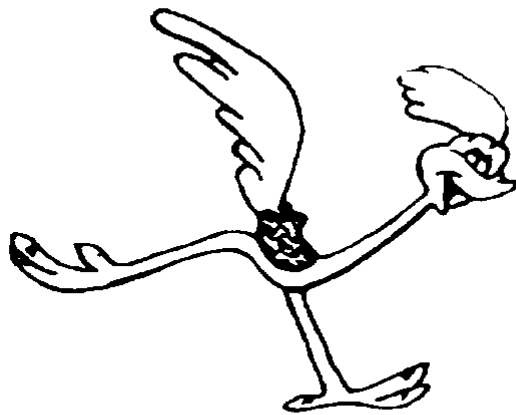


McHenry School District 15

EARLY CHILDHOOD PROGRAM

# Parent/Student Handbook



2017-2018

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, 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 815-385-7210.

Educationally yours,

Debra Barton  
Director of Special Education

## **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 use the research-based Creative Curriculum in all of our pre-school classrooms. It allows us to plan 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 at the end of this handbook.

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.

### **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 are 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

Please do not drop off your child early or pick them up late. Adult supervision is not available before or after class, due to team meetings and parent phone calls.

### **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 (815-385-6622)**

Please have your child ready and waiting for the bus at the assigned pick up time and be home at your child's drop off time. The driver has a tight schedule to maintain. They are not allowed to leave your child when no one is home. If the driver does not see the parent or guardian when they drop off, 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 backpack.

### **ILLNESS**

The health of every child is important to us. Each child is required to have a physical form and immunization record on file. If your child has any of the following symptoms during school hours, you will be called to come get him/her. Therefore, please, 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 (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, please 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 necessary that medication be taken at school, you and your physician need to complete a Request for the Administration of Medicine form which you can obtain from the school nurse. The prescription needs to 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 another child.

## **WHAT TO WEAR TO SCHOOL**

We would like the children to be as comfortable as possible and able to manage their own clothing. Pull-on sweat pants or other simple clothing children can manage is recommended. Paints and glue will be offered every day, so please dress your child in washable play clothes. Every day we will be playing outside or in the motor room riding tricycles and bicycles, climbing, jumping, running and probably falling down. Clothes should be appropriate for these activities and closed-toed shoes, such as tennis shoes, are recommended. 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 necessary during winter months. Please put your child's name on each item. Writing on the tags with permanent marker works well.

## **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 backpack or brought to your house during a home visit.

## **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 field trips 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 provided a snack every day. Please advise us of any food allergies your child may have.

## **ART WORK**

Your child may bring home artwork that is not easily recognizable to you. Comments such as "I see you used a lot of glue and paper today" or "I see you made lots of squiggly lines today" show you are interested without sounding critical. Our program's goal is for self-expression, not a perfect picture.



## **FIELD TRIPS**

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 and treat them fairly and consistently. The strategies of talking quietly and suggesting problem-solving ideas will be implemented. We try to anticipate a problem and avoid it before it occurs. Activities may be changed or a child may be redirected 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 are always involved in that process. We encourage appropriate behaviors and always accentuate the positive aspects 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](http://www.d15.org). Also, closing information will be broadcast on the STAR 105.5 radio station.

When the weather is bad, we do not recommend calling Edgebrook School or the Central Administration Office to inquire whether school is closed. Checking the website and/or broadcasts is much more effective.

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 the emergency numbers you have provided.

# IMPORTANT PHONE NUMBERS:

Edgebrook School Office: 815-385-3123

Transportation Department: 815-385-6622

Central Administration Office: 815-385-7210

## Teachers:

Crystal Carranza: [ccarranza@d15.org](mailto:ccarranza@d15.org)

Nicole Cieslak: [ncieslak@d15.org](mailto:ncieslak@d15.org)

Carolyn Jergensen: [carolynjergensen@d1.org](mailto:carolynjergensen@d1.org)

Patty Knackstedt: [pknackstedt@d15.org](mailto:pknackstedt@d15.org)

Ariel Stach: [astach@d15.org](mailto:astach@d15.org)

Joanna Villalobos: [jvillalobos@d15.org](mailto:jvillalobos@d15.org)

**School Psychologist:** Anne Beckman: [abeckman@d15.org](mailto:abeckman@d15.org)

**School Social Worker:** Anne Gohmann-Villarreal: [agohmann@d15.org](mailto:agohmann@d15.org)

## Speech/Language Pathologists:

Laurie Alsot: [lalsot@d15.org](mailto:lalsot@d15.org)

Theresa Fisher: [tfisher@d15.org](mailto:tfisher@d15.org)

Beth Jacobs: [bjacobs@d15.org](mailto:bjacobs@d15.org)

Kelsey McGurn: [kmcgurn@d15.org](mailto:kmcgurn@d15.org)