



**2012-2013**

## **MARYCREST PARENT-STUDENT SUPPLEMENT**

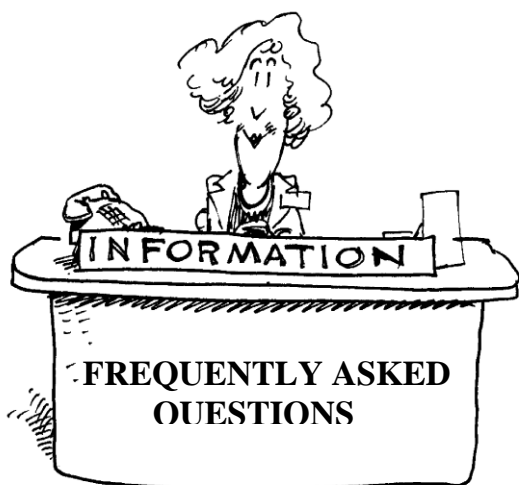
**MARYCREST EARLY CHILDHOOD CENTER  
303 PURDUE COURT  
JOLIET, ILLINOIS 60346  
815-725-1100**

**Penny Greenwood, Principal  
[pgreenwood@joliet86.org](mailto:pgreenwood@joliet86.org)**

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**Who do I call if my child is ill?**

Please call the Marycrest office at 815-725-1100 when your child will be absent. If your child rides a bus, please inform the bus company at 815-838-1012.

**What if my child will be out of school for an extended period of time?**

If a child is experiencing an extended illness, he/she may be required to return with a doctor's note. In the case of infectious disease, such as chicken pox, the school nurse will provide guidelines for return.

**What about family vacations?**

If it becomes necessary for a child to go on vacation or be absent from school for an extended length of time during the school year, please contact the office immediately. Be aware that if we have a waiting list for enrollment, we cannot hold spots open for children who leave for extended periods of time without valid cause – vacations are not excused absences. Students who accumulate ten consecutive unexcused absences may be dropped from the program.

**What if my child's attendance rate falls below 80%?** Regular school attendance is a primary factor in a child's school success. We have a limited number of openings available for preschool children and expect that children will be in attendance every day unless they have valid cause to be absent. Children who do not attend school at least 80% of the time may be dropped from the program. Parents will be informed of their child's attendance rate on a regular basis.

**How do I change where my child gets picked up or dropped off by the bus?**

Call Sue Parks at JFK at 815-740-3196 extension 276. Bus changes take place on Tuesdays and Thursdays only.

**Who do I call if we move?**

Please call Cheryll, the school secretary, at 815-725-1100 if you have any changes in address or phone numbers. You will need to provide three new proofs of residency if you move. It is very important that we have the correct information.

**How do I know when there is no school?**

The school calendar is on page 5 – we recommend that you tear it out and keep it someplace handy. We will also send reminder notes home in your child's book bag a couple of days before each scheduled day off. **For emergency closings, listen to the radio station, WJOL at 1340 AM.**

**Where do I drop off or pick up my child if I drive him or her to school?**

The Parent Drop Off area is located in the back of the school. Enter the parking lot on Purdue Ct. and follow the traffic lane. School personnel will assist your child getting in and out of the car.

**My child is normally a bus rider. What if I decide to pick him or her up?**

Please call the office at 815-725-1100 by 11:00 am for the morning session or 2:30 pm for the afternoon session so that we can make sure your child goes to the car-rider line instead of boarding the bus.

**May I send treats for the class on my child's birthday?**

Yes! We love to celebrate birthdays and welcome store-bought treats. We ask that treats do not have plastic non-edible decorations, as these are choking hazards.





# Marycrest Early Childhood Center

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303 Purdue Court • Joliet, IL • 60436  
Penny Greenwood, Principal

(815)725-1100

[www.joliet86.org](http://www.joliet86.org)

Cheryll Rodriguez, Secretary

August 2012

Dear Parents,

Welcome to Marycrest Early Childhood Center where our motto is *Providing Bright Beginnings to Joliet's Children and Families!* I look forward to working with you and your child to provide a bright beginning to an even brighter school career.

Preschool helps prepare your child for success in school -- and in life. At Marycrest, our dedicated staff ensures that all of our students are ready to learn when they leave our program by providing opportunities for children to grow in four developmental areas: Social/Emotional, Physical, Cognitive and Language. We carefully design a safe, friendly and nurturing environment for play experiences, as well as teacher directed lessons, to help children grow in all of the developmental areas. This year Illinois will unveil the new Early Learning Standards that align with the State Standards for all schools.

Marycrest Early Childhood Center provides a high quality preschool program to children with and without disabilities through an inclusive model of early childhood education. We operate under the belief that with appropriate support and accommodations, both children with disabilities and their typically developing peers benefit from an inclusive program.

Parents are a child's first teachers and we welcome and encourage parents to participate in their children's education. We offer a variety of ways that parents can get involved, including our "Three for Me" program that we will spotlight at Open House this year. We will also host several parent sessions throughout the year and it is our expectation that parents and/or caregivers attend at least two parent sessions over the course of the year. This year we will continue our popular Family Book Club as well as offer math and reading exploration and activity nights. Together we will discover the potential in every child and create a bright beginning for each and every one. We look forward to seeing you soon!

Sincerely,

Penny Greenwood, Principal

**MARYCREST EARLY CHILDHOOD CENTER  
2012-2013 CALENDAR**

<b>F = First Day of School</b>							<b>JAN</b>						
<b>IN = Institute Day - No school for students</b>							S	M	T	W	T	F	S
<b>H = Holiday</b>							30	31-V	1-V	2-V	3-V	4-V	5
<b>SIP = School Improvement Day - No School</b>							6	7	8	9	10	11	12
<b>for Marycrest students</b>							13	14	15	16	17	18	19
<b>C = Parent/Teacher Conferences - No School</b>							20	21-H	22	23	24	25-C	26
<b>V = Vacation - No School</b>							27	28	29	30	31	1	2
<b>AUG</b>							<b>FEB</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
12	13	14	15	16-IN	17-IN	18	3	4	5	6	7	8	9
19	20-F	21	22	23	24	25	10	11	12-H	13	14	15	16
26	27	28	29	30	31		17	18	19	20	21	22	23
<b>SEPT</b>							24	25	26	27	28	1	2
S	M	T	W	T	F	S	<b>MAR</b>						
						1	S	M	T	W	T	F	S
2	3-H	4	5	6	7	8	3	4-H	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28-SIP	29	24	25-V	26-V	27-V	28-V	29-V	30
<b>OCT</b>							31						
S	M	T	W	T	F	S	<b>APR</b>						
30	1	2	3	4	5	6	S	M	T	W	T	F	S
7	8-H	9	10	11	12	13		1-V	2	3	4	5	6
14	15	16	17	18	19	20	7	8	9	10	11	12	13
21	22	23	24	25	26	27	14	15	16	17	18	19	20
28	29	30	31				21	22	23	24	25	26	27
<b>NOV</b>							28	29	30				
S	M	T	W	T	F	S	<b>MAY</b>						
				1	2-C	3	S	M	T	W	T	F	S
4	5	6-IN	7	8	9	10				1	2	3	4
11	12	13	14	15	16	17	5	6	7	8	9	10	11
18	19	20	21-V	22-V	23-V	24	12	13	14	15	16	17	18
25	26	27	28	29	30-SIP		19	20	21	22	23	24-SIP	25
							26	27-H	28	29	30	31-E	1
<b>DEC</b>													
S	M	T	W	T	F	S	<b>JUNE</b>						
						1	S	M	T	W	T	F	S
2	3	4	5	6	7	8	2	3-E	4-E	5-E	6-E	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21-V	22	16	17	18	19	20	21	22
23	24-V	25-V	26-V	27-V	28-V	29	23	24	25	26	27	28	29

## **Principal's Vision**

As a preschool for at-risk and special education students, we are strategically positioned to literally save lives. We capture the children *before* they fall through the cracks of the achievement gap by providing an exemplary inclusive educational program. Every child is considered precious and is loved, cherished and nurtured and leaves our school ready to learn.

## **Marycrest Early Childhood Center Shared Vision**

The Marycrest Early Childhood Center's Shared Vision provides the blueprint of what we hope to become in our pursuit of excellence. The staff is committed to providing an exemplary and inclusive preschool program in which all students learn the background skills necessary for success in elementary school and to close the achievement gap. In such a preschool,

### ***Climate***

All staff members communicate a genuine loving attitude toward children, parents, and each other. Everyone is a valued member of the organization, regardless of title.

The building and classrooms provide a friendly, attractive, inviting, nurturing and orderly environment where all staff members are responsible for the safety and well-being of all children,

A sense of community is demonstrated by staff, students and parents who work together first and foremost toward common goals for all students with professionalism, respect and dignity.

### ***Collaboration***

A key characteristic of an effective school is the ability of staff members to engage in meaningful, focused collaboration regarding curriculum, instruction, collective inquiry and action research. Such collaboration will result in a better understanding of children and how to meet their individual needs.

### ***Curriculum and Instruction***

The curriculum is implemented through professional collaboration of early childhood specialists in an inclusive environment. It is challenging, inviting, developmentally appropriate and provides choices that respect the culture and differences of the students.

### ***Assessment***

Assessment and curriculum are integrated. Teachers continually engage in observational assessment for the purpose of improving teaching and learning.



***Students***

The measure of an effective early childhood program is based on the students' motivation to learn, respectfulness, level of responsibility and excitement about school.

***Parents***

It is essential to establish an environment in which parents and staff work together to achieve shared goals for children. Parents support the school in its mission, vision and goals and are active participants in the educational process. They attend conferences, PTO Meetings and events, Parent Sessions, fieldtrips and assist in the classrooms.

***Community Members***

Community members are viewed as valuable members of the learning community who support the school in its mission, vision and goals by contributing ideas, opportunities and resources.

***This vision document provides the “imagination” of what we hope to become, a blueprint for continuous improvement, and the benchmarks by which we will evaluate our progress. We dedicate ourselves to these ideals.***

## **Marycrest Early Childhood Center Collective Commitments**

The Marycrest Early Childhood Center Shared Vision provides an image of what we hope to become and a blueprint for continuous improvement. The clarity of our shared vision and *commitment to it* is crucial to our success. We have identified the following Collective Commitments that define the behaviors that will lead us to our shared vision.

### ***Our Professional Interactions***

- We maintain a positive attitude as shown by our words and deeds.
- Integrity and respect are at the core of our interactions with students and adults. When *these* are compromised, *everything* is compromised.
- We provide empathy and mutual support for each other.

### ***Our Instructional Practice***

- As educators, we continually provide instruction that is engaging, enjoyable and matches the interests of all students.
- Through the use of daily observations and data collection we continue to build upon individual student's abilities and unique needs.

### ***Our Interactions with Students***

- We ensure that children understand and *feel* that they are our first priority.
- We actively listen to children and teach them problem solving skills.
- We reach and teach the whole child, as if they were our own.

### ***Our Collaborative Practices***

- We value each other as professionals and want everyone to have a real voice. With that comes a responsibility to speak openly, listen to others and be a part of the plan.
- We collaborate in order to produce results superior to those achieved individually.
- We recognize and celebrate our successes.

***We will honor, advance and value these Commitments; The education of our students depends on it.***

## ***PROGRAM DESCRIPTION***

Marycrest Early Childhood Center provides education for eligible children ages three to five. Services are provided through the district's Special Services Department and the state Preschool for All Grant. The school office hours are 8:00 AM – 4:00 PM.

The Individuals with Disabilities Act (IDEA) states that children with disabilities have a legal right to attend regular classes and receive an appropriate education in the least restrictive environment. Toward that end, Marycrest Early Childhood Center provides a high quality preschool program to children with and without disabilities through an inclusive model of early childhood education. We operate under the belief that with appropriate support and accommodations, both children with disabilities and their non-disabled peers benefit from an inclusive program. Research has shown that:



- **Inclusion improves learning for children with and without disabilities.** Rather than being disadvantaged by being in an inclusive classroom, children without disabilities who are educated alongside their peers with disabilities demonstrate improved academic performance. Instructional practices used in inclusive classrooms, which reflect the expertise of both general and special educators, benefit all of the children in the class.
- **Children develop new friendships.** Children in inclusive classrooms develop improved attitudes, values and social skills. They have a greater awareness of diversity, act more responsibly, demonstrate improvement in self-concept and have reduced fear of human differences.

## ***PHILOSOPHY OF EDUCATION***

The faculty of Marycrest Early Childhood Center is committed to providing a high quality, early childhood program built on a foundation current research on how the brain develops and how young children learn. The most important goals of our curriculum are for children to get along well with others and become enthusiastic learners. We are teaching your child **how** to learn and we do this by creating purposeful and productive play experiences that help your child grow in all areas.

Our curriculum identifies goals in four areas of development:

- **Social/emotional:** to make friends, cooperate with others and control emotions
- **Physical:** to develop your child's large muscles and the small muscles of the hands
- **Cognitive:** to acquire thinking skills to solve problems and to think logically
- **Language:** to use words to communicate and develop literacy

Through the activities we plan and the way we organize the classroom, select toys and materials, plan the daily schedule, and talk with children, we seek to accomplish the goals of our curriculum, and give children a successful start in school. Please see the **Creative Curriculum Goals and Objectives** on page 1 of the Appendix for more information regarding curriculum and instruction.

Children eligible to receive special education services have been evaluated by the Preschool Assessment Team (PAT Clinic). The parents and a group of school district employees with whom the child works, develop an Individual Education Plan (IEP). The IEP states the goals and objectives the child will be working toward during the school year. The IEP is reviewed at least once a year and the parents are always invited to attend that meeting.

Speech/language services, occupational therapy, physical therapy, hearing and vision itinerant services are also available to children who are determined to be eligible for these services.

The Illinois Preschool for All Grant provides funding for early childhood education for at-risk children who are three years old on or before September 1, 2012. Referrals to the program are based on the results of the DIAL-R (Developmental Indicators for the Assessment of Learning) Test. This test is given to determine if a child is learning and developing at an appropriate rate. DIAL screening is provided throughout the school year. The screening process for the program involves the child's age, test results and an evaluation regarding eligibility. Parents are notified of a child's eligibility and scheduled for registration.

#### ***ADMISSION AND REGISTRATION REQUIREMENTS – See District Handbook***

#### ***ARTICLES PROHIBITED AT MARYCREST SCHOOL***

Articles that are valuable should be left at home. Electronic games, toys, skateboards, roller blades, roller shoes, scooters, balls, etc. and trading cards are not permitted at school. **No toy weapons of any kind should be brought to school.** Parents are asked to check book bags daily. Boys are not allowed to wear earrings.

#### ***ATTENDANCE AND ABSENCE REPORTS***

It is the responsibility of the parents and guardians to have children attend school regularly. The school hours are:

- AM Session-----9:00 a.m. - 11:30 a.m.
- PM Session-----12:30 p.m. - 3:00 p.m.

Half-day session students must be in attendance for 2 hours and full time students must be in attendance for 4 hours to be considered present.

In case of absence or tardiness, the **parent/guardian must call the school (725-1100)** by the beginning of the session. The State Law requires that a school must attempt to call the parent if the child is absent and not reported by the parent. **A working phone number is**

**essential for each child.** In addition the parent/guardian should notify the **Grand Prairie Transit Bus Company** of the student absence at 815-838-1012.

If a child is to be dismissed early, the parent must come to the office to sign the child out of school. Enter the building through the main entrance on Purdue Ct. Only adults on the registration form **with valid identification** will be allowed to pick up children.

If it becomes necessary for a child to go on vacation or be absent from school for an extended length of time during the school year, please contact the office immediately. Be aware that if we have a waiting list for enrollment, we cannot hold spots open for children who leave for extended periods of time without valid cause. Children who accumulate ten consecutive unexcused absences may be dropped from the program.

Additionally, children whose attendance rate for the year falls below 80% may be dropped from the program.

Attendance rate is calculated by  $\text{Days Present} \div \text{Days Enrolled} \times 100\%$ . Parents will be informed of their children's attendance rate on a regular basis.

#### ***BUS CONDUCT AND TRANSPORTATION***

Many children attending Marycrest Early Childhood Center are eligible for bus transportation. Pick up and drop off addresses must be within the home school boundaries in order for the District to provide transportation. The bus company makes arrangements with each parent concerning their child's pick up and drop off times. If you are picking up your child instead of having them ride the bus home, please send a note with the child to the teacher or call the office as early as possible – by 11:00 am for the morning session and 2:30 pm for the afternoon session.

***It is the parent's responsibility to notify the bus company, school secretary and the District office of any changes in schedule such as change of address, telephone number or pick up/drop off location.*** It takes up to a week for a bussing change to take effect due to moving or changes in drop off/pick up location. If you move, the office must have three proofs of residency before bussing can change.

A parent or authorized adult is required to be present when a student is picked up and dropped off by the bus. IF someone other than yourself is meeting the bus, you must notify the school office and the bus company.

In the event that no one is home to receive the child, he/she will be returned to Marycrest. The parent or emergency contact will be notified and he/she **MUST PICK UP THE CHILD AT MARYCREST. Please bring valid identification.**

If a child misbehaves during a bus ride, a referral will be written by the driver and submitted to the principal. A copy of the referral and action taken will be sent to the parent. All buses are equipped with audio-visual recording equipment. Parents may

request to view a bus video by contacting the principal within twenty-four hours of a particular bus trip. An appointment will be made to view the video at the district office. See a copy of the bus referral form in the Appendix.

### ***CAR TRANSPORTATION***

If you choose to transport your child to school, parent drop off/pick up is behind the school **under the canopy**. Parents enter the parking lot off Purdue Ct. and follow the traffic lane to the west door. School personnel will direct traffic to ensure the safety of all children and staff. At the end of the day, children will be supervised and available at the west door. Please notify the school if another person is transporting your child for the day. Security and safety are a concern so **identification may be required**. Please observe safety procedures when entering and exiting the school grounds. Drop off time is 8:50 – 9:00 a.m. and 12:20 – 12:30 p.m.; while pick up time is 11:20 a.m. - 11:30 a.m. and 2:50 p.m. - 3:00 p.m. See additional information in the Appendix.

### ***CHANGE OF ADDRESS AND TELEPHONE***

In the event that your address and/or phone number changes during the school year, please contact the office immediately with the changes.

### ***COMMUNICATION***

The staff of Marycrest School can be contacted by phone, 725-1100, or via e-mail at [www.joliet86.org](http://www.joliet86.org). Click on the ***SCHOOLS*** link, then click on Page 4 and Marycrest School will appear. All staff members' email addresses can be found here.

## **DISCIPLINE PROCEDURES**

In accordance with the district belief in each student's right to a safe and orderly educational environment, disciplinary efforts of the Marycrest Early Childhood Center staff shall be directed toward helping children develop and strengthen desirable behaviors. An environment of mutual respect between adults and children is essential for a school community. Children have a responsibility to behave in an appropriate manner based on their developmental levels. Parents will be informed if their child is having an adjustment difficulty.

Marycrest Early Childhood Center bases the discipline plan on the District 86 plan as outlined in the District Handbook. Assertive discipline is used in the classroom. Assertive discipline is a system that allows teachers to clarify what behaviors are expected and what the children can expect from the teachers in return. The assertive discipline plan includes rules, consequences and rewards. Classroom rules and consequences are posted in each room and teachers explain and reinforce information to the children. Consequences usually follow a pattern of warning, time-outs and loss of privileges.

### ***DRESS CODE***

Children and their parents have the right to determine school attire as long as the dress and appearance of children comply with school expectations and health or safety

regulations and does not interfere with the educational process. No visible body piercing, other than ears (girls only). Boys CANNOT wear earrings. Children should always be dressed appropriately for the weather and also for comfort that will allow for motor activity. As a safety precaution for your child, flip flops and open-toed sandals should not be worn to school. These shoes are not functional for gym classes or outside activities. Please have hats, mittens/gloves and boots for cold weather. If your child wears boots, please send another pair of shoes for inside the building. Self help skills are an important component in learning at Marycrest. Please dress your child in clothes that allows for self help. **Please label all clothing items and send an extra set of clothes for spills and/or accidents.**

Any student who comes to school without proper attention, personal cleanliness or appropriate dress may be sent home to be properly prepared for school. Such cases may be reported to a District social worker or nurse or DCFS.

### ***FIELD TRIPS***

During the school year some classes may take field trips within and outside the district as part of the curriculum. All trips are pre-approved by the Assistant Superintendent for Curriculum and Instruction and the Principal. Transportation may be by walking or on an approved bus line. Fees may be assessed for these trips. NO student is allowed on a field trip without the written consent of the parent or guardian. Please see the **District 86 Field Trip Procedures** in the Appendix for more information regarding chaperone guidelines and expectations.

### ***HOMEWORK POLICY***

Homework at the early childhood level will be practice of a skill or reading to your child. We encourage you to read the weekly newsletters to determine topics to discuss with your child. You will receive information from the teachers about items around the home that can be used in learning.

### ***LOST ARTICLES***

A Lost and Found box is maintained in the office area. If your child has lost something, please call or send the teacher a note. Please label all personal belongings to assist with returning things to the correct owner.

### ***OPEN HOUSE***

Open House is scheduled on one evening each year. At that time, we invite all parents and children to visit the building. Your child will be excited to share his/her classroom with you. Open House for the 2012-2013 school year will be held on Thursday, August 16, 2012 from 6:30 – 7:30 PM.

### ***PARENT CONFERENCES/ PROGRESS REPORTS– See District Handbook***

### ***PARENT SESSIONS***

Throughout the year, a variety of parent sessions will be offered on selected topics pertaining to your child's education and learning. Parents are required to attend at least two parent sessions or family activities during the course of the year.

### ***PARENT VISITATION***

Parents are welcome and encouraged to visit school. Class visits are a time of observation only. If a parent wishes to visit, the parent should call the teacher to schedule a time and date for the visit. Parent observation should be limited to thirty (30) minutes. Parents are required to report to the office before going to any classroom. Please ring the bell for entry and report to the office.

### ***PARKING***

If you need to park and enter the school, please use the street along the side of the school or opposite the school. Parking is not allowed in front of the school where the buses drop off and pick up children.

### ***PARTNERS IN LEARNING AGREEMENT***

Joliet Public Schools, District 86, has implemented annual Partners in Learning Agreement that helps define the roles and responsibilities of each group in a child's education. This form will be sent home with your child. Please sign and return it to your child's teacher.

### ***PHYSICAL MANAGEMENT***

Student safety is our top priority. From time to time, young children act out in ways that present a danger to themselves or others, or in ways that are highly disruptive to the learning environment. In those situations, Marycrest staff may use nonviolent physical crisis intervention strategies designed to provide the best possible care, welfare, safety and security for all children. The Marycrest staff has been trained by CPI and MENTA in the appropriate use of physical management.

### ***RELIGIOUS OBJECTIONS***

If your child is unable to participate in any school activity due to religious objections, please submit a written notice to the school office.

### ***SAFETY DRILLS – See District Handbook***

### ***SCHOOL CLOSING***

If school is closed for a holiday or institute, prior notification will be made. In the event of a snow storm or another reason, please listen to one of the Joliet radio stations for information or access the district's website at:

- [www.joliet86.org](http://www.joliet86.org)
- AM Radio-WJOL 1340
- FM Radio-WCCQ 98.3



### ***SCHOOL INSURANCE***

Optional accident insurance is offered for all children. The information concerning coverage is sent home with each student. Parents who opt to use this coverage are responsible for the payment of insurance.

### ***SCHOOL FUNDRAISING***

The school will conduct several fundraisers throughout the year to support activities for the children such as picnics and presenters, as well as supporting the purchase of classroom materials and building equipment.

### ***SCHOOL PARTIES***

Classroom teachers will contact you about Halloween, Christmas and Valentines Day parties as well as any other parties planned. Classroom teachers may also contact you about donating snacks for the classroom. You may contact the classroom teacher about celebrating your child's birthday with a snack or treat. Any food items sent to school to share with the class must be store-bought. If you purchase cupcakes or other treats that have small, plastic embellishments, please remove them before bringing the treats to school. These items present a choking hazard to some of our children.

### ***SCHOOL PICTURES***

All children will have their pictures taken in the fall and the spring. These pictures are included in class pictures. If you do not want your child's picture taken on picture day, please notify the office in writing. You will be notified about the date prior to the event. Purchasing school pictures is optional.

### ***SCHOOL SUPPLIES***

Each classroom teacher will provide you with a list of suggested school supplies. Every child needs a backpack to carry materials to and from school.

### ***SOLICITATION***

Children are not allowed to sell any items at school.

## **HEALTH SERVICES**

### ***ILLNESS***

If your child is ill, please do not send him/her to school. After your child has a fever, the temperature should be normal (98.6) for 24 hours before he/she returns to school. If your child is not attending school for the day, please call the school (725-1100) and the bus company. If a child is experiencing an extended illness, he/she may be required to return with a doctor's note. In the case of infectious disease, the school nurse will provide guidelines for return.

If your child becomes ill at school, the parent or emergency contact will be notified. The person notified may need to come to the school to pick up the child. **Please provide**

**current telephone numbers, emergency numbers and neighbor/relative numbers on the registration form.**

***MEDICATION – See District Handbook***

***SCHOOL NURSE***

A school nurse is assigned to each school on a part time basis. The nurse is on call for consultation or emergency care. The parent will be notified if a child has had an accident or an injury. IT IS CRUCIAL THAT THE OFFICE HAS CURRENT AND EMERGENCY PHONE NUMBERS. The nurse reviews the health records and records information in the health file. The nurse will do any follow-up on a special problem noted. Children will be screened for vision and hearing each year.

***STUDENT INJURY***

Due to the active nature of preschoolers, accidents resulting in an injury sometimes occur. If a child is injured at school, he/she will be brought to the office and an accident report will be completed. First aid will be administered for minor injuries. If an injury appears severe, the school nurse will be notified and the child may be transported via ambulance to the hospital, accompanied by a school official. Parents will be notified in all instances.

**DISTRICT INITIATIVES**

***JOLIET READS HOOK-A-BOOK***

Joliet Public Schools, District 86, implemented a monthly book selection for grade levels and adults. Each month a new book is introduced to the children and activities are created around the story and theme. This program allows children throughout the district to share a common book.

***CHILDREN FOR PEACE***

Joliet Public Schools, District 86, has implemented a district wide Children for Peace campaign. The district has developed a schedule of events for children and families. Watch for communication about those events.

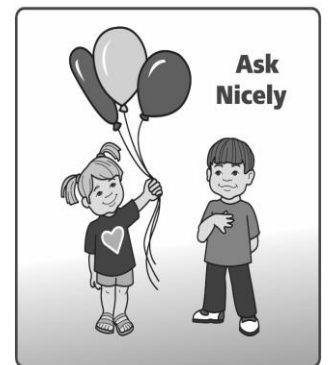
Marycrest has developed a Character Education curriculum and each month a specific value, such as Honesty or Friendship, is highlighted. Parents are encouraged to reinforce these values at home.

We have also adopted a developmentally appropriate Conflict Resolution strategy called the Turtle Technique. With the teachers' support, children are taught to "think like a turtle" when they get upset and employ positive problem solving strategies to resolve conflict among themselves.

The Turtle Technique involves four steps:

1. Recognize your feelings.
2. Stop and keep hands, feet and words to yourself.
3. Tuck inside your "shell" and take three deep breaths.
4. Think of a solution.

## Solutions Choices for Young Children



***RULES OF JURISDICTION***

The jurisdiction of the school for student conduct includes all of the following: the transportation of children to and from school, whether by bus, by other vehicle, or by walking; and the school sanctioned activities that occur both on and off campus. The school staff will diligently manage and supervise student conduct in all programs, maintaining the confidence of children and parents.

***RIGHTS RESERVED STATEMENT***

The provisions of this publication are not to be regarded as an irrevocable contract. The administration reserves the right to modify, revoke, or add to any or all regulations at any time.