

School District U-46  
Early Childhood Program  
For  
3- to 5-Year Olds

Parent Handbook



2017-2018 School Year

Dear Parents/Guardians,

School District U-46 Early Childhood Program provides a wide variety of early childhood experiences for your child in a multi-age classroom setting. The program serves children that qualify for the state at-risk program (Preschool for All) or special education students that have been screened and identified as having special needs or at-risk characteristics.

We need you to be active partners in the educational process in order for your child to be as successful as possible.

You can help by

- ◇ visiting your child's classroom
- ◇ participating in family activities at school
- ◇ joining your child on field trips
- ◇ attending parent/teacher conferences
- ◇ completing home/school activities.

This booklet should provide answers to the most commonly asked questions. If you have other questions or need information at any time, please don't hesitate to call your child's teacher or the office at your child's school site or use e-mail at any time.

Sincerely,

U-46 Early Childhood Program Staff

## PROGRAM INFORMATION/PHONE NUMBERS

CLASSROOM SITE: \_\_\_\_\_

OFFICE PHONE #: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TRANSPORTATION: 847-888-5000 X5095

TEACHER: \_\_\_\_\_

FOR ABSENCES: CALL SCHOOL AND TRANSPORTATION

TEACHER ASSISTANT(S): \_\_\_\_\_

CLASSROOM SESSIONS:

M T W TH F

A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

Visitors **MUST** sign in and obtain a visitor pass at the school office before visiting classrooms or playground.

## TRANSPORTATION

### 847-888-5000 x5095

Bussing is available to or from your child's home or childcare provider within School District U-46 boundaries. However, transportation will only be provided midday unless your child's special education IEP provides for both ways.

Morning students will **only** be transported HOME from school (parents must bring child to school in the morning)  
Afternoon students will **only** be transported TO SCHOOL (parents pick students up from school in pm)

An ADULT must put the child on, fasten the child's seat belt, and take the child off the bus.

If an ADULT is not home at drop off time, the child will be returned to the SCHOOL OFFICE. The PARENT/GUARDIAN will be responsible for picking up the child. If you miss your child due to an emergency, call the transportation number above.

If a student is left at the school for over 15 minutes or returned to school by the transportation department, the following procedures will be followed.

- 1<sup>st</sup> time – first written warning
- 2<sup>nd</sup> time – second written warning
- 3<sup>rd</sup> time – bus service will be suspended for 5 school days.

A BUS IDENTIFICATION TAG will be provided; it must be worn and be visible every day.

If the child will miss school, call transportation and the school. An ill child cannot ride the bus.

State law prohibits eating or drinking on the bus.

All children are required to use seatbelts or an approved safety vest.

**Under no circumstances will we release your child to anyone that is not listed as an emergency contact and prior arrangements have been made with the office or your child's teacher.** Identification will be required. If you are going to pick up your child from school and do not wish him/her to board the bus, you MUST notify the office in advance in writing or by phone. If you fail to arrive by bus departure time, your child will be put on the bus.



THANK YOU FOR YOUR COOPERATION TO ENSURE THE SAFETY OF YOUR CHILD.

# SCHOOL RULES

**School visitors MUST sign in and obtain a visitor pass at the main office before visiting classrooms or the playground.**

Please do not send toys to school unless specifically requested by your child's teacher.

Do not send cell phones or toy guns or knives. They will be confiscated until the end of the school year.

Please notify the school office of any change of address for pick-up or drop off. **It takes at least 5 school days for transportation changes to take effect except in the beginning of the school year which will then take up to three weeks.**

## HEALTH

### MEDICATIONS IN SCHOOL:

Giving medication to students during regular school hours and school-related activities shall be discouraged unless absolutely necessary for the critical health and well-being of the student.

If there is a request to administer any medications at school contact the school nurse, a form for the doctor to sign will be given to you.

**\*\*PLEASE NOTE:** For safety reasons at no time will your child be permitted to bring medication to school. Medication **MUST** be transported to school by an adult.

Report all communicable diseases to the school office (such as: head lice, strep throat, scarlet fever, chicken pox, pink eye, scabies, ringworm, etc.)

Keep your child home if he/she has any of the following:

fever of 99.6° or higher

vomiting

diarrhea

upset stomach

headache

Strep throat

excessive coughing

pink eye

sore throat/ear ache

## DRESSING FOR SUCCESS AT SCHOOL

One of the major developments of young children is learning to be independent. When planning the clothes your child will wear to school, please look for items to help your child actively participate. This will help him/her feel good about getting ready for school. Here are some suggestions:



### **Clothes for teaching independence**

pull on pants/shorts

velcro shoes

pull over tops without fasteners

comfortable play clothes

correct size

### **Clothes to avoid**

overalls

zipper pants

many buttons or

buckles

belts

long skirts

sandals/flip flops

**Please send your child in comfortable play clothes so that he/she will be using playdoh, chalk, shaving cream, water etc.**

Because many activities at school each day involve running, climbing, jumping, and other large muscle activities, gym shoes allow your child to participate safely. You may choose to send in gym shoes to be kept at school. Gym shoes are **REQUIRED** for participation on **GYM DAYS**.

**Also, we go outdoors to play on the equipment, take walks, and enjoy the fresh air. Make sure to dress your child for the weather each day.**

In the winter months, if your child wears boots to school, make sure to send in shoes so your child can change. It is not safe or healthy to wear heavy boots for the entire school session. Please mark outer clothing with your child's name to avoid mix-ups.

# FAMILY INVOLVEMENT

**Your Involvement in your child's education is crucial to his/her success!**

The Early Childhood Program offers the following family involvement opportunities:

- Participation in the screening process
- Open houses
- Home visits
- Parent interest programs, workshops, and seminars (child care usually provided)
- Parent support group meetings
- Family of the Week
- Weekly classroom lending library
- Classroom visitation, observation, participation in field trips/special events, at-home family activities
- Parent/teacher conferences
- Referrals for community services
- Weekly classroom newsletter and activities
- Monthly newsletter/calendar
- Parent/teacher organization



## **PARENT RESPONSIBILITIES**

- Put your child on the bus, with seat belt fastened, at the proper time and meet the bus when it returns from school.
- Make sure your child wears his/her bus ID tag each day.
- Contact the school office and transportation if your child will be absent.
- Inform the office immediately if there are changes concerning the information on your child's EMERGENCY CARD - emergency number, your address or telephone number, employment information.
- Inform us about any unusual circumstances/situations that may affect your child's participation at school. Teachers are available to receive telephone calls before and after classroom hours.
- Set appropriate limits for your child consistent with his/her developmental level
- School visitors **MUST** sign in and obtain a visitor pass at the main office before visiting classrooms or the playground

## **PHILOSOPHY**

We believe that children develop at their own pace through a hands-on approach to the environment around them. Each child has individual strengths and all children can learn from each other. It is essential that families and teachers support each other to provide appropriate opportunities for children. The Early Childhood staff work with each child serving as models and facilitators who provide structure, choices, equipment, and materials to support parents in helping children develop the skills and confidence to meet new challenges.