

2019-2020

Art Smart Kids



CHAMPAIGN
PARK DISTRICT

Springer Cultural Center • 301 N. Randolph Street • Champaign, IL 61821-3515
217-398-2376 • champaignparks.com



CHAMPAIGN PARK DISTRICT

The Champaign Park District is a special district of local government with its own financial and legal responsibilities. It is governed by five elected residents of Champaign who give their services to the community. The Park Board holds its regular meetings on the second Wednesday of each month at 7:00pm at the Bresnan Meeting Center, 706 Kenwood Road. Residents are invited to attend and are welcome to make suggestions or comments to improve the programs or facilities offered. The Champaign Park District's 61 parks total over 700 acres. Twelve facilities are available for a wide variety of recreation opportunities.

Board of Park Commissioners

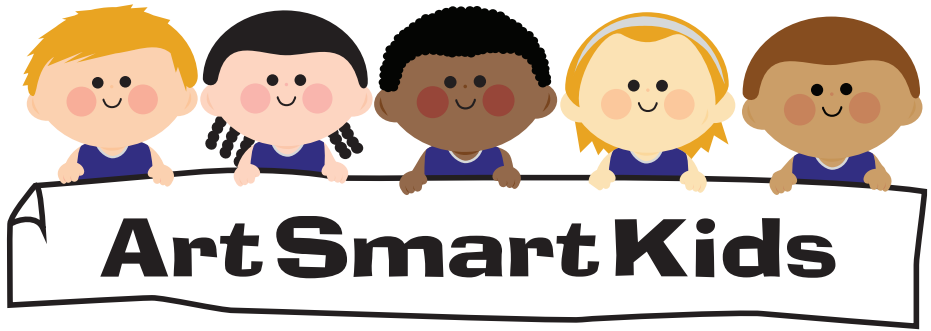
Craig Hays, President
Timothy P. McMahon, Vice President
Barbara J. Kuhl, Commissioner
Kevin J. Miller, Commissioner
Jane L. Solon, Commissioner

Officers of the Board

Cindy Harvey, Secretary
Guy C. Hall, Attorney
Donna Lawson, Treasurer
Joe DeLuce, Executive Director

Equal Opportunity Programs

It is the policy of the Champaign Park District to provide that no person shall on the grounds of race, color, creed, national origin, sex, age, marital status, physical and mental disability, sexual preference, veteran status, or any other protected characteristic as established by law be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity of the District.



The Art Smart Kids Program provides supervised arts-focused recreational activities for children 3, 4 or 5 years of age who do not attend kindergarten. The program consists of activities in the areas of music, movement, creative dramatics, storytelling, crafts, and two and three dimensional art. Art Smart Kids will provide opportunities for participants to develop their creativity, imagination and self-expression, as well as grow socially and emotionally.

The program meets September through May, along with a summer session during the months of June and July. Classes meet from 9:00am until 11:30am, Monday, Wednesday, Friday.

DAILY SCHEDULE

At Art Smart Kids we use our daily schedule as a guideline. Also, we attempt to be flexible and have an awareness of the different feelings, moods, and interests of the children.

9:00- 9:30am	Discovery Time
9:30-10:00am	Sharing Time
10:00-10:30am	Art Project
10:30-10:50am	Snack Time
10:50-11:15am	Storytime, Songtime, Creative Dramatics & Movement
11:15-11:30am	Playscape

Melanie Kahler: Cultural Arts Manager

217-819-3919 or melanie.kahler@champaignparks.com

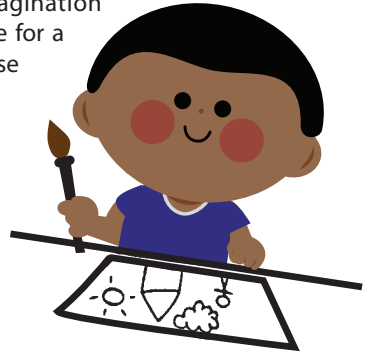
Michelle Horvat: Preschool Program Supervisor

217-398-2376 ext.318 or michelle.horvat@champaignparks.com

A TYPICAL DAY AT ART SMART KIDS

DISCOVERY TIME

This is the time when children are arriving and settling in for the day. Art Smart Kids may choose from a variety of activities and interest centers. They might like to paint at the easels, build whatever their imagination allows in the block area, cook a delicious meal or care for a sick babydoll in our playhouse. Perhaps they will choose to discover something about the world of science or cuddle up with a good book on the kid-sized couch. Other opportunities include playing on our climber and slide, or enjoying laughs with a partner on the teeter-totter. Maybe they will spend this time making a new friend and share one of the many educational toys found on our shelves. This time also gives our staff a chance to visit with each child individually, which we feel is invaluable to our day.



SHARING TIME

After cleaning up, we all gather on the oval rug to share different things that are taking place in their young lives. Perhaps it is as monumental as "My Mommy's going to have a baby!", or it may be as delightful as one of our little ones beaming to show off his new shoes. However big or small, all are important, and it is a good experience for them to talk in a group situation. This is also the time where we share with the children the specifics of the day's activities we have planned for them.

An important part of sharing time is Show & Tell. Each day one child from the class will take home a special Show & Tell bag. They will need to put something inside the bag, seal it up and bring it back the next time their group meets. When it is Show & Tell time, we will all try and guess what the child has brought to Art Smart Kids by feeling the bag and asking questions about the surprise.

We would like to discourage the children from bringing toys or other items when it is not their special Show & Tell day. However, if you feel your child needs to bring something along for security or if it seems important for your child to share something on a particular day, please allow him/her to do so.

ART OR CRAFT PROJECT

Smocks in place, we head for the tables to let our imaginations take root and sprout! The projects chosen for Art Smart Kids give your child the opportunity for self expression. No matter what level they are in their development, they can feel good about their abilities and themselves. We hope that through offering these types of art projects, your child will gain a love for art and enjoy a lifetime of creating.

Please note: Although we always have the children wear smocks when involved in any art project with paint, occasionally the paint ends up somewhere on the child's clothing. Please dress your Art Smart Kid in play clothes.

SNACK TIME

At Art Smart Kids we have a snack time each day. We request that parents and guardians sign up to bring a healthy snack and 100% juice or milk to share with the group. We are a nut-free facility; please do not send peanut butter or snacks that contain nuts. A sign-up calendar is posted by our entrance. Please plan for 10 children and one adult. We appreciate your help.

Some nutritional suggestions for snacks are: muffins, raisins, cheese and crackers, fruits, bagels, oatmeal cookies, and carrot sticks.

CREATIVE DRAMATICS AND MOVEMENT TIME

This is a wonderful part of our day when we gather together to act out a favorite story, share in developing a new play, dance to the beat of the music, or pretend a world of different things. It is a time when the children's imaginations are the only limits!

SONGTIME AND STORYTIME

Throughout the year we will be learning new songs and fingerplays with lots of fun actions. We will end our time together with a story. Many times the story pertains to the art project.



ART SMART KIDS

2019-2020 DATES TO REMEMBER

Wednesday, August 28

Wednesday, September 4

Monday, October 14

Friday, October 25

Wednesday, October 30

Monday, November 11

Friday, November 15

Monday, November 18

Wed, Nov 27 - Fri, Nov 29

Wednesday, December 18

Friday, December 20

Mon, Dec 23 - Fri, Jan 3

Monday, January 6

Monday, January 20

Wednesday, February 12

Friday, February 14

Monday, February 17

Mon, March 16 – Fri, March 20

Friday, April 10

Wednesday, May 20

Friday, May 22

Friday, May 22

Open House (11:00 AM-12:00 PM)

Classes Begin

No Class, Fall Holiday

Friday Class Halloween Party

Mon/Wed Class Halloween Party

No Class, Veterans' Day

Friday Class Food Drive

Mon/Wed Class Food Drive

No Classes, Thanksgiving Holiday

Santa visits Mon/Wed Class

Santa visits Friday Class

No Classes, Winter Holiday Break

Classes Resume

No Class, Martin Luther King Birthday

Mon/Wed Class Valentine Party

Friday Class Valentine Party

No Class, Presidents' Day

No Classes, Spring Break

No Class, Spring Holiday

Mon/Wed Class Family Picnic

Friday Class Family Picnic

Preschool Ends



**CHAMPAIGN
PARK DISTRICT**

ADMISSION DISCHARGE

1. Children who are three, four, or five years old by September 1 and not attending full day kindergarten are eligible to attend.
2. Parents or guardians must bring their child into the Art Smart Kids room and pick up their child from the room. Please do not bring your child earlier than 9:00am. It is also important to pick up your child from the program on time. We will charge a \$1.00 per minute late fee if you are late to pick up your child. Thanks for your consideration. If someone other than the regular person is going to pick up your child, please inform the Director of Art Smart Kids.

Program Options: Monday and Wednesday Mornings 9:00-11:30am
Friday Mornings 9:00-11:30am

Fees Per Month: Two days a week class \$81 per month
One day a week class \$45 per month

Non-residents of either Champaign Park District or Urbana Park District must pay 50% more than the stated rates each month the child is enrolled in the program. As an option to paying non-resident fees, a yearly non-resident fee may be paid.

3. All children enrolled in the program must have written consent forms on file for emergency medical care and field trips before they can be admitted to the class.
4. All children enrolled in the program must have a medical examination and must return the medical form provided before they can be admitted to the class.
5. These are nine-month programs from September–May. The monthly tuition fee is due by the 20th of the month (regardless of what day the 20th falls on) in advance for the next month (example: September tuition is due by August 20). A \$10.00 late charge will be added if the tuition is late. The monthly tuition fee is based on full attendance and no credit is allowed for holidays, vacations, illnesses, or snow days. Fees are non-refundable.
6. If it is necessary to withdraw your child from the program before the end of the school year, please give us two weeks notice in writing. If you wish to re-enroll your child, you will be placed on a waiting list if a space is not available. If you do not give a two-week notice you will be responsible for payment of the following month. This policy applies to switching from one Park District program to another as well.
7. The Champaign Park District may remove from the group, any child who after a reasonable trial, demonstrates inability to participate in or benefit from the program and whose presence is detrimental to the group.
8. Some participants may need to be given medicine during the program. In order for the Champaign Park District to be able to dispense medication, the following guidelines must be followed:

Champaign Park District Procedures for Dispensing of Medication

Parental Procedures and Responsibilities

The parent/guardian **must**:

- a. Complete the *Permission To Dispense Medication/Waiver and Release of All Claims* form.
- b. Complete and sign the *Medication Dispensing Information* form.

- c. Deliver all medication to the designated staff member in the original prescription bottle which includes the person's name, medication, dosage, and time of day medication is to be given.
 - d. Verbally communicate with agency staff regarding specific instructions for medication.
9. The attached calendar indicates the days on which the programs will be held. We follow the Unit 4 school calendar except for early dismissals and Institute Days. If Unit 4 closes due to inclement weather, we will close. In addition, the Champaign Park District may include other snow days not coinciding with Unit 4. Program cancellations will be listed on our Rainout Line and the staff will attempt to contact you by telephone.
10. Your child should not attend the program when he/she is ill (has a fever, a severe cold, feels sick, or shows other signs of illness). Your child should be free of these symptoms for 24 hours before returning to preschool.
11. POLICY ON HEAD LICE
 - A. Proof of purchase of shampoo for first treatment
 - B. Doctor's note to return
 - C. Proof of purchase of shampoo for second treatment
12. Although children like to bring toys and other objects to the program, we highly discourage it as they often become lost or broken. We will offer Show 'n Tell bags on several different occasions during the school year.
13. Please label all belongings such as books, records, book bags, coats, hats, mittens, and boots.
14. It is helpful if each child brings a large book bag in which he/she can carry papers and craft projects home.
15. Discipline is used as a method to help your child learn self-control and how to solve personal conflicts. Staff finds a firm verbal reminder of the correct behavior usually controls the problem. If not, staff will remove the child from the group (time-out) in order for them to think about the situation and their actions. If a problem continues, further disciplinary procedures are listed under Steps of Progressive Discipline on page 7.
16. Illinois state law requires all children ages 8 and under to be secured in a child safety seat. Therefore, it is necessary to use your child's safety seat in your car during drop off/pick up.
17. If your child wears boots to class, please bring street shoes to change into during class time.
18. Participants who are 3 years old must be in the process of potty training and parents must be working on it at home.

BEHAVIOR CODE OF CONDUCT

All participants are expected to exhibit appropriate behavior at all times while participating, spectating, or attending any program or activity sponsored by the Champaign Park District. This includes participation in programs that may or may not require an admission fee, such as spectating at athletic events, concerts, or attending special events. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional Codes of Conduct may apply for particular programs such as day camps, athletic leagues, and aquatic facilities.

Participants shall:

1. Show respect to all participants, spectators, and staff and also show respect for program rules and equipment.
2. Take direction from Champaign Park District staff.
3. Refrain from using abusive or foul language.
4. Refrain from causing bodily harm to self, other participants, spectators, or Champaign Park District staff.
5. Refrain from damaging equipment, supplies, and facilities.

Steps of Progressive Discipline:

1. First occurrence, child receives a verbal correction.
2. Second occurrence, child receives a time-out.
3. Third occurrence, child receives a time-out and positive reward system is discussed with the parent.
4. Fourth occurrence, parent is called in to pickup child and positive reward system is reinforced.
5. Fifth occurrence, child deemed not suitable for program and asked to leave.

Note: *In cases of inappropriate behavior deemed extreme by staff, participants may be suspended or dropped from the program immediately, regardless of the number of previous occurrences.*

Parents/guardians are responsible for informing the Champaign Park District in writing if their child has a behavior disorder. This should be done directly to the Program Coordinator at the time of registration. This will allow adequate time for staff to prepare before the program starts. Staff will provide reasonable accommodations so that each child can successfully participate in the program.

Please Note: Parents/guardians are responsible for informing the Champaign Park District if their child has special needs that will require accommodation. The needs include, but are not necessarily limited to, physical or developmental impairment, medical conditions (including serious allergies), behavior disorders, etc. The Park District will provide reasonable accommodations to give each child the best possible chance to succeed in the program. In the interest of safety, no child will be allowed to participate in programming if required accommodations are not in place prior to the first day of the program.

TORNADO AND FIRE PLANS

In the event of the tornado siren sounding, all participants will take refuge in the center hallway of the lower level of the building. We will remain there until we receive word that we are in the clear.

In the event of a fire, the alarms at our center will be sounded. All participants under the supervision of the staff will leave the building through the nearest unobstructed exit, and shall seek shelter at the Virginia Theatre, 203 W. Park Ave, 356-9063. Parents and guardians will be notified as soon as possible. We will stay at the Virginia Theatre until all the children are picked up by their parent or guardian.

MAINTAINING CHILDREN'S RECORDS

We require updated children's forms at the beginning of our programs. The children's personal records are maintained by the supervisor of our programs. The personal records are kept in a locked office space during the duration of the program. The forms are dated and stored at our main facility and shredded after 7 years.

COMPLIANCE STANDARDIZATION

The Champaign Park District is not licensed or regulated by DCFS. The Champaign Park District runs background checks on all staff, provides staff trainings, and complies with all CCRS mandated Child Development Trainings including the mandated reporter training through DCFS. The Champaign Park District complies with an intensive risk management program. We are audited regularly by PDRMA, a risk management agency. Staff at the district are current in CPR/First Aid Certifications provided by certified trainers. The district complies with the Illinois Department of Public Health, Fire Safety Standards of Illinois State Fire Marshal and the health and safety standards of Illinois State Board of Education.

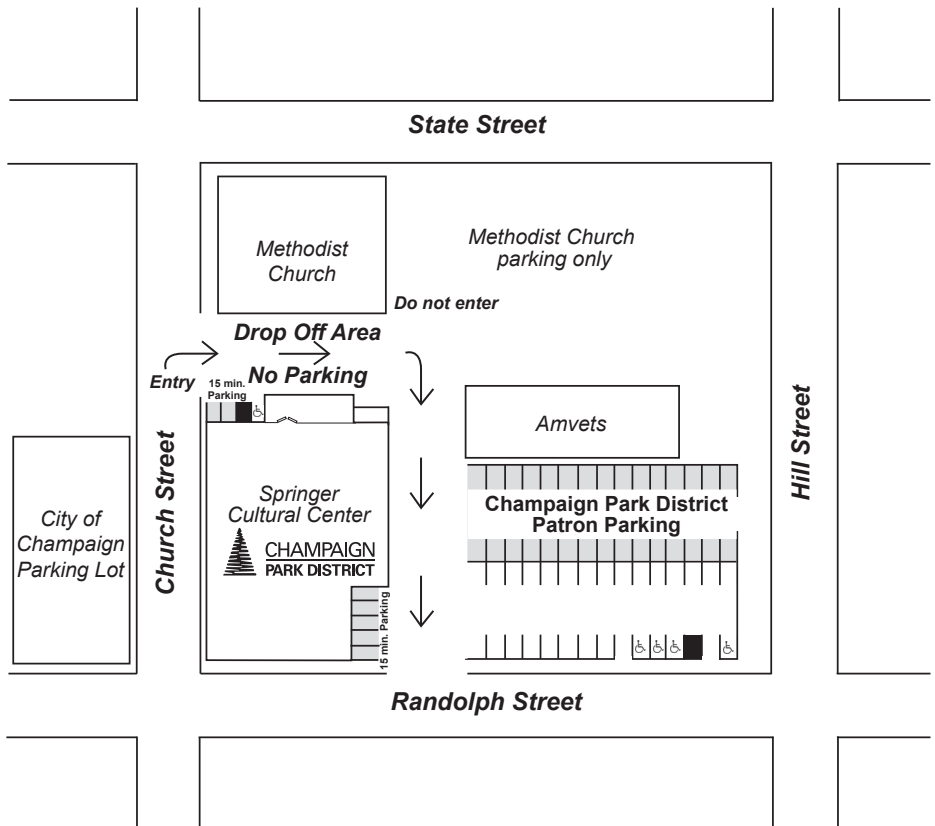
PHOTOGRAPHS

The Park District occasionally takes photographs or video of participants for promoting/advertising our programs, services, events, activities, and facilities in our brochures, website or agency social media, and other promotional avenues. By registering for, participating in or attending Park District programs, events, or other activities, the participant (or parent/guardian of a minor participant) irrevocably agrees to the use and distribution by the Park District of his or her image (or of his minor child/ward) in photographs, video recordings, and any other electronic reproductions of such programs, events and activities for any purpose without inspection or approval and without compensation, rights to royalties or any other consideration now and in the future.

SPRINGER CULTURAL CENTER PARKING

Welcome to the Springer Cultural Center. For your convenience, parking is available at the following:

1. City of Champaign Parking Lot
(on Randolph north of the Springer Cultural Center)
 - Monday - Friday free parking all day in spaces 1-26
 - Saturday and Sunday free parking all day in all spaces
 - Please do not park in the drop-off area
2. Springer Cultural Center
 - Everyday, all day 15 minute drop-off spaces
3. Randolph and Church Streets
 - Everyday all day meter parking



All Champaign Park District participants are asked to enter Church St. and exit onto Randolph St. Please adhere to this traffic flow as we want to ensure the safety of you and your children during your visit.

