

OUR LADY OF THE LAKE SCHOOL
Lakeside and Montrose Avenues
Verona, New Jersey 07044
973-239-1160
www.myoll.org

PRE - SCHOOL PROGRAM

GOAL OF PROGRAM

The primary goal of the Early Childhood Program at Our Lady of the Lake School is to provide a supportive and nurturing environment, which stimulates each child's emotional, physical, intellectual, and social growth. It is important for young children to develop positive attitudes about themselves and their environment. Therefore this curriculum includes "age appropriate" experiences that will motivate children to learn concepts and to develop skills. These experiences, challenging but not overwhelming, will result in the children's feeling successful and confident about themselves.

THE THREE YEAR OLD PROGRAM

The three year old program concentrates on nurturing each child's emotional and social growth through encouragement, praise, honesty and trust. The children gain intellectual and educational growth by learning about colors, shapes, counting and thematic units. Name recognition, letter recognition, number recognition and patterns are presented in a fun, age-appropriate manner.

THE FOUR YEAR OLD PROGRAM

The four year old program continues the process of growth and development through independent activities and shared classroom responsibilities that are age appropriate. The Pre-4 program reinforces the concepts presented in the Pre-3 program, along with many new learning experiences.

The Pre-4 children are given the opportunity to participate in weekly gym and music.

In the Pre-3 and the Pre-4 programs, a positive self-image is fostered through manners, music, show and tell, art, poetry and role-playing. Free play is an integral part of both pre-school programs. Playing promotes social skills and emotional development, stimulates creativity, and helps in problem solving.

A list of objectives is given on the following page for both the Pre-3 and Pre-4 classes. These objectives are the same, but handled in an age appropriate manner for each grade level. By doing this we reinforce and expand on what the children learn from the previous year. This process allows the children to build self-confidence and creates an eagerness to participate in the learning process.

OBJECTIVES

Religion – Stories of God’s Love Program

- Prayer
- Stories
- Song

Literacy

- Recognize alphabet
- Enjoy oral and written word
- Listening to others
- Develop conversation skills
- Recognize signs and symbols in their environment (stop, railroad crossing, etc.)
- Rhyme
- Tell own stories

Math – Everyday Math Program

- Compare more and less
- Sorting objects into groups (size, shape, etc)
- Recognize common shapes
- Identify (big/small, long/short, heavy/light)
- Use spatial relational terms (behind/in front, over/under)
- Measure

Science

- Observe using senses
- Describe observation using size, color, smell, etc.
- Make guesses
- Age appropriate concepts:
 - a. sink/float
 - b. light/shadow
 - c. characteristics of things (animals/plants)
 - d. weather (cloudy, rainy, sunny, snowy)
 - e. building with blocks

Social Studies

- Develop sense of time through daily routines
- Family, home, neighborhood
- What jobs people have
- Members of Planet Earth
- Travel (land, water, air)
- Various cultures (food, music, stories, games)
- Learn to take care of what we have (recycling, no littering)

Art and Movement

- Self expression
- Enjoyment of variety of music
- Music making (singing, instruments)
- Exploring a variety of movements (running, climbing, jumping, etc.)
- Role playing
- Drawing, painting, clay and the use of other mediums

Physical Education

- Develop fine and gross motor skills
- Team work
- Listening and following rules
- Respect for each other

EXAMPLES OF THEMES

All About Me

Apples

Friends

Community Helpers

Dentist

Fire Prevention

Five Senses

Columbus Day

Native Americans/Pilgrims

Thanksgiving

Christmas

Chinese New Year

Black History

Presidents Day

Groundhog Day

Easter

Holy Days

Cinco De Mayo

Children Around The World

Four Food Groups

Transportation

Space/Moon/Stars

Sea Creatures

Dinosaurs

Summer Safety / Vacation /Travel

Seasons

ADMISSION

Our Lady of the Lake School endeavors to provide the children with an educational experience based on Christian principles. Any student who fulfills the necessary requisites of age, health, and academic requirements is eligible for admission. Acceptance into the program will be finalized upon receipt of the required documents and payment.

(Note – REGISTRATION page 8)

The Catholic Schools of the Archdiocese of Newark, with which Our Lady of the Lake School is affiliated, does not discriminate on the basis of sex in educational programs and activities and employment under the applicable regulations of Title IX of the Educational Amendment of 1972.

The Catholic Schools of the Archdiocese of Newark admit students of any race, color, national origin, ethnic or cultural background.

A child must be 3 or 4 years of age by October 1 for the program. Children should be toilet trained and be able to perform this act independently.

ARRIVAL AND DEPARTURE

PLEASE be on time! All children are to be dropped off at the awning door by an adult. Teachers will accompany children to classroom. Children should not arrive earlier than the scheduled time. Children will not be dismissed unless a parent or designated adult is there to pick them up. Parents should wait outside in the designated area at dismissal time.

SCHOOL HOURS – for Pre-3 and Pre-4

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|--------|--|
| 2 Days | Tuesday & Thursday 8:30 – 11:15 a.m.
Tuesday & Thursday with Lunch Bunch 8:30 – 12:15 p.m.
Tuesday & Thursday with Lunch Bunch and Enrichment 8:30 – 2:30 p.m. |
| 3 Days | Monday, Wednesday & Friday 8:30 – 11:15 a.m.
Monday, Wednesday, & Friday with Lunch Bunch 8:30 – 12:15 p.m.
Monday, Wednesday, & Friday with Lunch Bunch & Enrichment 8:30–2:30 p.m. |
| 4 Days | Monday, Tuesday, Thursday & Friday 8:30 – 11:15 a.m.
Monday, Tuesday, Thursday & Friday with Lunch Bunch 8:30 – 12:15 p.m.
Monday, Tues., Thurs. & Friday with Lunch Bunch & Enrichment 8:30-2:30 p.m. |
| 5 Days | Monday – Friday 8:30 – 11:15 a.m.
Monday – Friday with Lunch Bunch 8:30 – 12:15 p.m.
Monday – Friday with Lunch Bunch & Enrichment 8:30 – 2:30 p.m. |

Preschool schedules may only be adjusted (days added or hours extended) at the beginning of each trimester (December 1st and March 1st). We are no longer accepting changes on a per diem basis.

Aftercare is available until 6 p.m. for all children. (Forms are on line www.myoll.org)

ENRICHMENT 12:15-2:30 P.M.

Enrichment is an extension of the school program in which children have the opportunity to engage in free or directed play, music, timely topics, and the development of various themes.

TARDINESS

Children will be met at the door from 8:15 a.m. until 8:30 a.m. by a teacher. If your child should arrive after 8:30 a.m. please go to the office to sign your child into school.

ABSENCE

If a child is absent he/she may not switch or make up days. The school must be notified by phone of a child's absence. (973-239-1160)

CLOSING OR DELAYED OPENING OF SCHOOL DAY

Due to inclement weather it may be necessary to close or delay the opening of the school day. Parents are alerted via the Honeywell Instant Alert System. Go to www.myoll.org- Quick Links – Forms for sign up instructions. The hours for delayed opening days are shortened sessions:

PRE-3 AND PRE-4 Mondays-Fridays	Hours:	10:00 a.m. – 12:00 p.m.
	Lunch	12:00 a.m. – 12:45 p.m.
	Enrichment	12:45 p.m. – 2:30 p.m.

In the event of a half day of school there will still be lunch bunch and enrichment (unless otherwise notified) but NO hot lunches.

HEALTH/MEDICATION

An immunization form must be up to date and signed by your child's physician. This form is to be handed in prior to the first day of school.

Children who require medication at school please refer to the Our Lady of the Lake School web site www.myoll.org. All other forms regarding asthma, allergies, etc. can be found here also. A child with a fever (100 degrees), a heavy cold, contagious rash, pink eye or who is vomiting or suffering diarrhea MUST be kept home. Children must be fever free for 24 hours before returning to school.

ALLERGIES

The teacher and school nurse must be notified, in writing, of any allergies. A supply of snacks must be provided for any food allergy. Snacks should be in plastic bags and labeled with the child's name. Enough snacks should be provided for several weeks, which includes special celebration days. This is to insure that a child does not eat anything that he/she is allergic to.

EMERGENCY INFORMATION

ALL confidential and health forms must be completed and returned to the school by May. The persons named as emergency contacts should be home during the day and be available to pick up a child in case of an emergency or illness. The school must be notified immediately of any change of address or phone number for either home or work. The emergency forms are on line (www.myoll.org)

LUNCH PERIOD

Lunch may be brought from home or can be ordered. Lunch menus can be found on line under the “ Quick Links” tab on the school website (www.myoll.org) Orders are handled through www.myfooddays.com. Payment can be made on line, or a check sent to the school office. On days when Grades K-8 are half days, hot lunch will not be available to order.

SNACKS

Our Lady of the Lake School supplies a daily snack. When special snacks are sent in parents are asked to send a healthy snack to school with a beverage.

*****Peanut butter or peanut related snacks are not permitted in school.**

If your child has allergies please provide snacks from home for special occasions.

DAILY CLOTHING

In order to be free to participate in all activities, children should be dressed in play clothes. All clothing, such as hats, mittens, and coats **must be labeled**. The school cannot assume responsibility for lost articles.

Each child must have a complete set of extra clothing, to be kept in the classroom, with all articles labeled, including socks and underwear. This should be sent to school in a zip-lock plastic bag that is clearly marked with the child's name. Please remember to replenish the articles of clothing that are used by your child so that we always have a full change of clothes in the class.

Sneakers must be worn on gym days if your child is to participate in class. Girls should wear pants or have shorts or tights under their dress on gym days.

DISCIPLINE

Our Lady of the Lake School makes use of positive discipline to teach children how to behave appropriately. Positive discipline is different from punishment. Punishment tells the children what they should not do; positive discipline tells the children what they should do.

An example is, if a child is coloring on the table instead of saying, “don’t color the table”, we say to the child “if you would like to color, please color on paper. We have to take care of our classroom and keep the tables clean, so here is some paper for you to color on.”

If a child is behaving inappropriately, we will use the following strategies:

- Provide individualized attention to help the child deal with a particular situation
- Provide alternate activities and acceptable ways to release feelings
- Redirect the child to a new activity
- Remove the child from the area of conflict so that the child may regain self-control

The main focus in Positive Discipline is to use encouragement and guidance rather than criticism. Our efforts are to create a safe nurturing environment where children feel comfortable to learn and grow.

CONFERENCES

A parent/teacher conference may be scheduled at any time. Please give advance notice when requesting an appointment. Conferences will be scheduled in January for the Pre-3 and Pre-4 children. However, parents are always encouraged to schedule a conference if they have concerns.

CLASS PARENT

The main responsibility of the class parent is to communicate important information to parents regarding school activities and assist teachers as necessary. Anyone interested may volunteer. There will be a sign-up sheet for this purpose at orientation in September. Class parents also help with the planning of class celebrations throughout the year.

COMMUNICATION

Please check child's school folder at the end of every school day. Notices from school are posted on the school Website www.myoll.org. This should be checked frequently. In addition, you may sign up for the "O.L.L. eList Subscribe" program on the school website to receive emails every Thursday evening. You will receive information regarding school happenings and events. Go to the school website opening page and click on "O.L.L. eList Subscribe" button. Also click on the Pre-School button for more information.

FIRE /EVACUATION DRILLS

- Stop what you are doing immediately
- Follow the teacher
- Walk quietly in a single line to the nearest exit
- Keep to the side in the halls
- Remain silent at all times during all drills
- Hands should remain at sides - not in pockets

Evacuations are to Our Lady of the Lake Church, Calvary Lutheran Church or the H.B. Whitehorse Middle School depending upon the circumstances.

LOCK DOWNS

- Stop what you are doing immediately
- Proceed to the designated area in the classroom
- Remain silent at all times
- Relax and enjoy the quiet
- Be attentive for teacher directions

REGISTRATION

The following items are necessary for registration:

1. Application form
2. Copy of birth certificate
3. Copy of Baptismal certificate (if Catholic)
4. Registration fee \$200.00 per child (non-refundable after March 1)
(payable to Our Lady of the Lake School)
5. Health form completed and signed by doctor
(no later than May 1)
6. Other forms must be mailed to school by Aug. 15th. These forms may be found
on line www.myoll.org
 - Emergency form
 - Extended Day form
 - Pre-School September checklist form

TUITION PAYMENTS

Budget Friendly Tuition – Payments are due on the first of the month, for ten months beginning on July 1st to April 1st to the school office. All tuition must be paid in full by May 1st.

SUPPLIES

The following supplies will be needed for September:

- A backpack large enough for a folder
- A full change of clothes (in a labeled zip-lock bag)
- A container of liquid anti-bacterial soap (not hand sanitizer)
- A box of tissues
- A picture of himself/herself for the bulletin board & family photo
- A bottle of Elmer's school glue or gel – glue sticks
- A container of wipes
- Pre-4 class - one folder with two bottom pockets (not side pockets)
- Pre-3 class - one folder with two bottom pockets (not side pockets)

PLEASE label all personal items and help your child identify his/her belongings.

*Thank you for enrolling your child at Our Lady of the Lake School.
We look forward to working together and nurturing the
development and growth of God's precious children.*

Mr. Benjamín Ronquillo, Príncipe

