



ST. ANGELA MERICI PRE-KINDERGARTEN PROGRAM

2011-2012
PARENT HANDBOOK
OF POLICIES

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Principal: Colleen Remont

From the Principal...

August 11, 2011

Dear Pre-K Parents,

Welcome to a new school year at St. Angela Merici. This is a very exciting year in our early childhood program as we add our 2-year-old program. Our 3 & 4-year-old programs have a history of success and we look forward to the same success with this new addition. Our school theme for this school year has an acronym: HATS – “Helping All To Succeed.” We will focus on the ways that we can support one another in order for each and every student to succeed this year. As we do, we look forward to watching the children wear many hats as they grow spiritually, academically and emotionally.

I am pleased to share the 2011-12 Pre-Kindergarten Handbook with you. Pre-Kindergarten is defined by Pre-K 2-year-olds, Pre-K 3 year-olds and Pre-K 4 year-olds. The following information will answer many of the questions that you may have regarding the operation of these programs. 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, nationality, 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 2 & 3-year old Program

- ❖ Must be 2, 3 or 4 years old by September 30th.
- ❖ 3 & 4-year-olds must be able to use the bathroom unassisted. This includes being able clean himself/herself. No pull-ups or diapers will be allowed.
- ❖ 2-year-olds need not be potty-trained.
- ❖ 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 and e-mails 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.

Daily Folders

Your child will bring home his/her work and/or notes in the designated folder. This is an important method of communication between home and school. Please remove papers daily.

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. Each classroom teacher will have a discipline plan.

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. A child will not be allowed to remain at school if a lack of self-control results in the child being a danger to himself/herself or others.

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.

CURRICULUM GOALS

The curriculum is designed to meet the needs of the whole child- social, intellectual, emotional, and physical – through developmentally appropriate activities. 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.

As a rule, students are not allowed to bring toys from home. Show and Tell, on a designated day, is an exception. Educational items are always welcome with teacher approval (books, dvd's, cd's, etc).

Rest Time

Children are only allowed to bring a *small blanket or a small stuffed animal* 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. If a nap mat is torn it must be replaced.

PRE-K 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.

Girls' Uniform

- ❖ **(Option #1)** Pre-K checked dress with bloomers (from Schiro's)
- ❖ **(Option #2)** Pre-K T-shirt (school issued) 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. Leggings can be purchased from Schiro's.

Boys' Uniform

- ❖ Pre-K T-shirt (school issued) with navy blue shorts or long pants (from Schiro's)
- ❖ School sweatshirt (from Schiro's) or solid navy blue cardigan sweater

Footwear:

Girls

- ❖ Uniform shoe is navy blue "Mary-Jane" style shoes or the navy blue New Balance. Shoe can be purchased from Schiro's. (Velcro for Pre-K is required.)
- ❖ Plain white crew length socks – no ankle socks and no decoration on sock.

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.

NOTE: Schiro's may adjust the shoe brand to a similar shoe depending on the supply.

Pre-K 2 & 3 only:

Please provide a seasonally appropriate change of clothes including socks and underwear in a Zip-lock bag. This outfit need not be a school uniform.

Accessories

Student may not wear superfluous jewelry – no dangling earrings – only studs.

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

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

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. Pre-K 2 and 3's must be brought into the classroom by an adult and released to the teacher. Be sure that the teacher sees and greets your child. 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. Pre-K 4 students are to be dropped off on Melody Drive in the carpool line, where they will be walked directly to their classrooms.

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.

Dismissal

The dismissal window is 2:50 . After School Care begins at 3:10 and ends at 5:45. More details on the Before and After School fee structure will be provided. If a child remains after 3:10, he/she will be checked into After School Care and appropriate fees apply.

ATTENDANCE

Absences

If a student is absent, parents are asked to call the office by 9:30 a.m. Please leave a message on voicemailbox #2 (the absentee line).

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. Two and 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. Pre-K4 parents are to sign children out through the regular school office upstairs.

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, sore throat, 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.

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.

Medication

Medication will not be dispensed to the student at school unless the parent comes to school and administers.

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

3&4-year-olds

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.

2-year-olds

Children can be in diapers. When a child is showing signs of readiness for potty training and has had some success at home, we will work with your child at school for an initial period of two weeks. After this period, if accidents are too frequent, we will take a break and try again later.

Accidents

Students injured at school should report accident to the teacher. 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 person's voicemail, e-mail or note. 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

Three & four-year-olds have access to hot lunches daily and are purchased through a contracted vendor. Three and four-year-old students may bring their lunch. All 2-year-old students must bring their lunch. If the food needs to stay cold, a cold pack and/or an insulated lunch kit should be used. Refrigeration/microwave is not available for lunches. A milk/juice purchase program is also available.

Three and four-year-olds

Parents will provide nutritious morning and afternoon snacks for the class on a rotating basis. Further guidelines on snack selection will be provided by the teacher. Snack may be coordinated with the letter of the week or the theme for making learning fun.

Two-year-olds

Snacks will be provided for the children for the entire year. A snack fee will help offset the cost.

SCHOOL SAFETY

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

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. The school's automatic phone messaging system will also be used as needed.

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.

St. Angela Merici Church parish has developed the policy that all parish/school functions are cancelled when a voluntary evacuation has been ordered by Jefferson Parish officials.

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 CAPTAINS

Each year Room Captains are chosen by the principal. They will work with the Homeroom 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/projects

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

PARENT VOLUNTEERS

We welcome and encourage parents to offer their services during the day. Parents assist with parties, special events and talespinners. 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.

Pre-K 4 parents are encouraged to help at lunch and with field trips as well. A permission slip will be sent home for each field trip.

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. No siblings please.

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..

Dear Pre-Kindergarten 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 2011-12 school year.

Parent's Signature: _____