

"Preschool for All" Handbook



Kimes School

Mrs. Heather Ketcham, Principal Email: hketcham@ses44.net

Important Phone Numbers

Teacher Contacts - call 815-672-2496 or email your child's teacher:

Ms. Jordan Berninger- jberninger@ses44.net

Ms. Angie Graff- agraff@ses44.net

Ms. Amy Jankowski- ajankowski@ses44.net

Ms. Toni Pflibsen- tpflibsen@ses44.net

Ms. Lorena Torres- ltorres@ses44.net

Streator Woodland Bus Company: 815-672-5974 ext.1600 ask for Jackie

Class Times

A.M. Morning Class- Monday, Tuesday, Thursday, Friday, 8:15-11:00 a.m.
Wednesday, 8:15 - 10:00 a.m.

P.M. Afternoon Class- Monday, Tuesday, Thursday, Friday, 12:15 -3:00 p.m.
Wednesday, 12:15 - 2:00 p.m.

Bus Information

Please call the bus company if your child will not be riding the bus on a certain day due to illness, etc. (815-672-5974 Ext. 1600). Parents or babysitters must have their child ready to board the bus, and be waiting at their stop to pick-up their child after school. Also, adults need to assist their preschool students in getting on and off the bus. Remember if you are unable to get your pre-kindergarten student off the bus make sure the person that is taking them off the bus is on the release list. New names can be added by calling the office. **If you send someone to pick up your child that is not on your release list (ER card), your student cannot be released to him or her!** The bus will return the child to Kimes' School and the school will use phone numbers on file to locate an authorized adult to pick up the child. ****If you, or babysitter, miss the bus at the bus stop, call the classroom and be waiting in the parking lot at school to pick your child up when the bus returns to school.**

****If a child will be transported to/from a babysitter, there is a caregiver form that will need to be completed. Any changes in bus information need to be done 24 hours prior to the change. THEY CANNOT BE MADE THE SAME DAY!**

Our Pre-K busses are loaded and unloaded in the front of the school through the middle doors at entrance #2. **As a safety procedure, please make sure to NOT walk in between the buses. The drivers are not able to see you, and we want to set a safe example for the children.*

Drop-Off or Pick-Up at School

If for some reason your child misses the bus, please bring your child to school. Please park your car in a parking space and walk your child to the north door. The Preschool teachers greet their students there and that will allow your child to walk into school with his or her friends. If you are dropping off your child and school has already started, please park along Reading Street. An adult must sign in at the office and accompany the child to the classroom and turn the child over to a Preschool teacher or aide.

If you need to pick your child up from school make sure you contact the teacher through email or SeeSaw and call the office to let them know. When you are picking up your child please drive through the pick-up line on the west side of the building. We do not load children into cars at dismissal. * Children will be put on the bus unless there is a message to the teacher and phone call made to the office. Telling the bus driver is not enough and often causes confusion at the end of the day. Please be sure to tell both the teacher and the Bus Company.

Permanent Car Riders

If your child will be transported to and from school every day, they will enter and exit at the West Entrance. Classroom aides will assist with students and will release them to a parent/caregiver as they drive through the pickup line. Please do NOT park in the bus lane on the north side of the building.

Family/Contact Information

If you have any changes such as address, phone numbers, babysitters, work place, bus information, etc., please report it to your child's teacher or office immediately. It is important for the school and bus driver to have current information. Do not call the administration building to make changes.

Family Involvement

Parents are the first and most influential teachers for their children. We would love to meet with you monthly through a fun activity that allows us all to get to know each other better. On our day off each month we will try to schedule a family involvement activity, such as an ice cream party in the play yard, or a visit to the fire station. We will send information home monthly.

Parent/Teacher Conferences

A teacher will meet with a parent to discuss the child's progress during Parent/Teacher conferences. Each family will have at least two conferences for the school year. Participation in Parent/Teacher Conferences is a requirement for the "Preschool for All" program.

Attendance

Children should come to school every day unless they are ill. Please keep your child home if they have one or more of the following symptoms: Fever of 99.9 degrees or above, vomiting, diarrhea, sore throat, or coughing excessively. If your child is ill, please call both the bus company and the school to let us know.

Required Forms

- A L.E.A.S.E. Preschool Screening
- Certified Birth Certificate (not hospital keepsake)
- Physical & Immunizations (with lead screening)
- Completed Online School Registration
- Proof of Residency
- Proof of Income

No child can start without the required forms*

School Supplies

Please use a normal size book bag with **your child's name inside**. No wheel book bags, they don't fit in our lockers. A change of clothes should be left at school (pants, underwear, shirt, socks) in case of accidents. Diapers and wipes if your child is not potty trained.

Snack

Children will have a light snack every day with milk or water to drink. If you would like to send a treat for your child's birthday or a special occasion, please contact the teacher in advance. All treats and snacks must be "store bought" and sealed with a traceable history. (This is a state health department rule.) **Sorry, no homemade snacks/treats can be served in class. Please make teachers aware of any food allergies that your child may have.**

School Closings

In case of bad weather, please check the District Facebook Page and you will also receive a telephone and email notification. If Streator Elementary Schools are closed, that will include the Preschool classes. The automatic call system will call you as long as your information is accurate in the Skyward Student Management System.

Dressing for Preschool

We are fortunate to be in an air conditioned building. Please remember this when dressing your child. Also, it is Preschool, so we tend to get messy. Play clothes are great! **Flip flops may not be worn to school.** The playground area is pea gravel and is very difficult to walk on with sandals.

On behalf of the Preschool teachers and aides, we are looking forward to a wonderful school year! If there are questions at any time, feel free to call or email!

