

# Tri-City Preschool

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## 2010-2011 Handbook

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Parents and guardians are required to **sign and return** the “Handbook Response” form that is in the back of the handbook within two weeks.

### School Day

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The Preschool has two sessions, Monday – Friday. Morning session is from 8:00 a.m. – 10:45 a.m. Afternoon session is from 12:00 p.m. – 2:45 p.m. Bus times will be adjusted accordingly.

**Attention Afternoon Session: There will be afternoon class when the district dismisses at 2:00 p.m.**

### Daily Schedule

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Students in both classes will use the entrance located at the front of the High School in the new gym foyer. Students will go directly to the foyer where one of the Preschool teachers will be there to take them to the classroom at 8:00 a.m. (morning class) and 12:00 p.m. (afternoon class).

The doors to the elementary building will not open until 8:00 a.m. for the morning session, or 12:00 p.m. for the afternoon session. If your child is arriving later than 8:00 a.m. or 12:00 noon, they must be escorted by their guardian through the main elementary entrance to the office. Students may not leave the school grounds during their session.

Students may be brought to school and picked up by their parents. If there is any change in how the student will go home, the school must be notified. If the school is not contacted by **10:00 a.m. for morning** session, and **2:00 p.m. for afternoon** session, the student will go home on their designated bus.

We will not release any child to go home during their session or at the end of their session to anyone **except the parents or someone designated by the parents (i.e. relative or neighbor).** **Identification**

is required.

## **Items From Home**

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**The Tri-City Preschool does not allow the students to have toys in their backpacks. This has caused problems in the past on the bus to and from school. If there are toys in the backpacks, we will collect them and keep them at school until a parent can pick them up. If your child needs a security item from home this item can stay in the backpack, but we ask parents to let us know they are sending it to school.**

**We also ask parents to not send their child with breakfast or lunch food to eat on the bus ride.**

## **Visitors**

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Visitors are welcome! All visitors are required to report to the office and state their name and reason for being in the building. If you are requesting a conference with a teacher, please give the office 24 hours notice, and a conference will be scheduled for you.

NO pets will be allowed on school property unless pre-approved by the office!

## **Chain of Command**

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All complaints are to be handled through the chain of command. This means that conflict should be attempted to be resolved at the lowest level and proceed upward. If a complaint is involved with a teacher, a conference should begin there, then if necessary to the building principal, the superintendent, and the Board of Education. If a complaint is involved between a bus driver and a parent, the parent should first contact the bus driver for possible resolution, then the transportation director, building principal, superintendent, and the Board of Education, if necessary.

## **Emergency Information**

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You must have an emergency card on file at the school. It is critically important that the information on the card be kept up to date at all times. If any time this year you have a change of employment, address, or telephone number, please notify the school of the change at once so that your child's information is current. Please indicate any other person you wish to care for your child in the event of an illness

or emergency.

**NOTE:** It is important to have an alternative person to contact when we cannot reach you. Please make sure that this person is able to provide transportation.

Winter weather cancellations will be announced on the following radio stations: WDBR- FM 103.7, WQQL-FM101.9, WTAX-AM1240, WMHX-FM93.9, WIBI-FM90.5, WYMG-FM100  
Television Stations NBC and ABC

## **Health**

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All students must have a recent physical (less than one year) on file with the school. The Illinois Child Health Examination Code has been amended to require a Hepatitis B vaccination for children 2 years of age or older entering a school-operated program below the Kindergarten level. If this age group is not immunized, the State will require that the students be excluded from school until the requirements are met.

**Tri-City Elementary office requires a doctor's excuse once a student has missed three consecutive days in any quarter of attendance. If no doctor's note is received, any future absences will be considered unexcused.**

Tri-City does require a doctor's permit before returning to class after missing school for a communicable disease. Head lice are common among school age children. In an attempt to prevent problems due to head lice, random checks will be conducted. Tri-City School has a "NO NIT" policy.

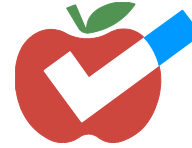
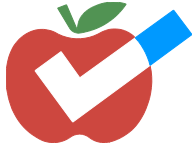
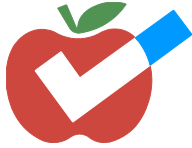
## **Medication**

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In compliance with the guidelines from the Illinois Department of Public Health and the Illinois State Board of Education, a written order for prescription and non-prescription medications must be obtained from the students licensed prescriber, and a written request from the parent/guardian must be submitted before any medication is administered at school.

The district medication authorization form is included in this handbook and must be signed by the parent/guardian and the physician, and

returned to school. We will only accept our district form. Additional forms are available in the office. A note written on a physician's pad is not acceptable. Medication changes cannot be accepted verbally. The office must have changes in written form. All medication needs to be sent to school in the original prescription or over-the-counter container, and properly labeled with the student's name and dosage required.



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## Snacks

This year your child's milk will be provided, but we are asking the parents to help with snack.

### **Snacks:**

Snacks are on a voluntary basis. We are asking parents to bring in a snack once a month when possible. A list of snack suggestions will be provided. Your child will need to bring snack for 20 students. **The snack must be sealed and PRE-PACKAGED from a store.**

**Birthdays:** This is a great reason to have a classroom party. We try to schedule our students to bring snack on their birthday or a date very close. We ask parents to send enough for 20 students. Keep in mind we can always split the snack (for example: cut a cupcake in half).



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## Attendance

Students are expected to be at school for their entire session unless there is a justifiable reason for being absent. If your child is going to be absent, please call the office by 9:00 a.m. for the morning session, and by 1:00 p.m. for the afternoon session. If we do not hear from you by then, we will call to confirm the absence. For absences other than illness, please notify your child's teacher in advance if possible. There is a pre-arranged absence form in the office to be filled out if you know ahead of time that your child will be absent for several days. The principal will determine if the absence is excusable. Routine excusable absences are illness, death in the family, family emergency, and doctor/dentist appointments. Any other type of absence should be pre-approved by the principal.

Any student who is late should check in at the office before going to the classroom.

Any child who is truant (absent from school or any portion of the session without valid cause) repeatedly will be offered supportive services.

## **Dress**

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The attire and grooming of students is the responsibility of students and their parents. Students will not be allowed to wear articles of clothing that may advertise or promote the use of alcohol, tobacco, illegal drugs, or drug paraphernalia. This policy will also include clothing with sexually orientated slogans or clothing that depicts acts of violence. If a student is found wearing such an item, he/she will be asked to change and to not wear the article of clothing to school again. The principal reserves the right to use her discretion.

## **Harassment**

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All members of Tri-City CUSD #1 have the right to be free from verbal, non-verbal, or physical harassment: that is any acts of discrimination, intimidation, and intolerance which are disruptive to the school environment and are motivated because of race, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, gender, veterans status, or marital status. The school property is under video surveillance by day and night cameras. All activity is being recorded.

## **Playground Rules**

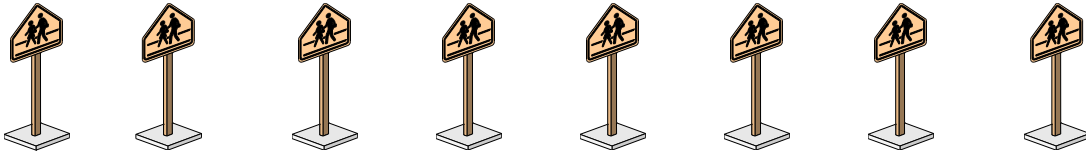
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1. Teachers will always supervise the children on the playground.
2. Be kind to others. Please use your words instead of hitting or pushing.
3. Always stay on the playground so that the teachers can see you.
4. **On cold days, please wear coats, hats, and gloves.**

## Hall and Restroom Rules

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1. We go to the restroom to go to the bathroom- it is not time to play.
2. Use quiet voices in the hall and in the restroom.
3. Keep our restroom clean.
4. Use walking feet



## Bus Transportation

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Riding the school bus is a privilege. The school provides bus transportation to and from the Tri-City Schools. While the students are on the bus they are under supervision of the bus driver. Students are not permitted to change from one bus to another. In most cases, the bus driver will handle bus discipline problems.

A parent/designated adult must be present and seen in order for the driver to drop off your preschool child. Please inform all persons who may be getting your child off the bus during the school year of this policy.

In addition, our buses and offices are phone-equipped should a problem arise. If you have any questions regarding bus transportation, please call the office. Also please note the bus regulations listed, and discuss them with you child.

**We ask that you do not change your child's bussing address throughout the school year. If there is an emergency, please contact your child's teacher to notify them of the change.**

### Bus Transportation Rules and Regulations:

1. Remember, the bus driver is responsible for the safe pick-up and delivery of every child who rides the bus and is in complete charge of all students while they are passengers on his or her bus
2. Stay seated. Sit three in a seat only if necessary. Do not stand up.
3. Keep all parts of the body inside the bus.

4. Please use quiet voices and nice words. Do not shout to anyone outside the bus.
5. Use walking feet on and off the bus.
6. All schools rules apply.
7. Use the emergency door only in an emergency.
8. Behavior that does not distract the bus driver from operating the bus safely is required.
9. The bus driver will open and close the bus windows, not the students.
10. Keep the bus neat and clean.
11. Be waiting at your bus stop on time.
12. Be absolutely quiet when approaching a railroad-crossing stop.
13. Notes from parent or principal are needed for the following:
  - a. There is an extra passenger with you on the bus.
  - b. The student is riding a bus other than their regular bus.
  - c. The student is getting off the bus at any other stop than their regular stop.  
If your child is going to a different town than their usual stop, please give the teachers or the elementary office at least two days notice.
  - d. A student is riding the bus that normally does not ride the bus.
14. Parents will be liable for any defacing or damage students do to the bus.

Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension of bus privileges.

If there are any questions concerning this handbook, please contact the Miss Cooper, Miss Bragg or Mrs. Heck at 364-4035. Thank you for taking the time to read this handbook and sign and return the handbook response form!