

Our Lady of Grace
PRESCHOOL & KINDERGARTEN

August 2017

Dear Parents,

We would like to take this opportunity to extend a warm welcome to those new families joining the Our Lady of Grace School (OLOG) Family and also welcome back returning families. This letter is intended to provide you with information for the upcoming start of the school year, and provide answers to frequently asked questions. Our primary goal is to make your child feel happy and secure by providing quality care and learning opportunities in an atmosphere where Christian values and love of self and others are evident in educating the mind, the spirit, and the heart.

The first day of school is Monday, August 28th. Please be sure your child is at school at or before 8:30 am so that we can start our day on time. The school entrance door is closed at 9:00 am every day. Students who arrive later than this should ring the doorbell and wait for a staff member to open the door. In the afternoon, this door is closed from 1:30 pm to 2:45 pm so that the children will not be disturbed during naptime.

We understand that the first days of the school year can be difficult, especially for a child just starting preschool, but it is important that you drop your child off with a quick goodbye and a great, big hug, even if there are tears. The sisters and school staff will ensure that the children feel safe and loved, even through the difficult first days.

Provided below are guidelines that should help you prepare for the upcoming school year:

Connecticut State Law Requirements:

- ❖ Upon arrival and departure **EACH DAY**, you **MUST** sign-in and sign-out daily. Sign-in sheets are located on the first floor by the main office and on the second floor for respective classrooms.
- ❖ Your child's physical examination records must be on file at the school and available for inspection by the school nurse. If you have not already done so, please submit the **State of Connecticut, Early Childhood Health Assessment Record** form as soon as possible. No child is allowed to attend class without these files. If you need a copy of the form, you can download it directly from the State of Connecticut web site at the following link:

http://www.ct.gov/dph/lib/dph/daycare/CDC_ChildHlthAssessRcd.pdf
- ❖ For students who may require medication administered by school personnel or those who may have allergies or other special medical needs, we require completion of the **Medical School Form, white Emergency Health Care Plan Form and Authorization for the Administration of Medicine By School Personnel Form**. These forms are available from the school office and must be completed by the parent/guardian **and** the child's doctor and returned to the school office.
- ❖ Children **cannot attend** school if they have not submitted a current physical form from their physician or their vaccinations are not up to date.
- ❖ By law, teachers and staff are not allowed to apply sun block/sunscreen. Therefore, we ask that you please apply sun block to your child before school.

635 Glenbrook Road • Stamford, CT 06906

phone 203.348.5531 • fax 203.324.9638 • littleworkerposc@aol.com

www.ourladyofgraceschool.net

Parking:

- ❖ When dropping off and picking up your child, please do not block the driveway entrance and exit.
- ❖ Please park your locked vehicles in the designated parking spaces so others can easily pass.
- ❖ Please do not, under any circumstances, leave a running vehicle or an unattended child in a vehicle in the parking lot.
- ❖ Since the parking lot has limited spaces, we ask that parents drop off and pick up as quickly as possible to optimize the traffic flow.

Safety/Security:

- ❖ Please call the school or provide advance notice if your child will be absent from school.
- ❖ If someone other than a parent will be picking up your child, that person will be required to sign a release form and provide his/her drivers' license which will be attached to the signed form.
- ❖ Ensure that you close all exterior doors when dropping off and picking up your child. The protection and safety of the children is our first priority!

Lunch:

- ❖ Your child should bring a lunch and two snacks to school daily. These should be **in a lunchbox CLEARLY LABELED** with your child's name.
- ❖ The lunchbox should have an **ICE PACK** for cold items; hot items should be in a thermos or similar container.
- ❖ Be sure to pack a drink, napkins and plastic utensils as necessary.
- ❖ We discourage sugary snacks or candy, as they can be a distraction in class.
- ❖ We are a **NUT-FREE** and **POPCORN-FREE** school. Please refrain from packing your child's lunch with these ingredients and/or snacks.

Naptime / Quiet Time for Full-Day Students:

- ❖ Doors will be locked from 1:30pm to 2:45pm during nap/quiet time. We ask that you do not pick up your child during this period unless it is an emergency.
- ❖ Every child should bring a blanket or beach towel to put on their cot at naptime.
- ❖ Clearly label the blanket and personal items with your child's name.

Dress Code:

- ❖ Our Lady of Grace School has implemented a Dress Code for our students in order to create an atmosphere of uniformity and parity among the children. Children **must** wear the school uniform everyday including the first day of school.

Girls' Dress Code

- White round neck (peter pan) collar blouse
- Navy classroom pullover jumper
- or Uniform navy skirt
- White or Navy tights or knee socks

Boys' Dress Code

- Navy uniform pants (shorts for hotter months)
- Navy crew cardigan sweater (optional)
- Navy v-neck sweater (optional)
- White button down shirt (polos for hotter months)

Dress Code for Gym:

Both boys and girls should bring navy blue pants and the white or gray school tee shirt as well as sneakers which is appropriate attire for gym activities. We will advise you as to which day your child's class will utilize the gym.

We suggest the following uniform providers for which you can find ordering information on the OLOG website: FrenchToast.com, school source code QS5NTEX. OR LandsEnd.com, school uniform code 900107228. Everything you need for your child is available on the school uniform web pages. Once you enter the code, shopping will be available at your fingertips.

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General Items to Note:

- ❖ Pickup your child's drawings, lunchboxes and clothing each day. Naptime blankets can be left behind each day and retrieved at the end of each week to launder.
- ❖ All articles of clothing and personal items, such as caps, gloves, coats, boots and **lunchboxes**, must be clearly marked or labeled with your child's name.
- ❖ A copy of your child's classroom daily routine and curriculum is posted in each classroom for your reference.
- ❖ If your child requires any special care, please notify the school office immediately.
- ❖ Please note, regular tuition payments are due every Monday, even if your child may be absent from school. When making your payment, please print your child's name and teacher's name on a sealed envelope and place in the tuition box located in the 1st floor office. This process will help in maintaining accurate accounting records.
- ❖ Should you need to contact the school during school hours, please call 203-348-5531. If you leave a message, kindly note that messages are retrieved every 30 minutes and calls are returned promptly.

To best prepare for the upcoming start of school, we have included the following enclosures:

- ❖ Annual School Calendar
- ❖ Program and Tuition Reminders
- ❖ Annual Materials and Activities Fee Form
- ❖ Required Item Donation Form
- ❖ First Day of School Checklist
- ❖ Tips for Separating From Your Child on the First Day of School

Parental participation and involvement is an integral part of your child's experience at OLOG, and we welcome and encourage your involvement. Once you are registered with the school, as part of the OLOG family, you are automatically a member of the Home-School Association (HSA). We need everyone's support and participation to make things happen to better your child's future and community. We are all essential pieces of the puzzle! Our Lady of Grace is always in need of parents who would like to help make a difference. Whether your interests lie in volunteering, reading to the children during class, fundraising, social events, or literacy — there are many opportunities to offer your skills. Your child will benefit immeasurably from your active participation in the school community. Please get involved this year, even if your time is limited. Everyone has something to contribute, whether it is time, treasure or talent! There are many chances to help on a small scale that will benefit our children, teachers and school. We hope you will attend our first HSA meeting in September. Notice of the date will be sent home, as well as e-mailed and posted on the school web site.

Should you have any questions or if would like to speak with me prior to the first day of school, please feel free to call me. We look forward to a wonderful and blessed school year with the children!

Best regards and many blessings,

Sister Gesuina

Sister Gesuina Gencarelli, POSC
Principal/Program Director

enclosures

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PROGRAM AND TUITION REMINDERS

Full-Day Program: 7:30 am - 5:00 pm

Half-Day Program: 7:30 am - 1:00 pm

- ❖ **Please ensure your child is at school at or before 8:30 am so we can start our day on time.**
- ❖ **Please be prompt and considerate in picking up your child at or before 1:00 pm for half-day students and at or before 5:00 pm for full-day students.**
- ❖ **Full tuition payment is required even if your child is absent from school**
- ❖ **Tuition fees are payable each Monday for the ensuing (current) week. When making your payment, please print your child's name and teacher's name on a sealed envelope and place in the tuition box located in the 1st floor office. This process will help in maintaining accurate accounting records.**
- ❖ **Payments can be made on a monthly basis at the beginning of the month.**
- ❖ **Quarterly payments can be made at the beginning of each quarter.**

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2017-2018 SCHOOL CALENDAR

August 28, 2017	First day of 2017-2018 School Year
September 4, 2017	Labor Day - School Closed
September 13, 2017	Home School Association (HSA) Meeting
September 21, 2017	School Pictures
September 21, 2017	Back-to-School Night
October 8, 2017	School-Family Mass
October 9, 2017	Columbus Day - School Closed
October 11, 2017	Home School Association (HSA) Meeting
October 31, 2017	Halloween Party
November 8, 2017	Home School Association (HSA) Meeting
November 11, 2017	Veterans' Day - School Closed
November 22, 2017	Day Before Thanksgiving Early Dismissal - 3:00pm
November 23, 2017	Thanksgiving Day - School Closed
November 24, 2017	Day After Thanksgiving - School Closed
December 02, 2017	Open House for Prospective Students
	2018-2019 School Registration Begins for New Families
December 10, 2017	Christmas Program & Raffle
December 13, 2017	Home School Association (HSA) Meeting
December 25, 2017	Christmas Day - School Closed
January 1, 2018	New Year's Day - School Closed
January 10, 2018	Home School Association (HSA) Meeting
January 15, 2018	Martin Luther King Day - School Closed
February 7, 2018	Home School Association (HSA) Meeting
February 14, 2018	Valentine's Day Party
February 19, 2018	Presidents' Day - School Closed
February 21, 2018	Parents' Retreat
February 28, 2018	Progress Reports Issued for Kindergarten
March 14, 2018	Home School Association (HSA) Meeting
March 25, 2018	Palm Sunday Family Dinner - Italian Center
March 29, 2018	Holy Thursday - Early Dismissal - 3:00 pm
March 30, 2018	Good Friday - School Closed
April 11, 2018	Home School Association (HSA) Meeting
May 6, 2018	End-of-Year School-Family Mass
May 9, 2018	Home School Association (HSA) Meeting
May 24, 2018	Graduation Pictures
May 28, 2018	Memorial Day - School Closed
June 8, 2018	Feast of the Sacred Hearts - School Closed
June 13, 2018	Home School Association (HSA) Meeting
June 22, 2018	Last Day of the Regular School Year
June 24, 2018	School Graduation
June 24, 2018	School-Family Picnic at Cove Island Park
June 25, 2018	Summer Program Begins
July 4, 2018	Independence Day - School Closed
July 27, 2018	Last Day of Summer Program
July 30, 2018	Vacation Begins
August 27, 2018	First Day of School Year 2018 - 2019



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Photos take place on Sept. 23rd.

You'll receive:

- One 8 x 10 photo
- Three 5 x 7 photos
- Three 4 x 6 photos
- One Class Photo



Dear Parents:

There is a Three hundred dollar (\$300.00) Materials and Activities Fee for each child attending Our Lady Of Grace Preschool & Kindergarten for the 2017-2018 school year. The cost covers following:

- Books and all classroom supplies (pencils, crayons, scissors, folders, binders, glue, pencil boxes, arts and crafts materials, etc.)
- Annual School Photos (Thursday, September 21st.)
- Fun Fitness Dance Class (3 sessions - Fall, Winter and Spring)
- Pizza Parties and other celebrations throughout the entire school year (Halloween, Christmas, Valentine's Day Party, Easter, and End-of-Year)

Please make payment by Friday, September 8th. Checks should be payable to "Our Lady of Grace School Fund".

Thank you,

Sister Gesuina

MATERIALS AND ACTIVITIES FEE REMITTANCE: \$300.00

Due: Friday, September 22, 2017

Child's Name: _____

Classroom Teacher: _____

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Contribution Reminder: We would appreciate if every family would bring the following items to school:



Child's favorite snack
(enough for 20 children)



Sanitizing Wipes
(Lysol/Clorox/Costco)



Paper plates, cups, spoons & forks



Kleenex



Napkins



Toilet paper



Paper towels



500-Sheet Ream of Copy Paper

Child's Name: _____

Thank you for your support and cooperation!

**TIPS FOR SEPARATING FROM YOUR CHILD ON
THE FIRST DAY OF SCHOOL**

The first days of the school year can be difficult, especially for a child just starting preschool, but it is important that you drop your child off with a quick goodbye and a great, big hug, even if there are tears. The Sisters and school staff will ensure that the children feel safe and loved, even through the difficult first days.

Please note the following:

- Frequently the longer you stay the more anxious your child may become.
- Familiarizing your child with the environment can assist tremendously in making him/her feel safe, comfortable and ready for preschool. Be sure to observe the classroom and school environment and share your observations with your child. The more familiar and comfortable your child is within his/her new environment, the easier the transition to preschool will be.
- Give your child an encouraging good-bye kiss and great, big hug before leaving.
- Remind your child that she/he will have a wonderful day with new friends and lots of fun, exciting activities and experiences.
- Reassure your child that you will see her/him soon and that you will always come back to pick up him/her at the end of the day.
- Your child may experience temporary sadness. This is perfectly normal. We will advise you if it becomes prolonged.

We wish you and your child a wonderful first day of school and a happy and successful school year!

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BACK-TO-SCHOOL CHECKLIST

TO RETURN TO SCHOOL BEFORE OR ON THE FIRST DAY:

- State of Connecticut, Early Childhood Health Assessment Record filled out by your child's health care professional, including full immunization records
- Admission paperwork

FIRST DAY OF SCHOOL:

- Apply sun block to your child before school. State law prohibits school personnel from applying sun block to children.
- Children must wear the school uniform everyday including the first day of school.
- Pack a healthy lunch, beverage and two snacks daily.
 - Please **CLEARLY LABEL** your child's lunchbox with his/her name.
 - Remember to include an ice pack for cold items; hot items should be in a thermos or similar container.
 - Be sure to pack a drink, napkins and plastic utensils as necessary.
 - We discourage sugary snacks or candy, as they can be a distraction in class.
 - We are a **NUT FREE** and **POPCORN FREE** school.
- Observe safety rules in the parking lot and be considerate to those waiting. The first days of school are always very hectic, it is very important that all rules are observed to avoid any mishaps.
- Please be sure your child is at school at or before 8:30 am so that we can start our day on time.
- Sign the "Sign-In Book". Connecticut state law mandates that children must be signed-in at drop-off and signed-out at pick-up **EACH DAY**.
- For children in the half-day program, please pick up your child promptly at or before 1:00 pm.
- For children in the full-day program:
 - Bring a blanket or beach towel to put on their cot at naptime.
 - Clearly label the blanket and personal items with your child's name.
- Please note, regular tuition payments are due every Monday.
- Review "Tips for Separating from Your Child on the First Day of School".

FIRST WEEKS OF SCHOOL:

- Bring in required donation items and form.
- Annual Materials and Activities form and fee due September 8th.
- Plan to attend first HSA Meeting - Date to be announced.
- Picture day is Thursday, September 21st.
- Annual Back-to-School Parents' Night is Thursday, September 21st.

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OLOG Parking Lot Rules & Safety Guidelines

1. Park in designated, lined parking spaces only.
2. Follow the above traffic flow pattern ONLY (one-way downhill, one-way uphill).
3. Do Not Park in Fire Zone Areas.
4. Always turn vehicle engine OFF and LOCK car doors after exiting car.
5. Do not leave items unattended in car; school is not responsible for lost items.
6. Absolutely NO children are to be left unattended in car during drop-off / pick-up.
7. Parking lot should NOT be used for social gathering; please conduct drop-off & pick-up within a timely manner and as fast a safety allows.
8. Refrain from talking on cell phones.

(All parents have to follow the above rules at all times. Consider it a small investment of time in the safety of the children, and to ensure there are no accidents. If you do not conduct drop-off & pick-up, make sure that the parties that do (grandparents, nannies, etc.) understand our traffic rules)