

**EARLY CHILDHOOD PROGRAM  
OF  
OUR LADY OF DIVINE PROVIDENCE SCHOOL  
  
PRE-KINDERGARTEN - KINDERGARTEN**

It is a pleasure to welcome you and your child to Our Lady of Divine Providence Early Childhood Program. We can all look forward to a very exciting and rewarding school year.

The goal of this handbook is to provide you with the most pertinent information about Our Lady of Divine Providence Pre-Kindergarten and Kindergarten Program. Please read this carefully and discuss it with your child. Cooperation between home and school will ensure achievement of this goal.

Our program is in complete agreement with the Mission Statement, Beliefs and Objectives of the school.

***Mission Statement***

*Our Lady of Divine Providence School's mission is to provide a Christian family environment, promote excellence in education and develop each child to his fullest potential.*

We embrace the philosophy "To Teach as Jesus Did." Our program offers a loving and caring environment in which our students are encouraged to develop a positive self-image. Using developmentally appropriate methods, the faculty endeavors to meet each child's spiritual, intellectual, physical, cultural, social and emotional needs. The faculty fosters the desire for the children to acquire the needed skills for future success.

**AGE OF ADMISSION**

All Pre-Kindergarten students must be four years old by September 30. All Kindergarten students must be five years old by September 30. No exceptions to this policy will be made. The State of Louisiana requires attendance at a full day Kindergarten before being allowed entrance into first grade.

## THE EARLY CHILDHOOD CLASSROOM

Our Lady of Divine Providence Early Childhood Program implements the Louisiana and Archdiocesan Standards and expectations for Language Arts. Our program adheres to developmentally appropriate practices in the classroom.

## PRE-KINDERGARTEN CURRICULUM OVERVIEW

Our Pre-Kindergarten **Language Arts** curriculum uses *The Land of the Letter People* by New Dimensions in Education, Inc., which encompasses the development of social skills, pre-reading, writing skills and language readiness skills. **Mathematics, Social Studies and Science** are included in this program through small group and thematic areas or centers. Methods include small group instruction and center activities. **Art** is enjoyed all through the curriculum.

Pre-Kindergarten has **Religion** instruction by the classroom teacher every day. The teacher incorporates Christian morals throughout the day in the discipline of the classroom. Participation in liturgy is an important part of our Religion program. Our students will attend Mass weekly after they have settled into the school routine.

## KINDERGARTEN CURRICULUM OVERVIEW

The Kindergarten **Language Arts** program focuses on handwriting, phonics and reading readiness skills. The reading series used is *Journeys* by Houghton Mifflin Harcourt. **Mathematics** is taught using *Envision* by Pearson, which encompasses the use of manipulatives for instruction. **Social Studies and Science** are taught throughout the year. **Art and Music** are enjoyed all through the curriculum.

The **Religion** teacher teaches religion four days a week, with Mass on the fifth day. Participation in the liturgy is an important part of our program.

Weekly instruction in Media Center (which includes **Library/Computer**), **Music, Spanish and Physical Education** are incorporated in the Early Childhood Program for Pre-Kindergarten and Kindergarten.

## HOMEWORK

A *homework sheet* will be sent home in a *plastic folder* on Monday containing the assignments for each day of the week for students. The *homework sheet* includes important notices that need to be read by parents. The notices pertain to weekly information as well as upcoming events. The *plastic folder* is our link between home and school. The contents should be checked daily and any responses from home should be placed in an envelope (with child's name, class code and contents of envelope written on front of the envelope). An example: *John Doe*, class code: *PKD* contents: *Mini Fair Money*.

Pre-Kindergarten's homework for the week is assigned on Monday. These assignments should be completed by Thursday. All homework must have the child's name clearly written on the page. A parent can do this if the child is not able to perform this task. These assignments are skill builders to reinforce fine motor skills, name and letter recognition.

Kindergarten has assignments that reinforce the day's lessons. Homework will be assigned Monday through Thursday. There will be no homework over the weekend.

The beginning of the school year is the best time to set a good homework routine. Provide a set place with materials necessary to accomplish the assigned work. This place should be well lit and quiet. Remember homework is your child's responsibility! You may assist and encourage your child, but ultimately it is his/her responsibility.

Our Lady of Divine Providence School website is [www.oldschool.org](http://www.oldschool.org). The "Faculty" link will bring you to each teacher's web site. The homework assignments for each class will be available for you through this site.

## READ TO YOUR CHILD EACH DAY

Reading is an important part of language development, which builds a solid foundation for successful learning. Pre-Kindergarten and Kindergarten parents are expected to read to their child at least fifteen minutes a day.

A few suggestions for making "**reading time**" productive:

1. Pick a calm time to read to your child.
2. Allow your child to choose a story that is of interest to him/her.
3. Allow your child to sit where he/she can look at the book while you read.
4. Make this time with your child an enjoyable, peaceful time. (No television, radio, etc. in the room, please!)
5. Before beginning the story, read and point out the title and author of the book.

## DISCIPLINE

In order to provide our students with the excellent educational climate they deserve, each classroom teacher has developed a Classroom Discipline Plan. It will be explained in a letter at the beginning of the year. This plan will be discussed with your child in class, but it must be reviewed with him or her before signing and returning the form concerning the discipline plan. The Classroom Discipline Plan correlates with the Discipline Policy of the School. The same discipline plan is followed in Religion, Music, Physical Education, and Media Center.

**Biting and other forms of physical aggression will not be tolerated. Reoccurring incidents will incur administrative disciplinary action.**

## ARRIVAL/DISMISSAL

### Car Line

The school day begins at 8:15. Students will be admitted to their classrooms at 8:00 a.m. Students arriving before 8:00 a.m. must report to Before Care in the Bahan Center for supervision. There is no charge for students who arrive after 7:45 a.m. All students are expected to be in class prior to the beginning of morning prayer. Parents are asked to drop Pre-K and Kindergarten students at the door of the Bahan Center. **If you arrive after 8:15, you must park your car and walk your child into the office to obtain a tardy slip. Then you must walk him/her to the Bahan Center door and release them to an Early Childhood Teacher. The Bahan Center door will be locked at 8:15. The students will proceed to their classrooms. Any parent wishing to enter the Bahan Center after school is in session MUST SIGN IN AT THE OFFICE TO RECEIVE A VISITOR'S PASS.**

Dismissal bell will ring at 3:15. The students will be escorted to their dismissal points. **Parents are asked not to park in the bus zone on North Atlanta Street. Parents are also asked not to pick up their children from the North Atlanta St. parking lot, but to follow the dismissal pattern on the blacktop area on West Metairie Avenue. It is required that all cars have a sign on the rear view mirror when picking up your child. This sign must have your child's first and last name and class code on it.**

Rainy day dismissal is the same as above.

**\*ALL CHILDREN MUST BE PICKED UP IN THE DESIGNATED AREA.**

### Bus Riders

Kindergartners are allowed to ride the bus with expressed permission from the parent. **Pre-Kindergarten children are *not allowed* to ride the bus.**

### Before/After School Care

Before School Care begins at 7:00 a.m. each school day. After School Care is provided from 3:15 p.m. to 6:00 p.m. Parents who are later than 6:00 p.m. will be charged a late fee payable at time of pick-up. Parents/Guardians are required to sign out the children each day. Refer to Extended Care materials for further information.

**BE SURE TO REMIND YOUR CHILD HOW HE/SHE WILL GO HOME IN THE MORNING EACH DAY.** (Please send a note to school, include the name of the person who will pick your child up and method of transportation, if your child will go home differently than his/her normal way.)

- ❖ No one is allowed back into the building after dismissal.
- ❖ If you need to pick up your child during the day, please go to the office.
- ❖ **Your child will be tardy if he/she checks in after 8:15 a.m. and MUST obtain a tardy slip from the office before coming to class.**

## LUNCH

1. Hot lunches are available daily. The cost of these lunches is made known at the opening of school. Milk is included in the price of the lunch.
2. Children are free to bring lunch from home in place of purchasing a hot lunch from school. **Every child must either purchase a lunch or bring one from home.** Since we have limited time in the cafeteria we are unable to heat meal items sent from home. Your child should also be able to assemble any food items brought for lunch. All food must be eaten in the cafeteria.
3. Federal guidelines prohibit carbonated beverages in school lunches.
4. Extra white milk or chocolate milk is available at an additional cost.
5. Parents have the option to send money daily, weekly, or monthly to school in the child's folder, or deposit funds in the child's on-line account. School Food Services will send a bill home when there are no funds left in the child's account.

## ORGANIZATIONAL TIPS

We realize that there is plenty of information given to you through this handbook. Feel free to ask any questions. Any of us will be happy to answer you in a timely manner.

Here are a few things to keep in mind:

1. Homework will be assigned. A homework sheet will be sent home in your child's home (plastic) folder every Monday.
2. Classroom rules should be reviewed with your child on a regular basis until he/she fully understands them. Your support in reinforcing these rules would be greatly appreciated.
3. Please remember that all messages for your child must come through the office. Our building will be locked during the school day.
4. All visitors must report to the office to receive a visitor's pass to visit the classroom with prior acknowledgment from the teacher.
5. **Any money or notes should be placed in an envelope inside the plastic folder. The envelope should have the following information on the front: Child's name, class code, envelope contents, ex. (field trip permission slip and money).**
6. Early Childhood students are not allowed to keep money with them. All loose money will be confiscated.
7. We will have a monthly "**Snack Sharing**" Program. Separate information has been sent home with your orientation packet. You are required to send *nutritious snacks* for the entire class approximately once a month. Drinks are optional; however, they are a welcomed treat.
8. If you need to speak to any of us, please call the office and leave your name and number. We will return your call as soon as possible. The office number is 466-0591.
9. The class is the teacher's responsibility at all times. Therefore, none of us will speak to you about your child when the class is present. All of us however will be glad to schedule a conference with you to discuss your child in private.

10. Pre-Kindergarten and Kindergarten celebrate birthdays on the child's birthday or it is scheduled if it falls on a holiday.
11. There is the only one party a year and that is our Christmas Party.
12. Birthday party invitations will be given out in the classroom **ONLY** if they are for the **ENTIRE** class.
13. Papers will come home daily, if any in the plastic folder. They are for you to keep, unless directed otherwise.

### **MISCELLANEOUS ITEMS**

**Please refer to the following items in the Student and Parent Handbook:**

Emergency Procedures	Absence and Tardy Policy
Illness during the School Day	School Counselor
Custody Notice	Parent-Teacher Relations
Child and Sexual Abuse Policy	Student Uniforms

### **EXPECTATIONS**

Children entering our Pre-Kindergarten or Kindergarten Program are expected to be able to do the following:

1. Know and be able to recognize his/her first and last name.
2. Be able use the bathroom unassisted.
3. Be completely potty trained \*
4. Be able to pull down/up their underwear when going to the bathroom.
5. Be able to properly clean themselves after bowel movement.
6. Be aware that hands are to be washed after using the bathroom.
7. Be able to change and dress self independently.
8. Be able to put on a coat or sweater unassisted.
9. Be able to zip and snap pants and buckle a belt.
10. Be able to use a Kleenex to blow their nose.
11. Be able to sit at a table and use their fork properly. (Good table manners).
12. Be able to sit quietly for at least 15-minute intervals.
13. Be able to follow simple directions.
14. Be encouraged to tie their own shoes by Kindergarten year.
15. Be able to interact with other students without resorting to physical aggression.

**This type of behavior will not be tolerated.**

\* Repeated accidents will result in an administrative conference.

**Parents are asked to do the following:**

1. Establish a reasonable bedtime.
2. Read to your child at least 15 minutes per day.
3. Limit the amount of TV time.
4. Provide a good breakfast before coming to school.
5. Have your child use the bathroom before arriving at school.
6. Provide nutritious snacks for the entire class on your **Snack Sharing Day**.
7. Establish a routine for going to school and being picked up.
8. Make sure that all clothes, school bags and supplies are labeled with the child's name.

9. Discuss with your child your expectations about school behavior.
10. Support the teachers by following the directions given concerning homework, lunch money, etc.
11. Be a positive role model.
12. Practice your faith by attending Mass with your child and demonstrate appropriate behavior.

### **ADDED INTEREST**

**Field Trips** - Field trips can be an integral part of the learning process - they are scheduled for both educational and social values. Field trips are **privileges** afforded to students. Students who have had repeated disciplinary incidents may not be allowed to attend. In order to provide our children with maximum supervision, if you are serving as a chaperone **we require that no siblings or other children may accompany you on the field trip.** The number of chaperones may be limited due to the nature of the activity.

**\*All chaperones must attend the Archdiocesan Safe Environment Class before joining us on a field trip.**

**Jean Day** - During the course of the school year the administration or classroom teacher will give a jean day as an incentive or reward. The appropriate dress for this day is long jeans (no holes) and a Spirit Shirt (purchased through the Parents' Club) or school color T-shirt (blue or yellow, or combination of the 2 colors). Short pants may be worn under the direction of a given bulletin. "Spirit Shirts" may be worn on these special days. They can be purchased at school.

In conclusion, having read the introduction to Pre-Kindergarten and Kindergarten, you are required to read and sign the Student and Parent Handbook, which states the complete policies of the school.

Our Lady of Divine Providence Early Childhood fosters growth  
of the "whole" young child in a loving and caring environment with  
Jesus as our teacher.

"Jesus loves the little children"

Early Childhood Handbook Agreement

I have read the Early Childhood Handbook in its entirety. I agree with, understand and support the policies and procedures as stated in the Early Childhood Handbook of Our Lady of Divine Providence School.

**Parent's and Student's Signatures**

**Father** \_\_\_\_\_

**Mother** \_\_\_\_\_

**Student** \_\_\_\_\_  
**(print)**

**Date** \_\_\_\_\_

**Please sign and return this page to school by the first day of school.**

**Thank you**