

The Western Pre-K Program is **FREE** to all participants. It is funded by a grant from the Illinois State Board of Education.

ATTENDANCE

In Pre-K regular attendance is required. If a child misses 3 classes for reasons other than those listed below, or the reason is unknown, the child may be dropped from the program. Parents are required to call their child's school and let the Pre-K teacher know why their child will not be attending. This procedure keeps Pre-K updated on the status of your child and keeps safety a number one priority. Children who will be leaving early or will be picked up by someone other than the child's guardian needs to bring a signed note from their parent/guardian. The Pre-K teacher will not release children unless this procedure is followed. The Pre-K staff will also need to see an adult's identification to verify they are who they say they are. **Pre-K puts safety first!**

Excused reasons for missing Pre-K:

- hospitalization of child or family member
- illness or injury
- participation is affected by a temporary family situation
- poor weather conditions
- visitation with parent out of area

TRANSPORATION

Pre-K provides bussing for all children who live in the district or has child care within the district. If a child attends Western Pre-K, but lives out of our district no bussing will be provided. The Pre-K teacher will discuss transportation on the required enrollment visit and give each parent the bus barn phone number to call if their child will not be picked up. Pre-K children are seated in the front of the bus and wear seat belts. Pre-K children will be supervised at all times. The children will not be allowed to get off of the bus until a Pre-K staff member gets them off. When the children have to switch buses this procedure will also apply.

HEALTH

Children are not enrolled in Pre-K unless all of the required health screenings are completed. The required screenings are: physical (less than one year old), current immunization record, & lead screening. The child must also have a copy of their social security card, certified birth certificate, & medical card if applicable.

The Pre-K staff will follow up on health issues as needed. A vision and hearing screening will be completed on each Pre-K student by the school health nurse. The mobile dentist will visit Western and all Pre-K children will have the opportunity to participate with a signed consent form. Pre-K children who need medication at school will also need a signed consent form from their guardian. Parents are required to discuss this with the Pre-K teacher.

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

- parents are required to notify the Pre-K teacher if they suspect their child has head lice
- infested children will be sent home following the notification of their parents
- the Pre-K will provide written instructions to parent regarding treatment
- the Pre-K child can only return to class after they are checked by the Pre-K teacher or school nurse
- children are prohibited from riding the bus to school to be checked
- children have to be lice and nit free before they can return

TOILET TRAINING

Children do not have to be toilet trained to attend Pre-K. The Pre-K program understands that early childhood involves children not only learning academics, but also life skills, such as, going potty. Pre-K has a Toilet Training Procedure. The Pre-K teacher will review the procedure with the parent on the enrollment visit and provide them a copy. The staff and parents will work together to assist the child in achieving this skill.

ILLNESS

The Western Pre-K Program will observe recommendations of the Illinois Department of Public Health regarding illness. Children with the following conditions should not attend Pre-K:

- a fever within the last 24 hours
- vomiting or diarrhea
- any contagious illness, such as, strep throat or respiratory infection
- any undiagnosed skin rash

If your child becomes ill at school the teacher will contact the parents and the child cannot return until they are free of the above symptoms for 24 hours.

SPECIAL NEEDS

Pre-K age children who have been identified as having a special need are eligible for the Pre-K program. The teacher or coordinator will attend the child's staffing and if Pre-K is recommended and an opening is available the child will be enrolled. Pre-K works with Four Rivers Special Education Co-op to meet the needs of children who fall into this category. Four Rivers will provide Pre-K with a Special Education Inclusion Teacher. This teacher will oversee the child's Individual Education Plan. The Western Pre-K Teacher will follow the plan and assist the child. A team effort will be put into place to assist the child and prepare them for kindergarten.

DRESS CODE

In Pre-K, the way children learn is through hands-on activities. It is important that your child wears clothing that allows him/her to participate in these learning adventures. It is recommended that children wear comfortable clothes that will handle their busy, messy day. We also encourage self-help skills, so outfits like overalls, jumpers, & onesies are not appropriate. If a dress or skirt is worn, a pair of shorts needs to be under the skirt or dress, so the child can take part in activities. The children will be increasing their large muscle development in Pre-K, so **tennis shoes are the best shoes** to send your preschooler in. The children will

be going outside as long as the temperature allows. Please send your child in the appropriate clothes, so they can participate.

INTERNET

The Pre-K program focuses on the use of technology in the classroom. The staff uses internet sites to teach the children specific skills. It is our policy that the parent signs the Technology Release form on the enrollment visit. This form explains that the children will be accesses the internet, but only with the teachers direction.

DISCIPLINE

Pre-K believes in positive reinforcement when teaching children to follow rules. Our program reviews rules on a daily basis and explains them to the children. If a child fails to follow a rule the teacher will have them sit in the “Thinking Chair”. The chair will allow the child to think about their choice and make a better decision. Children who sit in the thinking chair only do so for 3 – 5 minutes. We give them 1 minute for each year of their age (a 3 year old would sit for 3 minutes and a 5 year old would sit for 5 minutes). The teacher discusses the issue with the child before they get up and assists them in making an appropriate plan. Pre-K also provides a Behavioral Chart form. If a problem continues the teacher will send home a chart on a daily basis to keep the parent informed and increase communication, so the issue can be resolved.

VOLUNTEERS

Volunteers are encouraged in the Pre-K Classroom. The policy of Pre-K is that no siblings are allowed in the classroom during class time due to safety issues. Siblings may go on field trips, but the parent must transport them and be responsible for the child/children. We also ask parents not to volunteer anymore than one time a month unless there is a special occasion, such as, a holiday or child’s birthday. The volunteer will be required to check in at the office and wear a volunteer badge. The parent will also need to sign the Parent Volunteer Sign-In Sheet in the Pre-K Classroom.

SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the Pre-K teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats are allowed at school. We strongly encourage you to select a treat or snack with nutritional value.

Thank you for sharing your preschooler with the Western Pre-K Staff,

Kathleen Schlueter, Western Early Childhood Coordinator

Julie Limkeman, Pre-K Teacher – Barry

Nancy Schwartz, Pre-K Educational Support Personnel – Barry

Kim Rich, Pre-K Teacher – half day program – Kinderhook

Terri Lehr, Pre-K Educational Support Personnel – half day program – Kinderhook

Samantha Borden, Pre-K Teacher – all day program – Kinderhook

Jane Ralph, Pre-K Educational Support Personnel – all day program - Kinderhook