



Welcome To  
**KINDERGARTEN**

**Parent Handbook**





**SPRING HILLS SCHOOL**

Welcome to Kindergarten and Spring Hills School!

Roselle District 12 believes that Kindergarten is a special time where we have the opportunity to introduce your child to new learning experiences and friendships in a supportive environment. We look forward to getting to know your child and watching them learn and grow!

This Parent Handbook will answer general questions regarding Kindergarten programs offered, enrollment requirements, curriculum, contact information, and more.

### Registration

<b>Kindergarten Age Requirement</b>	Children who are residents of the district and turn 5-years-old on or before September 1 the year of enrollment are eligible. (School Code 105 ILCS 5/10-20.12)
<b>Registration New and Returning Students for the 2026-2027 School Year</b>	Begins Tuesday, January 6 <sup>th</sup> , 2026 Please check the district website for additional information <a href="http://www.sd12.org/domain/51">www.sd12.org/domain/51</a>
<b>Registration Contact Information</b>	Roselle Administration Office Ms. JoAnn Dumelle 630-529-2091 x1010

### Enrollment Requirements

<b>Certified Birth Certificate</b>	Please bring a certified copy of your child’s birth certificate (with seal) or other government document verifying date of birth. An official certificate of every birth should be on file in the locality where the event occurred. These records are filed permanently in a State vital statistics office or in a city, county, or other local office. To obtain a certified copy of a birth certificate, write or go to the vital statistics office in the State or area where the event occurred, or visit the National Center for Health Statistics <a href="http://www.cdc.gov/nchs/w2w/index.htm">www.cdc.gov/nchs/w2w/index.htm</a> for information on where to obtain an official birth certificate.
<b>Proof of Residency</b>	Per Illinois law and Board of Education policy, only students who are legal residents of District 12 may attend school in the District. Generally, a student’s residency is the same as the person who has legal custody of the student. The person registering the student must submit proof of legal custody and residency prior to the start of the school year. Students will not be assigned to a classroom or allowed to start the school year until residency has been verified.
<b>Health Information</b>	<ul style="list-style-type: none"> <li>• <b>Health exam</b> dated within one year of school entry. The Certificate of Child Health Examination form is available online and in the school office. Please visit <a href="http://www.sd12.org/Page/70">www.sd12.org/Page/70</a> for more information. Please submit early to assure your child has met the health requirements and any health issues are planned for in advance of school entry.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Dental exam</b> dated within 18 months of school entry. The IDPH Dental Examination form is available online and in the school office. Please visit <a href="http://www.sd12.org/Page/70">www.sd12.org/Page/70</a> for more information.</li> <li>• <b>Eye exam</b> dated within one year of school entry. The State of Illinois Eye Examination Report is available online and in the school office. Please visit <a href="http://www.sd12.org/Page/70">www.sd12.org/Page/70</a> for more information.</li> <li>• <b>Immunization records.</b> We accept vaccine documents at any time upon registration. Please submit early to assure your child has met the State of IL vaccine requirements. The month/day/year and correct number of doses at the correct intervals must be verified by a health care provider. This is due before school starts. It is recommended that families keep a copy of their child’s health examination and immunizations for their records. Parents or guardians who object to examination(s) or immunization(s) on religious grounds are not required to submit their child or wards to either, and must provide a completed Illinois Certificate of Religious Exemption form signed by the health care provider. Please visit <a href="https://www.sd12.org/Page/70">https://www.sd12.org/Page/70</a> for more information. Per School Board Policy 7:100—Students who are not in compliance with IL student health requirements may be excluded.</li> </ul>
<b>Transfer Form</b>	If applicable, a student transfer form from previous school attended

## Kindergarten Program

<b>Full-Day Kindergarten</b>	Roselle D12 offers a Full Day Kindergarten Program at Spring Hills School. The school hours are from 8:30-3:30. Core academic areas, including Math and English Language Arts will be the focus of the morning. The morning also provides WIN (What I Need Time) so that students can have time for extensions, enrichment, or intervention services. The afternoon will focus on the necessary social, inquiry, and executive functioning skills and standards needed to prepare students for Grade 1 and beyond. Students in full-day Kindergarten will have daily lunch, recess, and rotating specials (Art, Music, Physical Education, and STEM).
<b>Half-Day Option</b>	Per school code, District 12 also allows for a half-day experience. With core instruction occurring in the morning, parents can be assured that their half-day Kindergarten student will receive all required instruction. Parents who desire a half-day kindergarten program are encouraged to contact the building principal as soon as possible. To inquire about a half-day Kindergarten option, please contact the Spring Hills Principal at 630-529-1883.

## Early Admission

<b>Early Entrance Policy</b>	Early Entrance to Kindergarten is considered a form of whole-grade acceleration in Roselle District 12 (Board Policy 6:135 - Acceleration Placement Policy). This is an educational intervention that may be
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	<p>appropriate for some children who will turn five between September 2nd and December 31st who demonstrate exceptionally high ability and developmental levels in all assessed areas.</p> <p>Early Entrance to Kindergarten is reserved for children with exceptionally high ability and developmental levels 1 to 1½ years above their actual age in the following areas; cognitive ability, social and emotional maturity, academic ability, and gross-and fine-motor coordination. Therefore, Early Entrance to Kindergarten is not appropriate for most children and very few will qualify each year.</p>
<b>Application Information</b>	<p>Parents/guardians of children who turn 5 between September 2nd and December 31st and would like their child to be evaluated for Early Entrance to Kindergarten must complete an Early Entrance to Kindergarten Application <b>by *March 1st</b> of the preceding school year the parent is requesting entrance to kindergarten. More information can be found on our district website at <a href="https://www.sd12.org/Page/171">https://www.sd12.org/Page/171</a></p>

## Schedule

<b>Arrival and Dismissal</b>	<p>Spring Hills School hours are from 8:30am-3:30pm</p> <ul style="list-style-type: none"> <li>• Main Entrance opens at 8:15 a.m. (students admitted to the building). Students are not to be on campus prior to 8:15 a.m. There is no supervision on duty prior to this time</li> <li>• School starts at 8:30 a.m.</li> <li>• Students arriving after 8:30 a.m., are considered tardy (unexcused) unless they have been called in or signed in by a parent/guardian</li> <li>• Attendance line <b>630-529-1883</b> -please leave a message on the attendance line to report absences or tardies before 9:00 a.m. State your child’s name along with a reason for the absence or tardy</li> <li>• Office hours are 8:15 a.m. to 4:15 p.m.</li> <li>• Students should leave the school building and school grounds at 3:30 p.m., unless participating in an after school activity</li> </ul>
<b>Kindergarten Daily Schedule</b>	<p>A Kindergarten student’s typical daily schedule includes:</p> <p>Morning Meeting (10 minutes)  WIN “What I Need” (30 minutes)  English Language Arts (60 minutes)  Math (60 minutes)  Recess and Lunch (60 minutes)  Science/Social Science (45 minutes)  Specials (50 minutes)  Writing (30 minutes)  Play-Based Centers (30 minutes)</p>
<b>Specials</b>	<p>Kindergarten students rotate each day for a 50 minute class between Art, Music, STEM, and Physical Education.</p>
<b>What is WIN time</b>	<p>WIN standards for “What I Need”. This 30-minute time is set each day to provide extra support for students with whatever they may need. This may include time for interventions and enrichments, services such as English Language or Speech, or small group guided instruction for re-teaching or re-assessment with their teacher.</p>

## Calendar

<b>Kindergarten School Calendar</b>	Our Kindergarten classes follow the regular school calendar for all students in Roselle District 12. There are 12 SMART days built into our calendar. These SMART days have a regular start time but students are dismissed at 1:30pm to provide time for professional development for staff. You can view the 2023-2024 school calendar at <a href="https://www.sd12.org/Page/112#calendar469/20230705/month">https://www.sd12.org/Page/112#calendar469/20230705/month</a> .
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## Contact Information

<b>Registration</b>	Mrs. Dumelle <a href="mailto:jdumelle@sd12.org">jdumelle@sd12.org</a> 630-529-2091 x1010
<b>Spring Hills</b>	Mrs. Baillie, Secretary <a href="mailto:mbaillie@sd12.org">mbaillie@sd12.org</a> 630-529-1883 Ms. Petelle, Principal <a href="mailto:kpetelle@sd12.org">kpetelle@sd12.org</a> 630-529-1883 x3136 Ms. Jensen, Assistant Principal <a href="mailto:jjensen@sd12.org">jjensen@sd12.org</a> 630-529-1883 x3143
<b>Early Admission</b>	Mrs. Lynn, Assistant Superintendent of Learning and Teaching <a href="mailto:klynn@sd12.org">klynn@sd12.org</a> 630-529-2091 x1012
<b>Health/Medical</b>	Mrs. Dahl <a href="mailto:vdahl@sd12.org">vdahl@sd12.org</a> 630-529-1883 x3142

## Curriculum

<b>Kindergarten Curriculum</b>	Our Kindergarten curriculum is aligned to the Illinois Learning Standards for English Language Arts, Math, Science, Social Science, Physical Development and Health, Music, Fine Arts, and Social-Emotional Learning. To view all of the Illinois Learning Standards for Kindergarten please visit <a href="https://www.isbe.net/Pages/Standards-Courses.aspx">https://www.isbe.net/Pages/Standards-Courses.aspx</a>
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## Staff

<b>Kindergarten Classroom Teachers</b>	Mrs. Miller Mrs. Starr Mrs. Salatino
<b>Kindergarten Co-Teachers</b>	Mrs. Balice Mrs. Eich Mrs. Jezuit
<b>Kindergarten Specials Teachers</b>	Mrs. Balgemann - Music Mr. Dettlo – Physical Education and Health Mrs. Paszternak - Art Mr. Treanor – STEM
<b>Kindergarten Support Staff</b>	Mrs. Burns – Social Worker Mrs. Gabel – Speech Mrs. Eich – English Learners Mrs. Barbier – English Learners Mrs. Jezuit – English Learners
<b>Administration</b>	Ms. Petelle – Spring Hills Principal Ms. Jensen– Spring Hills Assistant Principal

## School Supplies

<b>Kindergarten School Supplies</b>	You can view the list of school supplies for Kindergarten on our school website <a href="https://www.sd12.org/Page/156">https://www.sd12.org/Page/156</a>
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## Student Handbook

<b>Student Handbook for 2025-2025</b>	You can view the handbook at <a href="https://www.sd12.org/Page/223">https://www.sd12.org/Page/223</a>
<b>Roselle D12 School Board Policies</b>	To view all school board policies, please visit <a href="https://boardpolicyonline.com/?b=roselle_12">https://boardpolicyonline.com/?b=roselle_12</a>

## Technology

<b>Technology in Kindergarten</b>	All Kindergarten students will receive a district provided Chromebook that can be used at school. The devices do not go home with Kindergarten students. Technology may be used to support our curriculum and assessments but is not a main resource of teaching and learning in Kindergarten.
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## Before and After School Care

<b>Roselle Park District's Club Kids</b>	The Roselle Park District offers childcare for before and after school hours on school days, on certain days off of school and camps during breaks. For more information, visit <a href="https://www.rparks.org/school-age-childcare">https://www.rparks.org/school-age-childcare</a>
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## Tips to Prepare Your Child for School

- Speak positively about school so your child is excited about starting kindergarten and learning new things.
- Help your child be more independent with meals, using the bathroom, zipping jackets, and putting on shoes.
- Practice with your child to learn basic numbers and letters and how to write their first name.
- Encourage your child to express wants or needs and to be a good listener and friend.
- Review transportation routines with your child so they are familiar with how they will get to and from school.
- Make home a place for learning. Designate a spot to do school activities with your child after school.

## Frequently Asked Health Questions

<b>When do I keep my child home from school?</b>	<ul style="list-style-type: none"><li>• <b>Fever:</b> Keep your child home if they have a fever (temperature of 100°F or greater). Keep your child home for a period of 24 hours after the fever has passed, without fever-reducing medications.</li><li>• <b>Vomiting or diarrhea:</b> Keep your child home for 24 hours after the symptoms have stopped.</li><li>• <b>Undiagnosed rash</b></li><li>• <b>Communicable diseases</b> (such as strep throat, influenza, chicken pox, measles, COVID, etc.): Keep your child home for a period of 24 hours of antibiotic treatment or after the</li></ul>
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	<p>contagious period for the illness is over. This time frame may be longer for more serious communicable diseases.</p> <ul style="list-style-type: none"> <li>• <b>Pink eye</b> (conjunctivitis)</li> <li>• <b>Head lice infestation</b> (live head lice)</li> </ul> <p>Report illness symptoms completely on the attendance line at school.</p>
<p><b>When will my child be sent home from school?</b></p>	<ul style="list-style-type: none"> <li>• Fever of 100°F or greater</li> <li>• Vomiting or diarrhea</li> <li>• Unidentified skin rash</li> <li>• Communicable illness suspected: pink eye, strep throat, chicken pox, impetigo, whooping cough, or other</li> <li>• Injury and/or illness requiring medical attention</li> <li>• Other as decided upon by the nurse and parent/guardian</li> </ul>
<p><b>What if my child takes medication?</b></p>	<p>SD12 believes it is best for prescription and nonprescription medication should be administered at home. However, if it is in the best educational and health interest of the child to take prescribed medication during the school day, then a Medication Authorization Form must be completed. This pertains to all medications (prescription, over the counter, and emergency). The Medication Authorization Form is available online at <a href="https://www.sd12.org/Page/70">https://www.sd12.org/Page/70</a> or in the school nurse office. Medication must be brought to the school by the parent or guardian in the original container.</p>
<p><b>What if I need to make changes regarding health information or emergency contacts?</b></p>	<p>Emergency contacts and parent phone numbers can be changed through your Skyward account that you used for registration. Also, please notify the health office regarding changes in your child's health condition or medication, so that we can best meet their health needs at school.</p>