



Welcome to Livingston Area Career Center Preschool 2023-24!
Handbook/General Information

Contact Information: Livingston Area Career Center, 1100 E. Indiana Avenue Pontiac, IL 61764
Career Center Director: Tera Graves (815)842-2557 x 232; tgraves@pontiac90.org
Early Childhood Education Instructor: Amy Richardson (815)842-2557 x 280; arichardson@pontiac90.org
Career Center Website: lacc.k12.il.us Preschool Website: lacc-preschool.weebly.com

Hours of Operation: Regular operating hours of the preschool lab are from 8:00 a.m. to 11:00 a.m. on Wednesdays and Thursdays. Preschool will begin on Wednesday, September 6, 2023 and run through Thursday, May 9, 2024. Dates are based on the school calendar.

Our Staff: We have a unique staff of early childhood education students. Our second year students are an experienced group of seniors. These students will be responsible for planning, leading, teaching, preparing and maintaining the classroom environment, planning for the routine and schedule, and enhancing the curriculum. Our first year students will begin by assisting in the lab, learning and applying professional behaviors and best practices, and will take on planning, leading, and teaching, and each are ready to progress. All career center students work directly under the supervision of the career center ECE instructor, Amy Richardson. Please understand that this is a learning lab and as we all make mistakes the high school students may as well. However, we make every effort to provide the safest and best possible experience for your child. If you ever have a question or concern don't hesitate to contact the Career Center Director and/or ECE Instructor, we would be happy to communicate with you. We thank you for your participation in this unique opportunity and we look forward to providing you with a quality preschool program.

Required Documentation:

Please read, sign, and return Release Statements, and one copy of the Safety and Security Document.

Drop-off/Pick-up Procedures: Drop-off/Pick-up is located at the LACC entrance. Please do not arrive prior to 8:00 a.m. When dropping-off or picking-up, please park in a designated parking space. Students or staff will greet you at the door or you may press the office intercom for entry. We will verify drop-off/pick-up and sign children in and out. Please be understanding that we may ask for identification at pick-up. If you would like to report that your child will be absent, will be dropped-off late, or needs to be picked-up early, please leave a message with the LACC office (815) 842-2557.

Emergency Procedures: In the case of a fire related emergency, all students will exit the building from the LACC doors and walk to the area directly south of the LACC office (varsity softball field.) Any time we leave the classroom for any reason we will carry a tablet with the class list and emergency contact information for each child. In case of a tornado or tornado drill all students will remain in the classroom

(Room 12) and sit on the floor against the wall. We will remain calm and in emergency position: back against the wall, knees up, head between legs, and hands covering head. In addition, the school periodically holds drills for safety and security threats or may actually find it necessary to implement these security protocols. Please see the **Safety and Security Document** for further information.

Discipline Policy: All LACC students and instructors shall use discipline measures designed and carried out in such a way as to help individual children develop self-control and to assume responsibility for their own actions. Discipline shall be delegated to persons who have an ongoing relationship with the child. Removal from the group as a means of helping the child gain control shall be for brief and reasonable periods of time. No child shall be subjected under any circumstance to corporal punishment inflicted in any manner upon the body or to verbal abuse, deprived of any part of snacks as punishment, or punished for toilet accidents.

It is our goal to provide positive guidance and model socially appropriate behavior in a nurturing and caring environment.

Communication: Please feel free to communicate with us personally at any time. Expect frequent newsletters as well as other interactive materials or communications that the LACC students may create to send home. You may also access all of our information on the LACC Preschool Website by visiting: <https://lacc-preschool.weebly.com/>

Thank you for your participation and support! We are so excited that you are a part of our program!

