



Important Pre-Kindergarten Information

What does my child need for school?

Your child will need a backpack, lunchbox, and a Ziploc bag with a complete set of spare clothing.

Backpack

- Large enough to carry school papers, the school's 10x13 Tuesday Correspondence Envelope, a folder, and a lunch box. **No school supplies are necessary.**

Lunchbox

- Pack a healthy snack and drink for morning snack time for all students.
- Pack a lunch and drink if your child is a full day student and has not ordered lunch or milk from the weekly lunch order. **Food cannot be reheated or refrigerated.** Please pack them in the appropriate food containers.
- Please refrain from sending in candy or drinks with a lot of sugar and artificial sweeteners.
- Please pack an additional snack and drink if your child will be attending after school care. They do not provide snacks or drinks for your child.

Large Ziploc bag labeled with your child's name

- Containing a spare set of clothes; navy blue gym shirt, navy blue gym pants, socks, and underwear for your child.
- This bag will be stored at school in the case of an accident or spill.

Sleeping mat labeled with your child's name for full day students only

- A roll-up sleeping mat with an attached pillow and blanket. If the blanket is not attached a small crib sized blanket, or small fleece "throw" blanket will suffice.

Important: Children should not bring any toys, cars, action figures, costume jewelry, dolls, electronic handheld devices, and etc. to school. Please do not leave these items in your child's backpack. If your child needs a special stuffed animal or blanket for the transition into school or for rest time, it is welcome; however, it will be kept in a designated place in our classroom.

- There are toys, and etc. in the Parish Center for extended care children to use.

Do the pre-k children wear a uniform?

Yes, they wear the school gym uniform every day, except on scheduled "monthly birthday dress up" days posted on the school's monthly calendar.

- A navy blue short or long sleeved crewneck cotton tee shirt imprinted with the school emblem
- Navy blue long gym pants imprinted with the school emblem or
- Short navy blue gym shorts imprinted with the school emblem can be worn from the beginning of school until Thanksgiving and then may resume the Monday following April Spring vacation.
- A navy blue crewneck, pullover, or zippered sweatshirt with or without the school emblem may be worn over the tee shirt at anytime
- Solid white, navy blue, or black ankle socks
- Sneakers are to be worn everyday

- Pre-K children must conform to the school dress code restrictions noted in the school student handbook.
- Please remember to label all sweaters, sweatshirts, coats, hats, and other clothing that may be left behind, so that we can return them to the rightful owner.

What time does the school day begin?

Our day begins at 8:00 a.m.

- Please be on time. We are preparing the children for their future school success; therefore, late arrivals disrupt our morning routine, and are discouraged.

Where do I bring my child for school?

On nice weather days – the children will stay outside with you until the school bell rings at 8:00 a.m. They may play with other children with your supervision.

On inclement weather days – the children may come into the parish center and/or school gymnasium with you until the school bell rings at 8:00 a.m.

When the school bell rings – on nice weather days, the children will line up in the school yard with their class. On inclement weather days, the children will line up near the stage with their class.

- Parents may come to the classroom with the children to help ease the school transition at the beginning of school. Please encourage your child's independence. Assist only if needed.
- Any adult, including parents, must have a school identification card to be allowed into the building. This is a mandatory, school security policy.
- **After February vacation the children will be expected to come to the classroom without parental assistance.**

Where do I bring my child for early morning care?

Early morning care is held in the school parish center.

- Please enter through the school door located on the Stetson St. /President Ave. side of the building. You must ring the door bell to the right of the door to gain access.
- You must sign your child into early morning care with the morning care person in charge.
- Early morning care is offered from 6:45 a.m.-7:50 a.m. This program charges an hourly fee that is listed in the Holy Name Student/Parent handbook.

What time does the school day end?

Dismissal for half day children is at 11:30.

- One of the pre-k teachers will dismiss the children at 11:30 from the Stetson St. /President Ave. side of the building.

Dismissal for full day children is at 2:20.

- Children are dismissed individually to a parent or pick up person in the pre-k classroom.
- Any adult, including parents, must have a school identification card to be allowed into the building. This is a mandatory, school security policy.

- Children not picked up by 2:30 will be brought to the Parish Center for Extended Care and you will be charged a fee for this service.
- Discuss any transportation and after-school arrangement changes with your child in advance. Children like to be informed of any changes in their daily routine. Please let us know of these changes as well.
- A written note is necessary if your child is going home with another student or will be released to someone unfamiliar to the pre-k teachers and is not on our classroom release list.

What do I do if my child needs to go to after school care?

Please inform one or both pre-k teachers.

- Please inform the pre-k teachers during morning drop-off or provide a written request if you will not be speaking directly to a teacher.
- You may also call the school business office if something unexpectedly comes up and extended care is necessary. The office will notify the pre-k teachers of this change.
- The pre-k teachers will bring your child to the Parish Center and sign your child in. You will be able to pick up your child at a later time in the Parish Center by using the President Ave. side of the building (using the door on the Stetson St. side of the building) and signing your child out.
- The extended care service is available until 5:30 PM. This program charges an hourly fee that is listed in the school's student/parent handbook.

Does pre-k follow the Holy Name School schedule?

Yes, we follow the same full and half day school schedule during the school year. However, during the first week of school we have an abbreviated school schedule. Pre-k children will also conclude their school year in the early part of June before the rest of the student body.

- Any schedule differences will be noted on the school's monthly calendars, and through pre-k correspondence. Please refer to them when necessary.

How does the school communicate important school information and/or school cancellations?

- 1. On Tuesdays, all Holy Name School children receive the school's "Tuesday's Correspondence Envelope". It will contain, but will not be limited to:**
 - A letter from the principal
 - A new monthly school calendar
 - A milk/lunch order form for full day students
 - An extended care bill (if you use this option for your full day child)
 - Occasional informational handouts, field trip permission slips, *Scholastic* book order forms, and/or the Pre-K newsletter
 - **This envelope must be returned to school by Thursday morning of the same week with any completed orders, bill payments, etc.**
- 2. An automated messaging system through School Reach is used for school cancellations, and for notifying parents of upcoming school events and/or school schedule changes.**
- 3. An announcement will be noted on the school web site www.holynamefr-school.com.**
- 4. If the school should have an early dismissal, the School Reach network will be used to notify all parents.** If this occurs, alternate arrangements for your child's pick up at the announced dismissal time

should be made as soon as possible. No child will be dismissed on these days without being cleared through the school office. Be assured that your child will be supervised until your arrival.

How do the Pre-k teachers communicate important information?

Pre-k information is shared through a variety of ways.

- Written correspondence will be sent home or e-mailed to notify parents of field trips, special upcoming school activities/events, changes in scheduling, student achievements and/or concerns.
- A monthly curriculum will be sent home at the beginning of the new month. It will have a brief description of what the children will be learning, special activities planned, and the dramatic play area theme for the month.
- A classroom newsletter will be sent home approximately every 1-2 months
- The school web site
- The pre-k teachers are available to speak to, if you have any questions or concerns, at arrival and dismissal times, during a scheduled appointment after school hours or a brief phone call at the school.

Is hot lunch and milk available for pre-k children?

Yes, only full day children may place orders for hot lunch and/or milk.

- Order forms will be distributed in the “Tuesday Correspondence Envelope” and **must be returned by Thursday morning of the same week** so that your child’s order may be reserved. Orders are placed with the necessary vendors on Thursday and cannot be altered for any late orders.
- A milk flavor choice must be selected on the order form; otherwise plain milk will be given to your child. Milk is ordered on a weekly basis, and only 1 flavor choice must be selected for the entire week.
- Other daily meal choices are available, if you wish to order them for your child.
 - **No dietary substitutions can be made.**

What should I do if my child will not be coming to school?

Please call the school office @ (508)674-9131 if your child will not be attending school due to illness.

- Please leave a message with the school office or on the school’s answering machine with your child’s name and grade, and reason for the absence. The office will inform us of his/her absence.
- If your child is absent for 5 consecutive days, a doctor’s note must be received in order for your child to return to school.

Important: Please do not send your child to school if he/she is not feeling well and is still recovering from an illness. Give him/her an extra day of feeling better before sending him/her back to school.

Please do not send your child to school with a fever, or if he/she has been vomiting or has diarrhea. Your child should be symptom free, without over the counter medicine before returning to school. Germs are easily spread among small children and your cooperation is important.

- If your child will be absent due to other circumstances, please let us know.
- **Please plan family vacations during designated school vacation times noted on the school’s calendar.** It is important to follow the routine school schedule during this formative educational year. Please make your child’s education a priority.

What can I do for my child’s birthday?

If you would like to share a special treat or snack with the class on your child's birthday, please let us know in advance so that we can accommodate any children with food allergies.

- Cookies, cupcakes, fruit cups, *hoodsie* cups, or single serve items are the easiest to distribute to the children during snack time. Please do not send in a birthday cake.
- Please provide any necessary napkins and cutlery.

We will gladly distribute any birthday invitations for you.

- We ask that **all** children be included. **All** boys or **all** girls are acceptable as well. We will not pass out invitations with the exclusion of some children. Children are very sensitive, and we do not want hurt feelings.

Will there be field trips or special events that I can volunteer for?

Yes, we welcome parent participation. Parents or other family members wishing to assist/chaperone must complete the Diocesan CORI program and be on the Diocesan School CORI list.

- The CORI program dates will be listed periodically on the school monthly calendar throughout the year. Please take advantage of the scheduled dates if you have any intention of assisting us. The program consists of viewing a brief movie and providing the school with picture identification, and completing personal information form so that a background check can be made. This information is updated and needs to be reprocessed every 2-3 years.
- The children will be exposed to a variety of learning opportunities during the school year. A letter and/or permission slip will be sent home informing parents of the planned activity.
- Field trips, and/or special in school activities according to the month are as follows, (and may change if/when necessary):
 - October – Old Stone Orchard, and Stanley Street Fire Station
 - December – Santa's Breakfast, Polar Express
 - January – Sports' Day, Grandparents' Bingo, and Bowling during Catholic School's Week
 - March - Cat in the Hat visit
 - May – English tea party

How can I prepare my child for pre-kindergarten?

Foster your child's independence and self reliance skills.

- Encourage your child to button, snap, and zip
- Put clothing on and off independently
- Open food and drink packaging
- Be responsible for personal belongings
- Put away toys and used materials in an appropriate place
- Encourage your child to communicate needs, wants, and concerns effectively:
 - Making eye contact
 - Speaking clearly and with audibility
 - Exhibiting self control
- Cover a cough and sneeze in the bend of his/her arm
- Be able to blow his/her nose sufficiently and dispose of the tissue appropriately
- Take care of bathroom needs independently:
 - The bathroom door must be closed completely.
 - Boys should know to lift the toilet seat.
 - Both boys and girls should know how to put the toilet seat down for use.

- Boys and girls need to know an appropriate amount of toilet paper to use, and how to use it without requiring assistance.
- Flushable wipes will also be available to the children and they should also know how to use them as well.
- Children should complete this bathroom procedure by flushing the toilet and washing their hands with soap.

Arrange opportunities for your child to interact with his/her peers and other adults. Parents should be available if necessary, but should not dominate all social interactions.

- Encourage sharing and compromise
- Verbalizing wishes, wants, and needs appropriately
- Following appropriate play and game rules
- Foster patience, waiting, and taking turns
- Require self control and consider personal space boundaries when interacting with others
- Promote appropriate listening skills:
 - Looking at the person speaking
 - Not interrupting while someone is speaking
 - Keeping hands and feet to themselves
 - Demonstrating attention and respond when appropriate
- Increase your child's attention span by limiting technology use

Provide opportunities to develop your child's fine and gross motor skills.

- Stringing beads
- Manipulating *play-doh* or clay
- Puzzles
- Sorting small objects by color, size, or other similar attributes
- Drawing pictures and coloring
- Buttoning, snapping, and zipping
- Bouncing and catching a ball
- Climbing, jumping, running, skipping, galloping, swinging and using play equipment

Read, Read, Read.

- Read books to your child every day.
- Have your child retell the story in his/her own words.
- Encourage your child to use his/her imagination and write and illustrate a story with your assistance.
- Have your child see you reading for enjoyment and/or for learning about a topic of interest.

With parental assistance and partnership we can develop a prepared and confident learner ready for the journey ahead!

If you have any further questions about the Pre-K program, please feel free to ask. Communication between home and school is important. It will be the "ticket" to your child's success aboard the Pre-K Express!

Mrs. Jennifer Goncalo
Mrs. Alicia Coelho