



Our Lady of the Angels
K3~K4
Handbook

Primary Building:

215 Union Street
Columbia, PA 17512
684-2433

Elementary Building:

404 Cherry Street
Columbia, PA 17512
684-2664

www.ourladyoftheangels.org



OUR PROGRAM

The proper social adjustment is extremely important during the early years of childhood. Our program is designed to provide experiences that will assist each child in adjusting socially, emotionally, and spiritually.

Young children need to be themselves. They need a variety of experiences and should be encouraged to learn from their environment. These experiences provide the children with the skills needed in developing a positive self-concept. These experiences include spiritual, physical, creative play, music, stories, and art activities. These experiences will help develop within each child the basic skills needed for a successful transition to the next level.

The proper learning environment must be maintained. Discipline is handled with kindness and understanding. Attention is given to specific needs of each child, but at the same time, the welfare of the entire class is always taken into consideration.

SCHOOL HOURS AND DISMISSAL



The K3 class will meet from 8:05 to 10:05am on Tuesday and Thursday.

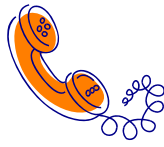
The K4 class will be in session from 8:05 to 11:05am on Monday, Wednesday and Friday.

The children will enter and be dismissed through the Union Street door. Bring children to and pick them up at this door. Your child must be accompanied by an adult until they enter the building.

It is mandatory for an adult to bring and pick up students. The teacher must be notified if your child is not being picked up by their designated driver. Please call the school office if you are going to be late because of an emergency. There will be no lines or bus service for K3 and K4. Children in K3 and K4 are not permitted to walk home alone.

The K3 and K4 classroom is located on the second floor, first door on the left. All K3 and K4 parents are invited to remain in the classroom with your child for opening prayer. Afterwards, you are asked again to bid your child a quick “good-bye”. You are asked to assist your child when entering the building but let them find the classroom themselves. This gives them the feeling of accomplishment.

Dismissal the first week of school will take a while until the teacher can become familiar with the adults who are picking up the children. It would be helpful if your child was familiar with their driver in the case of car pools. Please consult the pickup procedure on the website.



ATTENDANCE

All students must be in their classroom by 8:05am. The school doors are locked after this time. If for some reason a student arrives late they are to report to the school office by using the doors at the church vestibule, with an excuse note. The parent or driver must accompany the child to the office. The student will be given a late slip so they can be admitted to the classroom.

We ask that when possible appointments be made before or after school. When this is impossible the classroom teacher is to be notified in writing of the day and time when the student will be leaving the building. Parents are to come to the school office to pick up the student. Students will NOT be dismissed from their classrooms.

ILLNESS

If your child is not feeling well, please keep your child at home. Contagious illness can spread very quickly in a school situation. Also your child will feel much happier at home.

In case of illness or an accident occurring while your child is at school, you will be contacted. **For this reason it is imperative that ALL information on the emergency card be kept current.**



ABSENCES

When a student returns to school after being absent, they must bring an excuse note signed by their parent or guardian, stating the reason for the absence and the dates of absence. Inform the school of a child's absence in the morning by telephoning the office. It is permissible to have a brother or sister report the absence to the office. However, this does not replace the need for a note upon returning to school. Excuse forms are on our website.

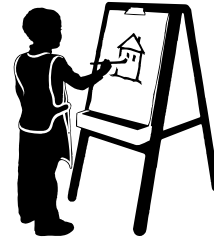
MEDICATION

Please refer to the Medication Policy on the website. No medication is given by the teacher. A consent form for the medication must be provided to the school, which also appears on our website.

SNACK COST

K3 - \$1.50 per month

K4 - \$3.00 per month



To provide snack each day, a monthly fee will be charged for each K3 and K4 student. This fee also covers the cost of straws, napkins and tissues. Please send money to school in an envelope marked with the child's name and "snack". Please make snack checks payable to your child's teacher.



SCHOOL DELAYS

Please listen to WSBA-910 AM or WGAL-TV 8 for emergency announcements. If school is delayed two hours the **K3 and K4** classes will also be on a **modified time schedule**. The K4 class will meet from **10:05am to 12:05pm** and K3 class will meet from **10:05-12:05pm**.

CONFERENCES

Conferences for K3 and K4 are held twice during the year. Dates are listed on the school calendar. Your child's progress will be discussed at these conferences.



CLOTHING

Children are to wear washable play clothes to school. They play hard and do lots of messy and fun things. They will go outside regularly to run, jump and play. Sneakers, tie shoes, or buckled shoes are preferred. **Flip-flops, Crocs,** and **unbuckled sandals** are **not** permitted. Please dress your child casually and appropriately for the weather.

On rainy days children can be met at the school door with an umbrella. As a safety precaution umbrellas are not permitted in the classroom.

On snowy days boots may be worn if the child can put them on and take them off without assistance.

Please practice buttoning, snapping or zipping your child's jacket with them. It will be a help at the end of the day if they can take care of their own coats.



TOYS AND SCHOOL SUPPLIES

Children's personal toys are **NOT** to be brought to school. The exception would be books suitable for sharing with the class. Special days will be assigned to children for "Show and Tell", at that time they may bring **ONE** item to school to share.

A book bag is needed to take home notes, art projects and folders. When purchasing a book bag be certain it is large enough to hold school folders and **easy** for your child to open and close. Please label the book bag with your child's name.

A stationery fee of \$20.00 is charged for K4 students and \$10 for K3 students. This fee covers the cost of paper, pencils, paints and other stationery supplies. This check is made payable to "Our Lady of the Angels School." Please keep it separate from tuition and send it to school with your child the **FIRST WEEK OF SCHOOL.**



BIRTHDAYS AND TREATS

Children are not to bring food to school, unless arrangements have been made with the teacher. Each child may celebrate their birthday at school by bringing a special snack. Please keep it simple and healthy.

FIELD TRIPS

One permission slip will be signed to allow children to accompany the group on walks throughout the year under the care and supervision of the teacher. Parents will be informed about specific trips before they occur and separate permission slips will have to be signed for trips involving car or bus travel. If your child is ill the day of a field trip please contact the school office.



HELPING THE YOUNG CHILD BEGIN SCHOOL

The first few days of the new school year can be very traumatic for the young child and in some cases, quite difficult for parents also. One of the things which is frequently upsetting to a young child is lost possessions. Articles of a personal nature, such as jackets, boots and sweaters are to be labeled with the child's first and last name.

Be sure the child is well rested and eats a nourishing breakfast each day. Get them up early enough on school days to allow enough time for getting off to school without rushing.

Notify the teacher of any unusual problems, fears, or concerns, which your child may have. If your child has any health or medical problems notify the school.

Emphasize the idea that school is a place to explore, to be curious, to find out about things, to make new friends and learn new skills.

PARENT RESPONSIBILITIES

1. Children are to be accompanied to the school's entrance no earlier than 5 minutes before school's starting time.
2. Parents are to pick children up promptly at dismissal time.
3. The school is to be advised immediately of any change in the residence, phone number or name of person picking up children.



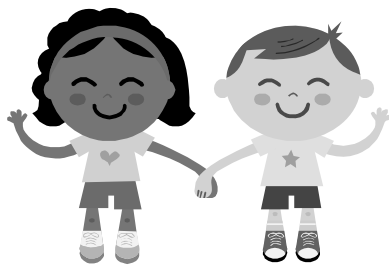
K3-K4 Contact Information

Name of Student: _____

<u>Name of person picking up my child after school</u>	<u>Phone Number</u> Cell/Home/Work
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(Primary) _____	_____
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(Alternates) _____	_____
_____	_____
_____	_____



SIGNATURE OF PARENT/GUARDIAN

DATE

PLEASE RETURN WHEN YOUR CHILD COMES FOR OPEN HOUSE