

**Alton Community Unit School District #11**

# **Early Childhood Program**



## **Family Handbook**

Early Childhood Center

6008 Godfrey Road

Godfrey, IL 62035

(618) 463-2166

[www.altonschools.org](http://www.altonschools.org)

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## **The Early Childhood Program**

The Alton Community Unit School District's Early Childhood Program serves children ages 3-5. As such, we understand that this may be your first experience with our school district. We would like to take this opportunity to welcome you and express our goal to provide a unique and enriching experience for you and your child that will create a solid foundation for your child's educational career.

The Early Childhood Program is a family focused program that provides support for both children and families. Research tells us a child's family has the greatest influence on his or her education. As families of children in our program, you attend orientation meetings, parent/teacher conferences, classroom activities, scheduled family/child events (held both during the day and evening), and home visits. The benefit of this involvement is life-long.

Children are eligible to attend either the Early Childhood Preschool for All Program or Early Childhood Special Education Program. Half day classes are offered five days a week to provide a balanced educational experience.

## **Preschool for All Program**

The Preschool for All Program is designed to engage three-, four- and five-year-olds in the early learning experiences they need to succeed in school and life. Our program brings together a highly qualified staff, a researched based curriculum - Creative Curriculum, and parent involvement to help prepare your child for success in school. The program meets the Illinois Early Learning and Development Standards for Preschool and has achieved the ExceleRate Illinois Gold Circle of Quality rating under the state's quality rating and improvement system for early learning programs. The program is made possible through a grant from the Illinois State Board of Education.

A child is found eligible for the program through a screening/assessment process. Each child is assessed using a developmental questionnaire (ASQ and ASQ-SE) which looks at five areas of development (gross motor, fine, motor, communication, problem solving, and personal-social). Once the questionnaire is completed, a parent interview is conducted to review the social and health history of both the child and family. The information obtained during the screening process is then used to determine eligibility based on a priority of needs.

## **Special Education Program**

As a result of a disability and the adverse affects of the disability, some children require specialized instruction in order to benefit educationally. Illinois Special Education Rules and Regulations and Federal Law require public schools to provide a free and appropriate educational program to anyone between the ages of 3 years old and until the day before their 22<sup>nd</sup> birthday who has been identified as eligible for special education services.

Eligibility for Early Childhood Special Education is determined through a case study to identify a child's unique needs. A multidisciplinary team of professionals will meet with the family to review the findings of the case study and determine the child's needs using disability criterion determined by federal, state and local guidelines. If it is determined that a child requires specialized instruction, an Individualized Education Program will be written and the child will receive the appropriate educational services. The Early Childhood Program provides a variety of services for students found eligible for special education. Parents are provided written copies of their Rights and Responsibilities, and staff is available to discuss any questions or concerns.

### **Mission Statement**

Our mission is to provide appropriate experiences for each child within a safe, stimulating environment with parents, professionals, and community members working as partners to establish a foundation for lifelong learning.

### **Our Philosophy**

We believe all children are entitled to the opportunity to develop to their fullest potential through successful experiences. Our school is designed to meet the individual social, emotional, physical, nutritional, and intellectual needs of our children through developmentally appropriate tasks. Play is the primary tool for learning as we provide a safe environment with activities to stimulate natural interest and promote discovery while building on children's strengths. Parents and educators work together to provide the best possible environment at home and school to foster self-esteem and child-centered learning. Teachers work with parents to support their roles as the child's first teacher by offering resources and opportunities to enrich their child's development.

### **Program Goals**

1. To meet individual needs of children relative to their developmental goals.
2. To develop the children's self-esteem through school and home activities.
3. To support parents in their role as their child's first teachers by increasing parental involvement and awareness of children's development.
4. To promote children's socially appropriate behavior.
5. To utilize community resources for the family's needs.

6. To have fun with the children and enjoy experiences related to developmental learning.
7. To develop children's positive attitudes toward school and life-long learning.

## **Program Hours**

Half-Day Sessions (2 ½ hours)

Morning or Afternoon Session\*

Monday thru Friday

### **Morning Session**

**8:20 am to 10:50 am**

### **Afternoon Session**

**12:20 pm to 2:50 pm**

**\*Note: Student's placement in a session depends on home address or bus pick-up/drop-off location.**

## **Attendance**

We do important activities every day to support your child's learning, and we need your child at school every day and on time to benefit from them. To ensure school success, daily attendance is encouraged. Good habits begin early, and if your child learns that attendance is expected in preschool, the pattern will continue as he or she grows older. You want your child to be successful in school and starting this routine in preschool is a great way to begin reaching that goal. It is your responsibility as the parent to see that your child attends regularly. Families are also expected to attend parental involvement activities as often as possible with their child. Attendance will be taken at each parental involvement activity, parent-child interaction activity, scheduled conference, home visit day, and any other event/activity a parent attends.

Our preschool students attend regular classes five days a week (Monday-Friday), and we typically follow the Alton School District's calendar, except for a few exceptions with district in-service days and the start and end of the school year. All students will attend either a morning or afternoon half-day session, and students are expected to arrive and depart on time. Parents will need to come into the building office to sign their child in/out if the student is arriving late, leaving early or being picked-up late. It is very important that your child be on time each day as late arrivals are disruptive to the learning environment.

When it is necessary for a student to miss school, a parent must call the Early Childhood Office (618-463-2166) and report the absence. Even if the absence is unexcused, we want parents to contact the office to let us know the child will not be in attendance. Please call the office before 8:45 AM/12:45 PM when your child is not present on attendance days. If bussing is provided, please call the bus garage, (618) 466-5400, and let them know your child will not be riding the bus that day.

**Absences are only excused for:**

1. Illness of a student
2. Death in the family or of a close friend
3. Critical illness of a near relative
4. Medical appointment
5. Transportation (beyond parental control)

**All other absences are unexcused. Examples include:**

1. Visiting friends or relatives
2. Vacations
3. Running Errands

**Excessive unexcused absences could result in your child's removal from the program.**

**Delayed Start/Early Dismissal/School Closure**

The district website and local media will have the latest updated information and an automated phone dialer will go out to all families informing them of the plans for any type of delayed start, early dismissal, or school closure.

**School Improvement Early Release Days**

On monthly early dismissal days for the district, we will only have one session. During the first semester (August-December) only the morning session will meet, and we will not have our afternoon session. During second semester (January-May) only the afternoon session will meet, and we will not have our morning session. Sessions will meet during their regularly scheduled time. Please see the Early Childhood Program calendar for specific dates and times.

**Assessment**

The Early Childhood Program uses several models to provide on-going assessment of your child. The purpose of assessment is to follow your child's progress and to make any necessary adjustments that will encourage and challenge your child to want to learn more and continue to grow intellectually and socially.

Our program uses My Teaching Strategies GOLD On-line Child Assessment Portfolio to monitor development in:

1. Language and Literacy
2. Mathematical Thinking
3. Personal and Social Development
4. Scientific Thinking
5. Social Studies
6. The Arts
7. Physical Development

Developmental guidelines and checklists provide a framework for observation. Developmental guidelines give teachers a set of observational criteria that are based on National and Illinois State Standards and knowledge of child development. Teachers' observations are recorded three times each year on the developmental checklists. In using the guidelines and checklists as the basis of their professional judgment, teachers use explicit criteria to make decisions about student's behavior, knowledge, and accomplishments.

This information is used to determine your child's progress that is reported on their individual summary reports and shared at parent conferences.

In addition, portfolios are used as purposeful collections of children's work that illustrate students' efforts, progress, and achievement. Two types of children's work are collected over the school year:

1. Core items which show growth over time and quality of work within domains.
2. Individualized items portray the unique characteristics of the child and reflect classroom activities that integrate many domains of curriculum. Students and teachers work together to design and evaluate the portfolios.

## **Building Security**

It is our pledge to provide for the safety of your child while in our care. All district buildings are kept locked during the school day, and visitors must ring the bell at the front door. Visitors that do not have an appointment may be asked to schedule an appointment depending upon the nature of the visit. All visitors will be asked to identify themselves and the purpose of their visit before being allowed into the school. All visitors will check-in at the office and must present a valid driver's license or state photo ID upon entering the building. All identifications will be run through a state database system, and visitors will be provided a visitor badge with their name and picture which must be worn at all times while in the building. Visitors will check-out in the office prior to leaving the building.

Any parent/adult who is allowed to pick-up your child from school must:

- Be on the approved pick-up list provided by parent (Transportation and Child Release Form).
- Be able to provide a photo identification.

**The school will not release a child to anyone who does not meet the above listed requirements.**

## **Celebrations/Class Parties/Birthdays/Special Treats**

Our program will celebrate some holidays with special activities either during the regular school day or a special evening event, and these events may include asking for parent volunteers and donations of supplies. If you are interested in assisting with these types of activities, contact your child's teacher and inform them of your interest.

Your child's birthday may be celebrated at school. If your child's birthday is during the summer months, you can celebrate their half-birthday or prior to summer break in May. Parents are encouraged to communicate with the teacher prior to bringing in any type of birthday treat so the teachers can plan accordingly. Per district guidelines, families may only bring sealed, store bought treats or snacks for a child's birthday or a class celebration. All items must be dropped off in the office or sent to school with their child.

## **Communication**

The school district and our program will communicate with families through the use of **phone dialers, email blasts, Remind app**, district website, and social media-**Alton Early Childhood Program** Facebook Page. **It is important for all families to keep their phone numbers, email address, and mailing address on file and up to date with our office and your child's teacher.** Always contact the school anytime there has been a change. Flyers and other announcements may also be sent with your child in their backpacks in an effort to keep you informed. It is important to check your email, phone and Remind text messages daily for important updates and information. We also ask that you make sure you have not set up a block keeping you from receiving the phone dialers, email blasts, and text messages. If you should ever have questions, we ask you contact the Early Childhood Program office or your child's teacher. Feel free to communicate with us whenever you have the need. We want to know what is going on with your child, and we welcome your thoughts and questions. Please keep both the district calendar, Early Childhood calendar and school notes to reference throughout the year.

## **Curriculum**

Three, four and five year old children learn best by exploring and "discovering their own learning" through a carefully designed classroom environment and program. Children who attend the Early Childhood Program will have opportunities to explore the many centers provided in each classroom environment: blocks, dramatic play, art, science, math, manipulatives, gross and fine motor, music, social emotional and literacy/language. Children will also have opportunities to play outside.



Our curriculum (Creative Curriculum) is designed to meet the individual needs of each child based on that child's strengths and abilities. All learning objectives are aligned to the Illinois Early Learning and Development Standards for Preschool. Teachers and para educators provide opportunities for large and small group activities as well as many opportunities to work one on one with your child.

The children's active participation in their learning helps them prepare for Kindergarten by becoming thinkers, problem solvers, and independent learners. Through social emotional learning activities students are also guided to develop social skills by working and playing cooperatively in a group.

### **Children have opportunities for:**

- Journal writing
- Drawing and art experiences with various art media
- Identifying environmental print (common signs, popular food labels, etc.)
- Writing and listening centers, taking walks to name objects, recognizing labels of classroom objects
- Listening to and reading books
- Learning to handle books with care
- Dictating stories & making class books/story
- Recognizing their own and other's names
- Printing their own first name
- Making classroom charts/graphs
- Clapping rhythms
- Learning finger plays & rhymes
- Making predictions during story reading
- Participating in storytelling with puppets & flannel boards
- Matching letters to the sound they make
- Participating in large and small group discussions
- Using language when sharing ideas and answering questions

The Early Childhood Program uses center time activities to introduce, teach, and reinforce number concepts, cause and effect, object permanence, discovery and invention.

Children have opportunities to learn math and science concepts through:

- Assembling puzzles
- Using manipulatives that stack, hook, snap together
- Classify by color, shape, and size
- Explore various texture mediums: sand, sawdust, cornmeal, flour, rice, water, paper, dried corn, etc.
- Use toys and equipment that lift, bend, turn, roll, flip, expand, and shrink.
- Play games that promote meaningful counting.
- Observe natural phenomena such as caterpillars changing to butterflies.

Materials in the classroom are selected to build upon children's natural curiosity, broaden interests and vocabulary, and strengthen skills needed for learning.

## Dress

Your child will be using a variety of art materials and playing outdoors daily so they are likely going to get dirty. **Your child should come to school each day dressed in clothing that is appropriate for play and easily washed.** Your child will feel more comfortable if they don't have to worry about staying clean. Dress clothes should be reserved for special events like picture day which occur in the fall and spring. Also, your child should wear clothing that he/she can easily manage in the bathroom. **We recommend all students wear closed-toe shoes (ex. tennis shoes) for active play.** Sandals, dress shoes, and flip flops are discouraged and not safe for active play. We do go outside for daily gross motor time so remember to dress your child for the weather. **Students will play outdoors every day the temperature is between 25 and 90 degrees and the playground is dry.**

In case of an accident, all parents are asked to send in an extra set of clothes (appropriate for the season) to include underwear, socks, pants and shirt. Please make sure all your child's items are labeled with your child's name and placed in a Ziploc bag with their name on the front of the bag. The extra set of clothing will be kept in your child's cubbie. If your child has an accident, the dirty clothes will be sent home in their backpack. Then, you will need to send in another set of clean clothes with your child the next day.

Any child not potty trained will need to provide diapers/Pull-ups and wipes along with extra clothing. All items need to be marked with your child's name. Your child's teacher will notify you when items need to be replenished, and we ask that you send a sufficient amount to meet your child's bathroom needs. The preschool program does not provide these items for students, and it is the parent's responsibility to make sure their child has sufficient supplies available for use at school.

## Fees

Children in the **Preschool for All Program** do not pay a material fee; it is covered in the Illinois State Board of Education grant.

Children in the **Early Childhood Special Education Program** pay a material fee of \$85.00 per year. Fee waiver forms are available upon request.

## Health

Each child entering the Early Childhood Program must have an up-dated immunization record and a completed physical examination dated within one year of entering the program. Returning students do not need another physical unless they have health issues. These requirements must be completed or the child will be excluded from school.

Parents are asked to keep their child home to prevent the spread of illness if your child has one or more of the following symptoms:

- Fever of 100.4 degrees or greater, within the past 24 hours
- Diarrhea
- Vomiting due to gastroenteritis
- A severe stomachache
- A severe toothache or earache
- An unknown rash
- Red eyes with yellow/green thick matter
- Breathing trouble or continuous/hacking cough
- Fever AND sore throat, rash, vomiting, diarrhea, earache or irritability
- COVID-19 symptoms/positive case

Students may return to school when they are symptom free without the aid of medication or in some cases after being evaluated by a doctor. If the nurse believes a student has a condition that needs to be evaluated by a doctor, they may request that a student be kept out of school for a period of time unless the parents provide a physician's note for return to school. Students may be sent home from school for any of the listed symptoms/conditions as determined by the school nurse or administrator in accordance with district procedures.

Students sent home with head lice will be required to be checked by a nurse before being allowed to return to school.

The school nurse or Early Childhood staff member will contact you if your child should become ill or injured at school. The nurse will also administer any medication that a doctor requires a child to take during school hours. Other trained medical technicians will administer medication in the nurse's absence. Any child requiring medication at school should have a district form signed by the child's physician. Parents are responsible for bringing medication to school. Children may not bring any medication to school with them or transport medication back home. The school nurse will also contact you if there are any concerns regarding your child's physical exam report and immunization record.

If you have any questions or concerns regarding health matters refer to the District's school calendar for District policies. **Remember to contact the Early Childhood Office (463-2166) when your child will be absent, before class each day.**

If a child gets sick at school he/she will remain in the nurse's office until someone can pick him/her up. **The school must have a current, working phone number of an adult who can come if needed.** If you cannot be reached, your emergency contact person will be contacted.

## **Individualized Education Program**

Children with IEPs will be included in the portfolio assessment, as well as, documenting their progress regarding their individual goals and objectives in their IEP. Annual reviews will be held to discuss the specific goals and objectives in addition to parent conferences.

## Items from Home

Please discourage your child from bringing toys or other items to school, as we will not be responsible for lost or broken items from home. Toy weapons of any type are not allowed on the bus or at the school. Any items brought from home that are inappropriate or distracting to students will be taken away and held in the Principal's office for parents to pick up.

## Parent Involvement

Parent involvement is encouraged and crucial part of the Early Childhood Program. We cannot provide the best education possible for your child without you! Children learn best from those they love and trust. We want our parents to be involved in their child's education. You are your child's first and most important teacher! During the year there will be numerous opportunities for parents to participate in activities. Flyers will be sent home in your child's backpack with information about these activities prior to each event. Most activities will require parents to register prior to the event if you plan on attending. It is expected that all families participate in these events and attendance is taken. Failure to participate could result in removal from the program.

We ask parents to be actively involved in the education of their children. Parents in the Early Childhood Program are offered the following opportunities to be involved:

- Orientation
- Home Visits
- Parent Teacher Conferences
- Family Events
- Parent-Child Activities
- Parent Education Opportunities
- Classroom Visits
- Volunteer Opportunities
- Parent Teacher Group
- At-Home Activities

## Parent Responsibility

1. Complete and provide all required paperwork for child's registration including:
  - Birth Certificate (certified copy with "SEAL" printed on it.)
  - Immunization Record (updated immunizations)
  - Physical Exam (within the last year)
  - Two proofs of residency in Alton School District
  - Parent/Guardian's driver's license
  - Documentation of Household income
2. Update all information as needed during the year with the office **AND** your child's teacher. This includes any changes in address, phone/cell phone and emergency contact persons (and their telephone numbers).

3. For your child's best interest, please ensure that you:

- Have your child at school every day and on time.
- Put your child to bed early. Young children need 10 hours of rest each night.
- Feed your child breakfast prior to coming to school.
- Check your child's backpack and the Remind notifications daily for notes/information, student work, and at-home activities.
- Maintain communication between home and school.
- Actively engage your child in remote learning through daily participation.
- Participate in program events and activities with your child.

## **School Calendars**

Each family will receive a school district calendar which will indicate holidays and other district-designated days off from school. The Early Childhood Program follows the district schedule unless you receive a notice of change. The district calendar also includes the district handbook which provides important general information, health information and specific information about each school building.

## **Student Conduct**

The Early Childhood Program participates in the school district's Positive Behavior Intervention Supports (PBIS) system, which uses positive reinforcement and encouragement "to do the right thing", make good choices, and follow school rules. We have two primary rules at the Early Childhood Program:

### ***BE KIND and BE SAFE***

Our school PBIS universal coach, social worker, and classroom teachers spend time with the children helping them to learn about being kind and safe. The children's classroom teachers instruct and reinforce these rules throughout the school day.

We believe that young children will begin to make good decisions about their learning, making friends and demonstrating feelings, if given the opportunity and adult support. Teachers and staff are here to serve as models for these behaviors and encourage children in developing these social skills. Our program incorporates social emotional learning objectives into the daily curriculum to help reinforce positive behavior skills in all children and teach them how to play and get along with others in an appropriate manner.

Should a child's exhibit extreme behaviors that are deemed to be unsafe or disruptive to the learning environment and they don't respond to redirection, a child will receive an Extreme Classroom Behavior Referral (ECBR). It is a way for us to track and document extreme behaviors which are considered unsafe or disruptive to the learning environment. A copy of the ECBR will be sent home with the child and a copy will be given to the principal for documentation in our Student Skyward system. This form will document the behavior which occurred, intervention put into place during the incident, and any action taken by the teacher or principal.

Students will never be suspended or expelled from our program, but they may be placed on a behavior intervention plan if they do not respond to the teacher's classroom management plan. If a student needs

to have a behavior intervention plan implemented, a meeting will be held with the parents to discuss the concerns and develop a plan of action individualized to meet the child's needs. Goals for improvement will be established with regular intervals for monitoring the plan and student response to the interventions being implemented. Once a child is successful in consistently meeting their goals the plan will be phased out of implementation.

## Summary Reports

Summary reports on each child's progress are completed two times a year (fall and spring). Teachers compile information from the developmental checklist, portfolios, and using their knowledge of child development assess student performance and progress. Ratings and brief comments describing the student's strengths and areas of concern are written. These reports are shared with parents during conferences.

## Supplies

**School supplies are furnished and funded through our preschool program;** however, additional supplies may be requested as donations throughout the school year from your child's classroom teacher. **Supply donation requests are strictly optional and only if you are able to participate.**

The only supplies a family is responsible for is a "standard size" backpack that will accommodate an 8  $\frac{1}{2}$ " x 11" size folder for their child. The backpack is to be brought to school each day and is used to transfer papers and other items to and from school. Please, do not send miniature backpacks, backpacks with wheels, or stuffed animal backpacks. All decorations on the backpacks must be preschool age appropriate.

Put your child's name on everything coming to school, including backpacks, coats/jackets, umbrellas, etc.

## Transportation-Bus

The Early Childhood's Preschool for All program is not a "mandatory" program. It is an "optional" program and, therefore, the school district is not required to provide bus transportation. Because the district is committed to supporting families and access to a quality preschool program, we have elected to provide busing for the students and families most in need. There are strict guidelines that must be followed if your child is eligible for bus services. Failure to follow these guidelines will result in loss of service.

1. Early Childhood Special Education children will be provided busing as part of their Individual Education Program. If you have more than one child in the program and one of them is eligible for busing as part of their services, then all of your children will be eligible for bus services, if needed.

2. Preschool for All eligible children will be provided busing on an "as-needed" basis. If you can transport your child one or both ways, you will be expected to do so.
3. Door-to-door busing will be provided within the school district boundaries only.
4. Parents will need to meet with their child's teacher before busing can start.
5. Parents will be given bus information directly from the bus garage before their child starts school. The bus number and approximate pick up and drop off times will be provided.
6. Pick up and drop off points must be consistent. Each child will have one pick up and one drop off location. We will not take a child to different places on different days. You may not make "occasional" changes to fit home schedules. Bus schedules must be consistent to avoid errors and confusion especially when there is a substitute bus driver. If this is inconvenient for you, you will have to make other transportation arrangements.
7. The bus driver makes every effort to adhere to a bus schedule. This is difficult because some days all children ride and other days only a few children may ride. Therefore, you must be flexible and realize that pick up and drop off times may vary as much as 15-20 minutes and this is unavoidable. Also, as new students are added throughout the year, your child's pick up and drop off time may be changed to accommodate the additional students being picked up.
8. Children must be ready 15 minutes prior to the scheduled pick up time. When a bus must wait even a few minutes on a child it causes them to get off schedule then students are late getting to school and parents get worried.
9. Please look for your child's bus at least 15 minutes prior to their scheduled drop off time. Make arrangements to always have someone at your drop off location on time. If you are delayed, have someone else available to meet the bus. You or anyone designated to take your child off the bus are to physically go out to meet the bus and show a photo I.D. Any adult allowed to take your child off the bus must be listed on your child's receiver list.
10. If no one was home who is authorized to receive your child when the bus arrives, your child will be returned to school. Your child will remain at school with office personnel until you or an authorized person comes to pick them up. If no one can be contacted to pick-up or receive your child by 4:00 p.m., Alton Police/Madison County Sheriff's office will be contacted. After the 3<sup>rd</sup> time of being brought back to school busing may be stopped.
11. If your child is not riding the bus to school, please call Illinois Central Bus Company at the bus garage (618-466-5400). If your child is not riding the bus home please send a note in your child's backpack or call the school office.
12. If your child is frequently not riding the bus to and from school, busing will be stopped, and parents will be responsible for transporting their child to and from school.
13. If changes in busing are needed, parents are required to go through the Early Childhood Program Office. No changes will be made the last 4 weeks of school.
14. Allow 3-5 working days for bus changes. The time required for making changes may be longer at the beginning of the school year. No changes may be made for bussing for the last 4 weeks of school.
15. Speak to your child about the importance of following the school bus rules for their safety and everyone else on the bus. There is an aide on the bus to help the children with the seat belts and to keep order on the bus.

### School Bus Rules

- Seat belts must be kept on at all times.
- Children must remain seated at all times.

- "Inside voices" must be used while on the bus.
- Students are to be respectful to the driver and bus monitor and each other.
- Students violating bus rules will be reported to the school principal, who will:
  1. Talk to the child regarding behavior.
  2. Talk with child's parent/guardian if behavior continues.
  3. Discontinue bus service if necessary & notify parents of this decision.
- All students must wear a mask at all times while on the bus.

Illinois Central Bus Company is our contracted busing service.

You may reach them at (618) 466-5400

The bus manager is Sheri Kelley.

**Illinois Central Bus Company policy prohibits parents and siblings from riding the school bus, to and from school.**

### **Transportation-Car Riders**

Parents transporting their child to and from school will be given information specific pick-up and drop-off procedures for their child's program site. The guidelines listed below are for all 4 locations.

1. The Early Childhood Program does not offer any before or after school care. **Children are not to be dropped off early, and parents are required to remain with their child until school starts.** Parents bringing their child to school must be prompt. When children are tardy to school they have a difficult time adjusting, and it is disruptive to the classroom environment.
2. Parents picking up children are asked to arrive at school at least 5 minutes before dismissal time. Teachers have many responsibilities after the class ends and should not be expected to have to wait for parents to pick the child up. Please be thoughtful and courteous.
3. We will not release your child to any person who is not authorized to pick up your child. All persons responsible for picking up your child must be listed on the child release form. Please contact the Early Childhood Office at 463-2166 if you need to add or remove anyone from the list.
4. Procedures for parent drop-off and pick-up will be provided and reviewed during orientation/meet the teacher with your child's teacher prior to your child starting school. Any adult picking-up a child at the end of the day must have a car hang-tag visible in their front window. Failure to have the hang-tag will require the adult to park and retrieve the child from the office once we have verified their identity and checked the child release form for consent to release. Any adult picking up a child may be asked for identification even if they have the car hang-tag. If you have questions, you may ask the teacher or contact our office.



## Snack

Our preschool program will provide a daily snack to all students. Students should eat breakfast or lunch before coming to school each day. A healthy snack is provided each day at no cost to parents. Students with food allergies may be asked to provide their child's own daily snack as we are limited in our snack options.

**\*\*PLEASE LET YOUR TEACHER KNOW IF YOUR CHILD HAS ANY FOOD ALLERGIES. \*\***

## Volunteer/Visit Classroom

Our program encourages parent involvement. We want parents to be involved in the school and to feel welcome. Parents may volunteer in the classroom/school or schedule a classroom/school observation visit.

- **Volunteer**-You may wish to volunteer in the classroom or with the school. Parent volunteers assist with special events and activities, help the teacher prepare materials, share a special skill or interest with children, or work with students in small groups or individually during instructional time. Volunteering in your child's classroom/school can be a very rewarding experience for both you and your child. We always welcome your willingness to assist us. Anyone interested in volunteering in the school/classroom will need to complete a Volunteer Form and follow the guidelines and procedures in the district's Volunteer Handbook. You can find both the Volunteer Handbook and Form on the district website ([www.altonschools.org](http://www.altonschools.org)) under the parent tab or you may contact the school to have one sent home with your child. Completed Volunteer forms need to be returned to the school office for approval.
- **Classroom Observation Visit**-Parents wishing to visit their child's school and sit in the classroom to observe are required to complete a School/Classroom Observation Request Form and follow the procedures for classroom observations. If you are interested in doing a school/classroom observation, you may contact the school for a copy of the procedures and the request form, or you can find it on the district's website ([www.altonschools.org](http://www.altonschools.org)) under the parent tab.

Both types of classroom interaction provide you with the opportunity to become involved with your child's academic life. Depending upon the option you choose, the parent and teacher expectations take on a slightly different role. Discuss with the teacher your expectations and your goal for coming to your child's classroom. This will help you and the teacher make the most of your time and visit.

## Opportunities for Birth to 3 Children

**Parents as Teachers:** Parents as Teachers is a voluntary education and school readiness program that provides information and support to families with children from birth to 3 in the Alton School District. The program is based on the philosophy that parents are their child's first and most important teachers. We provide choices for family participation through:

- Home Visits: Monthly personal visits that offer parents of children 0-3 year's information on each stage of their child's development and ways to encourage learning.
- Family Activities: Daytime and evening activities for families of young children that are fun and informative.

## **Statement of Non-discrimination**

Alton Community Unit School District #11 does not discriminate in the administration of its admissions and educational programs, activities or employment practices on the basis of race, color, religion, national origin, age, sex, disability, sexual orientation, marital status and any other basis prohibited by law. This statement is a reflection of Alton Community Unit School District #11 and refers to, but is not limited to, the provisions of the following laws:

- Title VI and VII of the Civil Rights Act of 1964
- The Age Discrimination Act of 1967
- Title IX of the Education Amendments Act of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1975

For questions or additional information, please contact Cathy Elliott, Section 504 Coordinator at (618) 474-2600 x. 50301.

## **Illinois State Board of Education Early Childhood Programs provided through State grant funding:**

Preschool for All

Prevention Initiative: Birth to 3

## **Special Education Program provided through local District and Federal funds administered through the Illinois State Board of Education:**

Early Childhood Special Education may include the following services:

Specialized Classroom Instruction

Speech and Language Therapy

Occupational Therapy

Physical Therapy

Social Work Therapy

Hearing Impairment Services

Visual Impairment Services

**Notes**