

“It is not what you do for your children, but what you have taught them to do for themselves, that will make them successful human beings.” –Ann Landers

What to expect in Mrs. Gray’s Pre-K (due to the COVID-19 pandemic, expectations have changed):

Your child will be learning a whole lot of information this year, mainly through whole group lessons and individual play, to meet social distancing guidelines. He/she will become familiar with & develop a further knowledge of the letters of the alphabet and their sounds, along with beginning reading skills. In addition, each student will become familiar with numbers up to twenty and beyond, some basic addition & subtraction skills, time telling & money counting skills as well. The day will consist of other hands-on activities that will expose your child to reading and writing skills and interesting topics in Science and Social Studies. In addition to learning numbers, letters, reading & writing skills, Social Studies and Science, your child will be learning how to cooperate and problem solve while still meeting social distance guidelines. Because this is a Catholic school, it is extremely important that many of the activities of the day also have a focus on the Catholic faith.

Classroom Policies:

Age for Pre-K Students:

4 Year Olds:

Students must be 4 years old on or before September 1 of this current Pre-K year to be accepted into Our Lady of Fatima’s Pre-Kindergarten program.

3 Year Olds:

In order for any 3 year old to be considered to enter Our Lady of Fatima's Pre-Kindergarten program, he/she must be turning 4 years old BEFORE January 1st of the current school year. In addition, if the student meets this age requirement, he/she will also be required to go through a “trial” period of two weeks to be considered (this trial period does NOT guarantee a spot in the Pre-K class if the student is not socially ready for our class). In addition, admittance for any 3 year old student will require an additional year in our Pre-K program.

Potty Training:

All students must be COMPLETELY potty trained before entering the Pre-K/Kind classroom. THIS IS A SAFETY AND HEALTH ISSUE! If this is a problem, your child will be asked to stay home until this skill is mastered. While I understand occasional accidents may occur (this is why I require you to send in an extra set of clothes), please make sure your child can handle bathroom needs independently & is able to decide for him/herself when they need to go to the restroom.

Morning Routine *(due to the COVID-19 pandemic, policies have changed):*

I will be in our classroom by 7:30am each morning ready for students to be dropped off—if you need to drop off your child earlier than 7:30am, please register your child for our Before Care Program. As per our school handbook requirements, your student must first go to the main office first for our daily health screening. Once a student has been cleared, his/her parent can walk the child to our classroom door, sign him/her in & say good-bye outside. Your child will proceed to unpack his/her belongings and will have an activity to complete individually at his/her desk until our school day begins at 7:50am. Parents will no longer be allowed inside our classroom.

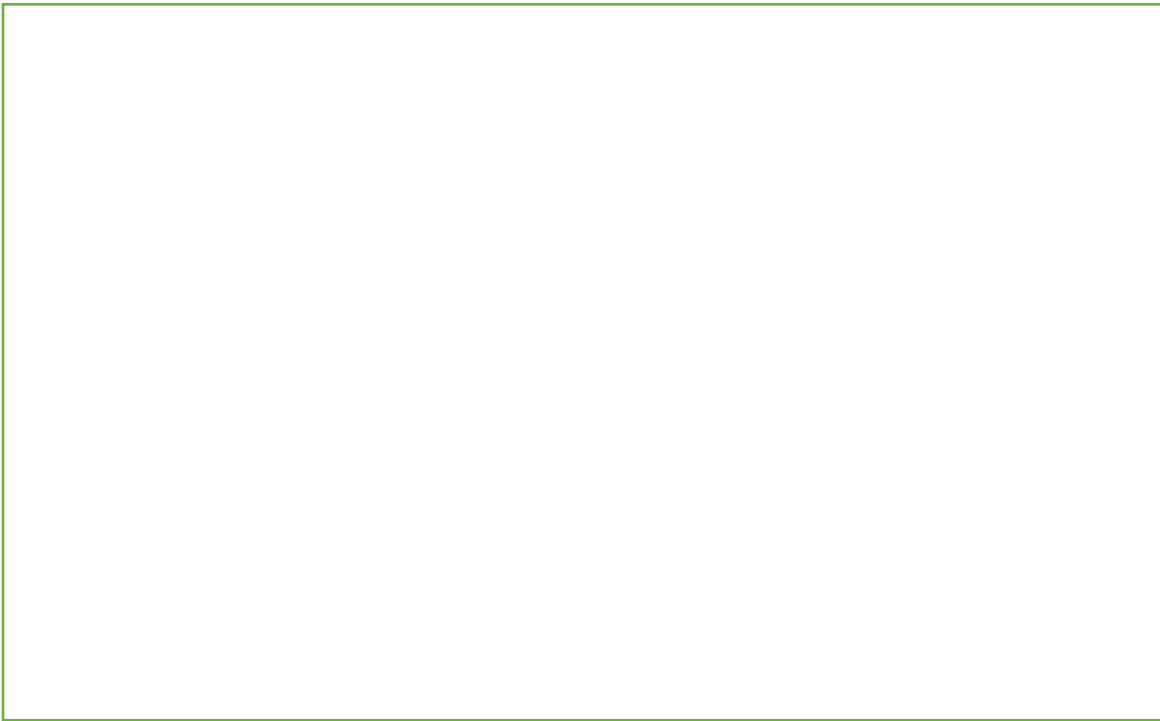
Pre-K Discipline Policy:

I have high expectations. I am strict! I will never expect too much of your child, but I will expect him/her to try his/her best at all times. I base my discipline policies on becoming good, kind people. In addition, my expectations are reflective of the school expectations found in Our Lady of Fatima's Family Handbook. Please read over the discipline policies and procedures in your handbook.

I have a "3 Chance" policy based on our Schoolwide Learning Expectations (SLEs). A warning will first be given to correct inappropriate/disruptive behavior. If a second reminder is needed, it will be visual. Your child will move his/her name card to the "I am working on becoming a better Christian Role Model, Lifelong Learner and Responsible Citizen" (yellow) position that shows your child he/she needs to make some corrections to his/her behavior. If additional reminders are needed, your child will move his/her name card to the "I need some time to think about how I can become a better Christian Role Model, Lifelong Learner and Responsible Citizen" (red) which means he/she will sit out of a desired activity (recess, Explore Centers, etc.)—typically 5 minutes. At this point, if the inappropriate behavior continues & becomes dangerous or extremely disruptive I will give your child a "*Refocus Form" (see example below) to fill out in the office or another classroom. This form will allow your child to look at his/her behavior and think about how he/she can change the behavior for the better. I will send this form home with a note from me explaining the situation—you will need to sign it and return it to me the following day. For the most part, I will not give a daily report of "bad" behavior because I feel it is important for your child to make mistakes and learn to correct those mistakes at school. In addition, I know I won't be able to report all your child's good behavior so I don't think it's fair to report all the bad behavior.

*The "Refocus" form will also be used if a dangerous/extremely disruptive behavior occurred (hitting, biting, throwing a fit, etc.) where a child would need to be removed immediately to protect him/herself along with his/her classmates.

SAMPLE:
Pre-K, Kindergarten & 1st Grade Discipline Refocus Form
Side 1



In your words what happened:

SAMPLE
Pre-K, Kindergarten & 1st Grade Discipline Refocus Form
Side 2

What do you think you would do next time:

(Student Signature)

(Teacher Signature)

(Administration Signature)

(Parent Signature)

Policy for Expulsion:

1. After 3 “Refocus” forms/incidents a meeting with teacher, student, parents and administration will be set up to create a Behavior Plan specific to child’s needs with a specific time table in place.
2. If Behavior Plan is followed, the process will begin again. If behavior becomes disruptive/unsafe again the above process will begin again.
3. If Behavior Plan is NOT followed a final meeting to discuss expulsion will be conducted with teacher, student, parents, and administration. A final chance to follow the Behavior Plan will be given. Any infraction after this final meeting will result in expulsion.

Homework *(due to the COVID-19 pandemic, policies have changed):*

Pre-K and Kinder-I require that you read at least 15 minutes with your child EVERY night. *I will create a reading log that can be filled out and returned via email online.* If the sheets are turned in once they are completed, your child will get to place a sticker on our class reading chart (the chart will be replaced monthly). This chart will allow you and your child to see how much you are reading on a monthly basis. It is ESSENTIAL for your child to see the importance for reading both in and out of the classroom in order for him/her to become a successful reader. If you are reading every night, as required, a complete reading log should be turned in A MINIMUM of every two weeks. A reading log grade WILL be assigned based on this. In other words, if you are turning in AT LEAST two reading logs per month (one every two weeks), you are meeting the homework assignment requirement.

Google Classroom-I will be using our Google Classroom to post videos, websites or activities to be completed at home. These activities are meant to be extra practice, so if you complete them, please let me know so I can give your child credit. At this time, all assignments on Google Classroom are voluntary—the purpose of them are to help foster learning at home & also train us in the need that we return to remote learning. We will be utilizing our Google Classroom throughout the year, but how we use it may change as needed.

Communication *(due to the COVID-19 pandemic, policies have changed):*

Email-Email is the BEST way to communicate with me. If you ever need to email me my school email is: egray@fatimaschoolabq.com. I will check my email periodically during the school day, so if something comes up you may reach me through email or call the school office.

*Conferences-I am available if you need to *meet, but please know all conferences will need to be made via phone or through email communication, at this time.*

"Weekly News"-Each Thursday, I will email a newsletter. It will describe what we will be doing the next week in class.

****PLEASE take the time to read the "Weekly News" with your child each week because it is filled with VERY important information!!!

**Please let me know if you are not receiving the Weekly News. It is important to read our Weekly News and to check out important upcoming events!*

Google Classroom-We will be utilizing our Google Classroom throughout the year, but how we use it may change as needed.

Assessments:

I will assess your child's progress periodically. This will be done through both observations and more formal assessments of his/her progress. You will be informed of the results either through progress reports or report cards.

Report Cards:

You will be updated about your child's progress each semester through report cards that have been created by MSP. These report cards will not only measure your child's progress in Religion, Math, Literacy, Social Studies, and Science, but will also inform you of their progress in their social and motor skills.

Grading Scale:

- 3 Secure-Skills are well-developed and stable
- 2 Developing-Gaining further confidence
- 1 Needs Improvement-Skills needs development
- NA I have not worked on this yet

Naptime (*due to the COVID-19 pandemic, policies have changed*):

As mentioned on the supply list, your child must have his/her own nap mats. Nap pads ***must be $\frac{3}{4}$ of an inch thick and made of a NONABSORBENT, CLEANABLE surface per STATE REQUIREMENTS***. *Until further notice, your child will only have his/her nap pad to rest with. As we progress with the year, I may be able to allow rest time items, but at this time, only the nonabsorbent, cleanable nap pads will be allowed.*

Show and Tell:

Each student will have an opportunity to bring in an item to share with the class. The item must be something that can fit into your child's backpack. I will schedule a day for your child and send it to you later on in the year.

Lunch/Snack Time (Morning and Afternoon) (due to the COVID-19 pandemic, policies have changed):

All lunch and snack items must be in your child's lunch box. We will not have any extra snacks on hand, so please remember to pack a morning AND afternoon snack with your child's lunch.

Lunch/Recess-(11:20am-12:20pm)-*Lunches MUST be brought from home.*

Birthdays (due to the COVID-19 pandemic, policies have changed):

We will no longer be allowed to bring in any outside snacks as a birthday celebration. However, we will make sure we do some fun activities, in class, to make sure your child feels special on his/her birthday.

Dress Code:

While Pre-K students do not follow the uniform policies for grades 1st-8th, there will be a dress code your child must follow. The consequences for not following the dress code will be the same as the students in grades 1st-8th; you will be called to bring your child the appropriate attire or your child will have to BORROW items from our used uniform inventory.

The dress code is as follows:

- All clothing must be in good, clean condition and must fit properly.
- Shirts must have sleeves, long or short, depending on the weather (NO tank or strappy tops).
- Tennis shoes with black, white or navy socks only. Sandals, boots or high heeled shoes are not safe for play. PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IN THESE TYPES OF SHOES TO AVOID INJURY!
- Jeans are allowed on Jean/Spirit Days only and must be accompanied with a Fatima sweatshirt, polo, spirit shirt, or sweater.
- Clothes must be weather appropriate. Please send your child with jackets when needed. However, scarves and umbrellas can be potentially dangerous on the playground.
- Only post earrings.
- Shorts will be allowed during the months of August-September and April- May.

The only shorts allowed will be the NAVY BLUE uniform shorts.

Dress Code-Mass Days:

Girls will be required to wear a dress or skirt (shirts/dresses MUST have sleeves- if not, a sweater must be worn all day) to Mass and boys will be required to wear a collared shirt with nice pants.

*Please NO DRESS SHOES (this is for the safety of your child).

Emergency Evacuation and Disaster Preparedness Plan for Our Lady of Fatima Pre-Kindergarten/Kindergarten for the 2020-2021 School Year

Fire Drills

Fire drills are held monthly throughout the school year at various times of the day. The following procedures are followed.

1. Under the direction of the teacher, children will move to the designated area in an orderly, quiet manner.
2. Teacher will be the last one to leave the room, making sure doors and windows are properly closed and lights turned off.
3. Teachers will take their roll-call/emergency book with them in order to report any student who is not present at their designated area.
4. Teachers will return their class to the building on proper signal only.
 - a. If a true emergency is apparent, parents will be notified and students & teachers will remain in a safe designated area (most likely the Church or if needed our secondary site, Zia Elementary, until all parents have been notified and have picked up their child).
5. All are required to keep driveway clear for emergency vehicles.

Emergency Evacuation

In the event of an emergency evacuation, students and teachers will proceed to our Church or Zia Elementary School. Emergency Evacuations (to our 1st evacuation site-the Church) will be practiced quarterly and will follow the below procedure:

1. All students will meet in the parking lot in front of Fatima Gallagher Hall for attendance.
2. When attendance is complete the entire school will be escorted to the Church building or Zia Elementary school (if we need to completely evacuate entire campus).
3. Teachers will take attendance again to ensure all students have arrived safely at Zia Elementary School.
4. Parents and guardians will be notified in a timely manner, after student safety is ensured.

Shelter-In-Place

Sheltering in place is done to isolate all students, faculty and staff from the external environment. It is usually done to protect people from a hazardous material incident such as an external gas leak, hazardous material spill, or other environmental contamination. It can also be used for 100% of student accountability in response to an outside threat is needed:

1. Make sure all students go inside.

2. Close all windows and doors to shelter area.
3. Turn off ventilation that may come from outside.
4. If the air within the shelter appears to be contaminated, inform the office of the problem
5. Account for all students, keep track of and report all missing students to the office.
6. Continue to listen for and follow the directions given by the Principal's Office (PA, written, verbal, etc.).
7. Do not allow anyone to leave the shelter until the all clear signal is given.

Lock Down Procedures

-Refers to protection from an internal or external threat by excluding and/or isolating the threat

-Will take on some aspects of shelter-in-place by limiting movement

-Protective cover is sought in locked sections of the building and locked classrooms

-Requires the ability to quickly secure natural sections of the physical plant, classrooms and the exterior doors

Below is the school procedures:

1. Announcement: "This is a Lock Down. This is a Lock Down." (It is of utmost importance that staff remains calm at this time).
2. Staff will; close doors (Be sure both are locked), close windows and blinds all the way, turn off lights.
3. Students are to get under their desks immediately or move to the location indicated by their teachers and stay quiet
4. DO NOT ANSWER DOOR FOR ANY REASON.
5. Call the office if any children are not present at the time of the Lock Down.
6. Any accommodations needed to ensure safety for students with any special needs will also be made.

If there is an actual threatening situation the announcement will be: "THIS IS AN EMERGENCY LOCK DOWN!"

- a. If a true emergency is apparent, parents will be notified through an emergency message from administration or emergency personnel ONLY. Students & teachers will remain in place until emergency personnel have cleared the safety of the campus & students can be dismissed to notified parents/guardians.

The Lock Down will end with an announcement from the office.

Relocation

Is a directive to relocate certain students given, the principal, designee, or public safety officials will indicate a specific place. Remain calm, do not lock doors, and

account for all students and staff. Parents will be notified in a timely manner of any relocation event.

*****During any/all emergency situations listed above any/all accommodations students may need will be made to create the safest/healthiest environment for students with special needs and children with chronic medical conditions. In addition, all relocation sites will allow for the continuity of operations (*Director can play games, sing songs, color or read stories with books/supplies that have been brought from the main facility for this purpose*) as the Director sees fit until all parents have been notified of the emergency and the reunification with parents has been completed for all students using the emergency contacts for each student listed in the sites emergency folder.**

Important Paperwork:

There are several forms to be filled out. These documents must be completed and in your child's file in order for your child to attend Our Lady of Fatima's PreK/K program DUE TO STATE REGULATIONS!

Forms to be filled out:

- Discipline Agreement
- Student Information Form
- Dismissal Form
- Classroom Policy/Parent Agreement Form

Items to be on file:

- Shot Records
- (if you have already turned them in to the office, I will get a copy).