

HOLY FAMILY SCHOOL
2006-2007
EARLY
CHILDHOOD
PARENT HANDBOOK

Holy Family School
221 Third Avenue
Phoenixville, PA 19460

(610) 933-7562
(610) 933-8823 fax
www.myholyschool.org

Pastors

Holy Trinity Parish
Sacred Heart Parish
Rev. Michael Rzonca

Saint Joseph Parish
Rev. Charles O'Hara

St. Mary of the Assumption Parish
Rev. Gary Kramer

St. Ann Parish
Rev. John Newns, Pastor

Principal

Mr. Patricia Dura

PHILOSOPHY OF HOLY FAMILY SCHOOL EARLY CHILDHOOD DEPARTMENT

Early Childhood should be a journey, not a race. On this journey, children travel at a different pace according to their individual development, background of experience and need.

Holy Family School's Early Childhood Department complements this journey by providing an integrated approach to education, addressing the intellectual, emotional, physical and social aspects of children 3 to 5 years of age. We offer a complete educational program of skills development, creative growth and social integration, with no regard to race, creed, religion or economic level. The developmentally, appropriate experiences and activities in our Early Childhood Department prepares your child for the more formal elementary years by providing the building blocks necessary to become confident, cooperative and creative individuals ready for the challenges of more complex tasks.

In a warm, caring risk-free environment our faculty, staff and administration model and manifest Catholic beliefs, values and attitudes. Young children are encouraged to develop a positive image of themselves and a healthy respect of others as they begin to live the Gospel Message.

GOALS AND OBJECTIVES

The early childhood years are a gift of time which will enable the young child to experience the joy of being created and uniquely gifted by a loving Father.

Therefore, we believe that it is the responsibility of the Early Childhood Center of Holy Family School to:

1. Promote a growth in awareness of the Father's love as experienced in family, parish and community.
2. Develop an awareness that he/she is a child of God and will grow in His love.
3. Guide, protect and encourage children to learn at their own rates.
4. Provide experiences which will enable the child to communicate effectively with others.
5. Utilize materials for learning that are age-appropriate.
6. Develop fine and gross motor skills which will lead to proficiency and coordination in action and movement.
7. Develop a positive self-image and a social interdependence with adults and peers.
8. Realize that children must be treated as individuals.
9. Provide information to parents concerning the welfare of the child and activities in the school environment.
10. Facilitate learning and discovery through the use of concrete and "hands-on" experiences.
11. Meet all diocesan, state, and local requirements.

ADMISSION POLICIES

Holy Family School's Early Childhood Department does not discriminate on the basis of gender, race, creed, or religion in its admission policies.

Children will be admitted into the program on a first-come, first-served basis, depending upon available space in the program for your child's age level. Preference in early childhood admission is given first to members of our five parishes, then to Catholic students from other parishes and, space permitting, all others. Students with siblings in Holy Family's elementary grades are given an opportunity to enroll prior to general registration. Catholic families are asked to be contributing members of Holy Trinity, Sacred Heart, Saint Ann, Saint Joseph, and St. Mary of the Assumption parishes.

Students must be three years old by August 31 to attend our preschool; four years old by August 31 for our pre-kindergarten; and five years old by August 31 for entrance into our kindergarten program. Upon enrollment, parents must supply the school with a copy of the child's original birth certificate as well as their baptismal certificate, if applicable.

Prior to attendance, all students should be "potty-trained" and capable of taking care of their bodily functions. Students should be familiarized with the use of a public bathroom. We would suggest that fathers show their sons how to use a urinal. Please practice with zippers, belts, buttons at home. Encourage your child to complete these tasks him/herself

Parents should follow the following steps for admission:

1. Parents visit the Early Childhood Department with the child before applying.
2. If requested, An interview with the parents is held necessary registrations forms are distributed.
3. The Early Childhood Parent Handbook will then be discussed and given to the parent(s).
4. The parent must complete all registration forms, have the child's doctor fill out the medical form, and pay the registration fee.
5. Acceptance is finalized after a two-week probationary period. The principal may require the parent(s) to withdraw a child if, in his/her opinion, placement in the Early Childhood program is not in the child's/ and/or the school's best interest.

TUITION AND FEES

Tuition is established on an annual basis. It may be paid in full, monthly or semi-annually. Tuition payments are due the first of each month beginning on July 1. Tuition payments may be mailed to the school office (221 Third Avenue), sent in with an older sibling or dropped off directly to the school office. We ask that you are mindful of your tuition obligations and keep your account current.

A registration fee of \$100.00 is requested at the time of enrollment. Since no statements or bills are sent out, we ask that you incorporate this obligation into your monthly budgets.

In order to assure your child's participation, all tuition and fees for preschool, pre-kindergarten, and kindergarten must be paid in full prior to the closing ceremonies in May/June.

A \$20.00 service charge will be assessed for all checks returned because of insufficient funds.

No refunds of fees or tuition will be given in the event a parent chooses to withdraw a child from the Early Childhood program. If the school dismisses a child, the school will refund any tuition paid for the remainder of the month, from the date of transfer.

CURRICULUM

The Early Childhood Department of Holy Family School promoted the spiritual, emotional, intellectual, physical and social growth of our students. The program is based on developmentally appropriate activities using a "hands-on" approach.

RELIGION is an integral part of the Catholic school program. It is the preparation time for more formal instruction in the years ahead. The Religion program develops in the child a positive self-image in relationship to a loving God. This basis for a deep love of God comes from the examples set by the family and spiritual life of the parish community. A child's sense of God comes from the warm atmosphere of love and acceptance present at home as well as in the early childhood environment where the child learns more about God's wonderful world. Classroom prayer and para-liturgies prepare the young child to participate in the celebration of the life of the Church.

Kindergarten students attend liturgies with the school body and participate in other para-liturgical experiences when appropriate.

PERSONAL-SOCIAL DEVELOPMENT is the primary goal for the young child entering school for the first time. A positive self-concept is essential to successful learning. The more a child understands him/herself, the better equipped the child is to relate to other children and adults. Basic interactions among the child, teacher, and other staff members provide ways in which the child establishes autonomy and learns skills helpful in development future relationships.

Personal development includes knowing your name and age, eventually learning your address, phone number and birth date. Also included would be separating from parents with relative ease, caring for one's self and belongings and respecting others.

Social development includes cooperative play, sharing, following directions, initiating conversations and play situations with peers, entering into group activities, developing a positive relationship with teachers and caring about others.

LANGUAGE is the development of communication skills that enables a child to share his/her world with others. At the early childhood level, these skills include listening, speaking and thinking. Transferring thoughts into words is the primary skill upon which future language development is based. Pre-writing is a part of this process. Learning experiences that promote self-understanding help the child express thoughts and feeling in various ways. An awareness of the five senses will stimulate a child's curiosity as to the different ways the body receives information about life. Visual and auditory discrimination and memory are important readiness skills that can be taught through play activities. Listening to and sharing stories, poetry, songs and finger plays well as pre-writing activities about important events and field trips enhance the love of language.

MOTOR SKILLS are a vital part of the young child's development and are crucial to learning the skills he/she will need in the future. The young child learns with his/her body how to relate to the world around them.

GROSS MOTOR SKILLS

PHYSICAL EDUCATION

Body coordination, as appropriate to the child's physical development, is enhanced through large muscle activities such as walking, running, jumping and hopping. Hand-eye coordination is attained by throwing a large ball or bean bag, catching and aiming at a target. Rhythm and movement provide an outlet for creative expression and the joy of using the body in dance, games and organized play. Beginning in Kindergarten, students participate in a weekly physical education class with a qualified instructor who builds upon the gross motor skills activities of the classroom.

FINE MOTOR SKILLS

Eye-hand coordination is developed through manipulating clay, stringing beads, hammering, pasting, crayoning, painting, pouring, lacing, and using scissors. Developing dexterity and strength of the small muscles enhances the prereading and writing process.

MUSIC appreciation is an essential part of an early childhood program. Singing, listening to music, using rhythm instruments, dancing, and other rhythmic activities are ways of developing a love for music. Beginning at the Kindergarten level, students participate in a weekly music class in addition to classroom activities.

ART is a creative experience full of self-expression. The art program includes: art as an individual expression of the child, art as a pre-academic skills (such as following directions and eye-hand coordination), art as a "craft" exercise, as well as a beginning exposure to artists and their work.

Emphasis is **on the process** and **not the final product**. Creative art activities develop fine motor skills, using a variety of materials including clay, scissors, paint, paste, crayons. The use of various mediums facilitates multi-sensory learning. Calling children's attention to quality art through such programs as Art Goes To School further develops an appreciation of the arts.

MATHEMATICS-- Our program provides opportunities for the young child to develop an understanding of mathematical concepts such as one to one correspondence through manipulation, examination, and practical experiences using concrete materials. Further knowledge comes from the understanding of colors, shapes, quantitative concepts, such as size differences, basic counting skills through practical application, classifying, forming sets and recognizing numerals.

COOKING experiences provide opportunities for children to learn about what they eat, how different foods are made and what is good for them. Cooking experiences also help improve language, fine motor skills, and various other important early childhood skills such as measuring, pouring, stirring and sensory exploration.

SOCIAL STUDIES AND SCIENCE concepts and activities are an important part of the early childhood curriculum and are integrated throughout the program. Awareness of holidays, other cultures, and the science of the world around them enhances both social and academic development.

COMPUTERS are introduced at the Kindergarten level. Students are introduced to rudimentary keyboarding, word processing and use of age-appropriate software.

CHARACTERISTICS OF THREES AND FOURS

SOCIAL

- . developing self-control and restraint
- . developing self-esteem
- . seeks attention from adults and peers
- . develops an understanding of the concept of cooperation
- . displays a sense of curiosity
- . enjoys imitative play
- . enjoys plays with others
- . developing an awareness of the concept of right and wrong
- . demonstrates active and sometimes aggressive behavior
- . sensitive to criticism and praise
- . subject to frustration
- . exhibits strong feelings toward home and family life

PHYSICAL

- . plays actively
- . developing a number of large gross motor skills
- . cannot be expected to sit longer than ten minutes
- . developing a sense of eye-hand coordination
- . responsive to rhythm and music
- . learning to control their bodies

COGNITIVE

- . verbal and talkative in a familiar environment
- . attention span of five-twenty minutes depending upon the child
- . talks about past and future experiences
- . listens attentively to stories
- . can recall the main events of a story
- . learns to follow three directions
- . recognizes letters and numbers
- . begins to copy letters and numbers

- . developing an understanding of concepts such as classification
- . learning shapes and colors

CHARACTERISTICS OF FIVE YEAR OLDS

SOCIAL

- . plays in social groups without much conflict
(more cooperatively with three children)
- . feels protective toward younger children
- . plans surprises and jokes
- . better at outdoor play than indoor
- . shows flashes of resistance which are usually quickly overcome
- . uses verbal aggression
- . prefers playmates his/her own age
- . may cry if angry or tired
- . observant, self-dependent and proud of work, clothes, etc.
- . factual, literal, and has a remarkable memory

PHYSICAL

- . can march to music
- . tries to jump rope
- . wants to discard tricycle for bicycle
- . integrates eye and hand movement with limited control
- . right and left handedness determined
- . falls out of chairs sideways
- . paces self well
- . active but can inhibit
- . learning to hop

COGNITIVE

- . speaks in complete sentences
- . speaking vocabulary of about 4,000 words
- . likes to play with new and unusual words
- . answers questions; asks for information
- . can repeat a long sequence accurately
- . likes to count and can count ten objects
- . follows two and three part directions
- . beginning to develop figure ground distinction
- . learns best through play and own actions

COMMUNICATIONS

Communications between parents and teachers is of the greatest importance in aiding the student to attain his/her full potential. Office communications are available online every Wednesday. Please carefully read all the information that is contained within the family envelope link.

Classroom teachers use folders to send home papers and work on a daily basis. Please check and review these folders each night.

All notes and payments from home are to be enclosed in a sealed envelope with the child's name, grade and content of the envelope clearly indicated on the front. It is preferable that you pay by check or money order.

Parents of students at Holy Family School may request a conference with a teacher, at any time. Please place your request in writing to the teacher who will respond by either telephone contact or note as to an agreeable day and time. please honor our request to prearrange an appointment with a teacher. Do not approach a teacher in the morning, in the corridors or classrooms to discuss your child's progress. The teachers have many duties that must be performed before or after school and must have advance notification of an appointment. Parents may never call a teacher or administrator at home. Also, faculty members are not available to come to the telephone during the school day.

All parents must report to the school office during school hours. Parents are not permitted to deliver lunches or forgotten items to the classroom directly. This is to assure the safety of all the students.

Recognizing that change is stressful, especially for young children with limited experiences and coping strategies, Holy Family School's Early Childhood Department has arranged a special visitation day for the parent and child prior to the actual first day of school. This gives the child an opportunity to meet his/her teacher and classmates in the comforting presence of his parents.

Teachers and parents working cooperatively help to significantly alleviate the stress and anxiety of separation. Through years of experience, we have found that parents should display a positive attitude regarding this new school experience, that they should not discuss what they are doing with siblings when the child is in school and that they should try to keep on visual signs of emotional distress to a minimum. Parents should bring their child to the teacher on the first scheduled class day and depart promptly.

Scheduled parent/teacher conferences are held in December for preschool, pre-kindergarten and kindergarten students. Conferences are scheduled with preschool and pre-kindergarten parents by appointment in June.

A written report of your child's progress is distributed twice a year in the preschool, and pre-kindergarten. Kindergarten students receive a report card once a trimester. Parents are requested to carefully review these reports and address any questions or concerns with the teacher.

SCHEDULE

Parents of students in the Early Childhood Department should be aware of the impact that consistent lateness has on their child. Establishing a daily routine is an essential part of the comfort level that is necessary for your child's sense of security. When your child arrives late, he/she feels out of sync with the rest of the class. This interferes with the learning process and puts your child at a distinct disadvantage.

The schedules for preschool, pre-kindergarten and kindergarten contain opportunities for teacher directed and child initiated activities; active and quiet play; large and small group experiences; individual activities and both independent and guided activities. Students in the full-day kindergarten have a rest period in the afternoon.

PRESCHOOL AND PREKINDERGARTEN

The preschool program (three year old) is held every Tuesday and Thursday morning from 8:30 - 11:30.

The prekindergarten A.M. program (four year old) is held every Monday, Wednesday and Friday morning from 8:30-11:30.

The parents and students of the preschool and prekindergarten should drop the students off at the classroom located in Griffin Hall. The teacher and aide will bring the children out to the front of the building for dismissal at 11:30 a.m. Students are instructed to stay with the teacher until their parents arrive.

There is no busing available for students in the preschool or prekindergarten program.

KINDERGARTEN

The A.M. kindergarten is held every day from 8:10-11:15 a.m.

The P.M. kindergarten program is held every day from 12:15-3:05 p.m.

The full day kindergarten is held every day from 8:10-3:05 p.m.

The students are to line up in the school yard located across the street

The full-day students are to line up in the school yard located across the street from the school. Parents are asked to have their child in the yard by 8:00 a.m. The school does not accept liability for students who are dropped off prior to 8:00 a.m. The yard will be supervised daily by two teachers. We ask that the parents leave the schoolyard and wait on the sidewalks.

In the case of inclement weather or when it is too cold, students should report to the school cafeteria at 8:00 a.m. They should be instructed to sit at the benches and talk quietly with their friends.

Morning kindergarten students are dismissed at 11:15 a.m. from the front door. Parents are asked to wait outside for their children. Full-day kindergarten are dismissed in the regular school lines at 3:05. P.M. Kindergarten students report at 12:15 to the front of the original building where they will be met by their teachers. Dismissal will be in the regular school lines at 3:05 p.m.

It is imperative that your child wears a tag with the designation of the dismissal line he/she should be placed in for the first two weeks. A.M. kindergarten children should wear a tag informing the teacher that your child takes **BUS#**_____or will be picked up by car. Full-day kindergarten students should **wear a tag** labeled with **#** bus, car, walking lines, Main or Gay Street, or C.A.R.E.S. program. Any changes in dismissal lines should be in writing to the teacher.

BUS

Busing is available for students in both the a.m., p.m. and full-day kindergarten programs in accordance with their respective school districts.

If you are experiencing problems regarding the bus departure or arrival times, you must voice your concern to the district's transportation office.

Because parents pay school taxes to a particular school district, no child may switch a bus once assigned, or ride another school district's bus. In case of necessity, a child is allowed to ride another bus provided by the same school district. In this case, the child must have a written permission slip from their parents. The child should bring the note to the school office after prayers. The principal will sign the note and return it to the child. The child must present the note to the bus driver on the day the request is made. It is the parent's obligation to inform the teacher of any changes in bus status.

CAR

Because of the volume of traffic surrounding the school in the morning, caution is advised when dropping off your child. Your child should go to the double white lines and be crossed to the schoolyard by the crossing guard.

In the afternoon, all cars must be parked in the school parking lot at dismissal. Students in all grades will be crossed by the teacher moderator. Please enter through the Third Avenue entrance and depart by the Pine Street exit. Please be extremely conscious as you leave of the large number of children that are walking in the schoolyard.

In inclement weather, please abide by the following rules for our a.m. and full-day kindergarten: Please enter Third Avenue from Gay Street. **DO NOT ENTER** from Main Street. This direction is reserved for bus traffic. Proceed to the crossing guard at Third Avenue and Buttonwood. After exiting the cars, children may enter the cafeteria.

Because of safety concerns, **please refrain from allowing young and/or school age children from playing on the playground equipment at before school or at dismissal.**

To assure the safety of your child, please refrain from leaving messages about changes in picking up your child or where a child is to go after school. We cannot be sure that a message came from a parent nor be responsible to see that the message is delivered.

HEALTH AND SAFETY

Parents who enroll their child in our Early Childhood Department are requested to obtain the necessary immunization as prescribed by the State of Pennsylvania and their physician.

Students in preschool and prekindergarten should be current with all immunization as recommended by the American Academy of Pediatric Medicine.

Signed proof of immunization: such as, the child's immunization record book, or a listing of the record for immunization signed by the pediatrician must be presented at registration.

Students who have any sort of communicable disease will not be permitted to attend early childhood classes. Parents are asked to inform the school office or school nurse regarding any communicable illness.

The school does not inform parents of routine child's illnesses such as chicken pox, strep throat, etc. unless a child has a diagnosed medical condition that warrants disclosure. The school cooperates with all government agencies and the Phoenixville Area School district in disturbing medical information that is relevant and important.

Parents are encouraged to schedule the dispensing of medication during out-of-school hours. If this is not possible, prescription medication may only be administered when the medicine requires written permission of the parent stating the dosage and time(s) of the day when medication should be given. The school can not be held liable for negligence in the event of a failure to distribute medicine at the stated times. Parents are always welcome to come to the school office to dispense the medication to their child.

Please complete the emergency medical card and return to school promptly. You must designate at least two **LOCAL** people to respond in the case of an emergency. We always attempt to call the parents first. Indicate any allergies to medication, food or insects on the form. Please inform the teacher as well as any allergies to food, or insects.

The school nurse may be reached at 610- 935-1136 on her scheduled days at Holy Family School.

EMERGENCY PROCEDURES

To assure the safety of the students and staff in evacuating the building, in case of fire or another emergency, fire drills are to be held once a month. All students are required to participate in school fire drills. Due to the loud and unexpected noise of the fire alarm, students are many times apprehensive. Please prepare your child at home by testing smoke detectors and practicing home evacuation. Usually, local fire companies present a fire safety program during the month of October.

In the case of tornadoes, hurricanes, flood and other natural hazards occurring when the students are at school, the students will be made aware of the appropriate drill while they are here. No child will be permitted to leave school unless picked up by their parents or legal guardians. Parents are asked to listen to the National Oceanic and Atmosphere Administration (NOAA) Weather Radio when a warning is issued or keep tuned to local radio or television stations. If an early dismissal is warranted, we will broadcast our school number #887 on KYW 1060 on the AM dial. Please do not call the school since our telephone lines may be inoperable or needed for emergency calls.

Holy Family School has developed an emergency plan to protect the students in case of an incident at the Limerick Generating Station.

In the event that sheltering is directed, students will remain within the school buildings and dismissal will be delayed until the directive is lifted. Please **DO NOT ATTEMPT TO PICK UP YOUR CHILD**. It is important to remain inside if directed to shelter. Students in the Emergency Planning Zone (EPZ) will not be dismissed until directed and parents or legal guardians assume responsibility and liability.

In the event that we are instructed to evacuate, students will be transported to Immaculata College, Alumnae Hall. Students will be supervised by Holy Family School staff and released only to their parents, legal guardians, or individuals having prior approval. An authorization form is sent home yearly to be updated. It is the responsibility of the parent to return the completed form for each child.

In case of an emergency within the building, the students will be evacuated to the Church or Chapel of Saint Ann.

EMERGENCY CLOSING

In the case of an emergency closing or delayed opening, announcements will be made over the radio station KYW 1060 on the AM dial. Our school number #887 will be broadcast and necessary information will be made available to you. Every attempt will be made to contact you through our emergency phone chain. This is sometimes not possible so we ask you to stay tuned to KYW for any changes in the status of opening or closing of school.

If there is a delayed opening of one hour, the preschool or pre-kindergarten reports to the classroom at 9:30 with dismissal at 11:30. If there is a delayed opening of two hours, the preschool or a.m. pre-kindergarten is canceled for the day. A morning delay does not affect the p.m. pre-kindergarten.

If there is a delayed opening of one hour, the morning kindergarten reports to the cafeteria at 9:05 with dismissal at 11:15. If there is a delayed opening of two hours, the morning kindergarten is canceled. A morning delay does not affect the p.m. kindergarten.

The full-day kindergarten will follow the same procedures as grades 1-8. A one hour delay will require a 9:05 start and a two hour delay will require a start of 10:05. Students will report to the cafeteria.

The closing of school is determined by the principal, after consultation with the public school officials who provide bus transportation. To assure the safety of the students, we will usually close or delay opening in

conjunction with the Phoenixville School District. It remains the responsibility of the parents to decide whether to send their child to school when there are hazardous conditions.

If school is in session and weather conditions warrant an early dismissal, our snow emergency number **#887** will be broadcast on KYW with the time of dismissal.

NUTRITION

A daily snack time is scheduled for our early childhood classes during the year. This fee has been incorporated into the tuition.

Students in the kindergarten are asked to bring **ONE** healthy snack to school and an easy-to-open carton of juice. Please supply your child with **two napkins**. **NO** glass bottles, soda or other unsafe containers are permitted. Please see that your child has the necessary utensils such as spoons for fruit or applesauce. If a child has more than one snack, it will be sent home for use at another time.

Students in the full-day kindergarten may purchase a hot lunch on a daily basis. Menus are sent home on a monthly basis and hot lunch envelopes are sent home in the family envelope on a weekly basis. The lunch envelope must be clearly marked with your child's name and grade and an X on the days that you wish to order. It is the responsibility of the parent to keep track of the days that you have ordered hot lunch. Hot lunch must be ordered in advance, so please check the date marked on the envelope and the corresponding week on the menu for lunch items.

Students in full-day kindergarten may bring a lunch from home. We ask that this be a nutritious lunch and be limited in the amount of cookies or treats it contains. Your child will need **TWO** napkins for lunch or a napkin and placemat. All lunch bags or kettles must be clearly marked with your child's name and grade in permanent marker.

With regard to birthday treats, please send a note in advance to your child's teacher. Birthday treats may be a cupcake, Dixie cups or a healthy snack. Please supply napkins and keep the treats simple.

Invitations to birthday parties are not permitted to be distributed in the classroom.

Classroom parties are held at the discretion for the teacher.

DRESS CODE

Students in preschool and pre-kindergarten should wear comfortable, casual, washable clothes to school. Since students are participating in a variety of activities, it is advisable that they not be too concerned about their appearance. Please have your child wear rubber soled shoes or sneakers to school.

Students in the kindergarten must conform to the Holy Family School uniform dress code as follows:

GIRLS

Maroon plaid jumper, pink long/short sleeve blouse with Peter Pan collar, maroon Holy Family cardigan sweater (optional).

Socks: white anklet (September-October 31)
(April 1 - June)

Maroon knee highs or tights (November 1-March 31)

Shoes: regulation school shoe, no sneakers except on physical education days.

Summer Uniform (Optional)

Gray knee length shorts with burgundy Holy Family golf shirt

Winter: (Optional)

White turtleneck with the H.F.S. insignia

Physical Education: Students wear their physical education uniform to school on their gym day (Boys and Girls).

Gray Holy Family School tee shirt (purchased through school)
Regulation maroon sweat pants
Gray sweatshirt with logo (optional)
Regulation maroon shorts (September-October 31) (April 1-June)
Sneakers

BOYS

Gray slacks (no jeans), belt, burgundy Holy Family School polo shirt (long or short-sleeve).

Winter: (Optional)

White button down shirt and maroon Holy Family School crew neck sweater

Summer: (Optional)

Gray knee length shorts with burgundy Holy Family School polo shirt

Shoes: regulation school shoe - rubber soled NO sneakers except for gym days

All jackets, sweaters, coats, boots, mittens, scarves, hats and gloves should be clearly labeled with your child's name and grade. All please clearly mark all sweatshirts, schoolbags and lunch kettles with your child's name and grade.

No jewelry is permitted. If girls/boys have pierced ears, only small earrings may be worn.

Boy's hair should not be unusually styled (below the nape of the neck, Mohawks, ponytails) and should be short and out of their face. Girls should have their hair styled as to out of their eyes.

School uniforms must be purchased from our regular uniform supplier to assure that the uniforms are alike.

Flynn and O'Hara Uniform Company
Festival Shopping Center
428 W. Lincoln Highway
Exton, PA 19341

UNIFORM EXCHANGE

Holy Family School offers a uniform exchange program in the cafeteria of the school. Please send any school or gym uniforms that are clean and in good condition to the school office. Parents may help themselves to the uniforms that are available. A donation is requested.

C.A.R.E.S. PROGRAM

Students in the full-day kindergarten program may be enrolled in the after-school C.A.R.E.S. (Children Are Receiving Extra Services) program sponsored by Holy Family School. This program operates from 3:05-6:00 p.m. on days when the school is in session.

There is a modest fee for this service which is available on a three or five day a week basis as well as hourly. Advanced notification must be given to the C.A.R.E.S. Director.

No C.A.R.E.S. is available in the event of an early dismissal due to snow or other emergency conditions or before holidays.

Parents who do not meet their financial obligations to the C.A.R.E.S. program will not be permitted to utilize its services. All accounts must be kept current.

If you are interested in this service, please contact your child's teacher or the school office for additional information. The C.A.R.E.S. Director may be reached at 935-1136 between 3:05 - 6:00 p.m.

ABSENCES

Since absence interferes with a student's progress, every child must be present daily unless illness, a death in the family, or other emergency prevents attendance. Upon returning to school after an absence, each student must present a written excuse from his/her parents to the teacher before being readmitted to school. If a student is absent more than three days, a doctor's certificate should be presented upon his/her return to school.

Parents should call the school office (610- 933-7562) and leave a message (name of student, grade and reason for absence) on the answering machine --extension

VISITORS AND PARENT AIDES

Parents are always welcome in the preschool, pre-kindergarten and kindergarten classes to observe and to assist the teacher. Parents are greatly encouraged to spend at least one morning during the year in their child's classes where they can become a special helper and have a concrete memory of this unique experience in this child's life. You will also observe firsthand your child's interactions with the teacher and classroom peers.

Please contact your child's teacher to arrange your visit. Grandparents are also welcome as teacher helpers! Classroom aides must register at the school office.

No parent has permission to talk to a student regarding a problem with their child. Please refer any problems to the teacher who will handle the situation.

The preschool, pre-kindergarten and kindergarten classes need room parents to assist in the organization of volunteers, emergency phone chains, and classroom parties. If you are able to assist, please contact your child's teacher.

DISCIPLINE CODE

Discipline in the early childhood setting is essential to protect the common good as well as to foster a respect for self, others, for authority and for property.

The following would be appropriate steps for correcting behavior in the Early Childhood setting.

- A. Child sits near teacher
- B. Teacher provides another activity for the child
- C. Teacher changes her tone of voice
- D. Child is placed in a time out area for a short period of time (3-5 minutes)
- E. Good behavior is reinforced

If the problem continues to persist, a parent/teacher conference will be scheduled. Your child and/or the principal may be asked to be part of the conference.

Serious behavior problems of a continuing nature may warrant your child's dismissal from the Early Childhood program.

The following procedures would be followed in the event of a student's dismissal:

1. When a behavior problem occurs in the classroom "time out" is given to the child and then appropriate behavior is discussed. The teacher will remind the child of the rules and allow the child to join the group.
2. Regular, consistent behavior problems are reported to the parent(s) who are asked to help correct the situation. These reports may be conferences or telephone contacts.
3. The problem is related to the principal.
 - a. *a conference will be held between the parent, teacher and principal to develop a method of treatment for the problem and/or*
 - b. *the principal offers names of appropriate local support services the parent(s).*
4. The school staff continues to work with the parent and child. If the behavior continues the child may be dismissed if:
 - a. *The child poses a threat to self, staff, or to other children in the program.*
 - b. *The child behaves in a manner that is difficult to handle in a large group.*
 - c. *The child or parent(s) use abusive language or threatens other children or staff.*
 - d. *The child or family continue to act against early childhood policies as outlined in the handbook.*
 - e. *The principal's professional judgment is that the child can no longer function effectively in the program and/or the program is being adversely affected by the child's presence.*

It is the policy of Holy Family School to notify parents when serious infractions occur and to hold a conference to discuss the problem. However, some situations may occur that jeopardize the welfare of the children and/or staff. The principal reserves the right to dismiss a student immediately if such an incident occurs. A parent may appeal this decision by filing a written grievance with the pastoral board.

FIELD TRIPS

Field trips may be scheduled several times throughout the school year for the students in the Early Childhood Department.

The parents will be provided with written directions regarding the trip and its requirements. All students must have a signed permission slip (both parent signatures required) to be allowed to attend. No parent telephone calls with permission will be accepted in place of the signed form. If you have lost or mislaid the proper form, please copy this form exactly.

When visiting sites off-campus, the students will be transported by school bus with approximately one adult chaperone for every five students. Parents/guardians will cover the cost of transportation and admission fees.

Because of insurance regulations, no siblings may accompany parent volunteer chaperones. Parents may decide not to allow their child to participate in the field trip experience. If this is the case, please inform the teacher as soon as possible.

SINGLE PARENT/OTHER RELATIVE CONSIDERATIONS

Holy Family School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

If you have sole custody of your child and your child is not to be released to the non-custodial parent, it is your obligation to furnish the school with a notarized copy of the custody section of the divorce decree.

Only parents and those they designate are permitted to discuss the child's behavior or progress with school officials. This requirement applies to aunts, uncles, cousins and grandparents. Both parents should provide written consent of their wish to give relatives access to information.

STATIONERY

A list of necessary stationery supplies for each grade level is available in June on our website. All additional stationery fees must be paid on the first day of school.

Please note that there are some items that parents must provide as per the teacher's directives. These items should be brought to school on the first day.

SCHOOL PICTURES

School pictures are taken of the students for a specified fee by a professional photographer. The purchase of the individual or class picture is strictly optional. Students may wear their school uniform or dress clothes for their individual photographic session.

HOMEWORK

Students in the kindergarten may have a minimal amount of homework each night. This homework should not take more than 15 minutes. Parents are asked to supervise their child and assist when necessary. If your child has difficulty, please contact the teacher to discuss alternatives.

Parents of all Early Childhood students should incorporate daily reading activities as an essential component to a pre-reading program.

BOOK CLUBS

During the course of the school year, pamphlets containing age-appropriate books will be sent home with your child. Participation in this book club is optional. Holy Family School offers it as a service to parents interested in obtaining reading material for their children.

Please fill out the form with your child's name and grade, mark the books that you wish to purchase, and send in a check for the exact amount made *payable to the book club* not to Holy Family School.

ASSEMBLIES

Quality assemblies are offered to the students of Holy Family School throughout the school year. Preschool, prekindergarten and kindergarten students may attend when appropriate. Parents of preschool, prekindergarten and morning kindergarten students are welcome to bring their child to assemblies scheduled on days/afternoons when their child is not in school.

HOME AND SCHOOL ASSOCIATION

As parents, you are obliged by God to be the primary educators of your children. Keeping this in mind, the Holy Family Home and School Association attempts to assist parents in bringing the Gospel message of salvation to the children by program, activities and speakers that further our mission.

We ask that all parents become active members in the Association especially by your attendance and participation in scheduled meetings.

The Home and School Association membership fee is included in the registration fee. This enables the association to provide guest speakers for meetings and provide quality children's programming to the Holy Family School community.

TESTING

There are no formal testing for students entering the preschool, prekindergarten or kindergarten programs.

SCHOOL'S RIGHT TO AMEND

Holy Family School retains the right to amend this handbook for any reason. Parents should also refer to the general school handbook for additional information. Your signature on the Calendar/Handbook Adherence Form indicates my child/children and my acceptance of the above policies.

We, the Early Childhood Department would like to thank you for choosing Holy Family School as the school environment in which your child is nourished in the faith and love of GOD and community.