

St. Mary of the Annunciation School
A Tradition of Excellence... A Century of Success
Early Childhood Handbook
2017- 2018



**4 Myrtle Street
Melrose, MA. 02176
(781) 665-5037**

www.stmaryschoolmelrose.org

WELCOME



Welcome to St. Mary of the Annunciation School Early Childhood Program! Our goal is to serve the needs of all children according to the mission and philosophy of St. Mary's School. We strive to provide a warm, supportive and developmentally appropriate environment for your child. The purpose of this handbook is to acquaint you with the policies and programs of our preschool and kindergarten. We strive to make the transition between home and school a positive experience for you and your child. Daily communication and a sense of trust between parent and staff are a vital component to our program.

MISSION STATEMENT

St. Mary of the Annunciation School is a Catholic community of learners living the way of Christ. We instill discipleship, integrity and academic excellence in a safe, caring environment. Our mission is to educate faith-filled leaders for the future.

PHILOSOPHY

St. Mary of the Annunciation School Early Childhood philosophy is based on the belief that children need time to experience their childhood through exploration and discovery. Saint Mary's Early Childhood Program strives to provide the young child with an environment that maximizes this exploration and discovery. Projects are planned, but attention is paid to individual needs. Children process knowledge by using their whole self to gather information, therefore the more involved the experience, the greater the potential for learning. Opportunities are provided for children to take responsibility, make decisions and learn through play.

St. Mary of the Annunciation School Early Childhood Program is strongly aware of the importance of a child's positive feeling of self worth. Each child brings his/her own experiences to us each day; it is our role to nurture and develop his/her sense of self.



CURRICULUM

The curriculum is based on the developmental theories and methodologies of early childhood education. The program is designed to help each child acquire the skills, knowledge and behaviors needed to develop cognitively, socially, emotionally and physically.

Units are planned which integrate language/literacy, math, science, small/ large motor development, art and music/movement.

A wide variety of materials and activities are provided; children are encouraged to expand their use and discover new ways of doing things. Children will be given the opportunity to work in a variety of settings; independently, cooperatively, one-to-one, small and large groups.

Projects and themes are planned but flexibility is given in response to the individual needs and group dynamics. We emphasize creative expression and problem solving. Emphasis is also placed on developing positive and enjoyable relationships with other children.

Throughout the year we will be learning about the gifts God gives us, as well as the importance of being a follower of Jesus. The children are taught that being a friend of Jesus means to treat others with kindness, respect and love.

The program strives to build a partnership with parents as a way to further develop the child's cognitive and emotional skills.



SAYING GOODBYE

Sometimes young children have difficulty with separation. It is our experience that it is best to always say good-bye with a kiss, hug or a wave! Be firm, but friendly about leaving. If your child whines or clings, prolonging the good-bye will only make it harder for yourself and your child. Be assured that we will be there to comfort your child once you leave. After you have established a good-bye routine, your child will get to know what to expect, and the good-byes will be less difficult. Moreover, your child's separation anxiety will diminish. Good feelings are contagious. Please know that separation adjustment is normal; we are here to help you and your child ease through it.

REGISTRATION

Age Requirements: Pre-Kindergarten children must be three years old by September 1 and toilet trained.

Kindergarten children must be five years old by September 1.

Official Documents: A child entering for the first time must have a copy of his/her birth certificate, all immunization records and baptismal records (if applicable).

SESSIONS

Pre-Kindergarten

Half day: five days a week from 8:00 AM to 11:00 AM

Full day: five days a week from 8:00 AM to 2:20 PM

Kindergarten

Full day: five days a week from 8:00 AM to 2:25 PM

ARRIVAL

Arrival procedures are as follows:

- Pre-Kindergarten children will be greeted by their teachers at the designated Pre-K doors at 7:55AM.
- Kindergarten children will enter through the side door of the school and be greeted at their classroom by their teachers.

DISMISSAL

- All students will be dismissed by their teachers at their designated doors at dismissal.
- Half day Pre-Kindergarten will be dismissed at 11:00AM.
- Full day Pre-Kindergarten students will be dismissed at 2:20PM, and all Kindergarten students will be dismissed at 2:25PM.

Only those authorized 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 must be listed on the Dismissal Release form or a written note must be given to the teacher in order for your child to be dismissed. This person will also be asked to show a license.

All parents must fill out and return a Dismissal Release Form by the first day of school.

Children picked up later than 2:30 PM will automatically be placed in the After School Program; parents will be responsible for fees that are accrued at this time.



SNACK

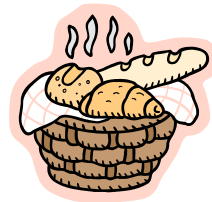
Each day the children will have a morning snack. During the warmer weather, we will also have an afternoon water or juice break. We encourage children to bring a nutritious snack and drink. Some examples of nutritional snacks are;

- milk, juice, water
- fruit, vegetables
- crackers and cheese

Please do not send any candy, soda or anything in a glass container. Snacks should be sent in a lunch box labeled with your child's name.

LUNCH

Children in the full day program will eat lunch each day. **Kindergarten children only** have the option to purchase lunches in accordance with the school schedule. Forms will be provided each month for lunch orders. Milk is ordered on a yearly basis. Please be advised that there is no refrigeration available for children's lunches.



CLOTHING/DRESS CODE

Pre-Kindergarten

Active indoor and outdoor play is a regular part of our school day. Therefore, please dress your child in clothing that is suitable for running, climbing and other physical activity. The children will also work with paints and other messy materials, so they should wear clothes that are easily laundered. Sneakers or shoes with rubber or gum soles are recommended; flip-flops, high heels, sandals without a heel strap, and boots **should not** be worn. We will be going outside every day, unless it is raining or snowing, so please dress your child appropriately.

Kindergarten

St. Mary of the Annunciation School uniform is designed to provide students with a sense of pride about themselves. Summer uniforms are worn during the months of September and October (until Columbus Day), May and June. Winter uniforms are worn during the months of December, January, February and March.

All students are expected to report to school each day wearing the required uniform. There will be out-of-uniform days, which will be announced during the course of the year. On these days, clothing should be neat and appropriate for school.

The following are a few other reminders:

- Extreme or trendy hairstyles are not permitted. Boys' hair must be cut at or above the shirt collar.
- Earrings for girls are limited to stud or small hoops only; boys are not permitted to wear earrings in school.
- Other jewelry is limited to religious medals or crosses and watches.
- Hats are not allowed in the school building.
- Uniforms must be purchased from JB Pride.
- Black or navy shorts only may be worn under jumper.

Uniform Guidelines

Girls

Plaid jumper

Short/long sleeve white or yellow cotton blouse with Peter Pan collar

Navy blue knee socks/tights

Flat rubber-soled shoes (navy/black/brown/tan)

Navy blue cardigan sweater (optional)

Boys

Navy uniform pants

Short or long-sleeve white or blue polo shirt

Navy pullover sweater, vest or fleece with school logo (optional)

Navy crew socks (must cover the ankle)

Dress shoes (black/blue/brown/tan)

Summer Uniform

St. Mary's polo shirt (tucked in)

Uniform navy blue shorts

White or navy crew socks (must cover the ankle)

Sneakers (fastened); mostly white, grey or black; no hightops

A navy blue skort is also available for the girls. The skort must be worn at knee-length.

Girls may choose to wear knee socks and shoes or crew socks and sneakers.

Winter Uniform

The winter uniform is the same as the dress uniform except that girls are allowed to wear navy blue uniform pants in place of the uniform. A v-neck sweater, sweater vest or fleece is optional.

Boots of any kind **may not** be worn in place of shoes.

Physical Education Uniform

St. Mary's sweatpants (shorts for summer uniform)

St. Mary's tee shirt

St. Mary's sweatshirt

Mostly black, grey or white sneakers with crew socks (socks must cover the ankle)

PERSONAL BELONGINGS

Each child needs a complete change of clothes that will stay in school. All children's personal belongings (clothes, coats, lunch boxes, school bags, etc.) must be labeled. We ask that children not wear jewelry to school except pierced earrings (studs only). They are apt to remove, lose or break them.

TOILETING

Children are expected to have mastered appropriate self-care skills to enter into our Early Childhood Program. If a child has a toileting accident, we will try to guide them through a change of clothes. If the accident necessitates it, a parent will be called to come and clean and change the child. The child will wait in the nurse's office for the parent to arrive.

PERSONAL TOYS

St. Mary of the Annunciation School Pre-Kindergarten provides ample playthings so we ask that children do not bring in toys from home. Each child will have several opportunities, throughout the year, to share their favorite things. If your child has a special "security need" please discuss it with the teacher.

BIRTHDAYS

Children may share their special day by bringing in a favorite book that will be shared with the class. They will go to the office to receive a birthday pin that will ensure them of receiving many special greetings during the day.

PHOTOGRAPHY/PUBLICITY

We often take pictures of the children as they work or participate on special events. These pictures may be displayed around the school, placed on the website, or printed in brochures, newsletters, or the local newspaper. If you do not wish your child to be in these pictures, please NOTE YOUR WISHES on the Parent Signature page..

CORI FORMS

Any parent wishing to volunteer for any school activities must fill out a CORI form at the beginning of the year. There will be no exceptions to this rule.

VOLUNTEER OPPORTUNITIES

Parents are invited to volunteer in the classroom as their schedule allows. Volunteer opportunities include Lunch Duty, reading to the children, and “Parent Talent,” which invites you to plan and share an activity with the children. If you are interested, please fill out the volunteer form and return to your child’s teacher.



NO SCHOOL ANNOUNCEMENTS

If it should be necessary to close school because of weather conditions, a message will be sent to the home phone, cell phone, and email account listed on a student’s file via the Connect-Ed telephone system. We usually follow the Melrose Public Schools when cancelling school.

CLASS WEBSITES

In addition to the school website, each teacher maintains a class website. On this site you will find more specific information about what your child is learning, fun activities, and lots of pictures! Be sure to check both the school and teacher websites regularly.

BEFORE/AFTER SCHOOL PROGRAMS

St. Mary of the Annunciation School offers both a Before and After School Program. The Before School Program runs from 7:00AM to 8:00AM; the After School Program runs from 2:30 PM to 6:00 PM. Additional information may be obtained from the school office.

We look forward to a happy, fun-filled year!



Be sure to check out the school website

www.stmaryschoolmelrose.org

You will find all of the up to the minute information about the school events and links to each teacher's individual website!

St. Mary of the Annunciation School

Early Childhood Staff

Parish Administrator	Fr. Kevin Toomey	
Principal	Mrs. Corinne Harutunian	
Admin. Assistant	Mrs. Deborah Mobilia	
School Nurse	Mrs. Terry Pedicini	
Teachers	Mrs. Kaitlin Dolan	Pre-KA
	Ms. Kristin Monahan	Pre-KB
	Mrs. Rachel Barys	KA
	Ms. Corinna Secchia	KB
Teacher Assistants	Mrs. Rose Williams	
	Mrs. Jill DiFilippo	



ms.monahan@stmaryschoolmelrose.org

mrs.dolan@stmaryschoolmelrose.org
mrs.barys@stmaryschoolmelrose.org
ms.secchia@stmaryschoolmelrose.org

Important Forms and Releases

There are two forms that must be returned to school by September 8, 2017.

1. Dismissal Release Form

This form allows us to dismiss your child to a friend or relative in your absence. Children will not be released to adults you have not authorized.

2. Parent Signature Page

This form indicates that you have read the handbook and are aware of school policies and gives your child permission to go on any “Walking Field Trips” and agrees to posting pictures of your child on school websites and/or marketing information.

If you wish to volunteer in any way, you should also return

3. Parent Volunteer Page and complete a CORI form.

St. Mary of the Annunciation School

Early Childhood

Dismissal Release Form 2017-2018

Child's Name _____ Gr. _____

The following people have permission to pick up my child.

Parent's Signature _____ Date _____

Mother's Tel.# _____ work _____ cell _____

Father's Tel.# _____ work _____ cell _____

Email _____

Parent Signature Page

- ☐ I have read the 2017-2018 Early Childhood Handbook and agree to follow the school policies and procedures as stated.

Parent Signature

Date

- ☐ I have read the Walking Field Trip Permission Slip and agree to its contents.

- ☐ _____ I have read the Picture Release Form and am willing to release my child's photograph or work into the public domain and realize that no monetary compensation will be given for the picture and/or material.

Parent Signature

Date

Child's name

Grade

St. Mary of the Annunciation School

4 Myrtle Street
Melrose, MA 02176

WALKING FIELD TRIP PERMISSION

Permission is given for my child to participate in all walking field trips for the school year 2017 – 2018. This includes, but is not limited to trips to the Police Station, Fire Station, City Hall, Memorial Hall, and the Knights of Columbus Hall. This permission slip also includes permission to walk to the Melrose Family YMCA for the winter gym class.

I understand that I will be notified of all such trips via the monthly newsletter. I also understand that there is a separate permission slip involving all bus trips.

I request that St. Mary's School allow my son/daughter as stated above to participate in all walking field trips.

I individually, and as a parent/guardian of my child, for ourselves and for our heirs, executors and administrators, hereby release and forever discharge the Roman Catholic Archbishop of Boston, a Corporation Sole, or as applicable the Board of Trustees/Directors of St. Mary's School its Principal, teachers, instructors, volunteers, priest/chaplain, employees and agents and each such persons and such entity's agents, representatives, successors or assigns from any and all claims and causes of action, including but not limited to claims for personal injury which I, individually and as parent or guardian of my child, may have arising out of or in any way related to the administration of the medications referenced herein.

I also state that I am not aware of any health reasons, which would prohibit or limit my child's participation in this field trip, activity or event.

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CONSENT TO RELEASE PHOTO/IMAGE

During the 2017-2018 school year, your child's image/photograph or work may be included in a classroom or school project that could be used in one of the following ways:

- Used as a demonstration project/activity in other classrooms
- Posted on the school or individual teacher web pages on the Internet
- Submitted as samples to the Catholic Schools Office of the Archdiocese of Boston
- Appear on videotape made during a student presentation of their project
- Videotaped to appear in a school related program
- Used in a printed publication such as a newspaper or magazine

While your child's name may accompany the photo, no last name or address will be included with your child's picture when publishing on the Web.

There is no monetary compensation for the use of the work or picture.

I/We **DO** give permission

For my child's image/photograph or work to be used as described above. I am willing to release this into the public domain and understand that no monetary compensation will be given for the use of the materials.

Early Childhood Parent Volunteer Sign-Up Sheet

CORI Forms must be filled out to volunteer.

Parent Reader

_____Yes, I would like to read to the class. The best day for me is _____.

Lunch Duty

_____Yes, I would like to help during lunch. I am available on the following day(s):_____.

Parent Talent

_____Yes, I am interested in planning an activity. The season most appropriate for this activity is _____.

Name_____

Phone #_____

email_____

Once all forms are collected and CORI checks are completed, you will be contacted by your child's teacher.