

Pre-K and ECSE Programs



Lexington Community CUSD #7

School District

2019-2020

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School District

Welcome to the Lexington Pre-K and Early Childhood Special Education blended Program. The primary purpose of our blended program is to provide developmentally appropriate experiences for both children and their families. Our program's emphasis is on the whole child and the overall development and active, hands-on learning through play and one-on-one individual instruction. This will help the children acquire the pre-academic skills they need to succeed in school and life.

Philosophy

We believe that children should learn in a safe, healthy, nurturing, stimulating, and hands-on environment. Our goal is to provide a setting where every child is known, valued and supported through their social and cultural contexts in which they live. School is a place where ideas, skills, and feelings are shared as students work cooperatively toward common goals. As teachers, we want to create and sustain developmentally appropriate experiences for young children that will strengthen their intellectual disposition and support their continuing success as learners and students.

Children benefit from our programs in many ways. They begin learning to play cooperatively, communicate with others, solve problems collaboratively and consider the social consequences of their actions. We consider this a language based classroom in which children are given many opportunities to feel good about their abilities and are encouraged to expand on these abilities. We promote differentiation strategies in our program to make it a cooperative process with the teachers, children and families working and learning together. This philosophy aids children by giving them positive self-esteem and strong confidence and desire to reach to their fullest potential.

Parents are a very important part of our program. Our goal is to establish an open, friendly and cooperative relationship with our families. We encourage participation and involvement in the programs. We encourage you to participate with our family fun nights, field trips, etc. Teachers and parents will work together for the benefit of the child.

Enrollment

Physical: Every child enrolled in the Pre-K program must have an approved health examination form completed by the first day of attendance. This policy is for all children

in the elementary school and has been listed in the eligible letter, registration packet, and orientation letter. If your child is returning to our program and we have a current physical form on file with the dated immunizations, we will not need another. A child without a health exam on the first day of school will be unable to attend until the physical form is completed and turned into the office. The health form must include: updated shot records, lead screen results (if needed), a general physical and any other items listed in the registration packet.

Birth Certificate: An original birth certificate (obtained from the county, not the hospital) will need to be submitted to the elementary office upon enrollment.

All other papers in the registration packet should also be completed and returned to the office.

Program Goals

Our goals are to:

- ❖ Establish a caring, safe, healthy and enriching environment
- ❖ Provide rewarding learning experiences that promote a healthy self-concept
- ❖ Create an environment that meets individual needs but promotes diversity
- ❖ Encourage a comprehensive parent and community involvement component
- ❖ Incorporate early literacy experiences
- ❖ Apply developing basic literacy and numeracy skills
- ❖ Opportunity to explore, investigate, and discover things about themselves and the world
- ❖ Actively communicate with parents about their child's development
- ❖ Teach socially acceptable techniques for expressing thoughts, feelings and problem solving skills
- ❖ Promote pride in cultural differences

Program Hours

Morning and Afternoon classes attend Mon- Fri. and attend during the following times:

A.M. Class: 8:15 a.m. – 11:00 a.m.

P.M. Class: 12:30 p.m. -- 3:10 p.m.

Our program does not follow the K-12 school calendar. The program starts one week later, ends one week earlier, and takes a three day break in the spring for developmental screenings. In the event of staff half-day in-services, program hours may be adjusted.

Parent Involvement Agreement

Throughout the years, research continues to point to parental involvement as having one of the strongest impacts in a child's education. With this research in hand, Lexington Pre-K and ECSE Blended Program created the following agreement in hopes of maximizing your child's success and education. This agreement must be agreed to and followed for each student to partake in our program.

Lexington Pre-Kindergarten Program Commitment Contract

Research shows a strong correlation between parental support, student attendance and student success when it comes to the education of a student. To promote and optimize your child's success, the Lexington Pre-Kindergarten Program asks that parents pledge to support their child's success at school.

I, _____ pledge to support my child,

_____ with his/her education.

- 1) I understand that attendance is vital for my child's success and promise that my child **will not have more than 10 absences per semester.**
- 2) I promise to communicate and collaborate with my child's teachers to stay updated on the progress of my child. I understand that it is my **obligation to attend my child's parent/teacher conference in the fall.**
- 3) I also promise to **attend at least one evening program designed for parent education during the school year.** This program will come from a variety of topics, including but not limited to: behavior management, nutrition/health, a safety program, or literacy **OR** I promise to arrange with the teacher to **volunteer in the preschool classroom on two separate occasions.**

I realize that my child may lose his/her privilege to attend the Lexington Pre-Kindergarten Program if I do not follow all the expectations established on this contract.

Parent Signature

Date

Attendance

Regular attendance is a key factor in your child's success in Preschool. This will help your child's progress developmentally and to know that school is important.

Unless your child is sick or there is a family emergency, s/he should come to school every day. Frequent absences could mean that continued enrollment in the program would be reevaluated. Please note there is a waiting list of children for this program.

- After 10 absences, a letter will be sent notifying you of your child's absences
- After 20 absences, your child's continued enrollment in the Pre-K program will be reevaluated.

Absences

If your child is unable to attend school, notify the school office by calling 365-2741; if the school is not notified the school will call the child's home.

When your child returns after an absence, please send a note to the school signed from a parent or guardian verifying the absence and the reason. If the child visits the doctor, you may send a doctor's note instead. This is a school policy as stated in the Elementary Student Handbook:

- If your child arrives after the bell has rung, please sign your child in at the office so your child can receive a pass to class.
- In the event that your child needs to leave school early, please notify the office or send a note. We will take your child to the office at the indicated time. Please remember to sign your child out.

Arrival and Dismissal

Parents: To assure everyone's safety we have several procedures in place for arrival and dismissal.

1. Change of person picking up a student must be in writing. Emergency situations: call the office and ask to make sure we are paged and given a written notice. Again, this is to ensure your child's safety.
2. **AM Class Arrival** --If you are bringing your child to school, please drop them off at the office doors between **8:00-8:10**. Supervisors will direct them to the blacktop where they will line up and come in with their class at 8:10. Students eating breakfast need to be here **between 7:45-8:00**.
3. **AM Class Dismissal** -- If you are picking your child up, please park in one of the lots across from the school and meet your child at *Door 14* no later than 11:00. Please do not block the bus which will be parked at the door. We appreciate your promptness!!!!
4. **PM Class Arrival** --If you are bringing your child to school, please drop them off

at the *Door 14* on Cherry Street. Please park in one of the lots across from the school. Please do not block the bus which will be parking at the door. We appreciate your promptness!!!!

5. **PM Class Dismissal** --If you are picking your child up, please park in designated areas near the blacktop/playground **no later than 3:10**. Meet your child at *Door 13* (next to the playground) We appreciate your promptness!!!!
6. Children will be dismissed only to the designated adult at the designated entrance. As we call the student's name when the parent arrives, the student will then meet you. The designated adult will need to sign the student out upon dismissal. This is to ensure everyone's safety.

Thank you for your cooperation in this situation. This will take time to work all the problems out and get the routine going. We want to provide a safe and secure environment for the students.

Book Bags

Books bags are checked daily. Students are encouraged to take notes out of bags or asked if they have any notes. Please tell your child if you put an item in the bag; this will help them develop responsibility. Book bags should be checked and emptied at home each day.

Conferences

There are conferences for every student at the beginning of October. In the spring, we will have a conference with parents who have a student going into kindergarten in the fall.

Dress

All children should wear comfortable clothing that is easily washable. Your child will have many experiences in the classroom with water, paint, clay, play dough, markers, etc. A child should not hesitate to join an activity because s/he is afraid of soiling their clothing. Please follow the school dress code as stated in the Elementary Student Handbook, which can be found on the school district website. Parents can help with this by providing the following:

- ❖ Wear washable and comfortable clothing
- ❖ Clothing that is easy for your child to manipulate during toileting
- ❖ Provide change of clothing in case of accidents
- ❖ Wear comfortable shoes
- ❖ Dress appropriately for the weather as we try to go outside daily

Emergencies

Emergency medical forms will be kept in the grade school office. Parents or other authorized adults listed on the emergency forms will be contacted in case of an emergency. Please make sure contacts are updated if any changes are made.

Emergency Closing

In cases of excessive snow or extreme temperatures, closings will be on school website and local AM & FM radio stations. You will also receive an automated telephone message through the school district. Any closing announced for the Lexington School District means cancellation of the classroom program and family fun nights.

Field Trips

In order to expand your child's classroom experiences, field trips will be taken. A permission slip must be signed in order for your child to participate. If your child does not participate in the field trip, s/he must be kept home on that day. Reminder notices will be sent home before each trip.

Illnesses

To ensure the health of all children, a child should not be sent to school with the following symptoms: fever of 100 degrees or higher, vomiting, or diarrhea. Students must be symptom free for 24 hours before returning to school. This is a Lexington Elementary School policy.

Rules

- ❖ Be kind
- ❖ Be safe
- ❖ Be responsible

Routines and procedures will be taught and continuously reinforced throughout the day. Our discipline procedures are intended to help children learn self-discipline as they build self-esteem. We focus on redirection and positive reinforcement. Inappropriate behavior will be dealt with in accordance with the incident. Guidance will be positive, productive, and immediate when behavior is inappropriate. However, when it does become necessary to manage a child's behavior, time out will be used until the child has regained composure. Time out is the separation of the child from group activities for one minute per year of the child's age (ex. 3 years old = 3 minutes). During this time out, the teacher will discuss why the child needs to sit out, and discuss what a better choice

would be for next time. The child is encouraged to use his/her words to express how she/he feels. The child is then encouraged to join classroom activities. However, if after receiving 3 time outs within the classroom, the child may be brought to the office to regain composure before returning to the classroom environment.

Snacks

We rely on donations for snack time. We would like to be able to serve a snack daily. We will include a calendar that will list the week your child will provide the snack. Please send at least 20 items when you send a snack. A healthy, nutritious snack enables us to model good eating habits for the children. Birthdays are observed at school and your child may bring a nutritious snack/treat to school for that day. We ask that all snacks/treats are PRE-PACKAGED items that contain the product's ingredients. This helps us control any possible food allergies that may exist in our classroom. If your child is allergic to any food, please let us know as soon as possible. We are a nut free zone and cannot accept any food with nuts or processed at a plant that uses nuts.

School to Home Communication

Home to school information is important to the success of the Preschool child's education. It is very pertinent that you check your email daily and read our weekly newsletter. The Lexington Public Library has a very nice computer station in case you may not have access at home.

Listed are some ways to stay informed:

- ❖ Weekly Newsletters & Notes in Take Home Folder
- ❖ SeeSaw Parent Communication App
- ❖ Parent-Teacher conferences
- ❖ School website (www.lexington.k12.il.us)
- ❖ Pre-K / ECE handbook / Elementary School handbook

Toys from Home

We understand that children have treasured items and may need them for security. These items will stay in the book bag during the day. We encourage toys from home that are not needed for security to be brought in only for show and tell. We cannot be responsible for lost or broken toys.