

MEET AND GREET

Beard School Room 104

INTRODUCTION TO STAFF

Classroom Teachers: Gina Kim, ECSE and Maggie Kelly, ECE

Para Professional: Adi Blancas

Office Staff: Manda Lukic- Principal

Kerry Rush- Assistant Principal

Olga Arbelo- Clerk

La'Toya- Attendance and Bus Coordinator

Staff children will encounter:

Reverend Elzy Dixon "Rev" -Security

Russell and Jessica- Technology

CONTACT INFORMATION FOR STAFF

Teacher Email address: Gina: gykim@cps.edu

Maggie: mkelly27@cps.edu

Teacher website: <https://beard.cps.edu/cr-Kelly.html>

(please allow 1 business day for a response)

Beard Office Number: (773) 534-1228

TEACHER AVAILABILITY

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

PARENT CONTACT INFORMATION

- If you need to contact us during the school day, please call the office. If you do not need an immediate response, send a message through Class Dojo.
- If you move or change phone numbers at any point in time during the school year, please fill out updated information in the office.

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

-Drop off at room number: Staff is not allowed to take students at arrival unless they are standing at the designated room number. Teachers will take children inside and caregivers will return at the designated pick up time and location.

- Morning Drop Off- Door 7

- Afternoon Drop Off- Door 4

-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 pick up is located at Door 7.

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 your child's bus company. Also 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 binder and return it to me.

ATTENDANCE

Our AM session begins at 7:30am.

Our PM session begins at 11:55am.

If you are not at school promptly at the above times, go to the office and they will page the room to have the student picked up.

WHAT YOU NEED TO SIGN UP FOR

Class dojo

Parent portal

Remind.com

DIET RESTRICTIONS, ALLERGY FREE ZONES, FOOD POLICIES

- Please alert us to any cultural restrictions, allergies or food sensitivities, and other dietary 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.

FOOD POLICIES

- Due to CPS regulations, students may not bring any food from home unless otherwise stated in the child's IEP. Students will be served 1 meal (breakfast or lunch) prepared by the school cafeteria. Menus can be found on the Beard School website under the "student" tab.

WISHLIST FOR CLASSROOM SUPPLIES

- Please send in a change of clothes to keep at school in case of an unexpected situation.
- There is a supply list on Beard's website for all half day programs <https://beard.cps.edu/supply1819/SUPPLY%20LIST-HALFDAYPreschool.pdf>
- Teachers have website that have wishlist. Consider giving a donation to the class in lieu of treats for birthdays!
- Please keep an eye out for Donors Choose projects throughout the year!

CELEBRATIONS

Due to CPS policy, we will not be distributing any edible treats. This includes birthday celebrations.

Please feel free to bring non-edible treats or celebrate with us in another way.

SCHOOL CALENDAR

Monthly Calendar: A monthly calendar is sent home at the beginning of each month. 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 with important dates of opportunities for the school and parent engagement is on the school website. 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. We will let you know as soon as we know.