

**Glen Ellyn School District 41**

**Pre-Kindergarten Handbook**

**2014-2015 School**

**Philosophy and purpose**

The pre-kindergarten program provides developmentally appropriate experiences for preschool children, their families, and the community. The program is designed to meet the developmental needs of children in a safe and nurturing environment while promoting educational success. We believe in encouraging growth through active learning which utilizes the natural motivations, abilities, and interests of children.

**Program Description**

The Glen Ellyn School District 41 Pre-Kindergarten at-Risk Program is open to three and four year olds who reside in School District 41 and who have been referred to the program following the district’s preschool screening process. Children must be three years old as of September 1st of the current school year to be eligible for the program.

Our early childhood program provides a stimulating environment to help each child develop a strong foundation for school success. Our programs are located at both Churchill School and Forest Glen School.

In addition to our preschool classrooms, we also have programs that provide parenting support for families. Let your child’s teacher know if you would like more information.

**Blended:** Blended Preschool combines at-risk, special education and typically developing tuition paying students and is taught by a teacher who is certified to teach all groups.

**Churchill:** The morning class at Churchill School is for at-risk students in need of a Bilingual (Spanish) classroom setting. The afternoon class is for at-risk students who are English Language Learners.

**Self-Contained:** Early Childhood Special Education is a self-contained program for children between three and five with Individualized Education Programs (IEP’s) and identified needs for more intensive instruction.

**Self-Contained Structured:** Our structured preschool program is a self-contained classroom for children with individualized Education Programs (IEP’s) and identified needs for more intensive instruction in a highly structured environment.

**Staff**

Mrs. Megan Jarvis Bilingual/ESL program Teacher

Churchill School- Room 109 Phone number (630) 534-7431

Mrs. Brenda Klemm Blended Program Teacher

Forest Glen School- Room 104 Phone number (630) 534-7553

Mrs. Judy Leska Blended Program Teacher

Forest Glen School -Room 102 Phone number (630) 534-7312

Mrs. Janet DiSilvestro Self-contained Special Education Teacher

Forest Glen School -Room 101 Phone number (630) 534-7443

Ms. Maggie Belpedio Self-contained Structured Classroom Teacher

Forest Glen School – Room 105 Phone number (630) 534-7626

Mrs. Megan Kuczora Forest Glen Assistant Principal

Phone number (630) 534-7214

Central Services Phone number (630) 534- 7570

Mrs. Michelle Gallo Special Services Director

Central Services Phone number (630) 534-7234

Mrs. Katie McCluskey Director of Bilingual/ESL Services

Central Services Phone number (630) 534-7206

Mrs. Mary Streckert At-Risk Program Social Worker

Forest Glen School Phone number (630) 534 -7696

Ms. Nancy Connolly Forest Glen and Churchill nurse

Phone Number (630) 534-7341

**Contacting teachers and service specialists**

If you would like to leave a message, you may call your teacher’s number and leave a voicemail. You can also call the office to leave a message.

Please understand that when you call during the day, teachers have responsibilities to the children and can’t answer the phone. If there is an emergency please leave a message with the office and they will call us directly.

**Schedule**

|  |  |  |
| --- | --- | --- |
| Forest Glen EC/Blended | Arrival | Dismissal |
| AM | 8:50 A.M. | 11:20 A.M. |
| PM | 12:30 P.M. | 3:00 P.M. |

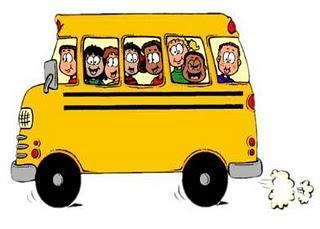
|  |  |  |
| --- | --- | --- |
| Forest Glen Structured | Arrival | Dismissal |
|  | 8:50 A.M. | 2:00 P.M. |

Drop off and dismissal is located in front of the school in the designated drop off zone. Children should not be dropped off prior to arrival times and need to be picked up promptly at dismissal.

|  |  |  |
| --- | --- | --- |
| Churchill | Arrival | Dismissal |
| AM | 9:00 A.M. | 11:30 A.M. |
| PM | 12:40 P.M. | 3:10 P.M. |

Drop off and dismissal is located on east side of the building in the bus lane. Children should not be dropped off prior to arrival times and need to be picked up promptly at dismissal.

**Transportation: Bus**

Bus times can fluctuate due to weather, traffic, etc. Please be at your bus stop ten minutes before your scheduled time. You and your child must be ready and waiting for pick-up when the bus comes. 

Please do not send food, drink, toys, or coloring tools. Your backpack should come empty to school.

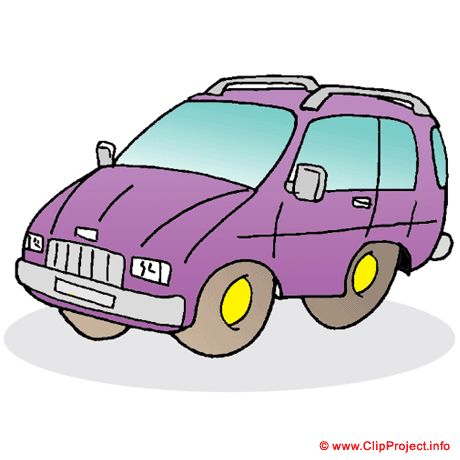
Bus tags will be provided. Please make sure it’s attached to your child’s backpack every day.

When the bus arrives, you are responsible for getting your child buckled into their seat. In order for a child to be released to a waiting adult, their name must be on your approved transportation form. An approved adult must be waiting at the bus stop when the bus arrives. If the bus driver does not see an approved adult, your child will be brought back to school and you must make arrangements to pick him or her up.

We must have list of adults who are authorized to pick up your child from school or the bus stop. If there are any additions or deletions to the list, we must have the request in written form.

The teachers will meet the bus when it arrives at school and help the children take off their seat belts. After school, they will make sure that all children have their seat belts on when they leave school. It is expected that your child will remain in his or her seat, sitting quietly, while riding the bus. If your child is unable to remain seated and ride the bus safely, he or she may have to wear a safety vest or may be excluded from riding the bus.

If your child will **NOT** be taking the bus on a particular day, please call the bus company (Illinois Central -630 260-7645) (SEPTRAN 630-668-0088). If the bus is late, please wait for it, especially at the beginning of the year when everyone is learning the new route.



**Transportation: Car**

If you drive your child to school, allow adequate time, observe the school’s drop off and pick up procedures, and follow instructions given by the crossing guard and building staff members.

**Attendance**

**Absence reporting:** Please call the school attendance line (below) as soon as possible each day your child will be absent or tardy.

Churchill. . . . . . . . . . . . . . . . . . . . 630-790-6485

Forest Glen. . . . . . . . . . . . . . . . . . 630-790-6490

**Attendance Policy**

The District 41 Pre-Kindergarten program meets five days per week. Your child is expected to be at school every day. Attending school every day is very important for your child—your child cannot learn if he or she is not in class. Research shows that children who attend school regularly are more likely to be successful during their school years.

Children should attend school every day unless an illness or emergency prevents them from doing so. Valid causes for absence include illness, observance of religious holidays, death in the immediate family, family emergencies, situations beyond the student’s control as determined by the principal, and other circumstances that cause reasonable concern to the parent/guardian for the student’s safety or health. Always call the school office on the day when you know your child will be absent.

Forest Glen……………630-790-6490

Churchill………………..630-790-6485

As educators we hope to work with you to prepare your child to be successful in kindergarten and beyond. With this in mind, **we have implemented a policy of reviewing your child’s place in the Pre-k program if he or she has accumulated a total of 10 unexcused absences. Your child may be dropped from the program if this occurs.** Please contact us if you have any questions.



**Health**

Children who are sick should be kept at home. If your child is sick on a school day please call the school to inform them that your child will not be coming. Students should not return to school until free of fever for 24 hours. If it is necessary for a student to go home from school, the nurse, health aide, or school secretary will make all arrangements.

**Contact Information**

Please make sure that the emergency numbers on file at the school are up to date; these include home phone numbers and a number where a parents or neighbor can be reached if necessary. Students will be released only to a parent or designee for whom the school have authorization on file. Proof of identification may be required.

**Snack**

We provide a snack every day for all students. If your child has any food restrictions because of allergies, religious, or cultural reasons it must be stated on the snack form. 

**Clothing and personal belongings**

* **Each child needs an extra set of clothes at all times so please send in labeled clothes for your child.** These will stay at school in case your child needs a change of clothes. Please replace clothes as needed.
* For your child’s safety, please send them in **shoes that cover their whole foot.** Please do not send your child to school wearing sandals, Crocs, or open-toe shoes. We run and play in parks with wood chips that can hurt when wearing sandals and open toe shoes.
* Please put your child’s name on all clothing that might be removed during the day including jackets, sweaters, boots and mittens.
* Please send your child in comfortable and washable play clothes. Keep in mind that we are painting, pasting, running and climbing.
* Please send your child in clothes that he or she can remove and put on by themselves. This helps children gain confidence and independence.
* Remember to dress your child for outdoor play. We go outside every day unless it is raining or very cold. Boots are needed in winter. Please send shoes in your child’s backpack for indoor wear on days that he/she wears boots.

Please refer to the district handbook for the specific dress code.

**Report Cards**

**Blended and Self-Contained:**

We use Teaching Strategies GOLD for our report cards which are sent home at the end of each trimester. Teaching Strategies GOLD is a comprehensive, research-based assessment system that supports effective teaching and children's development and learning. It is aligned with the Illinois Early Learning Standards and connects to the Common Core for Kindergarten. The areas of development are separated into the following: social emotional, physical, language, cognitive, literacy, math, and English language acquisition.

**Self-Contained Structured:**

Self-Contained Structured uses the VB-MAPP as our classrooms guide for instruction. The VB-MAPP assessment is updated 2-3 times a year. The assessment updates will depend on your child’s annual review date and entrance into the program. Parents will also receive updated IEP goals every trimester.

**SIP days**

District 41 sets aside eight half-days each year for staff members to work on matters pertaining to school improvement. **Early Childhood, Pre-K At Risk, and Kindergarten do not attend school on SIP Days**; students in grades 1-8 are dismissed at noon.

**The following are the SIP days for 2014-2015:**

**September 19th February 26th**

**October 10th March 27th**

**November 25th May 8th**

**December 19th June 3rd**

**Backpacks and communication folders**

Please have your child bring a backpack every day. Your teacher will establish a communication system with you. We will send home important papers in the backpack and parents may use the backpack to send any notes back to us. We check the backpack every day. Please make sure your backpack is large enough to hold the folder and personal belongings.

**Discipline**

A variety of consequences may be implemented to encourage appropriate behavior at all times. Please understand on occasions that issues may arise regarding your child’s behavior. You may need to meet with your child’s teacher to discuss behaviors.

**Parent nights**

We conduct parent education/family involvement evenings throughout the school year.. Information regarding specific dates, times, and topics will be shared prior to each meeting. These meetings are held at either Forest Glen or Churchill.

As a parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(child’s name)

I have received a copy of the Pre-Kindergarten

Handbook from District 41 and agree to follow

the guidelines and requirements.

Parent Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_