

# *Our Lady of Grace*



**PRESCHOOL & KINDERGARTEN**

2011 – 2012  
School Year Handbook

635 Glenbrook Road  
Stamford, CT 06906  
(203) 348-5531  
[www.ourladyofgraceschool.net](http://www.ourladyofgraceschool.net)

# Program Goals and Objectives

The staff of Our Lady of Grace School is committed to the education of the whole child. In keeping with this commitment, we strive to provide quality care and learning opportunities for children in an atmosphere where sound spiritual and moral values are evident. Specifically, the program emphasizes the following developments:

- *Spiritual Development:* The spiritual development of the child is of prime importance. Emphasis is placed upon the fact that the child is a creature of God, created in the image and likeness of God, with soul and body, destined for eternal happiness.
- *Cognitive Development:* Focuses on the child's abilities in recognizing and naming the world in which he or she lives.
- *Language Development:* Focuses on the child's abilities in the verbal and grammatical concepts of language, as well as the concept of memory and language productions.
- *Creative Development:* Focuses on the child's ability in the drawing and distinguishing of particular figures, features and shapes.
- *Social Development:* Focuses on the child's ability to recognize his or her own role and the responsibilities of that role in a social atmosphere.
- *Emotional Development:* Focuses on the child's self-perception and on the development of healthy emotional and self-confident qualities.

## Tuition Payment

Our Tuition fees for the 2011-2012 school year are started in the school contract.

Tuition is to be paid every Monday or at the beginning of every month, even though your child may be absent from school. Payment must be made in the School Office in an envelope clearly marked with the child's name and teacher's name.

## Register Book

In compliance with State Regulations, every parent must sign their child in the daily register book upon entering the school building and must also, sign their child out upon leaving at the end of the day.

## Important Reminders

For the safety of our students, school doors will be locked at 9:00 am.

Please make teacher aware of any foreseen changes prior to drop-off if you can't make 9:00am time. (i.e. doctor apts.)

If your child is absent from school, please make sure you call the office to inform the school.

## Medication

In compliance with state licensing regulations, the school staff is NOT permitted to administer any medication to the children while they are in attendance at school. This includes sun-screen.

## Celebrating Birthdays

If you wish to celebrate your child's birthday at school, we ask that you make it very simple by bringing in an afternoon snack, art project or donate a book for the Class library. No balloons or goody bags.

## Website/ Winter Weather Advisory

Our website is always kept up to date and current. Lots of new information will be posted for you including school schedules, picture links, forms, the new handbook, classroom calendars, school closings & lots more.

Winter Weather Advisories are posted on: Channel 12 News, WSTC 1400 AM Radio & School Website

**<http://www.ourladyofgraceschool.net>**

*Note: Personal student information, including birthdays and addresses, **will not** be posted to the website.*

## OLOG is a Nut & Popcorn Free School

Popcorn is a choking hazard for young children. We ask that students not be given popcorn as a snack in their lunches.

Nut Allergy: Due to the **severe allergic reactions** that children may have, we have made our school **nut free**.

Please take into consideration when making lunches for your children, when bringing in *food for the class*, (home baked or store bought), products with the following ingredients:

- Peanuts
- Peanut Oil
- All Tree Nuts:  
Walnuts, Pecans, Cashews, Almonds, Macadamia Nuts, Brazil Nuts, Pignolia nuts, Almond Paste, Marzipan, Pistachio's
- Snacks, Cereals or Ice Creams (with nuts)

Also note not to have these items present when you are cooking items to be brought to the school.

Snack ideas: Goldfish, Graham crackers, Pretzels or Ritz Crackers

Thank you for your cooperation!

# Classroom needs

Please bring twice a year the following list of classroom supplies:

- Lysol wipes
- Kleenex
- Soap for Dispenser
- Paper Towels
- Paper Plates, Cups & Napkins
- Plastic Spoons & Forks
- Toilet Paper
- Child's Favorite Snack & Juice boxes

## Dress Code - Uniforms

Our Lady of Grace School has implemented a Dress Code for our students in order to create an atmosphere of uniformity and parity among the children. Children **must** wear the school uniform everyday including the first day of school.

The Dress Code is:

<b>Girls</b>	<b>Boys</b>
<ul style="list-style-type: none"><li>• White round neck (peter pan) collar blouse</li><li>• Navy classroom pullover jumper</li><li>• or Uniform navy skirt</li><li>• White or Navy tights or knee socks</li></ul>	<ul style="list-style-type: none"><li>• Navy uniform pants (shorts for hotter months)</li><li>• Navy crew cardigan sweater (optional)</li><li>• Navy v-neck sweater (optional)</li><li>• White button down shirt (polos for hotter months)</li></ul>

There are currently several uniform providers which you can find information about ordering on the OLOG website. We are very excited to announce a new uniform vendor -- [FrenchToast.com](http://FrenchToast.com). We think you will be happy with the pricing and quality of the clothing. The FrenchToast school source code is **QS5NTEX**. Everything you need for your child is available on our personalized, OLOG webpage. Once you enter this code, shopping will be available at your fingertips. All other vendors remain available to order from as well – FrenchToast is another option for our parents.

**From June to August:** Girls and Boys: White knit collared shirt or gray t-shirt (available at Our Lady of Grace) and Navy shorts

# Parents' Committee

Our primary goal is to make your child feel happy and secure by providing care and learning opportunities in an atmosphere in which Christian values and love are evident. We always welcome your help and valuable input. Therefore, a Parents' Committee has been instituted to assist us with the upcoming activities and events throughout the school year and to promote more parental involvement. Flyers will be sent home with your child notifying you of scheduled Parents' Committee meetings along with being marked on the monthly classroom calendars.

**As a parent you are automatically enrolled.** Our children at Our Lady of Grace benefit from many great activities and events and some of these could not happen without the participation, suggestions and support of the parents.

Some of the great activities that we host at our school are:

- Fun Fitness with Mrs. Elena
- Music class
- Stop think Take Five
- McGruff
- Movie Morning and more...

All of these activities have come out of suggestions from our parents meetings. New suggestions and ideas are always welcome.

In addition, to our yearly activities we host various fundraisers. Our Lady of Grace does not receive any state, city or dioceses funding. **The way we continue to improve our programs and keep the tuition low is by our fundraisers that we host throughout the year.** Such as our annual school raffle ticket sales, box tops and various others. Our main fundraiser is our family dinner, which is a twofold event, to raise funds and to build community amongst the school and children. Preschool is the primary foundation towards education. By providing our children with a strong foundation together we can work towards closing the current gaps in education.

Any questions, please call or email committee members  
parentscommittee@ourladyofgraceschool.net

Kimberly Zapata: tel: 203.329.1235 email: [kimmyzapata@gmail.com](mailto:kimmyzapata@gmail.com)

Melanie O'Malley: tel: 203.832.2057 email: [omalley826@gmail.com](mailto:omalley826@gmail.com)

# Calendar of Events for 2011-2012 School Year

August 29, 2011	First day of School Year 2011-2012	January 2, 2012	New Year's Day Observed - School Closed
		January 3, 2012	School Registration Begins
September 5, 2011	Labor Day – School Closed	January 16, 2012	Martin Luther King Day - School Closed
September 20, 2011	School Pictures		
September 22, 2011	Back-to-School Night	February 4, 2012	Open House for Prospective Students
		February 20, 2012	Presidents' Day - School Closed
October 10, 2011	Columbus Day - School Closed	February 21, 2012	Progress Reports Issued
October 31, 2011	Halloween Party		
		April 1, 2012	Family Dinner - Italian Center
November 11, 2011	Veterans' Day - School Closed	April 5, 2012	Holy Thursday-3:00p.m. Dismissal
November 23, 2011	Early Dismissal - 3:00p.m.	April 6, 2012	Good Friday - School Closed
November 24, 2011	Thanksgiving Day - School Closed	April 18, 2012	Graduation Pictures
November 25, 2011	School Closed		
		May 28, 2012	Memorial Day - School Closed
December 4, 2011	Christmas Program & Raffle – 2pm		
December 24, 2011	Christmas Eve - School Closed	June 15, 2012	Feast of the Sacred Hearts – School Closed
December 25, 2011	Christmas Day - School Closed	June 22, 2012	Last Day of Kindergarten Class
December 26, 2011	School Closed	June 24, 2012	School Graduation @ St. Basil's College
			School Family Picnic @ Cove Island
		June 25, 2012	Summer Program Begins
		July 4, 2012	Independence Day - School Closed
		July 31, 2012	Last Day of Summer Program
		August 1, 2012	Vacation Begins
		September 4, 2012	First Day of School Year 2012-2013

## Fun & Fundraisers for 2011-2012 School Year:

The Committees are:

Back to School Night/ Open House – Co-Chairs: Kim Zapata ([kim@paywiththis.com](mailto:kim@paywiththis.com)) & Melanie O'Malley ([omalley826@gmail.com](mailto:omalley826@gmail.com))  
A chance for parents to come see the work their students have been learning and socialize with the teachers and parents.

OLOG Welcome Wagon/Family Support Team - Chair: Kathy Chambers ([kac1476@optonline.net](mailto:kac1476@optonline.net))

Miss Chocolate Fun-Raiser (Optional) - Chair: Melanie O'Malley ([omalley826@gmail.com](mailto:omalley826@gmail.com))

Co-Chair: Kim Zapata ([kim@paywiththis.com](mailto:kim@paywiththis.com))

A catalog full of wonderful items that you and your friend & family can purchase. (i.e. wrapping paper, chocolate, house-hold items, jewelry)

Box Tops Fundraiser: Chair: Jennifer Creaturo ([jcreaturo@yahoo.com](mailto:jcreaturo@yahoo.com)) Co-Chair: Meg DeCaro ([meg@decaro.net](mailto:meg@decaro.net))

Please clip your box tops and drop them off in our box-top container (located down stairs near the bulletin board and sign-in book)

Christmas Show: Chair: Marie Gioia ([missmarie46@hotmail.com](mailto:missmarie46@hotmail.com)) Co-Chair: Lou Gioia ([fathertm@aol.com](mailto:fathertm@aol.com))

The Christmas show takes place at St. Basil's – we will need help with set-up, take down, etc!

Christmas Raffle - Chair: Angela Marchetti ([marchetti.angela@yahoo.com](mailto:marchetti.angela@yahoo.com))

This is our 2<sup>nd</sup> largest fundraiser. Each family is given 30 - \$5 tickets to be sold. This is a mandatory fundraiser, each family must sell at least 30 tickets each.

Palm Sunday Fundraiser: Co-Chairs: Kim Zapata ([kimberly.zapata@ge.com](mailto:kimberly.zapata@ge.com)), Melanie O'Malley ([omalley826@gmail.com](mailto:omalley826@gmail.com)) &

Angela Marchetti ([marchetti.angela@yahoo.com](mailto:marchetti.angela@yahoo.com))

This is the **LARGEST** fundraiser of the year. It takes place at the Italian Center. We have great silent auction items & tea-cup raffles. We need your support to make this a success. We will need all hands in!

June Family Picnic: Chair: IF YOU ARE INTERESTED IN HELPING WITH THE PICNIC, PLEASE EMAIL KIM ZAPATA

Co-Chair: Geoff Herzog ([Geoff.herzog@pepsico.com](mailto:Geoff.herzog@pepsico.com))

The picnic takes place at the Pavilion at Cove Island Park. We have great food and entertainment for the kids...all the families get together for some fun-in-the-sun (we hope!).

Fundraising Opportunity Committee – Chair: Kim Parker ([kimparker51306@aol.com](mailto:kimparker51306@aol.com))

This committee brainstorms new fundraisers for the school.

# Room Parents

Room Parents Liaison:

Melanie O'Malley

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## **Sr. Rosa's Class:**

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Susana Benalcazar

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Natalia Sepulveda

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## **Sister Daria's Class:**

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## **Sister Gesuina's Class**

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## Parent Contact Information

Please remember to keep your contact information with the school up-to-date. Make sure we have the most current information in case of an emergency or illness and we need to contact you. If your information has changed since you registered your child please use the forms below and submit it in the tuition box in the office.

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Child's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Name of Mother: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name of Father: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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Child's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Name of Mother: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name of Father: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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Child's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Name of Mother: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name of Father: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

## Disclaimer Notice

I hereby acknowledge that I have reviewed and understand the Our Lady of Grace Preschool & Kindergarten handbook. The handbook/manual contains policies, procedures, practices and payment requirements which I agree to read and comply with during my child's (children's) attendance with Our Lady of Grace Preschool & Kindergarten. I understand that it is my responsibility to become familiar with the contents of this manual and tuition requirements. Should I ever have any questions about the policies set forth, I will contact Sr. Gesuina for clarification.

Please complete the information below and return the original form to the school office within thirty (30) days of your child's enrollment.

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Parent/Guardian Signature

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Date

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Parent/Guardian Name (Printed)