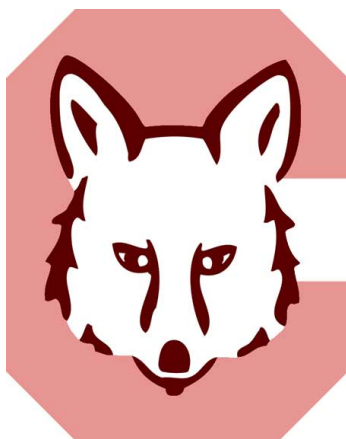


# **CENTRAL ELEMENTARY SCHOOL**

## **Parent Handbook**



**Central Elementary School**  
**910 Central Ave., Wilmette IL, 60091**  
**Office: 847-512-6100**  
**Attendance Line: 847-512-6150**

“The Central School community will prepare students for a rapidly changing and challenging future by developing intelligence that is both academic and character-centered.”

Rebecca Littmann, Principal  
Anthony Haduch, Assistant Principal

Dear Parents,

I would like to take this opportunity to welcome you to our Central family. Our goal is to provide your children with the best educational opportunities possible. We are committed to working with you and we hope that you feel free to communicate with any of our staff members as needed. Fostering a positive partnership with you is a top priority.

In the pages that follow, you will find additional information to supplement the district parent handbook. If Anthony and I can personally be of any help to you or your family during the upcoming year, please do not hesitate to contact us. I love meeting the families of our students and look forward to the opportunity to help in any way possible. It is my belief that every staff member at Central School shares that same commitment.

Best wishes for a productive school year!

Warmly,

*Becky*

## **Central School Parent Handbook Addendum**

### **School Day**

8:30 a.m.	Doors Open
8:35 a.m.	Tardy Bell
11:10 a.m.	Morning Kindergarten Dismissal
12:35 p.m.	Afternoon Kindergarten Doors Open
12:40 p.m.	Afternoon Kindergarten Begins
3:15 p.m.	Dismissal Mon-Thurs for Grades 1-4, Everyday for Kindergarten
2:15 p.m.	Dismissal Fridays for Grades 1-4

### **Absences: Students**

Please be sure to call the Attendance Line (847) 512-6150 to report that your child will be absent or arriving late to school. As a safety precaution, we begin to place calls home as early as 9:10 AM if your child is absent and you have not phoned the school. If your child has been sick, please do not send him/her back to school until he/she has been fever-free for 24 hours and is feeling healthy enough to participate in all activities, including outside recess (in cold weather).

### **Absences: Parent**

If you are going away and leaving your child in the care of someone else, we will need a note and/or call to that effect. We cannot release a student or any academic information to anyone other than a guardian without prior approval.

### **Arrival and Dismissal Procedures for Children in Cars**

#### **A.M. Drop-off**

- The front of the school is for quick drop-off only. If children need your assistance, please park in a designated parking spot and walk your children to the door. It's best if drivers stay in their cars so traffic can keep moving.
- Please do not double park and do not block through traffic.
- Please no cutting in line or exiting the line in advance of cars in front of you.

#### **P.M. Pick-up**

- Cars using the curb-side pick-up lane in front of the school may have children enter their cars in front of school on the 900 block of Central Ave.

- An extended queuing lane for cars has been established on the 800 block of Central Ave. on the north side of the street using the current parking lane. This queuing zone is a no parking zone between 2:30-3:30 pm on school days.
- Children are not allowed to get into cars waiting in the queuing lane; traffic must flow and drivers must stay in their cars.

### **Dismissal Procedures for Children Walking or Riding Bikes**

#### **P.M. Pick-up**

- Children will be dismissed to the blacktop near the bike racks through the small gym lobby doors.

### **Kindergarten Arrival and Dismissal**

Kindergarten parents with children who are not riding the bus should deliver their children to the classroom door at 8:35 a.m. for morning Kindergarten or 12:40 p.m. for afternoon Kindergarten. Kindergartners should be picked-up at the door to their child's classroom (off the Kindergarten playground) at either 11:10 a.m. or 3:15 p.m.

Parents in cars may try to access any available parking on 9<sup>th</sup> Street for the 11:10a.m. pick-up or the 12:40p.m. drop-off only. Crossing guards are not available at midday for lunchtime, morning Kindergarten dismissal, or afternoon Kindergarten arrival. Please notify the school office and classroom teacher of any changes to your child's routine for returning home. Very young children should never walk home from school without an adult or older sibling.

### **Before & After School Childcare**

District #39 provides early childcare located in our cafeteria. The program is run separately from Central School. For more information, contact the Mikaelian Educational Center (MEC) at 847-512-6000. The Wilmette Park District provides after school child care activities. For information about after school programming, contact the park district at 847-256-6100.

### **Lunch/Recess Schedule**

Students spend approximately 20-25 minutes eating lunch in the cafeteria, followed by the same amount of time for outdoor recess. During inclement weather, recess is held indoors.

**Grade 2: 11:00-11:50**  
**Grade 3: 11:10-12:00**  
**Grade 1: 11:20-12:10**  
**Grade 4: 11:30-12:20**

Monthly menus are available online. Each student is issued a lunch account that parents may choose to fund through online credit card payments using RevTrak. An automated email reminder is sent to the parents when the account falls below \$10.00. No cash is accepted in the cafeteria.

### **Dog Reminder**

We love dogs, but not on school property. Please note that dogs are prohibited from being on school property by village ordinance. This includes all walkways, driveways, blacktop, playgrounds, and green areas.

### **First Class Central**

Central School has a commitment to maintain a safe, bully-free, respectful community for all of our students. First Class Central is part of our continued effort to foster a school community that facilitates the social and emotional growth of children. Strategies from programs such as Second Step and Peaceful Playground are incorporated to help build this positive school climate. Monthly assemblies are also designed to foster and celebrate our First Class students!

### **First Class Pledge:**

We treat each other with dignity and respect.  
We use appropriate language.  
We keep our school neat and clean.  
We solve problems creatively.



### **First Class Song:**

We treat each other with dignity.  
Don't forget R-E-S-P-E-C-T  
We use appropriate language and keep things neat and clean,  
And that's why Central School's for me!

Central School is a First Class School.  
Students all respectfully follow the rules.  
When we have a problem, we solve it creatively,  
And that's why Central School's for me!

### **Spirit Wear**

Each Friday, Central staff and students enjoy wearing red and white clothing in a show of school spirit. Central School spirit-wear is available for purchase through our PTA. Additionally, the Student Council plans theme weeks for staff and student participation throughout the year.

### **After-School Clubs**

The Wilmette Park District offers a variety of fun and educational after-school enrichment activities for students in grades 1-4. Clubs are offered for fall, winter and spring sessions. The Park District provides information to parents prior to each session that includes the class schedule, class descriptions, fees, and registration information. Please see the Park District or PTA website for further information.

### **Bike Policy**

Only 3<sup>rd</sup> and 4<sup>th</sup> graders are encouraged to bring their bikes to school. Those in 2<sup>nd</sup> grade may bring bikes to school after they participate in bike safety training in May.

### **Severe Weather Procedures**

The following dismissal procedure may be enacted in the event of inclement weather at the end of the school day.

- An automated call and/or email will be sent to parents as soon as possible indicating that students will not be dismissed at their regular time. We will also make an announcement on the full intercom system so that information is heard both inside and outside the building.
- Any staff member without students will report to the office to assist.
- Any waiting parents who are outside of the building (on foot) will be invited into the building to ensure their safety.
- Students who were intending to walk home with parents or by themselves (walking or riding bicycles) and those who routinely get picked up by car will remain in their classrooms with teachers.
  - This ensures that children are released to the appropriate adults.
  - This also eases anxiety due to fear of storms.

- This also keeps our students safely in the building with the adult with whom they are most familiar.
- Parents will pick-up students from the classroom.
- Students who ride the bus will follow our typical dismissal procedure by going to the auditorium to await the arrival of their buses.
  - They will be met by our bus supervisors in the auditorium as they usually are.
  - They will be released to awaiting buses, one-bus-at-a-time, as our supervisors lead them.
- In the event of a severe weather warning (not watch), students and staff will take cover in designated areas within the building; parents are welcome to take cover in the building, should they desire.
- Please keep in mind that our first priority is ensuring student safety in all emergency situations. Each weather situation may have unique characteristics that may require alternate dismissal decisions to ensure the safety of all.

### **Extreme Heat Procedures**

During the early fall and late spring there are always days that are hot. In the event that there is extreme heat and/or humidity, the following procedures will occur:

- “Cooling centers” with air conditioning are located throughout the building and all classes will have access.
- Frequent water intake will be highly encouraged.
- Lights will be turned-off or lessened in large areas and classrooms.
- Students will do lighter activities during outside recess and PE.
- Students will be monitored for signs of heat-related illness.

### **Special Activities:**

#### **One Book, One Central**

The goal of One Book, One Central is to build school community through the reading and writing experiences based on one book each year. Each class will read the selected book that supports First Class Central characteristics and incorporates the book’s theme into reading and writing projects. Through these experiences, students foster reading and writing skills while making connections with current events.

### Children's Book Week

Children's Book Week is the annual celebration of books for young people and the joy of reading. The LMC teacher will determine the specific week this will take place at Central School. The week-long program includes a variety of activities meant to foster a lifelong love of reading! Activities are voluntary although all classes are encouraged to sign up for the programs throughout the week.

### Activity Day

Activity Day is a highly anticipated event each year. This annual event is organized by the PE department and occurs during one of the last days of the school year. Parents volunteer to help run the events at "stations" and staff help to supervise classes as they move through the activities.

### Central School "Learning Commons"

We designed a flexible learning space at Central School for collaborative 21st Century learning; an evolution of the library and computer lab. The space is "an adaptable space for learning that creates a student-focused, collaborative environment that creates and empowers learners, and provides boundless opportunities for growth. The space also provides an avenue for students to improve intrinsic motivation for learning via opportunities for self-directed learning experiences" (CRC Innovative Learning Spaces Report).

