

St. Mary Gate of Heaven Catholic Academy

104-06 101 Avenue

Ozone Park, NY 11417

Front office (718) 846-0689

Pre-k (929) 345-4085

WELCOME!

Dear Parents,

We are very excited you have chosen the Pre-k at SMGHCA. We look forward to an enriching and rewarding year. So many great things will happen in your child's classroom. Our objectives this year are to help better prepare your child for school emotionally, socially, and academically in a positive and nurturing environment.

- Please note that the Pre-k school day is from 8:30am-2:50pm, M-F. It is your responsibility to make sure your child attends regularly and gets here on time. You must notify us by email at upk@smgh.org, or by calling the Pre-k number (929) 345-4085, or the school number (718) 846-0689. Bring in an absence note when your child returns. Please keep your child home if your child is sick or contagious (lice, pinkeye, cold, fever). Wait 24 hours after the fever breaks or vomiting stops to send him or her back to school. If the child is absent for 3 consecutive days, you must bring in a doctor's note.
- Dismissal is at 2:50pm. DO NOT be late. This makes your child anxious. If an emergency occurs and you must be late call the Pre-k number (929) 345-4085. If someone does not answer leave a message. It is the first thing that we will check when you don't show up. If you are late your child will be placed in the afterschool program and you will settle the fee the next day.
- Early-Care is available from 7:30am-8:30am. The cost will be announced in September. Your child will not be allowed in the building before 8:30am unless they are in Early-Care. Please use the front door for early morning drop off. There is an After-school program from 3pm-6pm. Both programs are run by the school, not the Pre-k program. For every 10 minutes late, you will be charged \$5.00.
- Every morning one of the staff will open the door at 8:30am. Your child will be encouraged to go upstairs alone. There are teachers guiding them along the way. When you visit the classroom, you must use the front door and sign in, leave your ID, and get a badge. This is for the safety of your child and every person in this school, including yourself. We need to know who is in the building at all times. If you come upstairs without a badge you will be sent downstairs to the front desk.
- You should participate in ongoing communication with program staff to support your child's learning and development. Drop-off time is a busy time for the teachers. If you need to speak to the teacher one on one write a note requesting an appointment. If it is urgent, let the person at the door know that you must see a staff member. Discuss any changes you may notice in your child's behavior or learning needs. This will help the teacher help the child.

- You are expected to meet with the teacher 2 times a year.
- We need to know about any allergies or restrictions on food. If your child needs a vegetarian, lactose free or gluten free meal let us know immediately. We are a **NUT FREE** school. We serve nutritious meals for breakfast, lunch and snack. Weekly you will receive a menu. Review the menu with your child and get him/her excited about trying new foods.
- We are all excited to celebrate our birthdays. You may send in store bought cupcakes with the ingredients listed on the packaging. You must notify the classroom teacher that you are bringing in a treat.
- Review toileting procedures. Send your child dressed in EASY on/off clothing. Practice washing hands. Cleanliness is very important to us.
- Accidents happen therefore send in an extra set of clothing. Please include socks and underwear. Change these clothes seasonally. Label all clothing and place it in a gallon size Ziploc bag with child's name on it. Label their jackets coats and hats too.
- A parent or special person should attend Family Friday events.

It would be helpful if your child knew the following skills and information. Please work on any of these skills and/or information below with your child:

1. His/her full name, parent's name, and phone number.
2. Make sure your child knows how to take care of **all** of his/her bathroom needs.
3. How to wash his/her hands with soap and water as well as drying them without assistance.
4. How to put away playthings and materials after using them.
5. How to blow his/her nose.
6. How to cover his/her mouth when coughing or sneezing.
7. How to take off and put on clothing including jackets, mittens, etc. without assistance.
8. How to fasten and unfasten clothing, including zippers, snaps and buttons.

We realize that most students may not have mastered all the above. Working together, we're sure, it can soon be accomplished.

We are looking forward to working with each child and are excited to be part of their growth and development. Please feel free to contact us with any concerns you may have throughout the year. Let's work together to make this year full of fun and learning.

Thank you,
The Pre-k Staff