

WELCOME

Welcome to Our Lady of Sorrows Wee Kindergarten. We are happy to participate in the educational mission of the family and the Catholic Church. We view our school as a community growing together in Christian fellowship. Everyone's help and cooperation is needed, encouraged and appreciated. We hope that the time you spend at Our Lady of Sorrows School will be rewarding.

PHILOSOPHY

Our Lady of Sorrows School, as a school dedicated to Catholic ideals, has a purpose, which distinguishes it from secular schools. We are committed to excellence in education, in order to render Christians more effective in today's society. As apostles, Christian leaders, and good Christian parents, persons formed by Catholic education will permeate their community with Christian attitudes and principles.

Calling men to the faith by proclaiming the Good News of Jesus Christ is the mission that Christ has given to His church. The Catholic Church in this diocese willingly assumes its obligation to fulfill this mission by establishing Catholic schools to give her members that "kind of education through which their entire lives can be penetrated with the spirit of Christ..." (Vatican II Declaration on Christian Education). Responsibility for these schools is shared by each member of the Catholic community.

OBJECTIVES

The Wee Kindergarten is a program designed to help the three and four year old students develop spiritually, physically, socially and mentally. The general goals of the class are to develop:

- ❖ Children who are aware of the greatness of God and the many things He has made for us
- ❖ Children who are healthy and develop physical coordination
- ❖ Children who begin to relate to children and adults and learn to deal with their emotions
- ❖ Children who expand their concepts and ideas about their world
- ❖ Children who can use language to communicate with others
- ❖ Children who express themselves in many ways
- ❖ Children who are curious and want to learn

SCHEDULE

Three year olds will meet on Tuesday and Thursday from 8:30 a.m.- 2:30 p.m.

Four year olds will meet as follows:

5 day class meets Monday 8:30 a.m. – 1:45 p.m. and Tuesday – Friday 8:30 a.m. – 2:30 p.m. /

3 day class meets Monday 8:30 a.m. – 1:45 p.m. and Wednesday and Friday 8:30 a.m. – 2:30 p.m.

The classrooms will be open at 7:45 a.m. Please do not arrive before 7:45 a.m. Parents should walk student to the top of the stairs, tell them good-bye and assure him/her that you will be back. Children are encouraged to handle their own morning duties. School age siblings are not allowed to deliver preschoolers to their classrooms.

Wee Kindergarten will follow the same holiday schedule as the grade school. Any time the school is closed due to inclement weather, the Wee Kindergarten will also be closed. Occasionally an additional holiday will be given (not listed on the calendar). You will be notified of these holidays.

FAMILY INFORMATION

Please keep phone numbers and addresses current in RenWeb and with your child's teacher in case of emergency.

TUITION / ACTIVITY FEE

Tuition for the Wee Kindergarten Program is as follows:

3-year old program \$2,222.00 (11 payments of \$202.00)

4-year old 3 day program \$2,772.00 (11 payments of \$252.00)

4-year old 5 day programs \$3,773.00 (11 payments of \$343.00)

Tuition is paid through the FACTS Management Company. You may choose from several payment options.

K4 students attending After School Care will be billed for attendance through the family Facts tuition account (incidental expenses). The total charges for the month will be posted the following month.

ARRIVAL

Both entrances to the Wee-K Department will be open from 7:45 a.m. until 8:30 a.m. The two entrances are:

the outside door next to the Mother's Day Out playground

the door in the main foyer of the school

Parents may park in the church parking lot in the morning to bring their child to the classroom. The classroom is located on the second floor above Mothers Day Out/Nursery. Children arriving after 8:30 a.m. should sign in through the front office and come in through the inside school entrance. The outside door will be locked at 8:30 for the safety of your children.

****Please note that Wee-K students are not eligible for early morning care before 7:45 a.m.**

DISMISSAL

See the attached map for dismissal. Please pull up two cars at a time. Your child will be walked to your car and helped into the car. All students must be buckled in a car seat or booster seat before you drive off at dismissal. Please do not summon your child to your car while you are waiting in line. If you choose to walk up and get your child, you must wait until they are seated. Next you sign them out with Mrs. Cathy, Mrs. Smaha and Mrs. Ragusa. This is for the safety of your child. Younger brothers and sisters are asked to stay with their parent. Please make sure they are not running around or climbing the brick walls or playing in the garden areas. If your child will be riding with someone else, please notify us in writing so that it may be kept in the child's file. If any changes are to be made on any given day, put a note in your child's folder indicating the change. This is for the safety and protection of your child. **ALL STUDENTS MUST BE PICKED UP ON TIME!**

Dismissal times are:

Monday 1:45 p.m. After 2:00 p.m. you are considered late.

Tuesday – Friday 2:30 p.m. After 2:45 p.m. you are considered late.

K-3 Late fee is \$5.00 for each five minutes you are late. This will be added to your monthly tuition statement. Children must be picked up from your child's room and signed out with time and date noted.

K-4 After you are considered late, your child will be taken to extended care and you will be charged accordingly.

If you have an emergency situation such as sickness, an accident, etc., please call the school office and let us know. Your child will always be taken care of until you arrive. If anyone other than the parent is picking up your child, the Wee K must be notified in advance. You may do this by sending a note in the morning or by calling the school office, if this becomes necessary after your child is already in school.

Please refrain from using your cell phone during afternoon carpool.

EARLY CHECK OUT

Early check outs should be handled through the front office. The office will buzz for your child when you arrive.

LUNCH

All lunches and drinks for lunch must be brought from home each class day. All lunches must be **nut free**. No carbonated drinks or canned drinks of any kind are allowed. A snack and drink will be provided during the day. If sending bottled water for lunch, please send small bottles only with a sippy top. Please include any items needed to eat their lunch (forks, spoons, napkins.)

SHOW AND TELL

Show and Tell days will be held during the school year. On this day, the child may bring an item of interest from home to share with the class. You will be notified of these days. No items of violent nature (i.e. guns, swords, knives, etc.) may be brought to school for show and tell or as part of a costume.

OUTDOOR PLAY

Unless it is raining or extremely cold, the class will go out to play every class day. Always make sure your child is properly dressed. Mark all sweaters, hats, gloves, coats, etc...with your child's name. Tennis shoes are required dress for Wee K.

CLASS PARTIES

We will have 5 parties throughout the year: Halloween, Thanksgiving, Christmas, Valentines Day and Easter. Most party items will be purchased using PTO funds by the room-mother. On occasion you may be asked to help furnish items. There will be no need for parent volunteers during the parties. We celebrate during lunch and/or snack time.

FIELD TRIPS

A diocesan policy as of 2005 excludes field trips for students in the Wee Kindergarten.

LIBRARY

Three year old Wee Kindergarten will have story time with the librarian in the classroom. Three year olds will check out literacy sets from the classroom library. The four year olds will visit the library as scheduled. This is fun and very good training. Please be sure to read to your child at home. Library day will be scheduled by the school librarian. They will check out library books from the OLS library starting in January. Books should be read by a parent to the child during the week. Books are to be returned to the classroom in one week.

MONTHLY OUTLINE

A monthly newsletter will be sent home to keep you informed. Save your monthly newsletter and to refer to during the month. It will contain information you will need for the month.

ILLNESS

Children who are ill should not be sent to school. Always make sure your child is free from fever and vomiting for 24 hours before he/she returns to class. This is a school policy. Inform us if your child should have a contagious illness, i.e. strep throat, pink eye, etc.... Most doctors will prescribe medication to be administered outside of school. No medication will be given to children at school without a written note from the parent. Medication must be in the original bottle. All medication is kept in and administered from the health room. If your child becomes ill while at school, the parents will be called and the child will be sent home. Inform us if your child has any allergies. Also inform us if your child cannot participate in any physical activities. If your child is too sick to play outside, please keep the child at home. Both teachers are required to be on the playground at recess.

MATURITY

Each child is a gift from God and is an individual with his or her own personality. At no time are the children compared. At no time will any child be expected to perform beyond his/her own ability. Each child is treated as an individual and allowed to progress at his/her own rate. The children will be given activities that will arouse their interest and curiosity. Learning in the Wee Kindergarten will always be in a fun way. Remember, for the young child, play is work. Through play, the young child learns about the world and the people around them. Each experience is a new learning opportunity that is exciting and self-fulfilling.

PROGRESS REPORTS / PARENT TEACHER CONFERENCES

At the beginning of the school year, we will review with each child individually the colors, shapes, numerals, etc. We will use this information as a guideline in working with an individual child. Parent/Teacher conferences will be held in January and a progress report given. Progress reports will be sent home again at the end of the year. If you have any questions or concerns, please contact us and we will be happy to meet. In the morning and at dismissal are not good times to discuss your child's progress. Should you have a concern that we should be aware of for the same day your child is in class, please put a note in your child's folder.

DAILY FOLDERS / BACKPACKS

Daily folders are furnished. Please be sure your child brings his/her daily folder and backpack daily. Do not allow your child to carry personal items in his/her backpack. No toys except on Show and Tell Days.

INDEPENDENT TOILETING

We ask that each child be potty trained before entering pre-school. Our class size, schedule, and facilities do not allow the teachers to meet the needs of those who are not potty trained while also trying to interact appropriately with the other students in the class. We understand that accidents happen and we will gladly help your child. Please send in a complete change of clothes (shirt, pants/shorts, underwear, and socks) in a plastic Ziploc bag with your child's name.

DRESS

Wee-K students do not wear uniforms. Comfortable play clothes are always first choice. If little girls wear dresses/skirts, please make sure they wear shorts under them to ensure modesty. Tennis shoes, preferably velcro, are required at Wee-K. Body suits and belts are strongly discouraged. Be sure your child's name is on every removable garment.

BIRTHDAYS

Food items may not be sent to celebrate birthdays. You may send a goodie bag for each child containing small toys, stickers, etc, but no food items due to food allergies. Please do not pass out any type of birthday party invitations at school. This is a school policy.