



Kankakee Area Career Center
PO BOX 570
Bourbonnais, IL 60914
www.kacc.org
815-939-4971

August 19, 2021

Dear ECE-Preschool Families,

Welcome to the Kankakee Area Career Center (KACC) Preschool Lab. My name is Melissa Kapidis, KACC's Early Childhood Education (ECE) Instructor.

In addition to overseeing the ECE and PreK Lab program, I work with the high school students who will be in the Preschool Lab teaching your children during the upcoming school year.

A KACC Preschool Lab Supervisor is assigned to work with the Preschool Lab children at all times. We work closely together to create an happy and meaningful learning environment to set them on the path to success.

Included in this packet is information we believe will be helpful to you and your family. As you read it carefully, please be sure to let me know of any questions or concerns.

We firmly believe communication between home and school is vital to helping your child(ren) succeed in school. If you have any questions, concerns, suggestions, please feel free to contact me at kapidism@kacc.org or call 815-939-4971, ext. 236.

So looking forward to getting to know your child and your family this year!

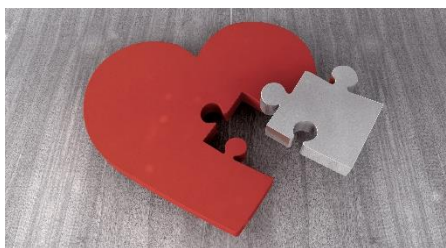
Sincerely,

Ms. Melissa Kapidis
Early Childhood Education Instructor



- . 8:30-8:45 am—Arrival
- . 8:45—9:10 am Circle Time/Story/Song
 - . 9:00—9:30 Learning Centers
- . 9:30—10:00 am Gross Motor Activities
- . 10:00—10:30 am Snack Time/Stories
 - . 10:30—11:00 am Learning Centers
- . 11:00—11:15 am Circle Time/Story/Song
- . 11:15—11:45 pm Gross Motor Activities
- . 11:45—12:00 Table Work (Fine Motor)
 - . 12:00—1:00 pm Lunch and Rest
 - . 1:00—1:30 pm Learning Centers
 - . 1:30—1:45 pm Circle Time/Story
- . 1:45—2:00 pm Table Work (Fine motor)
- . 2:00—2:30pm Gross Motor Activities
- 2:30—Departure

Absentee Policy



*State Law **requires** you to call school if your child will be absent. Please call 815-939-4971, ext. 236 if your child will not attend.*

You can also sign them out in Tadpoles and put the reason or, email Ms. Kapidis at kapidism@kacc.org.

Should an absence be related to COVID19 (either a close contact or symptoms, please email both Ms. Kapidis and KACC Principal, Timothy Guerin at guerint@kacc.org.

KACC Main Office Team

KACC Principal

Timothy Guerin



KACC Dean of Students

Lucas Papineau



Main Office Support Staff

Marcy Mallindine, Alice Argyelan



Scheduled Days off from Preschool Lab (No KACC)

| | |
|---------------------|----------------------------|
| September 23 - | Sophomore Day |
| November 11 - | Veteran's Day |
| November 22 to 27 - | Thanksgiving Break |
| December 20 to | |
| January 3 - | Winter Break |
| January 17 - | Martin Luther King Jr. Day |
| February 21- | President's Day |
| March 21 to 25 | Spring Break |
| April 15 to 18 | Easter Weekend |

- There may be a Teacher's Institute day added

Upcoming Events in the Year Ahead

Dates will be announced in Monthly Newsletters

Subject to COVID19 Restrictions

Grandparents day

*Parent/Teacher Conferences (September)

Parent Career Days

Halloween Party

Thanksgiving Feast

Gingerbread house

Holiday Performance

Mom Spa Day

100th Day of School

Valentines Day Party

St. Patrick's Day Party

Donuts with Dad

Last Day for Preschool Non-Graduating students May 5, 2022

Preschool Graduation Celebration

– (Those going on to Kindergarten) May 6, 2022

Parent Teacher Conferences – Typically scheduled in September, between 4:00 and 8:00 p.m. Details will be shared soon. In the meantime, please contact us anytime if you want to schedule an individual conference.



School Supplies

THE FOLLOWING SUPPLIES ARE REQUIRED:

*Please label the following items with first and last name of your student:

- **Book bag** (large enough for a folder)
- **Complete change of clothing** (shirts, long pants, underwear, and socks). Change of clothing will remain AT SCHOOL. Please enclose the clothing in a zip lock bag with the child's name on it.
- **one pencil box** (around 8' x 5') used to hold all supplies
- box of **crayons**
- box of **markers (Pack of 12)**
- set of **glue sticks**
- **Paint Shirt/Smock**
- **Blanket from Home to be kept at school**

At this time we do not require your child to bring any other supplies to school. As always, we welcome any donations.

Our classroom can always use...

- Kleenex
- Cups (3oz or 5oz)
- Napkins
- Disinfectant wipes

Wish list items will be listed in our monthly newsletter.



Snack

Please pack one snack a day for your child. Please put it in your child's lunch bag and label it SNACK. Drinks will be provided by the program

Parent Volunteers

Parent volunteering in the classroom will not be available until further notice this school year. Signups for Zoom activities and other volunteering will be discussed during the Open House.

Birthdays!!!

If you want to send in snacks for your child's birthday, please let us know in advance. Parents may bring in or send birthday treats to school. We will celebrate during snack time. Summer birthdays are also welcome to be celebrated at school. for example, on their half birthday. Just be sure to schedule in advance.

Due to school policy, snacks must be prepackaged and unopened. No homemade items will be allowed.



Discipline

In order to have a successful learning experience this year, we have a few rules for the classroom. They are:

- **Be Respectful** (keeping hands and feet to yourself and using a quiet, inside-voice)
- **Be Safe** (walking when inside the building, keeping hands and feet to yourself)
- **Be A Friend** (keeping your hands and feet to yourself, listening to your friends, sharing toys, taking turns)
- **Have Fun**

Our discipline procedures use natural consequences for any misbehavior. For example: If a child refuses to share a toy, he or she will not be able to play with it.

In the case of a child not listening to an adult when reminded about the rule, we use a program called **1-2-3 Magic**.

The basic premise of the **1-2-3 Magic** program is when a child misbehaves for the first time, the teacher says, "That's one". If a second misbehavior occurs after three to five seconds, the teacher says, "That's two". If a third misbehavior occurs after three to five seconds, the teacher says, "That's three," and the child is instructed to go to the thinking chair for three to five minutes (one minute per each year of age).

However, if the behavior is overt (hitting, spitting, etc.), steps one and two are skipped and the child is immediately directed to step three, the thinking chair.

If any other discipline measures are necessary, the parents will be contacted. If your child has had a good day at school (no extreme behavior) they will receive a smiley face on their behavior chart. The following is our behavior chart:



We have found this program works successfully in our classrooms. As always, if you have any further questions concerning our discipline policy, please call the school and we will do our best to answer them.

Preschool Lab COVID Policies/Procedures:

Drop off/pick up procedures: Please accompany your child to the Preschool Lab entrance. You will be met by the Preschool Lab Supervisor or ECE Student.

Face Masks must be worn.

No late arrivals will be allowed: Doors are locked at 8:45 am. There is no entry allowed from the front entrance of the KACC building/office area.