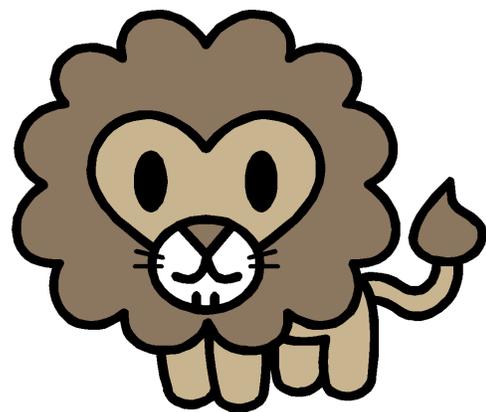




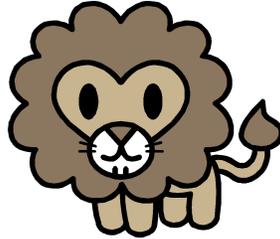
Early Childhood Center

PreK – Lincoln Primary and Grant Primary

Parent/Student Handbook



Roar into Pre-K with Linc!



Dear Early Childhood Parents/Guardians:

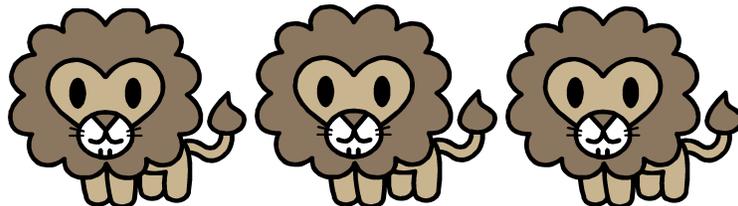
First, and foremost, WELCOME to District 88's Early Childhood Program! For many of our students District 88's Pre-K Program marks their first school experience. Both new and returning students and parents will express a variety of emotions on those first few days of school. ☺ Rest assured we are looking forward to working with you and your child this school year. We want your child to have the best school experience possible.

The Early Childhood Program strives to provide our students with the necessary tools/skills to become lifelong learners. All research suggests when a child has early intervention; he/she will have better school success in the future. At home you can support us by embracing the practice of asking your child daily to share with you what happened during his/her school day. Verbal recall and spoken language are some of the best ways to develop students' learning skills.

The following Early Childhood Parent/Student Handbook represents many of our beliefs, routines, policies, and/or practices. Please take the time to read our handbook.

Again, WELCOME to the Early Childhood family! If you ever have any questions/concerns, please feel free to contact the school. We have an Open Door policy.

Mrs. Stamps, Early Childhood Principal



District 88 State Pre-Kindergarten Philosophy:

The District 88 Early Childhood Program is designed for children ages three to five years old and is based on the following philosophy:

“We believe that play is the medium through which learning occurs.”

Jean Piaget

Based on this philosophy we believe:

- Children develop through active exploration and manipulation of their environment.
- Children develop through interactions with their peers as well as with adults.
- Children develop through meaningful and ongoing experiences that promote physical, mental, emotional, and social growth.

We are committed to helping each child develop a positive self-image. Therefore we remain committed to a program that includes appreciation, opportunities and respect for all races, cultures, creeds, ethnicity, and social backgrounds.

We firmly believe that mutual support and good communication between parents and program staff are essential. We recognize parents as the primary teachers and mentors in their children’s lives. Therefore, we will strive to develop a partnership with parents that will contribute to the development of the whole child.

The Early Childhood Program is governed by a state grant entitled Preschool for All. Our teachers follow The Creative Curriculum for Preschool - Gold. The Creative Curriculum is an age appropriate curriculum. It is designed to assist District 88 Pre-K aged children in the following areas:

- Language Development
- Physical Development – Gross and Fine Motor
- Social/Emotional Development
- Cognitive (Academic) Development

Our Early Childhood Program is a developmentally appropriate preschool program, which follows the guidelines of NAEYC and ECERS-3. The Creative Curriculum for Preschool is inclusive of all children – those developing typically, children with disabilities, and English Language Learners (Dodge 2002).

Each classroom consists of the following staff:

- Certified Teacher
- Teacher Assistant

Arrival and Dismissal Procedures:

One way to guarantee your child's safety as well as for attendance purposes is to establish a policy. The Early Childhood Program has a policy for signing students in and out. Every child needs to be signed in and out daily.

A parent or designated person must sign the classroom Sign In/Out Sheet when the child arrives and leaves the school. Only authorized persons listed on the pick-up list will be allowed to take children from school.

Usually each class has 20 students. Thus, that number will equal the number of adults also signing students in and out daily.

The teaching staff's primary focus is placed on the children. We are making sure that each child is dismissed with the appropriate adult, answering questions, and/or distributing papers. The teaching staff unfortunately might not always be able to recognize who arrived first, second, third and so forth. To eliminate frustration, misunderstandings, and children being grabbed from their class line without the teacher being aware, we will be dismissing the students in an orderly fashion and request that you remain in a line. We realize many have to leave quickly but your child's safety is foremost.

Attendance:

Daily attendance is important. Please send your child to school every day unless he/she is ill. Please call Lincoln Primary to report an absence even if your child goes to Grant Primary. The phone number to call is (708) 410-3701 or alternatively (708) 410-3719.

Birthday Parties:

Classroom birthday parties are welcomed. Please notify the classroom teacher in advance to schedule and plan a classroom birthday celebration. As a reminder, no homemade food is allowed, and all classrooms are peanut free zones. Additionally, a healthy birthday snack is preferred.

Book Bags:

All children should have a book bag. Please label your child's book bag with the child's first and last name. School to home communication is sent via a child's book bag; therefore please regularly check your child's **Thursday Folder**.

Change of Clothes:

Toileting accidents may happen and for that reason we request that each child brings in an extra set of seasonally appropriate clothes. All children should bring in the following clothing items:

- Underwear
- Socks
- Shirt
- Pants
- Pull-ups & Wipes for those students still being potty trained.

** This change of clothes stays at the school until the end of the school year.

Character Counts:

Our students participate in the Character Counts pillars. Our Pre-K students follow the Character Carousel based on a group of six animals designed to help young children learn about the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Each pillar is associated with an animal: camel, lion, elephant, giraffe, kangaroo, and bear. Our staff regularly promotes the ongoing development of these pillars.

Communication:

Communication between the home and the school is an essential part of our school program. We encourage you to speak with your child's teacher or principal if you have questions/concerns. The school has established a number of ways to provide information to parents about their child and/or the school program. Some of these are listed:

Open House is a time set aside each fall for parents to visit their child's school and meet his/her teachers. Teachers will explain the curriculum and discuss procedures.

Parent/Teacher Conferences provide opportunities to share information about your child's school progress. Parents are encouraged to participate. Conferences are held three times during the school year.

Monthly Newsletters/Reminder Notices are given to the students to take home on a regular basis to provide timely information about the school program. Written communication is sent home typically on *Thursdays*. The notices, newsletters, etc. are placed in a school provided folder called the *Thursday Folder*. Please read the newsletters/notices for important information and dates for upcoming workshops and Early Childhood events/classroom activities.

Phone Conferences can be held during the teachers' plan times upon parent request or if you have a concern about your child.

Seesaw Bellwood ECC Staff will communicate with its Pre-K Parents via Seesaw to share important information related to student development, classroom/school-wide activities, school closings etc.

Emergency Information:

Notify the Early Childhood secretary if there are any changes in your child's address, telephone number, and/or their emergency contact numbers. It is important for us to have working contact numbers.

Assemblies / Field Trips:

Field trips are a scheduled part of the curriculum, and as such, are designed to be educational as well as entertaining experiences. Notices about assemblies and/or field trips will be given to parents.

Health Services:

SCHOOL HEALTH POLICY

The Board of Education, in compliance with State and County Law, requires that every student entering into the Early Childhood Program submit a physical and be immunized.

ACCIDENTS

The teachers and teacher assistants make every attempt to be fully aware of what is going on around them. However, sometimes a child will have an accident typically on the playground or at gym. The teachers will notify the appropriate health services personnel and parent when the accident warrants such.

STUDENT MEDICATION IN SCHOOL

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent and the physician must accompany the medication in a prescription container and must be on file in the school's office. If there is a change in medication, it is the responsibility of the parent to notify the school office. The medication must be presented to health services unless the parent has allowed the student to use his/her asthma pump. A copy of the physician order for medication still must be on file in the school's office.

Hours of Operation:

Pre-K classes meet Monday through Friday. As a parent you have the option of selecting either the morning or afternoon session. The morning session is from 8:05 a.m. – 10:45 a.m. The afternoon session is from 12:15 p.m. – 2:55 p.m.

Illness:

If your child is ill, please keep him/her at home. If your child becomes ill during the school day, you will be notified by telephone and prompt pick-up of the child is requested. Please notify your child's teacher of all suspected or confirmed medical/health problems such as pink eye, ringworm, chicken pox, head lice, strep throat, etc.

Parent Participation:

Parents are welcome to volunteer in their child's classroom. Please notify your child's classroom teacher in advance if you would like to volunteer in the classroom. You must also be registered within the Raptor Visitor Management System and obtain a visitor's pass prior to proceeding to the classroom.

School Closing:

In case of inclement weather, refer to the local news and/or Internet. Please listen for the following name: Bellwood School District 88 in Cook County. Individual school names will not be mentioned.

School Colors and Mascot:

The school colors for the Early Childhood Program are blue and yellow. Our school's mascot is Linc the Lion.

School Spirit Day:

The Early Childhood Program has a monthly School Spirit Day. The purpose of a School Spirit Day is to promote unity and school spirit. Students are encouraged to wear our School Spirit Day shirt on that day.

Screenings:

Each child must participate in the screening process. The results of the Brigance screening tool will help: (a) Determine readiness for school, (b) Provide a baseline to monitor developmental progress, and (c) Determine a score to allow comparisons among other students. Screening results are shared with parents.

Site Locations:

The Early Childhood school hub is located at:

- Lincoln Primary
3519 Wilcox
Bellwood, Illinois 60104
(708) 544 – 2815

There are 2 satellite classrooms located at:

- Grant Primary
1801 N. 36th Ave.
Stone Park, Illinois

Snacks:

Snacks will be provided daily by the school. In light of student allergies, please discuss any and all allergies with your child's teacher.

Student Attire – Clothes and Gym Shoes:

The Early Childhood report card has a Physical Development/Gross Motor Skills section. Early Childhood teachers will be evaluating components of movement, balance, and coordination, etc. Thus, your child MUST wear gym shoes to school. No sandals, flip-flops, shoes with heels, boots, etc. should be worn. Your child cannot walk, run, and/or climb, etc. with shoes that have no support. When your child wears shoes that have no support, accidents tend to happen.

Additionally, washable play clothes are most appropriate for school wear. In the Early Childhood Program there are many art activities that can cause the child to get paint, glue, etc. on his/her clothes. For the above listed reason(s), we encourage parents to dress their child accordingly.

Student Records Policy:

Parents have the right to view any information in your child's cumulative file, as well as, the results of any testing. The parent must contact the principal in writing for an appointment for that purpose. If a parent wishes to challenge the content of a record, a request must be made in writing to the superintendent.

Tardies:

Good attendance and punctuality are indicators of school success. Students who are tardy miss important announcements, established routine, and/or academic instruction. A student's late entry also interrupts students who have started their daily routine. Thus, it is very important for your child to be on time for school.

Toys:

Students should not bring toys to school unless requested by the teacher. Our program has a wealth of material to use during choice Center Time.