



"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. At Nativity Day School we are non-discriminatory and will accept any child regardless of race, color, religion, national origin, ancestry, sex or physical handicaps.

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.

ARRIVAL & DISMISSAL Parents shall 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. 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 3:10-6:00. There is an additional charge for Extended Care and students must be pre-registered. A Registration Fee is due per child enrolled.

PARENT / TEACHER COMMUNICATION Good communication between parents and teachers is essential for the best experience. Email & brightwheel are the best form of communication. Weekly newsletters will be delivered via email.

BIRTHDAY Birthdays are important and exciting to children. Your child may wish to share a simple store-bought 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.

UNIFORMS All Day School students are required to wear uniforms, however, plaid jumpers and skorts will be optional due to sizing. Students will be required to wear solid navy-blue bottoms (pants, drawstring shorts or pants, and jumpers) and solid white, light blue or navy tops. Shorts or leggings must be worn with skirts and jumpers. All students must wear sneakers. Clothing for uniforms can be purchased at Old Navy, Target, Gap, etc. Day School students are welcome to wear spirit wear on Spirit Days. Spirit wear and plaid jumpers can be purchased through Land's End.

TUITION. Tuition is due on the first of the month. As part of the application process, all families will be enrolled in brightwheel, our billing system. Payments will be due on the 1st of every month. Tuition

statements will be sent electronically through brightwheel. Statements will go out 5 days before the end of the previous month for the upcoming month. We will start invoicing statements on August 1st, the last statement will go out on May 1st. If an account become 45+ days or more past due, student will be unenrolled from the program.

ABSENTEEISM Please call the school nurse and email the director if your child will be absent. The nurse can be reached at 913-338-2151 or nurse@kcnativity.org & Director Katie King katie.king@kcnativity.org Dropping your child off at different times daily is disruptive to learning in classrooms and your child's routine. Please have your children to school on time daily.

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. 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. If you suspect your family has Covid please contact school nurse for assistance. nurse@kcnativity.org

A child needing to take medication while at school must have the proper documentation of medication and dosage. All prescription medicine must be enclosed in its original container with the doctor's instructions on it. The medication form can be filled out in the nurse's office.

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. If we are unable to contact parents within 15 minutes, we will proceed with contacting other emergency contacts on file for the student.

DISCIPLINE

PRESCHOOL AGE Praise, respect, and acceptance are our goals 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 never be used.

SERIOUS INCIDENTS/INJURY 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 parents will be called in for a conference and maybe asked to leave our program permanently. This policy is set for the safety of all the children. We also have a strict biting policy. **If a child is seriously hurt at school the nurse will assess the injury while staff called 911, parents will be notified to meet us at the hospital.**

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.

SECURITY One of our main goals at the Nativity Day School is to make sure our students and staff are safe at all times. We have a security system which will allow us to keep all doors closed during the school hours and video tape activities with surveillance cameras in and outside our building. Parents and students will be able to enter school at any time through the main entrance only. Parents will need to press the front intercom button to

be buzzed in. They will be in pinpoint lock until the receptionist allows them to enter. All visitors must sign in upon arrival and will be escorted around the building. In the event of an emergency, we will follow our Emergency Response Plan (ERP).

TOYS All toys must be left at home except for designated Toy Days or Show and Tell days. Students who attend Full Time may bring a small lovie or stuffed animal to be used for nap time only.

SNOW DAYS Nativity Parish School and Day School both will implement their own snow day 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. Please note, Day School will always dismiss before K-8.

LATE PICK UP In the rare event that you are not able to pick your child up from school on time, please contact the school office and Director. After the 3rd instance your account will be billed \$25 per day that your child is picked up late.

LUNCH Day School students who attend full day will eat lunch in the classrooms. Students who leave at noon (half-day) will not eat lunch at school. If you choose to send your child with a lunch, we encourage you to pack items that the child can open independently. Please also remember to pack one of each of the food groups in your child's lunch; protein, fruit, vegetable, grain and dairy. Sweet treats should be saved for special occasions. For more information on healthy lunch requirements please visit www.choosemyplate.org.

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 Beginning Preschool, Preschool and Kindergarten Prep classes will attend weekly.

LESSON PLANS A newsletter will be sent by e-mail at the end of each week. Lesson plans are posted outside each classroom. 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 once or twice a year. Progress reports are sent home throughout the 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. Students that have 3 accidents in 5 consecutive days will be sent home and not able to return until the following week, as this is considered NOT potty trained. If they have a bowel moment on their pants we will change them, but students are required to go home for the day. Please refer to our TOILET TRAINING form for more information.

VOLUNTEERS. All Volunteers are required to be Virtus trained. Please visit www.virtusonline.org for

enrollment classes. Volunteer opportunities include room parents, red Bag coordinator, stewardship coordinator, lunch helpers, secret readers, field trip chaperones. Sign ups for classroom volunteers will be available in August when class lists are distributed. Please reach out to directors if you have a time or talent that you would like to share with the Day School.

FIELD TRIPS Preschool and Kindergarten Prep will take at least one field trip a year. We welcome parents to volunteer to join us, but we ask that no younger siblings accompany you since the preschoolers will need all your attention.

PARTIES Day School plans three parties a year: Halloween, Christmas, and Valentine's Day. Room parents will coordinate with classroom teachers a Sign Up Genius for food, drinks, crafts, games, and supplies. Only room parents and two additional Virtus volunteers may attend classroom parties at a time.

SHOW AND TELL Each individual classroom teacher will decide Show and Tell days and will include them in their lesson plans. In taking an anti-violence 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, cookies and sugary treats for parties, these items will be sent back home if brought to school. Drinks are not necessary. Teachers will send a list of snack ideas at the beginning of the school year – they will also notify all parents of any allergies (foods to avoid) in the class.

SUPPLIES Each day your child will need to bring a large backpack labeled with their 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 **LABELED** large ziploc bag kept in the bottom of their backpack. All students are required to bring a leak proof water bottle daily filled with water only (Labeled with Name). Students who stay all day will need to bring a crib sheet and small blanket for rest time. A one-time supply fee will need to be paid (per child). The fee covers all school supplies the students will need in their classrooms. Please remember to label your child's name on all items sent to school. There is no such thing as over-labeling.

PRIOR TO SCHOOL - PTO dues will be paid per family, an additional per child, and a Day School supply fee along with all medical and health forms will need to be turned in. All forms must be completed to be considered for placement at the school.

Any Questions Comments of Concerns?

Please email our day school director Katie King Katie.King@kcnativity.org