

West Central Early Childhood Center



2007-2008 Handbook

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West Central Early Childhood Center

Ellison Street * PO Box 750 * Media, IL 61460

Phone (309)924-1826 Fax (309)924-2549

Superintendent	Ralph Grimm
Curriculum Director	Jeanne Serven
Special Education Coordinator	Jamie Farniok
Speech Therapist	Erica Woods
Early Childhood Center Coordinator	Jessica Burrell
Early Childhood Center Secretary	Jaime Shultz
Early Childhood Center Custodian	Dale Short

Pre-Kindergarten Staff

Classroom Teachers

Brenda Steck

Deb Lescallett

Kim Strickler

Classroom Assistants

Connie Booton

Rebecca Tee

Mary Jo Melvin

Childcare Collaborative Teacher Jessica Burrell

Parents as Teachers

Birth – Three years **Parent Coordinator** Carey Thacker

Three – Five years **Family Educator** Anita Grafton

WELCOME

The West Central Early Childhood Center welcomes you to the West Central School District. We are very pleased that you have chosen to enroll your child in our program. We are looking forward to being an important part of your child's preschool years.

This handbook has been designed to provide you with important information about our Early Childhood Center and the policies and procedures that will affect you and your child.

PHILOSOPHY STATEMENT

West Central #235 Pre-Kindergarten believes...

That all children should enjoy success in school!

In the need for an early educational intervention program!

That all children should be learning at their developmental level!

In developmentally age appropriate experiences focused on language and pre-literacy skills!

Individual needs must be met!

Communication is vital!

That families, schools, and community should be united as one!

THE PRE-KINDERGARTEN PROGRAM

The Pre-Kindergarten program is funded by the Illinois State Board of Education Early Childhood Block Grant. The program focuses on helping children between the ages of 3 and 5 years obtain the necessary skills to ready themselves for Kindergarten. Children are enrolled based on developmental screenings held in early spring and August.

REQUIRED INFORMATION

Every child will need a copy of his or her certified birth certificate, a physical examination, an updated immunization record, and a signed parent contract. The physical exam must be performed by a medical doctor or doctor of osteopathy, or a physician's assistant or nurse practitioner working under a medical doctor. **A PHYSICAL COMPLETED BY A CHIROPRACTOR WILL NOT BE ACCEPTED.**

Any student entering the school from out of state must have a physical completed in the year prior to entry.

Immunization schedule

DPT	OPV or IPV
2 months	2 months
4 months	4 months
6 months	18 months
18 months	4-6 years
4-6 years (booster good for ten years)	

MMR

- 1st dose 15 months of age or older
- 2nd dose upon entry to Kindergarten

Hepatitis B

- 1st dose
- 2nd dose no less than 4 weeks following 1st dose
- 3rd dose no less than 2 months from 2nd dose and at least 4 months from 1st dose

HIB - must show proof of one dose after 15 months of age when starting preschool

Varicella - Preschool and Kindergarten must have one dose of vaccine after age one or documented proof of disease signed by a physician

Children entering preschool for the first time must show proof of having at least one lead level drawn. This can be a level drawn anytime in the past, as long as there is record that a normal level has been established. However, please remember that upon entering kindergarten, a second level will need to be drawn at least one year from the initial test.

PARENT/GUARDIAN INVOLVEMENT

Parents are their child's first teacher. Therefore, parent/guardian involvement is a vital component of a successful Pre-Kindergarten program. There are a variety of ways parents/guardians can participate in the Pre-Kindergarten program. Family nights, field trips, and volunteering in the classroom are just a few ways. When you enroll your child in the Pre-Kindergarten program you agree to participate in the program. All parents/guardians are invited to visit our rooms at any time. You may observe your child or participate in any activities. Weekly time arrangements can be set up if any parent would like to help in the Pre-K classroom on a regular basis. All upcoming activities will be noted in the weekly classroom newsletter.

It is the responsibility of the parents/guardians to notify your child's teacher of custodial matters. This includes the sharing of information with non-custodial parents, restraining orders that affect your children and any other legal matters relative to your child and school.

SCHOOL DAYS

School officially begins at 8:30 a.m. each morning. Students are expected to be in their classrooms at this time. Students may be dropped off at the Media building no earlier than 7:45 a.m. Any student arriving after 8:30 or leaving before 3:15 must be signed in or out in the Office by a parent or guardian. School is officially dismissed at 3:15 p.m. Students are expected to be on a bus or to be picked up at this time.

ATTENDENCE

The Pre-Kindergarten classes are in session Monday through Friday. All children are required to attend class on a daily basis. **If your child will not be in attendance, due to illness or other reasons, please notify the Office (924-1826) before 9:00 a.m.**

EMERGENCY PROCEDURES DURING INCLEMENT WEATHER

In case school is delayed, cancelled or dismissed early, the following radio and television stations will be contacted and asked to broadcast this information to our community:

WMOI-WRAM FM 97.7 or AM 1330 Monmouth WIUM FM 91.3 Macomb
WRMJ FM 102.3 Aledo WHBF TV 4

FM 94.9 Galesburg KWQC TV 6 Davenport
KBUR-KGRS FM 107.3 or AM 1490 Burlington KLJB TV Fox 18
WGIL AM 1400 Galesburg WQAD TV 8
KKMI & KDMG FM 93.5 Burlington

ILLNESS

If your child has a fever, diarrhea, or a contagious disease (including head lice and chicken pox) he/she must be kept at home until he/she is no longer contagious and has been fever free for 24 hours. Parents must inform the Office (924-1826) when a child is being kept home due to an illness. Students who become ill or injured at school will be given first aid. Parents will be contacted immediately. In case the parents cannot be contacted, the school will use the name of the “emergency contact” on the emergency form. If no one can be reached, in extreme emergencies, we will contact your physician.

HEAD LICE POLICY

The policy of our school and the State Department of Health requires students with a communicable disease such as head lice to be excluded from school. Parents are strongly encouraged to have students treated and back to school in one (1) day. After two (2) days students will be considered truant.

Students will not be permitted to ride the bus to school, but must be brought to school by parents or family members. Upon return to school, students will be rechecked. If any nits or lice are noted in the hair, students will not be readmitted to school.

Parents are encouraged to bring the box of lice shampoo used when students return to school. We appreciate your cooperation with the above procedure.

ADMINISTERING MEDICINE TO STUDENTS

Parents have the primary responsibility for the administration of medicine to their children. The administration of medication while a student is at school shall; therefore, be avoided whenever possible.

The School recognizes, however, that occasionally a medication must be administered during the school day. When a medication must be administered during the school day, a certified aide, if available, shall administer the medication. If a certified health aide/school nurse is not available, a certified staff member designated by the building principal shall either: (1) supervise the child self-administering the medication, or (2) administer the medication him or herself.

All medications dispensed shall be prescribed by a licensed physician, dentist or podiatrist. Students who are recovering from a temporary illness or students on long term medication who require medication during the school day may bring medication to school following these guidelines:

- A. Medication must be brought to the school in the original package or appropriately labeled container.
 1. Prescription drugs shall display:
 - Student’s name
 - Prescription number
 - Medication name/dosage
 - Administration route and/or other direction
 - Date and refill
 - Licensed Prescriber’s name
 - Pharmacy name, address & phone number
 - Name or initials of pharmacist

2. Over the counter medications (OTC) shall be brought to school and stored with the manufacturer's original label indicating the ingredients and the student's name affixed to the container.

A written request shall be obtained from the parent(s)/guardian(s) requesting the medication be given during school hours. The request must include responsibility to assure that the licensed prescription order, written request and medication are brought to the school.

Medication must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area.

The parent(s)/guardian(s) will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, the certified school nurse/health aide will discard the medication in the presence of a witness.

SAFETY

A number of procedures are followed for the safety of all children and staff. Visitors **MUST** enter through the West door near the gym and check in at the office before proceeding to a classroom. Visitors will be identified by wearing a visitor's badge. When you leave the building please sign out in the office and return your visitor's badge. No admittance will be allowed through any door but the West door near the gym. We practice fire, tornado, and lockdown drills to educate our children and staff about emergency procedures. Emergency procedures are posted in each classroom and in various locations throughout the building.

STRANGER DANGER/ABUSE

Students will receive instruction and tips to avoid situations which could lead to child abduction. Students may also receive instruction on child abuse or inappropriate touching. Please contact Jessica Burrell if you have any questions. A written request may be made by a parent/guardian requesting that their child be excluded from such instruction.

HOME VISITS

Each family is *encouraged* to participate in home visits and two parent/teacher conference. The Parents as Teachers staff will visit your home, discuss your child's development, and answer any questions that you may have about the program and your child's development. The visits usually last approximately thirty minutes. The parent/teacher conferences will be held in the fall and spring in the Pre-K classrooms. The parent/teacher conference will last approximately twenty minutes.

SUPPLIES

Pre-Kindergarten will need a **LARGE** book-bag (one that a folder easily fits in), a folder, a box of Kleenex, a plain white t-shirt, gym shoes (Velcro or slip-on), a blanket and a mat for naptime (please no sleeping bags). A complete set of extra clothes (a shirt, pants, underwear and socks) needs to be kept in your child's locker. When dirty clothes are sent home, please promptly send another extra set. Classroom teachers may assign supplies specific to his/her classroom. Please check our building's giving tree for suggested classroom donations. **REMEMBER TO CHECK YOUR CHILD'S BOOK-BAG**

EVERY DAY! NOTES ARE SENT HOME DAILY!!!!

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BREAKFAST

Breakfast costs \$1.20 and is served from 8:00 a.m. until 8:30 a.m. Students will not be allowed to charge more than eight dollars for breakfast. **Please do not send breakfast from home for your child. If the children eat breakfast at school, it needs to be the breakfast served at the school. PLEASE NOTIFY THE PRE-K STAFF OF ANY FOOD ALLERGIES!!!!**

DENTAL HYGIENE

We will be practicing good dental hygiene by brushing our teeth after breakfast daily. The Pre-K will provide toothbrushes and toothpaste, although we will be grateful for donations of toothpaste throughout the school year.

LUNCH

Lunch will be served at 11:00 a.m. If your child arrives after 8:30 a.m. or you have a planned appointment and your child is planning to eat school lunch please notify the Pre-k office no later than 9:00 a.m. Lunches are ordered from our south campus and **MUST** be called in by 9:00 a.m. each morning. Parents are welcome to eat lunch with their child and those lunches need to be called in by 9:00 a.m. as well. Please call ahead if you plan to eat lunch at school. Adult lunch prices are \$2.25 and you may pay the secretary for your lunch. Students may eat school lunch or they may bring a sack lunch. School lunches are \$1.40 a day. Extra milk costs \$0.25. Students will not be allowed to charge more than eight dollars for lunch. **PLEASE NOTIFY THE PRE-K STAFF OF ANY FOOD ALLERGIES!!!!**

PLAYGROUND

We play outside everyday, weather permitting, so please dress your child accordingly (long pants, hats and mittens). Our playground is designed for children to develop their gross motor skills. Playground rules have been created with the safety of every child in mind. Our playground is inspected on a daily basis. Students are supervised by staff members while using the playground. The playground is closed when school is not in session.

NAPTIME

The children will have rest/nap time every afternoon. This will be anywhere from an hour to an hour and a half long. A blanket, and/or soft toys are permitted at nap time to make your child comfortable. At this age children need a down time to rest their bodies and their minds.

SNACK TIME

The Pre-Kindergarten children will be offered a snack every afternoon. Monthly snack donations are appreciated (there are twenty children in each classroom). This break is not only important for their growing bodies, but it is also a welcome social and educational break. Table manners are discussed and practiced. Children will be served milk during snack. This milk costs \$0.10 per day (\$9.00 per semester and \$18.00 for the year). Snack milk needs to be paid for at the beginning of the year. Birthdays can be celebrated with a special treat and you may contact your child's teacher with any questions. **PLEASE NOTIFY THE PRE-K STAFF OF ANY FOOD ALLERGIES!!!!**

DISCIPLINE POLICY

Children are learning important social skills at this age level that will determine future concepts such as right versus wrong. There will be a period of adjustment for students to learn what type of behavior is acceptable at school. However, it is very important that your child learn what is expected of him/her while at school. The following school rules address general behavior expectations for Pre-Kindergarten students. Occasionally situations arise that warrant discipline on an individual level. Parents will receive notes or phone calls regarding individual discipline situations.

SCHOOL RULES

1. Keep hands, feet, and objects to yourself
2. Use listening ears
3. Use quiet voices and walking feet while inside the building.

A time-out will be given as a consequence when a rule is broken. The amount of time will be equivalent to one minute for each year of the child's age. Any discipline problems will be communicated on your child's daily sheet.

Positive behavior will be rewarded on a regular basis. A sticker will be given to each child for abiding by the school rules on a daily basis. Shining Stars will be distributed when children do good deeds. Every child who earns a Shining Star in a given week will choose one item from the classroom treasure box. Any student who earns five or more Shining Stars in a given week will be eligible for a building-wide drawing. The drawing will be held on Friday (or the last day of the week). The children who are selected will be able to eat lunch with his or her teacher on the following Monday (or the first day of the week). The children will also be photographed and added to our Shining Stars book.

SCHOOL BUS CONDUCT

These rules and regulations from the State of Illinois and West Central School District are for your safety and protection, follow them and you will have many safe rides to school.

The driver is in complete charge. His/her relationship with pupils should be on the same plane as that of a teacher. Students should obey the driver cheerfully and promptly. The right of all students riding the bus is conditioned on their good behavior and observance of the rules and regulations. Safety demands complete cooperation.

In the event of failure on the part of a student to cooperate with bus rules, action will be taken which will follow a progressive series of disciplinary steps. In the event of a disciplinary problem, the driver will notify the parents and the respective office. Students with repeated disciplinary offenses and more serious offenses will be subject to losing bus privileges either temporary or permanently.

Disciplinary actions will be as follows:

1. Verbal warning by the driver
2. Verbal warning and the driver will call parents
3. Written referral to the office and the following actions will be taken by the principal.
 - First referral or “Bus Conduct Notice” – 1 day bus suspension
 - Second referral or “Bus Conduct Notice” – 2 day bus suspension
 - Third referral of “Bus Conduct Notice” – 3 day bus suspension
 - Fourth referral or “Bus Conduct Notice” – 5 day bus suspension and the parents and student, must appear before the Board of Education

Any additional “Bus Conduct Notice” may result in the suspension from the bus for extended days or the rest of the school year.

The principal may, if he/she deems the offense sufficient to warrant it, suspend the student on the first offense.

1. The parents will be notified of the suspension and the reason by phone if possible. The parents may request a hearing before the Principal and/or Superintendent. If such hearing is not satisfactory, the parent has recourse to a hearing before the Board Education. A request for a hearing before the Board should be made with the Superintendent.
2. If a pupil is suspended on the morning run, the student will be transported home before such suspension occurs.
3. Suspension from riding the bus is not suspension from school. The child is required to be in school even though suspended from riding the bus.
4. Pupils must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for those who are tardy. Waiting on one student makes all others wait longer for the bus.
5. Pupils must stand at least 5 feet away from the traffic lane where the bus will stop. There must be a single file and orderly line.
6. **LOADING:** When pupils must cross the road to reach the bus, the driver, after looking for approaching traffic, will beckon them to cross. They must cross at least 10 feet in front of the bus.
7. **UNLOADING:** Students who must cross the highway after leaving the bus must go to the right front of the bus and wait for the driver to signal before crossing. The driver must see that the way is clear before signaling students to cross. Students must look both ways before stepping out from in front of the bus. Students must never cross behind the bus.
8. Pupils must occupy the seats assigned to them.

9. Pupils must not, at any time, extend hands, arms, feet or heads out the bus windows. Windows are lowered only to the black line.
10. While the bus is in motion, pupils are to remain in seats. Seat changing while bus is in motion is not permitted.
11. The **EMERGENCY** door is used only for **EMERGENCIES!**
12. Classroom conduct is expected. Ordinary conversation is permitted with the persons sitting near you.
13. Pupils must refrain from unnecessary conversations with drivers.
14. Throwing waste paper or other rubbish on the floor or out the window is not permitted. Discarding refused materials on highways is contrary to state law.
15. No eating or drinking on the bus is permitted (except on field trips and then permission must be granted by the bus driver).
16. Pupils must report any damage to the driver. Persons responsible for damage will not be transported until damage is repaired and paid for.
17. Smoking or striking matches is not permitted.
18. The use of profane or abusive language will not be tolerated.
19. No weapons or explosive material of any kind are permitted. All will be confiscated. This includes water guns, knives, fireworks, etc.
20. No animals will be transported with pupils.
21. On regular and special trips the front and rear exits must be kept clear. Pupils will keep band instruments and sporting equipment in areas designated by the bus driver.
22. No equipment should block EXITS or the DRIVER'S VIEW.
23. Students who are not regular bus students are prohibited from riding the bus to a friend's house without written permission from parent and principal.
24. Do not ask the driver to stop at places other than regular bus stops. No student will be allowed to leave the bus until they reach their regular discharge point or home unless permission is given in writing.
25. Stay off of the road at all times while waiting for the bus.
26. Do not move toward the bus at stops until the bus has been brought to a complete stop and the driver gives the signal for you to cross.

27. No hitting or swinging sweaters, caps, book bags, etc.

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28. Assist in keeping the bus clean, safe and sanitary.

29. Be quiet when approaching railroad crossing and when going through towns.

30. Remember that loud talking, laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.

31. School bus riders, while in transit are under jurisdiction of the school bus driver, unless the local board of education designates some adult to supervise the riders.

32. Cell phones are not to be used by students without proper authorization from the bus driver.

THINGS TO REMEMBER

The Pre-Kindergarten class operates on the same schedule as the rest of the school district. There will be a variety of holidays and other occasions, which will cause school to be canceled. You will receive a monthly calendar that will show any changes in the schedule. Information about current events can also be found on the Early Childhood Center's page of the district website (<http://www.wc235.k12.il.us/>).

Children in Pre-Kindergarten are encouraged to take part in hands-on activities. When dressing your child for school, be aware that hands-on can be messy from time to time. Therefore casual, comfortable, washable clothes are best.

There are several activities planned for your child at Pre-K. There is NO need for children to bring toys to school. The teacher can not be responsible for such personal possessions. There will be opportunities for show and tell throughout the school year; parents/guardians will be notified of specific time and dates.

All parents are URGED to attend the PTC meetings this fall. Anyone who is interested in helping their school and their children are welcome and encouraged to participate. Do not wait for a special invitation. Watch the school calendar for meeting dates.

PARENTS AS TEACHERS

Parents As Teachers (PAT) is an international early childhood parent education and family support program serving families throughout pregnancy until their child enters Kindergarten. The program is designed to enhance child development through parent education. The mission of Parents As Teachers is to provide the information, support, and encouragement parents need to help their children develop optimally during the early years. West Central Early Childhood Center's Parents As Teachers program provides personal play-dates, developmental screenings, play group, breakfast club, and parenting classes.

A bi-monthly newsletter is sent to all families with young children in our school district. We encourage you to participate in some or all of the Parents As Teachers sponsored events. For more information about Parents As Teachers please contact Carey Thacker at 924-1826 or thacker-carey@wc235.k12.il.us.

