

## Our Program

Welcome to the Reavis Early  
Childhood Center (RECC)!

We are excited that you  
chose to enroll your child in  
our preschool program. There  
have been some new and ex-  
citing changes made to our  
program to provide an en-  
riching learning experience for  
your student. We are looking  
forward to sharing this expe-  
rience with you!



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Reavis Early  
Childhood Center  
(RECC)



Parent Handbook

# Procedures

## Schedule

- RECC will meet Tuesday, Thursday, and Friday from 9:00a.m.-12:00 p.m.

## Attendance

- Attendance will be taken daily
- In order to get the most out of the program regular attendance is needed. If a child misses six or more days they may be dismissed from the program for the second session.
- If your child cannot make it to preschool, call the RECC line directly at 708-599-7200 ext. 276.

## Parking, Drop off, and Pick up

- Please drop off and pick up children on time.
- Enter on the North end of the building by the softball fields through Entrance "J", by 8:55.
- You can park in any designated spot in the lot. Please display your parking pass on your rearview mirror. Please do not park in handicap spaces or in the aisles as our buses need to get through.
- If you are ever late, please enter through the front door by the main office (near the flag pole on 77th and Austin) where our hall monitors will escort you down to the room.
- Your child will not be allowed to leave with any individual who is not on the authorized list.

## Other Information

### School Closings

- When Reavis High School District #220 is closed due to weather, there will be no pre-school. You can find out emergency closing information due to weather on the Reavis website [www.reavisd220.org](http://www.reavisd220.org), or call the school at 708-599-7200.
- Our calendar will list other RECC school closings.
- In the event of an emergency school closing you will be contacted by Reavis High School.

### Health Concerns

- If your child has any of the following symptoms please call them in sick:
  - Fever, diarrhea, and/or Vomiting, continuous coughing
  - Sore or discharging eyes
  - Rash, sore throat, lice, or any other illness
- If your child is called in sick or sent home sick he or she will not be allowed to return to the preschool for at least 24 hours.

### Health/Food Allergies and Restrictions

- The State of Illinois requires, prior to the entrance of school, every student is required to present proof to the local school authority of examination and immunizations. An up-to-date health form will be needed for your child. Forms from previous years cannot be accepted. Also, submit your child's birth certificate.
- We also ask you to bring to our attention any allergies or religious restrictions. Children get a snack daily and other activities may involve food. Please refer to our snack calendar for specifics.

## Side Notes



### Birthdays

- We have planned to celebrate each child's birthday in the preschool. We have built these celebrations into our calendar.
- You may bring store-bought treats according to the Birthday & Holiday Snack Policy and/or party favors.

### Toys

- Please refrain from having your child bring in toys from home. The preschool does not want to be responsible for lost or broken toys.

### Required Items

- We ask that you bring extra clothing in a gallon Ziplock bag with your child's name labeled on the bag. If the children have to use their extra clothing, we ask that you bring another set of clothing.
- The children will be doing a lot of hands-on and physical activities. Please dress your child in skid-resistant shoes and play clothes.
- Upon acceptance a supply list was sent home. Please get these items in as soon as possible for your child to get the maximum learning experience.

### Field Trips

- We are currently planning field trips for this school year. We will be sending home a permission form and other information closer to the dates.
- Volunteers for chaperones will be accepted.

