



Donald C. Parker Early Education Center

Parent Handbook 2019-2020

808 Harlem Road, Machesney Park, IL 61115
(815) 654-4559 Fax: (815) 654-4613
Website: www.harlem122.org

School Hours:

Kindergarten

Supervision	7:35 a.m.	Recess/Lunch 1	10:30 a.m. - 11:10 a.m.
Breakfast Served	7:35 a.m. – 7:50 a.m.	Recess/Lunch 2	11:00 a.m. - 11:40 a.m.
School Begins	7:50 a.m.	Recess/Lunch 3	11:30 a.m. - 12:10 p.m.
School Ends	2:35 p.m.	Recess/Lunch 4	12:00 p.m. - 12:40 p.m.
		Recess/Lunch 5	12:30 p.m. - 1:10 p.m.

Early Childhood

AM Session

Supervision	7:35 a.m.
School Begins	7:50 a.m.
School Ends	10:30 a.m.

PM Session

11:50 a.m.
12:00 p.m.
2:35 p.m.

Mission Statement

The mission of the Donald C. Parker Early Education Center is to be a safe, nurturing environment for children, families, and community members that recognizes individuality and provides opportunities for all to reach their full potential as lifelong learners.

PBIS: Positive Behavior Intervention Supports

BE RESPECTFUL / BE SAFE / BE READY

Effective behavior support recognizes the different support needs of students and plans across four major systems in a school. The four major areas are: school-wide, classroom, small-targeted groups, and individuals. When systems are in place, there can be a proactive approach to addressing social skill needs as well as developing appropriate plans for individual behavioral needs. The systems teach through examples, practice opportunities, feedback, and positive reinforcement. Along with clearly delineated rules with expected behavior and consequences, these systems provide the environment for increased development in social and academic skills. The Parker Center staff is committed to working for positive, effective changes in school climate and students. We continue to watch our students change and grow along with us to become effective learners and citizens.

Student Behavior Matrix Settings

Expectations	Arrival	Playground	Hallways	Classroom	Bathroom	Cafeteria	Gym Dismissal	Bus
Be Respectful	keep hands, feet, and things to yourself listen to grown-ups with a badge	keep hands, feet, and things to yourself talk nicely take turns and share	keep hands, feet, and things to yourself quiet waves quiet voices	keep hands, feet, and things to yourself take care of our things use your manners	keep bathroom clean knock, listen, and wait one at a time	keep hands, feet, and things to yourself use your manners raise your hand for help quiet voice	keep hands, feet, and things to yourself quiet voice	keep hands, feet, and things to yourself stay on sidewalks quiet voice wait your turn
Be Safe	keep hands, feet, and things to yourself backpack on and closed walk come in correct door	stay in area look where you are going ask a grown-up with a badge for help	look where you are going walk with a buddy stay in line	ask a grown-up for help walk take care of our things sit safely	keep the floor dry wash hands lights on	clean your hands stay seated eat your food only utensils are for eating walk	stay seated under your sign stay seated until grown up signs you out face forward stay with your grown up	walk look where you are going find your sign, stay in line stay seated, face forward
Be Ready	go where you are supposed to be take care of your things bring backpack	put equipment away when you hear the whistle, wait, then walk	look and listen	do your best	be quick go back to your class	stay seated at your table begin eating immediately clean your space place garbage in trash	keep your backpack on and closed leave with your grown-up as soon as you are signed out	listen for directions backpack closed keep outer clothing on

We ask that you review the following rules with your child. We will talk about these rules with your child periodically throughout the year.

Lunchroom Rules

1. Only bring non-breakable containers into the lunchroom
2. Only eat your food
3. No caffeinated beverages

Playground Safety Rules

General

1. Candy, food, straws, etc. are not allowed on the playground
2. Stay on the wood chips

Slides

1. Go up the stairs or ladder / do not go up the slide
2. Down the slide on your bottom, feet first
3. Move away from the bottom of the slide
4. Be sure no one is in front of the slide before going down/ Go one at a time

Other Equipment

1. Never jump off climbing equipment or bridge
2. Do not stand on picnic tables, benches or swings
3. Sit on the seat of the teeter-totter - Do not push the seat with your hands
4. Stay away from the front and back of the swings
5. Keep wood chips on the ground

Students who consistently violate these playground equipment rules will have behavior interventions put in place to help them learn appropriate behaviors.

Parent Matrix Settings

Expectations	Arrival	Playground	Hallways	Classroom	Cafeteria	Gym Dismissal	Bus Stop
Be Respect-ful	Follow school staff directions	Say goodbye at the fence	Silence your cell phone Quiet voices	Follow classroom rules and routine	Encourage children to say "please" and "thank you" and use their manners	Silence your cell phone Follow dismissal rules and routines	Be a good role model for your child and others
Be Safe	Do not use your cell phone in the drop off lane	To be on the playground you MUST be checked in with the office Volunteer forms must be on file with the office	Wear your visitor sticker	Wear your Visitors sticker where it can be seen. Only photographs of your child may be taken	Follow cafeteria rules and routines	Sign your child out first, then get your child	Talk each day to your child about his/her routine and have him/her repeat it back to you
Be Ready	Keep child seated according to state law	Tell your child goodbye and encourage him/her to play with the other children.	Move promptly to your destination	Assist teacher as requested when volunteering	Encourage children to continue eating	Have an ID ready	Be on time for pick-up and drop-off

Animals at School

No animals can be brought to school unless it is pre-approved by the Building Principal and the classroom teacher. When this approval is granted, animals should be brought in cages or on leashes, by a responsible adult, and stay for a short time only. Animals cannot be transported on the school buses.

Arrival Traffic Procedures

We work closely with the Winnebago County Police to ensure that drop-off procedures are as safe as possible for our student and families. To drop-off a student, approach the building **on Harlem Road from the EAST**. Pull into the parking lot and proceed slowly to the drop-off lane. The drop-off line proceeds around the back of the building where students will exit the carline at Door 7. Parking is available in the back of the building to walk your child to dropoff. Additional parking is also available north of 1st Baptist Church. The Parker Center staff will supervise students beginning at 7:35 a.m. (and at 11:50 a.m. for PM Session Early Childhood students). The driveway on the East side of the building is for Harlem District buses only. **Do not drive in or park in the bus lane and do not block the entrance or exit of the bus lane.** Do not drop-off your child on Harlem Road or Elm Street. For the safety of our students, please refrain from talking on your cell phone when driving in the parking lot. Stay alert for the children! Stop for the crosswalk.

Line-Up Bell	7:48 a.m.	Students will line up on the playground at their classroom's color/shape sign
Entry Bell	7:50 a.m.	Students will enter the building with their teacher

Arrival Entrance Procedures

If your child is brought to school between 7:50 a.m. - 8:15 a.m., an adult must walk the tardy student up to door 7 to sign them in. If it is after 8:15 a.m., an adult must walk the tardy student into the main office to sign them in. For our Early Childhood PM Session at 12:00p.m., an adult must bring the tardy student to the school office to sign them in.

If you need to pick-up your child during school hours:

1. Report to the school office.
2. Tell the staff member who you are and which student you are picking-up and why.
3. Parents/guardians will be required to present a valid State ID. Only legal parents/guardians and emergency contacts will be authorized to take a student from the Parker Center unless alternative arrangements have been made with the office.
4. Sign the student out on the "Student Sign- In/-Out" sheet.
5. The staff member will contact the classroom to send the student to the school office.

Attendance

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

If a student will be absent from school, the parent/guardian must telephone the school office within the first hour of the school day on the day of the absence. Parents unable to call during this time may leave a message on the school attendance voicemail. Absences can also be reported electronically through SkyWard Family Access. The parent/guardian must call each day the student is absent unless previous arrangements have been made. Harlem's automated School Message Center System will attempt to contact the parent/guardian notifying them of the absence. If there is no contact on the day of the absence, the administration will classify the absence as an unexcused absence.

Students who accumulate more than five (5) days of excused absences must provide proof of the nature of the absence, in the form of a note from the doctor, excuse from school nurse, etc. (see Excused Absences), for the absence to be considered excused. Failure to do so beyond the first five (5) excused absences will result in the absence being considered unexcused. Absences do not need to be consecutive.

Valid reasons for excused absences include illness of the student, injury, unavoidable accident or emergency and anticipated absence with administration approval prior to the absence. The following absences will be classified as "Excused" and will not count against the student's five (5) absences: religious holidays; medical appointments with written proof from a doctor; being sent home by the school nurse, funeral for family members; court appearances with

written proof from court, extended serious/critical illness of student/family member; other absences as determined by the administration.

All absences not previously classified are considered unexcused absences. Students who accumulate 6 unexcused absences will receive an attendance letter and may be referred to the truancy intervention programs of the District or Regional Office of Education. The following are examples of unexcused absences. This is not an all-inclusive list: lack of ride to school, missing the school bus, oversleeping, parent calls exceeding the 5 excused, participation in non-school sponsored events, personal business, private vehicle breakdown or failure to start, truancy or trips/vacations.

It is not educationally sound to remove your child from school for a trip or vacation. If this occurs, your child misses out on valuable interaction and contact with the teacher and other students. Student attendance days compose only 170 out of 365 days in a calendar year – please utilize the remaining non-attendance days for planning family trips/vacations.

Early Childhood Student Suspension/Expulsion

According to the Illinois law HB2663, Donald C. Parker Early Education Center is prohibited from suspending or expelling any children enrolled in the preschool program.

Child Abuse Information

All school personnel having reasonable cause to believe a child who attends the school is being abused or neglected (at home or school), are required to report their beliefs to the Department of Children and Family Services (DCFS) by phone. The phone report is followed by a written report within 48 hours. DCFS will investigate each suspected abuse report.

Dismissal: Kindergarten

In order to avoid congestion in the hallways and provide for a safer exiting for all students, each classroom will have students who do not ride the bus go to the gym for pick-up. At dismissal time parents/guardians enter the gym through the south gym door, sign their child out, and exit at the north gym door. **The gym doors will be unlocked at 2:35 p.m. and locked again at 2:50 p.m.**

Dismissal: Early Childhood

Early Childhood students who do not ride the bus will be dismissed from a designated classroom. Parents need to enter and exit the building through **Door #5**. See your child's teacher for specific instructions. You may park your vehicle on the North side of the building. Additional parking is also available north of 1st Baptist Church. The driveway on the East side of the building is for Harlem District buses only.

Family Engagement Team

The Family Engagement Team is a way to volunteer for events. If you are interested please notify the school.

Field Trips

If classes take field trips during the school year, students are required to have signed parental permission in order to participate. As necessary, the teachers will request chaperones to accompany classes for field trips. Because of the responsibility of watching the class, it is requested that non-student children do not accompany the chaperone.

Food Service

Breakfast and Lunch are available daily in all Harlem Elementary schools. Milk is included with each meal. Meals follow the USDA guidelines for Healthy School Meals. Menus and nutrition information is available online on the district website www.harlem122.org. Students are required to take the majority of meal items offered, including a vegetable or fruit.

Ordering Breakfast –Breakfast is available before school begins, 7:35 a.m. - 7:50 a.m. No advance notice necessary for breakfast.

Ordering Lunch – No advance notice necessary students may have school lunch or bring sack lunch from home.

Milk is also available for purchase with a sack lunch from home. Students who choose the school meal may also purchase a second milk. Milk \$.40.

Meal Prices:

Breakfast:	Reduced Price - \$.30	Lunch:	Reduced Price - \$.40
	Full Price - \$1.60		Full Price - \$2.40

www.sendmoneytoschool.com is a secure website to deposit money into your student(s) account with your debit or credit card. There is a transaction fee of \$1.00. A minimum \$5.00 payment is accepted. You can also view payments and student account meal purchases on this website. Payment (cash/checks) may be also sent to school in an envelope marked with the student's name. Do not combine fees for other supplies, workbooks, field trips, etc. with meal money. Money remaining in the account from last school year will carry over to the current school year and the school student attends.

Inclement Weather

The Building Principal will check the temperature to determine if Before School Recess, Lunch Recess, and/or Physical Education activities are to be held outside.

Before school recess will be inside when the temperature or wind chill is 25°F or below, the heat index is 90°F or above. Students will wait in the hallway outside their classroom for the "School Begins" bell.

Early Childhood students will be inside for gross motor time when the temperature or wind chill is 25°F or below and the heat index is 90°F or above.

Kindergarten Lunch Recess will be inside when the temperature or wind chill is 10°F or below and the heat index is 95°F or above.

Physical Education activities will be held in the gym (or classroom if the gym is not available). It is your responsibility to make sure your child is dressed appropriately for the weather. **If there is snow on the playground area, students must have snow pants and boots on in order to play in the snow.** Children without snow pants or boots will need to remain on the cleared blacktop area.

Invitations to Outside of School Parties and Special Events

If your child wishes to invite other students to a special after school party, please help us protect the feelings of those students who will not be included in party plans. Unless all the boys, all the girls, or all the students in the class are to be invited, do not hand out invitations or announcements at school.

Learning Center Books

We ask that you work with your child to find a safe place to keep his/her library books. Books are to protected from food, pets, younger siblings, pencils, markers, crayons, glue and scissors. If there is an accident with a book (it is lost or damaged), please send a note to report the damage or loss. Any lost or damaged book will be subject to a fine.

Lice

In the event that live lice are found, the student will be excluded from attendance and the parent(s)/guardian(s) will be informed about recommended treatment procedures and sources of further information. An excluded student may return to school by bringing a note verifying treatment. Parent/Guardians shall provide transportation for the student to the school to be checked by the nurse for the presence of live lice. After the nurse has approved the student to be lice free and student is approved to resume school attendance, any bus transportation services will be resumed for the student, if applicable.

Lunch Visitors

Families are welcome to have lunch with their child after the first month of school. The family member must be listed on the Student Information form. For the safety of our students, visitors are not allowed to go with their child to Recess prior to lunch. All visitors to school property are required to report to the school office and receive permission to remain on school property. All visitors must show a valid State ID, and wear a visitor's sticker. Lunch Visitors will be asked to wait in the Reception Area until the student goes to the Cafeteria. If you bring a lunch for your child, please remember

that no caffeinated beverages – this includes beverages provided with fast food meals. When leaving the school, visitors must check out at the office.

Medication

Nurses or administrators are the only school staff who are permitted administer medication. Teachers cannot be required to administer any type of medication, including aspirin or cough drops. Never give medication to your child to take on his/her own or to give to the nurse. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including the administering of medication. Students should be “fever free” without medication for 24 hours prior to returning to school.

Pictures

At all school events (i.e. classroom celebrations, field trips, etc.) parents/guardians may only take pictures/videos of their own child unless another child’s parent/guardian is there, in person, to give permission.

Pre-Packaged Goods

Parker Center only accepts pre-packaged goods for treats and snacks for our students. For the safety of our students, “treat bags” containing food or candy are not allowed to be sent home with students. We suggest that if you would like to provide multiple items to the students, please send the items in their original packaging.

Report Cards

All students are issued Report Cards three times per year. Please take time to discuss the Report Cards with your child. If you have any questions or need more information about their overall progress, please contact your child’s teacher to schedule a conference.

Toys

Toys should not be brought to school. Exceptions to this rule occur only if a teacher should request such items in connection with a special unit of study.

Transportation Information

- **Call the Office by 1:00 p.m. to change your child from bus rider to car rider!** If your child is a bus rider, and you need to change your child’s dismissal to a car rider, you can write a note to send in your child’s red folder or call the Parker Center Office (815-654-4559) before 1:00 p.m.
- Give your child specific written instructions if they will be **picked-up by someone else** after school so that our staff is aware of your change in plans. The note should contain: who is to pick-up the child, the date, your child’s name, and teacher’s name. Releasing a child to anyone other than parent/guardian or other individuals listed on the Student Information Form is not allowed without a note or phone call giving us your permission. They will be required to present a valid State ID.
- **If your child is a car rider you may not change this student to a bus rider, unless it is a permanent change. All car rider pick-ups are from the gym.**
- **If your child is signed up for Y-Care the only change that can be made is a pick-up in the gym. They may not ride the bus home.**
- Families may only have one pick-up or one drop-off address.
- Contact the Transportation Department to change your child’s bus route. If you move during the school year, families must submit appropriate documentation to the Harlem Administration Center to verify the address **prior** to approval of a route change. Transportation requests and route changes may require 3-5 days’ notice.
- We will always error on the side of safety. For example, if a child is insistent that they are riding the bus today, but they are normally a car rider we will keep them at school until a parent/guardian can be reached. ***If we are unsure, we will keep the child at school.***

If your child does not arrive when expected:

1. If your child rides the bus, call the Transportation Office (815) 654-4633.
2. If your child is a car rider, call the Parker Center (815) 654-4559 to find out if they are still at school.
3. Call the homes of your child’s friends to see if they are there. While you are doing this, the Building Principal will try to contact your child’s teacher to obtain any information they might have.
4. Call the police if you feel it is necessary.
5. Notify the Parker Center (815) 654-4559 immediately when your child is located.

Review the bus safety rules and conduct code with your child. You are our partner in helping to provide safe transportation for your child. Your assistance in helping your child understand the safe way to ride a bus is very important to both your child and the bus driver. Please be prompt in drop-off and pick-up from the bus.

Visitors to School

All visitors to school property are required to report to the school office and receive permission to remain on school property. All visitors must show a valid State ID, and wear a visitor's sticker. When leaving the school, visitors must check out at the office.

Visits to individual classrooms during instructional times are permitted only with the approval of the Building Principal and teacher as long as the duration of frequency does not interfere with the delivery of instruction or disrupts the normal school environment. Please keep your visit to within an hour, as visitors can be disruptive to the classroom activities. Some children are very easily distracted and this makes it difficult for the teacher to conduct the lesson. If you have a pager or cell phone, please silence it while you are in the classroom. No beverages may be brought in the room. Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.



*All Harlem District buildings and properties
are smoke-free environments.*