

# EARLY CHILDHOOD EDUCATION CENTER (ECEC)



## PARENT HANDBOOK 2022-2023

Early Childhood Education Center  
543 N. Wood Dale Road  
Wood Dale, IL 60191  
Phone Number: 630-694-1174  
Attendance Line: 630-238-0387

Principal: Elvia Villalobos  
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Dear Parents,

Welcome to the Early Childhood Education Center (ECEC). I want to assure you that your pre-kindergarten-age child will be provided with an outstanding educational experience. The ECEC faculty has been chosen to service children based on their competence in multiple areas of early childhood education.

The State of Illinois funds our program with a grant called Preschool for All. This grant, provides Wood Dale families with a high-quality preschool and pre-kindergarten program with standards and expectations that include a rich language experience in a play-based curriculum that fosters inquiry, reasoning, social-emotional growth, rich experiences, and fine and gross motor activities, and project-based learning. Our commitment is to communicate with our parents and provide you with support, educational programs, and many opportunities to be an active participant in your child's learning. We follow the Illinois Early Learning and Development Standards and use Creative Curriculum as a resource to develop Units of Study for our students.

While we provide an excellent program and faculty for your child, it is **not possible to do this well without your support.** We **want** you to be an active participant in promoting learning in your child, and so we may suggest reducing TV and device time to no more than 1 hour a day, reading to your child, making sure that your child gets 10-12 hours of sleep, giving your child a healthy breakfast, and attending the evening programs that we offer. Research continues to mount and confirm that children and adolescents who do not have enough deep sleep more often exhibit behavior and even learning problems. We look for you at our parent programs that are designed to assist you in supporting your child so that he or she can leave our program as a competent and engaged learner.

**Please** read through this handbook as well as the Wood Dale School District 7 Handbook so that you know our and the school district's expectations. The Wood Dale School District 7 calendar, ECEC newsletter, teacher website, and district website ([www.wdsd7.org](http://www.wdsd7.org)) will remind you about programs, early dismissals, days off, field trips, and other information about upcoming events or changes. On the district website, you will find links to ECEC teachers.

**When you join our program you are making a commitment to take part in your child's education.** Your child's teacher cannot educate your child properly without your support. Each classroom teacher will provide you with highlights of what they will be covering weekly so that you can support these lessons through home discussion, stories and practice of the concepts that are taught. **Remember, you are, and always will be, your child's most significant teacher.** Your child watches and hears everything that you do and say. When you work with your child and his/her classroom teacher, you show your child that you value learning. What better gift could you give your child than your time and commitment?

With gratitude,



**Elvia Villalobos**  
ECEC Principal

# Wood Dale School District

## **Mission Statement**

We will collaborate with all families to implement high-quality instruction and provide engaging learning experiences, empowering each student to reach their full potential in a safe and supportive environment.

## **Vision Statement**

We will be an exemplary school district. Our students will be resilient, lifelong learners who strive for excellence and become engaged citizens.

# Early Childhood Education Center

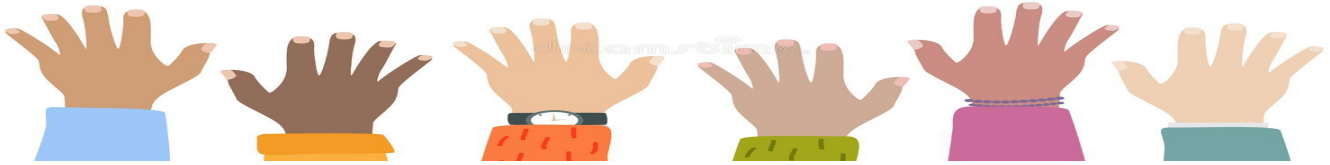
## **ECEC Mission Statement**

The mission of the Early Childhood Education Center is to provide a safe, nurturing, high-quality child-centered learning environment that fosters individual success and a love of learning in partnership with families and the community.

## **ECEC Vision Statement**

All children will be given a high-quality educational foundation that promotes curiosity, exploration, language development, social/emotional development, and independence so that they become lifelong learners and productive members of their community.

**Revised on: June 2014 by parents and faculty**



## PHILOSOPHY OF PARENT INVOLVEMENT

We believe parents are the child's primary teachers. They have a significant impact on the child's development. Parents are the most important role models in any child's life.

Active involvement with your child helps to develop their intelligence through the guidance of early learning experiences. Parents can arrange more opportunities for their children to explore and interact with the environment. The more children touch, see and hear, the more likely they will develop to their full intellectual capacity. Likewise, the more a family reinforces the learning skills worked on at school, the more successful a child will be throughout his schooling. Therefore, reading to your child daily, working on vocabulary, reinforcing the daily lesson objectives shared by the teacher in her weekly plans, and so on will only help to make your child a more competent learner.

Open communication allows us to establish a cooperative partnership between home and school. This two-way communication encourages sharing information to maximize each child's abilities; therefore, parent involvement is essential to our early childhood program. Parents may phone the school to speak to teachers, who will return the phone calls when children are not present. Parents may choose to make an appointment or use a communication notebook to "talk" to the teacher. Support is based on the needs of the family. We offer individual support to families and parent group discussions, including child development, behavior management, and language intervention strategies.

Parent participation is expected regularly, whether it's an observation, attending an evening event, volunteering, or leading a center in the classroom under the teacher's guidance.

## GOALS of PARENT INVOLVEMENT



Parents are significant to their children's development. The following goals guide the parent education/involvement program at the Early Childhood Education Center:

1. To help parents understand developmentally appropriate ways for children to learn and the benefits of PLAY.
2. To help parents understand and nurture children's cognitive, social/emotional, and physical developmental stages.
3. To introduce and teach parents and children the foundations of the school district's curriculum.
4. To expose parents to vital parenting information on nutrition, academic readiness, positive discipline, language, social skills, health, and safety.
5. To provide parents with information, examples, and ways to support their child at parent conferences.
6. To inform parents about community activities beneficial to families and children.
7. To aid parents in recognizing and coping with stress related to parenting.
8. To help parents develop a support system amongst themselves.
9. To facilitate positive literacy skills with children.
10. To provide families with knowledge/access to community resources that support their individual needs.

## PROGRAM PHILOSOPHY



The Early Childhood Education Center believes that each child is unique. Our program is designed to foster the development of each child to his/her fullest potential. This program will reflect best practices, up-to-date methodology, and an introduction to the (district) curriculum. The following beliefs guide the ECEC program:

1. Parent involvement is necessary as a family significantly influences a child's development.
2. Activities will be planned to address the development of the "whole" child, i.e., intellectual, language, social, emotional, and physical development. All activities should have a purpose and consider the integration of topics. Projects that are studied involve in-depth learning, integrate multiple academic areas, and include higher-level thinking and problem-solving through exploration and discovery.
3. Language is a primary foundation central to our program and learning.
4. A safe and nurturing environment will facilitate and encourage a positive attitude toward learning.
5. Children are free to investigate and arrive at conclusions without fear of making mistakes. The teachers will guide this process by asking open-ended questions.
6. Establishing a daily routine encourages feelings of security and comfort and promotes the development of self-discipline.
7. Children learn most effectively through hands-on experiences using developmentally appropriate activities and materials.
8. Each child begins at his/her own level of development and progresses at an individual rate and in a unique learning style.
9. Each child's growth is assessed according to developmentally appropriate timelines and will be monitored through authentic assessments and portfolios.
10. Play is used to expand and refine learning skills. Play is essential to promote learning through a hands-on approach that uses a child's interest areas as a starting point. In addition, play is essential in developing communication and socialization: for young learners.
11. Children will be exposed to and taught concepts within language arts, math, phonological awareness, reading, art, music, creative dramatics and movement, science, social studies, technology, and social/emotional areas.

12. Teachers encourage children's problem-solving, decision-making and creativity.
13. A variety of child-centered activities are provided to balance child-directed, teacher-directed, quiet, and active play; large and small group activities. These activities also provide time for independent and cooperative group work.
14. Children are provided with realistically challenging demands. "At-risk" or weaknesses are considered by our staff as a temporary condition that, with proper and continued educational intervention, will move toward a no-risk status. **All** children benefit from learning from and with each other.
15. Inclusion of all children in our PFA classes for all or part of the session is a right of every child that enters ECEC unless there is some definitive and substantial reason.

**EDUCATION GOALS: The purpose of the ECEC program is** to develop the **whole child**, the following are program goals:

1. To screen and identify the needs of preschool-age children (3-5 years old) in the Wood Dale Community.
2. To respect, value, and accept each family and their culture and beliefs.
3. To involve parents in the educational process at home and at school through:
  - A. Home school communication
  - B. Home visits
  - C. Classroom participation
  - D. Parent advisory board
  - E. Parent education/evening programs
4. To help nurture positive self-esteem through successful interactions with people and materials by:
  - A. Developing awareness of individual strengths and challenges
  - B. Developing acceptance of their own feelings and developing awareness, as well as consideration of the feelings of others
  - C. Developing feelings of self-worth through decision-making and fostering independence
  - D. Providing child with appropriate challenges
5. To develop appropriate social skills in various situations by fostering:
  - A. Cooperation
  - B. Problem solving
  - C. Respect for self, others, and property
  - D. Positive interactions
  - E. Communication
  - F. Self-regulation of emotions and promoting age-appropriate social skills
6. To expose students to fundamental terminology used in kindergarten.
7. To provide opportunities to develop fine motor skills and activities that improve large motor coordination and spatial awareness.
8. To foster independence, emotional intelligence, and self-control.
9. To promote cognitive skills through opportunities to explore, problem solve and question under teacher guidance.
10. To encourage a healthy attitude and behaviors about one's physical self by creating an interest in nutrition, safety, and personal hygiene.

11. To provide children with learning opportunities based on current research and sound educational practices by following the grant requirements and Illinois Early Learning Standards.
12. To further the educational needs of the staff by providing opportunities to participate in programs about the development of the "whole" child.
13. To provide integration with other classrooms for expanded learning opportunities and social skills.
14. To prepare all students for a successful kindergarten experience.

## GENERAL INFORMATION

### **ENROLLMENT**

ECEC is a Wood Dale School District #7 preschool that is state-funded and designed to prepare children for kindergarten readiness. Enrollment is determined primarily through screening, during which parents are interviewed, questionnaires are completed, and children are screened. Children who show "At-Risk Learning" factors are offered our program. We consider this grant a gift from the state for you and your child, so we expect you to be an involved parent. All children who attend the Preschool for All program must be 3 or 4 years of age but not eligible for kindergarten.

### **ATTENDANCE**

Once your child is enrolled in our program, we expect to see them **on time every day** unless they are ill. A child who attends school regularly will naturally perform better and feel a part of the classroom. Vacations should be taken during the days when school is out. You will be contacted to determine the problem if your child has excessive absences. **You may be asked to withdraw your child so other children can enter our program. You are expected to call our attendance line and state the reason for their absence at 630-238-0387.**

### **ARRIVAL AND DISMISSAL**

- **School Hours: 8:10 AM - 10:50 AM and 11:40 AM - 2:15 PM**
- **Parents who bring their children to school are expected to arrive on time.**
- For others, a bus will pick up your child at home and bring them back to your home. For your child's safety, please discuss with them some basic rules of riding safely on a bus (see rules in this booklet).
- If your child has problems riding properly, you will be contacted by their teacher or bus driver.
- Bus riding is a privilege that is not offered to preschoolers in many districts.

**For all bus riders, in addition to calling the attendance line, please notify Mrs. Pam at 630-546-2859 or email her Pamela Wawczak before 7:30 am. Parents of out-of-district students must contact the bus company that transports their child.**

### **PARENT TRANSPORTATION**

Parents that choose to transport their child to and from school must use the main entrance to the building. The driver is to **pull into a parking spot** and escort your child into the lobby, where a staff member will meet them. Children may not be left in the building without a parent. If a private daycare or another family member is to transport the child, you must make them aware of our procedure.

Parents should wait for a teacher or ECEC faculty member to escort your child to the line or classroom.

**Please remember that the turnaround is a bus drop-off lane and not a place to park your car. Park your car in a parking spot when coming into the building. Never leave young children unattended in your vehicle.**





You are responsible for providing the proper car seat or booster seat and securing your child safely with a seatbelt whenever they are riding in a car.

**PLEASE** be on time if you choose to drive as you are holding up the entire class of children.

You will be required to sign in & out your child for at least the first two weeks of school.

## **EMERGENCY CARDS**

The information you provide us at registration is extremely important. This information enables us to contact you in an emergency, so make sure that all information is accurate. We also need to know the names of people who can pick up your child if they are ill and you cannot pick them up. We will not release your child to anyone not listed on that card.

**CONTACT THE SCHOOL IMMEDIATELY IF YOUR PHONE NUMBER CHANGES!**

## **BACKPACKS & CLEAN WATER BOTTLE**



All children should bring to school a **full-size backpack & a clean water bottle daily.** You are responsible for looking through your child's backpack nightly to read all school correspondence and notes from the teacher. The teaching staff will check backpacks daily.

## **BEHAVIOR**

Staff uses positive strategies such as verbal praise and rewards to reinforce positive behaviors. Re-direction, distraction, and ignoring are used to deal with challenging behaviors. Physical aggression (hitting teachers or other children) and biting are of concern but happen in young children who may not have the words to express their feelings. Some children need time to adjust, calm themselves and perhaps find something to cuddle, take a break or find an adult to comfort them. If a child has difficulty in using words to express himself, this is often the problem as the frustration builds up. Some children are susceptible to noise, visual stimuli, smells, touches, and schedule changes. The more information you can share with us, the better we can be prepared to deal with your child's behavior. Your child's teacher will always contact you about any concerns.

## **CONFERENCES/HOME VISITS**

Conferences are held minimally once a year. However, an appointment can be set up at the parent or teacher's request. Teachers will visit your child and their family in their home before they start the program. The home visit is a requirement of the grant and aids in bridging the home-school connection and allows your child to meet his teachers in the comfort of their home.

If you wish to talk with or arrange an appointment with your child's teacher, please feel free to call between the times of 7:45 AM - 8:00 AM or 2:30 PM- 3:15 PM at 630-694-1174. Please remember that the teachers are not free to take phone calls during teaching times.

- According to the district calendar, all parents receive student progress reports each trimester.
- Teachers maintain an individualized student portfolio (photo documentation of your child's academic growth) that you may view throughout the year.

For children with an IEP (individualized educational plan) designated by their special education needs, parents can expect an update on progress on their child's goals and the preschool progress report on a tri-annual basis.

## **DAILY SCHEDULE**

When developing daily schedules for each classroom, the teachers of the preschool program concentrate on providing the children with a variety of learning environments. Children are given periods of time for quiet activities, activities involving the entire classroom, small group activities, and "free choice" time. The Illinois Early Learning and Development Standards are followed and integrated into our program. Through the use of playground activities and teacher-directed and non-directed activities in our gym, the children receive the proper environment for gross motor development. Each child participates in the Wood Dale Public Library storytime in our building or virtually weekly. Teachers send home weekly lesson plans and put this information on their websites so that you know of upcoming activities, field trips, snacks, and library time so that you can discuss the day's activities and future plans with your child and stay informed.

## **DAILY PARENT RESPONSIBILITIES**

1. Serve your child a healthy breakfast.
2. Allow enough time in the morning for your child to get ready for school, so you are both off to a good start!
3. **If you drive your child, arrive on time for school, and pick up your child on time. If your child rides the bus, be at the door to meet them. The bus will NOT wait for you!**
4. **Check your child's backpack daily** and respond to teacher notes and permission slips in a timely fashion. Look at the teacher's lesson grid and discuss your child's day with him.
5. Read to your child daily.

## **DAY/EVENING PROGRAMS**

As a parent at ECEC, you will be given numerous opportunities to attend day/evening programs. We would like parents to attend at least three programs. These programs are designed to inform you and support you through your child's early education experience. You will be asked to sign a parent engagement contract. Many evening programs will include child care. Interpreters are also provided. Please check your emails, texts, the District 7 calendar, newsletters, and notices in your child's backpack for program dates.

## **HEALTHY EATING**

ECEC faculty have been and are still engaged with healthy eating and healthy lifestyle (movement) programs. These programs include training from the DuPage Health Department's Healthy Eating Grant and Northwestern Hospital's CATCH Program. We have continued to provide students with healthy foods for snack choices and will teach targeted movement instruction in our gross motor sessions. In addition, both programs have enabled us to add many gross motor items to our collection and have given us materials to send home to you about healthy eating and ways of incorporating movement into your busy schedules.

## **SNACK**

The State grant funds our snack program. Snacks at school are not intended to be a meal but a small healthy food refreshment. Parents are responsible for notifying **the teacher if your child has a food allergy or if the child may not eat certain ingredients for religious reasons**. Parents should look at the weekly plan sent home on Fridays, which will list snacks planned for the following week. Please know that food choices are offered and that we have "back-up" snacks. Teachers may involve the children in assisting with making a snack and use this opportunity to tie in a topic that is being covered that week. Snack time can reinforce manners, socialize with friends, and reinforce fine motor skills, counting, vocabulary, and conceptual development.

## HEALTH POLICIES AND GUIDELINES

### REQUIREMENTS: HEALTH PHYSICALS AND IMMUNIZATIONS:

1. **School physical exams for new ECEC Students: School physical exams must be on file for all students entering ECEC before the first day of school. Students transferring from another school must have medical records forwarded or have a new school physical examination within 30 days.**

**Any child who attended District 7 last year whose immunizations are not up-to-date or does not have a school physical exam or medical forms on file will be excluded from school unless they are in compliance.**

2. Physicals must be current (not older than six months).
3. T.B. testing is required at the preschool level.
4. Immunizations must have the month, day, and year they were administered.
5. If immunizations are not up to date, a schedule must be established with the physician and sent to the school. Parents must adhere to the schedule.
6. All students enrolled in K-12 are required to show evidence of having two doses of live measles vaccine.
7. A lead screening test is required for children under six (6) years of age who are entering school for the first time
8. Dental examinations are recommended but not mandatory.
9. Health physicals, immunizations, and dental exams are available through the DuPage County Health Department. Appointments can be made by parents. Further information is available by calling the Dupage County Health Department at (630) 682-7400.

### VISION AND HEARING SCREENING:

1. Vision and hearing screening is done yearly at ECEC.
2. Parents will be informed in writing of any problems discovered through these screenings.
3. If there has been difficulty in accurately assessing your child's vision or hearing and if you suspect your child has a problem, please contact your pediatrician.  
**Impaired vision or hearing may significantly affect your child's ability to learn.**
4. Please remember that vision and hearing screenings **are screenings and do not intend** to cover all types of vision or hearing problems.

### GENERAL HEALTH GUIDELINES:

1. **Children should stay home if they are not feeling well enough to participate comfortably in regular activities. Notify the school of such absence by calling the ECEC Attendance Line before 7:30 AM (630-238-0387).**

**Children should be kept home if they have any of the following symptoms:**

- a. **Fever**
- b. **Coughing or large amounts of green nasal discharge**
- c. **New rash**
- d. **Diarrhea**
- e. **Vomiting in the previous 24 hours**
- f. **Strep infection until 24 hours after treatment begins**
- g. **Eye redness, crusting, or discharge from the eyes**

**COVID-19 SYMPTOMS:****2. If your child has any of the following symptoms, please keep your child at home:**

- Fever 100.4 or higher
- New onset of moderate to severe headache
- Shortness of breath
- New cough
- Sore throat
- Vomiting or diarrhea
- New loss of sense of taste or smell
- Fatigue from unknown cause
- Muscle or body aches from unknown causes.

REVISED 06/27/2022 by CDC

**If you send your child to school with any of the symptoms listed below, we will call you immediately to pick up your child.**

3. If the child will be out of school for an extended time due to illness or vacation, please notify the school.
4. If you suspect or are aware that your child has a communicable illness, such as chickenpox or measles, notify the school immediately so proper measures can be taken at the school.
5. If a student has a particular health problem, parents are expected to inform the school nurse in writing of the existing condition.
6. The Wood Dale School District policy does not permit the dispensing of medicines at school. Parents must complete a School Medication Permission Form for children who require a dosage of medication during the school day. The form is available from the school office and on the District's Website. Medication (including prescription and nonprescription) must be in the original pharmaceutical containers.
7. **Children should wash their hands frequently, including before meals and after using the washroom.** Handwashing is the single most important way of preventing communicable diseases.
8. Dress your child appropriately for the weather. Proper winter attire for your child includes a coat, mittens, hat, and boots. Send gym shoes with your child to change into on days when they wear boots. Parents are asked to have their child wear gym shoes (sneakers) to school for safety reasons. Children have difficulty running, jumping, hopping, and climbing when they wear flip-flops ( with and without heel straps) and fancy-heeled shoes (that slide on the floor when running). No flip-flops should be worn to school at any time.

**RASHES, INSECT BITES, AND ALLERGIES:**

Please let us know if you know and are treating a skin condition. Childhood rashes are very common and one of the most common reasons we need to contact you. Most often, the rashes are incidental, and you are already aware of them, so please phone or write to the teacher to let her know that you are aware and treating the condition.

**SPECIAL EDUCATION**

Wood Dale School District 7 is one of 8 school districts that make up the North DuPage Special Education Cooperative (NDSEC). NDSEC offers guidance and specific services to support districts meeting students with special needs.

Special education services are offered to students who qualify based on a referral made by a parent, teacher, or another party, due to specific concerns that impact a student's learning or functioning. Parent consent and rights are included in the initial portion of the evaluation process. Next, a Domain meeting is held to determine what areas of concern need to be addressed and which specialists will do the assessments. Upon completion of the assessments and observations, a case study is completed, parents are called in to review the case study components, and eligibility is discussed. Goals, times, services, and placement determine whether a child meets the eligibility criteria. Yearly the team, including parents, meet to review the goals and create new goals. Updates on goals are given three times a year. Full inclusion of all children is our ultimate goal in our District 7 schools whenever possible.

Therapies may also be provided through itinerant services (services provided to a child brought into the school for that service only) as needed.

## **INCLUSION**

The philosophy of Wood Dale School Dist. #7 is that all children learn from each other and benefit from a class placement with peers of different levels regardless of special education needs for some or all class sessions. Regular education placements are always considered the first option.

## **INTEGRATED SUPPORT SERVICES**

The ECEC program uses an integrated model in the delivery of services. All related service personnel, speech therapists, social workers, and occupational therapy (OT)/physical therapy (PT) provide services within the classroom setting when appropriate. Each team member is responsible for developing and implementing the child's goals in his/her area of expertise and sharing in the implementation of teacher goals and other staff members' goals. Each team member addresses a child's needs, allowing for consistent expectations, generalization, and transference of skills.

### **GOALS THROUGH AN INTEGRATED TEAM APPROACH:**

1. To involve family members and the child.
2. To provide the child with learning opportunities through an integrated team approach.
3. To develop a well-integrated individualized plan for each child.
4. To integrate goals into each area of a child's daily routine.

## **MANDATED REPORTING**

School personnel, medical professionals, and other individuals that work with children are required by law to report *SUSPECTED* child abuse which may include physical, sexual or neglect allegations. While this seldom occurs, it is important to know that this law is in place to protect the most vulnerable; our children. Professional caseworkers from DCFS conduct the investigation and arrive at a decision as to whether or not a case is found. They also support families and connect them to resources to meet their needs.

## **PARENT ADVISORY**

ECEC is pleased to have a parent advisory board that meets 2-3 times each school year. The purpose of this group is to have the school and parents work together to make mutual recommendations and share perspectives on behalf of all children that attend ECEC. We feel that parent and community perspectives are an important component of a well-informed program. Please contact the principal if you are interested in participating in this committee. Your comments, ideas, and support matter to us!

## **SAFETY**

Wood Dale School District takes your child's safety seriously. Your child will participate in bus evacuations, fire, tornado, lock-downs, and evacuation drills throughout the year. Most of the time, they will have no idea what they are practicing for, as the teachers stay calm and promote safe procedures routinely. The one drill that is loud and in which there are flashing lights is the fire drill. If your child mentions this or says there was a scary noise and lights, please acknowledge this and tell them that this is nothing to worry about and that it is done to protect them and keep them

safe! Please remember that it is important to keep the office staff up to date on any phone number changes, as this is the only way that we might be able to reach you in an emergency.



## SCHOOL BUS PROCEDURES FOR PARENTS TO REVIEW WITH THEIR PRESCHOOLER

1. The bus driver may assign a seat for your child.
2. Children are expected to follow bus driver instructions.
3. Be ready for the bus 5 minutes before the scheduled time and be on time to pick your child up.
4. **Parents may not ride the bus with their children.**

### Children SHOULD:

- a. Remain in their seat and face forward at all times. **SIT AND LOOK AHEAD**
- b. Children may not throw objects on the bus. **HANDS TO SELF**
- c. Hands and head stay in the seat and inside the bus. **HANDS TO SELF**
- d. Remind children that loud noises on the bus distract the bus driver. **TALK SOFTLY**
- e. Children should be quiet when approaching a railroad crossing. Bus drivers must stop to listen for trains (gates and signals may not always work).
- f. Children should not touch bus equipment. **HANDS TO SELF**
- g. Eating, drinking, or chewing gum (candy) is prohibited on the bus.  
**NO FOOD OR DRINK (CLOSE WATER BOTTLE IS ACCEPTABLE)**
- h. Parents and children are expected to respect the bus driver and other children.

### **BE RESPECTFUL**

6. **Do not ask the bus driver to stop anywhere except your stop unless this has been cleared through MRS. PAM WAWCZAK, COORDINATOR OF TRANSPORTATION 630-546-2859**
7. Take time to get to know your child's bus driver. You will find that they are exceptional professionals that want to get your child to and from school safely. They have an enormous responsibility to fulfill each day. If you have brief concerns, speak to them directly or phone Mrs. Pam at the district office.
8. If your child misbehaves on the bus, your child's teacher will contact you to set up a plan. We need your support in implementing any program. For safety reasons, a parent may be contacted about using a harness for their child's safety.

**Questions regarding transportation: (buses, bus stops, times) for District 7 preschool students should be directed to MRS. PAM WAWCZAK, COORDINATOR OF TRANSPORTATION 630-546-2859**

**Parents with students transported through other means, should contact their bus company or home district.**

- **BENSENVILLE TRANSPORTATION - 630-766-2057**
- **SEPTRAN - 630-668-0088**

**PARENTS, PLEASE NOTE:**

**Be sure you or someone you delegate (must be on the emergency card) is home to meet your child.**

\*Bus drivers will not drop your child off if no one is at home or a stranger shows up. The child will be transported back to ECEC where you will have to pick them up.

**VISITORS**

The preschool program staff welcomes parents to peek in the window or visit their child. Please contact your child's teacher if you want to visit and participate in your child's room (see volunteer requirements below). Parents are encouraged to visit between 8:50 AM to 10:40 AM and 11:55 AM to 2:00 PM. Other family members and friends are welcome to visit your child's classroom. However, this is only possible if you have cleared the visit with the principal and put this request in writing.

**Please remember that conferencing with the teacher or paraprofessional during a visit is not permitted. The only person, a child, will be released to is the custodial parent, guardian, or other people listed on your emergency contact card.**

**For the safety of the children, you must stop at the office and sign in before entering ECEC. We cannot allow anyone to wander the building without a visitor's pass after signing in with the secretary.**

**VOLUNTEERS**

**ECEC welcomes and wants volunteers in every classroom for various jobs such as classroom librarian, chaperone, computer parent, reader, baker/chef, and even supporting or mentoring other families. Please let your child's teacher know if you would like to offer your support in any way. If your child has difficulty having you present, we may ask you to support another class, which is always greatly appreciated. Before volunteering, a form found on the District's website must be completed. Once approved by the District, anyone who volunteers must show their ID at the office and wear a volunteer lanyard while in the building.**

**PARENT LIBRARY**

ECEC has a parent library that includes a variety of DVDs, books, and handouts that ECEC families may check out. Some topics include parenting, discipline, nutrition, safety, and potty training. Many pamphlets and handouts are also available for you to take home and are translated into Spanish. Contact your child's teacher if you wish to borrow any materials.

**ECEC wants to remind all of our families to sign up for a library card at Wood Dale Public Library or Bensenville Public Library. These libraries offer many wonderful adult and children's programs and resources. Membership is free. We are fortunate to have the Wood Dale Public Library children's librarians come to ECEC weekly to present a storytime for our children.**

## PARENT CHECKLIST

- 1. Healthy breakfast
- 2. Be **on time** for the bus for pick up and drop off.
- 3. Checking my child's backpack and folder/notebook, and responding to messages and requests.
- 4. Checking the calendar for early dismissals, days off, and events.
- 5. Layout clothing and backpack the evening before so the morning isn't rushed.
- 6. Ensure my child is respectful to other children and the bus drivers.
- 7. Call the attendance line 630-238-0387 before 7:30 AM if your child is ill.
- 8. Attending school daily UNLESS ill.
- 9. Plan vacations when school is not in session.
- 10. Volunteer at school and attend parent programs.
- 11. Read and talk to your child daily.
- 12. Provide your child with firm boundaries, playtime, and a regular bedtime.
- 13. Limit television (even educational programs) to 1-2 hours daily, including video and computer time, in this time frame.
- 14. Keep in touch with your child's teacher, principal, or specialist when you have questions or concerns or if we can support you in any way.