



"LET IT BE KNOWN TO ALL WHO ENTER HERE THAT JESUS CHRIST IS THE REASON FOR THIS SCHOOL, THE UNSEEN BUT EVER-PRESENT TEACHER IN ALL ITS CLASSES, THE MODEL OF ITS FACULTY, AND THE INSPIRATION FOR ITS STUDENTS."

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## NATIVITY PARISH DAY SCHOOL HANDBOOK

### WELCOME!

We welcome you to the Nativity Parish Day School! The following information is to acquaint you with the policies and procedures of our preschool programs.

**PHILOSOPHY** In a Catholic setting, we seek to give children the best possible preparation for their on-going education, as well as for a rewarding life. At Nativity Day School, our program focuses on the whole child, mind, body and spirit. Our classrooms are structured, yet nurturing, where teachers promote self-esteem, social values, religious values, respect and understanding. We offer a developmentally appropriate curriculum that includes daily supplemental and enrichment and multi-sensory activities. We accommodate different learning styles and adapt our themed units so that children can develop a deeper understanding and a love for learning.

### **CLASSES: BEGINNING PRESCHOOL, PRESCHOOL AND KINDERGARTEN PREPARATION**

Nativity Parish Day School provides parents with three different programs to educate and enrich the lives of their children. **Beginning Preschool** is for children that are 2 ½ years of age and potty trained and turn three between 9/1/19 and 8/31/20. **Preschool** students must turn four between 9/1/19 and 8/31/20. **Kindergarten Preparation** students must be kindergarten eligible for the 2020-2021 school year and turn five between 9/1/19 and 8/31/20.

**ARRIVAL** Parents shall drive through the drop off line or park in the designated parking spaces in the north parking lot of the church and personally escort their child into the school. This procedure is for the safety of all children.

**DISMISSAL** Parents shall drive through their child's designated pick up line. A child will be allowed to leave school only with a parent or designated carpool driver unless the school is notified otherwise in writing or in person by the child's parent. A picture ID may be asked of the person picking up. Young children become anxious if parents are late for pick up.

**EXTENDED CARE** Extended Care is offered from 3:15-5:30. There is an additional charge for Extended Care and students must be pre-registered.

**CREATE, LEARN, EXPLORE & PLAY** A program offered for those with children in **Preschool** who would like their child to attend additional days other than their regular preschool sessions.

**PARENT / TEACHER COMMUNICATION** Good communication between parents and teachers is essential for the best experience. Email is the best form of communication. Weekly newsletters and monthly lesson plans will be delivered via email.

**BIRTHDAY** Birthdays are important and exciting to children. Your child may wish to share a simple treat with classmates on this special day. Parents should make arrangements with teachers in advance. Your child may wish to add to the school's library by participating in our Birthday Book Club.

**CLOTHING** Preschool and Kindergarten Prep will wear uniforms.

**TUITION** May be paid by the month, semester or year. If paying by the month, tuition is due by the first of the month. Tuition statements will be sent home at the beginning of the month from September to May.

**ABSENTEEISM** Please call the school nurse and email your child's teacher if your child will be absent. The nurse can be reached at 913-338-2151 or nurse@kcnativity.org

**HEALTH / SICK CHILD POLICY** Regular attendance is important. However a child should be kept home for the following reasons: 1) diarrhea; 2) vomiting; 3) a temperature above normal; 4) a rash or discharge from eyes or ears; 5) a fresh cold with a sore throat, runny nose, or a cough. Children must be free from **all of the above for 24 hours before returning to school**. If your child contracts a contagious disease, please notify the school immediately so parents of other students may be notified.

A child needing to take medication while at school must submit a note to the nurse. The note must include the child's name, the name of the medicine, the proper dose, the time of the dosage, and your signature. All prescription medicine must be enclosed in its original container with the doctor's instructions on it.

When your child becomes ill while at school, you will be called to pick him or her up. We ask that you do so as soon as possible so that your child will be more comfortable and not expose the other children.

**DISCIPLINE** Praise, respect, and acceptance for a good self-concept are our goal at Nativity Day School. When discipline is necessary, a body rest method will be used. Discipline that is humiliating, frightening or physically harmful to the child shall not be used at any time.

**SERIOUS INCIDENTS** Because on occasion, a serious incident such as biting, fighting, punching, kicking, and others may occur, we have set a school-wide policy on this subject. Any child who hurts another child seriously will get two warnings. On the first incident, the teacher will talk to the child and the parent. On the second incident, the child will be sent home. On the third incident, the child will be asked to leave our program permanently. This policy is set for the safety of all the children.

**TORNADO, LOCKDOWN AND FIRE DRILLS** Tornado, lockdown and fire drills will be practiced periodically. Should a tornado warning occur during school hours, we would take the necessary precautions for your child.

**TOYS** All toys must be left at home except for designated Toy Days or Show and Tell days.

**SNOW DAYS** Nativity Parish School and Day School both follow the Blue Valley School District for snow day school cancellations. Parents will be notified through email and text.

**EARLY DISMISSAL** The Day School will follow Nativity Parish School calendar for Early Dismissal and No School Days.

**LUNCH** Beginning Preschool and Preschool classes will eat lunch in the Preschool Pod area. Kindergarten Prep will eat in the cafeteria, Bethlehem Café. All classes may buy hot lunch and milk. If you choose to send your child with a lunch, we encourage you to pack items that the child can open independently.

**CATECHESIS OF THE GOOD SHEPHERD (CGS)** The Catechesis of the Good Shepherd is a Montessori-based religious formation program for children. It seeks to create and facilitate a sacred, “hands-on” space for children called an atrium, in which both the children and the catechists can hear, ponder, and celebrate the most essential mysteries of the Christian faith as revealed in the scriptures and the liturgy. All students enrolled in the Preschool and Kindergarten Prep classes will attend weekly.

**LESSON PLANS** A newsletter and lesson plans will be sent by e-mail at the beginning of each month. The newsletter and lesson plans will help you know some of the activities we are working on in school each day. Many parents use these plans to inform their child, before coming to school, of activities planned for that day and to promote discussion after school. These plans may be subject to change without notice.

**PARENT AND TEACHER CONFERENCES** Conference sessions are scheduled twice a year. Progress reports are sent home three times, in October at Conferences, in February at conferences, and at the conclusion of the school year. If at any time you would like an additional conference or have any concerns or questions, do not hesitate to call and arrange for an appointment with the teacher and /or director.

**TOILETING** All children enrolled in Nativity Day School must be completely toilet trained and 100% out of diapers, including Pull-ups, before the first day of class. Please refer to our TOILET TRAINING form for more information.

**FIELD TRIPS** Preschool and Kindergarten Prep will take at least two field trips a year. In the fall they will visit a pumpkin patch and in the spring they will visit Deanna Rose Farmstead. We welcome parents to volunteer to join us, but we ask that no younger siblings accompany you since the preschoolers will need all of your attention.

**PARTIES** Preschool plans three parties a year: Halloween, Christmas, and Valentine's Day. Parents will be asked to help supply treats, drinks, paper products, and a game/craft. A sign-up form will be posted at Quick Visits. Cupcakes are discouraged.

**SHOW AND TELL** Each individual classroom teacher will decide Show and Tell days and will include them in her lesson plans. In taking an antiviolence stand, we will not allow toy guns, knives, or other weapons for Show and Tell. Please remember, we are not responsible for lost, misplaced, or broken items.

**SNACKS** Parents will be assigned to bring snacks for a week, 2 or 3 times during the year. These snacks should be nutritious, such as fresh vegetables, fruits, cheese, or crackers. Save fruit snacks and sugary treats for parties, please. Drinks are not necessary.

**SUPPLIES** Each day your child will need to bring a large backpack labeled with his name on the outside of the bag. This backpack will make it easier for your child to carry school masterpieces home and comes in handy when bringing Show and Tell items. All children are required to have an extra set of clothing in a large ziplock bag kept in the bottom of their backpack in case of an accident. In addition to the above, your child will need to bring in the supplies on their class supply list. The supply lists will be mailed in the Summer Packet. Please bring all class supplies to Quick Visits.

**QUICK VISITS** “Quick Visits” is a time for parents to complete administrative business AND for the children to meet their teacher and to see their classroom. Be sure to bring **all your child’s school supplies**, your checkbook to pay for **hot lunches** (money gets put into an account for your child), **PTO dues**, etc. Bring the paperwork you will receive in your Summer Packet (will be sent to you at the beginning of August) and turn it in at the appropriate place (tables are marked). Little children who won't sit in a stroller would be best left at home with a babysitter, if possible, to help keep your sanity during this very busy time! This day can be a bit overwhelming the first time. Quick Visits are also a great time for you and your child to become familiar with your child’s teachers and classroom.

**FIRST DAY OF SCHOOL ORIENTATION** Join us in making this a happy time for your child. The newness of school sometimes causes apprehension, and therefore, the first week's schedule is modified. We will hold an hour orientation on the first day. Students are dropped off in their classroom while parents can enjoy learning new preschool information in the cafeteria.