Immaculate Heart of Mary School

Pre-K3

**Information Sheet**

**Days/Hours:** Full Day students attend school Monday through Friday from 8:00am to 2:50 pm. “Early Bird” (half day) students dismiss at 12:00pm.

**Arrival**: The classroom doors will open at 8:00am for your convenience. It is recommended that Pre-K students do not arrive until 8:10am, as we do not begin our school day until 8:30am. At times it can be difficult for students to remain on task from 8:00-8:30am. When dropping your child off at school, you may enter from the outside Pre-K3 door by parking on Weston Avenue. **PLEASE DO NOT PARK IN THE ALLEY BEHIND THE SCHOOL**. Students will not be marked late until the 8:25am bell; however, if an older sibling will be dropping off a Pre-K3 student, time must be allowed for him/her to drop off at the Pre-K3 room and return to his/her classroom by 8:25am. If the older sibling does not arrive to his/her classroom by 8:25am, he/she will be marked late.

**Dismissal**: “Early Bird” (half day) students will dismiss at 12:00pm. Full day students will dismiss at 2:50pm. Both groups of students will be dismissed from our classroom door that leads outside. You can access the classroom doors from Weston Avenue. **DO NOT PARK IN THE ALLEY ON WESTON AVENUE. PLEASE DO NOT LEAVE YOUNGER CHILDREN IN THE CAR UNATTENDED.**

**\****When IHM has a 12:15pm dismissal, Pre-K students will be dismissed at 12:00pm.*

**Inclement Weather:** In case of inclement weather, IHM follows the decision of Baltimore County Public Schools.

**Supplies and Necessities**: Your child will need the items listed below:

* 3 rolls of paper towels
* 1 large pack of white napkins
* 3 containers/packets of baby wipes
* 2 boxes of tissues
* 3 boxes of 5 oz. paper cups
* 1 box of plastic spoons
* 1 pack of 100count brown paper lunch bags
* 1 box of gallon size Ziploc bags
* 1 box of sandwich size Ziploc bags
* 6-8 large glue sticks
* 1 plastic two pocket/3 prong folder
* Ziploc bag of extra clothing: 2 pairs of underwear, one pair of pants/shorts, one shirt, one pair of socks (*\*Please label each item with your child’s name or initials)*
* 1 plastic placemat, labeled with child’s name (FULL DAY STUDENTS ONLY)
* Bath size towel for rest time (no oversized towels please) \* FULL DAY STUDENTS ONLY\*
* Lunch Box (FULL DAY STUDENTS ONLY)
* Activity Fee: $35.00 (explained below)

**Tote Bags**: Children will be given a tote bag at their ‘Cubby Conference’. This bag will go to and from school each day. Children do not need a back pack.

**Snack Time**: Children should bring a small snack to school each day. We ask that your child’s snack be dry (non-refrigerated) and individually packaged/wrapped. Please pack your child’s snack separately from his/her lunch box (if full day student). The children’s lunches are placed into a refrigerator each morning. During snack time, it is best if your child is able to go into his/her tote bag and get their snack. Snacks should be quick and easy for the children to eat independently.

**Lunch**: Full Day students may bring their lunch from home or they have the option to order hot lunch from the school kitchen. When packing your child’s lunch please do not pack foods that need to be warmed. The student’s lunch boxes will be kept in a refrigerator all morning and we do not have the means to heat up food. If your child prefers/will only eat warm lunches, please use a thermos and pack it separately from his/her lunch box.

The hot lunch menu for the school (“Catering from the Heart”) can be found on the school website. Please refer to that when ordering and **include the following information** **in an envelope sent to school**: -Child’s name

-Food to be ordered

-Exact change/amount

**Birthdays/Holidays**: Children love celebrating their birthdays in school. Birthdays are a special time for children and we look forward to celebrating with your child! On your child’s birthday, you are welcome to send in a special birthday treat for the class. Small sized treats work best for pre-kindergarten consumption☺ If your child has a summer birthday, we will celebrate at a “Summer Birthdays” party at the end of the school year. ***Please do not send in goodie bags for each child during your child’s birthday celebration. We also ask that if you would like to send party invitations into school, one be sent in for each child in the class. Thank you for your understanding***!

Holidays are celebrated in class in addition to birthdays. We encourage parents to volunteer to help in the classroom and/or by making a donation to a holiday party.

**Play Clothes**: Your child is here at IHM to play, explore, learn and have fun, which can get messy at times! We ask that you send your child to school in play clothes and that he/she ***wears tennis shoes to school each day***. On P.E. day (will be noted at a later time) we ask that children wear comfortable clothing to move around and exercise in. *No flip flops, crocs or slip-on shoes, at any time please!*

**Illness and Absences**: If your child is going to be absent from school, we ask that you please notify the nurse, school office and/or classroom teacher the morning of the absence. You may contact any of these people by phone or email. School policy requires that you keep a child home for 24 hours after he/she has had a fever or been vomiting. When a child returns to school following an absence, a note explaining the absence should be given to the classroom teacher.

**Activity Fee**: $35.00 (Checks made payable to I.H.M School) Part of this fee covers the cost of the tote bag your child will receive. It also covers the cost of craft supplies and the many items that are purchased for “hands-on” activities in the Pre-K3 program.

**Money**: On occasions, it will be necessary for your child to bring money to school. Please always send money to school in a sealed envelope labeled with: your child’s name, the amount of money and the purpose for the money (hot lunch, party, field trip, etc.)

**Field Trips**: Pre-K3 usually takes two field trips during the school year that coordinate with themes/topics we are learning about. Because pre-k field trips require that each student have an adult chaperone, we will give plenty of advanced notice. The first scheduled field trip is usually mid-October.

**Volunteer Opportunities**: There are a variety of opportunities to volunteer during your child’s Pre-K3 experience. We will need Class Parents (2), as well as holiday party volunteers.

\*In order to attend a field trip, serve as a class parent and/or volunteer in the classroom, parents MUST complete the VIRTUS (formerly “Shield the Vulnerable”) training. This is a mandatory training that can be done online. Training must be completed and paperwork must be on file in the school office **before** a parent may volunteer and/or attend a field trip. You can access the information from our IHM school website (click on the ‘Parents’ tab, then ‘View Resources’ tab, then scroll down to ‘Parent Volunteering’ section to find “VIRTUS”).

*Are you feeling overwhelmed, confused or have questions? Don’t worry! We can discuss any of this information in further detail at your scheduled ‘Cubby Conference’ visit. I look forward to meeting with you and your child on September 4th! It is going to be a wonderful school year ☺*