



KEPPLER

Learning Center

PARENT-PARTICIPANT HANDBOOK 2025-2026

West Chicago Park District
201 W. National Street
Ph: 630-231-9474
www.we-goparks.org



Welcome!

The West Chicago Park District's Keppler Learning Center focuses on the developmental needs of children from three to five years old. Our program is designed to give children the tools and experiences necessary to assure a positive transition to kindergarten. Our program offers a warm, nurturing, and friendly environment where children can explore, create, and flourish. Socialization skills and independence are developed through a variety of daily skills and exercises.

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

If at any time you have any questions, comments, or concerns about our program, activities, policies, or personnel please feel free to contact Pam Schiavoni, Recreation Supervisor, at pschiavoni@we-goparks.org.

Location & Contact Information

Keppler Learning Center is located inside the ARC Center (201 W. National Street). Registration and tuition payments can be made online or in-person at the ARC Center.

Arrival & Departure Procedures

Drop-off and pick-up will be at the door of the classroom inside the ARC Center. Upon arrival, parent/guardian should park in a marked parking spot and walk their child(ren) to the classroom door where they will be greeted by a staff member. The fire lane is a no parking zone.

If your child arrives late, please knock on the classroom door for your child to be let in.

If a different person is picking your child up they must be listed on your emergency forms. Please notify the teacher of the change in pick up. Also, remind the individual picking up that they will need a photo ID for the child to be released to them.

Attendance

Everyone counts! If your child will be absent, please contact Keppler Learning Center at 630-231-9474 or klc@we-goparks.org to report their absence.

Attire & Personal Belongings

Play is an important part of Keppler Learning Center! Clothing choices should be practical as children may get messy, have movement activities, and play outdoors.

Items to bring daily include the following:

- Backpack
- Folder
- Change of Clothes
- Healthy Snack (Nut Free)
- Reusable Sip Type Water Bottle

Registration & Tuition

Registration for the 2025/2026 school year began on April 1st. Children must be age appropriate for the program in which they are being enrolled in by September 1, 2025. There is a \$75 fee per child due at the time of registration to secure your child's place in the program. This fee is non-refundable and non-transferable. Take advantage of our convenient monthly EFT (Electronic Fund Transfer) payment plan where payments are automatically withdrawn from your credit or debit card on the first of the month (September through May). School calendar, supply lists, and Parent Handbook will be emailed to parents as the school year approaches.

Late Payment Fee

The West Chicago Park District reserves the right to charge an additional \$35.00 late fee if payment is not made by the first of the month. This includes credit card declines. In the event of persistent credit card declines, the Park District reserves the right to remove the participant from the EFT program. If removed from the EFT program, all remaining funds will be due up front for the remainder of the school year.

Emergency Closing

The West Chicago Park District's Rainout Line will be updated with any closure information as it becomes available.

Rainout Line: 630-225-7876 ext. 6

Daily Routine

Keppler Learning Center provides a nurturing and stimulating environment where children feel free to interact with the world around them. Our dedicated and experienced instructors use open-ended questions to help children develop language and social skills and to stimulate reasoning while building relationships. Daily activities include manipulatives, circle time, arts and crafts, free play, literacy, snack, and music time. Our numerous learning stations are set up to support children's interests and curiosity. In addition, a new letter, number and color are introduced weekly or monthly and reinforced in activities.

- Arrival
- Circle Time
 - Welcome Song
 - Pledge of Allegiance
 - Calendar
 - Weather
 - Discussion Questions
 - Sharing

- Art Center
- Motor Center
- Snack
- Math & Science
- Literacy Center
- Music

Bathroom Procedures

All participants must be toilet-trained and are responsible for their own toileting needs. Children may use the bathroom at any time during the program. Encourage your child to tell the instructor if they need to use the bathroom to avoid accidents.

- Instructors cannot accompany children into the bathroom stall.
- Instructors cannot wipe bottoms.
- Instructors may assist with buttons, snaps, zippers, and belts.
- Diapers are not permitted.
- Parent/Guardian will be called to tend to bathroom accidents.
- Your child may be paused from participating in our program if accidents continue to occur.

Illness & Absences

Our goal is to maintain a healthy classroom for all participants involved in our program. You can help by keeping your child home if he/she:

- Vomited or had diarrhea in the past 24 hours
- Has a fever of 100 or higher in the past 24 hours without fever reducing medication
- Shows any signs or symptoms of illness including a cough, runny nose, rash, or pink eye

If your child appears ill upon arrival, or needs special attention during the school day, an instructor will call a parent or authorized person to pick-up the child.

Medication Administration

Instructors can only give medication to a child if their parent/guardian has filled out a permission to dispense medication and medical form completely. Please inform your child's instructor if medication is needed during program hours.

Late Pick-Up

If you will be late picking up your child due to an emergency, please call (630)231-9474. A \$20 late payment fee will be charged for the first 15 minutes, and an additional \$1 per minute will be charged after. This fee will be due no later than the next month's EFT payment. If a child is not picked up 20 minutes after dismissal time, a staff member will call the child's parent or guardian. After 30 minutes, if the child's parent or guardian have not contacted staff, they will be required to contact the West Chicago Police Department.

Discipline

Discipline is the ongoing process of helping children to develop inner controls and assume responsibility for their own actions. Instructors accomplish this by setting, explaining, and consistently enforcing clear and understandable rules, limits, and consequences. Help will be given to children to work through problems in a positive and constructive way. Using words to express feelings and communicate needs is strongly encouraged. Instructors will also help to redirect to new activities if a child continues to have a difficult time. Our goal is to foster positive self-esteem and positive social interactions.

The West Chicago Park District reserves the right to dismiss any child that the Recreation Supervisor and instructors agree is disrupting the educational environment. Parents will receive notification prior to the situation getting this far. There will be no refunds if a child is dismissed due to behavior.

Parties, Special Events, and Birthdays

Class parties and special events will be planned throughout the year to enhance learning. Due to an increase in a variety of food allergies, no food treats may be passed out at Keppler Preschool. To minimize the risk, if your child would like to bring a treat for their peers, we ask that they bring in a non-edible treat such as stickers, pencils, or a small party favor.

Snack

A healthy snack is encouraged for your child daily. Please keep in mind that snack time is 10-15 minutes in length and all snacks must be nut-free.

KEPPLER LEARNING CENTER STAFF 2025-2026

Teaching Staff

Debbie Steward.....	Lead Teacher
Maggie Bickhart.....	Teaching Assistant

Recreation & Administration Staff

Pam Schiavoni.....	Recreation Supervisor – Youth Programming
Sara Witteck.....	Recreation Manager
Ben Nelson.....	Superintendent of Recreation