

From the Principal...

August 17, 2004

Dear Pre-K 3 Parents,

Welcome to a new school year at St. Angela Merici. I am very excited about the initiation of our 3 year-old program. We have been planning for this program for about a year now and we are thrilled to begin! Our school theme for this school year is "Hand-in-hand, Together We Can." This year we will be experiencing many ways that we can work together to achieve our goals. We will learn that we can make much greater strides if we work together and support one another.

I am pleased to share the 2004-05 Pre-K-3 handbook with you. The following information will answer many of the questions that you may have regarding the operation of the program. All rules and regulations in this handbook have been established for the betterment and safety of each student. Please read this preschool handbook, as well as the school handbook carefully. It is important that you understand the contents of these books.

Your support of these policies is vital to the success of St. Angela Merici School. I thank you for this support and I look forward to working together with you as we share this great adventure together!

Sincerely,

Mrs. Colleen Remont
Principal

SCHOOL PHILOSOPHY

St. Angela Merici School is a ministry of St. Angela Merici Parish. As such it receives its mandate from the Mission Statement and Goals of St. Angela Merici Parish. The school teaches and encourages values in our students that are in accord with the teachings of the Catholic Church. They will be given ample opportunity to learn their Faith and thereby be given a basis to form moral values for the rest of their lives.

St. Angela Merici School sets forth its mission to educate the whole child, i.e., spiritually, emotionally, academically, socially, and physically.

The Faculty and Staff of St. Angela Merici School recognize that in each student there are differences in mental capacities, family values, and personal motivation and strive to challenge each student to live a good, intelligent Christian life to the best of each student's ability.

St. Angela Merici School recognizes the importance of family. It is only through the cooperation between home and school that we can hope to be successful with providing students with those skills and values that are essential to success in later life. The school will work closely with the parents to assist the child to develop spiritually, morally, socially and emotionally as well as academically.

SCHOOL GOALS

The primary goals of St. Angela Merici School are:

- ❖ To teach children to live the Gospel message of Christ in order to make wise and moral decisions as they face the challenges of growing up in today's world.
- ❖ To provide an integrated curriculum that meets the needs of all students and prepares them with the base of knowledge needed to be successful in high school and beyond.
- ❖ To provide students with a family-like atmosphere in which development of positive self-esteem flourishes.

SCHOOL MISSION STATEMENT

St. Angela Merici School sets forth its mission to educate the whole child, i.e., spiritually, emotionally, academically, socially, and physically.

ADMISSIONS

Archdiocesan Policy of Admissions

The schools of the Archdiocese of New Orleans admit students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national and ethnic origin in an administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX.

This policy applies to all schools that are under Catholic Archdiocesan auspices. St. Angela Merici School is such a school.

Guidelines and Expectation upon Admission to the 3-year old Program

- ❖ Must be 3 years old by September 30th.
- ❖ Must be able to use the bathroom unassisted. This includes being able clean himself/herself. No pull-ups or diapers will be allowed.
- ❖ Children should be weaned from pacifiers prior to the beginning of school.

COMMUNICATION

St. Angela has an excellent academic reputation due to the fact that parents, teachers, and students work together so well in order to achieve success. Parents are encouraged to keep the “lines of communication” open with the teachers. Our dedicated faculty will respond in some way to all phone calls in a timely fashion.

The administration is committed to regular communication through the weekly bulletin and the school website (www.stangelaschool.org). Parents are asked to read the bulletins and to check the website regularly.

Parental visits are welcome, however, the visits should not be used to engage teachers in conversation. The teacher’s attention should be given to the children during school hours. Parent/Teacher conferences may be scheduled by appointment only.

DISCIPLINE

St. Angela Merici School strives to be a child-oriented school providing an environment that will enhance their Christian commitment and their self-image. The aim of discipline is the power of self-control in all aspects of life. Experience shows that without self-denial, authoritative guidance, and discipline, no child can develop sound character, responsibility, and citizenship.

Good discipline originates in the home. The parent is the first teacher of the child and should help the child develop good behavioral habits and proper attitudes toward school. A parent should:

- Recognize that the teacher takes the place of the parent while the child is in school.
- Teach the child respect for law and authority, the rights of others, and private and public property.
- Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
 - Work with the school in carrying out recommendations made in the best interest of the child, including discipline.

St. Angela Merici School maintains an atmosphere of positive rather than negative in regards to discipline. Children are rewarded and recognized for appropriate behavior to minimize inappropriate behavior. Students are taught to be responsible for their actions by being given clear consequences. Corporal punishment is never allowed.

The key person in maintaining classroom discipline is the classroom teacher. Through open communication with students, parents, and administration, the causes and serious difficulty in discipline are constantly being evaluated and remedial measures are employed to bring about the best possible results for each child concerned.

There will be no harsh, cruel or unusual treatment. Corporal punishment and threats of corporal punishment are prohibited. Discipline and guidance shall be consistent and based on an understanding of the child's needs and development. Positive guidance techniques promote self-discipline and acceptable behavior. The staff will encourage appropriate behaviors, redirect children into positive behaviors, enforce limits and rules consistently and fairly and help children to express feelings in acceptable ways.

CURRICULUM GOALS

The curriculum is designed to meet the needs of the whole child- social, intellectual, emotional, and physical – through developmentally appropriate activities. We will be using the HighReach Learning, Inc., Caterpillar curriculum is written with the active three-year-old in mind. The curriculum will integrate subject areas in order to make learning meaningful and fun. Some of the learning centers that will be in the classroom will be blocks, science, manipulatives, dramatic play, library, art computer, prayer, and sensory.

The curriculum shall:

- ❖ Teach safe and healthy habits in young children with an emphasis on proper hygiene sound nutrition, exercise and self-help skills.
- ❖ Strengthen small and large motor skills with emphasis on increased control and coordination.
- ❖ Encourage family involvement.
- ❖ Stimulate creativity and foster a positive self-image in each child.
- ❖ Support development of social skills with emphasis on cooperation, sharing, generosity and empathy.
- ❖ Provide creative, hands-on activities that allow children to learn through experimentation and exploration and encourage development of higher-order thinking skills.
- ❖ Strengthen communication skills necessary for listening, reading, writing and speaking.
- ❖ Expose young children to the love and wonder of God.

Rest Time

Children are only allowed to bring a *small blanket* to school. It must be small enough to fit in the child's bag. Pillows and large blankets will not be allowed because of storage and hygiene. All items need to be clearly marked with your child's name.

UNIFORM REGULATIONS

All uniform items may be purchased from Schiro's unless the item says "school issued." In these cases, you will receive order information directly from the school.

Pre-Kindergarten:

Girls' Uniform

- ❖ **(Option #1)** Pre-K checked dress with bloomers (from Schiro's)
- ❖ **(Option #2)** Pre-K T-shirt (purchased from school) with school plaid shorts (from Schiro's)
- ❖ School sweatshirt (from Schiro's) or solid navy blue cardigan sweater
- ❖ In cold weather, long navy blue pants may be worn – white or navy tights or leggings may be worn under shorts or dress

Boys' Uniform

- ❖ **(Option #1)** Light blue SAM knit shirt (from Schiro's)
- ❖ **(Option #2)** Pre-K T-shirt (purchased from school) with navy blue shorts or long pants (from Schiro's)
- ❖ School sweatshirt (from Schiro's) or solid navy blue cardigan sweater

Footwear:

Pre-K & K Girls

- ❖ Uniform shoe is Willets brand athletic shoe "Cathy" in navy blue or the "Classy" Velcro. Shoe to be purchased from Schiro's. (Velcro for Pre-K is required; Velcro for Kindergarten is optional)
- ❖ Plain white crew length socks – no ankle socks and no decoration on sock.

Pre-K-8th Grade Boys

- ❖ Uniform shoes are Willets brand athletic shoe "Vinny," K-Swiss and New Balance in black, to be purchased from Schiro's. (Velcro for Pre-K required)
- ❖ Plain white crew length socks (slouch socks acceptable) – no ankle socks and no decoration on sock.

Cold Weather:

- ❖ Overcoats or jackets may be of any color but are not worn in the classroom. An overcoat or non-uniform jacket may not be worn without wearing a school sweater or sweatshirt underneath. Only S.A.M. uniform items may be worn inside the school building. All jackets and other non-school approved items must be removed upon entry.
- ❖ Solid white or navy tights or leggings may be worn on cold days. No sweatpants allowed.
- ❖ White crew neck T-shirts may be worn underneath the school shirt or blouse on cold days (no turtlenecks).
- ❖ Boys may wear approved long sleeved knit shirts.
- ❖ Girls may wear white long sleeve blouses.

IMPORTANT NOTE: Please boldly put child's name on all articles of clothing.

ARRIVAL AND DISMISSAL PROCEDURES

The regular school day begins at 8:10 a.m. Before School Care begins at 7:00 a.m. The drop-off time window for the regular school day is between 7:45 and 8:10 a.m. Children must be brought into the classroom by an adult and released to the teacher. Be sure that the teacher sees and greets your child. If you will be away from home or work for the day, then please leave a phone number where you can be reached in case of an emergency. Please keep in mind that it is best for your child if you do not hang around the classroom for a long period of time.

The dismissal window is between 2:50 and 3:10. Children will be asked to clean up the materials that they are using before they leave the room. Please check their cubbies for artwork and notes. After School Care begins at 3:15 and ends at 5:45. More details on the Before and After School fee structure will be provided.

ATTENDANCE

Absences

If a student is absent, parents are asked to call the office by 8:45 a.m.

Children who are absent from school due to a communicable disease (measles, chicken pox, etc.) must present a doctor's certificate upon returning to school. Cases of lice are to be reported to the child's teacher in order to facilitate communication that will help to prevent further cases.

Signing Out Students

Once at school, a student may not leave the school grounds during the school day unless checked out by parent or guardian. Three-year-old parents are to come to the classroom to pick up a child during the school day. Children will be released only to people listed on the "authorized to pick up" form. Exceptions are made if the parent writes a note to say the name of the person who is to pick up the child. The staff shall check identification of any person they do not know. The children will not be released to an unauthorized person.

ILLNESS/HEALTH POLICIES

If a student is not feeling well in the early morning hours, he/she should be kept at home until he/she is feeling well enough to attend school. Do not send your child to school with any of the following: fever, undiagnosed rash, vomiting, Impetigo, lice, diarrhea, a sore throat, a bad cold, pink eye, or any other contagious disease.

The school will call parents if a student becomes ill during the school day. If the school cannot reach the parents, one of the names listed on the emergency card will be contacted.

Children who are absent from school due to a communicable disease (measles, chicken pox, etc.) must present a doctor's certificate upon returning to school. Cases of lice are to be reported to the child's teacher in order to facilitate communication that will help to prevent further cases.

If a student has any serious illness, allergy or handicap or is on any type of medication, it is essential that the teacher be notified of this at the opening of school. This notification will be kept on file in the counselor's office. After notification, any medication must be given to a teacher.

Medication

If a child must take medication at school the following requirements must be met:

- Must be clearly identified as to the name and type of medication.
- A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
- Please send medication on a daily basis in its original, child-proof container when needed (exceptions are made for students who take ongoing daily medication).
- Medication cannot be kept in the office for "as needed" medication unless it is for a serious illness e.g. migraine headaches.
- Refrigeration is available.
- No child may have medication on his/her person.

The only medication that will be dispensed to the student at school will be that medication which was sent from the parent.

Hand washing Policy

Faculty and students are to meet following guidelines related to hand washing:

- ❖ Wash hands with soap and water after going to the bathroom
- ❖ Wash hands before and after eating
- ❖ Wash hands after sneezing or blowing nose

Toileting

Children must be “potty trained” to attend St. Angela Merici 3 year old program. Pull-ups are not allowed. Because of licensing, in case of an accident, your child will clean themselves and you may be called to come change your child or pick them up.

Accidents

In case of a serious accident, we will make an attempt to contact the parent and/or emergency contacts. If we cannot reach the parent/emergency contact, we will call the child’s physician. If necessary, we will also activate 911. Until the arrival of a parent, physician, or ambulance personnel, a Director or designee will be in charge and make all decisions about the care of the child. It is essential to keep all phone numbers, emergency numbers, or other pertinent information current.

APPOINTMENTS

Appointments with the Administration or with the teachers are made by requesting such through the school secretary. As a professional courtesy, please call teachers at school, not at their homes. Parents may not go directly to the classroom to talk with the teachers during school time without first checking in the office.

LUNCH AND SNACKS

Hot lunches are provided daily and are purchased through a contracted vendor. Because of licensing, children are to eat the hot lunch program. If you prefer to send their lunch, a note from the child’s physician stating the child has a special diet must be turned in to the teacher. If the food needs to stay cold, a cold pack and/or an insulated lunch kit should be used. Refrigeration/microwave are not available for lunches. A milk/juice purchase program is also available.

Snacks will be provided for the children.

SCHOOL SAFETY

Fire drills are held several times a year. Silence is to be observed during the drill. Teachers give further instructions.

Biting

If a child is bitten by another child, the bite shall be cleaned. If the skin is broken the parent will be notified. A record of biting will be kept. If a student poses a threat by continued biting, the child may be asked to leave the program.

EMERGENCY PROCEDURES

In case of school closing or any other related emergency, the official media to follow are TV Channel 4 (WWL) or Radio WWL-AM 87. These are the official informants for the Archdiocese.

In order to insure the safety and protection of all students, St. Angela Merici School has developed a crisis plan in conjunction with the Archdiocese. The faculty has been informed of the procedures.

BIRTHDAYS

We are happy to celebrate each child's birthday at school. Simple birthday treats can be brought to school on or near the child's birthday. For safety reasons, balloons, candles and matches are prohibited from birthday celebrations.

Party invitations may be given out at school only when all boys, all girls, or the entire class is included. Every child's feelings must be considered at all times.

ROOM MOTHERS

Each year Room Mothers are chosen by the principal. They will work with the Home Room Teachers, Co-Op and the Principal.

Their main functions are to help with:

- the Fair as determined by the Fair Committee
- class parties
- field trips
- field days
- other class events

In order to defray the costs, parents are asked to voluntarily contribute a nominal fee as established by the Room Mothers and principal.

Additionally, they will also assist with contacting parents should an emergency arise. (Example: unexpected early school closing).

We ask that the following guidelines be followed:

- no parties during Lent
- classes in same grade levels should have the same type of party
- please do not send in food, candy, favors, etc. for class parties unless approved by the Room Mothers
- class collections of money to purchase a gift for a teacher are allowed only if all the donations are voluntary and are not handled by the teachers
- phone lists are confidential and are only used for an emergency

PARENT VOLUNTEERS

We welcome and encourage parents to offer their services during the day. Parents assist at lunch, read to students in the lower grades, and act as guest speakers. If you have a talent to share, or would like to offer your services during the day, please contact the homeroom teacher or the principal.

All school day volunteers are to coordinate their efforts with the appropriate person (teacher, principal, etc.). Upon arrival volunteers must sign in on the form in the classroom..

ASBESTOS PLAN

St. Angela Merici School is in compliance with the Archdiocese Asbestos Management Plan. This plan is kept in the school office and is available for review upon request.

The Pre-K program is a part of St. Angela Merici School and all regulations concerning uniforms, attendance and tuition apply to the 3 year old program.

Dear Pre-K 3 Parents,

The Archdiocese of New Orleans requires that each school prepare a Handbook and that parents or guardians must sign this form indicating that they are aware of the contents and are willing to abide by the procedures, regulations and policies that are presented.

After you have read the handbooks, please sign the form below and return it to school.

STUDENT'S NAME :

DATE: _____

We have read, understand and agree to abide by the contents of the St. Angela Merici School Parent-Student Handbook for the 2004-05 school year.

Parent's Signature: _____