

Dear Pre-K 3 Parents,

Welcome to St. Joseph Hill Academy's Pre-K 3 program! We are looking forward to a fun and exciting year with your children filled with many new and wonderful experiences. The following is some general information that will be helpful to you this year.

**Curriculum:**

The curriculum will change and evolve based upon children's abilities. We will move as fast or as slow as they need. We will teach them by having small group projects, discussions, learning games, show & tell, center time, and circle time.

This year your children will learn to:

- celebrate God's love and goodness through stories, music, prayer and art
- dance with Miss Loretta during weekly classes
- use musical instruments to learn to follow directions, take turns, and play cooperatively as a group
- follow oral directions and develop listening skills
- share space, toys, and experiences
- use their manners with adults as well as their peers
- identify colors, shapes, their own names, and some letters later in the year
- develop socialization, communication, and tolerance skills
- experience many types of literature
- increase their attention span
- develop fine motor skills and gross motor skills through sensory experiences

**First Day of School:**

We will hold a **Meet the Teacher** night on Wednesday, **September 4th** in your child's classroom in the PreK building at 6 P.M. Information about our school year will be given, as well as instructions for the first day of school.

Thursday, **September 5th** and Friday, **September 6th**, from 8-9:30 there will be a special "get acquainted" session for the Pre-K 3 students. This is a great chance for your children to meet their teachers, get used to saying goodbye to you at the front door and ease into their daily schedule, without being overwhelmed. Please send your child in their uniform. We will greet them at the front door and escort them into the classroom. At dismissal you will come into the classroom to pick up your child and see them in their new classroom. (We understand that due to work schedules and child care 2 mini sessions may be too much to juggle. If you cannot come both days please come one day.)

The first full day of school is Monday **September 9th**. On this day the children will come for their regularly scheduled half or full day, whatever you have registered your child for. All children should come to school in uniform. They also need a backpack (any color) that your child can open and close and that is big enough to easily fit their lunch bag and their large 8 1/2x11 folder. Please no toddler sized backpacks. Please let us know if your child will be going to aftercare. First full day for the 3 day students is Tuesday, **September 10th**.

**Arrival:**

Preschool is an important time for your children to develop independence and we ask that you follow the school policy which states that parents are not allowed past the front door, where all children should be dropped off. Gym drop off is also an option, it opens at 7AM; if you need any information about this please email Mrs. Ettinger at [kettinger@stjhill.org](mailto:kettinger@stjhill.org) or Mrs. Azzarello at [jazzarello@stjhill.org](mailto:jazzarello@stjhill.org). Gym drop off is from 7-7:30 AM.

Once the children are inside tears go away very quickly and we promise to work with you to address any transition problems. NO cars are allowed to drive on school grounds during arrival or dismissal times. Even if you are late, you must not pull onto the school grounds and never park in fire lanes. Please hold your child's hand at all times. Our doors open for drop off at 7:40 AM. Lateness disrupts the teachers, other children and does not give your child the proper beginning to their day so please arrive on time.

### **Dismissal:**

If someone other than a parent will be picking up your child, a note or email must be sent. Exceptions will be made in emergencies. We need to know if your child will be going to After-Care. The AM Session is dismissed at 10:45 AM at the front door of the building. Afternoon dismissal is prior to the rest of the school at 2:10 at the front door. It is imperative that you are always on time to pick up your child, since children become worried. If you are late at dismissal, your child will become part of the aftercare program which is in our building. When you pick up your child at After Care you must use the downstairs side door located near the entrance to our playground.

### **Telephone & E-mail:**

If you need to leave us a message during the day, please send an email or leave a voicemail. We will check several times a day but may not respond to you until rest time or the end of the day so as not to take away from teaching time. Our email addresses are [kettinger@stjhill.org](mailto:kettinger@stjhill.org) and [jazzarello@stjhill.org](mailto:jazzarello@stjhill.org).

### **Absences & Sicknesses:**

If your child is absent from school, a note is required the day your child returns to school. If your child is sick or has a fever, you must keep him/her home. Children MUST remain home until they are fever/diarrhea/vomit free for a full 24 hours. At this age germs spread quickly so we must be concerned for the health of all students and teachers.

### **Messages/Notices/Calendar:**

All notes/communication will be sent home via their folder so please check it every night and return it the next day. If there is anything important for us to know, you can also use the folder, e-mail, or voicemail. Please read the school's monthly calendar very carefully since days off and dates for special events may change from the tentative summer calendar.

### **Uniform:**

Your child is expected to be in uniform every day. The blue SHJA sweat suit, with a golf shirt under the sweatshirt is the winter uniform. In the warmer weather the children are permitted to wear blue shorts with an SJHA golf shirt. White Velcro sneakers must be worn every day; light up sneakers and character sneakers will not be allowed. The children can wear any color or kind of backpack and jacket. If uniform pants are too large, please use generic navy pants instead of the uniform. Flynn & O'Hara added toddler size pants and shorts this year.

**Snack/Lunch:**

All children must come to school with food and a drink every day.

Half-day children should have one snack and a drink.

Full day children must have 2 drinks, 2 snacks and their lunch.

**Do not** send in sippy cups, thermoses, glass bottles, large water bottles, soda or candy, (small disposable water bottles with sport tops are best and have the least amount of spills). Drink containers should be disposable. Thank you for your cooperation in this matter. Please pack their snack/lunch in a lunch box, labeled with their name, and place it in their backpack. Also please send straws, forks or spoons with their lunch/snack as needed, since we do not always have them on hand.

NOTE: The Pre-K building is a nut free building and we ask that you comply with this important request. You will receive more nut free information on the first day of school.

**Change of Clothes:**

Please send in a complete change of clothes (any type of clothing is fine) for your child. Please send everything (shirt, pants, socks, underwear, and pair of shoes) in a zip lock bag. If your child has an accident, please make sure you send in a new change the following day.

**Rest Time:**

Please send in a fitted crib sheet (this fits the rest mat perfectly) and a small blanket to cover your child. No toys, pillows, sleeping bags, extra large blankets, or twin size sheets. The sheet and blanket will be stored on their mat and will be sent home as needed for washing.

**Supplies:**

Throughout the year there are supplies that are needed in our classroom and any and all donations would be greatly appreciated. Some of the items we use are baby wipes (Huggies or Pampers REFILL packages), Clorox wipes, tissues, Dixie cups, gallon Ziploc bags, quart Ziploc bags and paper towels. As we run out we will ask for what we need. There will be other supplies that we may need for projects during the year such as an empty half gallon milk container to make a haunted house, toilet paper rolls to make butterflies etc. We will ask you in advance for these items. If sending these items on the first day, please label the items so we know who they are from.

**Parties/Birthdays:**

We love parties and will celebrate most holidays. Sometimes we will ask for items to be brought in for the party via sign up. Birthdays are celebrated but we avoid elaborate parties since this is not in the best interest of the children or the daily curriculum. Please speak to us to arrange to bring in an appropriate treat. Please remember that the Pre-K building is a nut free building. Information regarding birthdays will be discussed at Meet the Teacher night.

**Cubbies:**

Each child will have a cubby with his/her name on it, please label everything (jackets, mittens, scarves, hats, lunch boxes, etc.) with a permanent marker to ensure things are not lost or sent home with the wrong child. If something happens to disappear, please let us know since on occasion someone may put things in the wrong backpack.

**Toilet Training:**

Every child must be toilet trained prior to entering school; pull-ups are not permitted. We understand that accidents will occur as the children are getting used to the new environment and we will help them accordingly. Excessive accidents on a daily basis will need to be addressed so please work with your child over the summer. Please teach them to wipe properly (with toilet paper, not wipes) as the staff at SJHA is not permitted to help a child wipe when they go to the bathroom. If your child is not fully potty trained they cannot begin our program. You will receive our toilet training policy in September.

**Toys:**

We are sure you can understand why toys from home are not allowed in school. If your child does travel to school with a toy, please leave it in the car. Thank you for your cooperation in this matter.

**Emergency Cards:**

Emergency cards will be sent home the first day of school. Please fill out your emergency card as completely/accurately as possible and include a wallet size picture of your child. If you are a working family please make sure you have at least one available person nearby to pick-up your child in your absence.

We are looking forward to working with each of your children and watching as they grow and mature. It is an incredible transformation that we will experience together. If you have any questions or concerns please feel free to speak to us. Thank you for entrusting your most treasured possession to our care as they begin their educational journey at St. Joseph Hill Academy. We look forward to a wonderful year!

Sincerely,  
Mrs. Kerri Ettinger  
Mrs. Julie Azzarello