

Holy Name Early Childhood Program



Exploring, Sharing, Learning

Parent Handbook

Holy Name Parish School
Early Childhood Center
12 Church Street
West Roxbury, MA 02132
(617) 325-8669
2016 -2017

Holy Name Parish Mission Statement

Holy Name Parish is a family of believers aware of the saving power of the Holy Name of Jesus and the protection of the Mother of God. We are guided in our life's journey by the wisdom of the scriptures, the leadership of the Holy Father, the teachings of the church, and nourished by the strength of the sacraments. Our concern about the needs of all our family members is deep and sincere, especially about the formation of youth. All this requires the effective cooperation of all members with the blessings of God.

Parish Staff

Administrator	Very Rev. James Flavin
Parochial Vicar	Rev. Stanley Rousseau
Pastoral Associate/Religious Ed	Mrs. Fran M. Hauck

Holy Name Parish School

Principal	Mrs. Linda Workman
Vice Principal	Mrs. Kathleen Caulfield
Coordinator, Early Childhood	Mrs. Debra Buckley
Secretary	Mrs. Maureen O'Malley
School Nurse	Mrs. Deborah McManus
Tuition Coordinator	Miss Rosalie Milano
	(617) 325- 9338 x107

Holy Name Parish School

Mission Statement

The Holy Name Parish School Mission is to engage our students in a positive, challenging program. We encourage lifelong learning and the development of responsible, productive, faith-centered citizens of the world.

Central to our identity is a respectful Catholic community that integrates faith formation, a commitment to values, and the academic education of the whole child within a nurturing environment.

Philosophy

At Holy Name we believe that every person, as a child of God, has equal dignity and an inalienable right to an education. Our Early Childhood program emphasizes social and emotional growth through developmentally age appropriate academics and activities. Through cooperative learning, exploration, and hands-on activities we aim to foster a love for learning in all our students. We provide a safe, nurturing environment, which helps to build positive self-esteem and a feeling of independence and accomplishment. We believe that each and every child is special with unique gifts and talents.

Goals

The Holy Name Early Childhood curriculum consists of a variety of activities, which will help, in the development of language, literacy, early mathematics, art, music, and gross and fine motor skills. Students will be given the opportunity to work independently, cooperatively, and one-on-one.

Registration and Admission

Age Requirements: Children must be three-years-old by September 1 to enter Nursery School.

Official Documents and Requirements: A student entering for the first time must present his/her birth certificate, baptismal records, and all immunization records.

Non-Discriminatory Policy

As to students: the non-public schools of the Archdiocese of Boston (Holy Name Parish School) admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national and ethnic origin, in administration of educational policies, admission policies, scholarship and loan programs, and in the hiring of school personnel.

C.O.R.I. (Criminal Offender Record Information)

In accordance with the guidelines provided by the Catholic School Office in conjunction with the directive issued by the Office of Child Advocacy, all employees and school volunteers will complete the Virtus Program and C.O.R.I. process. This includes all parents whose duties will directly bring them in contact with the students.

Note: Virtus training is only done once and can be completed at any site. However, C.O.R.I forms must be filled out on a yearly basis. After successful completion of this process you will be given a Holy Name Volunteer Card.

Arrival

Arrival procedures are as follows for Nursery School students only.

- The teachers will greet you and your child at the *back schoolyard* entrance between 7:45a.m. – 8:00a.m.
- At 8:00a.m. the children will line up for Morning Assembly.
- Drop off is a good time to relay any relevant information about your child to the teacher.

Dismissal

Students will be dismissed directly to their parents or guardians from the *front door* entrance at 12:00p.m. for the half-day program and 2:00p.m. for the full day program. Only those authorized in writing by a parent or guardian may pick up a child at this time. Your child's teacher must be notified if someone other than a parent is picking up your child. This person will be asked to show a license. Under **NO** circumstances will a child be given to anyone who is not listed on the *Authorization For Release* form. Please be sure to list any person you think may have to pick up your child from the school at any time. This includes friends and anyone you may be carpooling with as well.

Extended day services are available for our Nursery School students. We expect that all parents/guardians be punctual when picking up their child. Administration reserves the right to address chronic late pick-ups.

Note: **All parents are required to fill out the Authorization For Release Form.**

Absence and Illness

If a student is absent, a parent must call the school and inform us that their child will be absent. Please telephone the Early Childhood Center at (617) 325-8669 between the hours of 7:00a.m. and 8:00a.m. each day the student is absent.

Upon returning to school following an absence, the teacher must receive a note from the parent/guardian explaining the absenteeism.

If your child becomes ill during the school day, he/she will be allowed to rest comfortably until someone can pick the child up from school. If we cannot reach you, we will call one of the emergency contact persons whose name you have provided.

Guidelines for exclusion from the program:

- A temperature above 100 degrees
- Severe nasal or chest congestion or strep throat
- Diarrhea
- Vomiting
- Behavior indicating pain or discomfort

Medication Policy

If your child requires medication during the school day, the school nurse will be called to administer it. The medication must be in the original prescription container with your child's name, current date, dosage, doctor's name, etc. Be sure to notify the teacher if your child has been given any medication at home prior to coming to school. The medication can be refrigerated if necessary. Please do not forget to retrieve the medication when your child leaves school at the end of the day.

No medications will be administered without written orders from your physician.

If using sunscreen and/or bug spray please apply them to your child prior to his/her arrival at school during appropriate weather.

Behavior

The goal, of Holy Name Nursery, is that teachers and parents will work cooperatively to resolve any behavior issues that impede the success of all the students.

Personal Belongings

Please have all clothing and personal belongings clearly marked with your child's first name and last initial. We ask that children do not wear valuable rings or other jewelry to school except pierced earrings (studs only). They are apt to remove these articles and lose or break them.

Snack and Lunch

During mid-morning the children will have a snack. Please provide a light nutritious snack with a small 4oz. Juice Box, Water or Milk Box. No soda, drink pouches or twist off caps since the caps present a choking hazard.

Children enrolled in our full day session also need to bring in a lunch each day or purchase one from our hot lunch program. Milk (2% white or low-fat chocolate) is available at lunchtime for those students who wish to purchase it for the entire year. If you do not choose to purchase milk you must include a drink with your child's lunch.

Volunteer Program

The Volunteer Program exists at Holy Name Parish School to encourage parental involvement in school activities. Each family must pay a \$200 fee upon acceptance into school. Two parent families are asked to do 40 hours of service per year to be completed by May 1st. If 40 hours are rendered, the \$200 will be carried over into the next school year. Please note that the Volunteer Program Fee is per family, not per child. Also please note that single-parent homes are asked to pay \$200 as well, but are asked to give only 20 hours of service.

Volunteer hours will be given for lunch/resource parents, which are greatly appreciated.

Birthdays

Each student will celebrate his/her special day with the class. Birthday treats are welcome. Please see teacher regarding class size and food allergies. If your child's birthday is during the summer or falls on a day off, the teacher will arrange a special date. (ABSOLUTELY NO GOODY BAGS.) Parents may not distribute birthday invitations or any type of invitation through the classroom teacher or individual students. We request that either the entire class or all boys or all girls be included in the invitation and that you utilize the Friendship Directory for this purpose through e-mails. This will prevent hurt feelings of the children who are not invited and will not place the teacher in an awkward situation.

Toys

The school supplies ample playthings. Therefore, we ask that children leave toys, dolls, or other personal belongings at home. There are several opportunities during the year for children to share their favorite things during show and tell.

Clothing

Holy Name Nursery students are required to wear a uniform. Uniforms may be purchased at JB Edwards in West Roxbury. Only sneakers and/or rubber-soled shoes are acceptable, **no** sandals, crocs, flip flops, or party shoes, please.

We do try to go outside every day, weather permitting. Please dress your child appropriately. All teachers will be supervising outdoor activities. Therefore,

children who are well enough to attend school need to be well enough to go outside everyday.

Toileting Policy

All children MUST be toilet trained.

In case of accidents we have implemented the following procedures:

- Each child must have a complete set of clothing that remains in school for the year, which contains a shirt, pants, underwear, and socks.
- If a child has an accident while at school, the teacher will call a parent, relative, or friend who is expected to come and change their child. We are not able to change the children ourselves and need your cooperation concerning this policy. Please be sure that we have a number where you can be reached at all times.
- Children are never punished, verbally abused, or humiliated for soiling, wetting, or not using the toilet.
- Soiled clothing will be placed in a sealed plastic bag and stored apart from other items.
- **Students who continuously have accidents** will be asked to take a leave of absence from the program until they are fully trained.

Note: **All parents are asked to fill out the Permission to Change Student Clothing form.**

Nap Policy

Children who are registered in our full day program are required to have a 25-minute rest period. The Board of Health requires vinyl mats. Nap pads are available for your child.

Class Sessions

Five-Day Program:

8:00a.m. - 12:00p.m. Monday through Friday

8:00a.m. - 2:00p.m. Monday through Friday

Three-Day Program: Choose three days when applying

8:00a.m. - 12:00p.m. Monday through Friday

8:00a.m. - 2:00p.m. Monday through Friday

Tuition

\$100 non-refundable application fee for all potential Nursery School students

\$500 seat deposit to secure placement in the Holy Name Nursery School

Children are accepted for the entire school year. However, should extenuating circumstances cause the withdrawal of a child during the school year, please advise the principal as soon as possible. This will enable us to enroll a replacement. Fees cannot be refunded for temporary absences through illness, parents' vacation, etc., as the school's expenses continue in the same way even when some of the children are absent.

There are two tuition payment plans available:

Plan A: Pay in full by June 1 of the previous school year and receive \$100 Family Discount.

Plan B: FACTS Management Plan (10-month tuition budget plan July - April)

If you have any questions please call the school's tuition line: (617) 325-9338 x107.

Hours of Operation

The Holy Name Nursery Program is open Monday thru Friday from 8:00a.m. – 2:00p.m. It follows the school calendar for half-days, vacations, and Holy Days. **In the case of inclement weather we will follow Boston Public Schools for closings and delays. Please refer to television and radio announcements for updated information.**

Note: If Holy Name School has a half-day scheduled for 12:00p.m. dismissal, **all Nursery School students will be dismissed at 12:00p.m.**

Program Overview

The Holy Name Nursery Program maintains a consistent but flexible daily schedule. Below is a sample of a typical day with consideration given to the needs of the students.

7:45a.m. – 8:00a.m.	Greet children and parents
8:00a.m. – 8:30a.m.	Free play
8:30a.m. – 8:45a.m.	Morning circle
8:45a.m. – 9:30a.m.	Centers/Games based on thematic units
9:30a.m. – 10:00a.m.	Snack
10:00a.m. – 10:30a.m.	Morning recess-outdoor play
10:30a.m. – 11:10a.m.	Teacher-directed lessons/projects
11:10a.m. – 11:35a.m.	Story time
11:35a.m. – 12:00p.m.	Bathroom & Dismissal for ½ day students
12:00p.m. – 12:30p.m.	Lunch
12:30p.m. – 1:00p.m.	Rest Period
1:00p.m. – 1:30p.m.	Recess/outdoor play
1:40p.m. – 1:55p.m.	Story time/Free choice activity
1:55p.m. – 2:00p.m.	Dismissal for full day students

Equipment and Materials

The Holy Name Nursery program offers equipment and materials that are developmentally appropriate for 3 and 4 year-olds. Centers are well organized and available for children to grow through discovery and play. These materials will also provide students with opportunities to be challenged as they learn new skills and concepts.

Block Corner

- * cardboard blocks
- * Lego and Duplo sets
- * gears
- * animals
- * cars
- * airport
- * castle

House Corner

- * refrigerator, sink, and stove unit
- * table and chairs
- * play food
- * pots, pans, dishes, and utensils
- * dolls
- * doll clothes and bottles
- * changing table, highchair, and stroller
- * shopping cart
- * doctor's kit
- * workbench, tools, hard hat

Library

- * books
- * story tapes
- * videos

Motor Development and Music Area

- * CD's
- * instruments

Table Toy Area

- * puzzles
- * sewing cards
- * pegs and pegboards
- * attribute blocks
- * wooden beads and laces
- * unifix cubes
- * pattern blocks
- * Wikki sticks
- * board games

Art Area

- * easels
- * tempera paints
- * watercolors
- * finger paints
- * ink dots
- * play dough
- * scissors
- * markers/crayons
- * glitter, pom-poms
- * construction paper
- * tissue paper

Outdoor Area

- * playground
- * sand table
- * plastic sand toys/tools
- * hopscotch
- * balls, skip-its, jump ropes
- * large brushes and toys for water play
- * bubbles