

2023 - 2024

Divine Mercy Academy

Preschool Parent Handbook



Divine Mercy Academy
245 Azalea Drive, Monroeville, PA 15146
412.372.7255
schooloffice@dmaphgh.org
www.dmapgh.org

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General Information

About Us

The Divine Mercy Academy Preschool Program is designed to prepare children for Kindergarten by assisting in the development and strengthening of social skills, fine motor skills, and basic curriculum concepts such as the alphabet, sounds, and numbers through a variety of lessons, interactive play, and activities.

Preschool Staff

Ms. Beth Bandurski - 3 and 4 Year Preschool Teacher

Mrs. Katie Fisher - 3 Year Preschool Aide

Ms. Angela Bellissimo - 4 Year Preschool Aide

Mrs. Melissa Seech - Pre-Kindergarten Teacher

Mrs. Bonnie Benacquista - Pre-Kindergarten Aide

Mrs. Nikole Laubham - Interim Principal

Mrs. Erin Bozicevic - Administrative Assistant

Preschool Class Time

Full Day- 8:20 a.m. - 2:50 p.m.

Half Day- 8:20 a.m. - 12:00 p.m.

Drop Off & Pick Up Procedures

Drop off

Preschool Families can enter the drop off line then park and walk their child up to the blue doors (DMA 2) in front of the school. Drop off begins at 8:20 a.m. and ends at 8:30 a.m.. After 8:30, please go to the school main entrance and sign your child in.

Pick Up

The back school entrance (DMA 4) will be used for pick up. Cars should line up against the building and stay in their vehicle. The teacher will be standing at the back door and will walk your child to the vehicle when it is your turn to pull up. Please get out of the vehicle at this time, so you can buckle your child into his/her carseat quickly. After you are finished, you may proceed to the parent pick-up line if you need to pick up an older child from school or leave the campus through the upper parking lot. Half-day preschool pick up time is 12:00 p.m.. Full day preschool pick up time is 2:50 p.m..

- If there is a change in your child's dismissal (early dismissal or change to who is picking them up), please be sure to send in a note, email the teachers, or call the school before 11:30 a.m. or 2:30 p.m..
- Your child will only be permitted to leave with an adult specified by you, whether on the release form or a note/phone call/ email. Please inform them that they will need to present a form of ID upon arrival.
- If your child is not picked up by 3:05 p.m., you will be charged a late pick-up fee.

Office Hours

The office staff is happy to help you with any of your needs between the hours of 8:15 a.m. and 2:30 p.m.. If at all possible, please do not plan to visit the school office after 2:30 p.m.. It is approaching the end of the school day and the office staff will be busy preparing for dismissal.

Contact Information

School Office

Phone - 412-372-7255

Email - schooloffice@dmaphgh.org

School Website - www.dmapgh.org

Preschool Staff Email Addresses

Mrs. Seech - Melissa.Seech@dmaphgh.org

Ms. Bandurski - Beth.Bandurski@dmaphgh.org

Forms of Communication

Emails - Some school information and reminders will come from FACTS emails, emails from the teachers/staff, or directly from Google Classroom. Please sign up for Google Classroom as soon as the form comes home in your child's folder.

Conference - The teacher will request conferences if needed throughout the school year. If you need to meet with a teacher other than the scheduled conference days in January & May, please send an email to set up a time.

Health

Medication

In order for your preschooler to receive any medication (including over the counter medicine), you must complete a Medicine Permission Form. The form requires the name of the medication, your signature, the doctor's signature for prescription medication, instructions for the dosage, and frequency of administration. The form is available from the school office or on the Gateway School District website at www.gatewayk12.org . **There are no exceptions.**

Allergies

Please inform us if your child has any allergies and the severity. We want to do everything that we can in order to keep your child safe and healthy.

Health Policy

In order to help protect your child and other children, please remember the following health guidelines, which are based upon the recommendation of the Committee on Control of Infectious Disease of the American Academy of Pediatrics.

Please do not send your child to school if he/she appears ill, and/or has any of the following symptoms:

- Fever over 100.4°F - Please keep your child home until 24 hours after the fever has broken. The fever should be below this number without taking any medicines to suppress the fever.
- Vomiting or diarrhea-Please keep your child home until 24 hours after the last episode
- Sore throat or any bad cough
- Unexplained rash
- Skin infection (boils, ringworm, MRSA, etc.)
- Pink eye, or any other eye infections
- Croup
- Any symptom of childhood disease; such as scarlet fever, chicken pox, etc.
- Flu-like symptoms (fever, cough, sore throat, runny nose, etc.)

If your child has seen a doctor for their illness, please follow the doctor's recommended time for school return. Thank you, and please feel free to contact the school if you have any questions.

Daily Details

Clothing

Children should dress in comfortable play clothes. We use washable craft materials, but cannot guarantee that a stain will never occur. Please be sure to **label everything (coats, backpacks, etc.)** with your child's name. This will assist us if something becomes lost or misplaced. The preschool dress code is:

- **NO** belts, flip-flops, sandals, heeled shoes, one piece outfits, or dress-up/costume attire
- Closed toe shoes with socks should be worn
- Tennis/Sneakers with socks on Gym days (if applicable)
- Please keep clothes comfortable and easy for using the restroom
- **NO** jewelry such as watches, bracelets, necklaces.
- **NO** shorts November 1st thru March 31st.

Please provide a change of clothes in a ziplock bag with your child's name on every item, including the bag. This is for in the case of an accident or spillage. Be sure to include underwear, a shirt, bottoms, and a pair of socks. This bag will remain in your child's backpack.

Please be sure to switch out clothing as your child grows and the seasons change.

Daily Snack

Monthly Snack Calendar - Each child will take turns providing a snack for the group. A snack calendar will be sent home each month with your child's name on his/her date for when the snack should be brought in. A reminder will come home the week before your child's snack day.

Snack Ideas - Crackers, Goldfish, pretzels, raisins, Teddy Grahams, granola bars, individual bags of chips, PopTarts, etc.

Please have all snacks prepackaged and individually wrapped.

Birthday Treats - Your child will be assigned snack on the day we can schedule closest to his/her birthday or half-birthday. Individually prepackaged cookies or cupcakes are ok to send in. We will sing Happy Birthday and make your child's day special.

Drinks - The students will drink out of their refillable water bottle (please **NO** bottles of water because they spill very easily) throughout the day including snack and lunch. Refillable water bottles that have a flip-top lid will work the best since they are easy for the child to use and not as easy for the water to spill. **Please make sure you label your child's water bottle.**

Allergies - We will post a list of allergies in the classroom to be cautious of for snack and lunch once we receive all student information forms. This will be visible for substitute teachers, aides, and lunch monitors. If your child has a serious food allergy, feel free to send in your own daily snack from home

or send in a container of snacks for us to keep in the classroom for your child.

Schedule Changes

Early Dismissal Days

On the school calendar, when DMA has an early dismissal, we will do the same. On these days, all students must be picked up at 11:30 a.m. in your usual pick up location in order to avoid the car rider line traffic for K-8 at noon.

School Closings & Delays

Divine Mercy Academy follows the Gateway School District regarding weather related delays and closings. The media may not specifically mention Divine Mercy Academy, so please watch out for Gateway's announcements.

School Delays - In the chance that a delay may occur, Preschool will start at 10:20 a.m. and end at 2:50 p.m.. This applies to all full day students. If your child only attends preschool for ½ day, they will not have school on this day.

Full Day Preschool Information

If your child attends preschool all 5 days or stays until 2:50 p.m., please see the following information about our afternoons.

Lunch

Students will have lunch in the classroom. You will need to pack a lunch for your child that does **NOT** need to be heated. Please make things in your child's lunch easy for him/her to open. For example, have a cheese stick partially opened and placed in a bag.

Nap Time

Items to Send In - Please send in a blanket (small in size, NO full size or sleeping bags) and pillow (travel size, NO full size) **labeled** with your child's name for nap time. If you choose to send in a stuffed animal, each child will be permitted to have **one** small nap time buddy that will be kept at school. All naptime materials (pillow, blanket, buddy) must fit inside a Ziploc type Big Bag (XL or XXL) and be able to zip close. We will be sending the materials home every Thursday/Friday to be washed and returned the next school day.

- If an accident should occur during nap time, these items will be sent home in a plastic bag to be washed. Please return nap items for the following day.

Policies and practices within this handbook may be changed if needed.