



Preschool Handbook

**5212 Arlington Circle
Hanover Park, IL 60133
630-894-4405**

District Website: <http://www.esd20.org/>

***Monday-Friday
AM 8:30-11:00
PM 12:30-3:00
Full day program 9:00-2:00***

**Mandy Aubry
Assistant Principal for Early Childhood Education
aaubry@esd20.org**

**John Gustafson
Principal
jgustafson@esd20.org**

Contacts

Attendance Number: 630-894-4544

Mandy Aubry – Assistant Principal for EC Education (630) 894-4638 aaubry@esd20.org

John Gustafson—Principal at Greenbrook Elementary (630) 894-4411

Becky Cortesi-Caruso—Director of Student Services (630) 894-4008

Donna Rivard—Assistant to Director of Student Services (630) 894-4008

Geri Ann Palmer—Greenbrook School Secretary (630) 894-4405

Carina Gounaris - Greenbrook School Secretary (630) 894-4408

Katie Kafitz—Classroom Teacher (630) 894-4647 / ckafitz@esd20.org

Shannon Michalek—Classroom Teacher (630) 894-4648 / smichalek@esd20.org

Lindsay Clark (formerly Koldon)—Classroom Teacher (630) 894-4639 / lclark@esd20.org

Lindsay Taylor - Classroom Teacher (630) 894-4654 / ltaylor@esd20.org

Irma Ilag—Teaching Assistant (Habla español)

Vikki Donahue – Teaching Assistant

Denise Glennon – Teaching Assistant

Christina Martin— Teaching Assistant

Ria Pavone – Teaching Assistant

Arrival/ Dismissal



We had construction done on the parking lots this summer to improve the traffic pattern this year. This should make things much easier than in years past. All pick up and drop off will occur at the Early Childhood Center. Your child's safety is our number one priority. The procedures for drop-off and pick-up are as follows:

Drop-off procedure for cars:

- Pull up to the doors located on the side of the Early Childhood Center and form a line
- A staff member will come to your car to get your student. Please do not leave your car.
- Cars will then stay in the lane closest to the Early Childhood Center and follow the traffic pattern to go around the parking lot to exit

Pick-up procedure for cars:

- Pull up to the doors located on the side of the Early Childhood Center and form a line
- Children will be exiting through the side door. Please wait in your car and a staff member will bring your child to your car
- Please try to get your child in the car and buckled up as quickly as possible to make our pick-up line go more quickly
- Once your child is in the car, please stay in the lane closest to the Early Childhood Center and follow the traffic pattern to go around the parking lot to exit

****Please do not line up in the car line more than 10 minutes before the beginning or end of the school day***

****We would like to make this process safe and efficient for everyone and we appreciate your cooperation!***

Parent/Staff Communication

District 20 values open communication with our families. Teachers use Remind App to send home important information so please sign up for that using the instructions your child's teacher will be sending home. Also, please check your child's backpack daily for important notes, permission slips, and your child's work. Each teacher will send home a weekly newsletter so you know what's going on in your child's classroom that week. These newsletters will also be posted on the Early Childhood website. A Preschool newsletter will also be sent home monthly with important information about what's going on at the Early Childhood Center. There is a website designated for the Early Childhood Center. The link is: www.esd20.org . Look for the link for the Early Childhood Center.

*****Feel free to contact any of us via phone or email at any time, but understand that with teachers in classrooms with students and administrators handling a variety of tasks throughout the day, your voicemail or email may not be heard or read until the end of the school day. Our phones do not show that anyone has called so the only way we know you've called is if you leave a message.***

*****If you need to get a hold of someone immediately at the Early Childhood Center, please call the main office at Greenbrook at 630-894-4405. Unfortunately, we don't have a receptionist at the Early Childhood Center and if teachers and administrators are in classrooms or meetings, no one may be available to answer the phone. Greenbrook can reach us if you need to contact someone immediately.***

Attendance Policy

It is important for your child to attend school and be on time every day. When a child is dropped off late at the beginning of the day, they miss instruction and it is disruptive to them and to the rest of the class. When a child is picked up late at the end of the day, it interferes with staff meetings, lunch, and teacher's time to prepare for students.

We understand that children get sick or there are days you need to schedule appointments when your child will not be able to be in class. If your child is not going to attend school for any reason, please call the **attendance line (630-894-4544)** and let us know as soon as possible. If you do not call the school, it will be counted as an unexcused absence.

General Daily Schedule (included daily, but may not be in this order)

Arrival/Unpack/Wash hands

Circle Time

Work Groups

Outside/Gross Motor

Story Time

Choice Time

Music and Movement

Snack

There will be a daily snack that is provided by the district. If you prefer to send your child with a healthy snack (no candy, cookies, or chips), that is your choice but it is not required. We will be offering snack during Choice Time so we will remind the children that a snack is available, but we do not force anyone to eat. ***Please let us know if your child has any food allergies or is on a special restrictive diet as soon as possible. THE EARLY CHILDHOOD CENTER IS PEANUT AND TREE NUT FREE, SO PLEASE DO NOT SEND ANY FOOD WITH NUTS OF ANY KIND IN THE INGREDIENTS.***

Health

Your child's health is very important to us. If your child is not feeling well, please do not send him/her to school that day. Your child will be sent home if symptoms appear while they are at school. Remember to keep the school updated with all phone numbers in case of an emergency.

Health Standards require your child not attend school if he/she:

- has a fever or has HAD a fever in the last 24 hours. (Administering medicine to reduce the fever does not count.)
- has vomited in the last 24 hours
- has diarrhea or has had diarrhea in the last 24 hours

-has a cold less than 4 days old or heavy nasal discharge, a constant cough, an ear ache, is fussy/cranky and generally not himself/herself

-has a positive strep culture or has had symptoms of a communicable disease

Clothing/Dress

Your child will be participating in a variety of activities, sometimes messy, throughout the day. We ask that you dress your child in an outfit you wouldn't mind getting messy, including paint. It is also important to send your child in comfortable and appropriate shoes, as we do a lot of running, jumping, and climbing during our Outside and Gross Motor time.

Please dress your child appropriately for the weather. Per state mandate, we are to go outside for at least 20 minutes every day unless it is raining or the temperature is above 90 degrees (factoring in heat index) or below 25 degrees (factoring in wind chill). We will continue to go outside during the winter months as much as possible so during these months, we ask that you send your child with a warm coat, hat, gloves/mittens, snow pants, and snow boots.

Birthday Policy

If you would like to send something for your child's birthday, you can either send store bought treats or non-edible treat bags. No homemade treats are allowed due to food allergies. *****The Early Childhood Center is a peanut and tree nut free building. Please check the ingredients of any food you send with your child to ensure there are not nuts of any kind in this food.***

PTO (Parent Teacher Organization)

Every year our PTO does wonderful things for the students at Early Childhood Center & Greenbrook Elementary School. We are always looking for more families to become involved. If you would like to join the PTO or volunteer, please contact the president, Michaele Post, at greenbrookelementaryschoolpto@gmail.com.

Thanks for your support and cooperation. Let's make this a great year!

The ECC Staff