



Our Lady of the Angels
Catholic School
Pre-Kindergarten
Handbook

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

www.ourladyoftheangels.org

OUR PROGRAM

The proper social adjustment is extremely important during the early years of childhood. Our program is designed to provide experiences that will assist each child in adjusting socially, emotionally, academically, and spiritually.

Young children need to be themselves. Our goal is to provide the children with the skills needed in developing a positive self-concept. They need a variety of experiences, and should be encouraged to learn from their environment. These experiences include spiritual, physical, creative play, music, stories, and art activities. We hope to develop within each child the basic skills needed for a successful transition to the next level.

A loving and encouraging learning environment must be maintained. Discipline is handled with kindness and understanding. Attention is given to specific needs of each child, but at the same time, the welfare of the entire class is always taken into consideration.

SCHOOL HOURS AND DISMISSAL

Arrival – PreK-3 and PreK-4

Classes begin promptly at 8:15 a.m. Parents may drop off between 8:00 and 8:15 a.m. unless special arrangements have been made

Half-Day

Dismissal – PreK-3 and PreK-4

Classes begin at 8:15 a.m. Parents may pick up at 11:15 a.m.

Full Day

Dismissal – PreK-3 and PreK-4

Classes end promptly at 2:35 p.m. Parents may pick up between 2:35 and 2:45 p.m.

The children will enter through the main door on Union Street at the St. Peter's Parish Center. Please park your car in the St. Peter's parking lot and accompany your child to the Pre-K classroom on the first floor.

For dismissal, again, please park your car in the St. Peter's parking lot and wait at the Union Street door. A teacher will release your child to you.

It is mandatory for an adult to bring and pick up students. The teacher must be notified if your child is not being picked up by his/her designated driver. Please call the school office at 717-684-2433 if you will be late because of an emergency. There is no bus service for Pre-K. Children in Pre-K are not permitted to walk home alone.

The Pre-K classroom is located on the first floor. Please assist your children when entering the building, but let them find the classroom themselves. All Pre-K parents are invited to remain in the classroom with your children for opening prayer. Afterwards, you are asked to bid them a quick "good-bye".

Dismissal procedure could be confusing until both teacher and child become familiar with the adults who are picking up. It would be helpful if your child is familiar with his/her driver in the case of car pools.

ATTENDANCE

All students must be in their classroom by 8:15 a.m. The school doors are locked after this time. If a student arrives late, the parent or driver must ring the doorbell at the Union Street entrance and wait for a teacher to open the door. Children who are late or absent must present an excuse note.

We ask that when possible, appointments be made before or after school. When this is impossible, the classroom teacher is to be notified in writing or email of the day and time when the student will be leaving the building. When picking up your child for an appointment, please use the doorbell at the Union Street entrance.

ILLNESS

If your child is not feeling well, **please** keep him/her at home. Contagious illness can spread very quickly in a school situation. Also, your child will feel much happier at home if s/he is ill.

In case of illness or an accident occurring while your child is at school, you will be contacted.

For this reason it is imperative that ALL information on the emergency card be kept current.

ABSENCES

Please inform the school of your child's absence in the morning by emailing or phoning the school office. When a student returns to school after being absent, s/he must bring an excuse note signed by parent or guardian, stating the dates and the reason for the absence. 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. Excuse forms are on our website.

MEDICATION

Please refer to the Medication Policy on the website. No medication is given by the teacher. A consent form for the medication, which also appears on our website, must be provided to the school.

SNACK

Each child will take turns, and have designated days, to be "**Special Helper.**" On those days, s/he will bring to school a "**Show and Tell**" item to share with the class. Also, on those "**Special Helper**" days, s/he will **bring a healthy snack** to share with the class. It must be a **healthy** snack, for example, crackers, fruit, cereal, vegetables, pudding cups, pretzels, applesauce cups, etc. Please note that unhealthy snacks such as cake, candy, or cookies are not appropriate for school. White milk or water will be provided.

LUNCH

Full-day students will pack a lunch. A microwave will be available but we encourage the use of a thermos, etc., to help keep food warm. Please pack a drink with your child's lunch. We encourage healthy lunches for our students in alignment with our Wellness Policy.

SCHOOL DELAYS

Please listen to WSBA-910 AM or WGAL-TV 8 for emergency announcements. If school is delayed, the **½ day Pre-K class ONLY** will be cancelled. The **full-day** students should arrive by 9:15 a.m. for a 1-hour delay or by 10:15 a.m. for a 2-hour delay.

ONE CALL SYSTEM

OLA uses the One Call System. You will receive an automated phone call usually between 5:30 and 6:00 a.m. as to the status of school if there is a weather or emergency situation. One Call will also be used in the case of an early dismissal due to an emergency situation. This year the One Call System will also be used to send reminders regarding OLA events. Please make sure that the office has current phone numbers and email addresses on file. You have the option to receive these messages via text, email or phone call. You may opt out of the service as well. Directions for receiving texts are located on our website. Please inform the office immediately if you have a preference for delivery of messages.

HELPING THE YOUNG CHILD BEGIN SCHOOL

The first few days of a new school year can be very traumatic for the young child... and, in some cases, quite difficult for parents also. Since a lost possession is upsetting to children, please label such articles as jackets, boots and sweaters with your child's first and last name.

Be sure your child is well rested and eats a nourishing breakfast each day.
Allow enough time for getting off to school without rushing.

Notify the teacher of any unusual problems, fears, or concerns which your child may have. If s/he has any health or medical problems, notify the school.

Emphasize the idea that school is a place to explore, to be curious and to find out about things, to make new friends, and to learn new skills.

PARENT RESPONSIBILITIES

1. Children are to be accompanied to the school's entrance no earlier than 15 minutes before school's starting time.
2. Parents are to pick up children promptly at dismissal time.
3. The school is to be advised immediately of any change in residence, phone number or name of person picking up children.

CONFERENCES

Conferences for Pre-K are held in November. Optional conferences will be scheduled for Spring or at the discretion of the teacher. Dates are listed on the school calendar. Your child's progress will be discussed at these conferences.

CLOTHING

Children are to wear washable play clothes to school. They play hard and do lots of messy and fun things. They will go outside regularly to run, jump and play. Sneakers, tie shoes, or buckled shoes are preferred. **Flip-flops, Crocs, and unbuckled sandals** are **not** permitted. Please dress your child casually and appropriately for the weather.

On rainy days children can be met at the school door with an umbrella. As a safety precaution umbrellas are not permitted in the classroom.

It is helpful to practice buttoning, snapping, and zipping your child's jacket with him/her, as well as putting on and taking off boots.

TOYS AND SCHOOL SUPPLIES

Children's personal toys are **not** to be brought to school. The exception is a book suitable for sharing with the class. Each child will take turns being the "**Special Helper**," and bring from home a special item for "**Show and Tell**." On that day, they may bring **one special item** to school to share.

A book bag is needed to take home notes, art projects, and folders. When purchasing a book bag, be certain it is large enough to hold school folders. It should be easy for your child to open and close. Please label the book bag with your child's name.

A stationery fee of \$35.00 is charged for both Pre-K3 and Pre-K4 students. This fee covers the cost of paper, paints and other stationery supplies, and will be included on your tuition statement as a separate fee. The stationery fee is due before the start of school. Please make check payable to "Our Lady of the Angels School." Please keep it separate from tuition payment.

BIRTHDAYS AND TREATS

We are happy to celebrate each child in a very special way on his/her birthday! There will be no "Birthday Party," but we will celebrate with a special snack provided by the child's parents that day.

FIELD TRIPS

Parents will be informed about specific trips before they occur, and separate permission slips will be signed for trips involving car or bus travel. If your child is ill the day of a field trip, please contact the school office.

Preschool Contact Information

Name of Student: _____

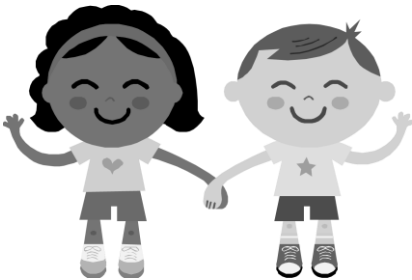
Name of person picking up my child after school

Phone Number

Cell/Home/Work

(Primary) _____

(Alternates) _____



SIGNATURE OF PARENT/GUARDIAN

DATE

PLEASE RETURN AT OUR BACK-TO-SCHOOL OPEN HOUSE