



OUR LADY OF THE LAKE SCHOOL
26 Lakeside Avenue
Verona, New Jersey 07044
973-239-1160
www.myoll.org

Dear Parents,

I personally wish to welcome you and your child to Our Lady of the Lake kindergarten. The first year in school is the beginning of a great adventure for children and is the basis for later achievement in school.

The kindergarten program is designed to help stimulate a good self-concept, providing each child with many experiences of achievement. Kindergarten children will work and create independently and learn to cooperate with others in a group. The program will provide opportunities for social and emotional development, inspire language development, expand physical and mental growth, and prepare them for grade one.

This booklet has been prepared to assist you in helping your child make the happiest and the best possible adjustment to kindergarten and the many new experiences it presents. It is hoped that the information in this booklet will enable the home and school to become joint partners in helping each child reach his/her maximum potential.

I look forward to working with you and your child. Thank you for trusting them to our care.

Blessings,

Mr. Benjamin Ronquillo
Principal, Our Lady of the Lake School

Our Lady of the Lake Kindergarten

Objectives of Kindergarten

Curriculum Development:

- to nourish the faith life of each child through prayer and knowledge of Jesus
- to learn basic language, reading, math, and science concepts in preparation for First Grade
- to develop ability to talk with others
- to become more expressive and to improve vocabulary
- to be able to listen to others, exchange ideas, and ask questions
- to become familiar with nursery rhymes, stories, and poems
- to listen to stories and directions and retell them
- to improve ability for simple recall (remembering) and sequence (order)

Social and Emotional Development:

- to develop a positive self image
- to follow directions willingly
- to begin the development of responsibility
- to display good manners
- to explore new concepts and ideas, and enhance curiosity
- to become both a leader and a follower
- to respect others' rights through sharing belongings and experiences
- to participate as a part of a group

GENERAL ADMISSION POLICY

Our Lady of the Lake School endeavors to provide the children with an educational experience based on Christian principles. Any student who fulfills the necessary requisites of age, health, and academic requirements is eligible for admission.

The Catholic Schools of the Archdiocese of Newark, with which Our Lady of the Lake School is affiliated, do not discriminate on the basis of sex in educational programs and activities and employment under the applicable regulations of Title IX of the Educational Amendment of 1972. The Catholic Schools of the Archdiocese of Newark admit students of any race, color, national origin, or ethnic background.

TECHNICAL REQUIREMENTS FOR ADMISSION

The following forms must be submitted –

- . Birth certificate – (child must be five years old by October 1st)
- . Baptism certificate
- . Immunization record
- . **All “September Forms”** must be printed from the website, completed, signed, and mailed to the school office by mid August.

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CURRICULUM

The curriculum includes Religion, Language Arts, Math, Science and Social Studies.

The children also have weekly classes in Art, Music, Physical Education, Library and Spanish.

ATTENDANCE

SCHOOL BEGINS AT 8:10 A.M. AND ENDS AT 2:45 P.M. For the first couple of days, in the beginning of the school year, the children line up in the playground behind the Montrose building. Children should be accompanied to the entrance of the playground which is located adjacent to the parking lot of the church.

After the first week of school, parents may park and accompany their children to the main entrance of the school where they will be met by a teacher. Parents should not enter the building.

As the children became more accustomed to school they may be dropped off at the designated area which is by the cones along the side of the building.

They should be prepared to exit the car and walk to the main entrance. Children arriving before 8 a.m. are to report to the cafeteria where they will be accompanied to the classrooms.

The presence of many cars entering the parking lot makes it necessary for parents to be concerned about safety. Parents are requested to drive very slowly and cautiously through the parking lot which is behind the church. Parents should not park in the faculty parking lot, which is the lot nearer to Bloomfield Ave.

AFTER CARE PROGRAM

This program is held daily from 2:45 – 6:00 p.m. in the gym, playground or auditorium. There are daily rates. There is no after care on some half days.

ABSENCE

The school office is to be notified by telephone (973-239-1160) by 8:00 a.m. if a child will not be attending school.

Upon return, each child must present a note written to the homeroom teacher by the parent/guardian including the dates of and explaining the reason for the absence.

Absence of five consecutive days requires a doctor's note. Should a child be reported absent and a call has not been received, the school secretary or other employee of the school will make every reasonable effort to reach parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

EXCESSIVE ABSENCE

Should excessive absence result in poor academic performance, or is a manifestation of a lack of commitment to the education process, or demonstrates other difficulties, a decision may be made regarding promotion, withdrawal, etc. by the Administration.

TARDINESS

Students are expected to arrive on time for school. A student who arrives late is to report to the school office before going to class. He/she will receive a late slip, which is to be given to the kindergarten teacher. Repeated, habitual tardiness is inexcusable and must be discouraged. In addition, frequent tardiness will most likely affect a student's performance. If frequent tardiness should occur, the teacher and the principal will confer with the parents / guardians to discuss the situation.

Punctuality is important because many times children are upset when they are late and the morning routine has already begun.

COMMUNICATION

Notices from school are posted on the school Website www.myoll.org under the Navigation Bar “Electronic Mailing”. Please check this website frequently. In addition, parents should sign up for the “**O.L.L.elists Subscribe**” program posted on the home page of the website. You will receive emails regarding school happenings and events. Note the website for more details.

HONEYWELL INSTANT ALERT – This alert system notifies parents in regards to school emergencies, school closings, and other important notifications. Our Lady of the Lake School will submit your home phone number only and you **must go on line** www.myoll.org to Honeywell and submit all other means of communication. Ex. Cell phone numbers emails, etc.

DELAYED OPENING

Due to inclement weather the opening of the school day may be delayed. Parents will be notified by our “Honeywell” communication system. Delayed opening hours are 10:00 a.m. - 2:45 p.m. winter physical education uniforms may be worn on snow days.

HEALTH AND MEDICATION

An immunization form and a yearly physical form must be up to date and signed by your child’s physician. These forms must be in the school by mid August.

Children who require medication at school please refer to the Our Lady of the Lake School website myoll.org . All other forms regarding asthma, allergies etc. can be found here also. A child with a fever (100 degrees), a heavy cold, contagious rash, pink eye or who is vomiting or suffering diarrhea **MUST** be kept home. Children must be fever free for 24 hours before returning to school.

EMERGENCIES

In the event of an emergency situation the school must be able to reach parents/guardians quickly and must know the name and telephone number of the family physician. It is essential that any change of telephone numbers for home, employment, or physician be reported immediately to the school office, the school nurse, and the child's teacher.

SCHOOL UNIFORM

The school uniform, purchased through the CO-ED Uniform Company (201-796-4220), is mandatory for all students in grades K-8.

FALL/SPRING UNIFORM FOR BOYS

The fall/spring uniform is worn throughout the months of September, October, May, and June. It consists of:

- blue shorts
- white knit shirt with the school logo
- sneakers may be worn with the fall/spring uniform.

November to April Winter Uniform

Boys: Navy trousers

Long or short sleeve polo knit shirt and (dark belt optional)

Please do not send your child to school with a belt if he cannot open and close it himself.

Girls: Blue plaid jumper

- White blouse (long or short sleeve)
- Navy knee high socks or tights
- Navy sweater when necessary.

Shoes: Shoes are to be non-skid in black, navy, or brown. No sandals, high heels, work boots, or sneaker-like shoes are to be worn. (Boots are not to be worn in classes during inclement weather).

Physical Education Uniform

The physical education uniform is as follows for all boys and girls:

Warm weather -

Navy shorts and blue tee shirt purchased through CO-ED.

Cold weather -

Navy blue sweatshirt and pants available through CO-ED Uniform Co.
OLL physical education T-shirt must be worn under the sweatshirt.

Students who are not prepared for physical education will not be allowed to participate in physical education on that day.

Accessory Items

Please note:

- No variations on the uniform code are permitted.
- It is expected that all uniforms be in a presentable condition.
- Shoes should be cleaned and polished; no work boots, sneaker-like shoes, etc.
- Hair should be neat, clean, and groomed (no eccentric or trendy styles.)

SUPPLIES

Initial school supplies will be provided by the kindergarten teacher. A fee will be collected at the beginning of the school year.

REPORT CARD

Report cards will be issued Jan. & June. Your child's progress will also be reported through formal Parent-Teacher Conferences. Conference dates are indicated on the school calendar. Conferences may also be scheduled if the need arises.

MONEY

All money for school must be sent in a sealed envelope and clearly marked with the child's name and the purpose for which it is being sent.

HOME SCHOOL MEETINGS

Each parent is expected to participate in the activities of the school and is automatically a member of the Home and School Association. (H.S.A.) Please consult your calendar for the dates of the meetings. These meetings are most important since they enable the parents, faculty, and administration to work together for the mutual benefit of the children and the school community.

BIRTHDAYS

Birthdays are celebrated with a snack free celebration and a dress down day. A parent or guardian may come and read a favorite story to the class. Consult with the teacher regarding the best time and date.

SHOW AND TELL

This activity will be scheduled at appropriate times by the kindergarten teacher. Toys are discouraged because they are often difficult to share. Children also become very upset when a favorite plaything is broken.

LUNCH PERIOD

A lunch menu will be available on line (www.myfooddays.com) every six weeks. A check payable to Our Lady of the Lake School Cafeteria is the safest means for the ordering of lunch. The homeroom teacher will hold onto the lunch requests and be sure the children receive lunch. A cart for extra snacks is available for purchase.

LUNCH ROOM

All food is to be placed on trays and never put directly on the table.

Any food falling to the floor is to be picked up and discarded in the appropriate containers. Food purchased in the cafeteria should be finished and should not be wasted. Food brought from home, which is not eaten, should be taken home. Loud talking, yelling and running are not acceptable. Children must obey the directions of teachers and parents assigned to lunch duty.

BUS TRANSPORTATION

Some Boards of Education provide bus transportation or reimbursement for transportation, if a child resides more than two miles from the school.

Transportation forms are available in the school office and must be completed by the parents in the spring, and returned to Our Lady of the Lake School Office. Students from West Orange that live more than two miles from the school are eligible to take the bus.

AFTER SCHOOL VISIT

If a child is to go home with another person, other than his parent or guardian, the teacher must be notified in writing concerning these arrangements via a note from parent sent in with child through the backpack. A parent must also notify the teacher in writing if the child is to attend the After School Program on a particular day. This is not necessary for children who regularly attend this program.

THE FOLLOWING RULES AND INFORMATION SHOULD BE DISCUSSED FREQUENTLY WITH YOUR CHILD

FIRE /EVACUATION DRILLS

- Stop what you are doing immediately
- Walk quietly in a single line to the nearest exit
- Keep to the side in the halls
- Remain silent at all times during all drills
- Hands should remain at sides - not in pockets

LOCK DOWNS

- Stop what you are doing immediately
- Proceed to the designated area in the classroom
- Remain silent at all times
- Relax and enjoy the quiet
- Be attentive for teacher directions

HALLS AND LAVATORIES

- Be sure to flush the toilet after use
- Wash hands before leaving the bathroom
- Leave the bathroom as quickly as possible
- Keep the lavatory and halls clean and tidy
- Do not talk loudly in the halls or lavatory
- Boys should be taught to use a urinal

LIBRARY

- Quiet at all times
- Take good care of books
- Return books on time

SCHOOL BUILDING

- Help keep the school clean
- Pick up papers, pencils, and tissues if dropped on the floor
- Do not litter
- Take good care of tables, walls, and furniture

Rev. Nov. 17, 2015