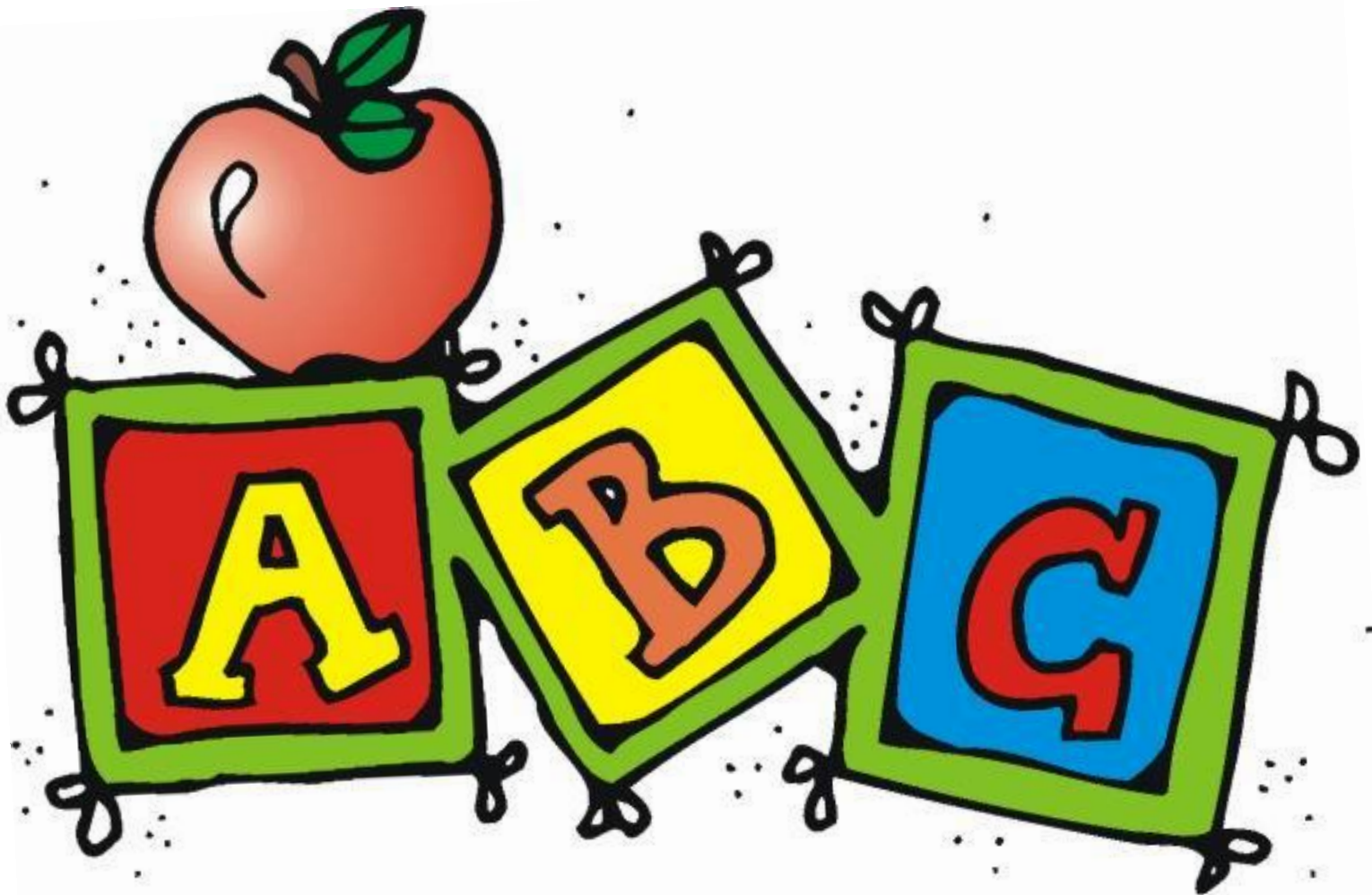


Bridgeview Park District

B **U** **I** **L** **D** **I** **N** **G**
B **L** **O** **C** **K** **S**

**STEPPING
STONES**

2016-2017



Parents:

We would like to take this opportunity to welcome you to the 2016/2017 season of Building Blocks and Stepping Stones. We have put together this booklet for you to read and get acquainted with how our program works. If you have any concerns please do not hesitate to speak with the instructors. Our goal is to begin to introduce your child into a routine that will prepare them for Kindergarten. We would like everyone in the program to follow these handbook instructions so there are no misunderstandings later. We are looking forward to getting to know you and your child. We hope to have a fun and successful year!

Student Information Forms

Attached to this packet, you will find a student information form. Please take the time to fill this form out with as much detail as you can provide. These forms are kept in the classroom on hand for the teachers to reference. It is very important that you are as specific as possible when filling out the information regarding medical conditions and allergies, especially food allergies. Please return this form to class on the first day of school.

Snack List

For the first week of class, the Park District will supply your child's snack. You will receive a snack calendar the first week of class, and then every month after. The number of children in your child's class will determine how often and how many snacks you will need to provide. We ask that only healthy and nutritious snacks be provided. Some suggestions are fruit cups, veggies and dip, pudding, yogurt, pretzels, popcorn, granola bars, etc. We also ask that no homemade. Snacks are brought in. Everything must be prepackaged. We will have special birthday snacks for your child's birthday. It will be listed on the snack calendar as their birthday, (we may not be able to get their birthday snack day on their actual birthday, but it will be the day before or after) On these days, we would like it to be special for them, so we will allow ice cream treats, popsicles, brownies, or cake. The park will provide cups, juice, and napkins for all snacks throughout the year.

Class folders

The park will provide a folder for your child to bring back and forth to class every day. Please check these folders daily. Your child's work, important notes, and information will be put in their folders daily for you. If there is anything you need to send to the instructors, please put it in the folder and we will be sure to receive it in the morning. It is important you go through and read all of the notes and work going home and praise them for a job well done! Please bring the folder every day to class.

Bathroom Time

All children have to be potty trained! No pull-ups or diapers. It goes without saying that every child will have to use the bathroom during class time, but to eliminate interruptions during class, we ask that you take your child to the bathroom before class begins while you are waiting for the door to open. At snack time we will be taking children to the bathroom. Your child must be able to use the bathroom without assistance. It is helpful for the children to refrain from wearing any restrictive clothing such as belts, overalls, or suspenders. This will also help to eliminate accidents. On the first day of class, please bring a bag with a change of clothes in it, labeled with your child's name. We will keep the clothes in their locker throughout the year in case they have an accident. If they do have an accident please send a replacement set of clothes.

Sick Days

We understand that children get the sniffles and colds. Use your best judgement on whether or not your child should come to class. If your child has been up with an upset stomach or vomiting all night please leave them home. The same applies for a fever. They will not learn anything in class if they are not feeling well. This will also help keep the other classmates healthy. If your child stays home, then we will send home any work they missed when they return to class. If you know your child will not be in class, please call us at 708-594-1818 and let us know. We do have voicemail, so you can leave a message at any time.

Class Pick-Up

Please be patient with us during the first couple of weeks. It will take us some time to get to know all of the new moms, dads, and grandparents that pick up the children. If you are sending someone to pick up your child that isn't on the pickup list, please notify us in the morning or send a note in their folder. If your child is going home with a friend from class, you must let us know in the morning or by note. If an emergency arises during class time and you need someone else to pick up your child, you must call the park and inform them. The office will then let the instructors know who they are and will ask for an I.D.

Scholastic Book Order

On a monthly basis, you will receive the Scholastic Book Club order form. You are not required to order books. We provide these as a courtesy to your family. Each time a book order is placed, we receive points for future orders so that the teachers may enhance the classroom reading experience. You may order online and pay with a credit card or fill out the order form and send it back with a CHECK payable to Scholastic Book Club. No cash will be accepted.

Toys From Home

We do not allow children to bring their own toys from home. We have found that feelings get hurt when sharing is not involved, things get broken and misplaced. Please stress to your child the importance of leaving their toys at home for them to enjoy there. We give the children turns with the Sharing Bag, which they can put something special in to show the class. Please do not bring anything of great value.



- * 1 BOX OF CRAYOLA BRAND 8 COUNT CRAYONS
- * 2 BOXES OF BABY WIPES
- * KLEENEX- 1 Box
- * AT LEAST 2 GLUE STICKS
- * ART SMOCK OR OLD T-SHIRT TO WEAR OVER CLOTHING
- * ALL EMERGENCY FORMS AND STUDENT PICK UP FORMS
- * CHANGE OF CLOTHING FOR THEIR LOCKER



Bridgeview Park District
Building Blocks & Stepping Stones

Student Information

To be completed by the parent or legal guardian, and returned to your child's instructor on the first day of class.

Please print.

Child's Name: _____ Date of Birth: ___/___/___

Mothers Name: _____

Best Phone Number to be reached at: _____ Cell Phone Number: _____

Father's Name: _____

Best Phone Number to be reached at: _____ Cell Phone Number: _____

Child Lives With: Mom _____ Dad _____ Both _____ Other _____

Guardian's Name (if applicable): _____

Best Phone Number to be reached at: _____ Cell Phone Number: _____

Emergency Contact Name: _____

Best Phone Number to be reached at: _____ Relationship to child: _____

Allergies:

Food: _____

Medicine: _____

Other: _____

Is your child on any medications? Yes _____ No _____ If yes, how often? _____

What type of medicine? _____

List any food restrictions for your child:

List any physical characteristics or personality traits that would be helpful for your instructor to know:

Which hand does your child write/color with? Right _____ Left _____ Both _____

Pick-Up List

In the spaces below, list the names of all family and friends who may be picking up your child and return this on the first day of class. Please note that your child **will not** be released to anyone who is not on the list without your prior notification. If you need to update the list, please see the instructors.

The best phone number to reach you at during class is: _____