

Zion District 6

Lakeview Pre-Kindergarten Parent Handbook



*"Home of the Wee
Bees"*

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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Lakeview Staff

847-872-0255

***Dr. Carol Hincker, Ass't Superintendent for Special Services, Extension 0120
Amy Gannon, Principal, Extension 0116***

Staff Name	Ext.
Yolanda Perez, Administrative Assistant, Pre K /E.C. Program	0121
Jamie Barrett, Health Aide	0139
Jane Raben, Speech Pathologist	0131
Kate Jerdee, Occupational Therapist	0131
Cindy Leprich-Gort, Physical Therapist	0131
Emily Huelsmann, Speech Pathologist	0131
Elizabeth Panchi, Translator	0108
Maria Valencia, Paraprofessional	0077
Lindsay Schacher, Bilingual/ESL Pre K Teacher	0129
Sandy Panchi, Paraprofessional	0070
Elizabeth Gaulin, Early Childhood Teacher	0132
Selena Ayala, Paraprofessional	0072
Jamie Frykman, Early Childhood Teacher	0073
Nancy Anguiano, Paraprofessional	0071
Areliz Ramirez, Bilingual Pre K Teacher	0127
Ester Escobedo, Paraprofessional	0127
Ginger Miller, Pre K Teacher	0132
Cristina Rodriguez, Paraprofessional	0075
Janine Littlefield, Pre K Teacher	0133
Judy Jerez, Paraprofessional	0115
Carrie Morris, Pre K Teacher	0134
Lucy Venegas, Paraprofessional	0079
Jay Labeledz, Social Worker	0144
Kamara Coke, Early Childhood Teacher	0078
Shelly Myers, Paraprofessional	0127
Ashia Wilkins, Paraprofessional	0076





Attendance

Good attendance is a very important aspect of the program, and your child is expected to be at school every day! If your child is ill and cannot come to school, you must call Lakeview School at (847) 872-0255 X0139. There is an answering machine at this number and you may leave a message.

If a child misses 20 days of school they will be dropped from the program!

More than 20 excused or unexcused absences a year will NOT be allowed. This includes hospitalizations, extended illness and vacations taken during the school year. 20 missed days equals 1 month of missed school and as we have an extensive wait list we cannot hold a spot for a child who is not attending. If you have any questions regarding this policy, please do not hesitate to call.

Drop Off and Pick Up Procedures

Children should be brought to the East Door (Bethesda Blvd.) of Lakeview School from 8:25 a.m. to 8:35 a.m. or 12:25 p.m. to 12:35 p.m. Please line up on 22nd Street when dropping or picking up your child. Make a right turn and pull into the circular drive and a staff member will remove your child from the car. **Please stay in your car!**

Picking up your child will be handled in a similar manner. Pull into the circular drive from 11:00 a.m. to 11:05 a.m. or 3:00 p.m. to 3:05 p.m. and **wait in the car.** A staff member will put your child in the car. You will be responsible for buckling the seat belt on your child. At the beginning of the school year you will be given a name tag for your car. Please put it in your car window and leave it there until we are familiar with you and your car.

Your assistance with this is greatly appreciated. Because of the large number of students coming to school at one time it is more effective to handle the process this way.

Tardy Students

Please have your child here on time when school begins. Your child will not receive all the benefits from the program if he/she misses part of class due to being tardy. If you bring in your child after classes have begun you MUST accompany your child into the building. You may NOT drop off your child at the East door or any other entrance and allow them to enter the building unattended! When you arrive with your child, you must sign the tardy sheet which is located at the receptionist's desk and escort your child to his/her classroom personally. **This rule is to ensure the safety of each and every one of our students and there will be NO EXCEPTIONS!**

Releasing children

If someone other than yourself or a person who is not listed in the emergency contacts is going to be picking up your child, you must send a note or call our office. That person may be required to show identification.

It is essential that you drop off and pick up your child on time! If you are late your child will be taken to the main office. Before you can take your child you will be required to sign your child out on the sheet located in the office. **Students who are picked up late 3 times will be dropped from the Pre-K Program.** If you fail to pick up your child, the Department of Child and Family Services (DCFS) will be called.

OFFICE PERSONNEL ARE NOT AVAILABLE TO PROVIDE CARE FOR YOUR CHILD AFTER SCHOOL HOURS!

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 MUST 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.

Parking Lot Safety

If you park in the south parking lot, please follow safety rules. Please hold your child's hand when walking him/her to and from your car for safety reasons.

DO NOT LEAVE OTHER CHILDREN UNATTENDED IN THE CAR WHILE YOU ARE IN THE BUILDING. This is against the law! Do not leave your car running. Cars should be turned off and locked. All children must be transported by a Car Seat.

Children will only be released to parents at the east door of Lakeview School.

Passing buses in your car is not permitted in the south parking lot. There may be children and adults walking to and from the bus and passing the bus is not safe. Please wait until the buses have left the parking lot.



Pre-Kindergarten Enrichment Program

(in brief)

The Zion Pre-Kindergarten Enrichment Program began during the 1989-90 school year to provide three and four year old district residents with experiences and opportunities that are age appropriate for them and will lead to later school success. The program is funded by a grant from the Illinois State Board of Education.

Two classes are held daily, one in the morning and one in the afternoon. Classes are held Monday through Friday. Special activities for parents and children are held during the school year. Please consult your Pre K calendar for times and dates.

Each parent is a very important part of the Pre-Kindergarten Enrichment Program. You are your child's most important teacher. For your child to participate in the program, you must also participate at least twice a month.

Here are ways you can participate in our Lakeview Pre K Program:

Field Trips: Young children are very interested in the world around them. Local field trips and community resources are included as an important part of the school program. Parents may be asked to participate in these trips. This is a fun way to spend time with your preschooler and the school. **You will need to sign a permission slip for each field trip.**

Conferences: Parent-Teacher conferences are scheduled twice a year and you are expected to attend. However, parents should feel free to contact teachers at school with any questions they may have at any time.

Parent Meetings: Interesting and informative Parent Meetings are held once a month during the school year. Watch the calendar for times and dates. If you have any topics you would like to discuss, please contact the teacher. Your attendance is expected!

Parent/Guardian/Child Activities: Family activities are scheduled each month. Watch the calendar for times and dates. Your attendance is expected! **All Parent/Guardian/Child Activity days count towards attendance so please make an effort to attend with your child.**

Book Lending Library: The book lending library is available to students and to you on a weekly 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 and to prepare the individual students of our community with an excellent education that will equip the students to become effective citizens.

Philosophy for the Pre-Kindergarten Enrichment Program

The Pre-Kindergarten Enrichment Program's goal is to develop a child/parent/school educational partnership, which will assist each child in developing skills, which are positively vital for educational success.

Pre-Kindergarten Enrichment Program Objectives

1. To help children develop in the following areas:
 - a) Social/Emotional
 - b) Language Arts
 - c) Mathematics
 - d) Science
 - e) Social Science
 - f) Physical Development
 - g) Fine Arts
2. To help parents develop teaching and parenting skills to best prepare their child for school.
3. To help parents meet the basic needs of the family.
4. To help parents improve their literacy and/or educational level.

In the Pre-Kindergarten Enrichment Program, each child is educated in a safe and caring environment. In the classroom, the child participates in large group activities, small group activities, and individual activities. Because young children learn through play, play is the center of the curriculum. Through play the child explores his environment and learns new skills. Outdoor and/or gym activities are part of each school day.



Schedule

The classroom schedule is posted in the room. Following is a sample schedule:

1. **Circle Time:** Children and teacher meet to discuss daily activities.

2. **Centers:** Children actively explore the environment through play while interacting with other children and teachers to extend the learning experience. Areas include: manipulatives, blocks, sand/water, art/easel, science, books, listening center, housekeeping and writing areas.
3. **Gym/Outside Time:** Children have an opportunity to develop large muscles while using playground equipment, indoor gym equipment, riding toys and participating in games and structured activities.
4. **Story Time:** Children gather in a large group to hear a story or poem read from a book or to participate in finger plays and flannel board story telling.
5. **Music:** Songs, finger plays, records, creative movement and instruments are used to involve children in musical activities.
6. **Small Group:** Children participate in small group activities designed to meet their individual needs and strengthen skills.
7. **Lunch:** A nutritious lunch is served daily. A menu is sent home monthly. If your child has food allergies, please send a doctor's note.

Communication

Communication with parents is very important to your child's participation in the program.

- **We must be informed if you have a change of address and/or phone number to 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.
- A monthly calendar will be sent home to keep you informed of all activities. We also send reminders home before each activity.
- 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 encouraged to periodically visit their child's classroom, with advance notice and permission from the student's teacher. All visitors must initially sign in at the receptionist's desk, receive a visitor's pass and report to the school office, even if they have a prearranged meeting with a specific staff person.



Screenings

Children who are Zion residents and are three years of age and older are eligible to be screened for the Pre-Kindergarten Enrichment Program. Screenings are held at Lakeview School throughout the year on specific dates. Please call 847-872-0255 X 0121 and speak with Sandra Rojas for an appointment. Your child's certified birth certificate and proof of residency is required before any screening appointment will be scheduled.

The screenings look at your child's motor development, language development, and concept development. Parents are asked to sign consent for the screening and to provide some background information about the child and the family. Screening results are discussed with the parents.

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 Sandra Rojas in the Lakeview school office to schedule a screening for your child. Screening session for the 2014-2015 school year are as follows:

Children determined to be in need of an enrichment program are enrolled in the program or placed on a waiting list. Not all children who are screened will be eligible for the Pre-Kindergarten Enrichment Program.

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

Busing

One of the most enjoyable events of the day for your child is riding the bus to and from school. **There are a limited number of bus spaces available for the Pre K Program. A lottery will be held to determine which students will have access to riding the bus to and from school. ALL TRANSPORTATION SLIPS MUST BE TURNED INTO LAKEVIEW SCHOOL BY DURING THE LAKEVIEW PARENT MEETING. A drawing to determine who will ride the bus to and from school will take place on September 5th, 2013; if your name is chosen, you will be notified the following week.**

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 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 139 or 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 not 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.

This transportation is a privilege and limited seats are available. It is a parental/guardian responsibility that there is an adult available to put the child on the bus and take him or her off the bus. Whenever an adult is not present at the bus stop, your child is not allowed off the bus and therefore is returned to Lakeview School. Once he or she is returned the Lakeview staff must attempt to locate you, or an identified contact, to make arrangements to get your son or daughter home. **If a child is brought back to Lakeview School a total of 3 times, transportation will be discontinued.** There is no exception to this rule.

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.**

If you are fortunate enough to receive a bus spot, you need to put your child on the bus consistently. If your child does not use the bus spot consistently, we will need to drop your child from the bus.

Supplies

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

- 1 change of clothes (please label clothes with child's name)
- Book bag (no wheels, and large enough to fit an 8x11 piece of paper) with his/her name on it.
- Two (2) Rolls Paper Towels
- Two (2) Packages Antibacterial Wipes
- Two (2) Packages of Kleenex
- Diapers (if necessary)



Weather and Safety

School may, at some time, be cancelled due to bad weather. **Our website is: www.zion6.com.**
Other sources for information regarding school closings include:

Radio:

Television:

WGN Radio, 720 AM
WBBM Radio, 780 AM
WILL Rock, 95.1 FM
WKRS Voce of Lake County, 1220 AM

CBS Channel 2
NBC Channel 5
ABC Channel 7
FOX Channel 32
WGN Channel 9

As part of our safety program, we will have regular fire drills and tornado drills scheduled throughout the school year.



Clothing

Your child will be active in this program. We would recommend that children wear comfortable clothing, which will enable them to play both indoors and outdoors. Your child should be dressed appropriately for the weather.

- Mark everything with your child's name.
- Provide your child with a book bag to carry papers to and from school.
- All clothing should be clean.
- Your child should wear clothing that is easy for him or her to pull up, fasten, and pull down when using the bathroom.
- Only use good fitting, non-skid tennis shoes. **No flip-flops, sandals or dress shoes** should be worn to school.



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.**

Weapons Policy: Toy weapons or weapons of any kind **MUST NOT** be brought to school. This includes toy guns, water pistols and toy knives. 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 at school or to visit the classroom.

**WELCOME TO THE
PRE-KINDERGARTEN ENRICHMENT
PROGRAM!**

