# Parent – Student Handbook
# 2018-19

# Saint Aloysius
# Happy House Learning Center
## Hopewell Junction, NY

**ST. ALOYSIUS HAPPY HOUSE LEARNING CENTER**

**HOPEWELL JUNCTION, NEW YORK 12533**

**Nursery**
**Pre-Kindergarten - Kindergarten**

**P R E F A C E**

Welcome to a new scholastic year at St. Aloysius Happy House Learning Center. To make it the best possible year, let us join in spirit and action in fostering a center of learning, culture, and Christianity.

You are sending your children here because you realize that one of the most important means to assure their happiness and success is a fine Catholic education. Together we can provide consistent guidance which is necessary for the formation of Christian character, the final and full purpose of a Catholic education.

Since cooperation and understanding come with knowledge of what is expected of us, this Handbook has been created. In it you will find important information regarding school regulations, academic activities, and most guidelines which will facilitate the work of the year ahead.

I. The Philosophy of St. Aloysius Happy House Learning Center

To promote in the children an awareness of the presence of Christ in the world and the ability to see the magnificence of God through a body of knowledge.

To build a Christian community through love and service of one another beginning in the classroom and extending into the world.

To prepare the children to live with everyone in the world regardless of race, color, or creed as responsible Christians who are witnesses to Christ.

II. Non-Discrimination Statement

St. Aloysius Happy House Learning Center bases not only its educational purposes, but all its activities on the Christian teaching of the essential equality of all men as rooted in the fatherhood of God, Christ's love, and man's supernatural destiny.

Thus, with discrimination so contrary to its nature and mission, St. Aloysius has not and shall not discriminate on the basis of race, color, national, and ethnic origin in the administration of educational policies.

# ADMINISTRATION

## I. Principal

The Administrator is the Christian leader and the administrative head of the school and is responsible for effective operation of the school as an educational institution.

## II. Staff

Principal: Mother Gloria Castro
Teachers: Nursery: Sr. Ana Maria – Sr. Silvia
Pre-Kindergarten: Sr. Nancy – Sr. Mary Angela
Kindergarten: Sr. Madeline

# TEACHING STAFF

## I. Responsibility to the School

The teacher works in collaboration with the administration so that she may effectively provide each student with appropriate learning experiences in a Christian environment.

## II. Responsibility to the Parent

The teacher offers guidance and reports the progress and attitude of pupils to the parents by means of written report cards and informal conferences.

## III. Responsibility to the Student

The teacher witnesses to the Gospel message by word and example, helps to ensure a value-centered education, and provides a joyful learning environment.

## IV. Faculty Meetings

On a regular basis, the administrator and teachers meet to discuss matters of common concern. The meeting provides a time to share teaching strategies, discuss particular problems, examine instructional materials, evaluate programs and plan future instructional programs.

# INSTRUCTION

## I. Organization

### A. The School Day: Arrival and Dismissal

1. Kindergarten (5 years old)

The children arrive at school by bus which leaves them on Pells Road in front of the school where the teachers receive them. (Some parents prefer to drive their children to school.) Only Kindergarten children are provided with transportation by the various districts. Classes are held five days a week.

2. Pre-Kindergarten (4 years old)

The children are brought to school by their parents who leave them at the door of the classroom where the teachers welcome them. Classes are held five days a week.

3. Nursery (3 years old)

The sessions for these children will be held on Monday, Tuesday and Wednesday. (or five days: optional)

Sessions are held according to the following time schedule:

| | | |
|---|---|---|
| Morning session | - | 8:30 a.m. to 11:30 a.m. |
| Full day | - | 8:30 a.m. to 3:00 p.m. |

Children are expected to be on time and parents should observe the time schedule carefully. Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time is considered late.

Parents who drive children to school must park in the parking lot.

### B. Organizational Pattern

Each school adopts an organizational pattern most appropriate to the needs and abilities of the students. Our Kindergarten, Pre-Kindergarten and Nursery are organized as self-contained classes.

1. Appointments

During school hours parents are not allowed in the school without permission. You can understand the lack of order which would exist if people were permitted to walk throughout the school. The safety and the welfare of the children are at stake in this matter. Appointments to see the teachers and/or administrator should be made in advance by note through the child. These meetings will take place in school.

2. Newsletter

Newsletters from the administrator are sent to parents each month through the children. These letters are placed in the lunch boxes. Please check lunch boxes every day.

C. Finances

1. Tuition: The monthly tuition for the year 2018-19, from September to June inclusive is paid on the first week of each month. It is as follows:

Half day session (offered only in the morning)

Nursery - $210.00 for three days or $270.00 for five days
Pre-Kg - $280.00

Whole Day

Nursery - $310.00 for three days or $360.00 for five days
Pre-Kg - $385.00
Kindergarten - $385.00

2. Books and Supplies

a. Nursery

| | | |
|---|---|---|
| Religion . . . . . | $20.00 | |
| Math . . . . . | $10.00 | |
| Letters. . . . . | $10.00 | |
| Numbers and Counting. . . . . | $10.00 | |
| Supplies . . . . . | $60.00 | |
| Playground Fee . . . . . | $50.00 | |
| Insurance Fee . . . . . | $25.00 | $185.00 |

b. Pre-Kindergarten

| | | |
|---|---|---|
| Religion | $25.00 | |
| Math | $30.00 | |
| Reading | $60.00 | |
| Dot to Dot Letters and Numbers | $15.00 | |
| Supplies | $60.00 | |
| Playground Fee | $50.00 | |
| Insurance Fee | $25.00 | $250.00 |

c. Kindergarten

| | | |
|---|---|---|
| Religion | $22.00 | |
| Reading | $85.00 | |
| *(Includes 24 letter books)* | | |
| Math | $30.00 | |
| Supplies | $50.00 | |
| Playground Fee | $50.00 | |
| Insurance Fee | $25.00 | $262.00 |

All payments should be given to the teacher in a sealed envelope with the name of the child, the amount enclosed and the reason for the fee.

3. Fundraisers:

Each family must participate in the annual fall candy sale by selling a minimum of $120 worth of candy per family.

## II. Daily Exercises and Special Programs

### A. Religious

As part of the school exercises, students and teachers raise their minds and hearts in prayer to God.

Parents are the primary teachers of their children. We expect parents to cooperate in the spiritual formation of our students, to pray with them as a family, to take them to Sunday Mass, to teach them good values. It is a special responsibility of the parents to help their children grow in the love of God. Our School does not make Christians, it merely adds to the formation of those who already are Christians.

### B. Patriotic

When the school is in session, the American flag is on display outside the building, weather permitting. Each classroom also displays the American flag.

The opening exercises each morning include the salute to the United States Flag and the singing of a patriotic hymn.

C. Special Events

In the spirit of expanding the learning experiences of the students in educational and cultural areas, special presentations are held in the School: Christmas show, Catholic Schools' Week, Planting Festival, Crowning of Mary and Graduation.

D. Field Trips

As part of their learning experience, the children are taken on some field trips during the year: apple picking, pumpkin picking and library. The teachers and volunteer parents accompany the children on these trips.

E. Birthday Parties

Families are asked to notify the teacher in writing if they would like to send items in to recognize a child's birthday. Parents may bring small individual items such as cupcakes, brownies, cookies, etc.

## III. Curriculum

A. Primary Goal

The primary goal of the program of instruction in the schools of the Archdiocese is to provide those learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the student.

B. Required Subjects

The children learn the basic skills needed so that they can be ready for the studies that are to follow.

Included in the curriculum are: Religion, Math, Reading, Phonics, Writing, Science, Health, Music, Art, Citizenship, Physical Education and Social Studies.

Kindergarten, Pre-Kindergarten and Nursery concentrate on three areas of development: social, emotional and intellectual.

Socially: The children are encouraged to interact with and respond to each other in a positive manner, to cooperate in group activities as well as to establish basic friendships.

Emotionally: Children are encouraged to be more independent and responsible for their actions as they encounter various situations. They are motivated to accept challenges and to build self-confidence.

Intellectually: The children are exposed to basic readiness skills that will prepare them for the following grade.

C. Religious Education

The religious education program consists of three major elements:

1. Instruction

Presenting God to the student as a loving Creator, Redeemer and Life-Giver.

2. Worship

Prayers and services that engage the student in a living experience with God.

3. Service

Teaching justice, mercy and peace through the use of the Gospels.

D. Lessons and Learning

1. Planning

The individual teacher develops the daily instructional objectives for each subject area. To meet the diverse learning styles of students in class, the plans include learning through a variety of instructional aids and materials.

Children should form the good habit of doing homework. A specific time should be set aside for this task. Parents should work closely with their children in reviewing the skills taught in school.

E. Instructional Materials

1. Workbooks

Books that best meet the children's needs in each of the major areas of learning are selected by the administrator and teachers.

2. Supplementary Materials

A variety of instructional materials that supplement the workbooks, provide enrichment for the children.

F. Testing

1. Teacher-made Tests

Teacher-made tests are given to the children on a regular basis. These tests reflect the material covered during the school year.

G. Pupils Progress Report

1. Report Card

The progress of the students is reported two times a year on a report card. The report cards should be signed by both parents and returned to the School the day after distribution. This report provides a starting point from which both parents and teachers can proceed to help the children achieve greater success. Report cards are given to Pre-K and Kindergarten students. Nursery children do not get report cards.

## STUDENTS

I. Students Attendance

A. Attendance

Attendance is taken every day by the teachers and recorded in the roll book.

Children are expected to attend each session in order to achieve the goals and objectives of our program. Acceptable excuses for absences are sickness and inclement weather.

B. Absences

Any child who has been absent must return to school with a note of explanation signed by a parent.

If a child will be absent for a prolonged period of time, the child's teacher should be notified. A doctor's note is required for extended illnesses.

## II. Admission

### A. Nursery

Children must be three years old by December 1st of that year to be admitted to the Happy House Nursery.

### B. Pre-Kindergarten

Every child admitted to the Pre-Kindergarten must be four years old by December 1st of the year of admission.

### C. Kindergarten

The State Education Department recommends that every child admitted to Kindergarten be five years old by December 1st of that year. A Birth certificate and a complete immunization record must be presented at registration. In addition to these, medical forms must be completed and sent to school by September 30th.

The above mentioned records, certificates and forms are usually presented at registration for Nursery and Pre-Kindergarten but are updated every year. New Kindergarten students are required to present complete proof of immunization.

## III. Change of Address

In the event that a family moves, the school should be notified immediately of the new address and phone number. This information should be kept current for the benefit of the children.

## IV. Health Regulations

### A. Immunization

Prior to entering Pre-School or Kindergarten, every student must be immunized against diphtheria, measles, mumps, polio and rubella. (Public Health Law #2164).

### B. Identification of Health Problems

All health problems identified by the School are noted on a health record. Parents will be informed and their cooperation is expected so that children will receive the necessary professional care.

C. Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. Children's clothes should be neat and clean. Hair should be clean, well groomed, and free of color. The boys' hair must not be below the shirt collar. Bangs should not be so long that they impede vision. Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents will be made by school members.

V. Safety

For the safety and protection of the children, every teacher should have on file, a listing of the home and business addresses and telephone numbers of the parents or guardian of each student. In addition, and alternative relative should be listed in case the parents cannot be reached.

Fire drills will take place during the school year to prepare the children to act quickly and safely in case of an emergency.

A. Accidents and Illnesses

When an accident occurs to a student or when a student becomes ill, the teacher will contact the parent or guardian. Until the arrival of the parent, the student will be kept comfortable in the School.

B. Release of Pupils from School

Parents expect their children to be in the care of the School during school hours. Consequently, students will not be released early without the explicit knowledge of their parents. The teacher should be notified in advance, through a note, or a telephone call when a child is to be dismissed early.

A student will not be released to anyone other than the parents or guardian as listed in the student's record.

C. Playground Rules

The playground offers the opportunity for the children to have a pleasant time of recreation when the weather permits it.

For the safety of the children activities are restricted to the simple games proper to young children.

D. School Closings or Delays

Closing of schools because of inclement weather is not a local school decision. This decision is made by the office of the Superintendent of Schools. We follow the Wappingers School District for closings and delays.

E. School Insurance

The children of St. Aloysius Happy House are insured by the Christian Brothers Insurance. A fee of $25 must be paid this year by every child enrolled in our school. This fee is included together with the books and supplies fee.

## VI. Discipline

### Statement of School Standard Behavior

An effective teaching program is based upon a well-ordered class with an atmosphere conducive to learning. Children who attend St. Aloysius Happy House are expected to be industrious in their work, respectful and cooperative with their teachers and caring and helpful with their classmates. The school staff shall do all that is possible to see that students have respect for themselves, for other persons and for all community helpers.

Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified. Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students and/or parents.