

Komarek Preschool For All 2019-20 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 Survey form completed at registration. If other people need to pick up your child, please have them bring a photo ID and notify our staff in writing prior to the change. Your child's safety is our first concern.

Preschool Staff:

District 94 Special Education and Preschool Coordinator: Mrs. Caitlin DiLallo

Teacher: Ms. Michelle Cole

Paraprofessionals: Ms. Amy Beggs (Dec-June), Ms. Mina Ruiz and Ms. Beth Ann Brozo (Aug-Nov)

Speech and Language Pathologists (LADSE): Ms. Kelly Stover-Krupske and Ms. Susanne Vogel

Occupational Therapist(LADSE): Mrs. Janet Doyle

Physical Therapist(LADSE): Mrs. Bridget Hobbs

LADSE Psychologist and Program Administrator: Ms. Melissa Hanke

Communication:

Children have a blue vinyl 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. 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 any and all of our tools available.

The school number is (708)447-8030 and extension 108 rings directly in the preschool room.

The email address for Michelle Cole is mcole@komarek94.org

Snack:

A snack and drink are provided daily. If your child has any special dietary restrictions and or food allergies, this information should be submitted at registration. If they develop during the school year, please advise the preschool team in writing immediately. We are a "Peanut Free Room" and will make other accommodations as needed, per your documentation. Donations of snacks are always very welcome.

Field Trips:

Walking excursions in the neighborhood and to the Tot Spot play area are regularly taken, weather permitting. No permission forms will be needed. Special trips to places of interest will be planned in the school year. You will be notified in advance and provided permission slips for field trips requiring transportation. Some fieldtrips may also change the time of the school day, so read all details carefully. Please check your child's backpack for all regular communication.

Personal Belongings:

Because it is difficult to keep track of personal toys in a preschool classroom filled with great things, 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 name on any item brought to school.

Clothing:

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

Parent Participation Days:

Once per month a parent or guardian per family is 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. At Special Performances all family is welcome. Please review the invites for specifics.

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 and we can update the Preschool Survey with these details. Your child's safety and development are our most important concerns.

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) 447-8030 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 registration information.

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 always stated in a positive framework. They include to use helping hands, listening ears, looking eyes and walking feet in the classroom. These can be demonstrated in many different ways. It is important to focus on what we should do. If the child continuously 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. Our classroom will be following the Second Step program as with all the Komarek School.

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. Any photos that are published beyond the classroom will not contain any names. If you restrict your child from pictures and/or videotaping in the classroom, the office needs to have the Picture Release form signed. Lack of specific restrictions will be taken as approval to utilize your child's photo 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. Please remember we are a peanut-free room.

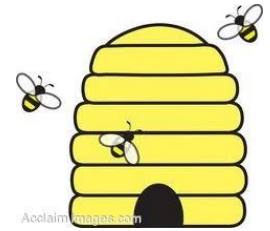
When we have class parties, such as Halloween, we will send out reminders of the details. Again, please advise us if you do not want your child to participate. We respect all families.

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, since all policies of the school also apply to preschool.

Creating Classroom Community with the Beehive!

Classroom Management for Preschool For All.



The beehive is a classroom management tool. It isolates negative behavior, but more powerfully, it is used to create community and self-regulation with the classroom.

The Basic Process:

The students are reminded of the classroom rules: use looking eyes, walking feet, listening ears, and helping hands, By utilizing them they are able to keep their bee in the beehive. When they are not following the rules, their name is removed from the beehive. At the end of each day, each student reviews the hive and is able to add to the community Honey Pot, which when full, we celebrate accomplishing our goal. We need everyone's cooperation to fill the pot quicker.

The Student Not in the Hive:

We speak to the student, telling him of our disappointment that he is not in the beehive and then can't add to our work filling the pot. We want them to be part of our classroom community, so we can have fun and celebrate. When a student does not have his bee in the beehive, then they cannot add honey to the pot.

Hitting and physically hurting others requires immediate action by the teachers. The student will be removed from the situation to a safe, thinking chair, where after cooling down a few minutes will discuss what happened, how they felt, and what could be done different next time. If the same child struggles with the same behavior more than 3 times, parents will be notified in writing or phone call, whichever the family prefers and the situation warrants. If the behavior persists, a conference will be arranged with parents to determine future action. Each day is a new start for each student. The students are removed from the beehive when rules are not followed, but when the teacher witness good classroom behavior demonstrated by that student, the teacher makes a big deal at recognizing the behavior and putting his/her name back into the beehive

The Class Responsibility:

The class has regular reviews of the class rules, which make us live happily together. The class discusses how they can help their friends by reminding them of the classroom rules when they forget. The students eventually start helping each other to work towards a group goal and their celebration. The honey balls are added to the pot when the students are caught being extra good friends. The celebration should be reachable within a couple of days or up to a week.

The long-term goal is to have students self-regulate their own community, witnessing their peers doing good deeds and rewarding them with compliments and stopping friends when they start to make bad choices by reminding them of the rules and celebrations. At this point, the celebrations can be spread out at longer increments with everyone having a part of creating the celebrations.

