

Welcome Parents/Guardians,

Welcome to St. Peter Academy and I hope this will be the beginning of a wonderful educational experience for your child! The following will outline the processes which will take place for arrival, dismissal, lunchtime and recess.

PreK Orientation

This year's orientation will be in the cafeteria on Tuesday, Sept. 5 at 8:00 a.m. It should last approximately an hour. Please make sure the main office has your contact information in order for us to be able to contact you during the school year. The orientation will provide you with details of what our first week will be like and all the things we have asked you to obtain for your child to make it a successful year.

Teachers in Pre-K4

The PreK4 program is led by Mrs. Vitone and her full time aide, Mrs. Keanna. Additional aides will be determined by enrollment size at the end of August.

September Calendar

Our first week of school will begin on Wednesday, September 6th with half-day sessions (8:00 – 11:55 a.m.), and Thursday through Friday, Sept. 7 – 8th. Dismissal on half-days is at 11:55 a.m. for the Pre-K program. We dismiss five minutes earlier to allow parents time to pick their preschooler first before going to the upper grades. Regular school dismissal is at 12 noon during half-day session. Please note that every first Friday of the month is a half-day session. Aftercare will be available on first Fridays. Please see school website for updates on half-day sessions and aftercare.

Full day session will begin on Monday, September 11 (8:00—2:25 p.m.). Full day dismissal time is at 2:25 p.m. Regular dismissal time for upper grades is 2:30 p.m. If you are running late to pick up your child, please call the main office and they will notify the teacher. We will escort your preschooler to aftercare if you are running late.

Arriving at School

We encourage you to park in the school parking lot behind the school and walk around to our front door on Fifth Avenue. This is a much safer area to remove children from the car than on Fifth Avenue. PreK3 and PreK4 will enter through the same blue doors by the flag pole and the St. Peter Academy school sign. This is also the dismissal door.

Only children will be permitted to enter the classroom. Class admittance begins at 7:45 a.m. and ends PROMPTLY at 8:00 a.m. If you arrive late in the morning, please go to the office first and they will provide your child with a hall pass before coming to class.

Snack and Lunch Time

Snacks will be eaten in our classroom. Lunch will be eaten in the cafeteria at 11 a.m. for Pre-K4 only. Occasionally, we may eat lunch in the classroom. Please label or tell your child what is the snack and what it the lunch. Please do not send anything with nuts into the school. Please let us

know if your child has any type of allergies. Send the nurse a written notification and whether an EpiPen is required.

Children will be taken outside, weather permitting. Provide a sweater for your child to keep in their locker at all times. Windows will be open slightly throughout the year for ventilation. Air conditioning is used on hot days and overhead fans. Please have your child wear sneakers (Velcro is preferred) since they will be active. No flip-flops or crocks. No boots allowed in the gym. We will assist your child during winter if they wear boots and need to switch to sneakers.

Before Care and After Care

Before care is available daily beginning at 7:00 a.m. To drop off your child at Before Care, please enter via the church gathering space and ring the doorbell at the brown doors inside the building. Forms for before/and aftercare are on the main school webpage.

AfterCare

Aftercare begins immediately following dismissal at 2:30 p.m. Children must be picked up by 6:00 p.m. Should you run into an emergency and need to have your child go to aftercare, please call the main office.

Dismissal

PreK3 and PreK4 will be dismissed from the same blue doors as morning arrival. Please wait outside the doors and we will send your child out to you. Two classes are being dismissed from this area, we ask that you be extra patience, especially in the beginning of the school year as we get to know you. You may come up to the door when you see your child's teacher and announce your child's name during dismissal, especially during the first few weeks of school.

What to bring on the first day of school

1. Full size backpack and their folder.
2. Small sleeping bag that rolls tightly and closes with a velcro strap. **NO LARGE CAMPING-STYLE SLEEPING BAGS!** We do not have the storage room for these!
3. A lunchbox that can accommodate a mid-morning snack and a lunch. Please send lunch in a tupperware-style storage container making earlier for your child to open. We are unable to cook or heat lunch, so if you wish to send a hot lunch, please purchases an appropriate thermos.
4. A drink/water bottle. The ideal drink container is entirely sealed, has a pop—up straw and is **SPILL-PROOF!** **No sippy-cup.** Always be sure the top of your drink container is properly screwed on to avoid spilling it all over the lunchbox and backpack.

Please bring all the emergency forms! All forms can be found on the website. Please visit the school website and sign up for our Emergency Notifications system. The main office requires that all forms be filled and submitted before school starts. Don't forget to sign the technology form too.

Pre-K4 requests that all parents submit a separate emergency information form that can be found on my website page separate from the main office. Please make sure you print neatly your email address.

Uniforms

Our PreK program is required to wear uniforms. Shorts and the T-shirt is the summer uniform. They can be purchased from Flynn O'Hara. See our main school website for details.

Please pack an entire change of clothes for your child in case of an accident. This means, underwear, socks, shirt and pants. Emergency change clothes do not have to be uniforms. Please place these clothes in a zip-lock bag and label the bag with your child's name. We will ask you to change these items out seasonally.

IMPORTANT:

Please be sure your child's name is visible on all their belongings—BACKPACK, LUNCHBOX, JACKET, and SWEATSHIRTS! **ESPECIALLY SWEATSHIRT! USE A SHARPIE (MARKER) AND WRITE THEIR NAME ON THE INSIDE COLLAR OF THE SWEATSHIRT.**

Thank you.

Should you have any questions, send me an email:

mvitone@spare.org