

OUR LADY OF THE LAKE ROMAN CATHOLIC SCHOOL PRE-SCHOOL HANDBOOK

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* The term "Pre-School" refers to both 3-year-olds and Pre-Kindergarten (4-year-olds)

PRE-SCHOOL PHILOSOPHY

Our Lady of the Lake Roman Catholic School fosters the development of each child in a specifically Catholic, Christ-centered environment. Each child is a special individual. Therefore we believe that the development of the intellectual, emotional, physical, and spiritual needs of each child must be tailored, to the greatest extent possible, to the individual child.

We seek to give our children a sense of awareness of God's love, and through such an awareness, to foster the ideals of self-esteem, independence, and self-motivation, which will prepare each child for the continuing education process.

ADMISSION

The schools of the Archdiocese of New Orleans, Louisiana admit students of any race, color, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to the students at Our Lady of the Lake Roman Catholic School. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The OLL Pre-School is open to children who are 3 and 4 years old before September 30th of the year of enrollment. ***Children must be completely potty trained.***

SCHOOL TERM AND SCHOOL HOURS

The school term is from August until May. We follow the same schedule as Our Lady of the Lake Roman Catholic School, however our school hours are 7:30 AM to 1:45 PM. Aftercare is provided for an additional fee and begins at 2:15 PM and ends at 6:00 PM.

CARPOOL

Everyone is required to wait in carpool line. **Never** let children out before the teachers come for them. Morning carpool begins at 7:15 AM and ends at 7:30 AM. Siblings may be dropped off in the Pre-School carpool line in the mornings only. Siblings will not be able to be picked up in the Pre-School carpool line in the afternoons. If you arrive after 7:30 AM please walk your Pre-School child to the outside classroom door. Any older siblings must be brought to the main school office. Children will be brought to your cars at dismissal time, which begins at 1:45 and ends at 2:15. The carpool line moves most efficiently when parents remain in cars and display **boldly printed name signs**. When someone else will be picking up your child, you must send written permission. We may request identification. Any students left after 2:15 will be walked to aftercare.

LUNCH

Students must bring their lunch each day. Lunches must come to school in the lunch box containers provided by the school. **Please do not send candy, squeezable yogurts, puddings, and/or fruits (ex. Gogurts).** No lunches will be cooked or heated by school personnel. Milk is provided for each student. **Lunch should not be brought on half days.**

SUPPLY FEE

The supply fee is \$150.00 and includes supplies, school bag, and lunch box. **All students are required to have a rest mat, which may be purchased through the school for \$27.00.** All students will be receiving a new lunch box container. The school bag for Three-Year-Olds is blue, and for Pre-Kindergarten students, the school bag is red. The school bag should be washed in cold water and line dried.

ILLNESS

Please call your child's Pre-School building to report your child's absence before 7:30 AM (Pre-School building: 626-5678, ext. 123; Froggy House: ext. 151). Children will not be accepted at school with any signs of illness, including fever. You or someone on your emergency card will be called to come and get your child should they develop a fever or show signs of illness while in school. **Please do not send your child to school until they are fever free for 24 hours.** Absences due to a communicable disease will need a written note from a physician before the child will be re-admitted. Absences for any other form of illness will require a note from a parent or guardian explaining the reason for the absence. **Please** notify us immediately of any communicable disease so that we may notify other parents.

Please notify the teacher and the office of any allergies your child may have (foods, bug bites, etc.). No drugs or medication will be administered at school without proper doctor forms, which can be obtained at the office.

COMMUNICATION

Children should bring their Our Lady of the Lake school bag each day for daily notes, reminders, and work papers. Children are not allowed to bring their toys from home to school. Exception is Show and Tell. **Please check your child's bag each day!**

DISCIPLINE

Discipline is designed to promote self-direction, self-control, understanding of choice and consequences, and respect for others. This is accomplished in a Christ-centered environment through consistency and fairness. Each teacher will establish her own classroom rules with appropriate consequences. We cannot allow a child to remain in school if a lack of self-control makes the child dangerous to him/herself or others.

Additionally, student folders contain daily behavior calendars. **Check folders daily and remove all school work.**

CONFERENCES

If at any time you have special concerns or questions and wish to discuss them, please call the school at 626-5678 ext. 123 or the Froggy House at ext. 151. Please note that conferences with all pre-school parents will be scheduled at some point during the school year.

SHOW AND TELL

You will be given a Show and Tell schedule of themes. Please put your child's name on all items brought to school. **Toys should not be brought to school on a daily basis,** however, books, CDs or tapes, or any other items of educational value are always welcome.

FIELD TRIPS

We provide enough adult supervision to keep the children in safe, orderly groups (1 adult per 3 children). For the safety of our students, **siblings will not be allowed on field trips**. Drivers must provide a seatbelt for each child and are required to carry \$100,000/300,000 liability coverage. Proof of Insurance is mandatory and must be on file in the office.

PARENT PARTICIPATION

We encourage parents with special talents and interests to share these with the class. Parents are asked to help with parties and to assist with field trips. **NO SIBLINGS PLEASE**. This is quality time to spend with your pre-school child and our classrooms are not big enough for extra children.

BIRTHDAY PARTIES

Children may bring an edible or non-edible treat to share with the class on their birthdays. Please notify the teacher ahead of time if you wish to provide a treat for snack time. Simple cookies, cupcakes **with liners removed**, rice crispy squares, and popsicles are preferred over treats with lots of sugar or icing. **Invitations may be distributed at school only if one is sent for each child in the class, to all of the girls or to all of the boys.**

OUR LADY OF THE LAKE CATHOLIC SCHOOL

UNIFORM GUIDELINES

Boys' Uniforms 3 Year Olds through 7th

1. Pants/Shorts

Uniform khaki pants or shorts must be purchased from School Time. Pants or shorts may not be worn more than 1" below waist. Khaki shorts cannot be shorter than mid thigh.

2. Shirts

White short or long sleeve polo shirts are required. All shirts must have the official school crest on them and must be purchased from School Time. Shirts are to be tucked in at all times.

3. Shoes

3 year olds through 1st - Velcro is required. 3 year olds through 7th - Any brand, solid black sports shoe with a black athletic, **non-scuff sole**. Shoes must have shoe laces. With regard to logos and brand names: Shoes may have a small discrete logo or brand name approximately 1 1/2 inches in size of a varying color. No other markings (stripes, lights in the sole, etc.) are allowed on the shoe.

4. Socks

White ankle socks with "OLL" logo purchased from School Time are required. Socks of the appropriate size must be worn so that the logo is visible at the ankle.

5. Sweaters - 3 Year Olds through 7th Grade

Male students wear red crew-neck sweaters with the official school crest on them over the white uniform shirts. All red sweaters must be purchased from School Time.

6. Fleece Pullovers

6th-7th **ONLY** - Red fleece pullovers with the official school crest may be worn over the white uniform shirts. The red fleece pullovers must be purchased from School Time.

7. Belts

Black, brown or khaki belts may be worn. Boys in 3 year olds through Pre-1st grade may wear velcro or elastic type belts. Belts must be worn daily.

Girls' Uniforms 3 Year Olds through 7th

1. Skorts and Skirts

3 Year Olds through 3rd - Only the OLL plaid skorts may be worn. For grades 4th through 7th - Only the OLL plaid skort or skirt may be worn. All are available through School Time only. Skort and skirt hems must be no shorter than 1" above the top of the knee cap when kneeling down. Shorts must be worn under the skirt at all times. The skorts and skirts may not be rolled up at the waist.

2. Pants

3 Year Olds through 7th grade may wear khaki pants purchased from School Time during cold weather months.

3. Shirts

3 Year Olds through 7th grade are required to wear white short or long sleeve, banded polo shirts with the official school crest on them. All shirts must be purchased from School Time.

4. Shoes

3 Year Olds through 1st - Velcro is required. 3 year olds through 7th - Any brand, solid white sports shoe with a white athletic, **non-scuff sole**. Shoes must have shoe laces. With regard to logos and brand names: Shoes may have a small discrete logo or brand name approximately 1 1/2 inches in size of a varying color. No other markings (stripes, lights in the sole, etc.) are allowed on the shoe.

5. Socks

White ankle socks with "OLL" logo purchased from School Time are required. Socks of the appropriate size must be worn so that the logo is visible at the ankle.

6. Sweaters - 3 Year Olds through 7th Grade

Female students wear red V-neck sweaters with the official school crest on them over the white uniform shirts. All red sweaters must be purchased from School Time.

7. Fleece Pullovers

6th-7th **ONLY** - Red fleece pullovers with the official school crest may be worn over the white uniform shirts. The red fleece pullovers must be purchased from School Time.

Girls' Accessories

1. Tights

White or navy tights only may be worn during cold weather.

2. Girls' Hair Accessories

Small, discreet barrettes, ribbons or headbands only that match the uniform may be worn.

3. Make-up

No make-up, nail polish (including clear) or fake fingernails may be worn.

Boys' and Girls' Miscellaneous

1. Outer Wear

Jackets or coats may be worn over uniform sweaters or fleece pullovers during winter months. Outer wear may not be worn in the classroom, annex or church. Unacceptable writing or pictures are not allowed, except a small discreet logo.

2. Rain Gear

All students **must** have appropriate rain gear (jacket, rain coat, poncho or umbrella) in their school bag or locker at all times.

3. Jewelry

Watches, religious medals, and OLL pins may be worn. Religious medals must be worn inside the shirt and not visible. Earrings may only be worn by girls. Only single (one per ear), non-dangling earrings, no larger than the ear lobe may be worn. No other items may be worn.

4. Hair Styles

Hair is to be clean and neatly combed at all times. Hair styles deemed inappropriate by the administration may not be worn. Dyed, bleached, or highlighted hair is not acceptable. The maximum length for boys' hair is to the bottom of the ear on the sides and the top of the collar in the back, not below the collar or below the eyebrows.

Spirit Days

Spirit shirts may be worn on Fridays. The red spirit shirt will be available from School Time. The spirit shirt is to be tucked in and worn with uniform skorts, skirts or pants for girls, and uniform pants or shorts for boys. Regular uniform shoes and belts are required. No jeans can be worn on Fridays. Spirit shirts from previous years cannot be worn on Fridays.

OUR LADY OF THE LAKE ROMAN CATHOLIC SCHOOL

PRE-SCHOOL HANDBOOK

I hereby acknowledge that I have read this handbook and that I agree to abide by the rules and regulations contained herein.

Parent/Guardian Signature

Date

NOTE: Please remove this page from the pre-school handbook and return it (signed) to your student's homeroom teacher.