

BENSENVILLE

SCHOOL DISTRICT 2

EARLY LEARNING PROGRAM



FAMILY HANDBOOK

2026/2027

PRESCHOOL ATTENDANCE LINE: 630-521-2203

EARLY CHILDHOOD PRINCIPAL: CHRISTY POLI

EMAIL: CPOLI@BSD2.ORG

PHONE: 630-521-2304

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Philosophy and Purpose

The Bensenville D2 Preschool Program is a multi-aged program that provides experiences for young children ages three through five who have varying abilities. All children have an opportunity to play and learn together in an accepting and engaging environment. Each classroom is staffed by at least one certified teacher and one classroom assistant. The preschool serves the needs of all children utilizing a developmentally-appropriate researched based approach to instruction. It is not mandatory for preschoolers to be independent in their toileting skills, but it is encouraged.

The preschool program provides developmentally appropriate experiences for preschool children, their families, and the community. The program is designed to meet the developmental needs of children in a safe and nurturing environment while promoting educational success. We believe in encouraging growth through hands-on learning which utilizes the natural abilities and interests of children.

Program Description

The Bensenville District 2 Preschool Program is open to three and four year olds who reside within the boundaries of District 2 and who have been referred to the program following the district's preschool screening process. Our preschool program provides a stimulating environment to help each child develop a strong foundation for school success and a passion for learning. Our programs are located at Tioga School. We have three programs within our preschool program:

Blended

Blended Preschool combines at-risk, language learners, and special education students and is taught by a teacher who is certified to teach all groups. The program supports the inclusive model of special education instruction and employs strategies and interventions to meet the needs of each student.

Bilingual

These classes are reserved for at-risk and Special Education students in need of a Bilingual (Spanish) classroom setting. The program focuses on developing the students' language skills in both English and Spanish.

Instructional Academic Classroom

Is designed for students with identified developmental delays in the areas of motor, social emotional, adaptive, and/or cognitive functioning. This program provides intensive intervention for identified children ages 3-5 who have a diagnosis and/or exhibit characteristics of autism and require a highly structured environment.

Contacting Teachers

Collaboration between teachers and parents is very important to District 2. The preschool program utilizes a platform called SeeSaw to promote two way communication. Your child's teacher will set up the use of the program for you while your student is in preschool. If you prefer to call the teacher please utilize the contact



information provided by your child's classroom teacher. If you would like to leave a message, you may call your teacher's number and leave a voicemail. You can also call the office to leave a message. Please understand that when you call during the day, teachers have responsibilities to the children and can't answer the phone. If there is an emergency, please leave a message with the office and they will relay the message to your child's teacher directly.

School Schedule

AM Schedule

Drop off: 8:25

Instructional time: 8:30

Dismissal time: 11:00

PM Schedule

Drop off: 11:40

Instructional time: 11:45

Dismissal time: 2:15

Please be prompt and arrive on time for drop off and pickup. The 25/26 Calendar is located [Here](#) on our website.

Transportation: Bus

Bus times can fluctuate due to weather, traffic, etc. Please be at your bus stop ten minutes before your scheduled time. You and your child must be ready and waiting for pick-up when the bus comes. The teachers will meet the bus when it arrives at school. After school, bus drivers assist the students in getting seated on the bus. It is expected that your child will remain in his or her seat, sitting quietly, while riding the bus. Children should not eat or drink water on the bus. All toys should remain in their backpack or safely at home. We must have a list of adults who are authorized to pick up your child from school or the bus stop. If there are any additions or deletions to the list, we must have the request in written form. In order for a child to be released to a waiting adult, their name must be on your approved transportation form. An approved adult must be waiting at the bus stop when the bus arrives. If the bus driver does not see an approved adult, your child will be brought back to school and you must make arrangements to pick him or her up. If the bus is late, please wait for it, especially at the beginning of the year or in bad weather when there may be unexpected delays.

If your child will NOT be taking the bus on a particular day, please call the pre-k attendance line at 630-521-2219 to let us know.

Transportation: Car

Drop off is located at the back of the building, door 30, at the preschool entrance in the designated drop off zone. The crossing guards and building staff will direct your vehicle to its drop-off location. Children should not be dropped off prior to starting times and need to be picked up promptly at dismissal. Dismissal is located at the front of the building, door 43. Parents who pick up their child will meet their child at door 43, located on Memorial Dr, just west of the main doors. Changes to who will be



picking up a child for the day must be communicated to the Pre-K Secretary and teacher in advance.

Attendance

Absence reporting: Please call the preschool attendance line (below) as soon as possible for each day your child will be absent or tardy.

Tioga Preschool Attendance Line(630) 521-2203

Attendance Policy

The District 2 Preschool program meets five days per week. Your child is expected to be at school every day. Attending school every day is very important for your child—your child cannot learn if he or she is not in class. Research shows that children who attend school regularly are more likely to be successful during their school years. Children should attend school every day unless an illness or emergency prevents them from doing so. Valid causes for absence include illness, observance of religious holidays, death in the immediate family, family emergencies, and other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health. Always call the school office on the day when you know your child will be absent.

Tioga Preschool Attendance Line(630) 521-2203

As educators, we hope to work with you to prepare your child to be successful in preschool and beyond. If there are more than 10 unexcused absences, a meeting will be held with the parents and building administrators to discuss barriers to absences. Absences for vacation are considered unexcused. If for some reason an extended absence is necessary please contact the attendance line and let them know.

Health

Children who are sick should be kept at home. If your child is sick on a school day please call the school to inform them that your child will not be coming. Students should not return to school until fever free for 24 hours, and vomiting and diarrhea has ceased for at least 24 hours without medication. If it is necessary for a student to go home from school, the nurse, health aide, or school secretary will contact you.

School Closings

The District 2's notification system will contact all student households when a school must be closed for emergency reasons. In cases of extreme weather or emergency situations, parents/guardians should receive a phone call, email, and/or text message no later than 6 a.m. In addition, the Chicago broadcasting stations will have information about emergency school closings. School closings also are posted on the District's website, www.bsd2.org, and the Emergency Closing Center website, www.EmergencyClosings.com



Contact Information

Please make sure that the emergency numbers on file at the school are up to date; these include home phone numbers and a number where a parent, family member, or neighbor can be reached if necessary. Students will be released only to a parent or designee for whom the school has authorization on file. Proof of identification is required.

Snack

Snacks are provided by the program on a daily basis. Snack items are state approved snacks (ex: various crackers and juice).

- ***If your child has any allergies or dietary restrictions, be sure to let your child's teacher and the school nurse know.***
- Snacks/food from home are not permitted.
- Students are permitted to bring a water bottle to school, please label with the students name.

Birthdays & Holidays

The preschool program celebrates birthdays and holidays within the classrooms. Due to allergy concerns food is not permitted for the celebrations. Treats provided to celebrate a child's birthday must be non-edible. The classroom teacher will determine the best time to distribute them.

If you are planning a party for your child at home, please do not distribute invitations at school.

Alternative activities will be available for students whose parents/guardians do not want their child to participate in celebrations.

Clothing and Personal Belongings

- Each child needs an extra set of clothes at all times so please send in labeled clothes for your child. These will stay at school in case your child needs a change of clothes. Please replace clothes as needed.
- Please put your child's name on all clothing that might be removed during the day including jackets, sweaters, boots and mittens.
- Please send your child in comfortable and washable play clothes. Keep in mind that we are painting, pasting, running and climbing. Please also keep in mind that weather changes frequently. Please consider the temperature outside when preparing for school so that students are dressed appropriately to play outdoors.
- Please send your child in clothes that he or she can remove and put on by themselves. This helps children gain confidence and independence.
- Remember to dress your child for outdoor play. We go outside every day unless it is raining or very cold. Boots are needed in winter. Please send shoes in your child's backpack for indoor wear on days that he/she wears boots.



Curriculum

District 2's Preschool Program uses Creative Curriculum as the framework for the preschool program. This is a developmentally appropriate curriculum that is accepted by The National Association of Education for Young Children and the Illinois State Board of Education for Early Learning. A variety of active and quiet work/play centers are provided so children can make choices, create, and interact with peers within their environment. The materials used provide concrete experiences and are adaptable to varying play and developmental levels of children. The teachers also develop "Units of Study" that thematically complement the children, their cultures, and the community.

Report Cards

We use Teaching Strategies GOLD for our report cards which are sent home at the end of each trimester. Teaching Strategies GOLD is a comprehensive, research-based assessment system that supports effective teaching and children's development and learning. It is aligned with the Illinois Early Learning Standards and supports the articulation to the Common Core for Kindergarten. The areas of development are separated into the following: social-emotional, physical, language, cognitive, literacy, math, and English language acquisition.

Parent Teacher Conferences and Home Visits

Parent teacher conferences are held twice a year. One in the fall and one in the spring. Families are encouraged to schedule a time to meet with the classroom teacher to hear about the progress their child is making.

Home visits also occur within the preschool program. These visits assist our classroom teachers in getting to know the families and their home environments. These visits are scheduled in advance. Parents are encouraged to participate in home visits.

Backpacks and Communication

Please have your child bring a backpack every day. Your teacher will establish a communication system with you. We will send home important papers in the backpack and parents may use the backpack to send any notes back to us. We check the backpack every day. Please make sure your backpack is large enough to hold a folder and personal belongings. The classroom teacher will provide the folder. Your child's teacher will invite you to join SeeSaw; a communication platform that the preschool program uses.

Special Education and Support Services

The Student Services Department currently provides special education programs and services for children in compliance with the Individuals with Disabilities Education Act (IDEA) and the Illinois Administrative Code. Special Education programs serve students with academic, communication, cognitive and physical



disabilities as well as autism spectrum disorders, social/emotional/behavioral disorders, health impairments, and visual or hearing disabilities. Section 504 Plans are developed for students with disabilities, including health conditions, which require accommodations within the school environment.

The District follows set procedures for the identification, evaluation, and placement of special education students per federal and state regulations. Copies of those regulations/documents are available to parents upon request from the [Illinois State Board of Education \(ISBE\) Special Education Parent Page](#)

Expulsion and Suspension

Bensenville D2 Preschool Program believes in the importance of developing and supporting children's social-emotional development. In accordance with the State of Illinois Public Act 100-015, District 2 prohibits the practice of expulsion and suspension for early childhood age students (3-5 years of age). As a district, we are committed to working collaboratively with families to ensure success for all students and the development abilities. Positive behavior supports are embedded across classrooms and are individualized to meet individual student needs.

Kindergarten Transition:

Our program is committed to ensuring a smooth and supportive transition to kindergarten for every child and family. During the Spring before kindergarten, families of children with an Individualized Education Plan (IEP) are invited to participate in a transition meeting. At this meeting, your child's current educational plan is reviewed with the kindergarten team, and supports and services are adjusted as needed to reflect your child's unique strengths and needs.

All families receive a [Kindergarten Readiness Checklist](#) during parent-teacher conferences. This checklist outlines key developmental milestones and expectations, with ongoing input from your child's teacher to help you understand and prepare for the transition. Additional opportunities to build familiarity and confidence include participation in our Summer Kindergarten Jump Start program, a teacher-guided walk-through of the kindergarten classrooms and school areas, and the distribution of Kindergarten Learning Boxes designed to support families in strengthening foundational skills at home.

For additional information on how to prepare your child for kindergarten, please contact your child's teacher.

Additional Information

If you have further questions or need additional support, please contact Christy Poli, EC Principal, at cpoli@bsd2.org or 630-521-2304

