**STAFF INFORMATION**

**PRINCIPAL**

Mrs. Livengood (klivengood@ecusd.info)

(309) 659-2239 Extension 1210

**ANNEX SECRETARY - MRS. WILDT**

**(309) 659-2239 Extension 1510**

**Please report absences to Mrs. Wildt.**

**You can also call  with Mrs. Morine at Extension 1211**

**TEACHERS**

Ms. Hatteberg (thatteberg@ecusd.info)

(309) 659-2239 Extension 1511

Miss Schryver (lschryver@ecusd.info)

(309) 659-2239 Extension 1510

**FAMILY/SCREENING COORDINATOR - TUESDAY, WEDNESDAY & THURSDAY**
Mrs. Young (kyoung@ecusd.info)

(309) 659-2239 Extension 1512

**PARAPROFESSIONALS**

Ms. Brooks

Mrs. Schultze

**DAILY SCHEDULE:**

AM Preschool - arrival at 7:50 a.m./dismissal 10:45 a.m.

PM Preschool - arrival at noon/dismissal 2:55 p.m.

Your child will go outdoors on nice days so please dress them appropriately.  We can only release your child to the people listed on your registration sheet.  If you need to add anyone, just let us know. Mrs. Wildt will have front doors open at 7:50 and she will buzz you in the front door.  Pick up is at the same location at dismissal times as well. Please drop off/pick up your child on time.

**SNACKS:**

Snack is offered daily during center time.  Children have the option to come and have snack or not.  We offer lots of fruit, healthy foods, milk/water. This building is peanut free and there is an **allergy to apples as well in Mrs. Hatteberg’s class.**  We will send snacks home if they contain either of these items.  Please read the labels; they cannot be made in a facility where peanuts are present and it will state that.  Refer to the internet for list or please let Mrs. Young know if you need one.

**BUSSING & SCHOOL CLOSINGS**

Preschool follows two basic rules on the bus:  Sit quietly and stay in your seat. The bus drivers work with the staff if any problems arrive during the year.  A child can be removed from the bus if deemed necessary for the safety of all. Any concerns should be directed to our Transportation Director, Dave DeShane at Extension 1323.  An adult must be available when the child is picked up and dropped off; they will be brought back to the school if no one is available and the parents will be called. Bus times can vary depending on the weather (and at the beginning of the school year).  Parents will fill out a form for pick up and drop off locations and we ask that you be consistent. Both classes use a calendar for transportation…..A calendar will be stuck in the child’s folder at the beginning of each month. \*\*\****On each day it will say BUS and PICKUP.  You will circle everyday to let us know if your child is a pick up or a busser (this is for drop off students ONLY).\*\*\****  When snowstorms, bad roads or other emergencies make it necessary to close school for a day or more, students and teachers will be notified via email and the website.  It will also be posted on the television and radio between 7-8 a.m. We will also be posting on our private Preschool Family Page on facebook. Our automated phone emergency system will be used to notify parents too.

**\*\*\*IF THERE IS A ONE HOUR EARLY DISMISSAL due to weather, there will be PM preschool class.  (1:50 or later)**

**\*\*\*IF THERE IS ANYTHING OVER A ONE HOUR EARLY DISMISSAL, there will not be PM preschool class.**

**\*\*\*IF ONE HOUR LATE START is announced, the AM prek will meet at 8:50/PM will be at the normal time.**

**\*\*\*IF TWO HOUR LATE START, the AM preschool will not meet but PM will meet at normal time.**

**\*\*\*IF CONDITIONS ARE UNCERTAIN, please listen to your local television and radio stations for announcements.  If you have any questions, please feel free to call the school. During the month of November we will send out a reminder on the above.**

**LENDING LIBRARY**

**Library Check out/Parent Lending Library**

There is an assortment of books dealing with all subjects located in Preschool.  Parents are welcome to check out books and DVDs anytime. If you’d like to know what is available, just let Mrs. Young know.  This year, Ms. Schryver will have a library check out that will start after Labor Day. A note will be sent home explaining it.

**ABSENCES**

Attendance is important but if your child has a sore throat, cough, rashes, fever, earache, runny nose, nausea, vomiting, diarrhea, etc., please keep them home. **Each day your child is ill, YOU MUST CALL MRS. WILDT (309-659-2239 X1510) TO REPORT THE ILLNESS or YOU MAY CALL MRS. MORINE (309-659-2239 X1211).**   Please do not text the teacher, paraprofessional or leave a message on the preschool phone.   If you call before school hours, a message may be left on the recorder. If you do not call, the school will contact your home or place of work.  If your child has strep or other illnesses that are contagious, report this at the time of your call. Your child needs to be fever free for 24 hours before returning to school.  After 8 days, a letter is sent to parents; after 10 days further excused absences require a doctor’s note. Your child must be fever fere and illness free for 24 hours.

**UNEXCUSED ABSENCES**

Unexcused absences (car trouble, oversleeping, etc.)....notifications will be sent by mail to parents when a student has been absent 10 unexcused days.  Once a student has accumulated 10 unexcused absences during the school year, that child may be placed on our waiting list.

**EXTENDED ABSENCES**

If your child will be out of school for an extended time, please notify the teacher in advance of the absence.  Parents are encouraged to keep school vacations to a minimum. Please advise the school if you are planning to be away for any extended time while your child remains in school.

**MEDICATION, POLICIES, EMERGENCY PROCEDURES AND DISCIPLINE**

Medication:  Since we are a half day preschool, please administer medications before or after preschool.

Policies:  Chain of Command - If a parent has questions or complaints regarding school matters, they should direct them to the teacher, then the principal.  In the event they are not satisfied with answers received, they may refer the matter to the Superintendent. If the matter is not resolved, a request for hearing before the Board may be made to the President or Secretary of the Board of Education or the Superintendent.

Emergency Procedures:  In case of medical emergency, the school nurse will contact you.  If she cannot reach you, she will contact the person you list under “who to contact in case of emergency” on your registration form.  If unable to reach anyone, she will contact your physician and follow their instructions. If she is unable to reach your physician, she will contact a physician and/or the Erie ambulance service if needed**.   Please make sure that all phone numbers are current and up to date with preschool staff.**

Discipline:  Preschool uses a simplified clip system in accordance with the Elementary.

**PARENT’S CHECKLIST:**

\*Registration form, Bus form, Home Language form, Medical Treatment form completed, Pediatric Symptom Checklist

\*Original Birth Certificate, Physical, Immunization form, lead screening.

\*Complete change of clothing (bags will be provided).

\*Any legal documentation.

\*Backpack (no wheeled book bags please and make sure it’s large enough to hold the daily folders and/or projects sent home).  The small ones do not work

well.

**WAYS TO COMMUNICATE WITH YOUR TEACHER:**

Each child will have a folder that will use throughout the year….the folders are checked every day once they arrive at school.  **We ask that you check them everyday when they come home.**

**FACEBOOK PRIVATE FACEBOOK PAGE:**

Preschool has their own private facebook page that keeps everyone up to date, sends reminders and many photos are put on.   Please send a request to be added if you haven’t been to “Preschool Families Facebook Page”. Please do not use the page for an individual concern, question or reporting absences; direct those to the appropriate staff member.  To private message teachers/staff, please go through the facebook preschool families page.

**HOME VISITS & CONFERENCES:**

In the fall, a home visit is done by the teacher and the paraprofessional.   We do not take part in the school open house. Spring conferences take place in May.

**FIELD TRIPS:**

We take field trips throughout the year.  We give plenty of notice so that parents can make arrangements.  For field trips, a parent or another trusted adult are encouraged to attend and ride the bus with the class.  If you prefer to drive to the location and follow the bus, your preschooler must ride the bus. No other siblings can ride the bus.  If you are unable to attend a field trip and do not have another adult to go, you will need to let us know. Every child needs to check in at the school to be counted present, this is the district’s policy.  If they do not check in, they will be counted absent for the day.

**PARENT CAFE**

A few times a year, we hold a “live segment” on facebook under our Preschool Families Facebook Page where you will just need to be on a computer/phone in your own home for a meeting.  They usually last less than 30 minutes and you can go back and view at a later time.

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**PHILOSOPHY OF OUR PROGRAM**

Early childhood education comes at a stage in a child’s life when they are physically and emotionally ready to explore the world with new people and in new places separate from home and family.  It is meant to be an extension of the teaching experiences received from birth.

The goal is to provide a secure, safe environment which meets the individual needs of each child.  The curriculum used in all classes is state approved (Creative Curriculum/Teaching Strategies) and is aligned to the Illinois Early Learning Standards.  It is linked to the Erie District PreK-12 Curriculum. Refer to “A Parent’s Guide to Preschool” for an indepth look at the curriculum.