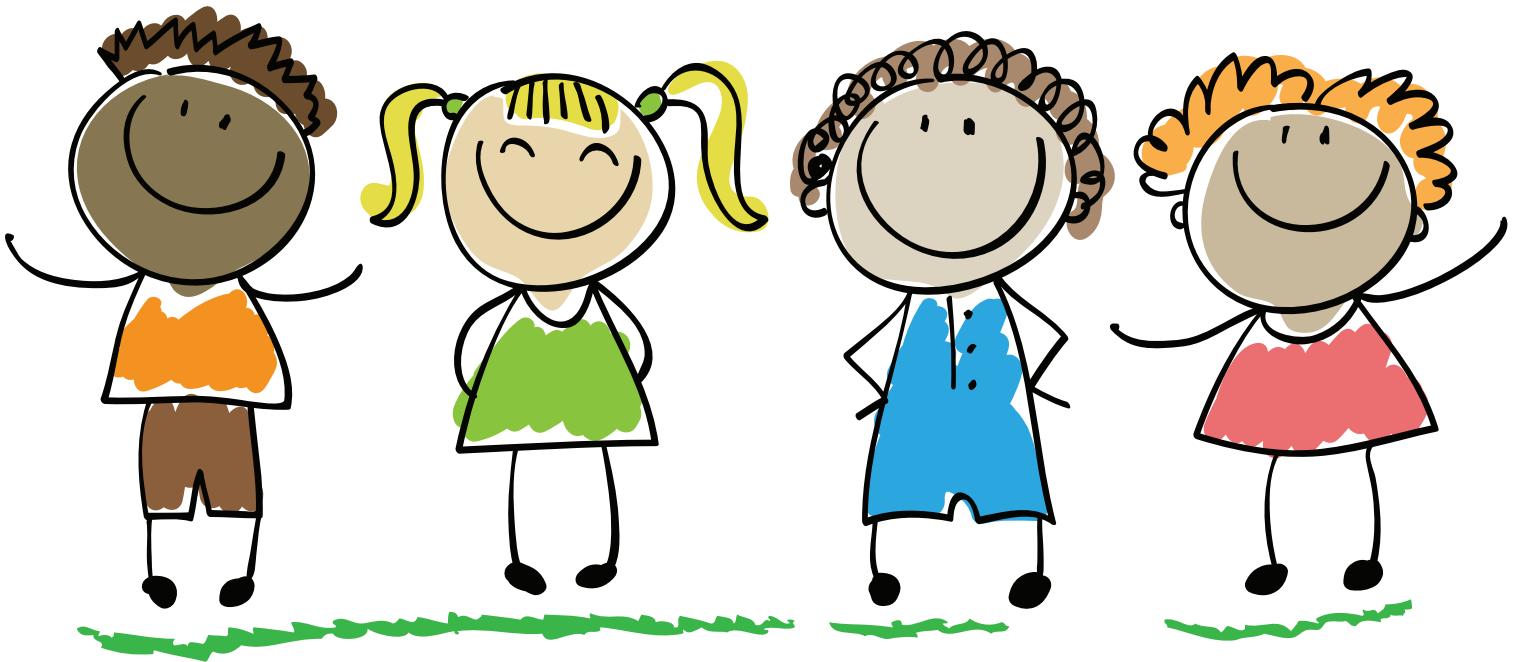




SD129 **PARENT  
HANDBOOK**  
MANUAL PARA PADRES 2022-2023





# **The Early Childhood Programs in West Aurora**

**Handbook for Families  
2022-2023**

### **The Early Childhood Program**

- Our goal is to help children be ready for success in kindergarten.
- We develop the whole child. We provide learning experiences in language development, motor development, social and emotional development, fine arts and thinking skills.
- Young children learn by doing. They use their senses, their muscles and their minds to learn.
- The work of young children is PLAY. That is how they learn. Our school is child-centered, not teacher directed.
- The teacher's role is to guide and encourage. Teachers use language with children. Teachers help by putting words to the children's experiences. Children need to participate in various experiences with words on a daily basis.
- Children need adults to guide their development; like teachers and family members.
- Always remember that YOU are your child's first teacher! We'll be helping you, as families, to do your best to guide your child's development.

### **How Families Can Help**

- See that your child is healthy, rested and ready to go to school each day.
- School is important but so is your child's health. If your child is sick, they should stay home and rest.
- Dress your child to be ready to play; tennis shoes, coats, hats, mittens(when appropriate). Please dress your child in clothes that they can actively play in.
- Make sure your child attends school each day.
- We understand that life is busy! Read with your child as much as you can.
- Check your child's backpack for papers and look for notes that may be pinned on it. Return backpack to school each day.
- Read the calendar and notes from school to stay informed of school activities. Talk with your child about the classroom newsletter. Check your child's Seesaw classroom messages.
- Stay in touch with your Classroom Teacher or Parent Educator to keep us informed of what we need to be doing to help your child.
- Attend Parent Education Programs.
- Attend Parent/Teacher Conferences.
- Attend evening educational programs, such as Family Reading Nights.
- Keep the school informed of changes (phone, address, work schedule, babysitter or events affecting your child).

## **Attendance Policy**

Attendance is important. The Early Learning Programs have a waiting list. In order to maintain your child's enrollment in the program, it is important to communicate all absences with your school.

School administration realizes that at times there may be extenuating circumstances related to school attendance such as prolonged illnesses. Building administration will make every attempt to work with families on an individual basis. Should a family require an extended absence from school, these must be pre-approved in the school office. Frequent absenteeism that does not improve after discussions with staff can result in the student being dropped from the program.

## **Illnesses**

Sick children need to stay at home. Children should not come to school if any of the following things have occurred in the last 24 hours:

- child has had a fever (100.0 or higher)
- has had diarrhea
- has vomited

When children have a bad cold or are coughing frequently, it is better for them to stay at home to get better and not spread the cold to others at school. Children must stay home when they have any contagious condition.

If your child is sent home from school due to illness, they may **not** return the following day.

As soon as you know that your child will be absent, please call the Safe Phone/Absence Line. DO NOT CALL THE OFFICE. If you receive an automated call from the absence line regarding your child's absence from school that day, please call the absence line and leave a message. DO NOT CALL THE OFFICE. Listen and follow directions: child's name, teacher, your name, call back phone number, date of absence and reason. This message also plays in Spanish.

- Students in the Special Education program who are absent should also call the Durham Bus Company (1-630-892-3050) for that day.

## **School Nurse**

We have a registered nurse or health assistant in each building during school hours. If your child has a health concern or condition such as asthma, diabetes, or allergies please contact the school nurse or health assistant for some additional paperwork that will need to be filled out by the parent and doctor.

### **Drop-Off and Pick-Up Procedures in the Early Learning Academy(ELA)**

Students in the following classrooms should be dropped-off and picked-up on the Green Side of the building, entering the parking lot from Reimer Dr. and enter thru door number 1:

Mrs. Gloria Garcia – Bear classroom (221)  
Mrs. Lauren Adamo - Butterfly classroom (219)  
Ms. Kristin Arroyo Kieser – Kangaroo classroom (215)  
Mrs. Grace Franckowiak – Penguin classroom (217)  
Mrs. Jane Schaefflein– Otter classroom (218)

Students in the following classrooms should be dropped-off and picked-up on the Orange side of the building, entering the parking lot from Galena Blvd. and enter thru door number 1:

Mrs. Bonnie Ramirez – Fish classroom (222)  
Mrs. Alyssa Barrutia - Lion classroom (206)  
Ms. Bridget Harris - Elephant classroom (214)  
Mrs. Erin Ford – Dinosaur classroom (209)  
Ms. Teri Peot – Turtle classroom (204)  
Ms. Mary Peterson-- Dolphin classroom (213)  
Mrs. Sandra Medina -- Monkey classroom (208)

### **Drop-off times are 8:30 – 8:40 & 12:00 – 12:10**

DO NOT LEAVE YOUR CHILD UNLESS A STAFF MEMBER IS THERE! Students arriving after the arrival time will need to be escorted into the building thru door number 1 by an ADULT and signed in.

### **Pick-up times are 10:55 – 11:10 & 2:25 – 2:40**

When picking up your child, use your assigned car line (same as drop-off). Make sure your car sign is visible on the windshield. If you don't have it with you, you will have to exit the car line, park your car and come into the main office door 1 to retrieve your child. Children will only be released to adults listed as guardian or emergency contact on the enrollment form. **All persons picking up a child from school will be asked for their ID for identification purposes. If no ID is presented, the child will not be released (no exceptions will be made).** Please keep the office updated of any changes as children WILL NOT be released to any adult NOT listed. If your child will be picked up by a babysitter or daycare, please make sure a responsible adult is added to your emergency contact list.

### **Early Learning Academy Car Lines**

There are two designated car lines at the Early Learning Academy. These car lines have been set up and implemented with the help of the city of Aurora and the Aurora Police Department. All families will use the car line or walk up to Door 1 and wait for a staff member to call your child's name for dismissal. The car line you will use and the car line process will be covered when you pick up your orientation paperwork. **You may NOT park in the car line for any**

**length of time.** There are several parking spaces available to park in if you would rather park and walk up to the building. If you have any questions about the car line process, please call the office at 630-301-5016 or talk with your child's teacher.

### **If A Child Is Not Picked Up**

It is your responsibility to pick your child up on time. If your child is not picked up within 15 minutes of dismissal time (11:15 in the morning session & 2:45 in the afternoon session) we will contact you and/or the people listed as emergency contacts. If after one (1) hour (12:00 in the morning session and 3:30 in the afternoon session) your child has not been picked up and we cannot contact anyone to give us pick up information, we will contact the Aurora Police Department to do a Well Check visit at the home address. Please remember to keep your contact information current with the office staff.

### **Drop off and Pick Up Procedures for Classrooms in the Elementary Buildings**

**Hall AM and Full Day Drop-off time is at 8:30 am**

**Hall PM Drop-off time is 12:00 pm**

DO NOT LEAVE YOUR CHILD UNLESS A STAFF MEMBER IS THERE. Students arriving after 8:40 am will need to be escorted into the building through door number 1 by an adult and signed in.

**Hall AM Pick-up time is 11:00 am**

**Hall PM and Full Day Pick-up time is 2:30 pm**

Drop-off and Pick-up procedures vary among elementary schools. Please refer to the letter mailed to you for these procedures. Children will only be released to adults listed as guardian or emergency contact on the enrollment form. **All persons picking up a child from school will be asked for their ID for identification purposes. If no ID is presented, the child will not be released (no exceptions will be made).** Please keep the office updated of any changes as children WILL NOT be released to any adult NOT listed. If your child will be picked up by a babysitter or daycare, please make sure a responsible adult is added to your emergency contact list.

### **If A Child Is Not Picked Up**

It is your responsibility to pick your child up on time. If your child is not picked up within 15 minutes of the dismissal time of 11:00 or 2:30 we will contact you and/or the people listed as emergency contacts. If after one (1) hour (12:00 or 3:30 pm) your child has not been picked up and we cannot contact anyone to give us pick up information, we will contact the Aurora Police Department to do a Well Check visit at the home address. Please remember to keep your contact information current with the office staff.

## **Your Child's Elementary Building Placement**

All effort has been made to place your child in your home elementary school building or an elementary building close to your home address. However, this may not be possible with later registrations within the school year. Classroom sizes are capped at 20 students per Federal regulations.

## **Lunch Program**

Children attending Preschool have the opportunity to eat breakfast and/or lunch provided by the program.

- Please talk with your child's teacher and nurse with any allergy concerns. Allergies must be documented with a statement from the physician.
- Families with students in preschool are required to fill out a Federal Lunch Application. The application can be completed online or you can get a paper copy from the main office. The information obtained from these forms is confidential and used for state reporting purposes.

## **Peanut/Tree Nut Allergies**

Several students in your school may have a severe peanut/tree nut allergy. Strict avoidance of peanut/tree nut products is the only way to prevent a life-threatening allergic reaction. We are asking for your assistance in providing these students with a safe learning environment.

If exposed to peanuts/tree nuts these students may develop a life-threatening allergic reaction that requires emergency medical treatment. The greatest risk for exposure at school is to peanut products and tree nut products. To reduce the risk of exposure, the classrooms will be peanut/tree nut restricted. Please do not send any products containing peanuts or tree nuts with your child to school. If your child has eaten peanuts/tree nuts prior to coming to school, please be sure your child's hands have been thoroughly washed prior to entering school.

## **Birthdays and Celebrations (No Food Treats)**

The West Aurora School District is no longer allowing students (or students' families) to bring in food treats for any occasion. If parents want to celebrate a special occasion, such as a birthday, please bring a non-food item to share with classmates. Non-food suggestions may include; stickers, books, pencils, etc. Parents should talk with the classroom teacher if you would like additional suggestions for non-food treats. There are no exceptions to this rule to ensure the safety of all students.

## **School to Home Communication**

Check your child's backpack for things they have made at school. Newsletters and calendars will come home in their backpack. Classrooms and Parent Educators will use Seesaw as an

electronic communication tool, sending individual communication, newsletters and information of upcoming events. Please check with your Parent Educator if you need assistance in signing up for Seesaw. Sometimes there will be other notes for you in the backpack or pinned on your child’s clothing. Your school’s website and Facebook pages are updated on a regular basis.

**Clothes**

Please send your child to school ready to play. Children in preschool play outside daily, and will get dirty. Please send your child to school one full set of spare clothes (shirt, pants, underpants, socks and shoes) that is seasonally appropriate. Please store your child’s clothes in a ziplock bag with the child’s name written on the bag. Please help us by putting your child’s name on all items. Coats, sweaters and jackets especially need to be marked. On any given day the teacher and classroom paraprofessional will have as many as 20 children to assist with jackets, etc... Young students cannot always identify their own clothing. Any lost items can be claimed in the main office lost and found. As the season changes, please send a set of clothes that is appropriate. Also, clothing that depicts inappropriate language or advertising, such as drug paraphernalia or alcohol, or is derogatory to another person or group of people is not allowed, your child may be asked to change clothes and the principal will phone the guardian(s) to discuss the situation.

**Other things from home**

Children should not bring other items (toys, books, food, etc.) from home. Their backpack is all they need. Children can become extremely distracted when they have these items from home and this impacts learning. We recommend children do not wear jewelry (necklaces, bracelets, dangling earrings). These items could cause an injury, get lost or broken. The school is not responsible for items that are lost or stolen at school.

**Parent Educators**

The Parent Educators are your link between the home and school. They will provide you with help or assistance you may need, including resources in the community. You will make plans with them about your participation during the year. They will try to answer your questions and help you find solutions to problems or concerns. Parent Educators will send out contact information specific to your building.

<b>Early Learning Academy (ELA)</b>		<b>Full Day Expansion Program</b>	
Luz Palacios Grace Romero Sarah Redding	ELA/Hall	Malu Kinzkowski Jackie Martinez Jessica Livingston Ana Munoz Monica Desoto Rosy Montenegro	Freeman/Nicholson Goodwin/Schneider Greenman/Fearn Smith/Hall (K) Hill McCleery



### **Volunteers/Visitors**

Parent volunteers are welcome in our buildings and classrooms. If you would like to volunteer you will be required to fill out a volunteer form in the main office which authorizes your school to conduct a general background check. You will also need to have a photo ID registered in the main office and will be asked to show it each time you want to enter the building. All volunteers must wear a visitor sticker from the main office during their entire visit. Any adults without the proper visitor sticker will be escorted out of the building if unable to provide the main office with a valid photo ID.

### **Student Teachers and Observers**

As part of the school district, it is possible for high school or college students to spend time in our preschool classrooms observing or interacting with children in the classroom in order to complete observation or clinical hours for school. They will be monitored by classroom staff and program staff and may be present in the classroom throughout the year.

### **Conscious Discipline**

Conscious Discipline is a comprehensive social and emotional intelligence classroom management program that empowers both teachers and students. Based on current brain research, child development information and developmentally appropriate practices, the goal of the program is to provide systematic changes in schools by fostering the emotional intelligence of teachers and students. Conscious discipline leads programs through a process that promotes permanent behavior changes in both teachers and students. The change is from a traditional model of discipline to a relationship-based community model. The “school family” is the core of the program. The school family is held together through communication skills taught during conflict moments in the classroom and through active learning lessons. The goal of the family is to create problem solvers. This system is built on three premises: controlling and changing ourselves is possible and has profound impact on others, connected governs behavior and conflict is an opportunity to teach (Bailey, 2001).

### **Crisis**

All buildings practice and perform several safety drills each year. We will practice fire drills, soft and hard lock down drills, and tornado drills. Some of these drills will be performed with the cooperation of the Aurora Police Department. The teachers and staff take ample time with each classroom to explain in child friendly language the drill procedure and why we practice a certain drill. Vaughan Center is our off-site evacuation center. Parents would be notified if there ever was a situation that warranted the use of this building. Parents would also be reunified with their children at the Vaughan Center.

## **Additional Programming at ELA**

### **PAT (Parents as Teachers) Program**

The PAT (Parents as Teachers) Program services parents and their children aged 0-3. This program is a Home Visiting Program. The Home Visitor performs developmental screenings and meets with families two times a month to share developmental centered information to meet all their child's needs. There are monthly opportunities for parents to meet other parents through Group Connections. Group Connections may take place at the Early Learning Academy or at various locations in the community. Home Visitors also have a wealth of information regarding resources in the community that are beneficial to many families. If you have a young child age prenatal- 3 or are pregnant and are interested in more information on Home Visiting, please call 630-301-5371.

### **Important Phone Numbers**

<b>Early Learning Academy at West Aurora Learning Center</b> 1870 W Galena Blvd, Aurora, IL 60506 Principal: Dr. Laurie Klomhaus Office: 630-301-5016 Safe Phone: 630-301-5470	<b>Hall Elementary</b> 2001 Heather Dr., Aurora, 60506 Principal: Elizabeth Linning Office: 630-301-5005 Safe Phone: 630-301-5201
<b>Freeman Elementary</b> 153 S. Randall Rd, Aurora, 60506 Principal: Mrs. Jana Ream Office: 630-301-5002 Safe Phone: 630-301-5135	<b>Hill Elementary</b> 724 Pennsylvania Ave., Aurora, 60506 Principal: Mrs. Elizabeth Smith Office: 630-301-5007 Safe Phone: 630-301-5255
<b>Goodwin Elementary</b> 18 Poplar Place, North Aurora, 60542 Principal: Mr. Jeffrey Hetrick Office: 630-301-5003 Safe Phone: 630-301-5160	<b>McCleery Elementary</b> 1002 W. Illinois Ave, Aurora, 60506 Principal: Mr. Daniel Ulrich Office: 630-301-5012 Safe Phone: 630-301-5375
<b>Greenman Elementary</b> 729 W. Galena Blvd, Aurora, 60506 Principal: Mrs. Kelly Papp Office: 630-301-5004 Safe Phone: 630-301-5175	<b>Smith Elementary</b> 1332 Robinwood Dr., Aurora, 60506 Principal: Dr. Pete Clabough Office: 630-301-5015 Safe Phone: 630-301-5454

# **Student Support Resources**

National Suicide Prevention Lifeline  
800-273-8255

Suicide Prevention Services (Batavia)  
630-482-9699

National Crisis Counseling Text Line  
Text HOME to 741741

SAFE2HELP Illinois  
*Seek Help Before Harm*  
1-844-4-SAFEIL  
Text - 72332

Download the SAFE2HELP Illinois mobile app  
Bookmark the page: [www.safe2helpIL.com](http://www.safe2helpIL.com)