

APTAKISIC-TRIPP COMMUNITY CONSOLIDATED SCHOOL DISTRICT 102

EARLY CHILDHOOD PROGRAM 2010-2011

FAMILY HANDBOOK

EARLY CHILDHOOD PROGRAM SCHEDULE

August 19, 2010 - June 2, 2011

Early Childhood Regular Schedule

Morning session: 9:00 a.m. - 11:30 a.m.

Afternoon session 12:30 p.m. - 3:00 p.m.

Early Childhood Early Dismissal Schedule

Morning session: 9:00 a.m. - 11:00 a.m.

Afternoon session 12:30 p.m. - 2:30 p.m.

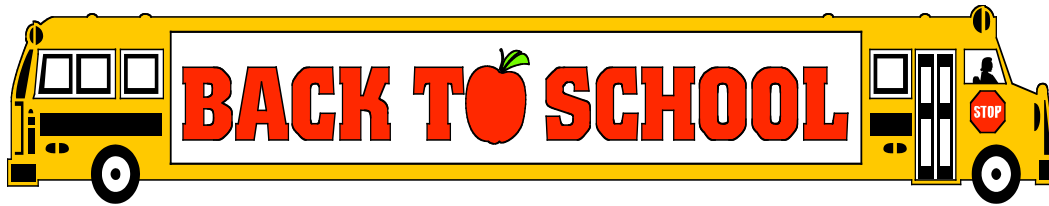
Early Childhood Half-day Schedule

Morning session: 9:00 a.m. - 11:30 a.m.

No PM Session

Pritchett Elementary School
200 Horatio Blvd.
Buffalo Grove, IL 60089
847-353-5700 - Pritchett
847-353-5679 - Early Childhood
Office hours: Monday - Friday
8:00 a.m. - 4:00 p.m.





Welcome to District 102's Early Childhood Program.

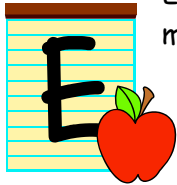
Inside this guide you will find information regarding our preschool program including: calendars, general information, family involvement opportunities and much more. If at any time you have any questions regarding your child's educational experience, please contact any one of the following staff or visit the Early Childhood webpage at www.d102.org.

Program Staff

Ms. Megan Clarke	Program Administrator	mclarke@d102.org	847-353-5676
Dr. Jenna Duffy	Student Services Facilitator	jduffy@d102.org	847-353-5678
Dr. Matt Moreland	Principal, Pritchett School	mmoreland@d102.org	847-353-5706
Mrs. Janet Rotman	Early Childhood Secretary	jrotman@d102.org	847-353-5679
Mrs. Shelby Anstedt	Teacher	sanstedt@d102.org	847-353-5730
Ms. Melissa Aussem	Teacher	maussem@d102.org	847-353-5731
Mrs. Marie Petraitis	Teacher	mpetraitis@d102.org	847-353-5736
Mrs. Cheryl Wyer	Teacher	cwyer@d102.org	847-353-4604
Mrs. Judy Burnett	Speech Pathologist	jburnett@d102.org	847-353-5727
Ms. Laura Greco	Social Worker	lgreco@d102.org	847-353-4606
Ms. Corrine Lazzara	Psychologist	clazzara@d102.org	847-353-3586
Mrs. Jennifer Ryan	Physical Therapist	jryan@d102.org	847-353-5741
Mrs. Kelly Weiner	Occupational Therapist	kweiner@d102.org	847-353-5741
Mrs. Sung Park	ELL Interventionist	spark@d102.org	847-353-5737 Voicemail x7117

Early Childhood Program

The District 102 Early Childhood Program is located at Pritchett

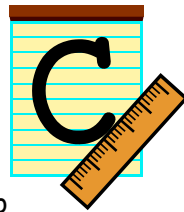


Elementary School. The mission of our program is to provide a comprehensive, child centered learning environment, which supports each child's

development through a developmentally appropriate individualized education experience.

Children are taught in classrooms, which consist of up to 15 children.

Each of the blended classrooms includes 5-6 children who are eligible for special education and related services, 5 at-risk, and 5 typically developing peers. Staff to student ratio is approximately 1:6.



Each classroom teacher is dual certified in early childhood education and early childhood special education. In addition, each classroom has at least one teaching assistant.

Beliefs

Families are the primary caregivers and educators of young children. Young children are capable and competent. Young children are individuals who learn at different rates. Young children learn through the active exploration of their environment through both child initiated and teacher-selected

activities. Young children benefit from collaborative home, school, and community partnerships.

We believe in developmentally appropriate practices, which emphasize growth in the following areas:

- Physical well-being and motor development
- Social and emotional development
- Language development and communication skills
- Cognition and general knowledge (dispositions, or styles toward learning)

Behavior Expectations

District 102's Universal Values of Integrity are based on a framework including attitudes and beliefs that will create a positive learning environment for all students, parents, faculty, and administrators. We believe that collaboration, cooperation, and communication will ensure success for all.

We are driven by a vision to make the Universal Values of Integrity a way of life at Pritchett. All faculty, students, parents, and administrators work together to formulate and carry out our plan for a comprehensive, coordinated, school-wide approach to incorporating these values into the natural, day-to-day experiences at Pritchett School and in the Early Childhood Program.

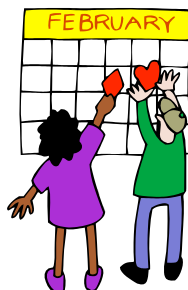
Attributes of character, such as respect and honesty, are valuable

because they lead to a higher level of personal functioning and promote positive relationships with others. The Character and Behavior Education framework at Pritchett School and the Early Childhood Program defines character traits that are critical for students to cultivate. These attributes are aligned with the District's Universal Values of Integrity that were developed through the strategic planning process. Character Counts at Pritchett School and in the Early Childhood Program and is based on the Universal Values of Integrity as listed below:

- Respect**
- Honesty**
- Accountability**
- Fairness**
- Trustworthiness**
- Pursuit of Excellence**
- Citizenship**
- Loyalty**
- Caring**

Daily Schedule

The program schedule offers children opportunities for self-directed and teacher-initiated learning opportunities. The schedule provides structure and consistency to the daily routine while also allowing for the flexibility to meet each student's needs.



The schedule includes:

- Arrival time/table work activities
- Group time
- Work time
- Clean up
- Snack/cooking activities



- Music/movement
- Language lessons (story time/finger plays, drama)
- Closing time

The majority of the learning experiences are provided at the school. Experts such as family members, local businesses, and volunteers bring real world materials and experience to our classrooms. In addition, children may go on field trips over the course of the school year. These activities are designed to enhance learning by offering authentic experiences based on the units of study.

Attendance Policy

If your child is going to be absent for an illness or other reasons, you **must** call the Pritchett Attendance Hotline by 8:00 a.m. Please do not call the District Office regarding a child's absence.

Absentee Hotline:

847-353-5591, ext. 6286

After 9:00 a.m. call 847-353-5700

When calling in your child, please give the following information:

- Name of your child
- Reason of absence
- Length of absence
- Name of teacher
- Whether they attend AM or PM.

If the office has not received a call regarding a child who is absent, the parents will be called. Home numbers will be phoned first. If there is no response, a parent's work number will be called. If the school is unable to reach a parent, the person listed on the child's emergency form will be called. It is imperative that emergency numbers are available and accurate.



PAID TUITION STUDENTS ONLY

If your child attends the program as a paid tuition student and will be absent for 11 or more consecutive days, he/she will be removed from the program and put on a waiting list (if necessary) for re-entry into the program. However, you may choose to continue to pay the monthly tuition during your child's absence in order to hold your child's spot in the program. If you choose to do this please call Janet Rotman at 847-353-5769 as soon as possible.

Emergency/Disaster Precautions

Pritchett School and the Early Childhood Program will be notified immediately regarding severe weather conditions via the Civil Defense Warning System. Please do not call the school. In the event of the direct path of a tornado or national emergency, all students will proceed to designated safe locations in the building.

Family Crisis

If a family crisis is affecting your child's ability to learn, please advise your child's teacher or administrator. If necessary, the administrator will, ***in strictest confidence***, confer with staff members who directly interact with your child and will pursue, with your permission, necessary support services for the child and family.

Parent Teacher Conferences

Parent-teacher conferences are scheduled twice a year around progress report time to discuss student progress and growth. If there is a concern prior to conferences, parents are encouraged to contact the teacher to discuss the concern and if needed an individualized plan will be developed by the teacher and the parent for the child.

Special Education Services

A full continuum of special education and related services are available for students attending the preschool program. Should a concern arise regarding your child after the initial screening process for preschool participation you should contact your child's teacher. At that time they will enter the pre-referral process where the team works with you to try to address the issue before a formal referral for special education services is initiated.

Transportation

Bus service is **ONLY** provided for our At Risk and Special Education students. **No** exceptions can be made.



Home Visits

The staff of the preschool is looking forward to meeting with you as part of the home visit component of the preschool program. Home visits are a required part of the preschool program based on the grant, which supports part of the program operations. A letter will be sent shortly after the start of the school year asking for your time preference for the home visit. We will make a reasonable attempt to schedule around each family's work schedule. However, due to the size of the program there is very little flexibility to be offered.

The program staff looks forward to meeting with you.

As a part of the home visit process, your child's teacher and another member of the Early Childhood staff will meet with you to talk about goals for your child for the current year as well as additional ways the preschool can be a resource to you. Our staff is sensitive to the fact that there are personal issues and this information is kept confidential and is used on a program level when we select topics for educational programs, purchases of family resources for our lending library, as well as assisting families in locating community based supports and services.

Visitors

All visitors **MUST** enter through the Pritchett School main entrance and report to the office. A visitor's badge, available upon check-in, is to be worn at all times in the building. Our staff has been instructed to stop all visitors without badges and ask them to return to the office. While parents are always welcome at Pritchett School and in the Early Childhood Program, unannounced visits disrupt our routine and deprive students of precious learning time. Unless a visit is in response to a general invitation or a special event, visits should be scheduled in advance with an administrator or teacher.

Parent Volunteering

The Early Childhood Program encourages parent volunteers. When volunteering please sign in at the Pritchett School main office.

The following guidelines for parent volunteers are:

- Volunteering includes activities on site at school as well as take home items
- Volunteers will be limited to adults. Other siblings cannot accompany their parents due to safety; distractibility of the children will impact the learning environment.



A parent's first request to volunteer may not be possible due to the number of parents volunteering on a given day. Some of the activities that parent volunteers are assisting with may be completed in the preschool meeting room or other areas of Pritchett School. Faculty and administrators reserve the right to ask volunteers to complete activities in other locations outside of the classrooms. Volunteer time slots are limited to one hour due to the number of parents who graciously volunteer to help the preschool. Remember to sign in and wear a visitor's badge.

Room Parents

If you are interested in this voluntary position, please indicate it on the attached volunteer sign-up form. Each teacher will select one room mother/father and two room helpers per classroom.

The teachers will set the dates of the parties and each party will be allotted 45 minutes. There are three parties throughout the school year:

1. Halloween
2. Valentine's Day
3. End of the Year

Each classroom will have one room parent and two room helpers. The room parent will remain the same throughout the entire school year. The room parents from all four classrooms will be expected to collaborate and work together to plan the parties. The expectation is that the activities will be the same across all four classrooms.

Guidelines for Parties

No more than three (room parent and two room helpers) volunteers in each classroom per party. No siblings are allowed in the rooms during parties. Room parents and helpers will plan ALL parts of the party (snack, activities, songs, games, etc). The classroom teachers must give final approval for all activities. Room parents will create/write the notes about the parties. Classroom teachers will copy and pass them out. Room parents and

helpers will lead the different parts of the party; teachers will be there to help supervise and support student's individual needs.

Suggestions for Parties

Assign families to donate different materials or bring supplies for each party (one person to bring napkins, another bring the plates, etc.) Keep the activities and games simple if you are creating an art project have multiple samples ready for the children to look at for help and/or ideas

Birthday Celebrations

On your child's birthday, we encourage parents to come to school at a prearranged time with the classroom teacher. In addition, please bring your child's favorite book and either the parent or the teacher will read the book to the class. Parents are asked to contact their child's teacher one week prior to the child's birthday to make arrangements for the visit.



No goodie bags or gifts can be brought for classmates. This is due to sensitivity of families who are experiencing financial stress due to the economy.

PTO

Our PTO organization is a driving force in providing programs, services, and events to students and their families. Examples include a fine arts program, drug education, book fairs, special lunch days, family events, movie nights, and other great fundraising events. They are always looking for enthusiastic people to join and help. One of the best resources we have is the PTO Directory. You will have the opportunity to join the PTO as a family when registering.

Snack

Throughout the year the classroom teachers will be asking for you to provide a week's worth of snack for the entire classroom. Please send enough snack and juice for every student in the classroom for the attendance days that week. Your classroom's teacher will notify you in advance of your week. Teachers will provide you with a list of acceptable snacks to send to school. Due to state regulations NO cookies, cakes or sugary snacks are allowed. Any allergy concerns should be listed on the Snack/Allergy Form listed on the website.



PLEASE DOWNLOAD AND PRINT THE FOLLOWING AND RETURN TO YOUR CHILD'S TEACHER ON THE FIRST DAY:

- SNACK ALLERGY FORM
- PARENT DIRECTORY FORM
- PARENT VOLUNTEER FORM