



Keppler Academy

Reed Keppler Cabin
161 W National St
West Chicago, IL 60185

Phone: 630-231-9474
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***Keppler Academy
Preschool***

West Chicago Park District



Kepler Academy

Contact Information

Keppler Cabin Phone (630)231-6770
West Chicago Park District Office (630)231-9474
Denise Scott
Recreation Coordinator (630)231-9474 ext 104

Location

Keppler Academy Preschool is located at:

The Scout Cabin
161 W National St

Registration and Payments are made at:

The West Chicago Park District Office
157 W Washington St



Kepler Academy

Bathroom Breaks

All Children **MUST** be potty trained prior to their first day of pre-school.

All children **MUST** be able to

- Use the toilet without assistance
- Unfasten and refasten their own clothing
- Wash and dry their own hands.

Please dress your child in clothing that is easy to remove and put back on to make the process easier and less stressful for them.

If your child has an accident while at school staff will help your child clean up, change and notify you when you pick them up from preschool. Please remember to keep a change of clothing including socks and underwear at school.



Keppler Academy

Monthly Calendar and Newsletter

At the beginning of each month a calendar with a list of upcoming events will be sent home with each child. This will include upcoming field trips, events, special days, themes we may be concentrating on, and any other important information that you will need to know about the classroom.

Things to Bring to School

Each day your child should come with a small backpack to carry snacks to school and any papers or projects they will be bringing home Also make sure your child comes to school in comfortable shoes and clothes. Make sure your child can remove clothing easily to use the bathroom. We will be playing, doing messy projects, and exploring so please send children in play clothing so they are comfortable doing all our activities.

We will go outside everyday weather permitting so make sure children have weather appropriate clothing each day. We do not have enough staff to stay in with a child while the rest of them go outside. If the children all don't have the appropriate clothing then none of us can go outside!

Each child will need everyday:

- A small backpack
- Weather appropriate clothes
- A healthy peanut free snack
- A change of clothing to leave at school



Keppler Academy

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Kepler Academy

Kepler Academy's

Philosophy

Our philosophy is all children learn through hands on experiences, exploration, and positive interactions with others. Every child is unique, special, and will develop at their own pace. We will foster an environment that will help all children succeed emotionally, physically, and socially. Every child has their own learning style and will be given many options to explore and build on these abilities.



Payment

First month's as well as deposit (one month's payment) is due at time of registration. This non-refundable/non-transferable deposit is credited towards your final month's payment. All fees are on a monthly basis.

Fees

3 year olds two days a week (Tue,Thur)	\$90/108NR
4 year olds three days a week (Mon,Wed,Fri)	\$105/126NR



Kepler Academy

Parent Communication

The Kepler Academy encourages continued communication between school and home. We love to know all the new and exciting things happening at home and will keep you informed through newsletters, informal conversations, and several family nights through out the year. If you ever feel the need to talk or have concerns we encourage you to set up a time to talk. If there is any situations that you feel would help us better understand and work with your child please don't hesitate to contact us.

Illness

If your child is ill and will not be attending preschool please call the Kepler Academy (630)231-6770 at or call the West Chicago Park District Office prior to class starting at (630)231-9474.

Please keep your child at home if:

- They have had a fever in the last 24 hours
- They have vomited or had diarrhea in the last 24 hours
- They have signs of pink eye or an unexplainable rash
- They don't seem themselves



Medication Administration

Staff members can only give medication to children if parents have filled out and have on file a Permission to Dispense Medication and Medical Information form fully completed. If your child will need to take medication while at preschool please inform a staff member and they will provide you with the necessary forms.



Keppler Academy

Keppler Academy's Curriculum

We believe that children learn through play. The children will have many opportunities to explore and experiment in different areas throughout the day. As children play they are learning about the world around them, problem solving, social skills, large and fine motor, communication and language, and creativity. Caring teachers will encourage children to try new things, make new friends, and gain independence.

Language Development - Reading and retelling stories, using puppets, finger plays, felt board stories, songs, dramatic play, sharing personal experiences, printing own name, etc.

Math Development-Sorting objects, shapes, one-to-one correspondence, counting, measuring, number games, etc.

Art-Many open ended experiences using different types of media will be part of everyday, such as, paint, crayons, markers, glue, clay, chalk, etc. We view art as a process rather than a product. Children are encouraged to experiment and appreciate many different forms of art.

Science and Social Studies– This includes observing the world around us and experimenting. Field trips to the fire station, and parks, cooking, talking about family, sensory activities , nature exploration, etc.

Large Motor– Large motor is encouraged through running, jumping, climbing, dancing, hopping, balancing, scooting, and crawling. Trips to the playground, group games, and music all enforce these skills.

Music-Children will explore music through song, rhythm interments, dance, games etc.



Keppler Academy

Daily Schedule

9:00-9:15 Arrival-Table activities such as puzzles, small manipulatives, and drawing activities, etc.

9:15-9:30 Circle Time– The children will come together for songs, stories, finger plays, puppets, felt board stories, and sharing.

9:30-10:30 Centers-Different areas will be open for exploration such as dramatic play, blocks, sensory table, easels, books, games, and table activities.

10:30-10:45 Snack Time-Children and teachers sit down together to have a healthy snack brought from home. This is a peanut free environment. During this time children communicate about their day.

10:45-11:15 Large Motor Activities– Weather permitting we will visit the playground and do activities outside. If the weather is bad there will be planned large motor activities inside.

11:15-11:30 Get Ready to Go Home-Children will gather their things and get ready to be picked up.



Field Trips

Occasionally we will be talking small field trips to places such as the library, police station, fire station, ect. There may be a small fee for some of our trips. Permission slips will be sent home with the amount of the fee if any, Parents must supply a car seat on days of our trips.



Keppler Academy

Arrival and Departure

Keppler Academy Starts at 9:00am each day. Please walk you child into the building. Preschool is over at 11:30am. Children will not be released to any person other than the parent/guardian or an authorized individual on the pick-up forms filled out during registration.

Late Pick-Up Policy

If you will be late picking up your child due to emergency please contact the Keppler Academy at (630)231-6770 or the West Chicago Park District Office at (630)231-9474.

- A \$15 late fee will be charged when a parent/guardian is 5 minutes late.
- An additional \$15 will be charged each 15 minute period after. This fee will be added to your next preschool monthly payment and must be paid at this time
- If a child is not picked up by 12:15pm and the preschool staff fails to reach a parent or authorized individual the police will be called for assistance.

Keppler Academy Calendar

Keppler Academy follows the District #33 school calendar. All holidays and days off school District #33 will be non attendance days for Keppler Academy.

Emergency Closing

Keppler Academy will be canceled any snow days or during any other weather emergencies following District #33. Call the West Chicago Park District Office at (630)231-9474 for preschool closing information.

Keppler Academy

Discipline

The Keppler Academy believes guidance/discipline as is ongoing learning process that helps develop self-control and positive social behaviors. We will help the children work through their problems in a positive constructive way. We encourage using words to express feelings and communicate needs. We will also help redirect to new activities if a child is have a difficult time. Our goal is to foster positive self-esteem and positive social interactions.

Classroom Rules

- All members of the classroom will respect others and classroom belongings
- All members of the classroom will use kind words and a kind voice when speaking to each other
- Walking feet are used inside
- Hands and feet are kept to ourselves
- Children will clean up after themselves after each activity is done
- We use our words to work out problems

If a child is having difficulty following the classroom rules the teacher may help by

-Helping the child find the words to communicate their needs

-Redirecting them to another activity

-Take a break from the group with the child to calm down

The West Chicago Park District reserves the right to dismiss any child that the coordinator and staff agree is disrupting the educational environment. Parents will receive notice prior to the situation getting to this point. There will be no refunds of any kind if a child is dismissed because of behavior during the year.

