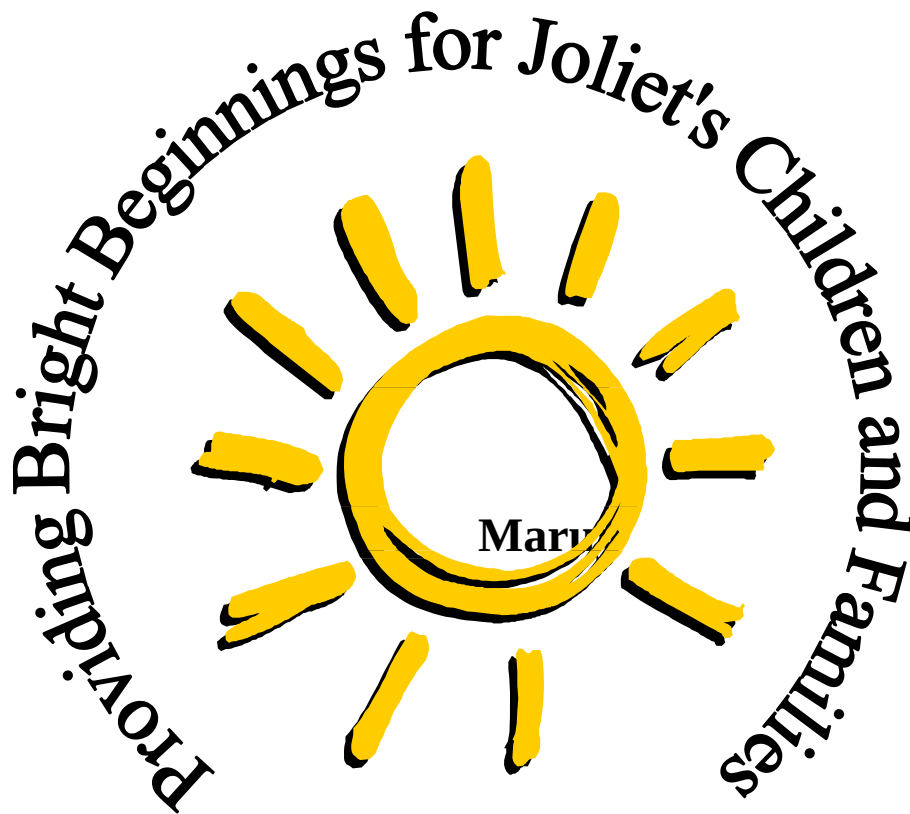




2013-2014

BUILDING INFORMATION AND PROCEDURES

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

**Penny Greenwood, Principal
pgreenwood@joliet86.org**

Table of Contents

Frequently Asked Questions.....	3
Principal Letter	4
Marycrest 2013-2014 School Calendar	5
Principal's Vision	6
Marycrest Early Childhood Center Shared Vision	6
Marycrest Early Childhood Center Collective Commitments	7
Program Description	8
Philosophy of Education	8
Admission and Registration Requirements	9
Articles Prohibited at Marycrest School	9
Attendance and Absence Reports.....	9
Bus Conduct and Transportation	10
Car Transportation	11
Change of Address and Telephone	11
Communication.....	11
Discipline Procedures	11
Dress Code	12
Field Trips	12
Homework Policy	12
Lost Articles	12
Media Release	12
Open House	13
Parent Conferences/ Progress Report.....	13
Parent Sessions.....	13
Parent Visitation	13
Parking	13
Partners in Learning Agreement.....	13
Physical Management.....	13
Religious Objections	14
Safety Drills	14
School Closing.....	14
School Insurance	14
School Fundraising	14
School Parties	14
School Pictures	15
School Supplies	15
Solicitation	15
Health Services	16
District Initiatives	16
Rules of Jurisdiction	18
Rights Reserved Statement	18
En Español	19

**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

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

(815)725-1100

www.joliet86.org

Cheryll Rodriguez, Secretary

August 2013

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 and Development Standards that align with the Common Core 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. 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 offering new 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,

A handwritten signature in cursive script that reads "Penny Greenwood".

Penny Greenwood, Principal

							MARYCREST EARLY CHILDHOOD CENTER	
					2013-2014	CALENDAR		
F = First Day of School							JAN	
IN = Institute Day - No school for students							S	M
H = Holiday								
SIP = School Improvement Day - No School							5	6
for Marycrest students							12	13
C = Parent/Teacher Conferences - No School							19	20-H
V = Vacation - No School							26	27
AUG							FEB	
S	M	T	W	T	F	S	S	M
11	12	13	14	15-IN	16-IN	17	2	3
18	19-F	20	21	22	23	24	9	10
25	26	27	28	29	30	31	16	17-H
SEPT							23	24
S	M	T	W	T	F	S	MAR	
1	2-H	3	4	5	6	7	S	M
8	9	10	11	12	13	14	2	3-H
15	16	17	18	19	20	21	9	10
22	23	24	25	26	27	28	16	17
29	30						23	24-V
OCT							30	31
S	M	T	W	T	F	S	APR	
		1	2	3	4-SIP	5	S	M
6	7	8	9	10	11	12		
13	14-H	15	16	17	18	19	6	7
20	21	22	23	24	25	26	13	14
27	28	29	30	31			20	21-V
NOV							27	28
S	M	T	W	T	F	S	MAY	
					1-IN	2	S	M
3	4	5	6	7	8-C	9		
10	11-H	12	13	14	15	16	4	5
17	18	19	20	21	22	23	11	12
24	25	26	27-V	28-V	29-V	30	18	19
							25	26-H
DEC								
S	M	T	W	T	F	S	JUNE	
1	2	3	4	5	6	7	S	M
8	9	10	11	12	13-SIP	14	1	2-E
15	16	17	18	19	20	21	8	9
22	23-V	24-V	25-V	26-V	27-V	28	15	16
29	30-V	31-V					22	23
							29	30

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, 2013. 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 Joliet 86.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 Discipline Policies and Procedures 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.

MEDIA RELEASE

The Media Release/Denial form is on the District Registration Form. All children must have a signed media release on file. The media release allows or does not allow for your child's name

and/or picture to be published in the newspaper or other publication. However, from time to time, parents may take pictures of classroom activities or school programs for their personal use. In these cases, the media release does not apply.

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
- 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. Parents have 90 days to file a claim with the district in the event that an injury requires medical attention. It is the parents' responsibility to contact the school to file a claim.

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.

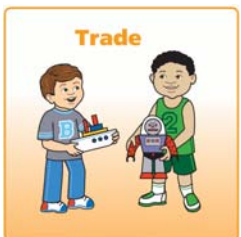
We have also adopted a developmentally appropriate Conflict Resolution strategy called the Turtle Technique. With the teachers' support, children are taught to "think like a turtle" when they get upset and employ positive problem solving strategies to resolve conflict among themselves. The Turtle Technique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

1. Recognize your feelings.
2. Stop and keep hands, feet and words to yourself.
3. Tuck inside your "shell" and take deep breaths.



4. Think of a solution.

Solutions Choices for Young Children



three

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 rights to modify, revoke, or add to any or all regulations at any time.

Calendario Escolar							CALENDARIO ESCOLAR 2013-2014 CENTRO DE EDUCACIÓN INFANTIL MARYCREST						
CLAVE													
V = Vacaciones - No Clases							ENERO						
IN = Día de Institución - No Clases para los Estudiantes							S	M	T	W	T	F	S
F = Primer Día de Escuela										1-V	2-V	3-V	4
S = Día de Mejoramiento- No Clases solo							5	6	7	8	9	10	11
para Marycrest							12	13	14	15	16	17	18
C = Conferencias Padres/Maestra - No clases							19	20-H	21	22	23	24	25
E = Días de Emergencia							26	27	28	29	30	31-C	1
AGOSTO							FEBRERO						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
11	12	13	14	15-IN	16-IN	17	2	3	4	5	6	7	8
18	19-F	20	21	22	23	24	9	10	11	12	13	14	15
25	26	27	28	29	30	31	16	17-H	18	19	21	21	22
SEPTIEMBRE							23	24	25	26	27	28	1
S	M	T	W	T	F	S	MARZO						
1	2-H	3	4	5	6	7	S	M	T	W	T	F	S
8	9	10	11	12	13	14	2	3-H	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30						23	24-V	25-V	26-V	27-V	28-V	29
OCTUBRE							30	31					
S	M	T	W	T	F	S	ABRIL						
		1	2	3	4-SIP	5	S	M	T	W	T	F	S
6	7	8	9	10	12	12			1	2	3	4	5
13	14-H	15	16	17	18	19	6	7	8	9	10	11	12
20	21	22	23	24	25	26	13	14	15	16	17	18-V	19
27	28	29	30	31			20	21-V	22	23	24	25	26
NOVIEMBRE							27	28	29	30			
S	M	T	W	T	F	S	MAYO						
					1-IN	2	S	M	T	W	T	F	S
3	4	5	6	7	8-C	9					1	2	3
10	11-H	12	13	14	15	16	4	5	6	7	8	9	10
17	8	19	20	21	22	23	11	12	13	14	15	16	17
24	25	26	27-V	28-V	29-V	30	18	19	20	21	22	23SIP	24
							25	26-H	27	28	29	30	31
DICIEMBRE													
S	M	T	W	T	F	S	JUNIO						
1	2	3	4	5	6	7	S	M	T	W	T	F	S
8	9	10	11	12	13SIP	14	1	2-E	3-E	4-E	5-E	6-E	7
15	16	17	18	19	20	21	8	9	10	11	12	13	14
22	23-V	24-V	25-V	26-V	27-V	28	15	16	17	18	19	20	21
29	30-V	31-V					22	23	24	25	26	27	28
							29	30					



¿A quién llamar cuando mi hijo(a) esta enfermo(a)?

Por favor llame a la Oficina de Marycrest al 815-725-1100 siempre que su hijo(a) este ausente. Si su niño(a) es transportado en autobús, también informe a la compañía llamando al 815-838-1012.

¿Qué si mi hijo(a) va a estar fuera de la escuela por un periodo largo de clases?

Si un estudiante experimenta una enfermedad tardía, él/ella deberá regresar a clases con una nota del doctor. En caso de enfermedad contagiosa como viruela por ejemplo, la enfermera de la escuela le guiará en relación a su regreso a la escuela.

¿Qué sobre vacaciones en familia?

Si es imperativo que un niño(a) salga de vacaciones o que este ausente por un largo periodo de clases durante el año, por favor llame a la oficina inmediatamente. Tome nota, de que si existe una lista de espera, no podemos guardar este espacio a niños y niñas que se ausentan por un buen tiempo sin alguna causa válida de ausencia. Las vacaciones, no son ausencias válidas. Aquellos estudiantes, que acumulen diez ausencias seguidas sin excusa, serán sacados del programa.

¿Cómo hacer cambios del autobús, en cuanto a recoger/dejar a mi hijo(a)?

Llame a Sue Parks al 815-740-3196 extensión 276. Tarda cuatro días para que este cambio tome efecto.

¿A quién llamar si cambio de domicilio?

Por favor llame a Cheryl, secretaria de esta escuela, al 815-725-1100 para darle nuevos cambios de dirección y/o números telefónicos. Es muy importante que tengamos la información correcta.

¿Cómo saber cuando no hay clases?

El calendario escolar lo encuentra en la siguiente página-le recomendamos que lo ponga en algun lugar visible. También dos días antes de la fecha, enviaremos a casa con su pequeño(a) algunos recordatorios haciéndole saber del día libre de clases. **Para cierre de escuela en caso de emergencias, escuche la estación de radio, WJOL en el 1340 AM.**

Si yo decido llevar a mi hijo(a) a la escuela, ¿dónde lo puedo dejar/recoger?

El area para que los padres dejen/recojan a su niño(a) esta por la parte de atrás de la escuela. Entre por el estacionamiento de la calle Purdue Ct. y siga la línea amarilla de tráfico. El personal de la escuela se encargará de bajar/subir a su hijo del vehículo.

Normalmente, mi hijo(a) toma el autobús. ¿Qué hacer si decido llevar/recoger a mi hijo(a) un día?

Por favor llame a la oficina de la escuela al 815-725-1100 antes de las 11:00 am para turno matutino y antes de las 2:30 pm para turno vespertino, y así nos aseguramos de no poner a su criatura en el autobús.

¿Puedo enviar golosinas en el cumpleaños de mi niño(a)?

¡Sí! Nos encanta festejar los cumpleaños y aceptamos cualquier cosa que sea comprada en la tienda. Pedimos que los antojitos no tengan decoraciones de plástico, estas son un peligro para la garganta.

DESCRIPCIÓN DEL PROGRAMA



El Centro de Edad Infantil Marycrest provee educación a niños y niñas de tres a cinco años de edad y que son elegibles. Estos servicios son proveídos por parte del Special Services Department, del distrito, y por el Illinois Preschool for All Grant. Las horas de oficina de la escuela es de 8:00 AM – 4:00 PM.

El Individuals with Disabilities Act (IDEA) estipula que los niños(as) con discapacidades tienen el derecho de asistir a clases regulares y recibir una educación apropiada en un ambiente no restringido. En esta dirección, el Centro de Educación Infantil Marycrest provee una alta calidad en su programa de preescolar a niños y niñas con y sin

discapacidades a través de un modelo inclusivo de educación infantil. Nosotros trabajamos bajo la creencia de que con un apoyo y comodidades apropiadas, ambos niños(as) con y sin discapacidades se benefician de un programa inclusivo.

Los estudios han demostrado que:

- **Inclusión mejora el aprendizaje de los niños(as) con y sin discapacidades.** En lugar de estar en desventaja por ser parte de un salón inclusivo, los niños sin discapacidades que están siendo educados junto con niños(as) con discapacidades demuestran mejoras en el desarrollo académico. Las prácticas de instrucción usadas en un salón inclusivo, que reflejan la experiencia de ambos educandos en educación general y especial, benefician a todos los estudiantes en clase.
- **Los niños(as) desarrollan nuevas amistades.** Los niños(as) en salones inclusivos desarrollan mejores aptitudes, valores y destrezas sociales. Tienen un mejor sentido de la diversidad, actúan más responsablemente, demuestran mejora en la estima propia y tienen menos temor a las diferencias humanas.

FILOSOFIA DE EDUCACIÓN

El Personal de Marycrest Early Childhood Center, está comprometido a proveer una alta calidad del programa que está basado en un estudio reciente en cómo el cerebro se desarrolla y cómo los pequeños(as) aprenden. Las metas más importantes de nuestro currículo son para que los niños y niñas se lleven bien con otros y sean unos aprendices entusiastas. Nosotros, le estamos enseñando a su hijo(a) a **como** aprender y esto lo hacemos, creando a propósito experiencias de juego productivo las cuales le ayudan a su niño(a) a madurar en todas las áreas.

Nuestro currículo identifica las metas en cuatro áreas del desarrollo:

- **Social/emocional:** hacer amistades, cooperar con otros y controlar emociones.
- **Físico:** para desarrollar los músculos grandes y los músculos pequeños del cuerpo.
- **Cognoscitivo:** para adquirir las destrezas de pensar lógicamente y así resolver problemas.
- **Lenguaje:** a usar las palabras para comunicarse y desarrollar el conocimiento de las letras.

A través de las actividades que planeamos, la forma en que organizamos el salón de clase, los juguetes y material que seleccionamos, el plan diario de trabajo, y el hablar con los niños(as),

nosotros esperamos cumplir las metas de nuestro currículo, y de darle a ellos un comienzo exitoso en la escuela.

Los niños(as) elegibles para recibir los servicios de educación especial han sido evaluados por la clínica (PAT) Preschool Assessment Team. Los padres y un grupo de empleados del distrito con los cuales su hijo(a) trabaja, desarrollan un Plan de Educación Individual (IEP). El IEP estipula las metas y objetivos a trabajar con su pequeño(a) durante el año escolar. El IEP es revisado al menos una vez al año y los padres son siempre invitados a asistir a la reunión.

Terapia de habla y lenguaje, terapia ocupacional, servicios de audio y visión también están disponibles para aquellos estudiantes que están determinados a ser elegibles para estos servicios.

El Illinois Block Grant y Preschool for All Grant provee fondos para niños de edad infantil, para niños(as) en riesgo y que tienen tres años de edad o que los cumplen antes del 1 de septiembre, 2010. Recomendación a este programa será, basada en los resultados del examen DIAL-R (Developmental Indicators for the Assessment of Learning). Este examen se da para determinar si un niño(a) está aprendiendo y desarrollándose a su edad apropiada. La evaluación DIAL se hace a través del año escolar. El proceso de evaluación incluye la edad del niño(a), los resultados del examen y una evaluación relacionada a la elegibilidad. Los padres son informados de la elegibilidad del niño(a) y se les da un horario para matricular.

REQUISITOS PARA ADMISIÓN Y MATRÍCULA -Manual del Distrito para ver

ARTICULOS PROHIBIDOS EN LA ESCUELA MARYCREST

Artículos que sean de valor debe dejarlos en casa. Juegos electrónicos, patines, patinetas, juguetes, zapatos con ruedas, pelotas, tarjetas tipo baraja, no son permitidas en esta escuela. Ningún tipo de arma disfrazada de juguete debe traerse a la escuela. Los padres deben revisar la mochila del niño(a) diariamente. A los niños no se les permite usar aretes en la escuela.

REPORTE DE ASISTENCIA Y AUSENCIA

Es la responsabilidad de los padres y guardianes asegurarse que el hijo(a) asista a la escuela diariamente. El horario de clases de esta escuela es:

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

Para ser considerado presente, el estudiante debe estar en clase 2 horas por turno. Y los estudiantes de día completo deben haber asistido por 4 horas a clase.

En caso de ausencia o llegar tarde, **los padres deben llamar a la escuela el (725-1100)** al comienzo de clases. La Ley del Estado requiere que la escuela debe intentar llamar a los padres si el estudiante esta ausente y los padres no lo reportan. **Un número de teléfono es muy importante para su hijo(a).** Además, los padres deben notificar a la **Compañía de Autobús Grand Prairie Transit** cada que el niño(a) este ausente 815-838-1012.

Si un niño(a) sale temprano de la escuela, los padres deben venir a la oficina a firmar. Usted debe entrar a la oficina por la parte de enfrente donde se encuentra el asta de la bandera. Las personas que usted ponga en la lista de matrícula son las únicas que podran recoger a su hijo(a) de la escuela.

Si es imperativo que un niño(a) salga de vacaciones, o que este ausente por un largo periodo de clases durante el año, por favor llame a la oficina inmediatamente. Tome nota, de que si existe una lista de espera, no podemos guardar este espacio a niños y niñas que se ausentan por un buen tiempo sin alguna causa válida de ausencia. Aquellos estudiantes, que acumulen diez ausencias seguidas sin excusa, serán sacados del programa.

CONDUCTA EN EL AUTOBÚS Y TRANSPORTACIÓN

Todos los estudiantes que asistan a este Centro de Edad Infantil Marycrest son elegibles para transportación de autobús. La compañía hace arreglos con cada padre de familia en relación a donde y a que horas recoger/dejar a su hijo(a) en casa. Si su decisión es recoger a su hijo(a) de la escuela, por favor mande una nota a la maestra de su niña(o) y/o llame a la oficina a más tardar 11:00 am para turno matutino, y 2:30 si asiste al turno de en la tarde.

Es la responsabilidad de los padres, notificar a la compañía de autobús, secretaria de la escuela, y a la oficina del Distrito de cualquier cambio de domicilio, número de teléfono, y/o locación de subida/bajada de autobús. Cuando usted se cambia de domicilio, toma 4 días para que el cambio de autobús se lleve a cabo. Si usted se ha movido de dirección, debe proveer a la oficina de la escuela, tres pruebas de su nuevo domicilio antes que el cambio de autobús surta efecto.

El padre/madre ó un adulto autorizado debe estar presente cuando el autobús recoja/deje a su niño(a) en casa. Si alguien diferente a los padres va a estar en la parada del autobús usted debe notificar a la oficina de la escuela y a la compañía de autobuses.

En caso que nadie se encuentre en casa para recibir a el niño(a), entonces sera llevado a Marycrest. Desde ahí nos pondremos en contacto con los padres o las personas en la lista de emergencia y tendrán que venir a RECOGER A SU PEQUEÑA(O) A MARYCREST. Se requiere identificación.

Si un niño(a) se porta mal durante el transcurso en el autobús, una advertencia sera escrita por el chofer y sera entregada a la directora. Una copia sera enviada a casa haciéndoles saber la acción que se tomo.

TRANSPORTACIÓN EN CARRO

Si usted desea transportar a su pequeño(a) a la escuela, debe bajar/recoger siguiendo la franja naranja entrando por la calle Purdue Ct. hasta llegar **bajo un techo**. Una persona de la escuela dirige el tráfico por seguridad a nuestros estudiantes y el personal. Al final del día, los estudiantes serán supervisados mientras esperan en la puerta del lado oeste para recogerlos. Por favor avise a la escuela siempre que otra persona diferente a usted vaya a recoger/dejar a su hijo(a). La Seguridad es nuestra preocupación, **así que se requiere alguna identificación**. Por favor, observe los procedimientos de seguridad cuando entre y salga de los terrenos de esta escuela. Horario para dejar a su hijo en la escuela 8:50 – 9:00 a.m. y 12:20 – 12:30 p.m.; horario para recoger entre 11:20 a.m. - 11:30 a.m. y entre 2:50 p.m. - 3:00 p.m.

CAMBIO DE DOMICILIO Y DE TELÉFONO

En caso de cambio de dirección y número de teléfono durante el año escolar, por favor notifique a la oficina inmediatamente.

COMUNICACIÓN

El personal de la Escuela Marycrest puede ser contactado al, 725-1100, o vía correo electrónico a Joliet 86.org. Haga click en SCHOOLS, después haga click en la página 4 y Marycrest School aparecerá. Todos los correos del personal se encuentran ahí.

PROCEDIMIENTO DE DISCIPLINA

De acuerdo con la creencia del distrito en que todo estudiante tiene derecho a un ambiente educativo seguro, los esfuerzos de disciplina del personal del Centro de Edad Infantil Marycrest serán dirigidos a ayudar a los estudiantes a desarrollar y fortalecer su comportamiento deseado. Es necesario un respeto mutuo entre adultos y estudiantes para poder formar la comunidad escolar. Los alumnos, tienen la responsabilidad de comportarse de una manera apropiada basado en sus niveles de desarrollo. Los padres serán informados si su pequeño(a) está teniendo dificultad en ajustarse.

El Centro de Educación Infantil Marycrest basa su disciplina en la póliza del Distrito 86 estipulada bajo el título *Discipline Policies and Procedures Handbook*. La disciplina acertada es un sistema que permite a las maestras ver con claridad el tipo de comportamiento necesario y lo que el estudiante debe esperar a cambio. El plan de esta disciplina incluye reglas, consecuencias y premios. Las reglas y consecuencias del salón están escritas en cada aula, y las maestras explican y refuerzan esta información con los estudiantes. Una consecuencia usualmente sigue un patrón de advertencia, tiempo de fuera del grupo, y pérdida de privilegios.

CÓDIGO DE VESTUARIO

Los estudiantes y sus padres, tienen el derecho de determinar el tipo de vestuario siempre y cuando la apariencia del alumno(a) cumpla con las expectativas de salud, seguridad y que no interfiera con el proceso de enseñanza. No agujeros visibles en el cuerpo, a excepción de aretes (niñas solamente), los niños NO pueden traer aretes. Los estudiantes deben vestir apropiadamente al clima y de modo que se sientan cómodos para las actividades de movimiento. Como precaución de seguridad para su hijo(a), las sandalias y chanclas no deben ponerselas para la escuela. Este tipo de zapatos no son aptos para gimnasio y actividades afuera. Para tiempo de frío, por favor tenga guantes y botas. Si manda a su hijo(a) con botas, por favor mande un par de zapatos para usarlos dentro del edificio. Las destrezas de vestirse solos son un componente importante aquí en Marycrest. Por favor vista a su pequeño(a) con ropa fácil para ponérsela por sí solo(a). **Por favor ponga nombre a toda la ropa y no olvide mandar un cambio extra a la escuela para caso de algún accidente.**

Cualquier estudiante que venga a la escuela sin la atención de limpieza apropiada o el vestuario apropiado será enviado a casa para que lo arreglen. Estos casos serán reportados a la trabajadora social del Distrito, a la enfermera y/o a el DCFS.

PASEOS EDUCATIVOS

Como parte del currículo, durante el año escolar, algunos grupos asisten a paseos dentro y fuera del distrito. Todos los viajes educativos son pre-aprobados por la Asistente de la Superintendente de Currículo e Instrucción y por él/la director(a). La transportación puede ser a pie o por autobús, hay que pagar para estos viajes. Ningun estudiante puede asistir a paseos sino tiene su permiso de los padres por escrito. Por favor vea el folleto **Procedimientos de Paseos del Distrito 86** en las páginas 2 y 3 del Apéndice para más información en relación a guía y expectativas de un(a) chaperon(a).

PÓLIZA DE TAREAS

La tarea a nivel infantil será, práctica de alguna destreza o leer a su pequeño(a). Le animamos a leer las cartas semanales para determinar los temas a discutir con su hijo(a). Usted recibirá información de la maestra en relación a algunos utensilios en casa que pueden ser usados para el aprendizaje.

ARTICULOS EXTRAVIADOS

En la oficina existe una caja con las cosas perdidas y encontradas. Si su niño(a) ha perdido algo, por favor llame o envíe una nota a la maestra. Le pedimos ponga nombre en la etiquetas a todas las cosas para así regresarlas a la persona correcta.

PERMISO PARA MEDIOS DE COMUNICACIÓN

La Forma de Medios de Comunicación se encuentra en la forma de Matrícula del Distrito. Todos los niños(as) deben tener esta forma en su archivo. Esta forma permite o no permite que su hijo(a) participe de algún tipo de realce en algún periódico o cualquier otro medio. Algunas veces hay actividades dentro del salón o programas de la escuela y también los padres toman fotografías para uso personal. En estos casos, la forma de medios de comunicación no aplica.

CASA ABIERTA

Cada año se programa una Casa Abierta por la tarde. Esta es la ocasión en que invitamos a todos los padres y estudiantes a visitar la escuela. Su hijo(a) estará muy emocionado(a) de poder enseñarle su salón de clase, espere el anuncio para hacerle saber la fecha.

CONFERENCIAS DE PADRES/ BOLETAS DE CALIFICACIÓN- Manual del Distrito para ver

SESIONES PARA PADRES

A través del año escolar, existen una variedad de talleres de temas seleccionados en relación a sus pequeños y ofrecidos a los padres. Se requiere que los padres asistan al menos a dos de estas sesiones en el año.

VISITA DE LOS PADRES

Los padres son bienvenidos y se les anima a visitar la escuela. Las visitas a clases serán solo para observar. Si usted desea visitar, debe llamar a la maestra para hacer una cita. La observación de la clase esta limitada a 30 minutos. Los padres deben reportarse a la oficina antes de ir a cualquier aula de clases. La puerta de entrada por donde esta el asta de la bandera es el único acceso después de las 8:45 a.m. Por favor toque el timbre que se encuentra cerca de la puerta y reportese en la oficina.

ESTACIONAMIENTO

Si usted necesita estacionarse para entrar a la escuela, por favor colóquese a lo largo de la calle o en el lado opuesto de la escuela. NO esta permitido estacionarse donde es la parada de los autobuses.

ACUERDO DE COMPAÑEROS EN EL APRENDIZAJE

El Distrito 86 de las Escuelas Públicas de Joliet, ha implementado un acuerdo cada año de Compañeros en el Aprendizaje, el cual ayuda a definir los roles y responsabilidades de cada grupo que forma parte en la educación de su hijo(a). Esta forma sera enviada a casa con su hijo(a), por favor la firma donde toca su parte y la de su niño(a) y la regresa a la maestra.

MANEJO FÍSICO

Nuestra prioridad, es la seguridad de nuestros estudiantes. De vez en cuando, los niños(as) actuan de manera que pueden ser peligro para ellos mismos o a los demás, o en forma muy altamente perjudicial a el ambiente de aprendizaje. En estos casos, el personal de Marycrest usara estrategias de intervención no violentas y designadas a proveer el mayor cuidado posible, sin peligro y seguridad para todos los estudiantes. El personal de Marycrest ha sido entrenado por CPI y MENTA en relación a como usar el manejo físico apropiado.

OPOSICIÓN RELIGIOSA

Si su hijo(a) no puede participar en actividades escolares debido a sus creencias, por favor envíe una nota por escrito a la oficina de esta escuela.

PRACTICAS DE SEGURIDAD- Manual del Distrito para ver

Durante el año escolar se llevan a cabo practicas de sguridad contra incendios y grandes tormentas. La información se encuentra en cada salón y los estudiantes son instruidos a seguir los procedimientos correctos. Un radio de la Defensa Civil se enciende en el canal de emergencia y notificación inmediata del clima y emergencia esta disponible. También durante el año se hacen prácticas de como evacuar un autobús.

CIERRE DE ESCUELAS

Si la escuela esta cerrada debido a talleres para el personal docente, a usted se le notificara por escrito. En caso de tormenta de nieve u otras razones, por favor escuche su radio en la estación que se encuentra abajo, o también puede revisar la página web del distrito.

- www.joliet86.org
- AM Radio-WJOL 1340
- FM Radio-WCCQ 98.3

RECAUDACIÓN DE FONDOS

La escuela lleva a cabo durante el año varias ventas para apoyar las actividades de los estudiantes, tales como días de campo, presentadores de talleres, así como la compra de materiales del salón y equipo para el edificio.

FIESTAS ESCOLARES

Cada maestra se pondrá en contacto con usted en relación a las fiestas de Halloween, Navidad y Día de la Amistad así como otras festividades. Usted debe ponerse en contacto con la maestra de su hijo(a) tocante a el cumpleaños de su niño(a). También se le pedirá algún antojito para que su hijo(a) comparta durante el tiempo de merienda. Cualquier alimento que envíe a la escuela debe ser comprado ya preparado. Los pastelillos con decoraciones de plástico no son recomendables ya que representan un peligro para nuestros estudiantes.

FOTOGRAFÍAS ESCOLARES

Todos los estudiantes se tomarán fotos en el otoño y primavera. Estos retratos son parte de la foto en grupo. Si usted no quiere que su hijo(a) sea fotografiado, por favor notifique a la oficina por escrito. Usted será informado de la fecha antes del evento. La compra de fotos es opcional.

ÚTILES ESCOLARES

Cada maestra le dará una lista de útiles. Cada estudiante necesita una mochila para cargar sus cosas a/de la escuela.

SOLICITANDO

Los estudiantes no están permitidos a vender cosas en la escuela.

SERVICIO DE SALUD

ENFERMEDAD

Si su hijo(a) se enferma, por favor no lo envíe a la escuela. Después de una fiebre, la temperatura normal debe ser de (98.6) por 24 horas antes de regresar a clases. Si no asiste por favor llame a la oficina al (725-1100) y avise a la compañía de autobús. Si la enfermedad dura más días, entonces necesitamos una nota del doctor. En caso de una enfermedad infecciosa, la enfermera de la escuela la guiará para su regreso.

Si su hijo(a) se enferma en la escuela, los padres o personas de emergencia serán contactados. La persona notificada deberá venir a recoger al niño(a). **Por favor mantenga siempre los números de teléfono de emergencia/familiares al corriente en la forma de matrícula.**

ENFERMERA DE LA ESCUELA

Una enfermera, esta asignada a cada escuela parte de tiempo. La enfermera es contactada para consulta o cuidados de emergencia. Los padres serán llamados y notificados si el niño(a) tuvo algún accidente o herida. **ES CRUCIAL QUE LA OFICINA TENGA TODOS LOS NÚMEROS DE TELÉFONO DE CASA Y CONTACTOS AL CORRIENTE.**

La enfermera revisa el reporte de salud del archivo y da seguimiento al problema. Los estudiantes también son examinados de la vista y oídos una vez en el año.

ESTUDIANTE ACCIDENTADO

Si un estudiante es lastimado en la escuela, él/ella será llevado a la oficina y se hace el reporte de accidente. Se prestarán los primeros auxilios para heridas menores. Si una herida aparenta ser severa, se le llama a la enfermera y el niño(a) es transportado al hospital en ambulancia. Los padres serán siempre informados cuando algo de esto suceda.

MEDICAMENTOS- Manual del Distrito para ver

INICIATIVAS DEL DISTRITO

JOLIET LEE- ATRAPA -UN -LIBRO

El Distrito 86 de las Escuelas Públicas de Joliet, ha implementado un libro para leer por mes niños y adultos. El libro es dado a conocer cada mes y hay actividades creadas que van con el tema de la historia. Este programa permite a los estudiantes de todo el distrito a compartir un libro en común.

NIÑOS Y NIÑAS POR LA PAZ

El Distrito 86 de las Escuelas Públicas de Joliet, ha implementado una campaña para todos los niños del distrito titulado Niños/as Por la Paz. El distrito ha desarrollado horario de eventos para los alumnos y sus familias. Espere noticias.

Durante el día de clase, los estudiantes son instruidos a usar palabras de bondad y acciones que promuevan un ambiente de paz.

REGLAS DE JURISDICCIÓN

La jurisdicción de conducta en la escuela para todos los estudiantes incluye lo siguiente: la transportación de estudiantes de casa/escuela y viceversa, bien sea en autobús, u otro vehículo, o caminando; y actividades sancionadas por la escuela que ocurran dentro y fuera del plantel. El personal diligentemente manejara y supervisara la conducta de los etsudiantes en todos los programas, manteniendo la confidencia de nuestros alumnos y padres de familia.

DECLARACIÓN DE DERECHOS RESERVADOS

Las provisiones de esta publicación no son como un contrato irrevocable. La administración reserva el derecho a modificar, revocar, o agregar cualquiera o todas las regulaciones en cualquier tiempo.



APPENDIX



THE CREATIVE CURRICULUM

GOALS AND OBJECTIVES FOR PRESCHOOL

SOCIAL/EMOTIONAL DEVELOPMENT

Sense of Self

1. Shows ability to adjust to new situations
2. Demonstrates appropriate trust in adults
3. Recognizes own feelings and manages them appropriately
4. Stands up for rights

Responsibility for Self and Others

5. Demonstrates self-direction and independence
6. Takes responsibility for own well being
7. Respects and cares for classroom environment and materials
8. Follows classroom routines
9. Follows classroom rules

Prosocial Behavior

10. Plays well with other children
11. Recognizes the feelings of others and responds appropriately
12. Shares and respects the rights of others
13. Uses thinking skills to resolve conflicts

PHYSICAL DEVELOPMENT

Gross Motor

14. Demonstrates basic locomotor skills (running, jumping, hopping, galloping)
15. Shows balance while moving
16. Climbs up and down
17. Pedals and steers a tricycle (or other wheeled vehicle)
18. Demonstrates throwing, kicking and catching skills

Fine Motor

19. Controls small muscles in hands
20. Coordinates eye-hand movement
21. Uses tools for writing and drawing



COGNITIVE DEVELOPMENT

Learning and Problem Solving

22. Observes objects and events with curiosity
23. Approaches problems flexibly
24. Shows persistence in approaching tasks
25. Explores cause and effect
26. Applies knowledge or experience to a new context

Logical Thinking

27. Classifies objects
28. Compares/measures
29. Arranges objects in a series
30. Recognizes patterns and can repeat them
31. Shows awareness of time concepts and sequence
32. Shows awareness of position in space
33. Uses one-to-one correspondence
34. Uses numbers and counting

Representation and Symbolic Thinking

35. Takes on pretend roles and situations
36. Makes believe with objects
37. Makes and interprets representations

LANGUAGE DEVELOPMENT

Listening and Speaking

38. Hears and discriminates the sounds of language
39. Expresses self using words and extended sentences
40. Understands and follows oral directions
41. Answers questions
42. Asks questions
43. Actively participates in conversations

Reading and Writing

44. Enjoys and values reading
45. Demonstrates understanding of print concepts
46. Demonstrates knowledge of the alphabet
47. Uses emerging reading skills to make meaning from print
48. Comprehends and interprets meaning from books and other texts
49. Understands the purpose of writing
50. Writes letters and words

MARYCREST EARLY CHILDHOOD
PARENT DROP-OFF/PICK-UP PROCEDURES
2011-2012

The safety of our students is a primary concern. In order to maintain a safe and orderly arrival and dismissal, we ask that parents who transport their children to school follow these procedures.

1. Drop Off Times: AM Session – **8:50-9:00 am**; PM Session – **12:20-12:30 pm**
2. Pick Up Times: AM Session – **11:20-11:30 am**; PM Session – **2:50-3:00 pm**
3. Parents enter the grounds via the south entrance on Purdue Court. Follow the traffic lane to the back of the blacktop and turn right.
4. Cars and lift-buses will line up at the “Stop Line” and await direction from school personnel before proceeding to the Student Drop-Off/Pick-Up Zone. **DO NOT EXIT THE CAR OR ALLOW CHILDREN TO EXIT THE CAR UNTIL YOU HAVE ENTERED THE SAFE ZONE!**
5. School personnel will motion to drivers when it is safe to move forward into the Drop-Off/Pick-Up Zone.
6. After students have exited or entered the vehicle, school personnel will motion to drivers when it is safe to proceed and exit the school grounds on St. Francis St.

St. Francis St.

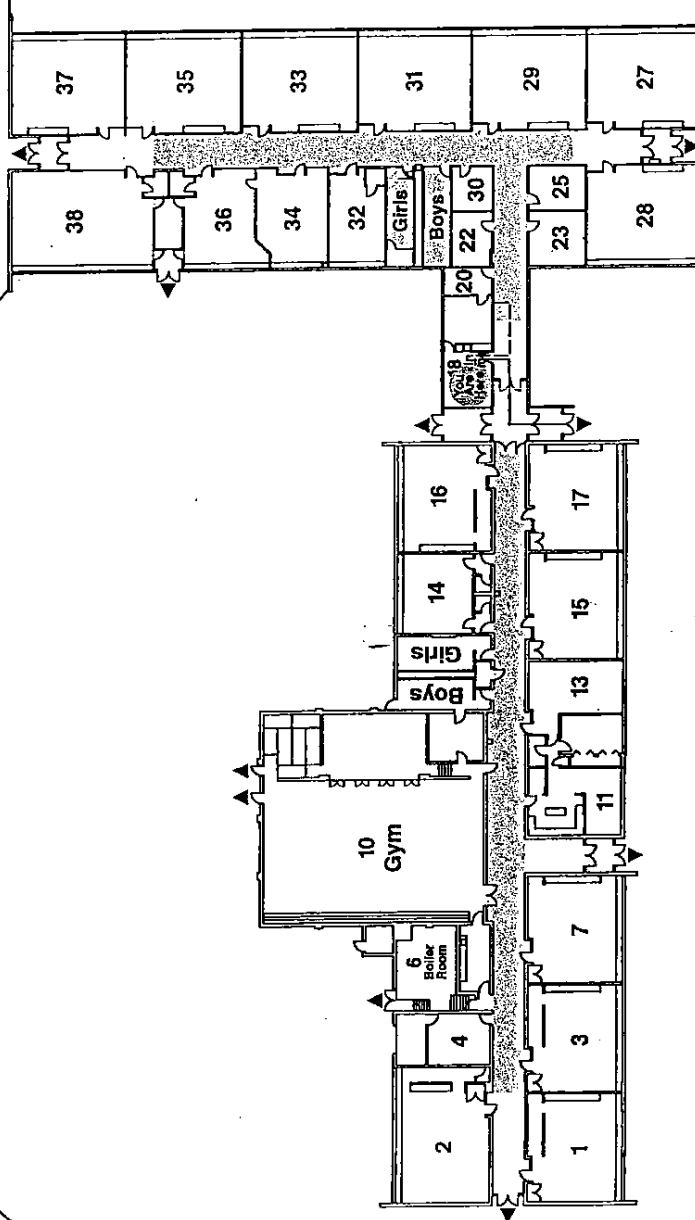
Exit

**Student
Drop-Off
Pick-Up**

**Stop
Line**

Purdue Ct.

**Parent
Entrance**



District 86

Field Trip Procedures

CHAPERONE GUIDELINES & EXCPECTIONANS

Day-Trip

These guidelines and expectations are to be distributed to field trip chaperones prior to the trip. Each chaperone must sign a form indicating that they have received these guidelines and expectations prior to the trip.

Dear Chaperone,

Thank you so much for agreeing to chaperone this field trip. Your time and effort are truly appreciated. Please read and adhere to the following chaperone guidelines and expectations and student rules. With your help, we will have an outstanding day!

1. You are responsible for your student group. Always remain aware of each student's location. Keep your list of students with you at all times.
2. Please listen to all teacher announcements and help the students to follow instructions. Assistt the teacher(s) as needed.
3. Make sure there are adults towards the missle and back of the bus. The front passenfer seat is reserved for the teacher(s).
4. Keep your group together when loading/unloading the bus, as well as any other times indicated by the teacher.
5. Stay with your group.
6. Make sure you go over the student rules with your group.
7. Set a good example at all times. Remember that students will mirror what they see from adults. Don't smoke, drink, use improper language or engage in any other negative behavior when students are present.
8. *Gently* correct student behavior. Discipline in the teacher's responsibility. Any major infractions or behavioral issues need to be brought to the teacher's attention.
9. Do not "trade" students from your group with another chaperone.
10. Thank you again for your assistance today!

Basic Student Rules

1. Students must be quiet when roll call is taken. Students must answer only to their name.
2. Students are expected to be on their best behavior and remain polite and courteous the entire field trip.
3. Students should listen to and follow all instructions,

The teacher may add additional student rules depending on specific nature of the field trip.

Joliet Public Schools-District 86
School Bus Safety Misconduct Report

Student's Name: _____

Grade: _____

School: _____ Date of Incident: _____

Bus Driver's Name: _____ Bus #: _____

☐ AM Route ☐ PM Route

Level I Offenses	Level II Offenses	Level III Offenses
☐ Standing while the bus is in motion	☐ Disrespect	☐ Assault
☐ Changing seats	☐ Inappropriate language	☐ Verbal Threat – Staff
☐ Not staying in seat	☐ Reckless behavior/horseplay	☐ Jeopardizing the safety of others
☐ Excessive noise	☐ Verbal Threat – Peers	☐ Vandalism
☐ Eating – Drinking – Littering	☐ Name calling	☐ Fighting
☐ Riding unassigned bus or using an unassigned stop	☐ Bullying/Intimidation/Harassment of peers	☐ Drugs/Alcohol
☐ Other (Explain)	☐ Non-compliant (will not follow direction from driver and/or monitor)	☐ Tobacco/smoking on bus
	☐ Throwing (things in/out of bus)	☐ Weapons
	☐ Verbal Abuse – Staff	☐ Arson/Combustibles
	☐ Other (Explain)	☐ Other (Explain)

Driver's Comments: _____

Driver's Signature: _____

Date: _____

Administrator's Action

Level of Offense	Consequences
I	1 st offense: Student Warning Conference 2 nd offense: Warning; In School Consequence 3 rd offense: 1 – day bus suspension 4 th offense: 3 – day bus suspension 5 th offense: 5 – day bus suspension, Parent conference 6 th offense: Suspension from bus, subject to cancellation of bus service
II	1 st offense: Written warning or 1 – 3 day bus suspension 2 nd offense: 3 – 5 day bus suspension 3 rd offense or more: 5 – day bus suspension or possible extended loss of bus privileges
III	1 st offense: 1 – 5 day bus suspension 2 nd offense: 5 – 10 day bus suspension 3 rd offense or more: Extended loss of bus privileges

☐ Parent called ☐ Warning ☐ Held conference with student

☐ Suspension – Dates of suspension _____

Administrator's Comments: _____

Administrator's Signature: _____

Date: _____

Distribution: White – School; Yellow – Parent; Pink – Bus Company