



# *Our Lady of the Angels*

## *Kindergarten Handbook 2017-2018*

404 Cherry Street  
Columbia, PA 17512  
684-2433 or 684-2664

[www.ourladyoftheangels.org](http://www.ourladyoftheangels.org)

Please consult the family calendar on the website ([www.ourladyoftheangels.org](http://www.ourladyoftheangels.org))  
for important dates and special events.

## **OUR PROGRAM**

The Kindergarten day is devoted to readiness activities preparing the child for first grade. Listed below are some of the areas included in our curriculum.

**LANGUAGE ARTS:** Identifying colors, sequence, letter identification, consonant and vowel sounds, finding details and the main ideas in a story, reading and writing from left to right, opposites, Reading and writing readiness, etc. Kindergarten students are involved in the balanced literacy program, guided reading, and Kidwriting.

**HANDWRITING:** Writing first and last name in proper upper and lower case letters on handwriting lines, writing all letters of the alphabet in upper and lower case, writing numerals, small muscle skill development through coloring, cutting, games, etc.

**MATH:** Counting and writing numerals from 0 to 100, identifying shapes, classification, patterns, time by the hour, money, addition and subtraction readiness, etc.

Other areas include Religion, Computer, Social Studies, Science, Physical Education, Art, Music, Story Sharing Time, and Dramatic Play.

The complete curriculum is available on the Diocesan website, [www.hbgdiocese.org](http://www.hbgdiocese.org)

## **SCHOOL HOURS, ARRIVAL AND DEPARTURE**

Kindergarten will be in session from 8:00am-2:45pm. The Kindergarten classroom is located in the first floor of the school. It is mandatory for an adult to bring and pick up students, unless the student is a bus rider. Kindergarten children will not be permitted to walk home alone. Please complete the form at the end of this handbook stating the person who will be picking up your child each day. It is important that we receive this form when your child comes for DIAL4 Screening.

*Please share this information with relatives and friends who may be picking up your child/ren.*

### **Drop Off Procedure**

**The pick-up/drop-off procedure will be as follows:**

**Each family will be given a name card for their child(ren). This name card must be displayed on the dashboard of any and all vehicles that could potentially be used to pick up your child(ren). If you are in need of more than 1 name card, please contact the office. If the name card is not visible, the staff will assume permission has not been granted for that particular person to pick up your child(ren). You will be asked to park in the large parking lot and come in to the office so verification can be made.**

- Cars will enter the alley behind the parking lot via Fifth Street and form a line.
- As cars move forward, students will exit the vehicle at the open gate by the cafeteria and proceed directly to their designated table in the cafeteria.
- **Under no circumstances should you get out of your car as this will hold up the line.**
- Two or more faculty members will assist with traffic control.

- We ask that you exit the alley to the right on Fourth Street.
- A faculty member will be present in the cafeteria to monitor students.
- Preschool parents will continue to park their cars in the large lot and walk their child into the classroom.
- If you have business in the school office, please drop your child off at the alley gate and then proceed to the large parking lot where you can park your car.
- Name cards will be distributed the first day of school.

## Pick Up Procedure

- Pick up will proceed in the same manner.
- Cars will enter the alley behind the parking lot via Fifth Street and form a line.
- As you approach the gate near the cafeteria door, a faculty member will check for the name card on the dashboard of the car and inform the staff monitoring inside via walkie talkie. Your child(ren) will proceed to your vehicle.
- **Again, under no circumstances should you get out of your car as this will hold up the line.**

## Lines

Our Lady of the Angels Catholic School provides our students with safety patrols. There are 3 walking lines that are provided a patrol. Those include a line that walks up Cherry Street, a line that walks down Cherry Street, and a line that walks up Fourth Street toward Manor Street. These lines **MUST** only be used for students who walk home. **They are NOT to be used for students who are being picked up by car.**

**STUDENTS WILL NOT BE PERMITTED TO BE PICKED UP AT THE FRONT OF THE BUILDING OR AT THE SIDE OF THE BUILDING.**

***If everyone follows these procedures things will run much smoother and it will prevent accidents from happening.***

Children are permitted to enter the building at 7:40am and report to the cafeteria. If it is necessary for your child to enter the school building before 7:40, those students need to report to the cafeteria **with a note from their parent/guardian indicating the reason for the early arrival.** For safety reasons the Union Street door is locked shortly after 8:00am.

All children will be dismissed at 2:45pm. Please be prompt.

Dismissal the first week of school will take a while until we can associate child with driver. It would be helpful if your child was familiar with their driver in cases of car pools.

### **FIRST DAY OF SCHOOL**

On the first day of school we ask you to bring your child and bid him/her a **quick** "good-bye". We will take care of your child and we fully realize this may be their first separation from home. **Please do not make a habit of accompanying your child to the cafeteria.** After a week or so, the children will be expected to enter the door and find the cafeteria on their own; this gives the feeling of accomplishment.

If you have a need to speak to the teacher, please send the message in a note with your child, email or notify the office. Please avoid having discussions with the teacher about concerns at arrival or dismissal times. It is a very busy time.

## **FOLDERS**

Each child will receive a daily communication folder. Teacher notes, papers from the office, your child's work papers, etc. will come home in the folder each evening. Your child is expected to bring the folder to school every morning. If you have any communication for the teacher, i.e. lunch money, notes, etc. please use the folder or the OLA pouch so those items reach school safely. The folder will be replaced as needed by the teacher.

Each child is issued a canvas book bag to transport reading books. Bags must be returned at the teacher's request. Damaged books or bags need to be replaced. Cost of books vary, bags are \$3.00.

## **ATTENDANCE POLICY**

**Policy Number: 107 OLA**

<b>Series:</b>	100 (Students)
<b>Policy Title:</b>	Attendance
<b>Effective Date:</b>	May 3, 2017
<b>Replaces Policy Dated:</b>	May 11, 2016
<b>Version:</b>	1.3

### **1.0 Purpose**

Our Lady of the Angels Catholic School establishes this policy to ensure the maintenance of adequate record keeping to verify the attendance of all students and to enforce compulsory school attendance requirements as defined by the Pennsylvania Department of Education. Schools in the diocese shall abide by the regulations of the Commonwealth governing school attendance.

### **2.0 Applicability**

This applies to all students attending Our Lady of the Angels Catholic School.

### **3.0 Policy**

#### **3.1 Attendance**

- 3.1.1 Regular school attendance is state mandated.
- 3.1.2 Students must receive no less than the minimum 180 days of instruction as required by the Pennsylvania Public School Code.
- 3.1.3 Students must be in the school by the designated start time. A student who arrives after the designated start time will be marked tardy.

#### **3.2 Excused Absences**

- 3.2.1 The following reasons for absence may be considered excused.
  - 3.2.1.1 Personal Illness: The student is ill and the parent or guardian contacts the school of the day(s) of absence(s). A medical doctor certificate is required when a student is absent for three (3) consecutive days due to illness.
  - 3.2.1.2 Family Illness: Absences can be excused for up to three (3) days when the student's presence at home is necessary for family stability.
  - 3.2.1.3 Death of Immediate Family: Absences will be excused for up to three (3) days. An immediate family member is defined as father, mother, grandfather, grandmother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household. Additional time off will be considered on a case-by-case basis depending on

circumstances. Absences for other relatives or close non-family members will be considered on a case-by-case basis.

- 3.2.1.4 Quarantine of the Home: A physician's statement documenting the need for quarantine is required.
- 3.2.1.5 Observance of Religious Holidays: This would pertain to children attending Our Lady of the Angles Catholic School who are of another faith.
- 3.2.1.6 Family Emergency: Absences can be excused if there is a family emergency or set of circumstances which, in the judgment of the principal, constitutes a sufficient cause for absences from school.
- 3.2.1.7 Inclement Weather: Student safety is our number one priority when inclement weather occurs. A decision is made by the school and the media is notified at that time.
- 3.2.1.8 District Bus Problems: Absence may be excused due to a bus problem beyond the student's control and there is no other transportation to school.
- 3.2.1.9 Other School Activity: Absence will be excused for authorized school activities (e.g., choir) or other educational travel (e.g., state capitol).
- 3.2.1.10 Vacation: Vacations during the school year are discouraged. Parents who have no option other than to take their children out of school for vacation incur the responsibility, along with the student, to make up the necessary school work.

### **3.3 Unexcused (Unlawful) Absences**

- 3.3.1 Absences for any other reason than those listed above shall be considered unexcused.
- 3.3.2 Parents will be notified that the absence has been listed as unexcused.
- 3.3.3 Truancy on the part of the student, without the parent's knowledge, is also an unlawful absence.
- 3.3.4 Absences shall be treated as unlawful or unexcused until the school receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

### **3.4 Absence Notification**

- 3.4.1 The parent or guardian is to contact the school office by the designated start time on any day that a student will be absent.
- 3.4.2 Notification can be provided outside regular office hours by leaving a message on the answering machine or emailing administration and the teacher.
- 3.4.3 If the student is absent more than one (1) day, the parent or guardian must call the school each morning that the student will not be in attendance.
- 3.4.4 If the parent or guardian knows that the child will be absent for a specific number of days (e.g., surgery), that information can be reported on the first day of the absence with no additional calls will be necessary during the time period originally reported. After a student's surgical procedure and/or hospital discharge, a medical report from the hospital or attending physician must precede or accompany the student on his/her return to school.
- 3.4.5 A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require a medical doctor certificate.

### **3.5 Student Support Team (SST) or Administration Monitoring**

- 3.5.1 Student attendance is monitored by the Student Support Team (SST) in conjunction with administration. Attendance is taken at the beginning of each school day prior to the first period of instruction.
- 3.5.2 The administration will notify parents/guardians of a student who accumulates three unexcused days of absence. Any subsequent days of unexcused absence could result in fines as required by Pennsylvania State School Law.
- 3.5.3 Should a student's absence exceed ten (10) days, contact may be made to the parent/guardian by the Student Support Team (SST) or administration.
- 3.5.4 After a total of twenty (20) days of absence, scholastic time will be required to be made up outside of the regular scheduled school day. For extenuating circumstances, such as a lengthy illness, the number of school days could be waived by administration.
- 3.5.5 A high absence rate of thirty (30) days in one (1) year may affect student promotion to the next grade level. Each case will be considered on an individual basis.
- 3.5.6 A student may not take part in any school sponsored activities on a school day unless the student was present in school at least two hours during the day.

### **3.6 Students Leaving School Prior to Regular Dismissal**

- 3.6.1 When it is absolutely necessary for a student to be excused from school due to medical or dental appointments (e.g., no evening appointments), a note, email, telephone call or completion of the Excuse Note Form is required and provided to the office and/or teacher regarding early dismissal. The Excuse Note Form is available on the school website.
- 3.6.2 Students are not permitted to leave the school building prior to regular dismissal without parent/guardian permission.
- 3.6.3 If there is a family emergency that requires the student to be taken out of school, please call the office to arrange for the student's release.
- 3.6.4 Students will only be released to the parent/guardian or to another person designated by the parent.
- 3.6.5 The student will be called to the school office and will meet the parent there for early dismissal.

### **3.7 Tardiness/Lateness**

- 3.7.1 Whenever a student is late for school, the student is to report to the school office for an admission slip. This applies even in cases whereby a student is excused--such as a bus being late.
- 3.7.2 If a student will be late due to a professional appointment (e.g., medical, dental), a telephone call, email or the Excuse Note is required stating the reason and the expected arrival time. Proper written verification (i.e., excuse note) or email should be provided to the school office upon arrival to school.
- 3.7.3 Students who are not at school by the designated start time, other than for reasons stated above will incur a "Tardy" and may receive a lunch time detention.

- 3.7.4 Parents will be notified in writing if a student has accumulated five (5) or more late unexcused arrivals.
- 3.7.5 Parents will meet with administration if a student has accumulated ten (10) or more late unexcused arrivals.

## **ILLNESS AND SCHOOL ABSENCE**

If your child appears not to be feeling well, please keep him/her home. Contagious illness can spread very quickly in a kindergarten situation. Also your child will feel much happier at home.

When a student returns to school after being absent, he/she must bring an excuse signed by his/her parent or guardian, stating the reason for the absence and the dates of absence. School absentee forms are provided for this reason and are available on the school website, [www.ourladyoftheangels.org](http://www.ourladyoftheangels.org). Completed excuse forms may be emailed to the teacher. When absent three consecutive days a signed doctor's excuse is needed, unless approved by the principal.

Inform the school of a child's absence in the morning by telephoning or emailing the office. It is permissible to have a brother or sister report the absence to the office. However, this does not replace the need for a note upon returning to school.

For contagious illnesses refer to the Our Lady of the Angels School Handbook.

If your child must be on medication, please refer to the Our Lady of the Angels School Handbook for the procedure to follow. No medication is given by the teacher. All medicine is kept in the school office with a few exceptions.



## **LUNCH**

A monthly lunch menu is included in the first Friday folder each month. The menu must be returned before the beginning of the upcoming month. Parents are to choose whether their child is buying the entrée or packing. If the child chooses to pack, there is also an option of buying milk for \$.50 per day. Milk money is collected in the same method as lunch, weekly or monthly. When packing we ask that the food be healthy and appropriate.

The cost of the school lunch is \$2.25 a day. Lunch may be paid weekly, monthly or yearly. Please send the money to school in an envelope marked with your child's name, the amount and the words "Lunch Money". Checks should be made payable to Our Lady of the Angels School. Our Lady of the Angels does participate in the government lunch program. Applications for free or reduce lunches are available at the school office.

## **SNACK**

Parents will provide a daily snack for their children. The snack should be individually wrapped and ready to eat. (Spoons and forks will NOT be provided.) Please follow the school's healthy guidelines when choosing snacks. Suggestions: fruit, animal crackers, pretzels, graham crackers, pop tarts, crackers, goldfish crackers.



## **STATIONERY FEE**

A stationery fee of \$35.00 per student will be charged to cover the cost of tablets, pencils, paints and other classroom stationery supplies. Please send your payment the first week of school in an envelope marked with your child's name and amount. Checks should be made payable to **Our Lady of the Angels School** and **be separate from tuition.**

## **BUS TRANSPORTATION**

Bus riders will be dismissed from the classroom as their bus is announced over the intercom. Children, whose primary mode of transportation is the bus, will ride the bus unless we received a note or the office is notified.



## **CHURCH**

Starting in October the children will attend Mass with the rest of the school Friday mornings and Holy Days. **PLEASE NOTE:** Mass on Friday begins at 8:15am. We will leave our classroom to go to church at approximately **8:05am**. The location for the weekly mass is listed on the school calendar. The teacher will advise parents in advance of any change in location of mass.



## **WEATHER RELATED DELAYS**

Please listen to WSBA-Warm 103 or WGAL-TV Channel 8 when snow or inclement weather occurs. If your child rides a bus, please listen for delays, cancellations, and early dismissals in your particular school district. Your bus child will not be marked absent or late when following their school district's schedule. In the event of an early dismissal, children whose normal mode of transportation is bus, will be dismissed according to school district pickup times.



## **CONFERENCES AND GRADE REPORTS**

Grade reports will be distributed three times during the year. Progress reports are sent half way through each trimester. Parent-Teacher conferences will be held twice during the year at which time we will discuss your child's adjustment to Kindergarten. Dates are listed on the school calendar. If you would like to meet with the teacher at other times during the year, call the office or email the teacher to schedule a time.

## **REST TIME**

Kindergarten students have rest time each afternoon. Rest time generally lasts 30-40 minutes. Mats and bags are provided for each child. Children are given mats and bags in good condition. Parents will be held





financially responsible for damages to mats caused by their child. The cost to replace mats is \$15.00 and \$3.00 for bags.

In order to make rest time as comfortable as possible, each child is permitted to bring one small blanket (crib size), one small pillow, and a small stuffed animal. You will receive a cloth bag at Back to School Night to put these items in. All items **MUST** fit in this bag. Please have your child practice putting these items in the bag. Items that do not fit will be sent home for replacement. Please explain to your child that the bag with these items will remain at school until sent home to be washed.

## **UNIFORM POLICY**

Please refer to the Our Lady of the Angels School Student Handbook ([www.ourladyoftheangels.org](http://www.ourladyoftheangels.org)) for questions regarding the Kindergarten Uniform policy.

- ★ We highly recommend shoes that are **flat with a soft, non-slippery sole for safety** in the play yard and on the stairs.
- ★ **ONLY** Our Lady of the Angels Gym Uniforms may be worn on gym day. Order forms for gym uniforms are on our website.
- ★ Boots may be worn only if the child can put on shoes and boots by herself/ himself.
- ★ **\*\*\*Please mark your child's outerwear, sweaters and gym clothing with his/her name.**  
All children will be expected to dress themselves, pull sleeves right side out, zipper, snap, button, etc.
- ★ The children should bring a large, roomy book bag to school every day. Art smocks will be provided **for the children.**
- ★ **Students** may bring water in an OLA bottle that will be provided. Additional or replacement water bottles may be purchased at the office.



## **BIRTHDAY CELEBRATIONS**

Birthday treats are **not** to be sent to school. If you wish, you may donate a book to the classroom or school library. A special book plate will be placed in the birthday book. Birthday invitations may not be distributed at school unless the entire classroom is included.

## **FIELD TRIPS**

Parents/Guardians will be informed about specific trips before they occur and a separate permission slip will have to be signed for field trips involving car or bus travel. Parents must be on the **approved volunteer list** to accompany the class on field trips. If your child is ill the day of a field trip please contact the school office so we are not waiting.

## **SHOW AND TELL**

Throughout the school year, we will have Show and Tell. Your child may bring one item to show the class. At other times, please encourage your child to **keep all toys and school supplies at home.** No home toys are permitted to be brought to school except for books or other items requested by the teacher.



# Kindergarten Contact Information

Name of Student: \_\_\_\_\_

Mode of Transportation at Dismissal

\_\_\_\_\_ Car (Please complete information below)

\_\_\_\_\_ Bus: Name of School District \_\_\_\_\_

\_\_\_\_\_ Angel Care

**Name of person picking up my child after school**

**Phone Number**

**Cell/Home/Work**

(Primary) \_\_\_\_\_

\_\_\_\_\_

(Alternates) \_\_\_\_\_

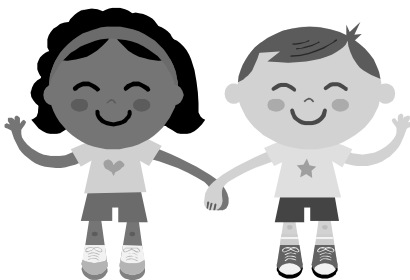
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SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

PLEASE RETURN WHEN YOUR CHILD COMES FOR  
THEIR SCREENING APPOINTMENT