

EARLY CHILDHOOD THREE YEAR OLD INFORMATION

Dear Parents of EC-3 students,

Welcome to Nativity Catholic School's Early Childhood program for the three- year-olds. We are anticipating a year of excitement, growth and change. The following is some general information about our program.

LOCATION OF CLASSROOMS - All EC-3 classrooms are located in POD #030.

SESSION TIMES - The Three-year-olds meet two or three days a week; The EC-3A three day morning (M, W, F) and EC-3B two day morning (T, TH) session is 7:45-11:00 A.M. The EC-3C three day afternoon (M, W, and F) session is 11:45-2:50. It is very important that your child arrive on time for class.

SNACK - Each session will have a snack time. We ask that each child bring his or her snack and a drink in a disposable brown bag with his or her name on it. Please do not send glass bottles, cans with metal pop-top lids, soda or candy.

EC-3 children are required to wear the Nativity P.E. uniform. Please label all items of clothing with your child's name.

The early childhood classes follow the same school calendar as the rest of the school, with the exception of the last day of school.

Please note that EACH CHILD MUST HAVE A COMPLETE PHYSICAL, ONE NOTARIZED EMERGENCY MEDICAL FORM, AND EARLY CHILDHOOD INFORMATION SHEET returned to the school office before the first day of school.

The **OPEN HOUSE** for all parents and students is in August, following the Opening Liturgy at 2:30 P.M. in the Church for all students, parents, faculty and staff. **New EC-3 families** will meet in the EC-3 classroom prior to the Opening Liturgy. **Existing EC3 families** will meet after the Liturgy. We ask that you definitely visit us that day so your child can see his/her new classroom. Additional information will be sent home during the summer.

TWO HELPFUL HINTS FOR SUMMER MONTHS:

1. Your child needs to know about Church manners. The morning sessions will be attending Mass as a class with the rest of the school.

2. IT IS ESSENTIAL THAT YOUR CHILD CAN TEND TO THEIR OWN TOILETING NEEDS BY THE TIME SCHOOL STARTS, INCLUDING TELLING US WHEN THEY NEED TO GO AS WELL AS USING TOILET PAPER AND DRESSING INDEPENDENTLY. PULL-UPS OR TRAINING PANTS CANNOT BE WORN TO SCHOOL. IF A CHILD SOILS HIM OR HERSELF AT SCHOOL, A PARENT MUST COME TO SCHOOL TO CLEAN AND CHANGE HIM OR HER, OR TAKE THE CHILD HOME.

Have a wonderful summer and we are looking forward to meeting all of you.

EC-3 SCHOOL UNIFORM POLICY

SHIRT – Nativity P.E. logo

SHORTS – Nativity P.E. logo

SWEATSHIRT – solid navy or gray or Nativity logo (NO ZIPPERS – NO HOODS)

SWEATPANTS – solid navy or gray or Nativity logo

SOCKS – white or navy (no ruffles or logos) No socks above the knee.
No sport socks

SHOES – tennis shoes with Velcro closures (or similar non-lacing style)

HAIR ITEMS – navy or white (no other color)

Ave Maria carries and sells our school uniform. The phone number is (813) 689-3561. Their website is www.avemaria.com. Our dress code can be found in the student handbook which is posted on our website.

Nativity Catholic School Potty Training Policy

Dear Parents of Early Childhood students,

As stated in the registration information, all children must be completely potty trained in order to be enrolled in Nativity Catholic School's Early Childhood Program/Extended Day Program. They must also be able to manage their clothing independently in the bathrooms.

We understand that this is a period of adjustment for your child and that accidents do happen. However, please understand that if your child is not able to use the bathroom alone or does not ask to use the bathroom to ensure that accidents will not occur, after September 7th he/she will not be able to remain in the classroom /Extended Day Program until potty training is complete. When a child soils him/herself a parent will be called to the school to take the child home – or clean and change the student so the student may return to class. Students are required to keep a clean change of clothes at school at all times.

Sincerely,
Your Early Childhood Team
Dr. Bernadette Kunnen, Principal
Pat Carpenter, Director, Extended Day Program

PLEASE COMPLETE THE FOLLOWING AND RETURN TO THE SCHOOL OFFICE BEFORE THE FIRST DAY OF SCHOOL.

Family Name: _____ Student Name _____

I fully understand Nativity Catholic School's Early Childhood Program/Extended Day Program policy regarding potty training and agree to cooperate and follow recommendations if needed.

Mother's Signature _____ Date _____

Father's Signature _____ Date _____

EC-3 ARRIVAL AND DISMISSAL PROCEDURE

DROP-OFF for EC-3A & EC-3B

Please park your car on the south side of the school and proceed to the Early Childhood entrance and through the gate leading to the playground. Your child's teacher will open this gate at 7:30 A.M. At this time, your child will proceed to the classroom with the teacher. The gate will be closed at 7:50 A.M. Arriving on time is a great way to start your child's day off right so it is very important that you arrive by 7:40 am. If you arrive later than 7:50, you should proceed to the school office and sign your child in as tardy.

DROP-OFF for EC-3C

Please park your car on the south side of the school and proceed to the Early Childhood entrance and through the gate leading to the playground. Your child's teacher will open this gate at 11:40 A.M. At this time, your child will proceed to the classroom with the teacher. The gate will be closed at 11:45 A.M. Arriving on time is a great way to start your child's day off right so it is very important that you arrive by 11:40 am. If you arrive later than 11:45, you should proceed to the school office and sign your child in as tardy.

PICK-UP for EC-3A, EC-3B & EC-3C

From Highway 60 enter the first entrance (NOT AT THE LIGHT) in front of the Church office and form a car line beginning at the Parish Center/Social Hall. REMAIN IN YOUR CAR WITH YOUR CHILD'S NAME IN FULL VIEW. Your child will be escorted to your vehicle. Please proceed beyond the church and exit by turning right (YOU MAY ONLY MAKE A RIGHT TURN) on Oakwood Avenue. Siblings of early childhood students in grades K-8 may also be picked up here as well. If you are selecting this dismissal location for your K-8 child, you must inform his or her teacher in writing.

EC-3 INFORMATION SHEET

PLEASE PRINT CLEARLY- RETURN TO SCHOOL OFFICE

Student's Name: _____ Birth Date: _____

What name does the student answer to? _____

MOM: Name: _____ Home Ph. _____ Work Ph. _____ Cell Ph. _____

E-mail address: _____ Occupation: _____

DAD: Name: _____ Home Ph. _____ Work Ph. _____ Cell Ph. _____

E-mail address: _____ Occupation: _____

HAS YOUR CHILD ATTENDED A PRE-SCHOOL PRIOR TO THIS ONE? _____

IF SO, WHAT SCHOOL? _____

IS A LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME? _____

IF SO, PLEASE INDICATE THE SPOKEN LANGUAGE _____

DOES YOUR CHILD HAVE PLAYMATES HIS/HER OWN AGE? _____

WHAT ACTIVITIES DOES YOUR CHILD ENJOY? _____

DOES YOUR CHILD HAVE ANY PHYSICAL PROBLEMS THAT WE SHOULD BE AWARE OF? FOR EXAMPLE, AN ALLERGY, HEARING, SPEECH, OR VISION PROBLEM?

DOES YOUR CHILD HAVE ANY FEARS WE SHOULD BE AWARE OF?

DOES YOUR CHILD HAVE BROTHERS OR SISTERS? _____

IF YES, PLEASE LIST THE NAMES AND THE GRADES _____

DO THEY ATTEND NATIVITY? _____

WOULD YOU BE WILLING TO ASSIST THE HOMEROOM MOTHER? CHECK AREAS OF INTEREST:

____ ASSISTING WITH CLASSROOM ACTIVITIES: ____ TECHNOLOGY ASSISTANCE

ADDITIONAL COMMENTS OR INFORMATION ABOUT YOUR CHILD THAT YOU THINK MIGHT BE HELPFUL TO US _____

PLEASE GIVE THE NAMES OF PERSONS ALLOWED TO PICK UP YOUR CHILD. _____

EC Extended Day Use

Our EC class sessions and times are:

EC3A- M, W, and F-7:30am-11:00am

EC3B-T and Th-7:30am-11:00am

EC3C-M,W,F-11:45am-2:50pm

EC4A and **EC4B**-M.T.W, Th, F-7:30am-11:00am

EC4C -M.T.W.Th.F-11:45am-2:50pm

Many of our Early Childhood students attend Extended Day on a regular basis and some use Extended Day on an as needed basis, both before and after our EC class sessions. Extended Day is open each day from 6:00am-6:00pm and is available if your child will arrive before, or stay after his or her EC class time. For our EC3 students who do not have class every day, Extended Day is available to your child even on the days that he or she does not have EC class. Extended Day is also an option to use on Early Dismissal Days, when there is no scheduled afternoon EC class due to the noon dismissal of the entire school. **Please make sure you check our main school calendar to see if Extended Day is open on our early dismissal days.

If your child arrives at school before his or her regularly scheduled class time, please drop your child off in the Extended Day classroom. Your child will be walked from Extended Day to his or her EC class when it is time for class to begin. If your child will go to Extended Day after his or her EC class, he or she will be walked to Extended Day by the EC teachers when his or her class is over.

If your child will attend Extended Day either before or after our EC sessions, you will need to send additional items to school for your child. Your child will need a snack for his or her EC class and a lunch for Extended Day. Many families find it convenient to pack their EC student's snack in a brown paper bag and a lunch in a lunchbox. This way your child can easily separate what is to be eaten at class snack time and what is to be eaten for lunch in Extended Day. Our morning EC students will eat their lunches in Extended Day after their morning EC class. Those students who attend Extended Day before their afternoon EC class begins will also eat lunch in Extended Day before coming to his or her EC class. Extended Day does not serve breakfast to our students but a small snack is provided if your child attends Extended Day before EC class time. Extended Day also provides a small snack after rest time. Please make sure that your child eats a healthy breakfast at home before arriving on campus.

Rest time begins at approximately 12:30 pm in Extended Day. If your child will be in Extended Day for rest time, please send a pillow and blanket to school at the beginning of each week. Rest items should be placed in a separate bag clearly labeled with your child's name. These items will be sent home at the end of each week so that they may be washed and returned to school at the beginning of the next week. Our morning session EC students should bring their lunchboxes and rest items directly to their classroom. These items will be delivered to Extended Day by the EC teachers. For those EC students, who attend Extended Day before their class begins, please bring lunchboxes and rest items directly to the Extended Day classroom.

If you would like to pick up your EC student at the end of the regular school day at 2:50pm or you will be picking up your preschooler's sibling(s) in grades K-8, preschool children will not be sent to South, Middle or North carlines. Instead, you have the option of using our Early Childhood Carline. Please send a note to the staff in Extended Day and they will make sure that your preschooler is walked to our Early Childhood Carline. If you are selecting this dismissal location for your K-8 child, you must also inform his or her teacher in writing. Our Early Childhood carline is reached from Highway 60. Enter the first entrance (NOT AT THE LIGHT) in front of the Church office and form a car line beginning at the Parish Center/Social Hall. REMAIN IN YOUR CAR WITH YOUR CHILD'S NAME SIGN IN FULL VIEW. Your child will be escorted to your vehicle. Please proceed beyond the church and exit by turning right (YOU MAY ONLY MAKE A RIGHT TURN) on Oakwood Avenue. All preschool students not picked up by 3:10 will be walked back to Extended Day. All K-8 siblings not picked up by 3:10 will be walked to North carline.

If you need to change your child's regular dismissal procedures, or if someone other than yourself will be picking your child up from school, please send a note to notify us in writing rather than emailing us or telling us verbally. We will not release your child to anyone unless you have informed us ahead of time. We will verify their identification by checking a photo ID such as a driver's license. If such a dismissal change arises during the school day and a written note is not possible, you may call the school office to let us know. We will still verify identification by checking a photo ID.