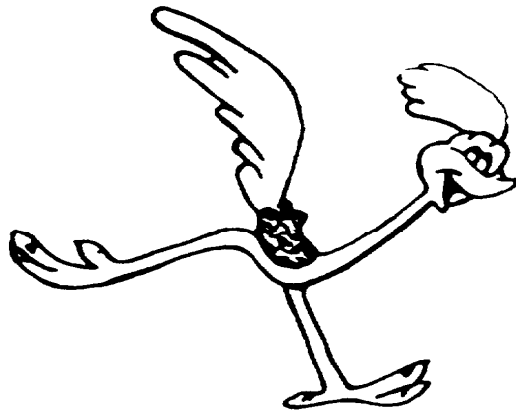


DISTRICT #15

PRESCHOOL PROGRAM

PARENT/STUDENT
HANDBOOK



2009-2010

Edgebrook School

Dear Families,

Welcome to the new school year! The Early Childhood staff at Edgebrook School looks forward to working with you and your child this year.

The children will be attending school five half days a week: Monday through Friday. On occasion, students will not attend on Fridays so that we may make home visits, conduct preschool screenings and offer parent/child activities. The purpose of a home visit is to provide the Early Childhood Staff with more insight into your child so we can work more effectively in the school setting. It is also an opportunity to share ideas and answer any questions you may have. A home visit will always be scheduled in advance with you and will never be unannounced.

The following information will describe the Early Childhood Program and hopefully answer any questions you may have. However, if at any time you have a question please don't hesitate to call me at 815-385-3123.

Sincerely,
Kelly Hurshe, Pre-K Parent Coordinator
& The Pre-K Staff

PHILOSOPHY

We believe that every child is a unique individual with endless enthusiasm to explore, experiment and experience; to acquire new knowledge and skills. The Early Childhood program provides children with developmentally appropriate experiences in a relaxed and safe environment that will enhance their dispositions to be happy, inquisitive and confident learners.

CURRICULUM

We will be planning our curriculum around the children's interest and needs in a play-based environment. We provide a variety of learning centers to encourage development in all areas. Our program deals directly with preschool language and communication skill development through weekly/monthly units. We incorporate fine motor, gross motor, art, music, and stories related to the units.

GOALS

Physical Development

Children will be able to:

- demonstrate or acquire physical skills appropriate to their age.
- develop a sense of oneself as being physically competent at their level of ability.

Emotional Development

Children will:

- develop a sense of identity by learning who they are in relation to their families, other children and the school staff.
- develop self-esteem, fostered through the acquisition of a variety of skills and competency in activities that the child sees as valuable.
- be encouraged to remain in touch with their feelings, both positive and negative, recognize and acknowledge their presence and express them in appropriate ways.

Creative Self Expression

Children will:

- express their own ideas and feelings through the use of self-expressive materials and dramatic play.
- be prompted to produce ideas and solutions to problems.

Social Development

Children will develop the ability to:

- tolerate separation from parents.
- share staff attention with other children part of the time.
- experience pleasure in working for the good of the group.
- play with other children, accepting leadership from others and also contributing one's own ideas.

Language and Cognitive Development

Children will:

- express themselves verbally by using an increasingly wider vocabulary.
- increase communication skills by learning to listen to other people and grasp what they mean.
- develop intellectual ability by performing tasks that lay the groundwork for later success in school.

DAILY SCHEDULE (includes the following activities)

Our daily schedule is as follows, but is always flexible and subject to change based on the needs and interests of the children on any given day.

Arrivals

Centers and Free Choice Time

- * Includes fine motor activities, sensory activities, individual help time, language stimulation through play, creative play experiences, easel painting, etc.

Circle Time

- * Includes putting away toys and materials, unit concepts, story, etc.

Snack Time

- * Includes self-care skills. Before snack, the children toilet and wash hands. During snack, the children refine feeding skills and practice good manners.

Group activity

- * Based upon each classroom's needs, this includes speech, occupational therapy, music or special activities.

Active Play

- * Includes gross motor activities in our motor room or outside.

Dismissal

PHONE CALLS

If you need to call and talk to the Early Childhood Staff, please call before school begins 8:45 – 9:15 AM, or after school 3:30 – 3:45 PM. You may leave a message at any time during school hours. See voice mail information below.

If you need to get a message to a teacher (especially if you are picking your child up early or at bus time), please call the Edgebrook Office at **815-385-3123**. A message will be sent to your child's teacher.

VOICE MAIL

If you do not need to talk to a secretary, a message can be left on your child's classroom teacher's voice mail. This can be done by dialing **815-344-7140** and entering the appropriate extension (see below).

This can be used anytime (i.e., after school hours, weekends or during school hours). As soon as the answering machine picks up, dial the teacher's extension and you will be immediately connected to her voice mail.

Voice Mail Extensions:

Ms. Laura Burja ~ 5490

Mrs. Kelly Hurshe ~ 5479

Mrs. Patty Knackstedt ~ 5121

Ms. Jennifer Naydenhoff ~ 5675

Ms. Val Oldenburg ~ 5474

Mrs. Sue Robertson ~ 5614

Ms. Joanna Schild ~ 6695

E-Mail Addresses

e-mail lburja@d15.org

e-mail khurshe@d15.org

e-mail pknackstedt@d15.org

e-mail jnaydenhoff@d15.org

e-mail voldenburg@d15.org

e-mail srobertson@d15.org

e-mail jschild@d15.org

ABSENCES

If your child is absent, please make two phone calls as soon as you know that your child will not be coming to school. Please call Transportation at **815-385-6622**. Call early, so the bus driver knows ahead of time that he/she does not need to go to your house. Then call Edgebrook School at **815-385-3123** and let the secretary know. The secretary will relay the message to the classroom teacher. Please call the school office by 10:00 AM for the morning class and by 1:30 PM for the afternoon class. If the office does not hear from you by the designated times, they are required by law to call you. This is for your child's safety.

ARRIVAL/DEPARTURE TIMES

Listed below is the Monday through Friday arrival and departure times for our A.M. and P.M. groups. Please keep this in mind when you are dropping off or picking up your child.

A.M. - arrive at 9:30 and leave at 12:00. P.M. - arrive at 1:00 and leave at 3:30

It is imperative that you do not drop off your child early or pick them up late. Time before and after class is utilized for team meetings and parent phone calls. Adult supervision is not available! Please be prompt if you are dropping off or picking up your child from school.

DROPPING OFF/PICKING UP CHILDREN FROM SCHOOL

When dropping off your child at Edgebrook School it is suggested that you park on the street and walk your child up to his/her teacher. Likewise, when you pick him/her up, please greet the teacher and escort your child to the car. If you are late, you must come inside the school to sign him/her in or out. These rules are in place for your child's safety. If someone other than a parent is dropping off or picking your child up, please send in a note to notify the teacher and make sure they have a driver's license for identification purposes.



BUS TRANSPORTATION (385-6622)

Have your child ready and waiting for the bus at the assigned pick up time. The driver is on a tight schedule. Be home at your child's drop off time. The driver cannot leave your child when no one is home. If the driver does not see the parent or guardian, your child will be returned to Edgebrook School.

Do not have a neighbor, friend or relative meet the bus unless notifying transportation and the driver first. We can not give the child to someone without prior consent of the parent.

There is no eating on the bus. All toys and belongings must be placed in a child's tote bag.

ILLNESS

The health of every child is important to us. You must have a physical form filled out by your doctor and immunizations must be up to date. If your child has any of the following symptoms during school hours, we will call you to pick up your child. Also, keep your child at home if he/she has any of these symptoms:

- Fever (over 100) or has had one during the previous 12 hours
- Vomiting, nausea, stomach ache and/or diarrhea
- Cold symptoms (is coming down with a cold or has come down with a cold in the previous 12 hours)
- Has a heavy yellow or green nasal discharge
- Red/running eyes (suspected pink eye)
- Has a constant cough or sore throat
- Undiagnosed rashes and/or head lice

ALLERGIES/MEDICATIONS

If your child has allergies of any kind, let us know. Food allergies or foods your child is not supposed to have will be posted near the snack table so we can keep track of them.

Should it be absolutely necessary that medication be taken at school, you and your physician must complete a 'Request for the Administration of Medicine' form which you can obtain from the school nurse. The prescription must be brought to school by a parent or other responsible adult, in the original prescription bottle, properly labeled with the directions and the doctor's name.

No Medication can be taken at school unless these conditions are met.

Please, under no circumstances should you send medicine to school with your child. There is a possibility that it could be unknowingly taken by a child.

WHAT TO WEAR TO SCHOOL

We would like the children to be as comfortable as possible and able to manage their own clothing. Clothes with difficult fasteners and belts are not recommended. Pull-on sweat pants or other simple clothing children can manage is recommended. Paints and glue will be offered every day, so please clothe your child in washable play clothes. Every day we will be playing outside or in the motor room riding tricycles and bicycles, turning somersaults, climbing, jumping, running and probably falling down. Clothes should be appropriate for these activities. On cool days, jackets with hoods are good for keeping the wind out. When in doubt, put on layers of clothes because children can always take off an extra shirt if they get too warm. Snow pants, boots, hats and mittens are all absolutely necessary during winter months. Please put your child's name on each item. Writing on the tags with permanent marker works well. High top sneakers are popular but most preschoolers cannot manage them. Open-toed sandals are also not recommended.

LENDING LIBRARY

We have books, toys, games, videos and other materials available for you and your child. We will regularly check these out to each child and you will have up to two weeks to keep the items. The lending library materials will be sent home in your child's tote bag or brought to your house at home visit time.

PARENT PARTICIPATION AND VOLUNTEERS

The success of your child's experience in our program greatly depends on parental support and participation. Your active interest and involvement will show your child your genuine concern for what they do! A sign up sheet is available for parents to choose a time to come help us out in the classroom, to join us on fieldtrips or to just come and observe.

When you come to volunteer or visit our classroom it is helpful to schedule a time so that we can notify the office. When you arrive, you need to stop into the office first to sign in and get a nametag.

HIGH SCHOOL AND THIRD GRADE HELPERS

We have a variety of classroom helpers. McHenry High School students and Edgebrook third grade students occasionally come to our room to share a story, help the children with projects or activities and be involved in their play activities.

SNACKS

The children will be having snack every day. Please advise us of any food allergies your child may have.



ART WORK

Your child will bring home artwork that is not easily recognizable to you. Rather than say, "What is it?" comment on what you see. For example, you could say, "I see you used a lot of glue and paper today" or "I see you made lots of squiggly lines today." Be interested in your child's self-expression rather than a perfect picture.

FIELDTRIPS

Fieldtrips are scheduled periodically throughout the year. They are planned to tie in with the monthly units or themes the children are working on. You will receive information before each fieldtrip regarding fees, times and volunteering.

DISCIPLINE

We respect all children. We treat them fairly and consistently. We talk quietly and suggest problem-solving ideas. We try to anticipate a problem and avoid it before it occurs. We change activities or redirect a child to a more positive activity if behaviors or problems arise. If these strategies are not successful, a more individualized plan may need to be implemented. Parents will be involved in that process. We demonstrate appropriate behaviors and always accentuate the positive in each individual child.

WEATHER ALERT INFORMATION

Severe weather conditions or other emergencies may cause school to be closed. You may check the District website for closing information at www.d15.org. Also, closing information will be broadcast after 6:00 AM on the following stations:

WXRD	Chicago	104 FM
WIND	Chicago	560 AM
WLS	Chicago	890 AM
WGN	Chicago	720 AM
WGN-TV	Chicago	Channel 9
WMAQ	Chicago	670 AM
WBBM	Chicago	780 AM
WKRS	Waukegan	1220 AM
WIVS	Crystal Lake	850 AM
WRMN	Elgin	94.3 FM 1410 AM

Please do not call the Edgebrook School or the Central Administration Office to inquire whether school is closed on days when the weather is bad. There is no way the calls can be adequately handled to let people know this information, and the lines should remain open for emergency calls.

There is the possibility that because of sudden heavy storms, snow and ice or heating problems, the school would be forced to dismiss early. In this event, we would contact parents using emergency numbers you have provided.

IMPORTANT PHONE NUMBERS:

Edgebrook School Office: 815-385-3123

Transportation Department: 815-385-6622

Central Office: 815-385-7210

Voice Mail System: 815-344-7140

Teacher Extensions:

Laura Burja ~ 5490

Kelly Hurshe ~ 5479

Patty Knackstedt ~ 5121

Jennifer Naydenoff ~ 5675

Val Oldenburg ~ 5474

Sue Robertson ~ 5614

Joanna Schild ~ 6695

NOTES:
