

Davis Early Childhood Center

Parent Handbook

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Barbara H. Daush, O.P.A., - President

St. Agnes Academy-St. Dominic School

Early Childhood Program

Statement of Philosophy

The Early Childhood Program at St. Agnes Academy-St. Dominic School provides children with a loving, secure, Christian environment in which they can develop a sense of belonging. Classroom programs provide a developmentally appropriate atmosphere that is conducive to learning and nurtures the uniqueness of each individual child. A variety of experiences throughout the child's day are designed for exploring their environment to promote motivation and enthusiasm for learning. Art, music, computer, and physical education are integrated into the day. Works of art in music, drama and dance are used as units of study and are performed for the children throughout the year. The children are exposed to the wonders of God's world through Christian and character education. Rooted in Dominican Charism, the Early Childhood Program instills respect for self, others, community and cultural diversity. The child's self-esteem and creativity flourishes through classroom activities that are planned and incidental to the growth of the whole child.

Guiding Principles

- **Cognitive, social, emotional and physical development are interrelated in young children, and all developmental areas must be addressed.**
- **Each child is unique with an individual pattern of timing, growth and development.**
- **Young children construct knowledge and understanding through their interaction with materials within their environment and through their interactions with adults and other children.**
- **Learning moves from a concrete, personal understanding to conventional understanding through awareness, exploration, inquiry and utilization.**
- **Children have a need to make sense of their experiences and are motivated to learn by their interests and natural curiosity.**

(Principles adapted from developmentally appropriate practices of the National Association for the Education of Young Children)

Mission Statement

St. Agnes Academy-St. Dominic School is a Catholic independent school, ecumenical by charter. The school was founded to educate young people in a principle-based program designed to prepare them for advanced formal and personal studies while deepening their faith and relationship with God.

In the Dominican tradition, the School actively encourages academic excellence and promotes spiritual and moral growth, social and ecological responsibility, leadership skills, multicultural awareness, emotional maturity, artistic expression, and physical fitness.

St. Agnes Academy-St. Dominic School Prayer

Loving God,
Let Thy blessings be upon
St. Agnes Academy-St. Dominic School.

Help us to seek the truth, to stand up for the rights of
others and to promote justice and respect
in our school and world communities.

Inspire with love and goodness
both those who teach and those who learn.

Give us the grace to walk in the footsteps of Jesus,
loving and forgiving of others.

We ask these gifts in Jesus' name
through the power of the Holy Spirit.

Amen.

School Motto

Veritas-Truth

School Address and Telephone Numbers

St. Agnes Academy
4830 Walnut Grove Rd.
Memphis, TN 38117
Phone: (901) 767-1377
Fax # 901-684-5316

St. Dominic School
30 Avon Rd.
Memphis, TN 38117
Phone: (901) 682-3011
Fax # 901-681-0047

Dean: Mrs. Kathy Toes-Boccia
(901) 435-5829 kboccia@saa-sds.org

Dean: Mr. John Murphy
(901) 435-5821 jmurphy@saa-sds.org

Admin. Assistant: Mrs. Tammy Brooks
(901) 435-5800 tbrooks@saa-sds.org

Admin. Assistant: Mrs. Mary Jane Schifani
(901) 435-5801 mjschifani@saa-sds.org

Early Childhood Center Counselor (SAA)
Ms. Nancy Ganz
(901) 435-5806 nganz@saa-sds.org

Early Childhood Center Counselor (SDS):
Mrs. Becki Slattery
(901) 435-5823 bslattery@saa-sds.org

Extended Day Activities Director: Mrs. Jennifer Tacker
Office: (901) 435-5843 Cell: (901) 233-5665 jtacker@saa-sds.org

School Hours

Early Morning Care	7:00-7:45	Dining Hall (monitored by Pre-school Teacher Assistants)
	7:45-8:15	Classrooms open
Classes begin	8:15	Morning carpool line drop off
Dismissal	2:45	(After 8:15, check in through office)
	2:00	Mon., Tues., Thurs., Fri.
		Wednesday
		❖ Pre-school children with older siblings are to be picked up at SAA or SDS 15 minutes after above dismissal times.
Half Day Dismissal	11:45	
Extended Day Care Hours		Dismissal to 6:00 p.m.

Early Childhood Center Staff

Dean, St. Dominic SchoolJohn Murphy
Dean, St. Agnes Lower SchoolKathy Toes-Boccia
CounselorBecki Slattery, St. DominicNancy Ganz, St. Agnes
Classroom TeachersPam Burnette, SKKelly L. Mungle, SKPamela Buoni, JKLauren Gossett, JKKathi Davidson, PKChristina Morris, PK
Teacher AssistantsLaura Aviotti, SKKaren Leone, SKCathy Bennett, JKDebbie Petrussek, JKJennifer Alexander, PKLeah Wiliford, PKJamie Lassandrello, PK

Communication

Ongoing communication is essential for keeping our home-school team connected. Sharing information about what is important to your child occurs on a regular basis. To support this, a daily folder will be sent home. Your child's teacher will inform you of its contents and the importance of returning it each day. Parents are encouraged to send notes to school in the daily folder or email about changes in their child's schedule or important events (i.e., new puppy, trips, flooding basements, family birthdays/illnesses, etc.) Additionally, teachers post a weekly newsletter on their website each Friday. All teachers may be reached via email, using the following format:

Email: **firstinitiallastname@saa-sds.org**
Example: jmurphy@saa-sds.org

**Current school news and general information should be accessed weekly via the Wednesday Wire on the school website (www.saa-sds.org).

Program Overview

The **Pre-Kindergarten** program fosters the joy of learning through nurturing and recognizing the uniqueness of the individual child. The children learn through play and are given opportunities to be creative individuals. Their active learning is enhanced through child-directed activities and theme-based units of study. Learning centers foster language development, pre-academic skills and responsibility. Building a positive self-concept, developing a sense of belonging and a life long love of learning are major goals of the program.

The **Junior Kindergarten** program emphasizes the importance of play as the way young children begin to acquire the skills necessary for cognitive, social, emotional and motor development. The classroom environment is structured so children actively explore and experiment with concrete learning materials. The learning centers provide opportunities for children to work in small groups, and build on previously learned concepts. Learning centers include math, science, art, blocks, dramatic play, Duplo/Lego, books, games, puzzles, sensory table, and materials to facilitate early literacy and writing skills.

The **Senior Kindergarten** program is designed to build a high self-esteem and generate a positive attitude toward academics. The atmosphere in Senior Kindergarten transitions the child into a more structured learning setting. The academic essentials of Senior Kindergarten are to establish the foundation for reading readiness and math concepts. Science and social studies are incorporated into the curriculum through thematic units and experienced-based activities, which are designed to blend with language arts and math. The children actively participate in learning centers and use a variety of technology to reinforce curriculum.

At every level, learning is enhanced through technology with the use of computers, smart boards, iPod Touches and programs presented in the Distance Learning Center (DLC). In addition, we offer educational experiences through visiting programs such as the Memphis Botanic Garden and Theatre Memphis.

Policies And Procedures

Arrival and Dismissal Procedure

Morning routines such as center play, circle time, general orientation into the day's events, and special classes occur regularly within the first hour of the school day. Therefore, it is important to arrive on time each day.

School begins promptly at 8:15 A.M. If you arrive late, please sign in at the office and walk your child to the classroom door. Do not disturb class.

Students arriving:

- **between 7:00 and 7:45 A.M.** should report to the Dining Hall for early morning care, monitored by a Pre-school Teacher Assistant. **Escort your child to the Dining Hall.**
- **from 7:50 to 8:15 A.M.** may be dropped off in the morning carpool line at the front doors of the Early Childhood Center. Teachers will be on duty to escort them into the building. Please unbuckle your children from their car seats. Children should remain in the car until greeted by a teacher.
- **after 8:15 A.M., students must be checked in through the SDS office.** It is school policy for parents to sign children in when tardy. Parents will need to walk their child into the main entrance of St. Dominic. **A notebook located inside the SDS office is designated for this purpose.** In addition, **SK students will be issued an Admit Slip** from the school office. **After checking in, parents should escort their child to the classroom door.**

Dismissal takes place in the circular drive in front of the Davis Early Childhood Center. All families will be issued a carpool number. **Please mount this number on the passenger side of the car near the bottom of the windshield but above the windshield wiper.** Carpool numbers allow the teachers to identify the car easily, so that children may be ready and waiting when parents drive to the front entrance. The circular drive is for carpool pick-up only. Please notify teachers of any carpool changes.

- ECC carpool begins at 2:45 on Monday, Tuesday, Thursday, and Friday. On Wednesday, ECC dismisses at 2:00.
- Parents are welcome to park and walk to pick up their child. However, parking is limited to the visitor spaces on campus or across the street at Independent Presbyterian Church. Parents may wait under the awning, and the teachers will bring out their children. Please do not stand in front of the entrance during carpool.
- The orange cones are placed outside the SDS entrance at **2:55 P.M.** for the SDS carpool. If the cones are already out, please go through the SDS pickup line. **DO NOT** enter through the exit. The driveway is **ONE WAY ONLY.**

Dismissal

2:45 Mon., Tues., Thurs., Fri.

2:00 Wednesday

- ❖ Pre-school children with older siblings are to be picked up at SAA or SDS 15 minutes after above dismissal times.

Half Day Dismissal

11:45

Change of clothing

Please send in a complete change of clothing including socks, underwear and long pants for cooler weather that we may keep on hand for your child. Place clothes in a zip-lock bag and label with your child's name. **Please make sure to replace clothes as needed.**

Recess

Children go outside for playground time every day that the weather permits. Please dress your child appropriately for play.

The Early Childhood staff will assist in helping parents "sunproof" their child. Please let us know if you wish for your child to wear a hat or sunglasses for recess. Because playtime is early in the day, it is recommended that sunscreen be applied prior to coming to school.

Snack

The children will be served daily snacks. Each classroom teacher will inform parents of how snack is handled in their classroom. Please label all snacks and lunches.

Rest Time

- All children will rest for approximately one hour per day. The children are not required to sleep. However, they must recline on a rest mat quietly during this time. This is in accordance with Tennessee law and developmentally appropriate practices outlined by the National Association for the Education of Young Children.
- All PK and JK students use a 2" rest mat as required by the Tennessee Department of Education. This mat is provided by the school.

Parent/teacher conferences

Two parent-teacher conferences will be scheduled during the school year. One will be held during the fall and one during the spring. If you desire, additional conferences may be scheduled by contacting your child's teacher. Additionally, progress reports will be sent home four times throughout the year.

Guiding Your Child's Behavior

The Early Childhood Staff is sensitive and responsive to the specific needs and situations of each individual child. The foundation of guiding your child's behavior positively is to focus on and praise behaviors that are appropriate and acceptable. Development of self-control is facilitated through modeling, redirection, allowing your child to express his/her feelings and maintaining consistent behavior parameters within the classroom setting.

School rules that are common to all classes are:

- Follow directions the first time.
- Keep hands/feet to yourself.
- Use walking feet in the classroom and hallways.
- Use your *inside* voice in the classroom and hallways.
- Be kind, respectful, and polite.

Guiding Your Child's Behavior, continued....

Each classroom teacher utilizes her own method to transition the children smoothly between activities. For example, a familiar song, changing the lighting in the room, voice, rhythmic clapping, etc. may signal the children to begin center clean-up or go to morning circle.

Ongoing communication between parents and teachers is essential when attempting to resolve behavioral issues. We encourage parents to communicate with their classroom teachers and to work as a team when resolving inappropriate behaviors.

Time out is used when aggressive, destructive or dangerous behaviors persist. A child may be placed in time out for one minute per year of age.

Peaceable Schools Program

The *Peaceable Schools* Program is designed to teach students peacemaking and conflict resolution skills. As a community that holds peace as one of its underlying principles, bullying will not be tolerated at St. Agnes Academy-St. Dominic School. Bullying occurs when someone with more power unfairly hurts someone with less power over and over again. Power may be physical strength, social skills, verbal ability, or another resource. An important distinction made by the Peaceable Schools Program is that conflict is inevitable, but violence, whether physical or non-physical, is not.

Special Events

- Birthdays-We would like to celebrate your child's birthday at school. Please let your child's teacher know if you would like to provide special refreshments. Teachers will distribute party invitations only if one is sent for each child of the same gender or the entire class.
- Parties and programs are a memorable and joyous part of your child's preschool years. Throughout the year your child's teachers and room mothers will notify you of these special events to which you are invited.

Communicable Disease and Illness Protocol

- **School Attendance:** Children with any of the following symptoms should not be sent to school:

▪ <i>Acute cold with yellow/green discharge</i>	▪ <i>Temperature of 99.6° or higher</i>
▪ <i>Sore throat</i>	▪ <i>Inflamed eyes with or without discharge</i>
▪ <i>Earache</i>	▪ <i>Headache</i>
▪ <i>Diarrhea and/or vomiting</i>	▪ <i>Swollen, painful gland</i>

Communicable Disease and Illness Protocol, *continued*

Children must by symptom and fever free for at least 24 hours without the use of fever-reducing medication before returning to school after absence.

The Early Childhood Center Staff or the School Nurse will contact you to pick up your child if he or she develops any of the following symptoms or illnesses:

▪ <i>Temperature over 100 degrees Fahrenheit</i>	▪ <i>Pain or injury</i>
▪ <i>Persistent cough</i>	▪ <i>Conjunctivitis (Pink Eye)</i>
▪ <i>Vomiting or Diarrhea</i>	▪ <i>Head lice</i>

Important Health Information:

- All children enrolled in the SAA-SDS ECC program must have on file a copy of their birth certificate and the most recent copy of their immunization record (green form) signed by their pediatrician in two designated places.
- Each child is required to have on file an Emergency Health and Accident form complete with emergency addresses and phone numbers of at least two responsible people who have permission to pickup in the event the parent cannot be reached.
- Children with allergies to foods, medications, insect bites, or other common substances will need to have their physician's protocol on file **in the school office, nurse's office the child's classroom, and notify the teacher in writing.**
- In the event your child contracts a communicable disease such as strep throat, chickenpox, viral meningitis, mumps, measles, etc. please notify your child's teacher immediately.
- Children who are suspected of having or who have actual head lice, ringworm, or impetigo will be sent home. Children may return to school after appropriate treatment and a doctor's note stating the child is not contagious. Please note that the school strictly enforces a "no nit" policy in the event of head lice.
- We are a peanut-free environment.

Uniforms

ECC GIRLS- FALL/WINTER

Required:

JUMPER	Grey and red plaid A-line jumper Shorts/bike pant must be worn under the jumper
BLOUSE	White Peter Pan over-blouse with monogram
SWEATER	Red cardigan with monogram
SOCKS	White ankle/crew socks
SHOES	White t-strap Keds with velcro, white Keds with laces (SK only), white New Balance with velcro, or white Reeboks with velcro <i>(All shoes except white Keds with laces are available for purchase at Parker Uniforms.)</i>

Optional:

BLOUSE	White Peter Pan blouse with red piping and red monogram and long sleeve, white Peter Pan blouse with monogram
TURTLENECK	White turtleneck with red monogram
TIGHTS	Black or red tights- (white socks must be worn with tights)
SWEATPANTS & SWEATSHIRT	Grey with red monogram (may be worn year round and under the plaid jumper)
BLACK FLEECE	With monogram

ECC GIRLS- SUMMER/SPRING

Required:

JUMPER	Blue A-line jumper- shorts/bike shorts must be worn under the jumper
SKORT	Either pink or green skort
BLOUSE	White Peter Pan over-blouse with monogram (Peter Pan blouse <u>with red piping</u> is to be worn ONLY with the winter uniform).
SWEATER	White cardigan with monogram
SOCKS	White ankle/crew socks
SHOES	Same as Summer/Spring

Optional:

WHITE SWEATSHIRT with SAA monogram

BLOUSE Long sleeve white Peter Pan blouse with monogram

TIGHTS White tights- (white socks must be worn with tights)

All Uniform components may be purchased at:

PARKER UNIFORM

**Appling Place Shopping Center
1658 Appling Road, Suite 105
Cordova, TN 38016
901-386-6278
Toll-Free: 888-332-6277**

Uniforms, continued

ECC BOYS YEAR-ROUND

Required:

SHIRT	Short or long sleeve purple knit with monogram; short sleeve yellow knit with monogram
PANTS	Khaki pull-on pants
SHORTS	Khaki pull-on shorts
SOCKS	Any white, tan or black sock
SHOES	Merrell Jungle Moc - OR - Gray New Balance with Velcro (style # KV993GRP) <i>New Balance tennis shoe is available for purchase at Parker Uniforms</i>

Optional:

TURTLENECK	White turtleneck with monogram
SWEATPANTS & SWEATSHIRT	Gray with purple monogram
BLACK FLEECE	With monogram

All Uniform components may be purchased at:

PARKER UNIFORM

**Appling Place Shopping Center
1658 Appling Road, Suite 105
Cordova, TN 38016
901-386-6278
Toll-Free: 888-332-6277**