

"Preschool for All" Handbook

Important Phone Numbers

Kimes School, Mrs. Heather Ketcham, Principal -815- 672- 2496

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

Ms. Angie Graff- agraff@ses44.net

Ms. Toni Pflibsen- tpflibsen@ses44.net

Ms. Amy Jankowski-ajankowski@ses44.net

Ms. Lorena Torres-ltorres@ses44.net

Ms. Jordan Berninger- jberninger@ses44.net

Class Times

A.M. Morning Class- Monday, Tuesday, Thursday, Friday 8:00-11:00

*Every Wednesday 8:00-10:00

P.M. Afternoon Class-Monday, Tuesday, Thursday, Friday 12:00 -3:00

*Every Wednesday 12:00-2:00

Last Wednesday of Every Month

No AM or PM classes in attendance.

Bus Information

Busing is a great privilege of our program and we recommend everyone take advantage. Pre-K buses are only for preschool students and there is an extra adult (monitor). Please call the bus company or school office if your child will not be riding the bus on a certain day due to illness, etc. 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 student in getting on and off the bus. Remember if you are unable to get your 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 at any time. 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 the babysitter, miss the bus at the bus stop, call the office 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 during registration and be on

file with the school. 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 buses are loaded and unloaded in the front of the school through the middle doors at entrance #2.**

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 write a note or call the office to let them know. When you are picking up your child please park your car in a parking space and then walk over and wait for your student at the north door. We do not load children into cars at dismissal. Children will be put on the bus unless there is a phone call made directly 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.

*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.

Permanent Car Riders

If your child will be transported to and from school every day, they will enter and exit at the west entrance. This will be labeled The Pre-K Entrance. Classroom aides will assist with students and will release them to a parent/caregiver as they drive through the pickup line. When picking up your child please have your placard (sign with your child's information) inside the front window for our aides. When picking up your child you must have a car seat.

Family/Contact Information

If you have any changes such as address, phone numbers, babysitters, work place, bus information, etc. Please report it to the school office. It is important for the school and bus driver to have current information. Do not call the administration building to make changes. This should be done through the Kimes office.

Family Involvement

Parents are the first and most influential teachers for their children, we will plan activities monthly. 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. Details about these activities will be sent home with your child.

Parent/Teacher Conferences

A teacher will meet with a parent to discuss the child's progress during Parent/Teacher conferences. Conferences are conducted two times a year, Fall and Spring. 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.

Health Information

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. Your child must be fever free without medication for 24 hours. If your child uses an inhaler, we need proof of the prescription and it can't be transported in their book bag. If your child is ill, please call both the bus company and the office 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 inside their backpack (pants, underwear, shirt, socks) in case of accidents.

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 listen to the local Streator radio station (1250 AM) for school closings. If Streator Elementary Schools are closed, that will include the Preschool classes. The School Messenger automatic call system will call you as long as your information is accurate in the school office.

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!