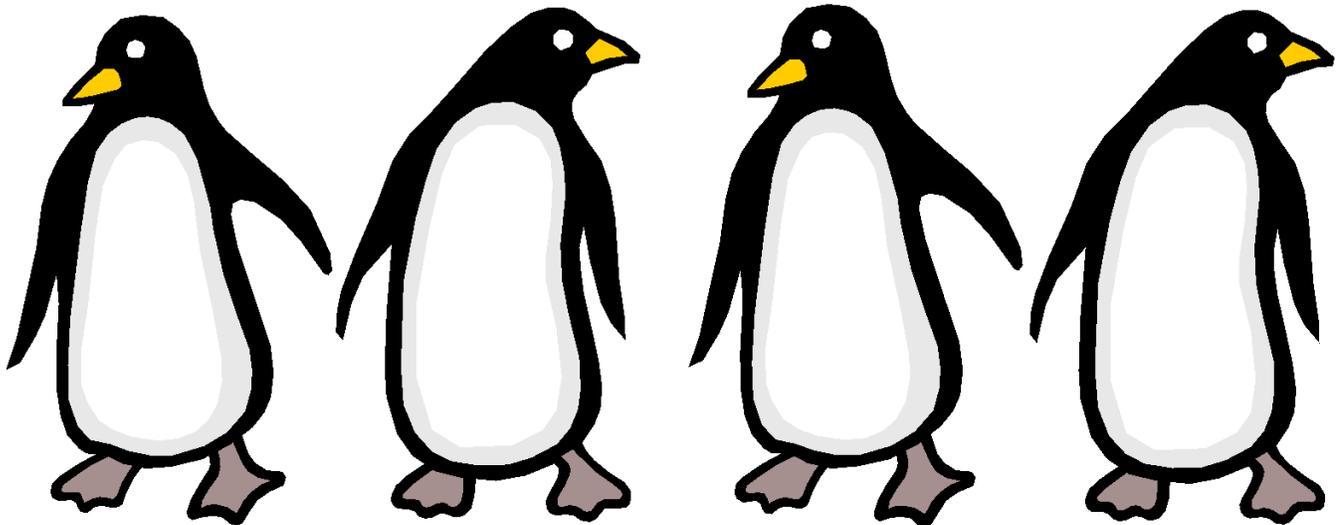


Preschool Manual



2016-2017

Early Learning Center

300 E. Forest Avenue
West Chicago, IL
60185
630.293.6000 x 313
Attendance
630.293.6000 x 314

Trinity Preschool

331 George Street
West Chicago, IL
60185
630.293.7324 x 10
Attendance
630.293.7324 x 11

Turner School

750 Ingalton Avenue
West Chicago, IL
60185
630.293.6050 x 200
Attendance
630.293.6050 x 202

Illinois Central Bus Company: 630- 584-1658

School Hours and Schedule

Morning Schedule 8:30 A.M. –11:00 A.M. Afternoon Schedule 12:15 P.M. –2:45 P.M.

Extended Day Schedule 8:30 A.M. –1:30 P.M. Full Day Schedule 8:30 A.M. –2:45 P.M.

If you are dropping your child off, your child may enter the building at 8:25 A.M. or 12:10 P.M.

Supplies

District #33 provides the materials your child will be using in class. However, we do ask that parents provide the following items on the first day of class:

- a change of clothing, including socks and underwear, **in a plastic Ziploc bag** with your child's name on it. It will be kept at school.
- a backpack **large** enough to hold a folder. **When sending notes and other items you want staff members to receive, be sure to place them in the orange communication folder.**
- a small supply of diapers and wipes, if needed, to be kept at school labeled with your child's name.

Snack/Lunch

The philosophy and curriculum of the Early Learning Center focuses on the whole child and healthy eating is part of the daily schedule. Healthy food choices help enhance a child's memory and increase a child's ability to learn. The staff at the Early Learning Center will provide a healthy snack for children every day. Children in the Extended Day will also receive lunch. Children in the Full Day Program will receive breakfast, lunch, and a snack. Water is essential to keeping the brain and the body hydrated and in top working condition and water will be available for children throughout the day. Good nutrition, plenty of water, daily active exercise and adequate sleep contribute to a healthy lifestyle and help the brain function at its best. **If you send a snack with your child, we ask that you not send any food with peanuts or peanut products due to the serious nature of food allergies.**



Birthdays

We recognize that children and their families enjoy sharing food at special times such as birthdays, holidays, and other school celebrations. However, due to an increase in food allergies and tighter Health Department regulations, **no goody bags, gifts, treats or food** will be allowed in the classroom for birthdays. Birthdays will be acknowledged with singing, birthday crowns, stickers and gift books. Parents are encouraged to volunteer in the classroom on their child's birthday.

Attendance and Health

It is important for your child to attend school daily. It is the parents' responsibility to make sure children attend school **every day**. Attendance will be monitored and children with excessive unexcused absences can be dropped from the program. Parents will be contacted after 5 absences and again after 10 absences to discuss the reasons for the absences and to address any concerns that might interfere with regular school attendance.

When a child will be absent from school, the parent **must** call the attendance line of your child's school. Leave a message with your child's name, teacher's name and reason for the absence. An illness, a doctor or dental appointment, a WIC meeting or a family emergency are acceptable reasons to miss school.

ELC 630-293-6000 ext. 314

Trinity 630-293-7324 ext. 11

Turner 630-293-6050 ext. 202.

You **must** also notify the bus company of your child's absence at **630-584-1658** and you will be asked to give your child's name and route number.

Your child may not attend school if she/he has a fever, diarrhea, a rash, pink eye or is vomiting.

Your child must be symptom free for 24 hours before returning to school. For your child's safety you must inform the school of any allergies or medical conditions such as asthma.

Families are discouraged from taking vacations during the school year. If an emergency occurs and your child must be taken out of school, please notify the principal

Medicines

District policy states that students are not allowed to take medication (this includes epi-pens and inhalers) by themselves during school hours, but must have the medication administered by authorized school personnel. The District Medication Permission Form must be completed by the physician and the medication brought to school in the pharmaceutical container, clearly marked with the student's name, the name of the medication and the pertinent instructions. All medication (including epi-pens and inhalers) will be held in the main office. **DO NOT** send cough drops, Advil, Tylenol, cough or cold medicines to school.

Mandated Reporters

School personnel are mandated by the State to report any unusual marks, injuries or abuse of a child.

If your child is injured at home and has bruises, scrapes, cuts or a fracture, please call or send a note to school explaining the nature and cause of the injury. Failure to do so may result in a phone call from school personnel who are mandated by the State to follow up on any unexplained injuries to a child.

Clothing

Children should be comfortably dressed in simple, washable, easy-to-maintain clothing appropriate for climbing, playing on the floor, painting, gluing and water play. Paint smocks are always available for messy activities but children feel more comfortable getting involved with an activity if they don't need to worry about their clothing. We use washable paints and markers but it is inevitable that clothes get stained. The manufactures of the paint we use suggest using Zout © and we have had good success with OxyClean ©. Rubber-soled shoes with laces, buckles, or Velcro are best for active preschoolers. Flip-flops or backless shoes are not safe and not suitable for school. Please do not have your child wear them to school.

Outdoor play is an important part of our program. Please keep in mind that we will go outdoors **daily**, weather permitting. **We will go outdoors if the temperature is above 10° in the winter** so please dress your child warmly and comfortably for outdoor play conditions. In winter weather this includes a heavy coat, hat, mittens and scarf. Boots and snow pants should be worn when there is snow on the ground. All children will go outdoors to play unless a doctor provides a written note indicating a medical condition that would keep a child indoors.

Identification

For safety reasons, it is district policy that all adults entering a school building must show a picture I.D. Please have it ready and available at the door.

Transportation

The preschool program provides bus transportation for students in the program. Parents are provided with route numbers, pick-up times and drop-off times. Colored-coded bus tags are attached to each child's backpack. It is very important that this tag remain on your child's backpack. It is the responsibility of the family/caregiver to have the child ready on time for pick-up and to be there to meet the child at the bus drop-off. If you are not at the bus drop-off point on time, your child will be returned to school and you will be called to pick your child up at school.

If you will be picking your child up from school instead of having him/her go home on the bus, you **MUST** come into the building with a picture ID and sign your child out. This is for your child's safety. Be sure to tell your child's teacher that your child will not be going home on the bus. If your child's teacher does not know you will be picking up your child, he/she will be placed on the bus. You **must** also notify the bus company of your child's absence at **630-584-1658** and you will be asked to give your child's name and route number.

Bus changes can only be made if you move. You will be required to provide proof of your new address. **It may take up to a week to make a bus change.**

Bus Behavior

Your child's behavior is as important on the bus as it is in school. Please talk to your child regularly about proper bus behavior. Discuss the following rules with your child:

- Keep hands to yourself.
- Use a quiet voice.
- Stay in your seat and keep your seat belt on.
- Keep your backpack zipped and keep items in your backpack.

Riding the bus is a privilege for your child and repeated inappropriate behaviors can cause your child to lose bus service. It would then be your responsibility to bring your child to school and pick him/her up.



Drop-Off and Pick-Up Procedures

1. Car riders should plan on arriving at **8:25 a.m.** and **10:55 a.m. / 12:10 p.m.** and **2:40 p.m.** for half day programs, **8:25 a.m.** and **1:25 p.m.** for Extended Day programs, and **8:25 a.m.** and **2:40 p.m.** for Full Day Programs.
2. Children may **not** enter the building before **8:25 a.m. / 12:10 p.m.** and must be picked up by **11:00 a.m.** and **2:45 p.m.**
3. **ELC:** All cars must wait for the busses to unload prior to pulling in the drive.
- 4 **ELC:** Parents should park on Forest Ave. or in the preschool parking lot and wait at the bottom of the ramp for a staff member.
Trinity: Parents should park on Sherman Ave. and wait by exit door for staff member.
Turner School: Parents pull up after busses and wait for staff member.
- 5 No one should unload their children on the street side of Forest/Sherman Ave.
6. Do not drive around busses with their stop signs out.
7. Do not leave any child unattended in a parked car.
8. If someone other than the parent is picking up a child, the office must be notified of the change. That person must come to the office to show a photo ID. You must send a note or call the office with the name of the person picking up your child. Your child will only be released to an adult.
9. If your child normally rides the bus but you are picking them up from school, you must come to the office to sign your child out.
10. Please be aware that Illinois law requires children up to 40 pounds to be in a car seat.

Behavior

Positive interactions with adults, clear and familiar guidelines, the setting of limits, consistency and follow-through are all necessary to help children develop appropriate behaviors and self-control. These measures are used to help children feel safe and secure, to feel good about themselves and to develop confidence and independence. If a situation arises in which intervention by an adult is necessary to maintain a safe and secure environment the following consequences may be used:

- Reminders about appropriate behavior
- Redirecting behavior
- Natural consequences
- Removal of a child from a situation for safety reasons.

These consequences are based on each individual child and/or situation.

Classroom rules are designed to maintain order, keep a safe environment, and allow children to feel secure. The rules in our preschool program are simple and concise to allow children to take charge of their own behavior:

- Walk in school
- Use inside/quiet voices
- Keep hands and feet to yourself
- Wait your turn
- Follow directions

Home / School Communication

- A newsletter will be sent home highlighting previous classroom activities and previewing upcoming activities. This newsletter will provide you with a means to share your child's classroom experiences with him/her.
- Scheduled conferences in November and March are planned to share information with you regarding your child's overall growth and development and to discuss concerns you might have. Conferences can otherwise be scheduled when needed.
- **Please do not hesitate to call if you have questions or concerns.** Teachers will not be able to answer the phone during class time. You may leave a message or call the office if it is an emergency.
- Arrival and departure times and during class hours are not the optimal opportunity to discuss your child with a teacher. If you need to speak personally with any staff member, please make arrangements to come in before or after class.

Library

Our preschool program has a library that provides books for children to check out and borrow. Children will check out books twice a month and will keep them for 1 week. We want to keep the books in excellent condition. We will be talking to the children about library rules and we ask that you do the same at home. Please help your child follow these rules:

1. Never write, color, or draw in books.
2. Never have food or messy hands near books.
3. Keep books away from pets.
4. Keep books away from younger children.
5. Keep books in the library bag provided when not reading and keep the bag in a safe place.
6. Keep the library bag in the backpack to and from school.
7. Do not tear pages out of the book.



If damage does occur to a book, please do not try to fix it yourself. Send the book back to the preschool with a note so that we can repair it. If books are returned damaged beyond repair or damaged because of excessive abuse, a fine notice will be sent home with your child. Your child will not be allowed to check out any books until the fine is paid.

Parent Engagement

The preschool program encompasses the philosophy that the optimum success of each child is shared with family, school, and community. Parents are valued as partners and play an integral role in their child's education. The family is the child's first teacher and is instrumental in transitioning experiences and learning between home and school. Each family has the opportunity to contribute to their child's preschool experience in an individual and unique way. All adult family members are encouraged to participate in classroom activities when possible.

For safety reasons, parents are asked not to bring siblings to class when they are a classroom volunteer.

Please remember, that when you visit school as a volunteer you must sign in at the office and wear a visitor badge. You will also need to present a picture ID.

WE LOOK FORWARD TO WORKING WITH YOU TO PROVIDE YOUR CHILD WITH A CHALLENGING AND EXCITING PRESCHOOL EXPERIENCE.