

The ABC's
of our
Early Childhood
Program



A

Allergies – Please let us know immediately if your child has any allergies or medical conditions we need to be aware of. Allergies can be life threatening in some cases, and we need to be made aware of any child with special needs.

Admission – In order to be admitted to our early childhood program, the following are required: The Pre-K student must be four (4) years old by December 1st. The Nursery Student must be three (3) years old by December 1st.

Attendance – Please make every effort to have your child attend every session of our program. If your child is too ill to attend, please keep him home. A note explaining your child's absence is required when your child returns to school.

B

Bathrooms - We use the girls' bathroom right down the hall. It is equipped with a small toilet for this age group. The toilet does have an automatic flush and this may frighten some children. Please take your child to use this toilet prior to the start of school, perhaps during the scheduled open house. Past experience dictates that only a few children are afraid of it. In those cases, we simply put a paper towel over the sensor. The children are always escorted by a teacher or an assistant on their trips to the bathroom. We have found it helpful if you have your child go to the bathroom right before they come to school.

Birthdays – We love to celebrate this special day with your child. We are happy to help the children share in your child's special day. Please let us know a few days in advance when it would be convenient for you to send in a special snack for your child's birthday. If your child has a summer birthday and you would like to celebrate in school, we can do so near the end of May or the beginning of June. Each individual teacher will explain their birthday celebration procedure.

C

Conferences - There are two parent-teacher conferences per year. The first is in December and the second is in March. Please feel free to contact the teacher at any time with any concerns you may have.

Calendar - The school calendar advises all school holidays and half-days. Please refer to the calendar and make note of these days. On half-days, Pre-K and Nursery students are dismissed at 11:00 a.m. and should not bring lunch to school (unless BASE is available that day, and your child is attending). The school calendar is always available on our school website: www.hnomschool.org

Curriculum – The Nursery curriculum follows the standard practices for early childhood of the Diocese of Rockville Centre. Our Pre-K program follows both the Diocese of Rockville Centre, and is also aligned to the NYS Common Core State Standards. Our program firmly supports the practice that early childhood education should focus on the social and emotional development of every child. Young children learn best by playing and interacting with their peers. We provide various activities (whole group and small group) to enhance all aspects of a child's development.

Clothing – Your child should dress in the school uniform (shorts/polo shirt or sweatpants/polo shirt) with white sneakers. Sneakers are necessary because we play outdoors in the playground or in the gym to promote gross motor skills. You are also asked to provide an extra set of clothing in a large zip lock bag labeled with your child's name. Please provide socks as well.

Class Parent – One class parent is needed to assist with class parties (reminding parents of needed items, etc.) Individual teachers will go over their specific needs with the class parents at the scheduled open house night for parents.

Class List – We will be happy to supply a class list of the students to help you keep in touch. We need everyone's permission to give out this information.

Communication – Please feel free to contact the teachers at any time if you have any questions or concerns. The folders provided by the school should be checked every day for information from the school. You can also send notes, etc. to the teachers through this folder. Teachers can arrange to meet with you before or after class. Also, please check the school website (www.hnomschool.org) for updated communications. School-Reach is also used to contact parents via telephone of school closings, reminders, etc.

Confidentiality – Everything regarding your child is completely confidential. If we need to discuss a matter with you, whether it is something regarding your child's behavior or to share a funny story, we will ask to speak to you privately.

D

Drop Off and Dismissal – Each teacher will describe the drop off and dismissal procedure for their class. Please pay careful attention to these procedures. Each child is expected to be picked up on time. Please understand that teachers have other obligations after class is dismissed and need to be on time for their next commitments.

Discipline – We use a series of reminders, gentle coaching and separation from a situation when necessary. Aggressive behavior will not be tolerated; in such cases, teacher will speak directly with parents.

E

Early Intervention – Referrals for early intervention can be generated by the teacher or by the parent of a child who is demonstrating delays in one or more areas of growth. Please discuss any concerns with your child's teacher.

Emergency Contacts – Please fill out the school emergency card and the Early Childhood questionnaire very carefully. In the event of an emergency, we need to get in touch with someone who speaks English, is close by, and can come get your child if necessary. We also ask that you give us any changes in this information. **This is very important.**

Escort Policy – If anyone other than you will be picking up your child, we need written authorization from you (this includes another parent from the class). This person should have a photo I.D. and your child should be able to identify that person when asked. If we are unsure in any way, you will be called and we will not release your child until we have a verbal confirmation from you. Your child's safety is our main concern.

Email - Each teacher has an e-mail address at the Holy Name website. We use this e-mail to communicate activities and changes to the calendar. Please check this website from time to time.

F

Financial – Any questions you have about tuition should be directed to the Holy Name of Mary School bookkeeper at the Rectory.

Fire Drills - We do participate in fire drills with the rest of the school. The children need to be aware of what to do in an emergency. Your child's teacher will prepare them ahead of time of the procedure, and children typically do just fine.

Folders – The Holy Name of Mary school folders are used and will be provided. Please do not send in any other type of folder for your child. These folders are generally the easiest way to communicate from school to home. Please check these folders daily and empty them as well.

Fund Raisers – From time to time, the school has fund raisers. If you would like to participate, we greatly appreciate your support. Holy Name of Mary's operating expenses are subsidized by fund raising efforts. Since the Pre-K and Nursery families enjoy the benefits of our school's

programs, we ask that you participate to the best of your ability. The Pre-K students also participate in a Trike-A-Thon to support St. Jude's Children's Hospital.

G

Gym – Pre-K students attend gym classes once a week. Children must wear sneakers to participate in gym activities.

H

Half Days – When the school has a half-day, the Early Childhood sessions change as well. These days are for faculty meetings and the teachers must attend. On half days, Pre-K and Nursery classes dismiss at 11:00 a.m. and there is no lunch.

Health Office – Please make sure you have completed all required forms and immunization forms that are required. Should a child become ill during class, a parent or another caretaker will be called and asked to pick the child up. Please make sure to inform the health office immediately if your child has a communicable disease. A note explaining your child's absence is required when your child returns to school.

HOURS – The hours of the Pre-K program are from 8:45 a.m. to 2:30 p.m. The hours for the Nursery program are 9:00 a.m. to 12:30 a.m. for half day nursery, and 9:00 a.m. to 2:30 p.m. for full-day nursery. Please refer to the separate communication about the hours of our initial phase-in sessions for the first week of school.

Holidays – We love to celebrate holidays. Most of our celebrations are for students only, but we do have opportunities for families to join us. The teachers will let you know more about the different holidays we celebrate.

I

Injury – All first aid given to your child will be logged and kept for future reference. You will be notified with a note in the backpack or a conversation with the teacher or aide. If the injury warrants, a parent will be called and notified.

Items Needed – Occasionally, you may be asked to send in some items from home such as toilet tissue rolls, egg cartons, etc. We will give you ample notice for these items. Additionally, as classroom supplies become low, you may be asked to replenish such items as baby wipes, etc.

J

Junk Food – Please send in appropriate foods for snack and/or lunch (sandwich, fruit, yogurt, cheese sticks, etc.) Please be mindful that candy should only be a once-in-a-while treat. It should NOT be sent for snacks/lunch.

K

Kindergarten Ready – We strive to make sure that our students are Kindergarten ready. All students participate in various developmentally appropriate activities that teach to the whole child.

L

Lunch – Please send a proper lunch for your child; for example, a sandwich and one drink. If your child does not eat sandwiches, please provide an appropriate substitution. Candy and junk food are not appropriate for a lunch time meal. Please make sure you also provide napkins and utensils if your child needs them. Your child should bring lunch only for him/herself. Food is not to be shared due to allergies. Please use soft lunch boxes or brown bags labeled with your child's name. Hard metal lunch boxes are not appropriate and can easily hurt another child.

Labels – Please label all clothing with your child’s name. Hand-me-downs are great, but we need YOUR child’s name on all outerwear, hats, etc. Our uniforms all look alike and the children have a hard time identifying their clothes.

M

Medical Policy – Your child should not be in school if he/she is sick. If your child has a fever or other signs of illness, he/she will not be prepared to be in school. If your child has a fever or has vomited, they must be fever-free or not vomiting for 24 hours before returning to school. If your child gets ill during the day, we will call to have your child picked up immediately.

N

Newsletter – Teachers send home newsletters weekly to keep you informed about what is going on in class. Please make sure to read this newsletter as important information is included, such as changes to the calendar, etc.

Names – Please let us know if your child has a specific nickname. However, please be aware that as we begin to learn to write our names, we will use the child’s legal name. When the children get to Kindergarten, they need to know how to write their legal name.

O

Orientation – At least one parent is expected to attend the orientation session before school begins. This gives us all a chance to meet and get ready for our first day. There will also be a Meet and Greet opportunity before school begins so that your child will be able to meet his/her teacher and see their classroom.

Outdoor Play – We try to go outside every day, weather permitting. The children should always wear sneakers so they are ready for the playground.

P

Progress Reports – For the Pre-K and Nursery classes, there are three progress reports a year. The first (December) is a look at basic skills. The second is a more defined look at skills, and the third is a final review of the child's progress for the year. There are two parent conferences, one in December and one in March.

Prompt Pick-Up – It is extremely important that your child is picked up on time. The children get very anxious when they are the last one left at the end of the day. Please make every effort to be on time.

Q

Questionnaire – Please fill out the Early Childhood questionnaire to the best of your ability. The more we know about your child's likes and dislikes, the better we can help your child enjoy school.

R

Read – The number one thing you can do as a parent to help your child in school is to read to them every day. Your children's teachers can provide you with great tips on how to make the most of this very special time. It is incredibly important!

Respect – As part of a Catholic school, respect for others is a very important part of our values-based curriculum. To that end, we ask that you remind your child to be respectful of his peers, his teachers and the items in the classroom.

S

School Bags – Every child needs to use the Holy Name of Mary school bags. These bags are \$10.00 each and are used for all communication to and from school. Our store space is limited and backpacks are too bulky for our space. Please label the bag with your child's name; feel free to decorate the bag to your child's liking.

Supplies – Each teacher will request specific items needed for classroom use. Supplies are used by all the children in the classroom, and therefore, do not need to be labeled. Students also have snack on a daily basis. Each individual teacher will go over snack procedures and guidelines for their classroom.

Separation – This may be your child’s first school experience, and we want him/her to enjoy their time here. Keep these suggestions in mind if your child experiences some anxiety: Always say goodbye. Children are more fearful if you just disappear. Even if it means a few tears, it is better. Tell your child where you will be as it helps her feel more secure (Tell the teacher, too!) If your child is very upset, but it needs to be the adult, not the child, who indicates the moment of departure. Once the teacher is no longer a stranger, a quick goodbye is best. If your child is still upset for an extended period of time, we will call you. Our goal is for all of the children to love school.

Show and Tell – This is a wonderful opportunity for your child to share a favorite item and also gives him/her experience speaking to a group. It is also a wonderful opportunity to learn to listen and be patient. Each teacher has a special format for show and tell. When the time arrives, a note will be sent home with specifics.

T

Timeliness – It is extremely important that you be on time for school every day. The first minutes of the day are very important and many times the day’s events are discussed with the students, or they may have a specific job they are scheduled to do.

Teacher’s Assistants – Our aides work with the children every day to ensure that the children are well-cared for and are safe and having fun. Our aides work hand-in-hand with the teacher. Questions about a child’s performance or behavior in school, however, should be directed to the teacher.

Toilet Training and Accidents – Your child must be toilet trained before entering our programs. If your child has an accident, we will give him/her the clean clothes that you have provided. If your child is unable to change, you will be called and asked to change your child.

Toys from Home – No toys from home should be brought to school (unless it is a Show and Tell Day). If your child cannot separate from a favorite item at the beginning of the year, please speak with the teacher. We cannot be responsible for toys or for damages to a favorite item.

Tuition – Tuition payments are due monthly and not later than the 10th of the month. In order to operate our school program, full financial support is required of all families.

U

Umbrellas – Please do not send umbrellas in with your children. If your child uses one on a rainy day, please take it with you when you leave. They are too dangerous for the children to be carrying them in the halls and stairways.

V

Vacations – Our school uses the calendar provided by the Diocese of Rockville Centre, and we ask that you adhere to the vacations and holidays. If there is an occasion that your child will not be in school, please inform the teacher. Ifs you plan a family trip during the school year, please let them teacher know, so the school is aware of your child's absence.

W

Water Fountains – The children are not allowed to stop at the water fountains during the day. They are too small and cannot manage them very well. If your child is thirsty, we will provide him/her with a small cup of water.

Water Bottles – Please do not send in large water bottles with your child’s lunch. It is too much for them to drink, and opened water bottles must be thrown away as they often leak. If you would like to send in water for your child for their lunch, please send in small water bottles or water in a thermos.

Weather – In the event of a school closing due to inclement weather, an emergency phone chain (Smart Reach) will be put into place. You will be notified if the school is closed. You can also check the school’s website for up-to-date information. Also, please watch News 12 Long Island for closings or delayed openings.

X

eXtra Fun – It is our hope that your child enjoys his/her days here. Play is a child’s work, and we want to make sure that all children are happy and love coming to school. If you have any questions or comments, please do not hesitate to ask.

Y

YOU – You are your child’s first teacher. We are here to support you in this very important task. We will work together with you to allow your child to grow into a happy and healthy student—we are a team!

Z

Zzzz’s – Make sure your child gets plenty of sleep. We are very busy during the day and your child will get tired. They need their rest to make sure they are ready for a full day of work and play.