

# Ridgeland School District 122 Preschool Program



Welcome to Ridgeland School District 122 Preschool! Our Preschool For All program, funded through a grant by the Illinois State Board of Education, works in conjunction with Ridgeland School District 122 and services children ages 3 through 5 years old who live within the school district boundaries. It follows both the district and schools' philosophy and goals. The Preschool Handbook is supplemental to the district handbook and calendar. The purpose of this handbook is to acquaint you with the preschool program and to make the transition to school easier for you and your child.

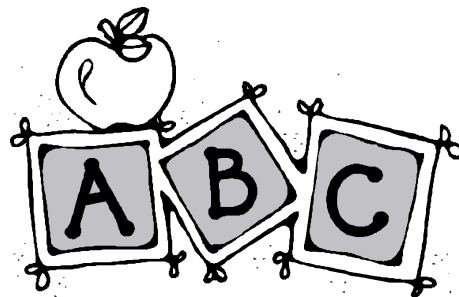
Teacher Name: \_\_\_\_\_

Assistant(s) Name: \_\_\_\_\_

Room #: \_\_\_\_\_

Drop-Off & Pick-Up Street: \_\_\_\_\_

Drop-Off & Pick-Up Door #: \_\_\_\_\_



### **PRESCHOOL TIMES:**

- The A.M. session meets Monday through Friday from 8:25am -10:55am.
- The P.M. session meets Monday through Friday from 12:20pm - 2:50pm.

### **DROP OFF:**

- Curb-Side Drop Off :
  - o **Everyone must stay in their cars.**
  - o **Families should arrive at Harnew at 8:20am or 12:15pm, and enter the preschool drop off line off Meade Avenue or off Austin Avenue (see front page).**
    - **Depending on class and teacher, families will use either the Austin Avenue Drive or the Meade Avenue Drive.**
  - o Classroom staff will meet children at their cars.
  - o **Only children will exit car when greeted by staff--adults must stay in cars.**
  - o Once student has exited the car, family will move up in line, and pull out of the driveway.
- Park and Walk-Up:
  - o If you choose to walk your child to the door, you must park in the Meade Avenue parking lot, exit your car, and walk your child to their correct door.
    - Students cannot walk alone to the door; they must be accompanied by an adult 18 years or older.
    - Families cannot park in the driveways.

### **PICK UP:**

- Curb-Side Pick Up:
  - o **Everyone must stay in their cars.**
  - o **Families should arrive at Harnew at 10:55am or 2:50pm, and enter the preschool pick up line either off Meade Avenue or off Austin Avenue (see front page).**
    - **Depending on class and teacher, families will use either the Austin Avenue Drive or the Meade Avenue Drive.**
  - o Cars must display the colored name card on the passenger side window of the car.
  - o Staff will **ask for IDs** even with the name card.
  - o Classroom staff will bring children to their cars
  - o **Teachers will open car door and place child in car. It is the family's responsibility to safely secure their child in the car. You may pull up into designated area if you need time to safely secure your child.**
  - o Once your child is secured properly in the car, you need to pull out of the driveway.
- Park and Walk Up:
  - o If you choose to walk up to the doors to pick up your child, you must park in the Meade Avenue lot, exit your car, and walk to the correct door.
  - o Staff will **ask for IDs**.
  - o Classroom staff will bring children out to you.
  - o Loading cars will be given priority. Thank you for your understanding with this matter.

**TARDINESS:****You must be on time!** It is very upsetting for a young child to enter the room late or be picked up late. If you are late, whether dropping off or picking up your child, you will need to use the front office door #1 at Harnew (off Meade Avenue).

## **PHYSICAL/IMMUNIZATION REQUIREMENT**

- Each child is required by Illinois State Law to have a current physical and updated immunization record on file at school. Please contact the school nurse with questions.

## **ABSENTEES**

- If your child will be absent, you must call the school office at 708-599-7070 and report absence
- If you need to pick your child up early, please let the office know so teacher can have your child ready for pick up.

## **ILLNESS/INJURY/MEDICATION/ACCIDENTS**

- Refer to the district's GUIDELINES area of the ILLNESS/INJURY section in the Student/Parent Handbook for information about when to keep your child home from school or what is needed for them to return if they are sick &/or injured.
- If your preschooler becomes sick or injured at school, a staff member may administer first aid, if necessary. If the condition warrants, a parent will be called.
- If your child has a toileting accident, he/she will be changed and helped by either the classroom teacher, teacher assistant, or other qualified staff member.

## **SUPPLIES**

- **Large** backpack (**No** wheels)--folder must fit inside without being folded in half
- Change of clothes: socks, underwear, shirt, and pants (put in Ziploc bag)
- Pull-Ups for children not yet potty trained

## **CLOTHING**

- Students should wear comfortable, washable, and easy to use PLAY clothes.
- Shoes must have rubber soles and closed toes. **No flip-flops or sandals.**
- Your child's class will be outside for 30 minutes when the temperature with wind chill/heat index is between 25 and 90 degrees. Your child must be dressed appropriately for the outside weather.

## **CURRICULUM**

- The curriculum emphasizes the use of learning centers, individual and small group instruction, and play-based learning centers revolving around monthly themes.
- The curriculum covers: *Social/Emotional, Physical, Language, Literacy, Cognitive, Mathematics, Science and Technology, Social Studies, The Arts, and English Language Acquisition.*

## **DAILY SCHEDULE**

- Each teacher sets the schedule for her classroom. It will include 30 minutes of gross motor play and 60 minutes of hands-on, child selected center time.
- Other items throughout the day include: arrival and dismissal routines, circle time, clean up time, snack time, and small group time.

## **SNACK TIME**

- Snack is served during center time each day. It will be the student's responsibility to use the snack center, if he/she chooses, each day.
- The preschool program provides all items needed for snack.
- All snacks and drinks are store bought. No peanut or pork products are served.
- Each student will receive a snack schedule each month.

## **BIRTHDAYS**

- Refer to the district's WELLNESS-CLASSROOM TREATS section in the Student/Parent Handbook for information about items that can be brought in for your child's birthday.
- Food will not be passed out; appropriate goody bags will be passed out
- Invitations will be passed out if there is one for every student in class

## **DISCIPLINE/CHILD MANAGEMENT**

- The preschool classroom provides an environment where children can feel safe and protected. Some methods of handling student behavior include: teacher reflecting on the child's feelings, being given choices, setting up logical consequences, encouraging the child to develop solutions to problems, through redirection, and possibly through a time-out.
- Some of the rules taught in our program include:

### **1) Be Safe**

- use walking feet
- hands and feet to self
- use inside voices

### **2) Be Responsible**

- quiet body
- eyes on the teacher
- listening ears

### **3) Be Respectful**

- share and take turns
- smile and use nice words
- help clean up and put away toys

## **FOLDERS**

- Send folder in backpack everyday
- You **must empty and read papers in the folder** each day

## **PARENT TEACHER COMMUNICATION/CONFERENCES**

- We believe communication between parents and teachers is very important and vital to your child's success.
- Please do not hesitate to talk to the teacher, or call and leave a message. Best times to call are before or after class times.
- Conferences will be scheduled at certain times during the school year.

## **PARENTAL INVOLVEMENT**

- We believe in parent participation and want you to be involved in the program.
- Each family must participate at least one time per month. Each family must do **ONE** of the following things each month, October through May:
  - o volunteer in the classroom, or
  - o use the Preschool Lending Library, or
  - o attend preschool workshops, or
  - o attend preschool family events