

Komarek Preschool For All 2016-17 Family Handbook

School Hours:

Monday through Friday per the attached Komarek School District 94 Calendar

A.M. class meets 8:30 – 11:00am

P.M. class meets 12:30 – 3:00pm

All students should be dropped off at the classroom entrance staircase. They will also be dismissed at the same location. A teacher will be there to greet all students. If weather is unfavorable, then students will go directly in this entrance without lining up. Students will be released only to the designated contacts listed on the preschool registration. If other people need to pick up your child, please have them bring a photo ID and notify the teacher directly. Your child's safety is our first concern.

Preschool Staff:

District 94 Special Education and Preschool Coordinator: Mrs. Maria Mullen

Teacher: Ms. Michelle Cole

Paraprofessionals: Ms. Amy Beggs and Ms. Mina Ruiz

Speech and Language Pathologists: Ms. Kelly Stover-Krupske and Ms. Suzanne Vogel

Occupational Therapist: Ms. Christine Whittenkeller

Physical Therapist: Ms. Marilyn Turner

LADSE Psychologist and Program Administrator: Ms. Melissa Hanke

Communication:

Children have a folder that will be placed in their backpack. We will use this to write communication of any special circumstances of your child's day. If there is information that you need to let our team know, please write a note and send it in the folder, email or call our school voicemails. We will return your call as quickly as possible. If there is a family emergency, please call the school office and advise the secretary, so they we are notified right away. It is difficult to give updates before and after school due to administrative commitments of our staff. But communication with you is of utmost importance, so please use all of the tools available.

The school number is (708) 447-5927 or (708)447-8030 extension 108. The email address for Michelle Cole is mcole@komarek94.org

Snack:

A snack and drink is provided daily. If your child has any special dietary restrictions, please advise the school office immediately. We are a "Peanut Free Room" and will make other accommodations as needed. Donations of snacks are very welcome.

Field Trips:

Walking excursions in the neighborhood and to the Tot Spot play area are regularly taken weather permitting. Special trips to places of interest will be planned later in the school year. You will be notified in advance and provided permission slips for these field trips. Please check your child's backpack for communication.

Personal Belongings:

Because it gets difficult to keep track of toys and other items children bring from home, we ask that personal items not come to school. Occasionally we will send home a request for children to bring in an item from home for a Show and Tell event. Please be sure to clearly label your child's item when doing so.

Clothing:

Each child should have a complete set of extra clothing in case of soiling or stains. As always, label these items with your child's name. Be sure the change of clothes is appropriate for the season. If your child wears diapers, please provide extra and we will notify you when more are needed.

Parent Participation Days:

Once per month parents are invited to come into the room and work with their child during a special activity. A special invite will be sent out as a reminder of the times. Currently they are scheduled 10:15-11:00am for the A.M. class and 2:15-3:00 for the P.M. class. Additional opportunities may be presented based on need. Please check the Preschool Calendar for all the specific dates.

Medical Information:

All children must have a copy of their most recent physical examination, including immunization information and dental examination on file at the school office. If there are special health concerns for your child, please bring them to the attention of our staff. Your child's safety is our most important concern.

Health:

For the protection of all the children in the class, please keep your child at home or he/she will be sent home if they show any of the following symptoms:

A temperature over 100 degrees Fahrenheit.

Intestinal disturbance, accompanied by diarrhea or vomiting.

Any undiagnosed rash.

Sore or discharging eyes or ears.

Profuse nasal discharge (yellow/green). Please keep children with active colds at home.

CALL KOMAREK SCHOOL OFFICE (708) 447-5927 TO REPORT YOUR CHILD'S ILLNESS.

Communicable diseases, such as chicken pox, strep throat, etc. should be reported to the classroom staff and school nurse immediately.

If your child becomes ill while at school the parent/guardian will be contacted and notified to pick up your child. If we are unable to contact you, we will contact the next emergency name on your emergency card.

Classroom Behavior:

In preschool, we utilize a beehive to promote community and consistent adoption of the class rules. The concept is for all the students to keep their bee in the hive, creating a happy community. Teaching the rules is an important part of preschool. Our classroom rules are to use helping hands, listening ears, looking eyes and walking feet. These can be demonstrated in many different ways. It is important to focus on what we should do. If the child refuses to follow the rules, he/she will have their bee removed from the hive. Explanations will be provided of how they were not following the rules and what behaviors would be acceptable. If the child demonstrates them, then their bee returns to the hive. Hurting other children is not acceptable behavior and time away from the situation is important for your child to regain their composure. Parents will be notified of all persisting behavior in order to develop a mutual plan of action. When the bee is in the hive, each member is able to contribute to the class honey pot which when full, will result in the class celebrating. Each student is an important member of our community and we need them to help fill the honey pot! See the attached sheet for specific details of class rules and behaviors.

Picture/Video Taping:

Cameras are utilized within the education environment for teaching purposes of both teachers and students. Students learn visually who their classmates are via pictures, so cameras become an important technology tool. We also use pictures of class events to communicate via the newsletter to all our families. If you restrict your child from pictures and/or video taping in the classroom, the office needs to have the Picture Release form signed. Lack of specific restrictions will be taken as approval to utilize for the purposes stated.

Classroom Celebrations:

It is customary to celebrate birthdays in preschool. If you choose to celebrate your child's birthday, you may send store bought treats only. This is a Public Health and Sanitation ordinance. Komarek School would prefer you send nutritious treats in order to promote the health of all students. If you do not want your child to participate in this community activity due to any family preferences, please advise. If your child has a summer month birthday, please pick a date during the school year to celebrate with us.

When we have class parties, such as Halloween, we will send out reminders of the details. Again, please advise us of any family needs if you do not want your child to participate. We respect all families.

The Komarek School Family Handbook:

The Family Handbook is online at www.komarek94.org. Please also review it for additional details to our school policies.