

MIDDLETOWN PROCEDURES



Mahomet-Seymour Community
Unit School District #3

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Carol Shallenberger, Principal
Middletown Early Childhood Center

101 North Division, Box 229
Mahomet, IL 61853
Ofc. 217-586-5833 Fax 217-586-8919

Dear Parents,

I would like to welcome you and your child to Middletown Early Childhood Center. I want to assure you that the staff and I will work diligently to make your child's first school experience positive and rewarding. With your support, we can build the necessary foundation for school success and foster the love of learning.

As a staff, we recognize that your child is unique and brings varied experiences, interests, and abilities to school. Our goal is to identify the strengths of your child and to design learning opportunities that will support his/her growth and development. Through child-centered, experiential and research-based practices, your child will be an active participant in the learning process.

Engaging your child in a variety of experiences and encouraging independence, outside of school, will help to develop the necessary pathways for early learning. Activities such as singing, playing games, sharing stories, and involving your child in daily conversations can significantly benefit your child.

I look forward to working with you and your child during the coming year. I encourage your participation and involvement in your child's education and welcome your questions, observations, and concerns. I can be reached at 217/586-5833 or by email cshallenberger@ms.k12.il.us.

Sincerely,

Carol Shallenberger
Principal
Middletown Early Childhood Center

**2011-2012 SCHOOL CALENDAR
MIDDLETOWN EARLY CHILDHOOD CENTER**

August 17	Wednesday	Institute Day – No Students
August 18	Thursday	Kindergartners AM 8:15–8:45 & PM 9:45–10:15
August 19	Friday	First Regular day for Kindergartners
August 22	Monday	Preschool Screening
August 23	Tuesday	Preschoolers visit AM 8:15–8:45 & PM 9:45–10:15
August 23	Tuesday 6:30–7:30 p.m.	BACK TO SCHOOL For Kindergarten PARENTS Only
August 24	Wednesday	First Regular day for Preschoolers
September 5	Monday	NO SCHOOL - Labor Day
September 21	Wednesday	Early Dismissal AM 8:20-10:10 & PM 11:10-1:00
October 4	Tuesday	MECC Open House
October 7	Friday	Institute Day – No Students
October 10	Monday	NO SCHOOL - Columbus Day
October 19	Wednesday	Early Dismissal
October 31, Nov 1,2,3	Mon, Tues, Wed. Thurs.	Early Dismissal:10:10 & 1:00 Parent/Teacher Conf
November 3	Thursday	3:30-8:40 p.m. - Parent-Teacher Conferences
November 4	Friday	No School
November 16	Wednesday	Early Dismissal AM 8:20-10:10 & PM 11:10-1:00
November 23 - 25	Wed. ,Thurs. & Friday	NO SCHOOL - Thanksgiving Vacation
December 9	Friday	Early Dismissal AM 8:20-10:10 & PM 11:10-1:00
December 19 – January 1		Winter Vacation
January 2, 2012	Monday	School resumes
January 13	Friday	Institute Day - End of 2 nd Quarter, 1 st Semester
January 16	Monday	NO SCHOOL - M.L. King's Birthday
January 18	Wednesday	Early Dismissal AM 8:20-10:10 & PM 11:10-1:00
February 15	Wednesday	Early Dismissal AM 8:20-10:10 & PM 11:10-1:00
February 20	Monday	President’s Day – No School
March 14	Wednesday	Early Dismissal AM 8:20-10:10 & PM 11:10-1:00
March 16	Friday	End of Third Quarter
March 19 - 23	Mon.-Fri.	Spring Break
April 2,3,4,5	Mon, Tue, Wed. & Thurs.	Early Dismissal:10:10 & 1:00 Parent/Teacher Conf.
April 5	Thursday	3:30 – 8:40 p.m. - Parent-Teacher Conferences
April 6	Friday	No School
April 18	Wednesday	Early Dismissal AM 8:20-10:10 & PM 11:10-1:00
May 16	Wednesday	Early Dismissal AM 8:20-10:10 & PM 11:10-1:00
May 28	Monday	NO SCHOOL - Memorial Day
May 30	Wednesday	Last Day of school for Kindergartners & PreK
May 31*	Thursday	NO SCHOOL – Institute Day
June 1*	Friday	Report Card Day - End of 4 th Quarter, 2 nd Semester

****The calendar will be adjusted if all emergency days are not used.**

**MECC School Hours
Pickup and Drop off Times**

Listed below are Middletown time schedules your child will follow this year at MECC for a regular school day, conference week and early dismissal days.

REGULAR SCHOOL DAY

AM Kindergarten

8:00 a.m. Building opens for students
8:15 a.m. Students need to be in building
8:20 a.m. Instruction begins
11:00 a.m. School dismissal

PM Kindergarten

12:00 p.m. Building opens for Students
12:15 p.m. Students need to be in building
12:20 p.m. Instruction begins
2:50 p.m. School dismissal

AM Preschool

8:00 a.m. Building opens for students
8:15 a.m. All students need to be in building
8:20 a.m. Instruction begins
11:00 a.m. School dismissal

PM Preschool

12:15 p.m. Building opens for students
12:20 p.m. Instruction begins
2:50 p.m. School dismissal

EARLY DISMISSAL & CONFERENCE WEEK

AM Preschool & Kindergarten

8:00 a.m. Building opens for students
8:20 a.m. Instruction begins
10:10 a.m. School dismissal

PM Preschool & Kindergarten

11:00 a.m. Building opens for students
11:10 a.m. Instruction begins
1:00 p.m. School dismissal

EARLY DISMISSAL SCHOOL DATES

Wednesday, September 21, 2011
Wednesday, October 19, 2011
Wednesday, November 16, 2011
Friday, December 9, 2011
Wednesday, January 18, 2012
Wednesday, February 15, 2012
Wednesday, March 14, 2012
Wednesday, April 18, 2012
Wednesday, May 16, 2012

FALL CONFERENCES – October 31 – November 3, 2011

SPRING CONFERENCES – April 2-5, 2012

MIDDLETOWN EARLY CHILDHOOD CENTER STAFF 2011 - 2012

Principal
Secretary

Carol Shallenberger
Barb Baughman

KINDERGARTEN STAFF

Kindergarten
Kindergarten
Kindergarten
Kindergarten
Kindergarten
Kindergarten
Special Services
Teaching Assistant
Teaching Assistant
Interventionist

Daniel Day
Laurie Padjen
Cindy Krumwiede
Katie Miller
Julie Myers
Debbie Young
Patti Rushing
Alicia Winter
Melissa Beavers
Philisha Paragi

LIBRARY

Librarian
Library Aide

Ann Ohms
Kathleen Miller

SUPPORT SERVICES

District Nurse
Occupational Therapist
Occupational Therapist Ass't.
Physical Therapist
Psychologist
Social Worker
Speech Pathologist
Speech Pathologist
Speech Pathologist
Custodian
Custodian

Nita Bachman
Dianne Tennant
Sandy Borrelli
Kathryn Miller-Rose
Verlann Atchley
Nancy Cosner
Chris Russell
Rachel Einck
Tara Sieben
David Harrison
Jim Harms

EARLY CHILDHOOD STAFF

Teacher
Teacher
Teacher
Teaching Assistant
Teaching Assistant
Teaching Assistant

Sue Trujillo
To be announced
Tracy Wade
Mary Willard
Beatty McClure

KINDERGARTEN DAILY SCHEDULE

7:30 a.m.	Office opens
8:00 - 8:15	Kindergarten bus students should arrive, put items in locker and proceed to the playground. <u>Students should not arrive before 8:00 a.m.</u> There is no adult supervision for students who arrive before 8:00 a.m. Kindergarten students will go outside if weather permits.
8:20	Instruction begins at 8:20. All Parents must stop in the office and sign students in after 8:20 a.m. <u>Children are considered tardy after 8:20 a.m. and parents must walk their child directly to the school office and sign them in. The student will then be given a pass to enter their classroom.</u>
9:45 - 10:00	Kindergarten recess
11:00	Morning MECC students are dismissed.
12:00 – 12:15 p.m.	Kindergarten bus and car students should put items in their locker and proceed to the playground. <u>Students should not arrive before 12:00.</u> There is no adult supervision for students who arrive before 12:00 p.m.
12:20	Instruction begins at 12:20. All Parents must stop in the office and sign students in after 12:20 p.m. <u>Children are considered tardy after 12:20 p.m. and parents must walk their child directly to the school office and sign them in. The student will then receive a pass to enter their classroom.</u>
1:45 – 2:00	Kindergarten recess
2:50	Afternoon MECC students are dismissed.
3:20	End of staff day
4:00	Middletown E.C.C. office closes (Unit Office open until 4:30)

PRESCHOOL DAILY SCHEDULE

7:30 a.m. Office opens

AM Session

8:00- 8:15 Preschool **bus** students should arrive, and report directly to the library.
Students must not arrive before 8:00 a.m. There is no adult supervision for students who arrive before 8:00 a.m.

8:20 **Instruction begins at 8:20.** If you arrive to school after 8:20 and the circle sign on the front door is **RED**, children are considered tardy and parents must walk their child directly to the school office, sign them in, receive a pass and escort their child to their classroom.

11:00 Morning MECC students are dismissed.

PM Session

12:15 p.m. **Preschool students must not arrive before 12:15.** There is no adult supervision before 12:15 p.m.

12:20 **Instruction begins at 12:20.** If you arrive to school after 12:20 and the circle sign on the front door is **RED**, children are considered tardy and parents must walk their child directly to the school office, sign them in, receive a pass and escort their child to their classroom.

2:50 Afternoon MECC students are dismissed.

3:20 End of staff day

4:00 Middletown E.C.C. office closes (Unit Office open until 4:30)

What Is The Prekindergarten Program?

The Prekindergarten Program is a preschool program for three-to-five year old children who have a wide variety of abilities and needs. The range of children and their families served includes those with special needs (such as speech and language delays, other developmental delays, vision or hearing impairments, behavior disorders, or learning disabilities) as well as those who are developmentally at age level. The program is committed to meeting the individual needs of each child and to providing maximum opportunities for preschool-aged children to grow and learn together. Prekindergarten students attend school Monday through Friday for either a morning or an afternoon class.

DAILY SCHEDULE

A.M. SCHEDULE (8:20 A.M. – 11:00 A.M.)		P.M. SCHEDULE (12:20 P.M. – 2:50 P.M.)	
8:00 – 8:15	ARRIVAL	12:15 – 12:20	
8:20 – 8:45	INTRO/CIRCLE	12:20 – 12:45	
8:45 – 9:45	CHOICE	12:45 – 1:45	
9:45 – 10:00	SNACK	1:45 – 2:00	
10:00 – 10:15	SMALL GROUP	2:00 – 2:10	
10:15 – 10:30	MUSIC/STORIES	2:10 – 2:25	
10:30 – 11:00	GROSS MOTOR	2:25 – 2:50	

Absence Reporting

Regular attendance at school is crucial to your child's educational progress. We trust that you will make every effort to ensure your child's regular attendance and also help your child avoid being tardy. However, if your child is ill or must miss school for some other reason, parents must call the school to report the child's absence. **Please call the Middletown office at 586-5833 before 8:45 a.m. for morning kindergarten students and before 12:45 p.m. for afternoon kindergarten students to explain the nature of your child's absence.**

Car Drop-Off

If you drop your child off at school, you may enter the driveway in front of the building and drop your child off at the southeast front door. **Students should not be dropped off at the northeast door.** Please pull as far south as possible when dropping off your child (Do not stop directly in front of the doors). This allows us to keep traffic from building up on Division Street. If you need to enter the building with your child at drop off times, you may park in the Middletown parking lot directly in front of the building, the lot behind the building, or the lot across Division Street. **YOU MAY NOT PARK IN THE DRIVE.**

If you drop your child off for PM kindergarten, the procedure may be more time consuming. In the afternoon, the driveway in front of the building is also the bus drop-off lane. (For student safety reasons, buses are not allowed to enter the drive near the Junior High at this time.) If you pull into the front driveway at the same time as the buses, it is possible that you will have to wait for buses to unload. Cars may not pass a bus with its stop sign out so you may find it easier to park your car across the street and walk your child to the building.

At no time should children be dropped off in the middle of the street and allowed to independently walk between buses and vehicles in order to enter the school building.

Car Pick-Up

Students being picked up by parents/caregivers will exit at the North Door. Drivers enter the one-way drive near the junior high school. At the Middletown North Door, pull your vehicle all the way to the end of the sidewalk (or as far as possible) before you stop. **Please hold up a large, printed sign displaying your child's name** (or have it taped to your car window). Please remain in your car. Staff will send your child out to your car when they see the sign and all vehicles have stopped moving. Make sure your child knows how to open and close the car door and fasten his/her seat belt independently. By following these procedures, you can help us keep the car pick-up line moving in a safe and efficient manner. If you **must** pass a vehicle in the pick-up line, please do so slowly. ***Please remember that the drive in front of the school is a bus loading/unloading zone during the 11:00 a.m. and 2:50 p.m. dismissal times, and during the noon arrival time.***

If someone other than the parents or a previously designated person will be picking up your child, you must notify the school in writing or by phone, or your child will not be released.

Celebrating Birthdays At School

Please check with your child's teacher regarding classroom birthday celebrations. **Party Invitations:** Students are not to distribute invitations in school for parties to be held at home unless every student in the class is to receive an invitation (or in the case of a girls only or boys only party, every girl and every boy.) The selective distribution of invitations in a class is upsetting to those students who are not included, and this tends to have a disruptive effect on the class as a whole.

Cell Phones

Please help us to maintain the integrity of our learning environment by refraining from cell phone use while inside the building.

Communications

Bus Change: Students going home with a friend after school must present a parent note to the office to be exchanged for a bus note. This gives the student permission to ride a different bus. **Bus changes MUST first be approved by calling the transportation department at 586-4443.**

Change In Student's Daily Routine: When it is necessary for a child to deviate from his/her normal routine, a note from the parents should be presented to the teacher. These changes include staying after school for a special event, riding or walking to an address other than his/her own, being picked up by a parent when the student usually walks or rides the bus, etc.

Information Changes: It is important to notify the school secretary at 586-5833 of any change of telephone number, address, emergency number, or place of employment of either parent.

Withdrawal From School: Students and their parent(s) who plan to move from the school district during the year are asked to officially notify the teacher AND the school office, as far in advance, as possible. This allows for school records to be compiled for an orderly transfer to the new school.

Conferences--Reporting To Parent/Guardian

Regularly scheduled conferences are held during the months of November and March or April. Both parents/guardians are encouraged to attend whenever possible.

We view the parent/teacher conference as one of the most important means of reporting to parents/guardians. Therefore, we suggest that small children be left at home in order to allow for a productive exchange of ideas. However, if this is not possible, please bring the children with you to the conference. We would much rather have you bring the children, than miss your conference.

Additional conferences may be called as needed by either the parent/guardian or the teacher. If a conference is desired, please call the school and schedule in advance.

Conference Week Schedule – Please see Page 3

Delivery Of Balloons And Flowers At School

Students are not allowed to accept delivery of balloon or flower arrangements at school. Not only has this become a classroom disruption, they present a safety hazard when students attempt to transport them home when riding the bus or walking.

Illness

How Long Should My Child Stay Home For An Illness? If your child is not well enough after an illness to play outside for a short period during the school session, please keep him/her home another day until recovery is complete. Since the whole classroom staff is needed to supervise outside play, there is no one available to supervise your child indoors.

Instructional Support

Daily instruction is designed to meet each child's unique needs. Instruction may be delivered in a variety of ways including whole group instruction, small group instruction in the classroom, small group instruction outside the classroom, targeted centers, and guided centers. This is a comprehensive approach to instruction, based on student learning in which all building staff are involved, establishing the educational foundation they need for future school success.

Title 1 Parents Right To Know

In accordance with ESEA Section 1111(h) (6) PARENTS RIGHT-TO-KNOW, every parent of a student in a Title 1 school has the right and may request information regarding the professional qualifications of your child's classroom teacher including, at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provided instruction
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

Parent/Student/School Compact

Parents Pledge:

- I will communicate with my child's teacher if I have concerns about my child's learning
- I will review my child's work and assist them at home when necessary
- I will read to or with my child for 15 minutes each night
- I will help my child understand how the skills they learn at school can be used in the world around them
- I will notify the school of any important information that may impact my child's learning

Students Pledge:

- I will give my best effort
- I will ask my teacher or parents for help when I need it
- I will read to or with my family for 15 minutes each night
- I will complete my assignments and turn them in when they are due
- I will support my peers in their efforts to learn

Schools Pledge:

- We will communicate regularly with families regarding classroom activities and learning objectives
- We will ensure all students receive help when needed
- We will send home materials that support reading and math growth
- We will provide homework that is manageable and relevant

We will continuously evaluate the learning of our students to ensure our teaching strategies match the needs of our students.

Kindergarten Field Trips

Teachers will typically ask parent(s) to accompany the class on a field trip. Parents asked to chaperone a field trip will be assisting multiple children and therefore we ask that no younger siblings come along on fieldtrips. In addition, the teacher will rotate this volunteer duty among the parents, so that different parents may accompany the class each time. The exception to this policy is when the kindergarten classes visit Sangamon School at the end of the year. Parents do not accompany the classes on this trip. The children are encouraged to be as independent as possible and are given the opportunity to demonstrate their "social maturity" as they visit first grade.

Preschool Development Screenings

As part of the grant that helps fund our program, we are required to perform four developmental screenings each school year. Listed below are the four screening dates for the 2011-2012 school year. Parents please remember, there will be **NO SCHOOL** on these dates as our staff will be performing the screening assessments.

2011 – 2012 SCREENING DATES - NO SCHOOL FOR PRESCHOOL

Monday, August 22, 2011

Friday, January 27, 2012

Friday, September 23, 2011

Friday, May 18, 2012

School Buses And The Law

Please be alert for school buses that are loading or unloading students. These buses will display flashing lights and an engaged **STOP** sign. Remember that it is illegal to pass buses under these conditions. Doing so, may result in stiff penalties.

School Concerns

When a parent feels he/she has a school concern or problem, this concern or problem should be addressed directly with the person involved. If the situation is not resolved, the next proper recourse is consulting with the principal. We would appreciate cooperation from all parents regarding this procedure.

Speech & Language

Speech-Language Therapy is offered to those students experiencing difficulty pronouncing certain sounds and/or problems with listening and speaking skills. Students can be referred by the classroom teacher, parent, or physician for a speech-language screening. Parents are contacted for permission to evaluate a child if deemed necessary. If an identified speech-language impairment has an adverse impact on the student's educational performance, then the child may receive speech and language services. As with any special service, parents are informed regarding student progress and the child is dismissed from the program when suitable mastery is shown.

Storybook Parade

Each student should dress up as his or her favorite character from a story. Most of the characters can be portrayed by dressing your child up in articles of clothing found in your own closets, or by securing or making a few simple props to convey the theme of the story's character. Many of the children's books have an animal as the main character in the story, and animals can be made simply from construction paper or paper sacks.

What Should My Child Wear To School?

CLOTHING: Please send your child in comfortable and modest play clothes suitable for floor activities, gym time and recess. The children are encouraged to paint, play, climb, etc. For this reason, dress clothes and clothes that are not modest in nature are not appropriate. The children wear smocks when engaged in "messy" activities, but sometimes our best efforts to protect their clothing fail.

FOOTWEAR: Since the children play actively on the playground, they should wear tennis shoes or similar play shoes, **not sandals, flip flops, or cowboy boots**. Sandals, flip-flops, and cowboy boots are unsafe on the climber and blacktop and become quite uncomfortable while playing wood chips, which often get "stuck" in open shoes.

WINTER OUTERWEAR: In winter, it is very important that each child has boots, mittens, hats, scarves, etc. We try to spend a few minutes outside each day unless the wind chill factor is below 18°F.