



*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

Classes begin promptly
at 8:00 a.m. Parents may drop off
between 7:40 and 7:55 a.m.
unless special arrangements have been made

Dismissal

Classes end promptly
at 2:40 p.m.

PICK UP AND DROP OFF PROCEDURE

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

Drop Off Procedure

- Gates will open at **7:40** please do not come earlier. We can't legally block the alley way and the streets with vehicles. Vehicles will enter the alley behind the parking lot via Fifth Street, enter through the gate and pull up as far as you can in the small lot.
- Parents may get out of the vehicle and help their child out of the car.
- The child will then walk straight across to the sidewalk and go into the back door of the cafeteria.
- Cars should then proceed out of the small parking lot and turn either left or right onto Cherry Street.
- **NO one is allowed to be dropped off in front of the school it is a bus zone only.**
- **Gates close at 7:55 a.m.** After that your child will be late. School promptly starts at 8:00 a.m.

Pick Up Procedure

You are not allowed to enter the big parking lot until 2:35. Please do not arrive before this time. The lot will be blocked off with cones and chains.

You can't wait on the street and block traffic.

We are using the parking lot for Phys. Ed. and for fresh air breaks for the students.

The name card must be visible in the vehicle window.

- All cars must go into the big parking lot and park in a space.
- Parents are to meet the teacher and children at the school corner door by the statue of the Blessed Mother Mary.
- Students will be dismissed to parents one child at a time.

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 8:00 a.m. The school doors are locked after this time. If a student arrives late, the parent or driver must ring the doorbell located in the lobby of the school.

We ask that when possible, appointments be made before or after school. When this is impossible, the office is to be notified in writing 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 located in the lobby to speak to someone in the office. The office staff person will call down to your child's classroom and the child will be brought to the office.

ABSENCES

Please inform the school office of your child's absence in the morning by phoning the school office at 717-684-2433. When a student returns to school after being absent, they must bring an excuse note signed by parent or guardian, stating the dates and the reason for the absence. However, this does not replace the need for a note upon returning to school. Excuse forms are on our website

ILLNESS

If your child is not feeling well, **please** keep them at home. Contagious illness can spread very quickly in a school situation. Also, your child will feel much happier at home if they are 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.**

COMMUNICABLE DISEASES & CONDITIONS RESTRICTIONS & RULES

The health of your child is most important. Regulations to exclude a student when symptoms of communicable school disease or condition are present are for the purpose of protecting the health of all our school students, faculty, and staff.

Students with evidence of a communicable disease will be excluded until the disease state is no longer considered contagious. The school nurse can be consulted for decisions regarding exclusion and return.

Students with evidence of pediculosis capitis (head lice) infestations will be excluded. The school maintains a "no nit" policy. Students excluded for head lice will be checked for nits by the school nurse before they are permitted to return to school.

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.

ADMIN NOTIFY SYSTEM

OLA uses the Admin Notify 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. Admin Notify will also be used in the case of an early dismissal due to an emergency situation. This year the Admin Notify 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. Directions for receiving texts are located on our website.

SNACK

Preschool students may bring in a daily snack. We provided each child with a snack container and an OLA approved water bottle. These snack containers and water bottles will be the only containers that the students may use. If you would like to purchase extra, they are \$3.00 each. 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. The school has water filling stations available for the students to fill their water bottles.

LUNCH PROGRAM

Our Lady of the Angel students are served a balanced lunch daily. Students are allowed to bring their lunches from home (we encourage them to be in compliance with the Wellness policy – they **may not bring soda and lunches are to be from home not fast food establishments**). A microwave will not be available but we encourage the use of a thermos, etc., to help keep food warm.

If your child will be purchasing the school lunch, please make sure a menu is filled out before the start of each month.

Lunch fees are paid to a Prepay account set up in FACTs. If your child packs a lunch milk may be purchased from the cafeteria at a cost \$.50. The success of our lunch program is reliant on participation of families. We encourage families to purchase a hot lunch for their child/ren.

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.

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.

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.

CONFERENCES

Conferences for PreK are held in October. 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.

EMERGENCY CARDS/HEALTH HISTORY

(also see Auxiliary Services)

Rediker, our online data base, will be used for all emergency contact information. You will receive an email requesting you complete an online form each August so your student's information is up to date.

ANY CHANGES MUST BE NOTED PROMPTLY.

This is used as a communication source in case of individual or school wide emergencies. Please note any special health problems on the card. Health histories are kept by the school nurse.

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.

FIRE DRILLS

The state requires monthly fire drills in the school. Students should follow the instructions given by their teachers. It is important that students remain quiet during the drill so that they can hear instructions. The fire drills are timed. A fire exit is posted in each classroom.

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 she/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.

HOME AND SCHOOL ASSOCIATION

Parents/Guardians are urged to become involved in Our Lady of the Angels' Home & School Association. Aside from financial support the objectives of the association are: to promote the ideals of Catholic education; to promote clearer understanding of the mutual educational responsibilities of parents/guardians and teachers; to encourage a greater degree of cooperation in fulfilling their responsibilities; to promote the general welfare and safety of the students of Our Lady of the Angels Catholic School.

INSURANCE

At the beginning of each school year, the Catholic Diocese of Harrisburg sponsors a Student Accident Insurance Program providing the opportunity for parents/guardians to obtain adequate insurance for students in Our Lady of the Angels School.

PARENTAL CUSTODY

The establishment of custody of children is a matter established by the courts. School personnel cannot deny the rights of any parent to contact or receive information about a child unless a copy of the order denying this right is on file at the school. We cannot honor a verbal or written request made by a parent unless a court order is on file.

PICTURES

Students will have their pictures taken by a professional photographer during the year. Sufficient notice will be given as to the dates. There is no obligation to purchase the pictures. Candid pictures are taken of the students participating in classroom or school events throughout the year by the faculty and staff. Photographs of students may appear on the website or in other publications. Parents who do not wish their children's photographs to be placed in public media **must notify the principal in writing at the beginning of each school year.**

PLAYGROUND RULES

1. Students will use the equipment purchased by the school. Students are **NOT** to bring their own playthings to school.
2. Students are to show respect for the teachers and volunteers. They are to follow their instructions at all times.
3. Students are to speak in a Christian manner at all times. Use of foul language will **NOT** be tolerated. **Students heard using foul language will be sent to the office to call**

their parents and tell them what was said and be issued a detention.

4. Respect for one another must be displayed in all activities in the yard. **If students are fighting an immediate detention will be issued.** The students will call their parents to inform them of the infraction. After two detentions a conference with the parents will determine future consequences. (A possible suspension)
5. At the end of recess students will freeze in their spot when the teacher blows the whistle. When the teacher blows the whistle a second time they are to line up quietly and orderly in their assigned space. They are to enter the building in silence and observe quiet zones.
6. Students are to **walk** to and from activities. **NO** wild running around the playground.
7. Running is permitted during organized games such as: football, basketball, baseball and kickball.
8. Students may also run/walk the perimeter of the playground.
9. There is to be **NO HANGING, SITTING OR STANDING** on any railings.
10. Students are not to go after balls that have gone into the alley, street, or neighbors' yards unless they have the permission from the teacher.
11. Students are not to lean or climb on the fence.
12. **Once outside students are to remain outside.** They may go inside the building only if there is an **emergency** and with permission.
13. At the end of recess students are responsible for putting away all equipment neatly in the proper place.

PRAYER

Prayer and Scripture readings begin and end our school day. Not only are children taught the traditional prayers of our faith, but also to spontaneously pray from their hearts so that they may develop a deep, personal relationship with our Lord.

REDIKER

All office and classroom communication will come from our Rediker Plus Portal system. When a child is considered registered at OLA the parents will receive an email containing information to set up your Rediker account.

REGISTRATION

(also see Entrance into Preschool, Kindergarten and First Grade, Policy 106 OLA)

All students must register in November for the following school year. Registration does not guarantee placement. Parents/Guardians will be notified of acceptance.

1. Children entering Kindergarten must be 5 years old by September 1st.
2. Birth and Baptismal certificates and immunization records must be presented at the time of initial registration.

A nonrefundable registration fee is required at the time of registration

RESPECT FOR CHILDREN

Catholic school employees and volunteers in the Diocese of Harrisburg must respect the individual dignity of all students. The classroom and, indeed, the entire school facility should be a place where students are accepted and protected. Classroom and school rules should strive to develop positive Catholic-Christian values and behavior. All necessary corrective actions must be conducted professionally.

Ridicule and public humiliation are to be avoided at all times. Corporal punishment and physical forms of discipline are forbidden. Reasonable and limited physical force may be used only when it is necessary for the safety and/or welfare of the child, the employee or volunteer, or of other individuals.

All forms of child abuse or sexual misconduct are serious offenses and, perhaps, crimes against children. If employees or volunteers are guilty of any serious child abuse or sexual misconduct, they will be dismissed, after consultation with and concurrence of the Secretary of Education. (Confer Policies #4119A, #4119B, and #4119C.)

If there is a credible allegation that an employee or volunteer seriously abused a child physically, mentally, emotional, or sexually, the employee may be suspended without pay, or the volunteer suspended, pending the investigation and outcome.

Employees and volunteers must also avoid all situations involving even the appearance of sexual impropriety.

While the Diocese of Harrisburg provides liability coverage on its employees and volunteers in the ordinary and reasonable performance of their duties, every employee and volunteer must clearly understand and accept the fact that this diocesan insurance program does not cover lawsuits where there is a credible accusation of any form of child abuse. Furthermore, the employee or volunteer is likewise responsible for his/her own attorney fees and any costs for and from the litigation.

Policy, Diocese of Harrisburg, Adopted: February 11, 1993

SCHOOL DELAYS

Please listen to WGAL-TV 8 for emergency announcements. You will also receive an automated call through the school's Admin Notify system. If school is delayed, the preschool students should arrive by 8:50 a.m. for a 1-hour delay or by 9:50 a.m. for a 2-hour delay.

SCHOOL POLICIES

The school policies can be found on the website under the School Board tab.

The Administration of Our Lady of the Angels School, in consultation with the Executive Pastor and the School Board, reserves the right to amend this handbook as circumstances warrant. Parents will be promptly notified in writing of any such amendment.

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.

VOLUNTEERS

Volunteers provide a wide range of essential services to enhance the academic, spiritual, and extracurricular activities of Our Lady of the Angels School. Since volunteers have regular access to the school children, minimum requirements are established to protect the student, school, and volunteer from health and safety risks. The school must have the following documents before the volunteer can begin his or her support of school activities:

1. Pennsylvania residents: Pennsylvania State Police Check
2. Out of state residents: Pennsylvania State Police Check and FBI Background Check
3. Pennsylvania Child Abuse History Clearance
4. Disclosure Statement
5. View Diocesan Video on the Diocesan website (www.hbgdiocese.org)

The school will maintain a file on each volunteer.

WALKING TRIPS

There are times during the school year when students will walk between St. Peter Church and Our Lady of the Angels Buildings. Teachers may also be taking students on walking field trips in the vicinity. The students are always supervised by an adult. If you do not want your children to participate in these walking trips you are to notify the principal in writing at the start of each school year.

WATER BOTTLES

Only Our Lady of the Angels water bottles are permitted. Water bottles may be purchase in the office. They may be filled with only plain water.