



Pre-Kindergarten

PARENT HANDBOOK

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Dear Parents,

Welcome to Sacred Heart Pre-Kindergarten!

We are beginning a new school year, and we are happy to have your child in our new class. We feel that a close relationship between parents and teachers is extremely important to your child's progress. Thus, we are taking this opportunity to tell you about our classroom procedures. We have prepared a handbook to help you.

The purpose of this handbook is to provide you with information that will be useful to you and your child during the school year. Please keep this handbook in a secure place, so that you will be able to consult it to answer many of your school questions. If this handbook doesn't answer your questions, please feel free to contact the Pre-K teachers or the aides.

Mr. Christopher Siegfried, Principal

Mrs. Martina Vicente, Teacher

Mrs. Pamela DePiro, Teacher's Aide

Mrs. Karen Falcaro, Teacher's Aide

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism
He learns to condemn.
If a child lives with hostility
He learns to fight.
If a child lives with ridicule
He learns to be shy.
If a child lives with shame
He learns to feel guilty.
If a child lives with tolerance
He learns to be patient.
If a child lives with encouragement
He learns confidence.
If a child lives with praise
He learns to appreciate.
If a child lives with fairness
He learns justice.
If a child lives with security
He learns to have faith.
If a child lives with approval
He learns to like himself.
If a child lives with acceptance and friendship
He learns to find love in the world.

ABSENCE AND ILLNESS (see Sick Child Policy)

Please do not send your child to school if he or she is not feeling well. It is important for children to come to school happy and healthy. Otherwise, they cannot take maximum advantage of their experiences and may only further endanger their health or that of others. Please notify the office if your child is absent. If the doctor has diagnosed the illness as contagious, contact the school immediately so the necessary precautions can be taken.

When your child returns to school, the parent/guardian **must** send a note giving the dates and the reason for the absence. N.Y. State law requires this note.

ARRIVAL AND DISMISSAL

Arrival: Pre-Kindergarten children will use the Central Avenue entrance to the school. A teacher will open the doors at **8:00 am** and wait for the children to arrive until no later than **8:10am**. The classroom activities are disrupted by late arrivals. If you are late, and the doors are closed, you must use the Wilson Street entrance and get a late pass from the school office. A parent must then accompany the child to the classroom.

Dismissal: Parents of Pre-Kindergarten children will pick up their children at the Central Avenue door promptly at dismissal time. Dismissal is at **2:30 p.m.** Older siblings should be told to meet the younger Pre-K sibling at the Central Avenue door. Please be punctual, as children worry when you are not there to meet them.

Parking: Parking is available along Central Avenue and across from Sacred Heart Church on Lawton Ave. Please do not park in the Pre-Kindergarten parking a lot or block the parking lot entrance.

BIRTHDAYS

Birthdays are very special days for young children. We have a candle lighting ceremony for the birthday child. If you wish your child to celebrate his/her birthday in the classroom, we ask you to please send a note in advance so that proper arrangements can be made. Candy and favors are discouraged. We ask that, rather than spending money on these items, parents donate a children's book to our class library. An appropriate nameplate will be put in the book commemorating your child's birthday.

SCHOLASTIC BOOK CLUB

Each month a list of book offerings is sent home. The prices are very reasonable. If you would like to place an order, please fill out the order form and return it to the school by the date indicated. Payment may be made by **check** to the book company.

CLASS PARENTS

Class parents will be solicited during the early part of each year. Duties include shopping for holiday and party supplies, baking cupcakes on an occasional basis, and informing all of the other parents when special activities will take place. The teacher may contact the class mothers to assist in other class activities during the year.

CHANGE IN PICK -UP

Parents should notify the school by note, in advance, if another person is picking up their child. No child will be released to a stranger. If parents must make last-minute arrangements, please **call the office** and leave a message with the school secretary.

CLOTHING

Children should be dressed in clothing appropriate for school activities. For safety on stairs and climbing equipment, girls will not be permitted to wear party shoes except for special days. All removable garments such as sweaters, hats, coats, boots, etc., should be clearly marked with your child's name.

Each child should have an extra set of clothes that will remain in school in case of spills or accidents. This set of clothes (including socks, underwear and an old pair of sneakers) should be placed in a labeled plastic bag. If soiled clothes are sent home, a set of clean clothing should be sent in the next day.

Independence should be the guiding principle in clothes selection. Children need to wear practical clothing that they can manage on their own. For young children, elastic-waist pants are preferable until other fasteners are manageable.

COMMUNICATIONS

It is extremely important that parents read all communications. A monthly calendar will be sent home with information about weekly themes, trips, or special events.

It is very important that the teacher be aware of important events in your child's life, such as births, deaths, divorce, etc. The teacher can be of more assistance to your child if he/she understands the situation in the home. Please write a note or call if a situation arises. All information will be kept in confidence.

The office should be informed of any change in mailing address, phone number, etc.

Mrs. Vicente's email: mvicente@shshartsdale.org

Mrs. DePiro's email: pdepiro@shshartsdale.org

ADDITIONAL NOTES:

A full day program presents children and parents with specific challenges. Our program has scheduled a balance of quiet and active time so that children will not only be able to face the challenges of the school day but return home able to participate in quality family time.

Nutrition: Students will have a mid-morning snack provided by the school, and lunch. Students may bring their lunch from home or purchase school lunch. Students may also purchase drinks.

Participation in the school lunch program is optional and you may participate on a day-to-day basis. Monthly lunch menus are sent home. Parents can pick lunch for their children on a monthly basis.

Rest: After lunch and recess children will have rest/quiet time. Each child should bring in a small blanket. These will be sent home each week for washing and should be returned the next school day. Students may also bring a small stuffed toy or small comfort item for rest time. Over the course of the school year, each child's resting routine will develop. Our policy is not to wake sleeping children. Classroom teachers will consult with parents of any child who exhibits an extended sleeping pattern.

After School Program: Pre-K students may enroll in the After School Program. Our summer mailing packet contains information on this program. The program can be used on an as needed basis. When enrolling your child in After School we ask parents to be mindful of their child's stamina and temperament in facing the challenges of an extended day scheduled day.

MESSAGES

Messages for the teacher or special instructions should be written and placed into the teacher's box at the beginning of the school day. Teachers cannot always remember a series of verbal messages from parents.

MONEY

Whenever your child brings money to school, please have the correct amount in an envelope marked as follows: child's name, amount, and purpose.

PARENT PARTICIPATION

Parents are encouraged to be active in the school. This can be enriching both for the parent and the child. Parents may participate by sharing a skill, chaperoning a trip, fundraising, or helping with classroom activities.

PARENT-TEACHER CONFERENCES

Formal parent-teacher conferences are held at least once a year. Informal conferences are held throughout the year, as needed, or by parental request.

SCHOOL CLOSINGS

Check the school calendar for scheduled closings. In the event that bad weather forces the closing of school, it will be announced early on WFAS and Cablevision's News 12. Usually, Sacred Heart School follows the decision of Greenburgh Central 7 for school closings and delays due to weather. If there is a two-hour delay in the morning, full day Pre-K will begin at 10:10 a.m.

Days missed because of inclement weather will not be made up at the end of the school year.

SEPARATION POLICY

Gradual and gentle separation of parents and young children is important for several reasons. Parting abruptly can provoke a painful sense of abandonment and yearning. Some parents may find it difficult to leave, while others may be anxious to leave before their child is ready to say goodbye.

Working as partners, it is our common goal to figure out what is appropriate for each family. In helping the child and parents to cope with separation anxiety, we try to consider not only the temperament and early experiences of the child, but also the child's developmental level. Separation means different things to different children.

Children experiencing separation will be guided into class activities and away from their parents as soon as appropriate. We ask that the parent leave quickly with a reassuring, "See you later. I love you." Be assured that the child will be loved and supported through those tender and sometimes angry feelings, and that the teacher will stay with the child until (s)he is ready to join the group or work in class. As needed a phone call will be made to a parent to reassure that all is well.

A parent may be asked to pick up the child a little earlier than usual, until the teacher feels the child is ready for a full session.

Once you have said goodbye, please do not tip toe back for that last look, as this can prolong a child's adjustment to the school routine. If we have your full support in this matter, any adjustment issues will be more readily resolved.

SICK CHILD POLICY

The obvious signs of illness, fever (100 degrees and above), diarrhea, vomiting as well as extreme tiredness, irritability, and crying, unexplained rash, unusual discharge from the nose or eyes, headache or stiff neck, sore throat or difficulty swallowing or uncontrolled coughing are all conditions which require a child to be excluded from the classroom.

A pediatrician's advice should be sought when questioning a child's readiness to return to the classroom. As a rule of thumb symptoms such as fever, diarrhea, and vomiting should be absent for 24 hours prior to return.

SNACK

We provide nutritious snacks, juice, and water for the children in the morning and afternoon. Please let us know if your child has any food allergies.

SUPPLY FEE

There is a fee to cover the cost of consumable materials. This fee is added to the tuition and collected through Tuition Management Systems.

TOYS

Toys that cannot be shared should remain at home. This saves the upset when toys are lost or broken. Any valuable or treasured toys should not be brought to school. (NOTE: Any unfamiliar objects brought home by your child may be part of school equipment and should be returned.) Please do not send toy guns or weapons.

TRANSPORTATION

There is no transportation provided for Pre-Kindergarten. Parents are responsible for getting children to and from school on time.

TUITION

Tuition is paid over a ten-month period (August-May) or according to your selected method of payment. The SMART Tuition payment plan or payments in full are the available methods of payment.

Continued payment of tuition is required when children are ill or away on family vacation.

