

MEET AND GREET
WELCOME TO ROOM 106

Beard Elementary School

INTRODUCTION TO STAFF

Classroom Teachers: Michele Van Pelt, ECE and Yesenia Salgado, TA

Office Staff: Manda Lukic - Principal

Kerry Rush - Assistant Principal

Olga Arbelo - Clerk

La'Toya Price - Attendance and Bus Coordinator

Staff children will encounter:

Russell and Jessica - Technology

Reverend Elzy Dixon "Rev" - Security

Julie P. - Gym

Annette D. - Art

Rachel K. - Library

CONTACT INFORMATION FOR STAFF

Teacher Email address: mrvanpelt@cps.edu

(please allow 1 business day for a response)

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

(found on Beard website under: Contact Us - Classrooms)

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.
- You can also:
 - Call the office and leave a message
 - Send an email via Class Dojo or CPS email allowing time for a response

PARENT CONTACT INFORMATION

- Please provide the best contact information you can be reached at during the school day.
- 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 cannot be reached. Please fill out the form before you leave today 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.
- 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/pick up is located at Door 6.

ATTENDANCE

Attendance is important to a successful school year. School start time is at 7:30 a.m. If you are not at school promptly at 7:30 a.m., you will need to go with your child to the main office. The office will page the classroom to have the student picked up.

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

ATTENDANCE - CONTINUED

In case of illness, please call the school office at 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.

WHAT YOU NEED TO SIGN UP FOR

- Class dojo: You will each receive a handout with a special code to enter into Class Dojo. This gives you access to your child's personal dojo page.
- 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 such as no dairy, gluten free, etc.
- 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.
- 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.

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.

TOILETING

Per CPS policy, staff members are not allowed to help your child in the bathroom area nor are we allowed to change them.

Please send in clothing your child is able to navigate independently in case they have an accident. If your child does have an accident and they are not able to change their clothing on their own, we will have to have you come to the school to pick up and/or change your child.

WISHLIST FOR CLASSROOM SUPPLIES

- Please send in a change of clothes to keep at school labeled with your child's name in case of an unexpected situation.
- There is a supply list on Beard's website for all full day programs:
<https://www.beard.cps.edu/supply1819/SUPPLY%20LIST-FULLDAYPreschool.pdf>
- Teachers may have a wishlist on their website. Consider giving a donation to the class in lieu of treats for birthdays!
- Donors Choose: Please keep an eye out for Donors Choose projects throughout the year. Donors Choose site page:
<https://www.donorschoose.org/michele.vanpelt>

CELEBRATIONS

Due to CPS policy, we will not be distributing any edible treats. This includes birthday celebrations. If you bring in an edible treat for your child, it will not be accepted.

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.