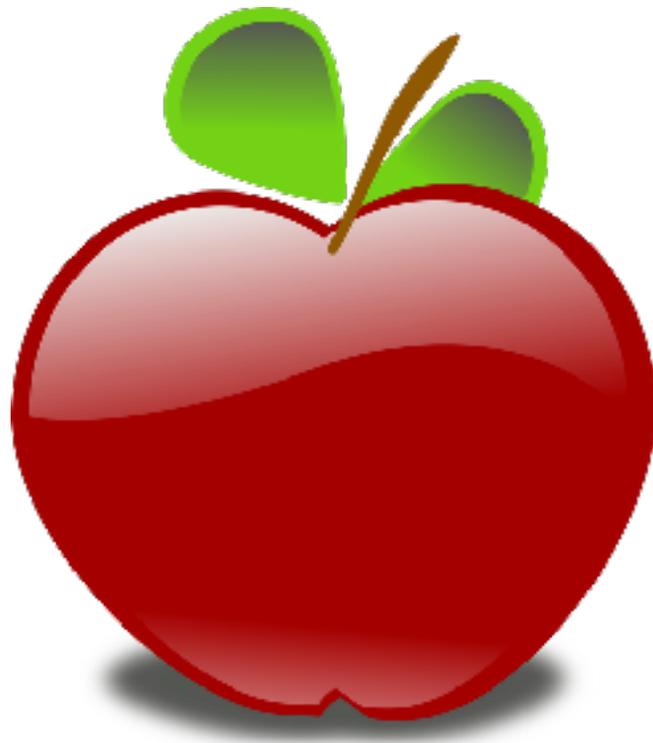


# All Saints Academy Pre-K 4 Handbook 2017-2018



To foster spiritual and academic growth within our students  
in a Christ-centered environment  
through the highest quality of Catholic education

**Curriculum:** The curriculum established by the Diocese of Paterson and includes: Religion, Science, Social Studies, Math, and Language Arts (letters of the alphabet, writing, speaking and listening skills). The PreKindergarten curriculum reflects diocesan guidelines, NJ Preschool Learning Standards, Next Generation Science, and DODEA standards. Students will also have art, technology, library, music, Spanish, and physical education once each week. (*Please see "What Do We Do In School?"*)

**STEM:** Science, Technology, Engineering, and Math are infused into the weekly curriculum. STEM education focuses on an inquiry based method of teaching, which encourages a higher order of thinking through exploration and hands on activities.

**Daily Folder:** Each child will receive a daily communication folder. This folder will go home every afternoon and must be returned to school every morning. All of your child's work, important notices from the office, and notes from the teacher will be sent home in this folder. Any notes and paperwork for the office should be sent to school via this folder as well. Please make sure to put any money in an envelope and label it according to its purpose and to whom it should be given.

**Behavior Policy:** Verbal recognition, stickers, prizes, and awards, are used to reward students who model good behavior. In our classroom we use a "stoplight" to keep track of behavior throughout the day. Classdojo can also be used to monitor daily behavior. The safety of all students comes first. If there is a behavior concern you will be contacted in writing through the daily folder, by phone, or by email. If your child is on red at the end of the day a note will be sent home. (*Please see Behavior Policy and Rewards*)

**Classdojo:** Used as a communication tool between teacher and parents. Class information and reminders are posted here as well. All parents will be asked to download app or use the classdojo website.

**Homework:** Homework will be sent home in various forms. It will consist of family projects, reading logs, worksheets, and activities. The main purpose of the homework is for you to spend quality time with your child. Your child should do the work with your help. We recommend reading with your child every night.

**Parent Information Board:** Each classroom has a parent information board that contains notices and reminders. Please check here often so that you are aware of things that are going on in your child's classroom. Also check the Early Childhood Whiteboard (located across from the PS3 room) when arriving each morning for important reminders and updates.

**Backpack:** Please keep a full change of seasonally appropriate clothes in the child's backpack at all times. This should include socks, underwear, shorts/pants, and a shirt. All items must be clearly labeled with child's name.

**Labeling of belongings:** Please clearly label all your child's belongings including; backpack, lunchbox, water bottle, utensils, blanket, pillow, and jacket.

**Morning Drop-off:** Prekindergarten students enter through side door between 7:30am-8:00am and report directly to the classroom. After 8:00am teachers are no longer able to answer the door, as morning gathering/circle time will have started. (*Please see Arrival & Dismissal Procedures.*)

**Late Policy:** When your child is late (after 8am), you must enter through the main entrance and let the office know of your arrival. Please try your best to arrive on time, as it is very disruptive to the whole class when a student arrives late. Routine is extremely important at this age. The strong academic structure of our program begins with morning circle time. All children need to be present by this time so that they receive the full education experience. Research shows that brain function is highest in the morning hours.

**Pick Up:** Children are dismissed at 11:00am (AM students only) from the side door (Early Childhood entrance) and 2:30pm from the side door of the Preschool 3 room. If you plan for someone other than those preauthorized to pick up your child, please make sure you send in a note stating who will be picking up him or her. We cannot release your child without proper notification. After Care students are brought to the after care room by a staff member and can be picked up from there.

**Delayed Opening:** When the school has called for a delayed opening, all students should report to school between 9:00am and 9:30am. The classroom will not be open before 9:00am. Classes will begin at 9:30am sharp, and there will be no morning snack time on these days.

**Absentee Policy:** In the event that your child is absent, please call the main office, leaving a message for the school nurse. You must leave your child's name, class, and the reason for the absence. An email or message to the teacher would also be appreciated.

**Illness Policy:** You are the best judge when it comes to your child. If you see that your child is not feeling well and think that he/she may be getting ill please keep him/her home from school. **Any child who is ill must be fever and symptom free (no diarrhea or vomiting) without any medication for 24 hours/the following full day before returning to school.** If your child becomes ill at school, you will be called to come pick him or her up. If your child has any special health related needs (allergies, etc.), they must be documented by his/her pediatrician and shared with the school through the health office.

**Bathroom:** Every student must be able to use the bathroom entirely on his/her own. Children are not to be using diapers or pull ups. The teacher or staff members cannot enter the bathroom or assist your child in any way. If your child has an accident, he/she will be sent to the nurse to change in the health office bathroom. Soiled clothing will be sent home in a plastic bag. Multiple accidents within one day or through numerous successive days will result in your child being sent home.

**Snacks/ Lunch:** Healthy food and drinks only please! To ensure we have healthy foods all through our classroom please keep candy and junk foods at home. Please see the attached list of recommended snacks. If your child's snack or lunch requires utensils please make sure to pack them in his or her lunchbox along with napkins. Please do not send in glass containers or bottles. *Also, no food will be heated or refrigerated.* Children that remain in school in our After Care program should have an additional snack and beverage packed for later in the day.

**Hot Lunch:** Our students have the opportunity to purchase a hot lunch. All lunches include a beverage. Lunches will be delivered to the classroom at lunchtime. Hot lunches need to be pre-ordered and paid for in advance. Hot lunch order forms are posted on the school website and are available in the school office. Hot lunch orders may be cancelled by 6am the morning of serving if your child will be absent from school by calling Pomptonion 973-682-2815 ext 2411.

**Milk:** You also have the opportunity to purchase milk (white, chocolate, or strawberry) for your child. Milk order forms are posted on the school website and are available in the school office. If you purchase milk for your child please be sure to specify if you would like him or her to drink it at snack or lunchtime or both (which will require a double order).

**Napping:** Rest time will be for 1 hour in length and will follow lunchtime each day. Mats are provided for all Full Day students. Please supply a small pillow and blanket (see supply list). Children that do not nap will be expected to rest quietly. Quiet music may be played during this time, and the lights will be off.

**Recess/ Outdoor Policy:** Students will have outdoor recess each morning and possibly each afternoon weather permitting. Please dress your child appropriately for the weather. Students will go outside during the winter months as long as the temperature is above 35 F, and there is no ice and snow. If you child cannot be outside due to health issues/ allergies a note from a doctor must be submitted to the school nurse.

**Toys:** Please keep all toys from home at home. We have many toys in the classroom, so it is not necessary for toys to be brought to school. We do not want them to be broken or lost. In the event of a child bringing a toy to school, the teacher will hold onto it and return it to the parent the next morning.

**Birthdays:** You may send in a birthday classroom treat on your child's birthday (or half birthday for those born in the summer.) Please arrange with the teacher when sending in treats. Please check first about class food allergies. Please try to wrap or cut treats individually for ease in handling and distribution. Please do not send in birthday cakes, party lunches, or any snacks that require additional preparation. ***Please do not send in goody bags.*** Invitations to parties will only will handed out in school if the entire class is invited (or parties for just the boys or just the girls) otherwise invitations need to be taken care of privately by you.

**Parent Volunteers:** We encourage parents to volunteer with special class activities. All parents that wish to volunteer must meet ASA and diocesan guidelines for a safe school environment. This is to ensure the safety of all the children. These guidelines include attending a “Protecting God’s Children” workshop, completing a “Code of Conduct” Form and agreeing to a criminal background check performed by the principal. Please contact Mrs. Dembek in the main office for more information.

**Parent /Teacher Conferences:** Optional conferences will be held in November and May. Formal conferences will be held in late January or early February when report cards are distributed. The teacher and parents are welcome to arrange for meetings as needed. Though daily “check in” is a timely and effective means of simple communication, please understand that the teacher may not be able to meet with parents on the spur of the moment.

**Business Accounts:** Your family’s ASA business/tuition account is handled through the school office and not the classroom. If you have questions regarding tuition, fees or other business matters, please contact the main office for assistance.

**Website:** Please check the school webpage at [www.allsaintspar.org](http://www.allsaintspar.org). This site has important information including the school calendar and the principal’s regular newsletters.

**AdminPlus Notify:** The school uses the *AdminPlus Notify* system to administer important information such as school closings, delayed openings, emergency closings and other important reminders. Directions on how to setup your account will go home from the main office. It is imperative that you add cell phone and work numbers to your account so that you will be notified in case of a school emergency.

**End of Year:** The Early Childhood classes end mid-June. There will be a moving up ceremony scheduled and that is the last day your child reports to school. See the yearly calendar for exact dates. More information regarding Moving Up and End of the Year activities will be sent home in early May. Dates may vary due to snow and/or emergency closings throughout the year.

**Weekly Reader:** The Weekly Reader is a class magazine that each child will receive approximately once a week. The magazine will be read and discussed in class and then sent home. This magazine focuses on topics relating to seasons, science, and social studies as well as literacy and math skills. **The cost for this magazine is included in the \$25 supply fee.**

**Scholastic Books:** Book flyers will be sent home at the beginning of each month with the exception of the months when the Book Fair is at school. Individual ordering is entirely optional. These books are age appropriate and very affordable. When you place an order, the teacher receives points that they can use to get classroom books and materials. You can place your orders online or by sending in the order form with payment in your child’s folder. All books ordered will arrive within approximately 2 weeks.

**Uniforms:** Students wear the PE uniform daily. Please make sure that your child wears Velcro non-light up sneakers daily.

PE uniforms must be purchased from, Flynn O'Hara Uniforms, 130 Baldwin Road, Parsippany, (973) 882-0833 - [flynnohara.com](http://flynnohara.com).

Light Steel	Short Sleeve Gym Shirt w/logo*
Light Steel	Long Sleeve Gym Shirt w/logo*
Maroon	Mesh Gym Shorts w/logo*
Light Steel	Sweat Shirt w/logo*
Light Steel	Sweat Pant w/logo*

### **Arrival Procedures**

Children will need help from you the first week of school to get into our morning routine. Our ultimate goal is for your child to be able to come into the classroom and perform this routine independently.

When your child first arrives in the room they will need to put his/her name onto the stoplight/behavior chart.

In the closet, each child will have his or her own hook where they can hang up their jacket. Below their hook is a space on the floor where their book bags are to be placed. Lunch boxes are to be placed on the shelf above their hook.

When unpacking please make sure daily folders are put into the basket on the teacher's desk.

After your child is all done unpacking they can find their seat at their tables to work on that day's quiet tabletop activity (coloring pages, puzzles, playdough, manipulatives, etc.) until it is time for our morning gathering. Activities will already be out when the children arrive, and are limited to what is on their table. Activities will change each day. Children are to sit at their assigned tables during this time.

### **Dismissal Procedures**

At 11am, half day students will be dismissed from the Early Childhood door. At 2:30, full day students will be dismissed from the side door of the Preschool 3 room. If you are going to be a few minutes late, please let me know, and I will wait with your child in the classroom. If you will be more than 15 minutes late, your child will either wait in the office or be brought to aftercare. After Care students (full day students only) will be brought to room 104 at 2:30.

## **Behavior Policy**

In our classroom we will focus on making good choices on our own and encouraging our friends to make good choices too. By doing this we learn responsibility in a loving way. We have 4 simple classroom rules in our classroom.

1. We are nice to others.
2. We listen to the teachers.
3. We play safely.
4. We keep our classroom clean.

We keep these rules posted in sight at all times. When a rule is broken, we use our class stoplight. On our stoplight are three colors: green, yellow, and red.

Green: Good to Go!

Yellow: Slow down! Think about making good choices.

Red: Stop! Change Behavior- Really think about our choices.

We start everyday fresh on green and ready to go. If a classroom rule is broken a verbal warning will be issued. If a rule is broken again the child's name will move to yellow. If another rule is broken the child's name will move to red. A note will be sent home if your child's name is on red.

If a child's behavior improves, he/she can earn back down to yellow or green. If a child's name is on yellow or red at the end of the school day, he/she will lose his/her folder sticker for that day.

Consequences:

Name on Yellow- child will lose 2-5 minutes of free time play.

Name on Red- child will lose 5-10 minutes of free time play.

## **REWARDS**

Each child has the possibility of earning a sticker as reward for good behavior. Daily stickers will be recorded in our daily folders. Once a child has earned 10 stickers in his/her folder chart, he/she is allowed to pick from the class prize bucket. Awards and certificates, as well as verbal recognition will also be given throughout the course of the day when a child is caught being good or doing something kind for another.

\*\*\* Class Dojo might also be used for behavior. Points are awarded for following class rules. Points can also deducted for not following rules. 8 total points earn a daily sticker. 11 total points earn a sticker and a tattoo.



## Recommended List of Snacks for Preschool and PreKindergarten Students



\*Applesauce & various fruit  
sauces

\*Breads: toast, bagels

\*Cheese

\*Cold Cuts: turkey, ham, etc

\*Crackers: Goldfish, Cheese-its,  
Ritz, Wheat Thins, graham  
crackers, etc.

\*Dry cereal

\*Eggs

\*Fruits: apples, bananas, pears,  
berries, grapes, cantaloupe,  
oranges, etc.

\*Fruit snacks

\*Healthier baked goods: zucchini  
muffins, banana bread, etc.

\*Hummus

\*Oatmeal/ Granola Bars

\*Peanut Butter (\*please be  
conscious of nut allergies in  
your child's class\*)

\*Popcorn

\*Raisins

\*SugarFree JellO

\*Trail Mix (a healthy combo of  
nuts, pretzels, whole grain  
cereal, banana chips, popcorn,  
etc.)

\*Vegetables (carrots, celery,  
cucumbers, etc.)

\*Waffles

\*Yogurt & Smoothies

Please note that sweet treats such as cupcakes, cookies, chocolate, and candy are NOT allowed for snack. Please save these special treats for home.

\*\*\*Please remember that we cannot keep snacks/lunches in the refrigerator and they cannot be heated in the microwave.\*\*\*



## WHAT DO WE DO IN SCHOOL?



Dear Parent,

The information below will help you build an understanding of what your child does in his or her classroom each day. I encourage you to read the information, and then you'll be able to ask your child with confidence, "What did you do in school today?"

- **Literacy development** helps youngsters build an understanding of language and literature. It includes listening, speaking, reading, and writing activities. These activities help build skills in areas such as communication, vocabulary, letter recognition, and comprehension. Storytime is designed to help youngsters develop an appreciation and enjoyment of literature.
- **Math activities** include hands-on and real-life experiences. They also help youngsters develop awareness of numbers, geometry, patterns, measurement, and graphs.
- **Manipulatives activities** help students improve visual perception, hand-eye coordination, as well as problem solving and social skills.
- **Circle time** is a group gathering during which the day's plans, ideas, and observations are shared. Circle activities are designed to stimulate youngsters' thinking, enrich their social skills, and expand their attention spans.
- **Art activities** help youngsters creatively express their thoughts and feelings. They help reinforce fine-motor skills and concept development in areas such as colors, shapes, and size relationships.
- **Dramatic-play activities** help children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary, and solve problems. And, well, dramatic play is just plain fun!
- **Music activities** promote youngsters' listening skills, creative expression, and social skills. In music, children can explore sound, volume, tempo, and rhythm.
- **Science activities** offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation.
- **Sand and water activities** allow youngsters to experiment with textures and the properties of different substances. These activities also promote the development of other skills, such as math, science, and language.
- **Block play** gives children experience with many different concepts, such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving, and creativity are also promoted in block play.
- **Gross-motor activities** give children the opportunity to use their muscles—as well as their imaginations—as they engage in fun, healthy exercises, such as running, jumping, and climbing.
- **Fine-motor activities** help improve small-muscle development and hand-eye coordination. Some common items that can be used in developing skills include puzzles, laces, pegboards, and crayons.