



Pre-Kindergarten Program Family Handbook



Champaign Early Childhood Center
809 N. Neil Street
Champaign, Illinois 61820
(217) 351-3881

Champaign Pre-K Mission Statement

We believe all students can learn.

Our mission...

To ensure that each student develops the academic, social, and emotional skills needed to succeed in school and in a diverse society.

To fulfill our mission...

We provide an individualized, developmentally appropriate, multi-modal approach to learning with an emphasis on language, communication, and emergent literacy skills.

Fundamental to our mission are...

Collaborative decision-making, a competent and dedicated staff, and parents and community as partners in a child-friendly, nurturing environment.

Dear Families,

Welcome to the Champaign Pre-Kindergarten Program. During this year your family and our school staff members will be working together as partners. I invite you to be involved in our program and in your child's education as much as possible.

Unit 4 Schools welcomes and encourages parent involvement in the schools and in your child's education. If you are interested in volunteering, please contact your child's teacher. The Pre-Kindergarten program offers a variety of volunteer opportunities, such as, book mentoring, assisting in the classroom or helping prepare for special events hosted by the program.

This handbook will give you some helpful information about your child's program. If you have questions, or need more information, please feel free to contact me at (217) 351-3881.

Again Welcome,
Cheryl Dearing, Pre-K Principal

PROGRAM INFORMATION

Classroom instruction for all students is designed to target the Illinois Early Learning Standards in the areas of social/emotional, physical, cognitive and language & literacy development. The curriculum provides opportunities for hands-on, active learning through a variety of small and large group activities. Blocks, dramatic play, toys & games, art, library, discovery, sand & water, music & movement, writing, and computers are some examples of the center activities.

There are two different programs offered by the Champaign Schools Pre-Kindergarten Program.

Preschool for All: Children in the Preschool for All program have been identified through the screening process as needing a school readiness experience. These children are typically not eligible for special education services, but testing and/or social history information indicates that they would benefit from an extra boost to get them ready for kindergarten.

Early Childhood Special Education: Children enrolled in the Early Childhood program have been identified through the diagnostic testing process as needing special education services. Each child in this program has an individualized education plan (IEP) which outlines goals for

the year and specifies the type and amount of services for which each child qualifies based on school and/or medical diagnostic assessment.

ATTENDANCE POLICY

It is your responsibility to call the Pre-K office and the bus garage each day your child is absent. We are required under Illinois State Law to record the reason for all absences. If you are unable to call during regular office hours (8:00 a.m. - 4:30 p.m.), you may call any time and leave a message on the school voicemail.

Pre-K Office 351-3881/Bus Garage: 351-3993

- If your child is absent and we receive no contact from you for 10 consecutive days, your child will be dropped from the program on the 11th day following the 10 consecutive days of absence.
- If your child's attendance rate is below 90%, he/she will be referred to the attendance review committee. Children who continue to miss a large number of days may be dropped from the program and placed on the waiting list.

- If an extended absence is necessary due to either a family emergency or extended travel, a Family Leave Request must be completed at the Pre-K Office. A family leave will only be allowed for 20 school attendance days or fewer.

HEALTH INFORMATION

Medical Examination, Immunization Records & Birth Certificate REQUIRED

- State Law requires schools to maintain current medical examination and immunization records for each child enrolled. **Your child will not be allowed to attend school without current physical, shot records, and a copy of your child's birth certificate.**

School Dispensing of Medication

- Only doctor prescribed and labeled medication will be given by school personnel.

Communicable/Contagious Diseases

- Report all communicable/contagious diseases to the school office.

Food Allergies

- If your child is allergic to certain food items and you do not want your child to receive a particular food or beverage, we must have a doctor's note on file. The note should state

the food(s) the child cannot have and state acceptable substitutions. Because program snacks are funded through the Child and Adult Care Food Program, **we are not allowed to make any snack substitutions unless a physician's note is on file.**

EXCLUSION POLICY

Keep Child Home for 24 hours after symptoms (including fever) if:

- Fever of 100 degrees or higher
- Upset stomach
- Skin rash or sores
- Excessive coughing
- Sore throat
- Vomiting
- Diarrhea
- Headache
- Flushed/Red Face
- Green mucus

A written release from the child's physician will be required to return to school unless the child is symptom-free. Proof of treatment will be required for lice, impetigo, ringworm, and scabies.

Emergency Procedures

- First aid will be administered if needed. If parent/guardian cannot be reached, then the family doctor will be contacted and if necessary, the emergency medical service will be used to take the child to the hospital named by the parent/guardian.
- Parent/guardian is responsible for any and all costs of emergency care.
- Emergency phone numbers must be kept up to date.

BUS TRANSPORTATION

Transportation Regulations:

- **You must provide current emergency addresses and phone numbers.**
- **Notify the CECC office of any change in pick-up/drop-off location.**
- Transportation will need three days to arrange busing to a different address.
- **Call the bus garage if your child does not need transportation on any given day. If your child does not ride the bus for three (3) consecutive days and you have not called the bus garage, the bus will stop coming until you call to restart bus services.**

- You must live within the boundaries of the Champaign Unit 4 School District.
- State law prohibits eating or drinking on the bus due to the risk of choking.
- All children are required to wear seatbelts.

Bus Pick-up and Drop-off Procedure:

- Please be aware that on any given day, bus service may run early or late. Look for the bus 15 minutes before its scheduled arrival and be prepared to wait 15 minutes after its scheduled arrival.
- Have your child ready when the bus pulls up to your home so that he/she can board immediately. Watch for the bus. Do not depend on the bus horn. Sometimes drivers are prohibited from blowing the horn in certain areas; other times a substitute driver may not blow the horn.
- For you child's safety, an adult must walk your child to and from the bus.
- **AT DROP-OFF, AN AUTHORIZED ADULT WILL BE REQUIRED TO SIGN FOR YOUR CHILD.**

- NOTE: The driver and bus monitor cannot leave the bus and cannot wait longer than one minute for your child without making the bus late at other stops. Even a two minute delay at each stop can result in the bus arriving at school half an hour late.
- **If no adult is visible at drop-off time, the child will be returned to CECC and parents will be called to pick the child up.**
- Be sure to share these guidelines with any child care providers.

PARENT TRANSPORTATION

Transportation Provided By Parents:

- Park and drop off from the Neil Street parking lot/entrance only.
- Do not park in bus loading zones or fire lanes. Do not park in the places marked for Handicapped Parking unless you have a sticker to do so.
- Park in the parking lot and wait until you hear the bell ring at 8:50 or 12:50 indicating the start of the session, or 11:20/3:20 indicating the end of the session.
- Walk your child to the front entrance where one of the classroom staff will meet you, and take your child to their classroom at the beginning of their session. Please wait at this same entrance at the end of their session, and a classroom staff will walk your child to you at the door.

- Please drop off and pick up on time.
- Share these guidelines with any adult who may be transporting your child.
- All adults should be prepared to show a picture ID in the office to pick up a child.
- Only people listed on the “release list” will be allowed to pick up the child (including emergency contact and pre-approved child care providers).

If you arrive before class starts:

Please plan to wait in your car or at the entrance until the bell rings. Once the 2nd bell rings, you may take your child to the door to meet staff. **Under no circumstances is a child to be let off at the curb or left in the gym alone.**

If you arrive after the bell rings:

If it is necessary to arrive **after** 8:55 or 12:55, please come to the school office, check him/her in, and receive a pass for your child to enter the classroom. Children should not arrive at school later than 10:00 a.m. for the morning session or 2:00 p.m. for the afternoon session.

If you decide to pick up your child rather than have him/her ride the bus home:

Please call the school office **at least fifteen (15) minutes** before dismissal. The classroom teacher will then be notified not to put your child on the bus. If you are not at the building to pick up your child by the time their bus leaves, they will be put on the bus and you will need to meet them at their bus drop off.

If you want to know if your child has been returned to school on the bus:

Please call the transportation office at 351-3993. All Pre-K students are returned to the Early Childhood Center located at 809 N. Neil St. Please check in at the Pre-K office.

Please be sure to report any changes of address, telephone, or approved adults for pickup.

SCHOOL – PARENT CONTRACT

School Responsibilities

The Champaign Pre-Kindergarten Program will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's Early Learning Standards.
- Hold parent-teacher conferences twice during the school year to discuss the child's achievement in the areas of social/emotional, physical, cognitive, and language development.
- Provide parents with frequent reports on their children's progress.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

Parent/Guardian Responsibilities

I (We) will support our child's learning in the following ways by:

- Maintaining high expectations for my child and the school.

- Making sure my child is attending school on a regular basis, is on time, and prepared for learning (is rested and has eaten; wears proper clothes for weather conditions and comfort; does not attend school when sick or contagious).
- Reading to my child daily and monitoring the amount of television my child watches.
- Being actively involved in my child's education by volunteering in the classroom.
- Staying informed about my child's education by communicating with school staff regularly and attending Parent Teacher Conferences and Pre-K family events.
- By supporting school staff and reviewing school expectations and appropriate behavior with my child.
- Being an active partner in helping prepare my child for kindergarten.

Champaign Pre-K receives funds under Title I, Part A of the Elementary and Secondary Education Act (ESEA). The school – parent compact outlines how parents and school staff will share the responsibility for improved student achievement.

DISCIPLINE POLICY

It is our responsibility at Champaign Pre-K to create a safe environment where all students can learn. Certain behaviors interfere with our ability to do this. We will partner with you to teach your child how to solve problems and get along with others without violence or aggression.

Physical aggression that could result in an injury, such as hitting, biting, kicking, and throwing hard objects, is not acceptable at school and could result in a child being removed from the classroom to protect him/herself or others. If your child is removed from the classroom, you will receive a written notification. This notice may be accompanied by a phone call from your child's teacher, the principal or the assistant principal. If the behavior continues, it may be necessary to hold a problem solving meeting between you and school staff to create a plan to help your child be more successful at school.

LIBRARY

All Pre-K classes will participate in weekly book checkout. Your child will receive a library bag to carry his/her library book to and from school. We appreciate your help in guiding your child to return the library book on time and take proper care of the book while at home. When a child has two unreturned books, they will not be allowed to check out more books to take home.

AHERA Notification 2019-20

All employees, students, parents, guardians, and general public are hereby notified of the availability of the Inspection Report and Management Plan concerning asbestos containing materials. These documents are available for review in the school administrative offices.

All employees, students, parents, guardians, and the general public will be notified of any response actions and other matters concerning activity with Asbestos Containing Materials. Asbestos Containing Materials are inspected and evaluated periodically and additional measures are taken when needed to protect the health of the building occupants.

For more information on the federal AHERA, please go to
<http://www.epa.gov/asbestos/pubs/asbestosinschools.html>

IMPORTANT INFORMATION

CECC Office 351-3881 Room Number _____

Bus Garage 351-3993 Teacher _____

Social Worker 351-3753 Assistant _____

Please be sure to report any changes of address, telephone, or approved adults for pickup.

IN CASE OF EMERGENCY: Please tune in to WICD, WCIA, WAND or WILL-TV or any of the following radio stations: WDWS/WHMS/97.5, WILL-Radio, Mix 94.5, WIXY, Oldies 92 (WKIO), 99.1 EXTRA, WGKC/WQQB, WBCP, WBGL, or WEFT. In the event of an emergency, authorized adults will be required to show proof of identification to pick up a child.

You can also check the Unit #4 Website at www.champaignschools.org. There is a link to the Early Childhood Center listed under schools.