

# *Our Lady of Sorrows Preschool*



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## *Mission Statement*

Our Lady of Sorrows Preschool Program is an integral part of Our Lady of Sorrows Elementary School, under the auspices of Our Lady of Sorrows Parish. Our faculty and staff are committed to proclaiming and living the Good News of Jesus, striving for academic excellence, and forming exemplary leaders for the 21<sup>st</sup> Century.

## *Philosophy*

To foster Catholic/Christian values in a loving and caring atmosphere. We want the children to feel safe, nurtured, happy and secure in a risk-free environment. We know that each child is a unique individual with special talents and abilities, and we recognize and respect the beauty of their diverseness. We are committed to making the child's first school experience a successful and positive one, which will lead to independence and fulfillment.

## *Curriculum Philosophy*

As early childhood educators, we understand that children learn best by using all of their senses to explore their world. Allowing children to construct their own ideas through the use of manipulative, children develop knowledge of shapes, colors, spatial relationships and sizes. These experiences lead to the beginning of symbolic thinking, and play provides the best foundation for preschool academic learning to develop. Play-based learning is an integral part of our curriculum.

Children are provided the opportunity for discovery in a safe, secure, hands on environment where they can find their own potential as they learn basic concepts.

## *Goals*

Guided by the principles of our philosophy and our mission statement, we affirm the following goals:

### *Spiritual:*

- To provide opportunities for prayer and worship
- To foster a love and respect for the gifts of God
- To model, throughout the curriculum, the teachings of Jesus

## *Goals continued*

### *Social/Emotional:*

- To recognize and appreciate children's varied levels of development
- To create an atmosphere that allows and supports diversity throughout all aspects of learning
- To promote positive interaction among children, teachers, staff and parents/guardians

### *Physical:*

- To support children in a positive development of their bodies and minds
- To provide opportunities for large and small motor activities both indoors and outdoors
- To lead children towards cooperative interactions with others

### *Cognitive:*

- To provide opportunities for children to develop and expand their minds
- To enhance in children a sense of their own self-worth, while enabling them to acknowledge and appreciate others
- To create and foster a climate that encourages curiosity and creativity

## *Admission*

Our Lady of Sorrows Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded to students at the school.

In order to be admitted to the preschool, the child must be three-years old by October 1<sup>st</sup> for the three year old class, or four-years old by October 1<sup>st</sup> for the four-year old class. **A birth certificate must be submitted to show proof of age. Health records and immunizations are discussed under medical information.**

***ALL PRESCHOOLERS MUST BE TOILET TRAINED.***

We understand that an occasional accident may happen, and we ask that you please bring a change of clothing for your child in a clear zip-lock bag. Please label all clothing and the bag. Please remember that you may want to change the clothing again in the winter/spring, as the weather changes.

## *Admission continued*

By law we are not allowed to help clean your child after he/she goes to the bathroom that is why it is important that all children are potty trained. If a child continues to have accidents, then we would ask that you take your child out of the program until he/she is potty trained.

## *Absences*

If you know your child will be absent on a certain day, please inform the teacher in advance. When your child is sick, please call the office to report it. This is especially important if it is a contagious disease. If your child is out sick for 3 or more days, please bring in a doctor's note. If you take your child out of class for a doctor's visit, and return them the same day, please bring in a doctor's note stating it is okay for the child to return to school.

## *Arrival/Departure Hours*

**The school day for the  
three year-old class is as follows:**

Morning Session: Monday-Friday: 8:00-11:25 a.m.

Full Day Session: Monday-Friday: 8:00-2:25 p.m.

Extended Day: Monday-Friday: 8:00-6:00 p.m.

**The school day for the  
four year-old class is as follows:**

Morning Session: Monday-Friday: 8:00-11:25 a.m.

Full Day Session: Monday-Friday: 8:00-2:25 p.m.

Extended Day: Monday-Friday: 8:00-6:00 p.m.

## *Early Dismissals*

The first Friday of the month and before a holiday are early dismissal days. Children who are in the full-day session must be picked up at 11:25 a.m. Children who are in extended day session must be picked up by 6:00 p.m. except on the day before a holiday when **ALL** students must be picked up by 11:25 a.m.

Pick-up time on half days: 11:25 a.m. full-day session

Pick-up time on half days: 6:00 p.m. extended day session

Pick-up time on the day before a holiday: 11:25 a.m. ALL STUDENTS

## *Emergency Closings*

Emergency closings usually result from inclement weather, rampant absenteeism due to flu, etc. You will be informed of emergency closings via the Honeywell Alert System.

In the event of a delayed opening for the upper school all preschool students will have class.

## *Visitations*

Classroom visitations may be made during Catholic Schools Week, and in early May. Please contact the office for more information.

## *Medical Information*

Each child must have a physical examination before entering the preschool. A medical form with all immunization records must be on file with the school and kept up-to-date.

If a child becomes ill or injured during school hours, the child will be cared for by the school nurse. School personnel will render only first aid treatment. If a child is too ill to return to class or emergency attention is required, parents will be contacted. If parents or caregivers are not available, an injured child requiring care will be taken to the Emergency Room of the nearest hospital via First Aid Squad. Children not requiring emergency care will remain in the Nurse's care until a parent can be contacted.

Our Lady of Sorrows also requires a student to provide a health history including: Allergies, past serious illnesses, and current health problems. The school nurse needs to be aware of these conditions in order to monitor and treat children appropriately. Be assured all health information will be kept strictly confidential.

### **Immunization Requirements**

NJ State Law requires the following minimum doses.

- 5 DPT Doses (if 4<sup>th</sup> dose on/after the 4<sup>th</sup> b-day, 5<sup>th</sup> dose not required)
- 4 Polio Vaccine Doses (if 3<sup>rd</sup> dose on/after 4<sup>th</sup> b-day, 4<sup>th</sup> dose is not required)
- 1-4 HIB Doses (not required after age 5)
- 2 MMR Doses (1<sup>st</sup> dose on/after 1<sup>st</sup> b-day, 2<sup>nd</sup> dose before enrolling in preschool)
- 3 Hepatitis B Vaccine (HBV) at prescribed intervals

## *Medical Information continued*

***An applicant whose immunization record is incomplete will not be admitted.***

### **Administration of Medication**

Our Lady of Sorrows strongly discourages the administration of either prescription or non-prescription medication in school or on field trips.

If it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

- A parent/guardian should come to the school and personally administer the medication.
- If this is not possible, the school nurse will administer the medication under the following conditions:
  1. The medication must be given to the nurse or principal by the parent/guardian.
  2. The medication must be in the original pharmacy labeled container.
  3. The parent/guardian and the student's doctor must complete an *Authorization to Administer Medication in School* form (available from the school).
  4. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication.

### **Administration of Epinephrine**

As permitted by New Jersey law, the school shall follow the orders of a physician for emergency administration of epinephrine via epi-pen for anaphylaxis.

The school nurse shall have primary responsibility for administration of the epi-pen. In the absence of the school nurse, another school employee, designated and trained in administration of the epi-pen by the school nurse pursuant to New Jersey law, may administer the epi-pen.

Written authorization for administration of the epi-pen must be received from the parent/guardian of the student. The parent/guardian of the student shall be notified that upon administration of the epi-pen in accordance with procedure above as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the epi-pen to the student. The parent/guardian of the student shall indemnify and hold harmless the school and its employees or agents for any such injury, as provided by law.

## *Medical Information continued*

### **Illness**

Any student with a temperature, cough, vomiting/diarrhea or secretions from the eyes or nose should be kept at home. A student must be **24 hours** fever free or vomiting/diarrhea free before returning to school.

## *Emergency Cards*

Emergency cards are distributed the first week of school and must be completed for EACH CHILD registered in the school. All information must be complete and accurate. The forms must be returned to school by the end of the first full week of school. ***If the forms are not returned by the end of the week, the student will not be allowed to return to school until all forms are completed and returned.***

In addition, a personal information form must be completed at orientation and given back to the teachers at the end of orientation. **Should there be any changes during the school year, both the emergency card and personal information form must be updated immediately.**

## *Fire Drills/Crisis Drills*

In accordance with New Jersey State law, fire drills are to be held twice a month. Children will be taught how to safely exit from the building.

In accordance with New Jersey State law, crisis drills are to be held once a month. This includes a classroom lockdown, and evacuation from the school. Children will be taught how to stay safe in this situation.

## *Child Abuse Policy*

New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Youth and Family Services (DYFS).

## *Arrival/Departure Procedures*

Parents are expected to bring the children to school on time each day. Tardiness interrupts the daily schedule and is not a good start to the day.

Preschool students must be escorted into the building by an adult at the 4<sup>th</sup> Street door. Arrival time is 8:00am.

Circle time will last between 20-30 minutes. Circle is the time when the learning takes place and the themes are introduced. It is imperative that your child does not miss this critical learning time. However, if you have to be late on a particular day, please do not bring your child in the classroom once circle time has begun. It is very disruptive to the other children, the teacher, and it is uncomfortable for the child who is late to come into class once circle time has begun.

Students will be dismissed outside the 4<sup>th</sup> Street door by the teacher at 11:25 and 2:25 to the parent/guardian. Students will be dismissed only to a parent/guardian indicated on the personal information form. Please notify the school/teacher in writing or by phone call if someone different will be picking-up your child.

## *Parent/Teacher Conferences*

There are no formal conferences for preschool. Please note that if there are any issues or concerns that need to be discussed about your child, the teacher will contact you. Should a parent have any issues or concerns, please feel free to contact the teacher.

## *School Calendar*

At the beginning of each school year, a yearly calendar is distributed. Monthly calendars are also distributed and indicate any changes to the schedule.

## *Teacher Communication*

Prek-3 will send a bi-weekly newsletter and prek-4 will send a monthly newsletter to parents discussing topics that have been covered in class and upcoming events and topics.

## *Clothing*

Children should wear comfortable clothes and sneakers for active and messy play. To encourage independence and decrease potty accidents, please *no belts, difficult snaps or buttons*. Please dress the children appropriately for the weather since we will play outside unless it is extremely cold, rainy or snowy. Don't forget sunscreen in the warm weather. Preschool children should wear sneakers or rubber soled shoes. Please make sure the shoes are slip-on or Velcro - *NO laces*. Please note the playground area has wood chips and sandals and flip-flops are not appropriate.

## *Personal Articles*

Children are not allowed to bring any candy or toys from home except when directed by the teacher.

## *Lunch/Snacks*

Please send your child to school with either a juice box or small water bottle to have at snack time. Parents are requested to provide snacks for the children on a weekly schedule. A form will be provided by the teacher indicating your weeks. Please bring in healthy snacks such as pretzels, crackers, animal crackers etc. Fresh fruit is welcomed just bring it in that day ready to serve. We are not able to refrigerate or microwave any food items.

For the children who will be staying all day, a hot lunch can be purchased including milk. For extended day children only please remember to bring an afternoon snack and drink, bagged and labeled, separately with child's name. **The lunches will begin in October. Please provide lunch for your child in September.**

The preschool classes will be brought to the cafeteria for lunch at 11:25a.m. before the upper classes go to lunch. After lunch the children will go to the playground or classroom.

**Please do not send sippy cups they spill and make a mess.**

## **Birthdays**

Children may celebrate their birthdays in school during snack time. Parents must make arrangements in advance with the teacher. No sheet cakes or candles are permitted. Cupcakes are fine.

## *Rest Time*

The children who stay for a full-day will take a rest in the afternoon. A mat with the child's name on it will be provided. The child will use the mat for the remainder of the year. No pillows or blankets are permitted for health reasons.

## *Preschool Discipline Policy*

In order to provide consistency for your child, parents and teachers must work together to reinforce rules and procedures. Teachers utilize positive reinforcements to prevent negative behavior. When teacher intervention is necessary in the classroom, children are encouraged to find alternative activities and modes of behavior. When necessary, a cool off period is given to restore harmony to the classroom. Cool offs are very brief about 3-4 minutes in length.

## *Special Classes*

All students will receive classes in physical education and music.  
PreK-4 students only will receive classes in Spanish, computers and library.

## *Field Trips*

The preschool students will go on various educational/creative field trips throughout the year. Parents/guardians will be notified in advance. Every student must have a signed permission form to attend any trip. A parent or guardian must transport the student to and from the trip and stay with them during the trip. The field trip will be the class for the day and we will not return to school that day.

## *Leaving your child at school*

The first few weeks of school are an adjustment for your child. Factors such as age and past school experience will effect how quickly your child transitions to his/her new environment. If separation is difficult, please feel free to stay a few minutes. However, please remember that the longer the parent stays, the more your child's anxiety increases, making it much more difficult to leave. Always say good-bye, never just disappear. When you do leave, reassure your child that you will return.

## *Acknowledgements*

Parents are acknowledged as the primary educators, and parental involvement is necessary to ensure the accomplishments of the school's mission. We hope to engender in each child a love of learning, which starts with parents, develops in preschool and continues to grow in adulthood. We look forward to working with you to make it a happy and productive year for your child.

Thank you for choosing Our Lady of Sorrows Preschool.