

**WELCOME TO THE
TROY PRESCHOOL PROGRAM!**



TROY 30-C SCHOOL DISTRICT PRESCHOOL PROGRAM
*Programs are currently housed at Troy Craughwell, Troy Cronin,
Troy Heritage Trail and Troy Shorewood Elementary Schools*

Troy Preschool Program

Troy Community Consolidated School District 30-C

Quick Reference Guide

Preschool Office: Troy Cronin Elementary School
210 East Black Road
Shorewood, IL 60404

Preschool Phone: 815-577-7315
Fax: 815-729-7441

Office Hours: 7:30 a.m. - 4:00 p.m.
Student Hours: 8:35 a.m. - 11:05 p.m. (AM classes)
12:35 p.m. - 3:05 p.m. (PM classes)
8:35 a.m. - 3:05 p.m. (Full-day classes)

Absences:	Troy Craughwell	815-577-7313
	Troy Cronin	815-577-7314
	Troy Heritage Trail	815-577-9195
	Troy Shorewood	815-577-7312

Bus Transportation: 815-577-6290

Preschool Director: Pam Maxey pmaxey@troy30c.org
Preschool Secretary: Minnie Cazales mcazales@troy30c.org

Visit our website: troy30cpreschool.weebly.com

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TROY MISSION STATEMENT

The Troy CCSD 30C learning community will achieve excellence and will conquer the challenges of the future.

OUR PHILOSOPHY

The Troy Early Childhood Team believes:

- * Children should experience a safe, comfortable learning environment where they are free to explore their surroundings.
- * Children learn best through active interaction with others and through a variety of natural and developmentally appropriate learning experiences.
- * Children will be provided with daily opportunities to become responsible and resourceful learners through a balance of child and teacher initiated learning activities.
- * Programming will foster creativity, independence, social responsibility, and problem solving abilities for each student as an individual. The team's role is to assist children with integrating these qualities to become happy and self-assured learners.
- * Collaborative partnerships among home, school and the community to promote student learning and program success.
- * Implementing research-based and a developmentally appropriate curriculum will allow each child to grow and learn to their potential.

PRESCHOOL PROGRAMS

Troy 30-C offers half-day, full-day, and specialized programs to meet a preschool child's needs. There are three different ways to be a part of the preschool program:

1. **Community students** pay tuition and can attend either 3 or 5 days per week.
2. **Preschool for All students** are those who qualify through our screening process to attend the free preschool program that is funded by an Illinois state grant.
3. Students with an Individualized Education Program (IEP) are eligible for the **Early Childhood preschool program**.

The Preschool Program offers both half-day and full-day programming. Five-days per week, full-day preschool programs are at Troy Craughwell, Troy Cronin, and Troy Heritage Trail for qualifying four-year-old students. The half-day program offers two sessions each day, meeting either three or five days per week, with each session providing instruction for a maximum of 20 children. This program includes three to five year old students. Our highly qualified teachers give special attention to our young students.

Hours for the half-day program:

AM session - 8:35 a.m. - 11:05 a.m.

PM session - 12:35 p.m. - 3:05 p.m.

Hours for the full-day program: 8:35 a.m. - 3:05 p.m.

The Preschool Program is utilizing the Creative Curriculum to guide class work on the developmental skills of young children in the areas of language, motor, self-help, social interaction and school readiness. In addition, for the child with special needs, the child's Individualized Education Program is addressed by the Preschool team through a variety of classroom activities and teaching methods to assure appropriate growth and skill attainment. Communication between home and school is a priority of this educational program. Parent contact by school personnel, parent training, conferences and other parent/teacher meetings are planned throughout the year. We can achieve so much by working together!

The Troy Preschool Team welcomes you and looks forward to an exciting and successful school year working with you and your child!

DAILY SCHEDULE

A daily schedule provides a consistent routine to meet a child's individual needs. A good schedule offers balance between active and quiet time; large group, small group and individual activities; indoor and outdoor play and time for children to choose their own activities, as well as a time for teacher-directed activities.

The daily schedule is flexible, and at times, spontaneous, to meet individual and group interests. The Troy Preschool Program schedules include:

- Arrival/Locker or cubby routines
- Large group instruction
- Centers of learning (student choice) and Snack
- Small group instruction
- Music/Movement - indoors or outdoors
- Literacy/Language
- Dismissal/Locker or cubby routines

ENGLISH LANGUAGE LEARNER (EL) SUPPORTS

Troy Preschool Program values the linguistic and cultural diversity that families bring to our schools. English learners bring diverse cultural knowledge and experiences that contribute positively to the classroom and school environment. In keep with our mission, Preschool staff partner with families to support a rich language foundation in each child's home language.

Federal law and the Illinois School Code require that each school district administer a Home Language Survey to every student entering school for the first time. Based upon the Home Language Survey and an assessment of the child's skills in English, English learner supports are determined and made available for children within Preschool. All Troy preschool teachers are endorsed to teach English learners. There are several bilingual teaching assistants in the program to additionally support students and families from Spanish-speaking homes.

ENROLLMENT REQUIREMENTS

The first step to enrolling your child in the Preschool Program is to participate in a preschool screening event. Once placement is determined, each child is required to present:

- Proof of Residence in Troy CCSD 30-C Boundaries
- Certified Birth Certificate
- Certificate of Child Health Examination (school physical form)
- Certificate of Current Vaccinations

Children must be at least 3 years old on or before September 1 of the current school year to be enrolled in preschool. Children, who are 5 on or before September 1 of the current school year, will attend Kindergarten at their home elementary school.

Residency

Your family must reside in Troy CCSD 30-C in order for your child to attend the Preschool Program. You must prove residency with three documents every school year your child attends preschool, one document from Group A and two documents from Group B:

- Group A (one document):
 - Current lease
 - Current mortgage statement or
 - Current tax bill or current tax assessment;
- Group B (two documents):
 - Current Utility Bill (gas, water, or electric),
 - Current State of Illinois Vehicle Registration card,
 - Current Homeowner's/Renter's Insurance Policy showing name of homeowner and address of the home,
 - Current Bank Statement,
 - Current Payroll stub,
 - Current Auto Registration or Auto Insurance Policy,
 - Current Voter Registration card.

If you were to move out of district, it is your responsibility to notify the Preschool Office. The Director will work with you to plan a reasonable transition for your child regarding their exit from the program and release of records for the new school.

Certificate of Health Exam

Illinois State law requires that each child must complete a physical examination and immunizations against preventable communicable diseases, including but not limited to measles, mumps, rubella, diphtheria, pertussis, tetanus (DPT), poliomyelitis, hepatitis B, chickenpox and haemophilus influenza B. The school nurse will verify and approve the forms before the child can start school. Failure to turn in a physical and vaccinations will result in the student's exclusion from school until the required health forms are presented.

SCHOOL PROCEDURES

Absences

To report absences at Troy Craughwell, please call the main office at 815-577-7313.

To report absences at Troy Cronin, please call the main office at 815-577-7314.

To report absences at Troy Heritage Trail, please call the main office at 815-577-9195.

To report absences at Troy Shorewood, please call the main office at 815-577-7312.

When reporting an absence, please leave your child's name, spell the last name, time of day he/she attends (a.m., p.m. or full-day), teacher's name and the reason for the absence. Please provide specific details (ex. skin rash, vomiting, fever, congestion, etc.) as the nurses have to keep track of health concerns.

Visitation

When visiting your child's classroom or picking your child up early, enter through the main office in the front of building and check in with the front office staff.

Inclement Weather

When school is cancelled or delayed due to inclement weather, it will be broadcast on WJOL 1340 AM, WJRC 1510 AM and on the school website at www.troy30c.org.

You will receive a School Messenger message as well.

COMMUNICATION

We feel that teacher/staff/parent communication is very important. We ask that you check your child's backpack on a daily basis for any communication from the teacher, school and/or district. It is our desire as a team to be accessible to our families. We value parents/guardians as partners and ask that any questions and concerns are addressed first with your child's teacher. Each student will be given a yellow take-home folder to facilitate communication between home and school.

Please feel free to contact any of the Preschool Team members at the following e-mail addresses:

Mrs. Pam Maxey, Director of Early Childhood Education
pmaxey@troy30c.org

815-577-7315, ext. 5012

Mrs. Minnie Cazales, Preschool Secretary
mcazales@troy30c.org

815-577-7315

TROY CRAUGHWELL

Mrs. Pearlann Bithos	Secretary	pbithos@troy30c.org
Mrs. Jill Bishop	Teacher	jbishop@troy30c.org

TROY HERITAGE TRAIL

Mrs. Jodi Wyss	Secretary	jwyss@troy30c.org
Mrs. Michelle Buell	Teacher	mbuell@troy30c.org

TROY SHOREWOOD

Mrs. Michele Schwellenbach	Secretary	mschwellenbach@troy30c.org
Mrs. Sherry Cristofori	Teacher	scristofori@troy30c.org
Ms. Lisa Tutor	Teacher	ltutor@troy30c.org

TROY CRONIN

Mrs. Minnie Cazales	Secretary	mcazales@troy30c.org
Mrs. Kathy Bloom	Teacher	kbloom@troy30c.org
Mrs. Misty Dillon	Teacher	mdillon@troy30c.org
Ms. Teresa Fierke	Teacher	tfierke@troy30c.org
Mrs. Laura Flynn	Teacher	lflynn@troy30c.org
Ms. Kelly Forney	Teacher	kforney@troy30c.org
Mrs. Lindsay Wintermute	Teacher	lwintermute@troy30c.org
Mrs. Shuo Zhang	Teacher	szhang@troy30c.org

HEALTH AND SAFETY

Illness

The Troy School District has secured registered nurses or licensed practical nurses to care for school children. In order to provide the healthiest environment for your child and the other students, the nurse may need to send a child home from school or determine when a sick child may return to school with a note from a physician.

Please do not send your child to school if within 24 hours any of the following symptoms occurs:

- Vomiting
- Diarrhea
- Temperature over 100 degrees
- Excessive cough
- Runny nose with yellow or green discharge
- Eyes that are draining, itching, appears pink or swollen
- An undiagnosed skin rash or condition
- Head lice or eggs - Please notify the school. The child will be examined by the nurse before being allowed to return to class.

If any of the above listed illnesses or symptoms occur at home, please do not send the student to school until the student is symptom free, without medication, for 24 hours. If any of the above listed illnesses occur during the school day, parent(s)/guardian(s) will be contacted to pick up the student. All students not picked up within 60 minutes of parent contact are assessed a fee, beginning with the second occurrence. Please see Late Student Pick-Up Policy mentioned below.

A prolonged illness may require a Physician's Statement for re-admittance into the program. If you expect a long illness, hospitalization, and/or surgery please alert the school.

Please refer to Illnesses on page 21 of the Student/Parent Handbook for more detailed information.

Medication

Children who take any scheduled and/or emergency medications at school must have a signed statement from a parent and the physician on file. Forms can be obtained at the

office. Please do not send medication to school with your child. The parent should bring the medication to school. All medications must be in the original labeled bottle from the pharmacy. For more specific information, please refer to the district's medication policy.

Vision and Hearing Screening

Vision and hearing screening is conducted annually in the Troy Preschool Program. The school nurses are trained and certified by the Illinois Department of Public Health in vision and hearing screening. The frequency of vision and hearing screening is addressed in the rules and regulations of the Illinois Child Vision and Hearing Test Act (410 ILCS 205).

Vision and hearing screenings are done during preschool screening events. In the event that it is not done during the preschool screening event, then the screenings are scheduled during the school day.

CLOTHING REMINDER

Clothing for your child should be easy to put on and remove independently. No belts, suspenders or overalls should be worn as they are difficult for preschool children to manipulate independently. Being able to dress independently helps establish and promote self-help skills, confidence and positive self-esteem for children.

Here are some ideas for clothing that will encourage independence and freedom of movement while at school:

1. Closed shoes with non-slip soles. Flip-flops are not safe on our playground or gym equipment.
2. Large, sturdy zippers and large buttons or snaps.
3. Clothing that is appropriate for your child's dressing abilities (i.e. pull-up pants for children who can't snap or zipper yet).
4. Play clothes that may get dirty during play.
5. Being prepared daily for weather conditions or changing seasons: hat, gloves, scarves and boots in the winter and hat, lighter jacket in the spring.

Students do go outside to play on the playground in good weather if the “feels like” temperature is between 25° and 90°, so please be sure to dress your child appropriately. Outdoor play is for 30 minutes.

****Please refer to the Pre- K- 4 School Dress Code on pages 25-26 of the Student/Parent Handbook for specific details regarding student appearance.**** This information may also be found on the district website, [Dress Code](#).

BREAKFAST AND LUNCH FOR FULL-DAY PRESCHOOL STUDENTS (ONLY)

Students attending the full-day program can eat a Grab-and-Go breakfast and a hot lunch. These meals will be at no cost to students. Students will eat in their classroom and will have one option for breakfast and lunch. Meals are served family-style in the classroom. Mealtimes are learning opportunities for students to develop self-help skills, to learn nutritious and healthful eating practices, to promote social interactions between teacher and peers, and to develop communication skills. More information about breakfast and lunch can be found on the district website, [Lunch Program](#), under the Community tab > School Information > All School Resources or Lunch.

A monthly calendar will be available with the meals listed for each day. Students may also bring a nutritious cold lunch from home. There is no way to heat up lunches brought from home or keep them refrigerated.

SNACKS

Since young children need to eat frequently, a snack time is included in our schedule. It is also used as a learning time to reinforce counting and comparing skills, communicate requests and needs, teach nutrition and a healthy lifestyle, and promote social skills and interactions with teachers and peers. A nutritious snack and drink is provided for all children in the Preschool Program.

If you are interested in sending a snack or drink item for celebrations or special events, please contact your child’s teacher at least one week prior to the date. Please note the snack must conform to the District Wellness Policy which can be found on the Parent Resource section of the district website, [Wellness Guidelines](#).

PARENT INVOLVEMENT

The preschool years are an exciting time in your child's life with many firsts and new things. Each day will be a new adventure with learning experiences and opportunities to grow. We encourage you to be involved in your child's early childhood education. We will develop a partnership between home and school. We recognize that you are your child's first and best teacher. When volunteering during the school day, please note you will need to provide your driver's license so that we can print a visitor badge using our Hall Pass system. You will then sign in when you arrive to the classroom.

SUGGESTIONS FOR BEING INVOLVED

- Volunteering in your child's classroom or school-wide functions at your child's school (assisting with classroom projects, reading a favorite story, helping with celebrations).
- Making/Donating items for your classroom (i.e. make games, bulletin boards). Each teacher will have a wish list of items wanted in the classroom. You may choose to make materials for the classroom or donate items to the classroom.
- Attend a Parent/Child activity event, which we call "Side by Side" events. These events will be held at each preschool building or off-site in the community.
- Attend Parent/Teacher Conferences scheduled in November and throughout the year to gather and share information regarding your child's overall growth and development.
- Participating in all school functions and activities at your child's school.

All parents will sign a Parent Partners in Learning Agreement to participate in the preschool program. Participation is a wonderful opportunity that comes with partnership responsibilities. This pledge outlines the partnership between our dedicated staff and involved families in order to support your child during these critical years of growth and development. Research continues to show that good teaching and parent involvement during the early years has a tremendous impact on future learning and development.

THINGS TO REMEMBER WHEN YOU ARE IN THE CLASSROOM

1. Actively participate in the daily activities per the classroom teacher/staff.
2. Volunteer time is not conference time. We will be happy to talk about your child's progress at a scheduled time when students are not present.

3. When your volunteer time is over, keep goodbyes to a minimum; prolonged goodbyes can be emotionally upsetting for you, your child or the classroom environment.
4. Each child in our program is an individual and information regarding each child should be kept confidential.
5. Please remember that when you volunteer, you are here to help the teacher. We respectfully ask that you make other arrangements for siblings or other children.
6. Please refrain from using your cell phone while volunteering in the classroom. This is a dedicated time to interact with your child and assist the teacher.
7. Any pictures taken in the classroom should not include other students.

TRANSPORTATION

Busing

Early Childhood and Preschool for All students will be transported to and from school by the school district. Community students may choose to have their child bused to and from school for an annual fee of \$400. You will be notified by the transportation department as to when to expect the bus will arrive at your home or designated pick-up point. Drivers will not beep to announce their arrival at your home, so please be ready at your designated pick-up time. The bus driver has a busy schedule and small delays at each stop can result in the children missing learning time. Your promptness results in your child (and other children) arriving to school on time and participating fully in all the activities planned for the day.

Parents are responsible for putting their child on the bus and buckling him or her into the seat. Parents are also responsible for unbuckling and escorting their child off the bus when he or she is brought home. For the safety of our young students, it is our policy that the bus driver will only drop a child off at a home at which an adult is present.

If there will be a change in transportation on a particular day resulting in the student not needing bus transportation, e.g., student absence from school, please promptly notify both the bus company (815-577-6290) and school office (Craughwell - 815-577-

7313; Cronin - 815-577-7314; Heritage Trail - 815-577-9195; Shorewood - 815-577-7312).

Car Line

Each Troy elementary building will send home specific car drop-off/pick-up procedures. **Safety is our utmost concern.** Please help us keep all students safe by following directions of the staff, driving **SLOWLY** and being mindful of adults and students walking to and from the school entrance.

Please be prepared to show a driver's license at any time at the car-rider door. The adult staff rotates this duty and if the staff member does not recognize the adult, he or she will ask to see photo identification.

Cars who are picking up students in a car line at the school will be required to have the school-issued car line tag secured in the front window. Any car without the tag will be asked to park and the adult asked to go into the school office to show photo identification. This adult needs to be listed in the emergency contacts within the Skyward system in order for the child to be release to them. Additional car line tags can be requested in the school office.

An adult will greet you at drop off and escort your child to the classroom. Always wait in your car for the next available staff member to get your child at dismissal. Please remember to put your car in park. The parent or designated adult driver must buckle their child in.

Children attending the morning session are to arrive at school no earlier than 8:25 a.m. Half-day dismissal will begin at 11:05 a.m. All children should be picked up no later than 11:10 a.m.

Children attending the afternoon session are to arrive no earlier than 12:25 p.m. Dismissal will begin at 3:05 p.m. All children should be picked up no later than 3:10 p.m.

Children attending the full-day classes are to arrive no earlier than 8:25 a.m. Dismissal will begin at 3:05 p.m. All children should be picked up no later than 3:10 p.m.

We rely on your promptness, however in the unlikely event that your child will be picked up late, the adult will need to come to the main office and provide identification to sign the child out. Troy school district has implemented a late student pick-up policy and fee.

This information can be found on the district website, [Late Student Pick-Up Policy](#). Please note that adhering to arrival and departure routines allows our staff to maximize teaching and planning time.

- **Cell phone use is not permitted in school zones.** Please refrain from using your cell phone while you are dropping off and picking up your child.
- Please do not leave other children unattended in your vehicle during drop off and pick up times.
- Please park only in the designated areas. Handicapped spots are reserved for those vehicles that have the appropriate license plate or tag displayed.
- The driveway in front of the building is for school buses and commercial vehicles ONLY between 8:00 a.m. and 3:30 p.m.

SUPPLIES

All students will need a regular-sized, zippered backpack, without wheels. Backpacks must be large enough to hold your student's take-home folder and winter coat. Please let your child's teacher know if you need a backpack.

PARENT RESOURCE LIBRARY

As part of our ongoing effort to create a partnership with parents and families, while providing helpful tools for your child, we are pleased to inform you that we have an established parent resource lending library.

Our resource library list can be found on the Preschool website:
<http://troy30cpreschool.weebly.com>.

Requests for resources will be filled on a first come, first served basis. If an item you want has been requested by another family, we will put your name on a wait list.

COMMUNITY STUDENT TUITION PROCEDURES

For those students who are considered **community students**, a monthly tuition payment is assessed. The tuition fee is set by the Troy School Board each year. Tuition payments are due approximately the 15th of each month. If a payment is made 10 days late, administration reserves the right to assess a late fee. If your monthly tuition payment is not paid in full by the end of the month, your child will not be allowed to return to school until tuition is current.

There is no reduction in tuition due to illnesses, days missed, family vacations or school closings.

The preferred method of payment of tuition and fees is by credit card payment through the Skyward student portal. If you prefer to pay by check, you may ask for tuition payment envelopes at the Preschool Office (at Troy Cronin). Checks can be dropped off at the Preschool Office.

WE ARE LOOKING FORWARD TO A SUCCESSFUL YEAR OF LEARNING
WITH YOU AND YOUR CHILD!