

Naperville School District 203
Parent / Student Handbook
2018-2019



Ann Reid Early Childhood Center
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: **630 848-5372**

School Nurse: Annette Boogred

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, Annalise Hausman

Transportation Phone: **630 964-2500**

Student Attendance Hours:

8:30 a.m. to 11:00 a.m. (Morning classes)

12:15 p.m. to 2:45 p.m. (Afternoon classes)

Building Administrators

Principal: Andrew J. McCree

Assistant Principal: Carrie Smith

Staff can be contacted by email.

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

Exceptions to this will be shared by classroom teachers at Parent Orientation

Dear Ann Reid Families,

Welcome to the 2018-2019 school year at the Ann Reid Early Childhood Center!

I want to begin by saying “Thank You” for trusting your loved 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. The 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 working with you and your children as we instill a love of learning for all.

Sincerely,

Andrew J. McCree

Andrew J. McCree
Principal of Ann Reid Early Childhood Center

Our Name – Who is Ann Reid?

The name of our school, Ann Reid Early Childhood Center, was determined by a community wide selection process. Community members submitted over 60 names to a committee, comprised of staff, parents, community and business members, along with students from the high school. After a great deal of discussion and voting, the top choices were passed onto the District 203 School Board who continued the discussion and gathering of input, eventually voting to name the school, **Ann Reid Early Childhood Center**.

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. She was instrumental in the first At-Risk classroom and her last assignment, just prior to becoming ill, was in helping this administrator with the Early Childhood Program, as the growth of the program necessitated expanding to several schools. She is remembered as a kind, dedicated professional who always put the needs of the children above all else. One of her favorite quotes was, “Bloom wherever you are planted”, which are inspiring words to remember with our early learners. 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)

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.

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 three different ways the program is funded.

- Community students pay tuition, \$245 per month, 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.

School Hours/Days

Morning session is 8:30 until 11:00:

- Drop off time is 8:15–8:30
- Pick up time is 10:50-11:00

Afternoon session is 12:15 until 2:45:

- Drop off time is 12:05 - 12:15
- Pick up time is 2:35-2:45

Extended Day is 8:30 until 1:30 for eligible students with Individual Education Plans (IEPs)

Our hours are different from the elementary day to accommodate parents with school aged children. This allows time to get to and from the Ann Reid Early Childhood Center. Children should arrive at school ten minutes before instruction begins.

Community students attend school four days per week, Monday through Thursday. 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, 630-848-5372, 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, 630-964-2500.

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

- Students should bring a healthy snack, each day.
- Suggested snacks: carrots, celery, crackers, fruit, raisins, pretzels, cheese
- Avoid snacks that contain nuts.
- Milk is available for additional fee, water is available
- 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.
- Two holiday parties take place each year:
 - Halloween – Parents are invited to watch the parade of children in their costumes
 - Valentine's – Children are able to bring valentines for classmates, with NO edible treats

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 registration packet and is available in the school office.**

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. Please call if you are willing to be involved in this vital parent organization.

- **Visitors/Volunteers**

Parents are encouraged to visit classrooms with advance notice to the teacher and following district guidelines of limiting visits to 30-60 minutes. We are also open to parent volunteers in our program, whether in the LRC (library), clerical help, or even help from home. We would love to have your involvement.

Emergency Plans

The Ann Reid Early Childhood Center, in accordance with state guidelines will participate in fire drills, tornado drills, and lock down 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 First Student School Bus Transportation Services.
- 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 First Student informing them of the student's route number and estimated time of pick up and drop off.
- The buses will be fitted with car seats or booster seats for students who are under 40 pounds.
- 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 First Student at 630-964-2500 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

We highly encourage parents to use the drop-off/pick up zone for arrival and dismissal. Please refer to the traffic map on opposite page for details of the traffic flow. Each family will be given an identification tags with an ID number that will correspond to the number on your child's backpack tag. An additional tag is available upon request.

- Place the identification tag on rear view mirror.

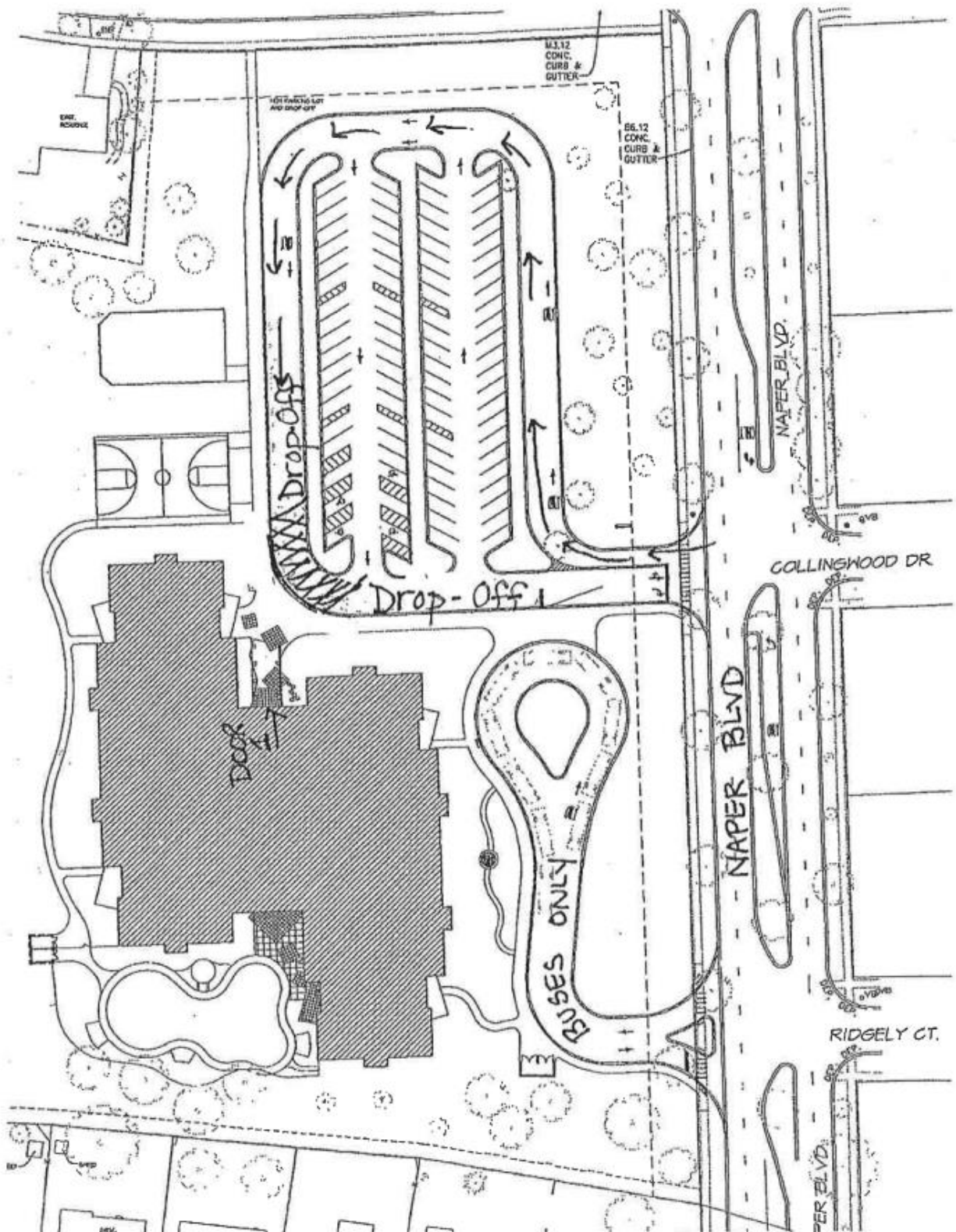
Car Rider Drop-Off /Pick-Up Guidelines:

- 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 8:20-8:30 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)
- Staff will meet students and escort them to their classrooms
- Parent/Guardian must present their identification card to a staff member for the student to be dismissed

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ARCHITECTURAL SITE PLAN
SCALE: 1/8" = 1'-0"

Mission Statement/Vision

The Early Childhood Program believes in the same Mission Statement as all District 203 schools. Our mission is to educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.

Beliefs and Commitments

All children can learn; we teach the whole child.

We modify curriculum based on individual interests, needs and abilities.

We actively engage with children in child directed play.

We use data to monitor progress and scaffold children to the next level.

We utilize community resources (for resources outside our school environment to support individualized learning).

We foster a love of learning in a safe environment.

We always think of children as a “child” first rather than focusing on diagnosis.

Parents are valued partners in our school community.

We welcome parent input.

We team with parents to facilitate optimal learning.

We encourage parents to attend school activities and to volunteer in any capacity they are able.

We provide and coordinate activities based on parent interest and need.

To facilitate parents understanding professional terminology is defined and clarified.

We recognize that the parent is the child’s first teacher.

We provide educational activities, information and resource to support and carry over from classroom to home.

Communication and collaboration are built on respect for all.

We keep the primary focus on the child.

We work together as a team to plan for children and communicate in a timely manner.

We welcome and value all ideas for collaboration.

We share information with parents/guardians about their child.

We address concerns and issues directly with the person(s) involved.

Our diversity is our strength.

We learn, celebrate, and respect diversity within our community.

We use students’ backgrounds and interests as a guide for planning activities.

We inquire about, invite and welcome parents to share their cultural beliefs and heritage.

We are problem solvers who work toward a common goal.

We are active listeners.

We consider a variety of strategies and solutions in our decision making process.

Once consensus has been reached, all will work toward the agreed-upon solution.

We use data to identify areas of need as well as strengths.

We use current research and evidence-based interventions to support best practices.