

CLASSROOM INFORMATION 2014-2015

Drop off procedure - enter the lot on the south end of the building and pull around to door number 6. Staff will initial in the first three to four vehicles, collect the children from the passenger side of the vehicle and then bring the children into the building through door number 5. We strongly suggest approaching the building from the North on Stonehill Road to keep traffic moving smoothly. We are a school zone so please keep your speed to 10mph and refrain from using your cell phone, and passing vehicles in our line.

Pick up procedure - - please follow the same procedure as for drop off. Teachers will bring the children out to the passenger side of the vehicles and have you sign them out.

(Just a reminder - please try to be on time as there is a \$1.00/minute late fee.)

Large motor play - children receive 20 minutes of large motor play everyday. Children will be outside unless it is raining or less than 40 degrees. Please make sure your child is dressed appropriately. We ask that the children wear a sneaker type shoe as this minimizes the risk of injuries.

Circle time - at circle time, we will cover days of the week, months of the year, weather, counting, letter of the day/week, read a story, talk about the weekly theme, introduce Spanish & Sign Language, etc.

Table time - children will do an art project to go along with the theme that they are learning as well as a letter/math/number page.

Center time - children can decide which activity they would like to participate in and enjoy the act of learning through play.

Snack - parents do not need to provide a snack. Snack is provided by us.

Home folder - we have asked each student to have a home folder. This is a clear envelope folder to be kept in your child's backpack with their name on it. This home folder will be used for correspondence between parent and teacher (Incident Reports, tuition payments etc). We encourage our families to check backpacks every school day; there is a lot of information coming home and beautiful projects to see!

Christian Program - our program is Christian faith based. The children start their classroom day with a prayer, say a prayer before snack and explore a Bible theme weekly that parallel's our curriculum theme. We will have Chapel Chat once a week to talk about God and Jesus. We also focus on the Christian elements of the holidays at our Christmas program and at Easter time.

Volunteering - parents are always welcome to come into the classroom. Please fill out a volunteer sign-up form if you are interested in helping out in any way. The children really enjoy these special helpers - especially when it is their own parent!

Discipline Policy - all children begin each day on green. A warning will be given for inappropriate behavior. A second warning will result in movement to yellow and a third warning, movement to red. (See handbook for detailed information) Children receive a sticker when on green at the end of each day. For the 2 day program, after 3 stickers children earn a prize; for the 3 day program, after 5 stickers; for 4 day program, children earn a prize after 7 stickers; and for 5 day program, children earn a prize after 8 stickers.

Assistants - there are 2 assistants that help out in our classrooms. They help with large projects, bathroom breaks, snack set-up, etc.

School closings - we follow the Oswego School District #308 schedule. Any **full** days they have off are days off for us as well. Early dismissal days do not affect our schedule. We also observe their snow days.

Absences - if your child will be absent from school, please call our office (630-551-7143) to report the reason. If they are missing school due to illness please provide symptoms, which we will keep on record.

Parties - we have a Halloween party, Christmas party and Easter party. We welcome 3 volunteers per classroom to help with these parties. Please fill out and return your volunteer sign-up form if you are interested in helping out with parties.

Field Trip - school is cancelled on field trip day and parents and children will meet the staff at the field trip location. All students need an adult chaperone (18 yrs of age or older) to attend the entire field trip with them as well as provide transportation to and from.

Newsletter - there is a monthly newsletter created for our parents to keep them updated and current on events and information. The most current newsletter is always available on our website. We also have a Facebook page and Twitter.

DCFS - we are licensed through DCFS and follow all rules accordingly.

Toys - please, do not send any personal toys from home unless requested by a teacher.

Change of clothes - children should have a complete set of "weather appropriate" clothes in their backpack at all times. Please place the change of clothes in a large Ziploc bag with your child's name on it.

First day of school - the first day of class, will be on Wednesday, August 27 for MWF, M-F and Pre-K classes; and Thursday, August 28 for TT classes. We will begin normal pick-up and drop-off procedures on these days.