

Dear Pre-K 3 Parents,

Welcome to Our Lady Star of the Sea Pre-K 3 program. This is a special time for you and your child. We hope to make this important milestone a pleasure for you and a fun experience for your child. The following information will help make our school days easier and more comfortable.

CHANGES AT HOME - Children bring their home experiences to school and we can give them understanding and support if we are kept informed of changes. It is important for us to know, for example, if you are away on a trip, if there is a hospitalization of a relative, birth of a new baby, etc. We respect your privacy and we ensure you that all information will be kept confidential.

DROP-OFF AND PICK-UP - It is important to arrive on time so that your child can fully participate in our daily routines. Tuesday, Wednesday and Thursday AM session is 8:30-11:00; PM session is 12:00-2:30. The doors will close 5 minutes after the time of arrival. If you arrive once the doors have been closed, you must bring your child to the main entrance where he/she will be escorted down to the Pre-K 3 classroom. At dismissal, if you are not on time for pickup, please notify the school and we will escort your child to the front office to be picked up. If there is an emergency, call the school at 984-5750 or the rectory at 984-0593. The main office will alert the teacher. If someone other than the parent will be picking up your child, please notify us in writing, giving the name of the person. That person will be expected to show a photo I.D.

ALLERGIES - Please let us know what your child is allergic to in a note on a 3 x 5 index card. Also please alert the teacher of any fears that your child may have (some children dislike clowns, balloons, characters). Please make sure your child washes his/her hands before entering school especially after eating.

SNACKS - We will provide a light snack each day. If your child has an allergy and you don't feel comfortable with the snacks we provide, you may send in a snack for your child that we will store in school for them.

BACKPACKS – **MUST** be large enough to fit a 9-1/2 x 11” folder, notebook and their projects. Please **NO** small backpacks or backpacks with wheels.

SCHOOL COMMUNICATION - You will be given a take home folder. Please keep it in your child's backpack at all times. In addition to the class website (www.olss-si.org/class-pages), we will use the folder to send announcements and assignments home. You will use it for payments and notes to the teacher or office. **PLEASE CHECK THIS FOLDER AND EMPTY IT EACH DAY.** If the folder becomes lost, please notify us.

CLOTHING - Please dress children in comfortable easy access clothing because children will be expected to dress and undress themselves after using the bathroom. Note that our work requires painting and gluing. Please have your child wear rubber-soled shoes at all times. No dance leotards or belts allowed. **NO PULL-UPS AT ALL.** Please practice putting on and removing jackets. Label your child's name on all clothing.

BATHROOM ACCIDENTS - Bathroom accidents and spills can occur in school. Please send in a complete change of clothing (socks, underwear, pants, shirt and shoes) inside a large zip lock bag. Label the bag of clothing with your child's first and last name.

BIRTHDAYS - Children love having a simple birthday celebration at school. A cupcake with your child's birthday will be sent out in advance to let you know the date we'll be celebrating your child's birthday in school. We will aim to celebrate the birthday on the "day of" if possible. Summer birthdays will be spaced out throughout the year. All celebrations will be held during snack time. You may send in a camera if you would like photos of your child during their celebration. We will take the photos for you. Please no helium balloons or hats. You may send in decorative plates, cups and napkins. This is all that is necessary as the sheer joy of celebrating with friends is enough. Goody bags should be small and simple so that they fit into the backpacks. They must also be stapled or taped closed. The goody bag will be placed in each child's backpack so that you can examine it. ***Peanut free* treats only. Suggestions:** mini cupcakes or munchkins (Dunkin Donuts or Country Doughnuts)

PARTY INVITATIONS - May be given out in school only if all the children in the class are invited. No names on the envelopes please.

HOLIDAY PARTIES - (Halloween, Christmas, Easter, End of Year). Teachers will coordinate parties and may ask the class mothers for assistance. Parties are held during regular class time.

HOMEWORK - The children will have fun filled activities to do at home. The activity will be returned to class the next time they attend. **Please check the Pre-K 3 class website everyday for information and instructions (<https://olss-si.org/class-pages>).**

EMERGENCY FORMS - **All FOUR** copies of the emergency form should be filled out and returned on the first day of school. Please include all telephone numbers. If you give us a cell phone number please make sure you have it turned on at all times while your child is in school. Please be aware of the school number (984-5750) since that is the number that will appear on your phone. Make sure the people listed on the form live in close proximity to the school and are able to pick up your child in an emergency. Please make sure to notify the teacher or the school if there has been a number change.

ABSENCE NOTES - Whenever your child is absent from school, please send an absence note on the day of return to school. A doctor's note is required after three days absence.

SUPPLIES - We ask that you please send in some classroom supplies. We need: 1 roll of paper towels, 1 box of tissues, 1 package of baby wipes, 1 container of clorox wipes, 1 can of disinfecting spray, 1 bottle of soap (AM class only), 1 package of napkins (PM class only), 1 box of quart size ziplock bags (AM class only), and 1 box of gallon size ziplock bags (PM class only). Thank you in advance!

MISCELLANEOUS -

· PLEASE LABEL EVERYTHING your child wears and brings to school. Please take mittens, gloves, scarves and umbrellas away at the door. You may bring them back at dismissal.

· Any money sent to school, must be in an envelope labeled with your child's name, grade and purpose ENCLOSED IN YOUR TAKE HOME FOLDER. No loose money allowed in school.

· No toys from home unless teacher specifies for a certain project or homework.

Please keep this and a copy of the school calendar as a reference for the year. You can find the school calendar and additional information on www.olss-si.org. Thank you for your cooperation and we look forward to a great year!

Sincerely,

Ms. Kristy

Ms. Mary