

**EARLY CHILDHOOD PROGRAM
OF
OUR LADY OF DIVINE PROVIDENCE SCHOOL

PRE-KINDERGARTEN – 3 YEAR OLDS**

It is a pleasure to welcome you and your child to Our Lady of Divine Providence Early Childhood Program. We can all look forward to a very exciting and rewarding school year.

The goal of this handbook is to provide you with the most pertinent information about Our Lady of Divine Providence Pre-Kindergarten 3 year old Program. Please read this handbook carefully to ensure successful cooperation between home and school.

Our program is in complete agreement with the Mission Statement, Beliefs and Objectives of the school.

Mission Statement

Our Lady of Divine Providence School's mission is to provide a Christian family environment, promote excellence in education and develop each child to his or her full potential.

We embrace the philosophy "To Teach as Jesus Did." Our program offers a loving and caring environment in which our students are encouraged to develop a positive self-image. Using developmentally appropriate methods, the faculty endeavors to meet each child's spiritual, intellectual, physical, cultural, social and emotional needs. The faculty fosters the desire for the children to acquire the needed skills for future success.

ADMISSION

All students entering Pre-Kindergarten-3 must be three years old by September 30th. This criterion has been accepted by the Archdiocese of New Orleans, Office of Catholic Schools.

Our Lady of Divine Providence School is an entity of the Archdiocese of New Orleans Catholic School System, owned and operated by Our Lady of Divine Providence Parish Church Community. It is approved by the Department of Education, State of Louisiana.

All schools in the Archdiocese of New Orleans, Louisiana admit students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national, and ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs.

Additionally, in compliance with the Title IX of the Civil Rights Act of 1964, no person in the school shall, on the basis of gender, be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any educational program or activity except as permitted under said Title IX. This policy applies to all schools that are under Catholic Archdiocesan auspices.

SCHOOL OFFICE

The school office is opened every day from 8:00 a.m. to 3:30 p.m. during the months of August through May. During the month of June, the office is opened from 9:00 a.m. to 12:00 noon. The office is closed for the month of July. The school office phone number is 466-0591.

CAMPUS HOURS

Students are not allowed on the school grounds earlier than one-half hour prior to the morning bell unless they are attending Before School Care, or after 3:30 in the afternoons unless it is to report to After Care or another supervised activity.

SCHOOL CALENDAR

1. The School calendar is determined at the beginning of each academic year. A school year consists of 180 days. Three of these days are used for faculty in-service.
2. The length of the school day is determined by the administration in accordance with the Non-Public Schools Standards of the State of Louisiana.
3. **Early dismissal:** Early dismissal days and no After Care days are posted on our year-at-a-glance calendar. Please check our website for exact dates. **Pre-K-3 dismisses one half hour earlier than the rest of the school on early dismissal days.**

ATTENDANCE

1. If a student is going to be absent the parents should report this to the school office before 8:30 a.m. at 466-9951.
2. Upon returning to school, the student must present a written excuse to the teacher.
3. Children who are absent from school due to a communicable disease. (measles, chicken pox, etc.) must present a doctor's certificate upon return.
4. Students who check in between 8:15 and 9:15 or check out between 2:15 and 3:15 will be considered tardy. Excessive tardies may result in disciplinary consequences. Students who miss from 1 to 4 hours of the school day will be considered absent for a half-day. Students who miss more than 4 hours will be considered absent for a full day of school.
5. Parents will be contacted when a child has been excessively tardy or absent.
6. **Tardy students must be checked in by a parent or guardian**, and will not be allowed in the classroom until they have received a tardy notice from the office. Documentation for medical or special services must be provided to avoid being counted as tardy. Parents wishing to have their child dismissed early must do so through the office.
7. A student must be present for 80% of the school day in order to participate in or attend any school or extracurricular activity on that day.

ILLNESS

1. If your child becomes sick at school, he/she must be picked up in a timely manner.
2. **Fever:** The new state ruling says that in cases where a child has fever of 100 degrees or higher, the child must be kept at home for 24 hours after the fever has subsided without the use of medication.
3. **Vomiting/diarrhea:** Any child who has been nauseated or has vomited during the day or the morning before school should not be sent to school the following day. A child must be picked up from school after three consecutive diarrhea bowel movements.
4. **Allergies:** ALL allergies must be reported on the Health Form.

Symptoms Chart

See Appendix A for further information on specific childhood diseases.

TOILET TRAINING

State of Louisiana Department of Health codes require a partitioned changing area to accommodate children still in diapers, including pull-ups. We have no such facility.

Therefore, all children must be completely toilet trained in order to attend our Early Childhood Program.

For our purposes, "completely toilet trained" means that the child:

- is comfortable wearing underwear
- recognizes the need to use the bathroom
- expresses the need to use the bathroom and will do so when asked or taken
- uses the toilet unaided
- wipes him/herself after using the toilet
- pulls up his/her own underwear and pants
- flushes the toilet
- washes hands with soap and water
- dries hands on a paper towel and throws the towel in the wastebasket

Although a child should be able to routinely complete the day without an accident, we recognized that accidents may happen occasionally. Toilet accidents will be handled in the following manner:

1. **Urine Accidents:** The child will be escorted to the bathroom with his/her change of clothes and allowed to change. The child will be supplied with his/her bag for wet garments.
2. **Bowel Accidents:** Parents will be called regarding any bowel accidents. It would then be the parents' responsibility either to come to school to clean the child or to contact someone to do so in their place. We understand that accidents do happen as part of the toilet training process. However, if a child has accidents consistently, a conference will be held with the parents and administration to determine if it is in the best interest of the child to remain at home until the toilet training process is completed.
3. **We understand that accidents do happen as part of the toilet training process. However, if a child has three accidents within a week, the parent will be asked to pick the child up from school. The child will remain home for the remainder of that week and for the next week as well. This will give the needed time for practicing toilet training skills.**

UNIFORM POLICY

All students will wear navy blue cotton or twill elastic waist shorts/pants and an OLDP preschool tee shirt or spirit shirt (purchased through the school). A navy blue sweatshirt with the school logo may be worn. White crew socks must be worn with shoes. **Boys must wear low quarter black Velcro shoes. Girls must wear navy blue Velcro or strap leather shoes.** No suede shoes or topsiders are allowed.

ARRIVAL AND DISMISSAL

Arrival for school begins at 8:00 a.m. Children may be dropped off at the classroom door for the first week. Any children arriving before 8:00 a.m. will be placed in Before School Care. A fee is charged for this service. Children will be dismissed at 2:45 p.m. at the Pre-K playground located between the Media Center and the rear of Bahan Center. Those children remaining after 3:00 p.m. will be placed in After Care.

DISCIPLINE POLICY

The goal of the preschool discipline policy is to foster self-discipline within each child. The habit of self-regulation, which a child forms in his/her early life, sets the pattern for his/her character as an adult. Politeness to others, respect for others, and obedience to the rules are expectations for all our students. Parent cooperation is essential in forming these qualities in our students. With that goal in mind, the following procedures and techniques are used to foster discipline within a loving, caring environment.

The discipline theme is “**PreK-3 Stays on Track**”. The students will each receive a cartoon steam engine with their name printed on it. A motivational poster will be used to encourage the students to follow classroom rules. When the child stays on task his/her train will ride on the green train track. If the child disregards the rules, his/her train will be placed on the light green track. The second time a child chooses to ignore redirection, his/her train will be placed on the yellow track. The third time the train will be placed on the red track. At the end of the day, all children with a train on the green track will receive a stamp on their hand. Any child earning 5 stamps will be allowed to visit the treasure chest. In addition, children will have the opportunity to earn special awards and activities as incentives for good behavior.

Classroom Rules

1. Listening ears
2. Walking feet
3. Kind hands
4. Inside voice
5. Sharing heart

Virtues

- | | |
|---------------|--|
| 1. Politeness | These virtues will be emphasized through our Religion series and by gentle reminders during the day. Puppets will be used to demonstrate and to encourage the students to grow in their relationships with others. |
| 2. Sharing | |
| 3. Honesty | |
| 4. Kindness | |

Consequences

1. **Redirection:** The teacher directs a child that is displaying inappropriate behavior to a more appropriate activity. The teacher separates students when a problematic situation between two students appears to be developing.
2. **Warning**
3. **Time Out**
4. **Notification of parents** through discipline calendar.
5. **Administrative Disciplinary Action:** Behaviors that result in injuries to self, other children or staff will not be tolerated. Teachers will document severe behaviors. After three incidents, administrative disciplinary action will be required.

BITING

Biting will not be tolerated. The biter will be isolated and told that biting is not allowed.

First Aid: The child who was bitten will be comforted. The bite area will be cleansed and ice will be applied. Parents of the biter and the victim will be notified of the incident.

Corporal punishment will never be used to discipline a student.

CHILD AND SEXUAL ABUSE POLICY

Summary of Louisiana Law 14:403: Anyone responsible for the care of children, such as physicians, nurses, hospital staff, teachers, principal, guidance counselors or social workers, who suspects that a child's physical or mental health or welfare is or has been abused is required to report in accordance with Louisiana Law 14:403. Abuse can be reported anonymously. Persons who report incidents in good faith are granted immunity from court action. Divine Providence is in full compliance with the sexual abuse policy of the Archdiocese of New Orleans.

CLASS SCHEDULE

The time schedule is determined by the teacher and monitored by the administration. The following is a breakdown of the activities offered each day: "Circle" Time, Centers, Art, Snack, Story, Music, Movement, Outdoor Play, and Religion. The students also enjoy lunch, a nap, and free play. The Pre-Kindergarten students participate in Enrichment classes in Media, P.E., Spanish and Music Appreciation.

BEFORE AND AFTER CARE

1. **Before Care:** Before Care will be available from 7:00 to 8:00 a.m. Children are to be brought directly to the cafeteria. A teacher will be there to supervise their care until 8:00 a.m. A fee is charged for this service.
2. **After Care** - After Care will be available between 3:00 and 6:00 p.m. Students who remain at school after 3:00 p.m. will be placed in After Care. Students who are not picked up by a parent or guardian by 3:15 p.m. will be brought to the Our Lady of Divine Providence After Care Program for school age children which remains open until 6:00 p.m. A fee is charged for this service. There is a \$1.00 per minute late charge for students picked up after 6:00 p.m.

CURRICULUM

The program for three-year-olds at Our Lady of Divine Providence encourages the total development of each child. During the year, we will be helping the children develop in the following areas: Fine Motor Skills, Gross Motor Skills, Language, Cognitive Development, Self Help Skills, and Social Development. The program includes readiness activities in Reading, Math, Science, Music, Art, and Physical Education. The

Pre-Kindergarten-3 Program will explore colors, shapes, numbers, beginning counting, name recognition, and some alphabet recognition on a continuing basis. The Frog Street Press “Sing and Read” Alphabet Collection will be used to develop alphabet recognition and phonemic awareness. Our curriculum is centered on weekly thematic units. Some of the themes we cover include family, five senses, colors, numbers, shapes, animals, food, transportation, community helpers, and nursery rhymes. Each of the major holidays are also explored. To aid in religious development of the children, the Pre-Kindergarten Program book is Discovering God’s Child by Sadlier Publishing Company.

HOMEWORK

1. Family pages that complement the Preschool Religion Program will be sent home. We hope you enjoy sharing these activities with your child.
2. Reading is an important part of language development which builds a solid foundation for successful learning. **Pre-Kindergarten parents are expected to read to their children at least fifteen minutes per day.** A few suggestions for making “reading time” productive:
 - Pick a calm time to read to your child.
 - Allow your child to choose a story that is of interest to him/her.
 - Allow your child to sit where he/she can look at the book while you read.
 - Make this time with your child an enjoyable, peaceful time. (No television, radio, etc. in the room, please!)
 - Before beginning the story, read and point out the title and author of the book.

PROGRESS REPORTS

A report on your child’s progress will be issued twice a year. Additional individual reports may be issued as needed.

FIELD TRIPS

Pre-K-3 students of Our Lady of Divine Providence will participate in modified “field trips”. The presenters of the field trip will be invited to visit our campus for their presentations. Information will be sent home as each event is scheduled.

ORGANIZATIONAL TIPS

We realize that there is plenty of information given to you in this handbook. Feel free to ask any questions. We will be happy to answer them or find the answers if we do not know them. Here are a few more things to keep in mind:

1. Classroom rules should be reviewed with your child on a regular basis until he/she fully understands them. Your support in reinforcing these rules would be greatly appreciated.
2. If a message must be conveyed to your child during the day, please go through the office.

3. Prior arrangements with the teacher should be made for any classroom visits. All visitors must report to the front office to be issued a visitor's pass.
4. **Papers and important messages will be sent home daily in the plastic "communication" folder.** They are for you to keep unless directed otherwise.
5. **All money or notes should be placed in an envelope inside the plastic folder .** The envelope should be labeled with the child's name, class code, and envelope contents (lunch money, picture money, etc.) Loose money will be confiscated.
6. We will have a monthly "Snack Sharing Program". A nutritious snack for the **entire class** should be sent approximately once a month on a specified day. Additional information will be sent home with your orientation packet.
7. **The primary way to communicate with me is through the child's folder.** If you need to speak to me, please call the office and leave your name and number. I will get back to you as soon as possible. (It will not be during the day unless it is an emergency.) The office number is 466-0591, and my email address is cwaldo@archdiocese-no.org. I am often unable to read or answer emails during school hours but I do check emails daily.
8. The class is the teacher's responsibility at all times. Therefore, we will be unable to speak to you about your child when the class is present. I will be happy to schedule a conference with you to discuss your child privately.
9. Pre-K-3 celebrates birthdays on the child's birthday or on a scheduled date if it falls on a holiday or during the summer. Cookie cakes or healthy snacks and juice may be sent. Please do not send cupcakes, birthday cakes, balloons or other party decorations.
10. There is only one class party a year and that is at Christmas time.
11. Birthday party invitations will be given out in the classroom **ONLY** if they are to be distributed to the **entire** class.
12. Lunch: If your child is purchasing a hot lunch, milk is included in the price. A bill will be sent home from the cafeteria for any money that is owed. Parents have the option to send money daily, weekly, or monthly to school in their child's folder or placed in child's account on the internet. Refer to the Student/Parent Handbook for further guidelines. Bag lunches can be sent to school. Children are free to bring lunch from home in place of purchasing a school hot lunch. **Every child must either purchase or bring a lunch.** No exceptions are allowed without a written parent request. Federal guidelines prohibit carbonated beverages in cold lunches
13. Our classroom contains a variety of toys for your child's use. Please do not send additional toys from home.

PreKindergarten 3 Year Olds

Handbook Agreement

I have read the Early Childhood Handbook in its entirety. I agree with, understand and support the policies and procedures as stated in the Early Childhood Handbook of Our Lady of Divine Providence School.

Parents' Signatures

Father _____

Mother _____

Date _____

Please sign and return this page to school by the first day of school.

Thank you