diapers	<input type="checkbox"/> Clean clothes
		<input type="checkbox"/> Wipes	<input type="checkbox"/> Cream
		<input type="checkbox"/> Weather Appropriate Clothes	
		Other:	

**All About My Day:**

# SAMPLE STUDENT PAPERWORK CHECKLIST



## Early Learning Center Checklist of Enrollment Forms

Use the checklist below to confirm you have completed all of the required forms for Early Learning Center enrollment.

- Enrollment Form
- Pick-Up Information (Signature required at bottom of page)
- Emergency Contact Information
- Social Background Information
- Illness Policy
- Late Pick-Up Policy
- Additional Release Form
- Certificate of Medical Exam (and TB waiver if your physician so elects)
  - Parent or Guardian must fill out health history box and sign/date.**
- Lead Assessment
- Copy of Birth Certificate (if not already on file)
- Licensing Standards Acknowledgement
  - Sign/date and you keep the licensing information
- Handbook Acknowledgement
  - Sign/date and you keep the handbook
- Early Learning Center Program goals and Philosophy

**If your child has allergies, please review the following and contact Naomi Garvett:**

### **Required Documents for Participants with Allergies**

Participants with allergies, such as allergies to bee stings, peanut products, dairy, etc., may be at risk of a serious allergic reaction while participating in a Park District program due to contact with, or ingestion of the allergen. The Glencoe Park District cannot guarantee an allergen free environment, but with your cooperation we can create a safer environment and be better prepared to handle emergencies. The Park District will make reasonable, feasible, and practical accommodations to allow participants with life-threatening allergies to participate in our programs. Glencoe Park District requests participants, parent (s) and/or guardian (s) complete and submit a Food Allergy Action Plan and other required forms a minimum of **seven (7) days** prior to the participant's first day of attendance to allow Park District staff time to make accommodations and to train appropriate staff. Forms may be obtained at the Takiff Center main registration desk.

# SAMPLE MONTHLY CALENDAR

July 2017 Belugas



Monday	Tuesday	Wednesday	Thursday	Friday
<p>3 Party in the USA (Make confetti slime)</p>	<p>4 NO SCHOOL</p> <p>Happy July 4th</p>	<p>5 Coach Miriam</p>	<p>6 Movin' and Groovin' (Make musical instruments)</p>	<p>7 Miss Jamie's Farm</p>
<p>10 Lotsa Pasta</p>	<p>11 Artful Antics</p>	<p>12 Coach Miriam</p>	<p>13 Mad Science</p>	<p>14 Frog Lady</p>
<p>17 Fairy Tales (Costume Day)</p>	<p>18 Vehicle Adventures</p>	<p>19 Lambs Farm Field Trip</p>	<p>20 Treasure Island</p>	<p>21 Pirates' Cove (Field Trip)</p>
<p>24 Storytime Telling (bring your favorite book)</p>	<p>25 Tots-N-Tunes Bring a sack lunch (Walking Field Trip)</p>	<p>26 Coach Miriam</p>	<p>27 Water World (field trip)</p>	<p>28 Slumber Party (Come to school in your PJs)</p>
<p>31 Nature Gone Wild (bring white T-shirt to tie-dye)</p>				