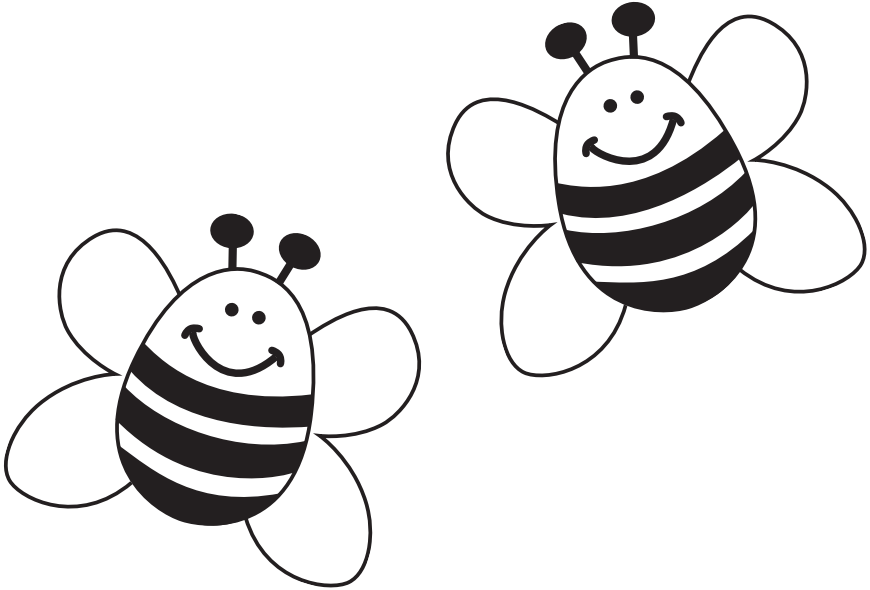


2019-2020

Busy Bees



Creative Playtime



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.

Benefits of Busy Bees & Creative Playtime

The Champaign Park District Busy Bees and Creative Playtime programs provide a stimulating and secure environment in which your child can grow socially, intellectually, and emotionally. Through play your child will learn to understand the world on his/her own terms and to have some control over it in order to meet his/her own needs. Your child will be respected as an individual, recognizing and emphasizing his/her worth, dignity, and unique qualities.

Careful planning and guidance by experienced, caring teachers and a well-equipped and well-designed room help make this a pleasant and valuable experience for your child.

Sample Busy Bees 2 and 3-Day Schedule

Although the program will be flexible, a typical day's schedule will look like this:

Morning Classes	Afternoon Classes	
8:30am	12:30pm	Drop-off time
8:45am	12:45pm	Music, rhythm activities and creative movement, reading readiness activities, and organized games.
9:15am	1:15pm	Free play. Children may choose from a wide variety of activities and interest centers. There is opportunity for active play on climbing equipment and mats, a quiet area for books, puzzles, space for creative building with large and small unit blocks, painting and art corner, shelves for manipulative toys, and a housekeeping corner. New centers will be added throughout the year.
10:15am	2:15pm	Clean up time. Wash hands and eat a snack.
10:35am	2:35pm	Two small groups for stories, conversation, and other quiet activities. Weather permitting, walk to the park for outside play.
11:10am	3:10pm	Home preparation time
		Extended Day Program
	3:15pm	Story, art, and free time
	5:30pm	Pickup time

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

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. The three-day Busy Bees class meets on Tuesdays, Thursdays, and Fridays. The morning group meets from 8:30-11:15am. The afternoon group meets from 12:30-3:15pm. The two-day class meets on Mondays and Wednesdays from 8:30-11:15am. These classes are limited to 20 students. The five-day Busy Bee classes meet from 8:30-11:30am. Creative Playtime meets Monday & Wednesday; Tuesday, Thursday, and Friday; or Monday–Friday from 11:30am-3:15 pm or 5:30pm. Prompt pick up from all programs is expected. We will charge a \$1.00 per minute late fee if you are late to pick up your child.
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 (regardless of what day the 20th falls on) of the month 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. Non-residents of either Champaign Park District or Urbana Park District must pay 50% more than the stated rates or \$50 more for fees over \$100 for 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.
7. 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 also.
8. 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.
9. **We are a nut-free facility.**
10. 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.

Guidelines for Activities

1. Please enter the drop-off area from Church Street and exit to the right through the alley and then to Randolph Street. The teachers will greet you in the drop-off area at 8:30am or 12:30pm for Busy Bees and 11:30am for Creative Playtime. Please stay in your cars as we will get the children out one at a time. This will allow traffic to flow safely. Please do not leave your child until a teacher greets you. Parking spaces are available in the City of Champaign parking lot, spaces H1, H2, and 1-22. See page 9.
2. The 2 and 3 day pickup time is 11:15am or 3:15pm. The 5-day pickup time is 11:30am. Creative Playtime pickup time is 3:15pm or 5:30pm. Please enter and exit as stated above. Please stay in your cars as we will put your child safely in his/her car. Notify a teacher if someone other than the regular person is going to pickup your child. Children will only be released to adults. If you are interested in a carpool, we will help you locate other families who live in your area. Please notify us of carpools.
3. Children should wear play clothes that can be washed as we often use paints and other messy materials. Having to worry about soiling clothes inhibits a child's activity. We have wonderful climbing equipment and for safety reasons, soft-soled shoes or tennis shoes are highly recommended.
4. Weather permitting, we will walk to West Side Park. All children should wear appropriate clothing including warm coats, hats, and mittens. We will walk over using a rope with loops for the children to hold on to. All children go outside. Please do not ask us to keep your child inside as we are not staffed to do this.
5. 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 unless noted otherwise. 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.
6. 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.
7. 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
8. 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.
9. Please label all belongings such as books, records, book bags, coats, hats, mittens, and boots.
10. Staff will assign snack days to all participants. Your child's snack day will be given to you on the monthly calendars he/she will be bringing home. Parents should supply milk or juice with their snack. Healthy snacks are appreciated. Special treats may be sent on your child's birthday. Please do not send peanut butter or any snacks containing nuts.
11. Please send two snapshots of your child, one for the birthday calendar and one to label the box in which he/she will keep their personal items.
12. It is helpful if each child brings a large book bag in which he/she can carry papers and craft projects home.
13. Feel free to arrange a conference with the teachers if you wish to discuss your child and/or the program. You are welcome to come and observe any time.

Guidelines for Busy Bees Activities (continued)

14. 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 5.
15. 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.
16. Participants who are 3 years old must be in the process of potty training and parents must be working on it at home.

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 DCF. 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 DCF. 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.

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. Will 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.

2-Day Busy Bees & Creative Playtime Calendar

2019-2020 SCHOOL YEAR

September

M / W
 ** 4
 9 11
 16 18
 23 25
 30

December

M / W
 2 4
 9 11
 16 18
 ** **

March

M / W
 2 4
 9 11
 ** **
 23 25
 30

October

M / W
 1 2
 7 9
 ** 16
 21 23
 28 30

January

M / W
 ** **
 6 8
 13 15
 ** 22
 27 29

April

M / W
 1
 6 8
 13 15
 20 22
 27 29

November

M / W
 4 6
 ** 13
 18 20
 25 **

February

M / W
 3 5
 10 12
 ** 19
 24 26

May

M / W
 4 6
 11 13
 18 20

NOTE:

1. The fee for each month is \$68.
2. Fees are 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 20th). A \$10.00 late charge will be added if the tuition is late.

**** Denotes holidays**

September 2	Labor Day
October 14	Fall Holiday
November 11	Veteran's Day
November 27-29	Thanksgiving Break
December 23-January 5	Winter Break
January 20	Martin Luther King Jr.'s Birthday
February 17	Presidents' Day
March 16-20	Spring Break
May 20	Last day of Busy Bees and Creative Playtime

3-Day Busy Bees & Creative Playtime Calendar

2019- 2020 SCHOOL YEAR

September

Tu / Th / F
 3 5 6
 10 12 13
 17 19 20
 24 26 27

December

Tu / Th / F
 3 5 6
 10 12 13
 17 19 20
 ** ** *

March

Tu / Th / F
 3 5 6
 10 12 13
 ** ** **
 24 26 27
 31

October

Tu / Th / F
 1 3 4
 8 10 11
 15 17 18
 22 24 25
 29 31

January

Tu / Th / F
 ** ** **
 7 9 10
 14 16 17
 21 23 24
 28 30 31

April

Tu / Th / F
 2 3
 7 9 **
 14 16 17
 21 23 24
 28 30

November

Tu / Th / F
 1
 5 7 8
 12 14 15
 19 21 22
 26 ** **

February

Tu / Th / F
 4 6 7
 11 13 14
 18 20 21
 25 27 28

May

Tu / Th / F
 1
 5 7 8
 12 14 15
 19 21 22

NOTE:

1. The fee for each month is \$92.
2. Fees are 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 20th). A \$10.00 late charge will be added if the tuition is late.

**** Denotes holidays**

November 27-29

December 23-January 5

March 16-20

April 10

May 22

Thanksgiving Break

Winter Break

Spring Break

Spring Holiday

Last day of Busy Bees and Creative Playtime

5-Day Busy Bees & Creative Playtime Calendar

2019-2020 SCHOOL YEAR

September

M / Tu/	W/	Th/	F
** 3	4	5	6
9	10	11	12 13
16	17	18	19 20
23	24	25	26 27
30			

December

M / Tu/	W/	Th/	F
2 3	4	5	6
9	10	11	12 13
16	17	18	19 20
** **	** **	** **	** **

March

M / Tu/	W/	Th/	F
2 3	4	5	6
9	10	11	12 13
** **	** **	** **	** **
23	24	25	26 27
30	31		

October

M / Tu/	W/	Th/	F
	1	2	3 4
7	8	9	10 11
**	15	16	17 18
21	22	23	24 25
28	29	30	31

January

M / Tu/	W/	Th/	F
** **	** **	** **	** **
6	7	8	9 10
13	14	15	16 17
**	21	22	23 24
27	28	29	30 31

April

M / Tu/	W/	Th/	F
	1	2	3
6	7	8	9 **
13	14	15	16 17
20	21	22	23 24
27	28	29	30

November

M / Tu/	W/	Th/	F
			1
4	5	6	7 8
**	12	13	14 15
18	19	20	21 22
25	26	**	** **

February

M / Tu/	W/	Th/
F		
3	4	5 6 7
10	11	12 13 14
**	18	19 20 21
24	25	26 27 28

May

M / Tu/	W/	Th/	F
			1
4	5	6	7 8
11	12	13	14 15
18	19	20	21 22

NOTE:

1. The fee for each month is \$160.
2. Fees are 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 20th). A \$10.00 late charge will be added if the tuition is late.

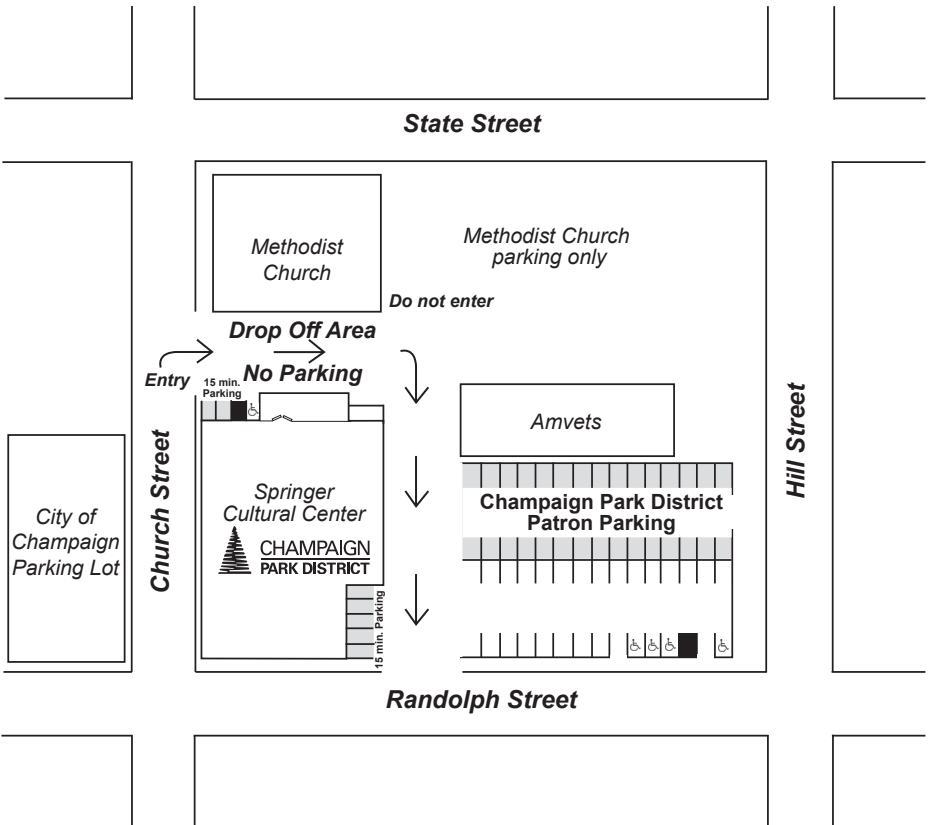
**** Denotes holidays**

September 2	Labor Day
October 14	Fall Holiday
November 11	Veterans' Day Observed
November 27-29	Thanksgiving Break
December 23-January 5	Winter Break
January 20	Martin Luther King Jr.'s Birthday
February 17	Presidents' Day
March 16-20	Spring Break
April 10	Spring Holiday
May 22	Last day of 5-Day Busy Bees and Creative Playtime

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.

