

Catholic Academy of Niagara Falls

Pre-K 3

Welcome to Catholic Academy of Niagara Falls. My name is Allison Sliwowski (the children call me “Miss Allison”) and I will be your child’s teacher this year.

Philosophy

Catholic Academy of Niagara Falls believes it is our responsibility to assist families in the education and growth of their children academically, spiritually, emotionally and physically. Our approach to education is to empower each child to make responsible and appropriate decisions, perform to the best of their ability in all endeavors and gain the confidence and knowledge for success in the next stage of their education.

Goals

- To help each child to be an enthusiastic learner who develops a love of learning
- To ensure that each child will be cared for in a safe, clean environment
- To provide each child the opportunity to become independent, self-confident, inquisitive thinkers
- To instill a sense of self esteem, positive attitude, and good habits in every child

Procedures

Arrival/Dismissal

Arrival

- Pre -K Students enter the building through door 2 and proceed to room 110.
- The classroom opens at 7:50am; school starts at 8:00am. Please ensure your child arrives on time.

Dismissal

- Dismissal is at 2:20.
- Children will be dismissed directly to their parents from the classroom.
 - Please enter through door 3 (this is the door near the chapel) and wait at the classroom door until your child is called. I ask that you do not call your child over as we are learning to work in a group and to wait our turn. (please be patient the first few days of school as we will be checking ID until we are familiar with the families)
 - If your child is going to be picked up by someone other than you, please add his/her name to the allowable pick up list found in this folder.
 - As your child’s safety is paramount, if you are in need of another person to pick up your child, please drop off a note in the morning or call the office (283-1455). We will check ID, so please make sure that person has proper identification.

Lunch

- Lunch will be served in the cafeteria at 10:45.
- There are lunchroom aides in the cafeteria to help the children.
- The Pre - K Teachers stay and eat lunch with the children.
- The children can pack a lunch or purchase a hot lunch.
- Milk (white, chocolate, or strawberry) is also available for purchase.
- Our classroom is equipped with a refrigerator if lunches need to be refrigerated.
- I am sorry but NY State law does not allow the school to warm any food for the children in the microwave.
- Once a month the lunch calendar will be sent home in the CAONF School's newsletter.
- The school lunch menu will also be posted on the bulletin board outside the classroom as well as next to the daily lunch sign up sheet on the front table in the classroom.
- Pre-K students who qualify can receive free or reduced lunch. Please see the office for government applications.
- If your child is purchasing lunch or milk for the day, please mark his/her order on the lunch form. The lunch order form is located in the classroom on the front table.
- Please remember to mark your child's order every day they wish to purchase even if you have pre-paid or receive free lunch.
- All lunch or milk money should be placed in an envelope. Your child's name and the amount enclosed should be clearly marked on the envelope.
- Remember to check the CAONF Monthly Calendar for lunch changes.
- Generally, there is no hot lunch or milk available for children on the first Friday of each month. This is because grades K through 6 have a half day of school and there is no lunch staff. As Pre-K has a full day of school, the children eat in the classroom. Please remember to send in a bagged lunch that day.
- If your child brings a lunch, please make sure his/her name is clearly marked on the package/ lunchbox.
- For those that have older siblings in the school, the upper grades are allowed to purchase snacks from the lunch program. However, the Pre-K classes do not participate in this option.



Snacks

- Snack time for the children will be in the afternoon.
 - We maintain a monthly snack calendar in which children are asked to bring in a snack for the class on a rotating basis, probably about once a month.
 - On your child's snack day please send in a nutritious snack (for example, cheese and crackers, veggie and dip, yogurt). The snack should be simple and something your child enjoys. Also, please remember to send in all required supplies, napkins, or utensils needed for the snack.
 - We will provide water as a drink.
 - During the first few weeks of the year, the number of students may change. A few extra snacks to be safe would be appreciated. The class size will be listed on the bottom of the snack calendar.
 - Please remember we are not able to cut and prepare the snack. Please send items in individual baggies or precut if it is required.
 - We will try to schedule one of your snack days on or near your child's birthday so that you may send in a birthday treat (cupcakes, ice-cream, popsicles, or cookies).
 - Please do not send cupcakes with large amounts of frosting. (Sam's Club put a lot of frosting on their cupcakes).
 - We will celebrate summer birthdays at the end of the school year.
- MOST IMPORTANTLY, PLEASE INFORM ME IF YOUR CHILD HAS FOOD ALLERGIES.**

Rest Time

- Rest time is in the afternoon. It is designed to be a quiet time where children listen to soft music. They are not required to sleep, however many do.
- The required rest mats are available for purchase in the classroom.
- Your child may bring in his/her favorite small stuffed animal or blanket with which to rest. We will keep this in school with his/her mat.
- Please let me know if this item needs to be brought to school and taken home each day. I would hate for them to have a restless night because their favorite item was left in school.

Student's Work

- Any information needed to go home with your child will be placed in the slot above her/his coat cubby.
- Kindly pick up your mail every day.

Communication

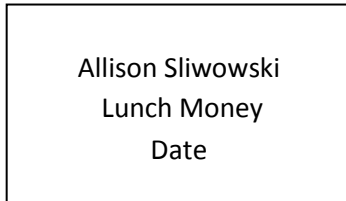
Office Mail

- Once a week children will receive a folder from the office. Please review the information and return the folder to the classroom by the next class day. Place the folder in the basket for office mail located in the classroom on the front table.
- Information needed by the office that does not need a receipt may be placed in the basket and will be sent down to the main office.
- Please take all money to the office so that you can get a receipt.

Classroom Mail

Please make sure ANY information turned into the class is placed in an envelope with your child's name, the date, and what it is for, clearly marked on the front.

Example:



Bulletin Board/Dry Erase Board

Please remember to check the two information boards in the hall frequently for news and reminders.

Before School and After School Care

- Before and after school care is available.
- Morning care starts at 7:00 am; after school ends at 5:30 pm. Please see the office for pricing and information.
- If your child will be attending after school care, please sign his/her name on the Afterschool Care sheet located in the classroom on the front table every time he/she will be staying.

Dress Code

- Pre-K students at Catholic Academy do not wear a uniform. Children should be dressed in comfortable clothes.
- Please remember that children will be independently taking care of their bathroom needs, so please dress them in clothes they can manage themselves.
- The children will be playing on the floor as well as working on art projects. Clothing that is conducive to play is encouraged.
- The temperature in our classroom tends to be hot in the winter and we like to turn the air conditioner on when needed. It would be helpful if you dress your child in layers and keep a light sweatshirt in his/her cubby.

Change of Clothes

Bathroom accidents at this age are frequent. It is very important that your child has a complete change of clothes (shirt, pants, socks, underwear (a few pairs) and if possible an extra pair of old shoes left in school. This extra outfit should be placed in a large zip-lock baggie clearly marked with your child's name and placed in the basket under his/ her cubby. It is required your child is capable of using the bathroom on his/her own. Please no pull-ups.

Children's Belongings

Please clearly label your child's belongings with his /her name. Be sure to include coats, jackets, lunchboxes, and blankets.

Music and Gym

- Once a week the children go up the stairs to the music room for music class.
- Once a week the children have gym class in the gymnasium. Please make sure to dress your child appropriately on this day.
- During recess time, children will either go outside or to the gym. Please make sure your child is properly dressed or has a light sweater as we like to go outside.

Miscellaneous

Family Picture

If you would like to send in a family photo, I will display it for the children to see.

Toys

Please refrain from sending your child to school with toys from home. This causes confusion and the opportunity for lost toys.

If you are looking to donate any gently used toys, just let me know. New items for the classroom are welcomed. Please check with me before bringing in such items.

Schedule

Three year old children need routine and to follow a schedule. Schedules, however, need to be flexible. Enclosed, for your information, is a copy of a typical schedule for a day in our Pre-K3 class.

Forms (enclosed)

The forms in this folder are important and the information requested is needed to help the class run smoothly. Please complete the required (*) forms and return them to school within 1 week.

- Permission for Pick-Up List *
- Emergency Contact Form*
- Parent Response Sheet*
- Walking Permission Slip*
- Consent and Release*
- All About Me Sheet*
- Absentee Sheet
- Scholastic Book Order
- Classroom Calendar/Snack Calendar
- CAONF Calendar
- Lunch Calendar
- Developmental Areas

Questions and Concerns

I want you to feel free to ask questions or address concerns at any time, before school or after school are usually the most convenient. However, you can always call the office (283-1455) to reach me. If I am not available to take the call, I will get back to you.

Start of School

September is an adjustment for everyone. I expect some children to cry and this is a normal reaction. You are encouraged to spend a few minutes with your child and help get him/her settled but please try to keep your stay to no more than five minutes. Before leaving assure your child you will be back in a little while. It is very important not to linger. If you leave a crying child and want to check in later that day, please feel free to call. Trust me, I know how hard this is to do. Three of my four daughters cried when I left them at school. It is my experience that within a few weeks everyone will be settled and comfortable; be patient and strong and don't hesitate to call me with any questions or concerns.

Thank you very much for entrusting your child to us. We assure you that we will do our best to provide a learning environment suitable for your 3 year old. Your cooperation in helping us have a successful school year is greatly appreciated and I look forward to working with you and your child this year.

