

## **EARLY CHILDHOOD PROCEDURES**

### **CLOTHING**

Every article of clothing should be such that your child can put it on and take it off him/herself. This should be kept in mind when purchasing new items.

All children are required to have extra clothing available at school. Those children who are in diapers will need to have 3 extra diapers in their book bags at all times. **ALL CLOTHING IS TO BE LABELED WITH THE CHILD'S NAME. LABEL IT ON THE INSIDE OF THE CLOTHING. THIS INCLUDES EXTRA CLOTHES, COATS, MITTENS, ETC.**

### **DIAPERS**

**Students in diapers should come to school with a clean diaper.**

Please change your child before leaving to drop them off or before placing them on the bus. A child in a wet diaper for long periods of time is very uncomfortable and unhealthy. Place 3 diapers in the bookbag and supply more as needed.

### **LUNCH**

Each class has lunch at school. Children may bring bag lunches or eat the school lunch. Lunches and are available each day.

**INCOME FORMS MUST BE ON FILE FOR EACH STUDENT.**

Afternoon parents must call to cancel lunch by 8:30 AM, so that we don't waste food. **PLEASE ADVISE OF ALLERGIES**

### **BREAKFAST**

The morning students will be offered breakfast each morning and will be eaten upon arrival.

## **TRANSPORTATION**

Many children are eligible for bus service. The bus attendants are required to be on the bus, and barring absence, they will be present. The children must be picked up from the bus as the bus attendants are not allowed to leave the bus. Bus drivers are not allowed to honk the horn, but are required to wait three minutes. Please ask your driver for an approximate pick-up and drop-off time and have your child ready promptly.

## **PARTIES**

If you wish to send treats for your child's birthday, please send store-bought treats and enough for your child's class. Treats must be healthy such as fruits, vegetables, goldfish, pretzels, rice crispie treats, coloring books, bubbles or small toys.

## **SCHEDULES**

<b>A.M. CLASS</b>	<b>7:45A.M. – 10:20A.M.</b>
<b>P.M. CLASS</b>	<b>12:05 P.M. -- 2:45 P.M.</b>
<b>SHOW AND TELL</b>	<b>FRIDAYS</b>
<b>Music</b>	<b>FRIDAYS</b>

We will have seasonal parties and special days. Parents will receive requests to contribute to our party as we are no longer collecting a school fee.

## **SUPPLIES**

School supplies are required for all students. Please send the

following supplies:

CHANGE OF CLOTHING

1 pkg diaper wipes

GLUE BOTTLE

1 pkg sanitizing wipes

ROLL OF PAPER TOWELS

SCHOOL BAG

1 PKG DIAPER WIPES

A 2-POCKET FOLDER

3 REAMS OF PAPER

ALL CHILDREN IN DIAPERS NEED 3 DIAPERS TO BE KEPT IN THEIR BOOK BAG, AND WIPES (TO BE KEPT AT SCHOOL).

**Please put your child's name on clothing and bags**

We currently have enough wipes, sanitizing wipes, glue stick, and crayons. I will ask for more items as we need it.

## **SCHOOL BAGS**

Please send your child with a medium size book bag that will hold a folder and 3 diapers.

## **ABSENCES**

When your child is absent, please do the following:

Call Canty 589-2819 or 534-1238

Call the bus company

Send a written note

It is very important to keep your child home when they are sick.

Children with temperatures, diarrhea, heavy cough, extremely runny nose and those throwing up will be sent home.

## **ILLNESS**

When your child is sick, please do not send your child to school.

The following are valid reasons to keep a child at home: a fever of 100 degrees or more, diarrhea or vomiting through the night, green

mucus that is being excreted through the nose, any infectious disease (chicken pox, strep, etc.). Children must be home 24 hours free of symptoms.

Covid absence plan. If your child is ill they must be home 5 days

When your child is not attending school, please call the school and the bus company.

Send a written note. .

If your child is absent for a week, please send a Dr.s note.

## **TELEPHONE CALLS**

Our direct line into the classroom is 773- 589-2819. Please call with questions. I am generally at school by 7:00A.M., so I can try to answer your questions. I am also usually available between 10:30 and 11:30 AM. Please limit your calls during class time as each call takes away from teaching. I am no longer required to be at school early each day, but will try to do so to better accommodate my students. I also respond to emails within 24 hours [cabuck@cps.edu](mailto:cabuck@cps.edu). If I don't know the answer I will let you know that I am working on your question.

I hope that these procedures have been helpful. If you need any assistance, please write or call me. The direct line for the classroom is 589-2819. I will try to have a monthly newsletter that will inform you of special events and activities each month.

## **HOMEWORK POLICY**

I assign homework for two reasons. The first is to reinforce skills and objectives introduced in school. Each child can maintain and/or master more skills if parents work with their children.

I will send home practice items and class made books. Please follow the directions on the practice items. Homework is usually bringing something to class or reading the books. Please read the book with your child and allow them to point to the pictures. If your child is absent the book will have a page for you to complete with your child. **PLEASE MAKE SURE YOUR CHILD'S NAME IS ON THE HOMEWORK. IF POSSIBLE, ALLOW YOUR CHILD TO WRITE THEIR NAME.**

### **WHEN DO I ASSIGN WORK**

I assign homework on an intermittent basis and it is often to bring in an item. Eg. Picture,

### **WHAT TYPE OF WORK IS ASSIGNED?**

Children are given picture cards, picture/items to find and return to school, food item to bring, practice a fingerplay or song and work done during speech or O.T.

### **LENDING LIBRARY**

We will continue our Canty Lending Library program. Each child will be given a bag for library books. Please read the book and return the next week. The library bag will be in the book bag and placed in your child's school bag. Please return the book and the library bag. Suggested activities will be sent home. (If Covid rules permit)

### **REMOTE LEARNING**

All students should be returning to class in August. We hope to be back at school and learn in class. In the event of remote learning, we will have google meets sessions. Parents or caregivers will

need to assist the students with our screen activity as well as the material and activities within the google classroom. Each student should have a school box with materials that are needed to complete pages on the classroom site. If parents are unable to attend meets, they are recorded and placed in Google Classroom.

I will try to plan lessons earlier than needed so that we may send home materials before the remote learning. That will create less need to print materials. Please return classwork when we return to class.

As information becomes available, I will update you and this document.

## **GOOGLE CLASSROOM**

We have a google classroom that can be accessed via your child's email. As soon as we have an email for your child we will send the procedures home. The classroom will have activities, books on youtube, and songs/finger plays that we complete at school. If I am able to discover any local activities for the children, I will post them in the classroom.

## **ARRIVAL AND DISMISSAL POLICY**

Parents of ECSE students,

In our continuing efforts to provide a safe and secure learning environment for all of our students, we have developed the following procedures for arrival and dismissal:

Buses and children will arrive at 8300 West Addison at the front of the building. Please wait for an adult upon arrival.

**ARRIVAL:**

Upon arrival at 7:45AM or 12:10 PM, all students should wait outside until a member of the ECSE staff comes to escort them into the building. Parents **must** wait with their children.

**DISMISSAL:**

When you arrive to pick up your child at 10:20 or 2:40, please wait outside. A member of the ECSE staff will escort your child out. Please try to be on time as staff supervision is limited.

Thank you for your cooperation.

## **VOLUNTEERING**

DUE TO COVID 19, OUR VOLUNTEER OPPORTUNITIES WILL BE SUSPENDED OR LIMITED. I will let you know when the policies change.

At the current time parents will not be allowed in the building.