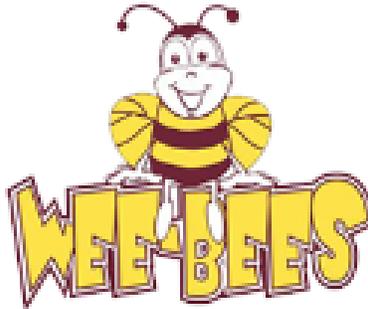


Zion District 6

Early Childhood Parent Handbook



Learning through Play

To report an absence:

Call:

Health Aide/Attendance (847) 872-0255, Ext. 0139

Our office is open from 8:00 AM to 4:00 PM

After hours you may leave a message on our answering machine. We will call you back as soon as possible.

Class Hours:

AM: 8:30 – 11:00

PM: 12:30 – 3:00

Lakeview School
2200 Bethesda Boulevard
Zion, Illinois 60099

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Early Childhood Staff

**Dr. Carol Hincker, Assistant Supt. for Special Services
Amy Gannon, Principal
Joey Kowalik, Program Coordinator**

Elizabeth Gaulin, Early Childhood Teacher	Selena Ayala, Teacher's Assistant
Kamara Coke, Early Childhood Teacher	Shelly Meyers, Teacher's Assistant
Areliz Ramirez, Early Childhood Teacher	Maria Valencia, Teacher's Assistant
Jamie Frykman, Early Childhood Teacher	Nancy Anguiano, Teacher's Assistant
Sharon Carmody, Administrative Assistant	Yolanda Perez, Admin. Ass't./ Pre K
Jamie Barrett, Health Aide	

Support Services

Jane Raben/Emily Huelsmann, Speech/Language Therapist, Ext. 0131
Wanda Warren, District Nurse
Jay Labeledz, Social Worker, Ext. 0144
Kate Jerdee, Occupational Therapist, Ext . 0131
Cindy Leprich-Gort, Physical Therapist, Ext. 0131

Special Services Office: (847) 872-0255 X0122

Lakeview School Hours:

Early Childhood: 8:30 – 11:00 (AM Session) 12:30 – 3:00 (PM Session)

TO REPORT AN ABSENCE CALL 847-872-0255, EXT. 0139

Phone Numbers to Remember:

Bus Company: (847) 746-4153
Lakeview School: (847) 872-0255 X 0139 (8:00 – 4:00)
You may leave a message on our answering machine. We will call you back if necessary.



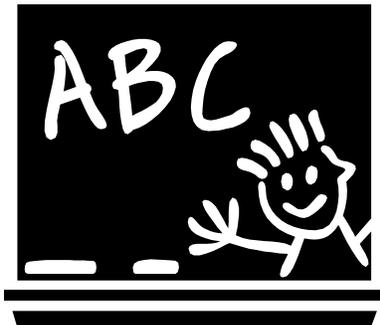
Early Childhood Program

The Early Childhood Program in School District 6 serves children from the ages of three to five. These children have developmental delays in one or more of the following areas: language development, speech, coordination, thinking and reasoning skills and social/emotional development. Delays in any of the above areas may interfere with future learning success. Our goal is to help each child realize his/her potential by providing a wide variety of learning experiences.

An integral part of the Early Childhood program is the Early Childhood team consisting of the Assistant Superintendent for Special Services, all classroom teachers, parents, social workers, speech/language therapists, occupational therapist, aides and other specialists. The team's responsibilities include screenings, referrals, case studies, educational placement decisions and follow-up service as necessary.

Our program consists of classrooms having morning and afternoon sessions. Each class has an early childhood special education teacher, plus a full-time teacher's assistant. The classes are limited to ten children per session.

Language development is a primary concern in the program. The teachers facilitate language development through ongoing daily activities within the classrooms. In addition, a speech and language therapist is involved with the children on an individual and/or group basis.



District 6 Philosophy for the Education of All Children

All aspects of the school program are designed to serve the students and the community of Zion: to develop, maintain and extend quality educational programs within the financial parameters of Elementary District 6.

We desire and expect that our school district will be a leader educationally to prepare the individual students of our community with an excellent education that will equip our students to become effective citizens.

Philosophy for the Early Childhood Program

The District 6 Early Childhood experience is a vital element in the development of three, four and five year olds with special needs. As Early Childhood special education teachers, we believe that every child:

- Learns best through meaningful, concrete hands-on experiences that focus on process rather than product.
- Has his/her own growth rate and learning style

- Has a willingness and need to learn through child initiated play activities.
- Should be helped to gain self-respect and respect for others.
- Deserves a safe environment that will stimulate curiosity, risk taking, problem solving and a questioning attitude.
- Needs to have the opportunity to develop independent self-help skills so that he/she can do as much for and by himself/herself as possible.
- Learns best when rules and limits remain consistent so they can depend on them.
- Needs group experiences to promote social skills and self-awareness as well as individual activities.
- Needs to participate in outdoor play daily to exercise their large muscles(weather permitting).



Attendance

Attendance is a very important aspect of the program. If your child is ill and cannot come to school you must call the bus company at (847) 746-4153 as soon as possible. Also, call Lakeview School at (847) 872-0255 X 0139. There are

answering machines at these numbers if no one is available to take your call.

Also, we must be informed if you have a change of address and/or phone number. We must be able to reach you in case of an emergency. We will also need the names and phone numbers of other responsible adults that we can call if you cannot be reached. This person will have your permission to pick up your child if he/she is sick.

Releasing Children

If someone other than yourself is going to be picking up your child, **you must send a note or call the office at 847-872-0255, X139 or X 0121. Any person picking up a child will be required to show identification.**

Two (2) Authorized Pick-Up Passes will be given per family. If you pick your child up, you **MUST** have one of these passes with you. **If someone other than the parent/guardian comes to pick up the child, he/she MUST be on the Authorized Pick-Up List in order for us to release the child.** Anyone other than those listed on the Authorized Pick-Up List who comes to pick a child up will not be able to leave with the child until we have verbal confirmation from the parent/guardian that we are able to release the child. **WE WILL NOT RELEASE CHILDREN TO PEOPLE WITHOUT THIS PICK-UP BADGE AND/OR ID.**

Even though your face may be familiar to the Lakeview staff, any person who comes to pick up a child **MUST** have the Authorized Pick-Up Pass and your ID on hand; this rule is for parents of children who walk OR ride the bus. Any child who is picked up by his/her parent/guardian is **REQUIRED** to have a car seat for the transportation of the child.

If changes need to be made to the list of those who are able to pick up your child, please update the Authorized Pick-Up List as soon as possible. The Authorized Pick-Up List can be found in the Lakeview School Office.

Conferences

Parent-teacher cooperation is very necessary to bring about maximum pupil achievement. Parent-teacher conferences will be held in November and March. Any member of the Early Childhood team may arrange other conferences upon parent request or a request from a team member. Please plan to attend your child's scheduled conference.

Screening

PLEASE ALLOW FOR UP TO ONE HOUR FOR YOUR CHILD'S SCREENING SESSION. Although most screenings will be completed within 30-45 minutes, please allow for extra time to complete the screening. Please speak with Yolanda Perez in the Lakeview school office to schedule a screening for your child. Screening session for the **2015-2016** school year are as follows:

Tuesday, August 25, 2015 – 8:30-10:30/1:00-2:00
Wednesday, August 26, 2015 - 8:30-10:30/1:00-2:00
Thursday, August 27, 2015 - 8:30-10:30/1:00-2:00
Wednesday, September 23, 2015 - 8:30 – 10:30
Friday, October 30, 2015 - 8:30 – 10:30
Friday, December 18, 2015 - 8:30 – 10:30
Friday, January 29, 2016 - 8:30 – 10:30
Friday, February, 26, 2016 -8:30 – 10:30
Friday, March 18, 2016 -8:30 – 10:30
NO SCREENING IN NOVEMBER/MAY

Who are the Early Childhood Team members?

The Early Childhood teacher, the speech and language therapist, the program director, the social worker and the parents are members of the team. The occupational therapist, physical therapist or other specialist may also be included.

It is often necessary for a large number of people to attend the conferences. This can be uncomfortable to the parent, especially when they are unfamiliar with many of the people. It can be helpful to parents to remember that all of the people in the room are also concerned about their child's well-being and need to be in attendance to either contribute or obtain some information about the child.

What is a Multi-Disciplinary Conference?



Sometimes school personnel get so used to a term that they forget that parents might need further explanation. Multi-disciplinary Conference is a term used frequently in the school setting, but one with which parents might not be familiar.

A Multi-disciplinary Conference is simply a meeting between professionals and parents to discuss the child. It is a means of communicating and sharing information about the child. The reason for holding a staffing can be one of many, such as to place a child in a special education program, to review the

child's progress or to remove the child from a special education program.

After the child has been screened, referred for additional testing and tested by the Preschool Diagnostic Team, a meeting will be held to review your child's educational performance and needs. If special services are necessary, you will be asked to sign a consent form. An Individualized Educational Plan or an IEP if needed will be prepared and it will include a statement of the child's present level on performance and reasons for the recommended placement. Annual goals and short-range objectives will be agreed upon and written up. Specific educational and related services, such as speech and language therapy, occupational therapy, physical therapy and social work will be included as well as the plan to evaluate progress. Parent input is very important at this meeting. You, as parents, will be asked to sign this IEP showing that you were a participant.

IEP Review Conferences

In our program, a review is done to update the IEP at least once a school year. Conferences will be held in November and in January or when requested by the teachers or parent. At this time, present levels of performance are revised, as are the annual goals and short-term objectives, if necessary.

A copy of the updated IEP goals will be sent to you every 9 weeks.

Annual Reviews

Once a year, an Annual Review is held with the same Team Members to review progress and to determine educational placement for the following year. Again, the present levels of performance are stated. Based on the present levels of performance, the decision may be made to terminate special education services, to continue in preschool another year, to attend regular Kindergarten, to attend Early Childhood Kindergarten or to place in another special education program.

Parents are permitted to bring other people to the conference if they feel the need of someone to help them understand or to express their thoughts and feelings for them.



Parent Involvement Days

As a parent you are your child's first and most important teacher. It is very important for you to become actively involved in your child's class. Your child will be more interested in school if he/she sees that you are also interested in what happens at their school.

Every month there is a Parent/Guardian involvement day. The teachers and the parents have set aside a time to get together to participate in a group parent-child activity. Here you'll have the opportunity to get together with your child's teacher, other early childhood parents, and do something fun and new. Newsletters about the upcoming parent event will be sent home in advance.

All Parent/Guardian/Child Activity days count towards attendance so please make an effort to attend with your child.

Home Visits/Parent/Child Activity Involvement

During the year, if time permits, the Early Childhood team may be visiting your home for a home visit. This visit will be scheduled ahead of time at a time that is convenient for you. Home visits are a required part of the Early Childhood program. During this visit, we will fill out paperwork, discuss matters related to your child and just get to know each other better. Home visits are a non-judgmental time for the teachers to visit with your family and learn more about your child's home life. The more we learn from you about your child, the better we can teach him/her.

Parent/Child Involvement Dates:

If a home visit is not feasible throughout the school year, we ask that yourself available to participate in our Parent/Child Involvement days. These are scheduled during your child's normal school hours and invite you in to learn more about what your child is doing on a daily basis and allows you to participate in an activity with your child. The activities are then meant for you to try at home with your child. As parents, attending these dates instills your **VALUE TO EDUCATION!** ***These dates do count as attendance dates for your children, so it's important they attend with you.***

Proper Attire

Every day your child must wear:

- ✓ Comfortable clothing that can get dirty. **Dressy clothes are inappropriate because of painting, pasting and other activities that can damage the children's clothing.**
- ✓ Good fitting, non-skid tennis shoes. **No flip-flops, sandals or dress shoes** should be worn to school.
- ✓ Clothes appropriate for the weather. (70 degrees or more – shorts, 69 degrees or below – long pants and warm shirts in the winter)

Outdoor Clothing

We will be going outside every day unless it is raining or below 40 degrees. Please send your child with the appropriate outer clothing. COOL: long pants, light jacket; COLD (40 degrees or below): heavy jacket, hat, gloves and boots.

Label with your child's name, any clothing such as boots, hats, scarves and gloves. If your child wears boots to school, send a pair of gym shoes that he/she can wear at school. Make certain the boots are large enough for your child to slip on and off easily.

It is very important to get outside every day. Children are able to run, yell and exercise large muscles. Cold weather also kills the germs that seem to haunt us during the winter months. This is why we all need to get outside, even in winter.

Examples of clothing do's and don'ts:

DO:

Sweatpants
Elastic pants
Clothes they can do and undo themselves

DON'T:

body suits
belts
tight pants

Bathroom

Your child should wear clothing that he/she is capable of taking off independently in the bathroom. Children cannot learn to be independent if they need to ask for help every day in the bathroom.



Supplies

When your child starts school, please send the following supplies:

An extra set of clothing (pants, shirt, underwear, socks).

Please label clothes with child's name.

Large book bag – **NO WHEELS**
2 boxes of tissues
2 containers of antibacterial wipes
2 rolls of paper towels
Diapers/diaper wipes (if needed)

Daily Routine

To help communicate with your child about preschool, here is our daily routine:

1. The teachers and assistants will meet the children at the bus and bring them to the classroom.
2. The children take off their coats, hang them up and go to the bathroom.

3. Opening activities consist of singing a “hello song” and talking about the day, sing songs, read a story and finger plays. (Large Group)
4. Language group consists of a small or large group activity in which the children practice listening and talking. Concepts and vocabulary development are covered during this time and practiced throughout the day.
5. Small group consists of 5 or less children. We work on specific skills (using small muscles) for cutting, painting, gluing, pre-writing, puzzles and stringing beads.
6. Gross motor group consists of using large muscles in such activities as jumping, riding bikes, ball play, hopping, climbing on playground equipment or balancing activities.
7. Cooking: we will be cooking periodically and a related language story will be sent home.
8. Discovery time (free play): the children are given an opportunity to discover and explore using all of their senses at a time that promotes free choice play activities.
9. Closing activities: we get back together on the rug to talk about what went on during the day, talk about the next day, participate in music and movement activities and sing a “good bye” song.
10. The children will put on their coats, pack their backpacks and get ready to go home.
11. The children will then be placed on the bus and buckled into their seat belts by the teachers and assistants.

First Day of School – How to Get Ready



PUT ON A HAPPY FACE!

Be enthusiastic about school. Talk about what to expect. It’s not all fun and games, but it’s not all work and drudgery either. Be positive. Advice such as, “Don’t be afraid, no one will hurt you”, serves only to put ideas in young minds that school is scary. To help appease unwarranted fears, you and your child will have an opportunity to visit the classroom and meet the teacher on the day of the Placement Conference.

BE FIRM!

Children may not be too thrilled about going to school in spite of an enthusiastic parent. Encourage your child to participate with the group and interact with other children and teachers. Give him/her a big hug and say good-bye as you put them on the bus. Ignore any tears; the children usually calm right down once they become involved with what is going on at school. Your child will return home on the bus. **You need to be waiting outside where the bus driver can see you.**

PARENTS’ ADJUSTMENT

It is hard to avoid a little sadness, but don’t feel that your child doesn’t need you anymore. He/she always needs you, but now it is in a different way. Your child is not a baby anymore. It is your job to encourage his/her independence even though it means seeing your “baby” grows up.

School is not part of the day that is a secret to you. Talk with your child about his/her day. Talk with his classroom teacher. Ask questions. You should be actively involved with what is going on. Your role has been expanded, not diminished.



Transportation

One of the most enjoyable events of the day for your child is riding the bus to and from school. If your child receives bus transportation, Zion Benton Bus Company will be transporting your child to and from school. If you have a concern about the bus trip, please call them directly at (847) 746-4153. If your child does not need transportation, please call the bus company. If you move or wish to have your child picked up and dropped off elsewhere (has to be the same place. No two different pick up and drop offs allowed), you must call the School Office at (847) 872-0255 X 0139. A two-day notice is required for any change in transportation.

Have your child ready to board the bus. The bus driver will not wait more than two minutes. You must put your child on the bus and fasten his/her seat belt. When your child arrives home, you must be waiting outside so that the bus driver can see you. You can then get on the bus to take your child out of the seat belt. NO young children will be able to put their sibling on the bus. The bus driver is NOT ALLOWED to leave his/her seat when children are on the bus unless it's an emergency. Your child will no be allowed off the bus until you come and greet your child.

If these rules are not followed, the parents will be contacted.

THE RIGHT OF ALL PUPILS TO RIDE ON THE BUS DEPENDS UPON THEIR BEHAVIOR AND THEIR OBEYING THE RULES AND REGULATIONS.

Zion Elementary School Bus Rules:

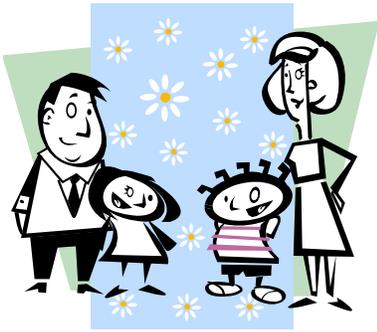
- ✓ Be on time at the bus stop.
- ✓ Stay in your assigned seat on the bus.
- ✓ Follow all instructions given by the bus driver.
- ✓ Leave other passengers alone.
- ✓ Use a quiet voice.
- ✓ Keep your book bag and other things beside you.
- ✓ When getting off the bus, stay in your seat until the bus driver tells you to get up.
- ✓ Teachers cannot transport parents and children.
- ✓ Food or drink of any kind is NOT permitted on the bus.
- ✓

Please have your child ready by the designated pick-up time. Pick-up and drop-off will be at your home. **In the case of students riding the bus to and from school, there will be no daily or weekly changes. Drop off and pick up locations must remain consistent throughout the year to avoid confusion for the office, teacher and bus drivers. Your cooperation is appreciated.**

Please call the bus company if your child will not be riding. The bus company's number is: (847) 746-4153.

If you are driving your child to school, please bring your child to the East door. One of the staff members will be at the door to greet your child at 8:30 (AM class) and at 12:30 (PM class).

Parent Visitation



Zion Elementary School District welcomes visitors to any School District Building, so long as their presence is not disruptive to the educational process. Parents are welcome to periodically visit their child's classroom, with the advance notice and permission of the student's teacher. Such visits shall be limited to classroom observation, unless the teacher has specifically requested parent participation in the class activity. Teachers also may limit such visits to one per semester, unless the parent

has received specific permission from the Superintendent or designee for more frequent visits and such visits serve an educational purpose. We ask that visiting parents recognize, however, that sometimes their presence in the classroom can be a distraction to their child and/or other students and it may become necessary for the teacher to ask the parent to end his or her visit earlier than initially planned. Your cooperation with such requests will be greatly appreciated and is an opportunity for you to assist in teaching student respect for the importance of a good learning environment.

All visitors must initially report to the Building Principal's office even if they have a prearranged meeting with a specific staff person. Every visitor must wear a visitor's pass while in the building. This is to better ensure the safety of students and staff during the school day. Any staff person may request your identification and reason for being in the school building. Failure to provide such information is a criminal act. The Building Principal or designee, additionally, is authorized to seek the removal of any person who fails to cooperate with a request for identification, causes disruption or threatens to disrupt any school activity or the learning environment, or otherwise conducts themselves in an inappropriate manner. Questions or concerns you may have about this policy may be directed to the building principal.

Health

It is extremely important that you keep your child home if he/she has a fever (100+). We want your child to come to school regularly and learn as much as possible.

If you do need to keep your child at home, please call the bus company (746-4153) and the school (872-0255 X 0139) so that your child's lunch will not be ordered and the bus does not make an unneeded stop.

If you see any of the following, your child should be kept at home:

- Vomiting and/or diarrhea
- Unexplained rash or skin eruption
- Tonsillitis or any communicable disease
- If he/she acts listless, drowsy, headachy, has a flushed face, lack of appetite or shows any behavior that is noticeably out of the ordinary.
- A fever above 100

The teachers or nurse will care for minor injuries. Soap, water, ice and bandages will be the extent of the first aid treatment. Parents will be notified of any injury.

In case of an emergency, parents will be notified. If parents cannot be reached, the school will contact the persons on the emergency list. The school district DOES NOT provide accident insurance for its students. However, accident insurance covering your child both during the going to and from school is available at a reasonable cost from a qualified insurance underwriter. Obtaining this coverage is optional. Enrollment is at time of registration.

Please alert the teachers of a change in health, i.e., allergies, diet, etc. that is not mentioned on the registration forms. **Also, please keep your phone number and emergency contacts up to date, so we can reach you in there is an emergency.**

Birthdays



Birthdays are a very important event for children. If your child will be celebrating a birthday during the school year and you would like to celebrate it at school, please contact us. In the past, parents have brought treats for the children and we have a little party. We realize that many of you are working and are unable to come to school for a celebration, so we would be happy to implement the party. Just let us know what you prefer to do when we get close to your child's birthday. A small store-bought treat is preferred. Check with your child's teacher concerning possible food allergies that may be present in your child's classroom.

Weather and Safety

School may, at some time, be cancelled due to bad weather. Please listen to the local radio station for information about District 6 Zion Elementary Schools.

Radio:

WGN Radio 720 AM
WBBM Newsradio 780 AM
WILL Rock 95.1 FM
WKRS The Voice of Lake County 1220 AM

TV:

CBS 2 Chicago
NBC 5 Chicago
ABC 7 Chicago
Fox 32 News
CLTV News
WGN Morning News

As part of the safety program, we will have regular fire and tornado drills.

Discipline Policy

The children involved and the teacher will discuss all problems. We encourage children to use their words to communicate what they want and how they are feeling. We talk about why something happened and what could be done differently next time. If necessary, a child may be removed from an activity for a short amount of time. If problems persist the parent will be called in.

Things from Home

As a general rule, we do not allow toys at school. Often they are broken, lost or traded on the bus. Money should also be left at home. Food should not be given to your child to eat on the bus. **If school toys are accidentally brought home, please return them to the school.**

Toy Weapons Policy

Toy weapons **MUST NOT** be brought to school. Such toys will be confiscated and returned only to the parent after a conference. Please check your child's pockets and book bag daily to be sure inappropriate toys or objects are not brought to school.



You are your child's most important teacher. In order for your child to be successful in the Pre-Kindergarten Enrichment Program, you must be involved. We are looking forward to working with you and your child. If you ever have any questions or concerns, please do not hesitate to call the teacher or to visit the classroom.

Glossary of Terms

Articulation:

The formation and production of speech sounds in isolation, within words and in sentences.

Attention Deficit Disorder (ADD) with Hyperactivity (ADD-H):

Is an inadequacy of self-control seen through short attention span, impulsiveness, restlessness, or non-compliance. ADD or ADHD is characterized by early onset, behavior across various settings and chronic symptoms.

Auditory Discrimination:

The ability to tell the difference or match sounds or words. For example, words like "cap" and "cat" may sound identical.

Auditory Memory:

The ability to remember what is heard and recall the information as needed.

Classification:

Grouping objects according to a common trait, for example, a penny, a donut and a wheel are all circles.

Cooperative Play:

Children interacting with other children in play activities.

Crossing the Midline:

Ability to perform tasks requiring that the eyes or hands cross from one side of the body to the other. For example, the ability to touch the left shoulder with the right hand.

Distractibility:

The inability to concentrate on a given task and, instead, attention is drawn to many other sights and sounds.

Eye-Hand Coordination (Visual-Motor):

The ability to make the hand reproduce what the eye sees or to guide the hand so that it can accomplish a given task.

Expressive Language:

How a child communicates orally with others.

Fine Motor Coordination:

Movement of small muscles in the hands for finger dexterity and the muscles surrounding the eyes for visual tracking.

Following Directions:

The ability to listen to a command and then perform the task.

Generalization:

The ability to apply already learned information to a new situation. For example, a child is able to identify a cat from a picture even though he/she has never seen that picture before.

Gross Motor Coordination:

Involves the movement of the large muscles in the arms, legs, torso and feet.

Impulsiveness:

Quick actions without thinking about the consequences of those actions.

Individual Education Program (IEP):

The individualized plan designed to meet the specific educational needs of a child. Annual goals, short-term objectives and methods of evaluating progress will be included.

Parallel Play:

Children playing in the vicinity of other children but not interacting with them.

Perseveration:

The continuing or repeating of an activity, movement or verbal response over and over.

Phonology:

The sound structure of language including the repertoire of sound and the rules on how to arrange the sounds sequentially.

Pre-Academics:

The area of instruction including reading and math readiness, perceptual tasks and thinking skills.

Receptive Language:

The ability to understand what is heard.

Self-help Skills:

Refers to those tasks a child learns to be able to care independently for himself/herself. For example, feeding, dressing and toileting.

Sequencing:

Putting a series of things or events into proper order.

Social/Emotional Development:

The ability to interact, get along, and form relationships with other children and adults.

Speech:

That part of communication that deals with the manner in which words are pronounced.

Structuring:

Arranging activities and setting limits so that the task is understandable and promotes performance and encourages appropriate behavior.

Visual Discrimination:

The ability to look at objects or pictures and recognize whether they are alike or different, match objects and reproduce patterns.

Visual Memory:

The ability to remember for even a short period of time something seen in the environment.

Visual Perception:

The ability to interpret what is seen. Children with problems in this area have a defect in the way they see, even though there is nothing physically wrong with their eyes.

WH Questions:

Questions beginning with the letters WH – who, what, where, when, why and including how.

Common Abbreviations

These are some common abbreviations that you as a parent will often hear as you attend a staffing, parent conference, etc.

- E.C.....Early Childhood
- I.E.P.....Individualized Educational Program
- O.T.....Occupational Therapy
- P.T.....Physical Therapy
- SEDOL.....Special Education District of Lake County
- B.D.....Behavior Disorder
- L.D.....Learning Disabled
- M.M.I.....Mildly Mentally Impaired
- M.D.C.....Multi-Disciplinary Conference
- H.I.....Hearing Itinerant

**WELCOME TO THE
EARLY CHILDHOOD
PROGRAM!**

