

## PREK-4 2019 SUMMER LETTER

Dear Parents,

Welcome to St. Joseph Hill Academy Pre-Kindergarten 4 year old program. We are looking forward to a fun filled, exciting year for your children. Here is some general information that will be helpful to you this year:

### **Curriculum:**

The children will be learning many new and exciting things this year. Some of the learning activities will be socialization and communication skills. Academic skills will focus on math, phonics, early literacy and religion. We will have creative arts, music and movement activities. Your children will participate in group projects, discussions and many learning games. We will have science and math centers and will work side by side at our water table. We will also learn the alphabet, the sounds and the numbers through various types of experiences and the Letter People Preschool Program. Most importantly the children will learn to socialize and be a part of the group. They will learn to take turns, share and work cooperatively together. We use 4 books which correlate nicely with our program; these books will remain in school until June. Homework will begin with the letter Aa, more details to follow. So sit back, relax and get ready for the best year!

### **Arrival:**

We will have two transition days for Pre-K. **Thursday, September 5<sup>th</sup> from 8:30-10:30 am and Friday, September 6<sup>th</sup> from 8:30-10:30 am. We hope your child can attend both sessions. Please send a snack and a drink in a brown paper bag for the transition days with their name on it.**

**We will hold a Meet the Teacher night on September 4, 2019 in your child's classroom in the Pre-K building at 6 pm.**

**The first full day of school for PreK-4: Monday, September 9 2019** (unless you are a three-day schedule student, then you attend school on the first day of your scheduled days). Children should come to school in their uniform; they also need a backpack (any color). Your child should be able to open and close it themselves and it must be big enough to hold many items including a large folder. We will ask for an emergency contact number and send home an emergency card to be sent in the next day. Please let us know if you will be picking up your child or if they will be going to after-care. All children are to be dropped off at the Pre-K building. The Pre-K building is easy to access from Columbia Avenue. Please park in the Upper Landis Ave. lot, which you can access by making a left onto Chicago Ave. and then making a right into the parking lot. All students should arrive by 7:50 am; please bring your child to the front door. **THE FRONT DOORS WILL NOT OPEN UNTIL 7:40 AM EVERY MORNING. Early drop off in the gym beginning at 7:00 am until 7:30 am. If you drop off your child in the gym please make sure they have a hood and gloves for inclement weather.**

**Lateness: Your child is expected to be in school by 8:00 AM SHARP! Latenesses will be documented.**

### **Dismissal:**

All children are to be picked up at the Pre-K building. If someone other than the Parents will be picking up your child, a note must be sent prior to dismissal. There will be exceptions made in case of emergency. **The children are dismissed at 2:10 pm on full days and 11:10 am on half days;** Side door downstairs for Pre-K 4-1 and front door for Pre-K 4-2. **Please be on time for dismissal. If you are late your child will be sent to aftercare in the Pre-K building.**

### **Absences and Sickness:**

If your child is absent from school an absent note is required. Please send the note in the next day. **If your child vomits or has a fever, please keep them home until they are fever free for 24 hours.** We try to keep a germ-free environment because with early learners come lots of germs!! If your child gets sick in school we will call you to come pick them up.

### **Messages and Notices:**

All notes that need to be sent home will be sent via the blue SJHA folder. All correspondence with the teacher will be through this folder. However, we are always available at arrival and dismissal if you would like to speak to us. The folder is to be sent to school every day. Please check it every night. We can be reached via voicemail throughout the day at the following extensions:

Mrs. Gregor – 1-718-981-1187 Ext. 9503 - [egregor@stjhill.org](mailto:egregor@stjhill.org)

Mrs. Kelly - 1-718-981-1187 Ext. 9502 - [dkelly@stjhill.org](mailto:dkelly@stjhill.org)

We check our phone messages at least 3 times a day. If it is an emergency you can contact the general office and they will get us ASAP. The number is: 1-718-981-1187 Ext. 9136. **We find one of the best ways to communicate with us is by e-mail. Please provide us with an e-mail address that you check on a regular basis. We always check our e-mail throughout the day.**

### **Uniforms: (PRE-K four-year olds)**

Your child is expected to be in uniform every day. The blue SJHA sweat pants with the school golf (polo) shirt under the blue SJHA sweatshirt is the winter uniform. In the warmer weather the children are permitted to wear blue gym shorts with the SJHA golf (polo) shirt. The SJHA fleece jacket is an optional item. **White Velcro sneakers must be worn every day. Please buy plain sneakers no sequins or lights.**

### **NUT FREE ZONE**

**Due to many allergies, the entire Pre-K building will be a NUT FREE ZONE. A detailed memo will be sent home with your child on the first day describing this ZONE.**

**Snacks and Lunch:** All children must have a snack with a drink and their lunch (including a drink). *Please do not send in sippy cups, thermoses, glass bottles, super size large drink/water bottles, canned snacks that are hard to open, food that needs to be heated, soda, candy or popcorn. Thank you for your cooperation in this matter. Please no lunch boxes; they take up too much room at the table. Please send your child in with brown bags. Mark one S for snack and one L for lunch. Please put their name on the bags too. A large Ziploc bag is good too, as long as it is labeled.*

### **Change of clothes and toilet accidents:**

Please send in a complete change of clothes for your child (if your child attends aftercare please send in another set of clothes), including underwear, socks, shirt and pants. Please label all. Put them in a large Ziploc bag with your child's name clearly printed on the outside of the bag. We need these the first day of school. We realize that accidents do happen, but all children must be completely potty trained. If there is an accident, dirty clothes will be sent home with a note. Please send in new clothes the next day. If your child is unable to dress themselves, we will call you. Any questions please feel free to ask us.

**Hair -** Girls hair should be neatly arranged and long hair must be pulled back or up.

Boys hair must be neat at all times, combed and groomed, not to exceed the bottom earlobe.

### **Full Day Students – Rest Time**

Please send in a small blanket for your child to rest in a plastic bag with their name on it. Extra large Ziploc bags are the best. The blanket should not be as small as a receiving blanket but not too big. Please no sleeping bags. A beach towel works well for rest time.

### **Newsletter and Calendar:**

A monthly newsletter to update you with themes and special events will be posted on the

school website under the Pre-K heading. It will also be emailed on the first day of each month. Please read the calendar each month very carefully. Days off and dates for special events may change from the tentative summer calendar.

**Story Parent:**

Beginning in October, each week we will invite Parents into our classrooms to read the children a story.

**Class Birthdays:** We will celebrate class birthdays. Please see your teacher before your child's birthday. We will celebrate with a free dress down day. You can also pick one of these items to share with the class the day of your child's birthday. Munchkins, cookies, fruit, bagels, cupcakes, doughnuts, ice cream and mini muffins. You can send in goody bags too.

**Class Trips:** We will be taking some trips this year. The trip policy is that one parent must attend for each child. You will be notified of any trips in advance.

**Special Events:**

Throughout the year we hold special events beginning with our Parent-Teacher orientation in September. We have a Halloween Parade and songfest, Thanksgiving Prayer Service, and a Breakfast with Santa Claus. We also have class celebrations such as a Pajama Day, 100 days of school, Dr. Seuss, Mother's Day Tea, May Crowning, and A Father's Day Celebration.

**Supplies:**

Throughout the year there are supplies that are needed in our classrooms. Any and all donations would be greatly appreciated. Some of the items we use are baby wipes, Clorox wipes, tissues, small paper cups, and Ziploc bags. (gallon, quart, and sandwich size)

***Our intent with this letter is not to overwhelm you. We hope that we have provided you with valuable information to help you and your child have a great year!***

***Sincerely,***

***Mrs. Kelly Pre-K 4-1***

***Mrs. Gregor Pre-K 4-2***