

Naperville School District 203 Student Handbook 2024-2025



Ann Reid Early Childhood Center (ARECC)

1011 South Naper Blvd. Naperville Illinois 60540

630-420-6899

Quick Reference Guide

ANN REID EARLY CHILDHOOD CENTER

Address: **1011 South Naper Blvd.**
Naperville, IL 60540

Main Office Phone: **630 420-6899**

Health Office/Attendance Phone: **630-848-3969**

School Nurse: Annette Boogerd

Health Technician: MariaElena Romo-Egharevba (Nina)

Fax Number: **630-637-4033**

Office Hours: 8:00 AM to 3:30 PM

Secretaries: Sue Pfaff, Olga Reyes, Megan MacConnachie

District 203 Transportation Phone: **630-420-6464**

SUNRISE Transportation Phone: **630-541-3414**

Student Attendance Hours:

8:15 a.m. to 10:45 a.m. (Morning classes)

12:05 p.m. to 2:35 p.m. (Afternoon classes)

Community students attend school four days per week, Tuesday through Friday.

All other children attend five days per week.

Building Administrators

Principal: Erin Marker (emarker@naperville203.org)

Assistant Principal: Carrie Smith (clsmith@naperville203.org)

Staff can be contacted by email.

Email address is first initial of first name and last name followed by **naperville203.org**

Dear Ann Reid Families,

Welcome to the 2024-2025 school year at the Ann Reid Early Childhood Center!

I want to begin by saying “Thank You” for trusting your little ones with us. The Ann Reid Family believes we have a great responsibility to ensure all children in Naperville School District 203 are learning and growing. Our team of educators promises to provide the highest quality early childhood education to all students in our community. We believe all children can learn, parents are valued partners in our school community, communication and collaboration are built on respect for all, our diversity is our strength, and we are problem solvers who work toward a common goal.

We are very grateful for the support we have received from the communities of Naperville School District 203 and our families. Your support is so important to fostering a positive atmosphere for all children. Our Home and School Association is working to help you join in as partners in your child’s educational program. Research shows that this connection between home and school further enhances the ability of each child to reach his/her potential. Together, we will educate our ducklings to be self-directed learners, collaborative workers, complex thinkers, quality producers, and community collaborators.

This handbook includes general information about District 203 and specific information about Ann Reid Early Childhood Center. It is designed to serve as a quick reference guide to answer your questions. Additional information can be found on our school website at www.naperville203.org/annreid. Please call our main office with any additional questions at (630) 420-6899.

Welcome to the new school year. We look forward to partnering with families and the community to ensure all young children in D203 receive high quality play-based learning experiences to nurture independence, collaboration, critical thinking, and social skills.

Sincerely,

Erin Marker

Erin Marker
Principal of Ann Reid Early Childhood Center

TEAMS

We have amazing teams working in our classrooms to support student learning and growth. Your children will see and get to know classroom team members throughout the year.

Your classroom teacher will be your first point of contact. Below is a list of other individuals who work in our school and may be interacting with your children. We are fortunate to have support from a variety of therapists and specialists who support all children in our program, and provide special education services to our students with identified needs.

Teacher: Teachers are the initial point of contact for families. Teachers build relationships with your children and use our state standards, assessments, lesson planning, and collaboration to ensure your children are learning and growing.

Paraprofessional (Parapro): Paraprofessionals are sometimes referred to as “Teacher Assistants” or “Parapros.” Paraprofessionals will build relationships with your children, support the lessons we create, and help the classroom run smoothly.

Speech & Language Pathologist (SLP): Speech and Language Pathologists support the speech and language development of all students.

Occupational Therapist (OT): Occupational Therapists will ensure the fine motor skills and sensory needs of our children are met.

Physical Therapist (PT): Physical Therapists will monitor and challenge the development of gross motor skills of our students.

Principal or Assistant Principal (Administrator): Administrators lead the school staff to ensure all children are safe and learning. They supervise all other staff in the program.

School Psychologist (Psych): School Psychologists help our teams utilize classroom data to have a better understanding of your children’s learning profile and how to support social emotional learning in school.

Social Worker (SW): School Social Workers will enhance the social emotional learning of your children, and be a point person for connecting you with community resources.

TERMS:

We use many terms and acronyms in the American Education System. Below are some you may hear as you navigate our school system.

203 or D203	Naperville Community Unit School District 203
504	Section 504 of the Rehabilitation Act of 1973 is a civil rights statute which prohibits discrimination against individuals with disabilities. A 504 plan is an individual education plan for a special-needs student.
ALICE	A verified training program that gives options when encountered with an aggressive intruder or active shooter in order to increase survival
AT	Assistive Technology
BCBA	Board Certified Behavior Analyst
BIP	Behavior Intervention Plan
DCFS	Department of Child and Family Services
EC	Early Childhood. This is used to refer to the age level of Birth to age 8. Also used to refer to the preschool grade level.
Early Connections	Naperville program designed to support families with expecting mothers or children aged 0-3.
EL/ELL	English Learner or English Language Learner
ESL	English as a Second Language. Student's native language is not English
FAPE	Free Appropriate Public Education
FBA	Functional Behavioral Assessment
IC	Infinite Campus
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Plan. A legal document requires for ESE students
IFSP	Individual Family Service Plan
ISBE	Illinois State Board of Education
LC	Learning Commons
LEA	Local Education Agency
LRE	Least-Restrictive Environment
MN	Multi-needs
OT	Occupational Therapy
PFA	Preschool For All
PHONO	Phonological speech program
PreK/Preschool	Grade level for classes of children aged 3-5.
PSAC	Public School Administration Center
PT	Physical Therapy
PTC	Parent-Teacher Conferences
ROE	Regional Office of Education
SL	Structure Learning
S&L	Speech and Language
SIP	School Improvement Plan
SPED	Special Education

Our Name – Who is Ann Reid?

Ann Reid was a very special educator and administrator who serviced our District in a number of capacities (speech and language pathologist, Special Education Coordinator, Assistant Principal, and Assistant Director of Special Education) for over 30 years. She was a consummate professional, who had a special place in her heart for the Early Childhood Program. It is also fitting that the Early Childhood Program has the first school in the district named after a woman. We will always remember Ann and feel the school named after a special educator is a fitting tribute to a person who personified what it means to be an educator.

Mascot

The mascot for the Ann Reid Early Childhood Center is ‘Ducklings’. You may ask, why ducklings? Ducklings learn in groups but move toward independence as they grow. They live and adapt to different environments, walking on land, swimming in the water and flying in the air. Ducklings also imprint upon their first teacher. Based upon all these reasons, we have decided it is the perfect mascot. It also fits beautifully with our school colors, which are blue and yellow.

Schedule

Each teacher’s individual schedule may vary but the following components are included in all classrooms.

- Table activities/Fine Motor activities
- Circle time-Literacy Instruction
- Center time/Snack
- Playground/Gross Motor Time
- Story time
- Mathematics Instruction
- Small Group Instruction
- Learning Commons (library)

Out Monday Schedule

Six (6) times per year, there will be an “Out Monday”. There will be no school for students on those days. Several of those days will include family and/or community events. Please see the Ann Reid calendar for details.

Curriculum

The Curriculum followed in our program is Creative Curriculum which is aligned to the State of Illinois’ Early Learning and Development Standards. These standards are the framework upon which the program is built. Active engagement is one of the hallmarks of learning and student engagement is monitored and an important focus of the program.

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Children in our Program

All children, ages 3-5 (but not eligible for kindergarten) are possible candidates for attendance at the Ann Reid Early Childhood Center. We accept children with and without disabilities. Limited openings are available for community/tuition paying students. All children must be residents of Naperville School District 203.

There are different ways the program is funded.

- Community students pay tuition from September through May. Community students are required to be age three by September 1st of the year of attendance and must be toilet trained.
- Preschool for All students are eligible for free preschool which is funded by an Illinois State Grant.
- Students with an Individualized Educational Program (IEP) are eligible for our free preschool program.
- Most of our classrooms are a mix of the above groups of students.

Our Program

Our program at the Ann Reid Early Childhood Center is an inclusive program that provides services for children ages 3-5. Children who are eligible for special education, typically developing peers, and English Language Learners will all learn and grow together. Children learn to see everyone in the classroom as friends. All will develop strong self-esteem, social and academic skills as they help their friends and take a collaborative role in learning and playing. We ALL bring our own strengths and challenges and we ALL have something we can learn from each other.

Community students attend school four days per week, Tuesday through Friday. All other children attend five days per week

Clothing/Shoes/Backpacks

- Children should come to school dressed to play.
- Clothing should be comfortable and allow the child to play both inside and outside.
- Shoes should allow movement, running, jumping, climbing. Gym shoes that provide support and flexibility are best.
- Children should use a backpack that allows a folder to fit without bending. No wheeling backpacks

Absences

- If your son or daughter is going to be absent, call the absence number, 630-848-3969, as early as possible.
- Parents are responsible for reporting their child's absence each day of absence.
- If absence is not reported, parents will be contacted at home and/or the emergency number available.
- Parents are responsible for providing the school with any change in phone numbers or contact information.
- If your child takes a bus, to or from school, please also call transportation to report absence, 630-420-6464.

When to call your child in sick

- A fever that causes chills, sweating or muscle aches, or a temperature of 100 degrees or over (students must be fever free for 24 hours before returning to school)
- Vomiting or diarrhea
- Head lice
- Red or pink eyes, or drainage from eyes (a note from the physician will be necessary for a student to return to school unless condition has resolved)
- A rash or skin condition not diagnosed by a physician
- Strep infection (students must receive 24 hours of antibiotic therapy and have no fever for the preceding 24 hours before returning to school)
- Chicken Pox (students must remain home until all pox are scabbed over).

Please call our School Nurse if you have any questions.

Snacks

- A menu will be shared of the milk and healthy snacks students will be offered each day.
- Families may send in their own snacks if the child does not eat the scheduled snack. Suggested snacks: carrots, celery, crackers, fruit, raisins, pretzels, cheese.
- Avoid snacks that contain nuts.
- Communicate with nurse and classroom teacher, if your child has allergies.

Birthdays /Treats/ Other Holiday Parties

- No edible treats can be brought into school to share with others for parties or celebrations.
- Children who are celebrating birthdays can be honored in various ways, such as sharing a favorite book to be read in class, non-edible treats, stickers, donation of classroom book.
- Invitations cannot be given out at school unless every child in the whole class is included.

Videotaping/Pictures

At various times, your child's photograph/picture will be taken and may appear in district or out of district publications such as newsletters, newspapers, websites, videos and/or videos. This also applies to SFCP, Home and School publications and for instructive purposes. **If you do not wish to have your child's picture appear in such publications, please fill out the 'Denial of Permissions Form', which was part of the enrollment process.**

Family Involvement

We believe that family involvement during the early childhood years is crucial to our success and overall learning in our students. We will offer a variety of parent education nights, as well as parent/child activity days here at Ann Reid that you may attend with your children. Please refer to our Ann Reid Calendar for dates and times. In addition, parents may get involved by:

- ❑ **Home and School** - The Ann Reid Early Childhood Center currently has an active Home and School to be involved in simple fundraising activities and as a support to our program.

Emergency Plans

The Ann Reid Early Childhood Center, in accordance with state guidelines will participate in fire drills, tornado drills, and ALICE drills to ensure the safety of our students if an emergency situation arises. At the Ann Reid Early Childhood Center we will use a phone call out system to communicate emergency situations to families. The call out system will call all listed phone numbers for parents/guardians to inform families of the situation.

It is very important that the school maintain an up to date address and phone numbers (home, cell, and work). This information is critical in emergencies when school has to be cancelled or when implementing early or late dismissal. **NOTIFY THE SCHOOL IMMEDIATELY WITH A CHANGE IN PHONE NUMBER, ADDRESS, OR EMAIL DURING THE SCHOOL YEAR.**

Arrival /Dismissal Information

All students attending the Ann Reid Early Childhood Center will be given a back pack tag which will include the students name, teachers name, room number and bus route or car identification number. It is important that these tags remain on the child's backpack for the entire school year. If the tag is lost, please contact the office for a replacement.

Instruction for School Bus Riders:

- Students who will be bused to and from the Ann Reid Early Childhood Center will be bused by Sunrise Bus Transportation Services or Naperville School District 203.
- Office staff at the Ann Reid Center will coordinate with the transportation department for all students who are bused.
- Families will be contacted directly by Sunrise informing them of the student's route number and estimated time of pick up and drop off. Information can also be accessed through the Campus Portal
- The buses will be fitted with car seats or booster seats for students.
- Bus drivers will make sure the students are properly seated and buckled in their car seat/seat.
- Students need to be ready 5 minutes before their estimated pick up time.
- The bus will wait no longer than 3 minutes and then will continue on its route.
- Buses will pick up the students at the end of their driveway or at an accessible/safe location. This exact location will be determined by the bus driver.
- Students **MUST** be met at the bus by an adult parent/guardian.

If your child will not need to be picked up for any reason (absence), please contact our transportation department and give the students name, route number and date. If a student will not be taking the bus home, a written note must be provided to the teacher. If an emergency should arise and an adult cannot meet the bus, please notify the school as soon as possible at 630-420-6899.

Information for Car Riders /Walkers

***For safety reasons, parents/guardians will be asked to wait outside, if picking a child up from school. Additionally, students will not be dismissed early from class if timing is within 5 minutes of dismissal. Thank you for respecting the safety of your students and our staff.**

Please use the drop-off/pick up zone for arrival and dismissal. Each family will be given an identification tags with an ID number that will correspond to the number on your child's backpack tag.

- Place the identification tag on rear view mirror.

Car Rider Drop-Off /Pick-Up Guidelines:

- When dropping off or picking up students in the traffic circle, please follow the traffic flow
- Have your vehicle identification number visible to all staff members.
- For the safety of all, students can only enter or exit the car in the designated drop off zone.
- Parents are responsible for unbuckling and buckling their child and should wait for a staff member to meet the child at the car
- Drop off time is 8:15-8:30 a.m. for morning classes and 12:05- 12:15 p.m. for afternoon classes.
- If you arrive after the drop off times, please park your car in the lot and walk your child into the building through door number 1 (main entrance).
- **CELL PHONE USE IS NOT ALLOWED WITHIN A SCHOOL ZONE**

Guidelines for Parents Walking Their Child to School:

- All students will enter and exit the building through door number 1 (main entrance)
- Parent/Guardian must present their ID card to a staff member for the student to be dismissed

