

Early Childhood Four-Year-Old Program

Dear Parents of EC-4 students,

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

LOCATION OF CLASSROOMS - EC4-A morning class is located in POD #040, EC4-B morning class in POD #020, and EC4-C afternoon class in POD #040.

SESSION TIMES - The four-year-olds meet five days a week; A.M. session 7:45-11:00 or P.M. session 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 lunchbox or brown paper bag with his or her name on it. Please do not send glass bottles, cans with metal pop-top lids, soda or candy.

EC-4 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 Sunday August 16th following the Opening Liturgy at 2:30 P.M. in the Church for all students, parents, faculty and staff. We ask that you definitely visit us that day so your child can see his/her new classroom.

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-4 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.

EC-4 ARRIVAL AND DISMISSAL PROCEDURE

DROP-OFF for EC4-A

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 or before 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 EC4-B

Please park your car on the south side of the school and proceed to the EC-4B classroom door located next to the Extended Day door. Your teacher will open this door at 7:30 A.M. At this time, your child will proceed into the classroom with the teacher. The door 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 or before 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 EC4-C

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 or before 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-4A & EC-4C

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.

PICK-UP for EC-4B

Please park your car on the south side of the school and proceed to the glass security doors outside the school office. EC-4B parents will line up along the brick wall at the outside classroom door. The doors will be opened by your child's teacher at 11:00 A.M. and the children will be dismissed directly to the individual parent.

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 bathrooms 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,

Mrs. DeDe Waldron, EC3 Teacher

Mrs. Yvette Garateix, EC4A and EC4C Teacher

Mrs. Denise Pantelis, EC4B Teacher

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-4 INFORMATION SHEET

PLEASE PRINT CLEARLY AND RETURN TO YOUR CHILD'S TEACHER

CHILD'S FULL NAME _____

BIRTHDAY _____

TELEPHONE NUMBER _____

ADDRESS _____

E-MAIL ADDRESS (If both you and your spouse would like to receive the emails, please list both of your email addresses.) PLEASE PRINT CLEARLY.

MOTHER'S NAME _____

PLACE OF EMPLOYMENT _____

OCCUPATION _____

WORK PHONE _____ CELL PHONE _____

FATHER'S NAME _____

PLACE OF EMPLOYMENT _____

OCCUPATION _____

WORK PHONE _____ CELL PHONE _____

Siblings (Please list names/ages/grades and school) _____

Is a language other than English spoken at home? Which Language?

Does your child have any physical problems we should be aware of? (allergies, hearing, speech, vision)

Additional comments or information that you think might be helpful to us.

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 12:45 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 drawstring sport 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.