

# Our Lady of Grace

## Preschool

### Information

#### 2018-2019



Our Lady of Grace School  
1734 Bower Hill Road  
Pittsburgh, PA 15243  
412.279.6611 [www.olgscott.net](http://www.olgscott.net)

Dear Parents,

August 20, 2018

Welcome to Our Lady of Grace Preschool and the beginning of many new and fun experiences for both you and your child! Our names are Ms. Katie Boyle, Mrs. Debbie Havey and Mrs. Lisa Radzanowski and we are a part of a preschool team that is very excited to get to know you and share in your child's learning. The Preschool program is ever evolving and we have been working hard to prepare for this upcoming school year. We continue to learn about new ideas and techniques that will enhance the preschool experience for your child. Using a team approach, we plan and collaborate to ensure that your child has positive and productive learning experiences.

Here at Our Lady of Grace, we believe that these early childhood years are important for developing skills that will enable your child to interact with other children and adults. Our goal in this program is to provide a creative learning environment in which the children can play and grow socially, intellectually, physically and spiritually. We also recognize that you as the parent are the primary educators of your children and we are pleased to partner with you in the development and learning process of your child. Your child needs your help in order to grow and develop into a successful student. Family involvement is a one focus of the school year, and we will be providing opportunities to be involved. Be on the lookout for papers or sign-up sheets that your child may bring home to you. Please feel free to ask how you can get involved!

We are looking forward to the months ahead and already have so many wonderful things planned for this year. Please use this handbook as a guide throughout the year, but never hesitate to contact us first if any questions or concerns ever come up.

We realize that you made a choice to send your child to Our Lady of Grace Preschool and we thank you for sharing your child with us. We are anxiously awaiting the first day of school on September 4th or September 5th. Get ready for a great year!

Sincerely,

Ms. Katie Boyle Mrs. Debbie Havey

Mrs. Lisa Radzanowski



About the teachers:

**Mrs. Lisa Radzanowski**

Favorite Color: Green and Blue

Favorite Movie: Anything Disney and Star Wars

Favorite Book: Actually I love magazines instead of books

Favorite Place: Castaway Cay and Disney World

Favorite Sports Team: The Pens! Chatham University Soccer Team! Chartiers Valley Boys Soccer and Football Teams!

Favorite Holiday: Christmas (It's in the winter!)

Birthday: November 19th

Family: Husband Jeff, 3 kids Anne (Senior @ Chatham University), Luke (Student @ CCAC.) and Jack (Junior @ C.Valley)

Education: Our Lady of Grace, Seton-LaSalle, Duquesne University, Point Park University

Contact Information: [lradzanowski@olgscott.net](mailto:lradzanowski@olgscott.net)

**Mrs. Debbie Havey**

Favorite Color: Yellow

Favorite Movie: I love the "Toy Story" movies!

Favorite Book: I love all books!

Favorite Place: the beach

Favorite Sports Team: Pittsburgh Steelers

Favorite Holiday: Thanksgiving

Birthday: January 9th

Family: Husband Michael, 2 kids-Seth and Isabel (Cal U.)

Education: St. Joseph's in Coraopolis, OLSH High School, and Pitt

Contact Information: [dhavey@olgscott.net](mailto:dhavey@olgscott.net) – For a quick response, a note or phone call is recommended!



**Ms. Katie Boyle**

Favorite Color: Green

Favorite Movie: Sing!

Favorite Book: My Many Colored Days by Dr. Seuss

Favorite Place: Asheville, North Carolina

Favorite Sports Team: Pittsburgh Steelers

Favorite Holiday: Christmas

Birthday: January 12th

Family: A wonderful mother & father, Linda & Ed, who have helped me get where I am today. I would not have made it this far without all the love and support they have given me all these years. I have two incredible siblings (Kirk & Kelly) who have been role models to me. I will always look up to them and cherish them as my big brother and sister. Over the summer I recently got engaged to a wonderful, loving fiance Frank who has also been a great support system throughout my career.

Education: Keystone Oaks High School, Slippery Rock University

Contact Information: [kboyle@olgscott.net](mailto:kboyle@olgscott.net)

Our team includes **Mrs. Aida Kassouf, Mrs. Jackie Callahan, Mrs. Erin Riccitelli, and Mrs. MJ Beckham.** They are so excited to be working and playing with the children.

Our Lady of Grace Catholic School serves children in PreK 3 – Grade 8. The school is located in the Diocese of Pittsburgh.

### **VISION STATEMENT/DEPARTMENT FOR CATHOLIC SCHOOLS**

The vision for the Department for Catholic Schools is to promote and sustain Catholic Schools of unparalleled quality, which integrate faith into every aspect of life and culture, producing graduates who continually strive for human and Christian perfection.

### **MISSION STATEMENT OF OUR LADY OF GRACE CATHOLIC SCHOOL**

The Mission of Our Lady of Grace Catholic School is to provide a Christ centered community focused on Gospel values, service, and academic excellence in order to foster a lifelong relationship with God and the Church.

### **BELIEFS OF OUR LADY OF GRACE CATHOLIC SCHOOL**

- We believe that each child will develop an understanding of the Catholic Faith in order to build a personal and ongoing relationship with God.
- We believe every child can learn and reach his or her full potential by recognizing individual learning styles and rates of achievement.
- We believe that all children and families are welcomed and accepted into our faith community.
- We believe we are partners with families in their child's learning and faith formation

### **VOLUNTEERS**

The help of volunteers is always needed in the school and at school-sponsored events. Please consider some of your time and talent to help enhance our quality programs. This partnership is invaluable to the success of our school. Parents fill out a volunteer survey at the beginning of every year indicating their areas of interest. **All volunteers who work directly with students or chaperone trips must be in compliance with the Diocesan Safe Environment Policy** which begins an application on the Diocesan database. This application generates the state police criminal clearance and a signed Pastoral Code of Conduct and Child Protective Services Lay. Volunteers also must have on file in the school office current Department of Child Welfare child abuse clearance, either FBI fingerprint clearance or a signed waiver if the volunteer has lived in Pennsylvania for the past ten years, and proof of attendance at both of Protecting God's Children Workshop and Mandated Reporting Training. These courses are also available online at [www.diopitt.org](http://www.diopitt.org).

## WHAT DO WE DO IN PRESCHOOL?

**Circle Time-** is a group gathering during which we share our ideas, plans for the day and observations. Circle time activities are designed to stimulate the children's thinking, enrich their social skills and expand their attention spans. During circle time, we will count the days on the calendar, observe the weather and talk about the topic of the day.

**Gross-Motor Activities-** give children the opportunity to use their large muscle groups while developing coordination, balance, and endurance. The children will engage in fun and healthy exercises throughout their day.

**Fine-Motor Activities** – help improve small muscle groups and hand-eye coordination. We will develop fine-motor skills by cutting with scissors, holding crayons and pencils correctly, painting and working with puzzles.

**Art Activities-** help children develop creativity and confidence while supporting a particular topic or theme of the day. Art activities help reinforce fine-motor skills and concept development in such areas as color, shapes, and size relationships.

**Dramatic-Play Activities-** help children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary, solve problems, and just have fun. Never underestimate the power of play. It is an important element of childhood development.

**Music Activities-** promote listening skills, creative expression and social skills. In music children can explore sound, volume, tempo and rhythm.

**STREAM Activities-** offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation. Children will BE ENGAGED! Children get to use the science lab as a part of the LABLEARNER Science curriculum.

**Story Time-** helps to develop an appreciation and enjoyment of literature. Reading enhances a child's vocabulary, comprehension skills, and knowledge base.

**Creative Building Play-** gives children experience with many different concepts such as size and shape discrimination, spatial relationships, number skills, critical thinking, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving and creativity are also promoted with building play.

**Religion-** gives children the opportunity to learn about love, respect, prayer and God. The children learn when to pray, and explore various ways of prayer. Children will learn and demonstrate respect and love of self and others. The Religion lessons are based on the teachings of Jesus Christ and the Catholic Church.

**Assessment-** The school's program of assessments is intended to assist staff and administrators in a systematic evaluation of the program, to diagnose children's strengths and weaknesses and to aid in revision of the curriculum and planning of instruction. Parent-Teacher Conferences will be scheduled multiple times a year. More may be scheduled at the request of either the parent or the teacher.



## IMPORTANT INFORMATION

### SUPPLIES NEEDED:

- **Backpack** – Make sure your child's folder is returned each class day. Please check the folder everyday for important notes and projects.
- **Donations of baby wipes, Kleenex, paper towels, and glue sticks are GREATLY APPRECIATED!**
- **Rest Mat** – a tri-fold mat is needed for our full-day students.
- **An extra set of weather-appropriate clothing in a sealable plastic bag (including socks and underwear)** – Please replace if used as soon as possible.

### ATTENDANCE AND PROGRAM HOURS

Morning and Full Day– drop off is at 9am (\*4 year olds in before school care will be cared for until 9am and then brought to their preschool room.)  
Morning only program– pick up is at 11:30am

Full Day – pick up is at 3pm (\*4 year olds going to After School will be dropped off in the After School Room.)

Regular attendance in the program is strongly encouraged for setting the groundwork for a successful school experience. **Please do your best to be on time each day.** This will contribute to a student's smooth transition into the program. Late arrivals can disrupt the class in session.

If your student will be absent for an extended period of time, please notify your child's teacher.

### BEFORE AND AFTER SCHOOL PROGRAM (4 year olds only):

The Before & After School Program serves the children enrolled in Our Lady of Grace Catholic School whose parents work outside the home. There is time for recreation, and other activities. Only children enrolled in our school from Full Day 4 Year Preschool – 8th grade are eligible to be enrolled in our Before & After School Program.

The Our Lady of Grace Before & After School Program is under the administration of the Principal. The staff members work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere where respect and understanding is encouraged. All personnel have obtained all of the required clearances.

For more information, please see the Before and After School Page on the Parents tab of [www.olgscott.net](http://www.olgscott.net)

## **SAFETY/EMERGENCY PLAN**

- Various emergency drills are held monthly. For example: fire, weather, lockdown
- Our Lady of Grace Catholic School has a plan in place in the event of an emergency. This plan includes accommodations for shelter-in-place and evacuations. In the event of an evacuation, parents will be notified through School Messenger with further information and reunification plans, if necessary.
- Our Lady of Grace Catholic School follows all Safe Environment Policies of the Diocese of Pittsburgh for employees and volunteers
- In the event of a minor injury, basic first aid may be administered by staff members. Parents will be notified, if it is deemed necessary. If a student requires urgent, medical attention, emergency responders will be called.

## **TRANSPORTATION AND DROP OFF/PICK UP:**

- Parents should park on the Kane Blvd. side of school and we will meet you at the Preschool side entrance at the top of the stairs.
- For security reasons these are locked doors so we will wait 5 minutes for everyone to arrive before going to our classroom.
- If you are running late or need to pick up early you will need to go through the main entrance and stop at the office.
- Students will only be released to those adults listed on the form completed in the beginning of the school year. Any changes in the authorized adults who may pick up a child must be given in writing.

## **LUNCH (4 year old classes only):**

- The students in our 4 year old classes are able to purchase breakfast and lunch from our cafeteria. During monthly “lunch bunches”, the half day students are welcome to bring a lunch or purchase from the cafeteria.
- A lunch calendar is provided in mail day, and under the Cafeteria section of the Parent tab at [www.olgscott.net](http://www.olgscott.net).
- Breakfast is cash only and will be “Grab ‘N Go”. Students can buy lunch tickets at \$16.25 for a strip of 5 or pay a daily rate of \$3.50. We will keep the tickets in school and notify you when your child needs more tickets.

## **SNACKS:**

**ALL STUDENTS SHOULD BRING A SMALL DAILY SNACK FOR THEMSELVES THAT WILL NOT BE SHARED WITH OTHERS.**

- **PLEASE AVOID ALL PEANUT AND TREE NUT BASED SNACKS IF POSSIBLE.**
- Birthdays will be celebrated in a special way! The birthday child can bring a special treat on their assigned day (as close to their birthday as possible) to share with the class.
- Store bought cookie cakes have become the preferred birthday treat as cupcakes are often too messy and candles are not permitted.



## **COMMUNICATION:**

- Each class has a website set up for class-specific information. Teachers will be updating their class page weekly. The class pages are under the parent tab at [www.olgcott.net](http://www.olgcott.net)
- Parents will also be sent an electronic version of the school's mail day. This information will come each Wednesday to the email given at time of enrollment. Please make sure to check this out each week for school announcements, events and activities.
- All teachers have published email addresses. Every effort will be made to answer all email and phone calls from parents within 24 hours of receipt when received during the school week and on Monday if received over the weekend.

## **PARTY INVITATIONS:**

- If your child is distributing party invitations at school then he/she must give one to EVERY STUDENT in the class. If not, the invitations must be mailed from home.

## **TOYS:**

- Aside from security friends, please do not allow your child to bring toys to school. It is very easy for toys to become lost or broken. There are plenty of items for the child to explore already in the classrooms.

## **SNOW CANCELLATION:**

- In the event of a delay or cancellation due to weather, you will be notified by a phone call from Our Lady of Grace Catholic School's messaging service. The television stations and internet also report delays.
- If the school has a delay, preschool will use a modified schedule

**FULL DAY 11am-3pm AM 11am-12:45pm**

## **CLOTHING:**

- Comfortable clothing is appropriate for the preschool child. Their play may result in unavoidable spills or stains to clothing. Tennis shoes and sweatpants are suggested for gym days. Jewelry is discouraged because it is easily lost or broken. Each child is to bring and retain in their backpack an extra set of weather-appropriate clothing in a sealable plastic bag, as well as an extra pair of socks and underwear. All items should be labeled with the child's full name.

## **TOILET TRAINING:**

- Your child is required to be 100% toilet trained before coming to preschool. This means the child can enter the bathroom, use the toilet, wipe and wash their hands without assistance.
- The staff will only assist with buttoning pants and ensuring the child washes their hands.
- We are well aware that accidents do occur, which is why we ask that you or another responsible adult make sure that a change of clothes are accessible at all times. Each child is to bring and retain in their backpack an extra set of weather-appropriate clothing in a sealable plastic bag, as well as an extra pair of socks and underwear. All items should be labeled with the child's full name.

## **PARENT HELP:**

- We are more than happy to have parent assistance in our classroom and in various locations in our school (lunchroom servers, library). All volunteers MUST be in compliance with the Diocesan Safe Environment Policy. For further information, please see the Volunteer section of the Parent tab on [www.olgscott.net](http://www.olgscott.net).

- If your schedule does not permit you to come in and help, consider making a donation of supplies for activities needed. Please see a teacher for suggestions.

## **HEALTH POLICIES:**

- It is often difficult to decide if your child should stay home from school when they are complaining of an illness. An objective sign is an elevated temperature. It is required that a child be kept home from school until the temperature has remained normal (below 100 degrees without medication) for 24 hours. If a child has a temperature of 100 degrees or more, skin rash, diarrhea/vomiting, strep throat or evidence of head lice, the child will be sent home. Please inform the school office if your child becomes sick with a contagious illness. When necessary, notes will be sent home with other children to warn parents of contact and incubation of communicable diseases.

## **TIPS FOR PARENTS:**

- As the beginning of school approaches, be low-key and matter-of-fact with your child about the first day of school. Over stimulating him/her with lots of exciting talk about school can actually increase his/her anxiety.
- Always say good-bye to your child, don't sneak away. Tell your child. "I'll be back after you play awhile and have a snack and then we will go home together and eat lunch."
- Mixed feelings about your child's first day are normal. You may feel like crying even though you are excited about this big step.
- Some children separate easily and barely have the need for a quick hug and goodbye.
- Delayed reactions occur sometimes when your child realizes this is a regular routine. He/she may balk at going to school, but try to handle it in a firm and positive manner. Letting him/her stay home will only prolong the problem.
- Often your child will adjust by the third week of school, but after several days at home will be reluctant to come back to school. This will eventually work itself out when the child becomes accustomed to the routine.