

# Central Elementary School



910 Central Avenue  
Wilmette Illinois  
847-251-3252  
*safe phone: 847-256-3444*

## Parent Handbook





Central Elementary School  
District #39  
910 Central Ave.  
Wilmette, IL 60091  
(847) 251-3252 FAX (847) 251-4086

"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  
Meghann Young, 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 Julie 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

- 8:50 a.m. Doors Open
- 8:55 a.m. Tardy Bell
- 11:30 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

### Absences-Students

Please be sure to call the Safe Phone (847) 256-3444 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 9:30 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.

\*\* Thank you for adhering to the rules above. They are designed to keep your children safe.

### **Kindergarten Arrival and Dismissal**

- Kindergarten parents with children who are not riding the bus should deliver their children to the classroom door at 8:55 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 11:30 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 11:30 pick up or the 12:40 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 Child Care**

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 at 256-2450. The Wilmette Park District provides after school child care activities. For information about after school programming, contact the park district at 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 4: 11:30-12:20**

**Grade 2: 11:45-12:35**

**Grade 3: 12:00-12:50**

**Grade 1: 12:15-1:05**

Monthly menus are available online. Each student is issued a lunch account that parents may choose to fund through online credit card payments or by a check sent to the school office. 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.



### **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. All "Club Central" information can be found on the PTA website at:  
[http://www.centralschoolpta.org/Central\\_Bulletin\\_Board/Home.html](http://www.centralschoolpta.org/Central_Bulletin_Board/Home.html)

### **Bike Policy**

Only 3<sup>rd</sup> and 4<sup>th</sup> graders may 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.

## **Cold Weather Evacuation Procedures**

Our school building is warm, safe, and an ideal place for students to be during cold weather. However, in the event that we need to evacuate the building during extremely cold weather the following procedures will occur:

- Students will be led out of the building by their teacher using their evacuation route.
- IF POSSIBLE, students will bring warm clothing items.
- Staff and students will relocate to the off-site emergency location.
- Parents will be contacted via phone or email or text.

## **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" are located throughout the building and all classes have access.
- Frequent water intake will be highly encouraged.
- Lights will be turned off or lessened in large areas and classrooms.
- Students will be encouraged to run less 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 incorporate 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"

Aligned with and inspired by the CONNECTED plan and the research that Community Review Committee (CRC) completed in 2012-2014, 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). The construction on this innovative space was completed in August 2015 and is used by all students in the building.