

# MEET AND GREET

**Beard School**

# INTRODUCTION TO STAFF

Classroom Teacher: Kathleen Kawalkowski

Para Professionals: Julie Lezon

Office Staff: Olga and LaToya

Staff children will encounter:

**Speech Pathologists-** Allison and Tricia, **Social worker-**Katie Weiss, **special education itinerant-**Letti, **hearing itinerant-** Nikki, **Occupational therapist-**Chana, **school psychologist-**Noel

# CONTACT INFORMATION FOR STAFF

Teacher Email address: Ktkawalkowski@cps.edu

Teacher website (located on the Beard Website)-  
: <https://www.beard.cps.edu/cr-Kawalkowski.html>

(please allow 1 business day for a response)

Beard Office Number: 1-773-230-4142

## TEACHER AVAILABILITY

We see many parents at the beginning of the day and end of the day. If you have concerns and would like to schedule a meeting or a conference, please contact me to schedule a time for a later date.

# PARENT CONTACT INFORMATION

- Please provide best contact information you can be reached at during the school day.
- If you move or change phone numbers please fill out updated information in the office at any point in time during the school year.

# EMERGENCY CONTACT INFORMATION

- Emergency contacts forms are critical for your child's safety. We need to have information on who to call in case of an emergency and you can not be reached. Please fill out the form before you leave tonight so we will have it on file for the first day of school.

# FAMILY DYNAMICS

- If your family is experiencing any legal custody issues, please provide the office and the teacher with appropriate documentation.
- Unless otherwise documented both birth certificate parents will be contacted regarding their child's education. If additional legal paperwork is provided that states otherwise we will follow those guidelines.

# ARRIVAL AND DISMISSAL ROUTINES

-Students will only be allowed to be picked up by parents, and adults who are listed on the release forms. If someone else is picking up your child from school, please put it in writing with the person's full name. They will be asked for identification (driver's license, state ID) upon pick up and a copy will be made to keep on file.

-Parent drop off for the am class is at 7:30. Pick up is at 10:05. Both drop off and pick up are at door 6 located inside the fence by the parking lot.

-Parent drop off for the pm class is at 11:55. Pick up is at 2:30. Drop off is located at door 4 located at the very end of the school and pick up is at door 6 located inside the fence by the parking lot.

# ATTENDANCE

Attendance is important to a successful school year.

All parents will sign an attendance contract at the beginning of the year indicating the expectations Beard has for children. Our goal is 95% attendance or higher for all students.

In case of illness, please call the school office (773-534-1228) to report the absence. In addition to calling, please remember to fill out the Excused Absence form which can be found in your child's bookbag and return it to me.

# WHAT YOU NEED TO SIGN UP FOR

Class dojo

Parent portal

Remind.com



# DIET RESTRICTIONS, ALLERGY FREE ZONES, FOOD POLICIES

- Does your family have cultural restrictions?
- Allergies to Food or Medicines: Make sure that medical form is completed and turned in by the first day of school.
- Beard is an allergy sensitive school with designated allergy zones unless otherwise stated in the child's IEP. Please do not send in foods that contain nuts. Thank you for understanding.
- We do not heat up food for lunches
- We encourage healthy snacks at Beard School. Please help us model healthy eating habits by sending in healthy choices for your child.

# WISHLIST FOR CLASSROOM SUPPLIES

-Please send in a change of clothes to keep at school incase of an unexpected situation. The extra clothes will be kept in their backpacks in a bag.

I have posted our class wish list. Please consider giving a donation to the class in lieu of treats for special occasions such as birthdays. Our school is recognized as a healthy school and we encourage celebrations that do not include food. You may also send in your child's favorite story for us to read to celebrate their birthday.

# SCHOOL CALENDAR

Monthly Calendar: A monthly calendar is sent home at the beginning of each month along with a hard copy of the breakfast and lunch menu. Menus can also be found on the Beard School website under the “student” tab. Dates and times for monthly meetings, LSC meetings, non-attendance days and special events taking place at the school are indicated on the calendar, as well as the website. The calendar is also posted on the main bulletin board in the main office.

Calendar of Events: The calendar of events on the school website with important dates of opportunities for the school and parent engagement. Events taking place at Beard School are planned one year in advance so that you can participate and plan accordingly. Because of unforeseen circumstances, dates may change.

# FIRST DAY OF SCHOOL DROP OFF

On the first day of school, you may walk your child to our classroom to help with the transition of coming to school. It is helpful for the students to learn to say goodbye at the door and that you will be coming back to get them when school is over.