

**PRE-K3 & PRE-K4  
PARENT/STUDENT HANDBOOK  
2015-2016**



**SAINT THERESA SCHOOL**  
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**ACCREDITATION**

Saint Theresa School is accredited by the Middle States Association of Schools and Colleges.

**NON-DISCRIMINATION POLICY**

Saint Theresa School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Saint Theresa School does not discriminate on the basis of race, color, national and ethnic origin, gender, and disability in the administration of its educational policies, admission policies, or athletic and other school-administered programs under the applicable regulation of Title IX of the Educational Amendments of 1972.

**PURPOSE AND USE OF THIS HANDBOOK**

This handbook exists to foster the efficient operation of Saint Theresa School. To meet this objective, the school administration is given flexibility and the authority to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or their parents/guardians.

**AMENDMENTS TO THIS HANDBOOK**

This handbook is subject to change at any time when determined to be necessary by the school administration. After changes to this handbook have been approved by the appropriate authority, parents/guardians will be notified within 30 days.

**SAINT THERESA SCHOOL MISSION STATEMENT**

Saint Theresa School, a Catholic School in the Archdiocese of Newark, is dedicated to the cultivation of academic excellence and the spiritual, social and emotional growth of each student. Our school nurtures an environment of cultural diversity in which a caring faculty, through the implementation of the educational system of St. John Bosco, based upon reason, religion, and loving kindness, seek to develop each student to his/her full potential. With Christ and Mary as our examples, the Saint Theresa Community grows in a family atmosphere in which each individual experiences respect, challenge, responsibility, and exceptional love.

**ADMISSIONS POLICY**

1. Parishioners of Saint Theresa Church shall have preference for admission over non-parishioners. Parishioners are defined as those who have regularly participated in the envelope system of Saint Theresa Church for at least one year prior to application for admission of their child to Saint Theresa School. Families will maintain their status as active parishioners by adhering to the minimum annual contributions as set out in the tuition contract. In the case of persons who have recently become members of the parish, and therefore, would have participated in the envelope system for less than one year, they shall also be deemed parishioners for the purpose of this admissions policy if they have used the weekly envelopes since the time of their registration. They must, however, be parishioners for at least one year and meet the contribution requirement before being considered eligible

for parishioner tuition rates. Preference will be given to those registered parishioners who currently have sibling(s) in the School.

2. Second priority shall be given to parishioners of the Church of the Assumption, Roselle Park, New Jersey, providing:
  - a. That such persons are certified by the Church of the Assumption to be members of its parish, for whom it will make contributions as a sending parish.
  - b. That such persons have been members of the parish of the Church of the Assumption for at least one year prior to application for admission of their child to Saint Theresa School.

In the case of persons who have recently become members of the parish of the Church of the Assumption, and therefore, would have participated in the envelope system for less than one year, they shall also be deemed parishioners for the purpose of this admissions policy if they have used the weekly envelopes since the time of their registration. They must, however, be parishioners for at least one year and meet the contribution requirement before being considered eligible for parishioner tuition rates. In either case, members must receive the signature of the Pastor of the Church of the Assumption certifying them as members of the parish, for whom he will make contributions as a sending parish. Preference will be given to registered parishioners who currently have sibling(s) in the School.

3. Third priority shall be given to other Catholic and non-Catholic students who will be admitted when space is available.
4. The following additional factors shall be considered in determining priority among applicants for admission:
  - a. Proximity of the student to the school.
  - b. Tuition payment punctuality.
  - c. The number of the student's siblings in the school.
  - d. The amount of participation, by the student's parents, in support of school sponsored activities.

**TECHNICAL REQUIREMENTS****Absence and Tardiness**

When a student is going to be absent from school, the parent/guardian is required to notify the School Nurse before 9:00 AM. If a call has not been received by 9:00 AM, the School Nurse will make a reasonable effort to reach a 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. Upon the student's return to school, a written, signed note explaining the child's absence/tardiness must be presented to the teacher. The note should be dated and signed by the parent/guardian, and should contain the child's full name, and the date(s) of absence. An absence of three (3) consecutive days requires a doctor's note.

Parents should make sure to notify the office in the case of a prolonged absence, i.e. three (3) or more days. Students should not return to school unless they are well enough to participate in school activities.

Any student who is not in class by 8:00 AM is considered late.

#### **Age Requirements**

A birth certificate must be submitted as proof of age.

The Pre-K 3 child must be 3 years old on or before October 1 and potty trained.

The Pre-K 4 child must be 4 years old on or before October 1.

All students enrolling in the Pre-K program at St. Theresa School are required to be fully potty/toilet trained. However, it is recommended that each child keep a full change of uniform clothes (shirt, pants or jumper, underwear, and socks) at school in case of an occasional "accident."

#### **Appointments with School Personnel**

Parents/guardians who wish to meet with the Principal, a teacher, or any member of the faculty or staff must contact the school office to arrange a mutually convenient conference time. For the sake of order in the school, parents may not approach members of the staff during the school day without a prior appointment.

Members of the staff who wish to communicate with parents/guardians of a student will do so by phone, letter, or at a mutually convenient conference. Teachers will not schedule conferences at times that would conflict with teaching or supervisory duties. When appointments are made, both the parent/guardian and the school staff member should be aware of the purpose(s) of the conference so that all concerned may be appropriately prepared.

#### **Attendance**

Prompt regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future. Children participating in "Take Your Child to Work Day" will be marked absent, but as long as a note from the parent states this is the reason for the absence, it will not count against perfect attendance.

#### **Catholic Applicants**

A Baptismal Certificate is required.

#### **Children Bringing Cash to School**

Money that is sent to school should be placed in a sealed envelope and identified with your child's name and classroom, the amount enclosed, and its purpose.

#### **Early Dismissal and Planned Closings**

Planned early dismissals and planned closings will be indicated in the yearly and monthly calendars. The preliminary annual calendar is tentative, and subject to change. The monthly calendar will indicate any change(s).

#### **Family Vacations**

Saint Theresa School strongly discourages student absence from school because of family trips or vacations. If parents choose to take children out of school for such purposes, **class work will not be provided to a student ahead of time.**

#### **Immunization Requirements**

Age appropriate immunizations are required for ALL students.

- DTaP: Four doses.
- IPV: A minimum of three doses.
- Measles vaccine: **must be administered by 15 months of age.**
- Rubella vaccine: **must be administered by 15 months of age.**
- Mumps vaccine: **must be administered by 15 months of age.**
- Varicella: one dose on or after the first birthday; **must be administered by 19 months of age.**
- Pre-K3-4: Flu vaccine must be administered **ANNUALLY** between September 1<sup>st</sup> and December 31<sup>st</sup>.
- One dose of pneumococcal (PCV) on or after the first birthday.
- Hib vaccine – one dose given after first birthday.

#### **A STUDENT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED INTO SAINT THERESA SCHOOL.**

#### **Regular Communication with All Parents**

Saint Theresa School will communicate with all parents/guardians through the monthly school calendar. A communications folder/envelope containing announcements, flyers, news items, etc., will be sent home each Thursday. **Parents are requested to empty the folder/envelope, read the information, respond (if applicable), sign the acknowledgement sheet and have their child return it to school the following day.**

#### **Re-registration**

At re-registration for the new school year a registration form must be filled out and a registration fee paid. This fee is **non-refundable.**

Students may not re-register for the following school year if their misbehavior results in the following:

- A Pre-K student has an average of "U" on two social behavior reports.

#### **Registration**

Parents of new students must present the child's birth and baptismal certificates and updated immunization records.

**Supervision**

Saint Theresa School's responsibility for the supervision of students begins at 7:40 AM and ends at 2:45 PM. Children who are not picked up by 3:00 PM will be brought to aftercare and their parents will be charged the aftercare fee. For children properly enrolled in the school's extended care program, the school's responsibility for supervision begins at 7:00 AM and ends at 5:30 PM.

**Three-Day Students**

Pre-K students who are scheduled to be in school three days a week must inform the teacher at orientation which three days the student will regularly attend. Switching days is not allowed except in the following circumstances:

- School Picture Day
- Halloween/Mission Fair
- Thanksgiving Feast
- Class Christmas Party
- Valentine's Day Party
- St. Patrick's Day Party
- Easter Party
- Field Day
- Class Field Trip
- End of the Year Program/Graduation

There is absolutely no switching days due to illness, snow days, emergency school closings, and observed school holidays. There is no tuition reimbursement for missed days.

**CUSTODIAL AND NON-CUSTODIAL PARENT'S RIGHTS****Court Orders**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information which would be useful to the school in fulfilling its obligations.

**Parental Access to Student School Records**

Saint Theresa School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, and upon parental request, the school will provide the non-custodial parent with access to the student's essential academic records.

**Pick-up from School**

The School will permit only the custodial parent, or his/her designee, to pick up the child during, or at the end of the school day. The non-custodial parent will not be permitted to remove the

child from school during the day or at the end of the school day unless there is a written authorization from the custodial parent. In an emergency, a clearly defined, one time telephone authorization, letter or fax may be acceptable.

**ACADEMIC POLICY****Conditional Acceptance**

Any student accepted conditionally must meet the agreed upon conditions. If the conditions are not met, the student may not be allowed to continue through the school year or be re-registered for the next school year.

**Progress Reports and Report Cards**

Students in Pre-K will receive report cards twice a year, within the first two weeks in January and on the last day of school in June. Social behavior reports will be distributed in mid-November and mid-April.

Parent/Teacher conferences will be held if necessary when the January report cards and the November and April social reports are distributed. Teachers communicate with parents on a regular basis.

**Records and Transcripts**

A parent/guardian has the right to view his/her child's records, health records, and emergency sheets. These records are available upon request.

**Religious Education and Religious Services**

Non-Catholic students are welcome at Saint Theresa School. Non-Catholic families are expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the religion classes and participate in liturgical services scheduled for students during the school year.

**DISCIPLINE CODE****Philosophy**

The Discipline Code serves as a guideline for students and their families. It represents the expectations Saint Theresa School has for its students as individuals and as a whole student body. A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment of Saint Theresa School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and school will work together to help students learn responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the teacher and/or Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms:

- Time out
- Loss of privileges

- Parent/Teacher conference
- Behavior chart

If a student's behavior is generally disruptive and uncooperative, it will be necessary to ask the parents to choose another school for the child. We cannot sacrifice the education and safety of the whole class because of the disruptive behavior of one student.

#### **Fire Drills**

Saint Theresa School will have fire drills each month. Students are expected to follow the directions of their teachers and to walk quickly and quietly to their assigned places.

#### **General Rules**

In order to help children learn the mature self-control proper to their age, St. Theresa School seeks to establish a safe, calm, respectful, and orderly atmosphere for all students and staff. St. Theresa School has four general rules:

1. Keep hands, feet, and other objects to yourself.
2. Talk respectfully. No answering back, name calling, teasing, cursing or unkind words.
3. Adhere to all school rules and follow directions the first time.

Teachers will consistently enforce the School Management Plan. A poster of the general rules will be displayed in each classroom along with any other rules/regulations pertinent to the class.

#### **HEALTH AND SAFETY**

##### **Administration of the Epi-Pen by the School**

As permitted by New Jersey law, the school shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via a pre-filled auto-injector for anaphylaxis.

Written authorization for administration of the epinephrine via a pre-filled auto-injector must be received from the parent or guardian of the student. The parents/guardians of the student shall be notified that upon administration of the epinephrine via a pre-filled auto-injector in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the epinephrine via a pre-filled auto-injector to the student. The parents/guardians of the student shall indemnify and hold harmless the school and its employees or agents for any such injury, as provided by law and must sign a written statement acknowledging their acceptance and understanding.

The school nurse shall have primary responsibility for administration of the epinephrine via a pre-filled auto-injector. In the absence of the school nurse, another school employee designated and trained in administration of the epinephrine via a pre-filled auto-injector by the school nurse pursuant to New Jersey law may administer the epinephrine via a pre-filled auto-injector.

##### **Arrival and Dismissal Procedures**

All Pre-K students are to enter the building through the back door, making use of the morning drop off procedure established by the school. After the first week of school, parents are NOT allowed to walk their child to the classroom. Students must be in class no later than 8:00 am.

Parents who have younger children in the Infant/Toddler program are not allowed to walk their child to the classroom. If the student arrives before the doors open at 7:40 am, he/she must be brought to Before Care or wait at the back door until the beginning of the school day at 7:40 am.

Pre-K children attending only the AM session will be dismissed from the back door at 10:50 am. Those attending the full day session will be dismissed from the cafeteria at 2:30 pm.

##### **Asbestos Management Plan**

The school's Asbestos Management Plan is on file in the school office as required by the federal Asbestos Emergency Response Act (AHERA). This document is available for examination upon request.

##### **Emergency Closings**

Parent/guardians will be notified through the school Honeywell Alert System of emergency (unplanned) closings resulting from inclement weather or other emergency situation. They will likewise be notified of delayed openings in the same manner.

##### **Emergency Evacuation Procedures**

In the event of an evacuation of the school building, the students and staff will exit according to fire drill procedures. They will walk to St. Theresa Church and wait for directives from the administration.

##### **Emergency Operations Plan**

This is a plan of action for emergency operations to provide guidance and safety for the students and staff at St. Theresa School. The students and staff perform emergency drills and review emergency procedures throughout the school year to ensure their safety.

##### **Emergency Information**

All parents must complete the emergency information form at the beginning of the year. These forms will be used if the need arises to contact them. Should a change of address or telephone occur during the school year, either at home or at work, parents should notify the school office immediately so that our forms will always be current.

##### **Fire Drills**

Saint Theresa School will have fire drills each month. Students are expected to follow the directions of their teachers and to walk quickly and quietly to their assigned places. Failure to do so may endanger the safety of the students and may result in a time out or a loss of privileges.

##### **Health Information**

Parents are required to give written notification to the school nurse of their child's health problems: allergies, asthma, hearing or sight deficiencies, etc.

##### **Injury or Illness**

If a student becomes ill or is injured during the school day, parents will be notified by phone and asked to pick up the child.

In the event that a parent cannot be reached, the school will call emergency contacts authorized by the parents.

**Children must not be sent to school if they are ill or have not been fever free for 24 hours without the use of fever-reducing medications.**

It is imperative that parents update their phone numbers for such emergencies.

### Medication

Saint Theresa School strongly discourages the administration of either prescription, as well as non-prescription medication, in school and on field trips. If it is absolutely essential, however, for a student to receive medication while under school supervision, the following procedures apply:

1. A parent/guardian should come to the school and personally administer the medication.
2. If this arrangement is not possible, the school nurse may administer the medication under the following conditions:
  - a. The medication must be given to the school nurse or the Principal by the parent/guardian with full written instructions for its use.
  - b. The medication must be in the original pharmacy-labeled container.
  - c. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school and is only effective for the school year for which it is granted; it must be updated annually for each subsequent school year.
3. Medications **MUST** be brought to school by a parent, guardian, or other responsible adult. **CHILDREN ARE NOT ALLOWED TO CARRY MEDICATIONS TO AND FROM SCHOOL.**

### Restrooms/Bathroom Needs

Students in Pre-K will be brought to the restroom as a group and will be supervised by the teachers. If a student needs to use the restroom more frequently, he/she may do so. Teachers are not allowed to help the children with wiping needs in the bathroom.

If a student wets his/her uniform, the school nurse and teacher's aide will supervise the child as he/she removes the wet uniform and underwear and changes.

If your child wets their pants or has a bowel movement in their underwear during the school day, the Pre-K staff member and/or school nurse will assist your child by providing baby wipes to clean themselves with and by helping them change into clean clothes, if needed. If your child cannot wipe themselves or requires a more extensive cleaning, i.e. if the child is soaked with urine or has diarrhea, a parent or their designee will be called to either come change the child or pick them up.

Neither the school nurse nor the teachers are allowed to change the children in the event of an accidental bowel movement.

### Student Accident Insurance

The Archdiocese of Newark has purchased an accident insurance policy which is designed to help protect parents of students in the Archdiocesan schools against financial loss. In the event that a student is injured due to a covered accident when participating in a supervised activity, the Archdiocesan policy will help pay expenses incurred for required medical treatment which are in excess of benefits payable under other insurance covering the student.

### Suspected Child Abuse and/or Neglect

New Jersey Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Youth and Family Services.

### Visitors

All visitors, including short term workers, will enter the building by using the front office door and will report to the school office.

Visitors will remain on the premises with the knowledge and consent of the secretary and must sign a visitor log. A visitor badge will be issued and must be visible at all times.

Permission from the Principal is needed for visitors to visit classrooms during the school day.

### DRESS CODE

#### School Uniforms

**THE STS EMBLEM MUST BE DISPLAYED  
ON JUMPERS, SHIRTS, VESTS AND SWEATERS.**

Uniforms are purchased at:

Co-Ed Uniform Company  
100 Broadway-Route 4  
Elmwood Park, NJ 07407  
(201) 796-4220

#### Boys & Girls: PK3

The following items **MUST** be purchased at Co-Ed:

- Royal blue shorts and t-shirt with STS insignia
- Royal blue sweatpants and sweatshirt with STS insignia for cold weather
- Shoes: (may be purchased where parent chooses)
  - **ALL WHITE** Velcro sneakers
    - No "heely" type sneakers
    - No light up sneakers
    - No platform or backless sneakers
- White crew socks (may be purchased where parent chooses)
  - Must be over the ankle
  - Must be devoid of logos or decoration

#### Boys: Pre-K 4

- Navy blue trousers (may be purchased elsewhere, but **MUST** resemble the Co-Ed pants)
- Shoes:

- Black rubber soled Velcro shoe (may be purchased at Co-Ed or where parent chooses)
- **Sneakers are not allowed, not even black sneakers that look like shoes.**
- White crew socks
  - Must be over the ankle
  - Must be devoid of logos or decoration
- Light blue knit shirt – long or short sleeve (must be purchased at Co-Ed)
- Optional:
  - Navy blue sweater with school emblem (must be purchased at Co-Ed)
  - Navy blue vest with school emblem (must be purchased at Co-Ed)
  - Fleece sweater with school name printed

#### Girls: Pre-K4

The following items must be purchased at Co-Ed:

- Plaid Jumper
- Light blue knit shirt-long or short sleeve
- Optional:
  - Navy blue sweater with school emblem
  - Navy blue vest with school emblem
  - Fleece sweater with school name printed
  - Navy blue pants instead of jumper (these may be purchased elsewhere but MUST resemble the Co-Ed pants)
- Shoes: (may be purchased where parent chooses)
  - Navy blue or black Mary Janes
  - Sneakers are not allowed
  - Navy blue socks or navy blue tights

#### Boys & Girls: Pre-K 4 Summer uniform

*This may be worn until October 15 and from after Easter vacation until June.*

The following MUST be purchased at Co-Ed:

- Navy blue shorts
- Light blue knit shirt with school emblem
- Shoes: (may be purchased where parent chooses)
  - **ALL WHITE Velcro sneakers**
    - No “heely” type sneakers
    - No light up sneakers
    - No platform or backless sneakers
- White crew socks (may be purchased where parent chooses)
  - Must be over the ankle
  - Must be devoid of logos or decoration

#### Boys and Girls: Pre-K4 Gym Uniform

The following items MUST be purchased at Co-Ed:

- Royal blue shorts and t-shirt with STS insignia

- Royal blue sweatpants and sweatshirt with STS insignia for cold weather
- Shoes: ( may be purchased where parent chooses)
  - All WHITE Velcro sneakers
    - No “heely” type sneakers
    - No light up sneakers
    - No platform or backless sneakers
- White crew socks (may be purchased where parent chooses)
  - Must be over the ankle
  - Must be devoid of logos or decoration

#### **Tag Day Clothing Regulations**

- Only sneakers and rubber-soled shoes are allowed
- No sleeveless tops or midriff showing
- No tears, rips, or holes in jeans
- No backless shoes or flip flops

#### **General Appearance**

- Uniform shirts are to be tucked in.
- Students are expected to be well groomed at all times.
- Boys’ hair should not exceed collar length in the back. Hair must be cut around the ear on the sides and must be appropriate in width.
- Girls’ hair should be neatly combed and out of the face
- Extreme hairstyles, including dyed hair, or carved designs, or words, are not permitted for boys or girls. Boys may not have mohawk haircuts or similar hairstyles. Girls may not wear beads in their hair.
- Girls with pierced ears may wear small earrings. Only one earring per ear is permitted.
- For reasons of safety, **no hanging jewelry, i.e., necklaces and earrings are to be worn.**
- Boys are not permitted to wear earrings to school.
- No make-up, nail polish, or nail enhancements are permitted.
- Bracelets, wristwatches, and rings are not permitted.
- The school is not responsible for any valuable jewelry worn to school.
- **Simple brown, black, or STS hair bands. Hair bands with bows, flowers, or any of the extras are not permitted.**

#### **SCHOOL RELATED MATTERS**

##### **Backpacks**

Students are required to have a full-sized backpack that can accommodate a lunch box, daily folder, and other materials that need to be carried home.(Backpacks on wheels are not permitted) Children are NOT allowed to bring books or toys from home to school.

##### **Field Trip Policy**

One field trip per class of an educational nature may be taken during the school year. Exceptions will be made for an additional field trip when particularly enriching opportunities arise. Participation is a privilege and may be denied a child whose behavior has been questionable.

All fees and permission slips must be collected before the day of the field trip.

Every PK student is required to have a parent with them on their field trip. Students going on the field trip may not bring their siblings with them. Chaperones may not bring babies or any other children with them on the field trip since they are responsible to supervise St. Theresa School students.

All parents going on field trips must attend “Protecting God’s Children” and complete the entire volunteer packet.

***CHILDREN WILL NOT BE PERMITTED TO PARTICIPATE IN THE END OF THE YEAR TRIP IF ALL FINANCIAL OBLIGATIONS TO THE SCHOOL HAVE NOT BEEN MET. THIS INCLUDES BUT IS NOT LIMITED TO:***

- ***TUITION***
- ***HOME SCHOOL OBLIGATIONS***
- ***CANDY SALE***
- ***OTHER FUNDRAISERS***
- ***RE-REGISTRATION***

#### **Home and School Association**

All parents, by reason of enrollment of their children in Saint Theresa School, belong to the Home-School Association. They are strongly encouraged to attend meetings each year and to participate in all activities. They must abide by the conditions they agreed to when signing the Home-School contract upon registration.

#### **Lost and Found**

In order to facilitate the return of lost articles, we ask that all belongings be labeled clearly and permanently. The school is not responsible for lost articles. Lost items will be brought to the office. Items unclaimed after a reasonable amount of time will be turned over to a local charity.

#### **Lunch**

Students may either bring their own lunch or purchase one from the school cafeteria. No carbonated drinks or drinks bottled in glass are to be brought to school. Parents are not permitted to drop off fast food for their children and are discouraged from habitually bringing forgotten lunches. Lunch tickets must be purchased by parents from the cafeteria manager either in the morning or at dismissal.

Pre-K 3 children eat in their own classrooms and Pre-K 4 children eat in the cafeteria at their designated time.

#### **Snack**

One lunch box or insulated lunch bag is required. Please make sure that this lunch box can accommodate 2 snacks (morning and afternoon) and lunch.

Pre-K classes have snacks in both morning and afternoon. Parents send in their child’s snacks each day, including drinks. If your child is bringing a bottle of water, it must have a sports top (not twist off cap). We strongly encourage parents not to send in squeezable yogurts such as Gogurt.

#### **Naptime**

Pre-K students nap each afternoon for approximately an hour. The school provides a rest mat with a built-in pillow. Parents have the option of sending in a small blanket. The teachers understand that not every child will fall asleep. If a child doesn’t sleep, he/she is expected to rest quietly without disturbing others. The teachers show G-rated movies and/or play restful music to help the children settle down.

#### **Parties and Invitations**

No invitations to individual parties are to be given to a select group in the classroom. Invitations may be given out in the school building if all boys and/or girls in the class are invited.

#### **Religious Formation**

The love of God that is learned in the family is the foundation on which education can be built. Religion is not just a subject to be taught, but a way of life to be lived. It is a life of friendship with God and lived in Christ. As Church, we are called to form a community of love, faith, and hope with Christ as our Head. It is absolutely essential that students live the faith they are learning in and out of school. Positive parental attitudes, example, and encouragement are necessary if the efforts of the school are to bear fruit. Family participation at Sunday Mass and worship on a regular basis is essential for the growth and faith life of the children.



**St. Theresa School  
Kenilworth, NJ**

**Acknowledgement and Receipt of PK Parent/Student Handbook  
2015-2016**

I acknowledge receipt of the Parent/Student Handbook containing the policies, rules, and regulations for Saint Theresa School for the 2015-2016 school year. I have read the Handbook or will read it as soon as possible. I understand and agree that the Handbook is binding on the students and parents during the current academic year. I understand and agree that the administration of the school will have the authority set forth in the Handbook.

I understand that the policies, rules, and regulations contained in the Handbook are established for the welfare and benefit of the students. I understand my responsibility to support the school in the policies it has established and to see that my child adheres to the rule and regulations set forth in the Handbook.

**ADDENDUM – PLEASE READ CAREFULLY AND INITIAL**

St. Theresa School reserves the right to suspend educational services if financial obligations to the school are not met. This includes, but is not limited to, tuition, re-registration, Home-School Association obligations, Before School/After School Care.

**Please initial here:** \_\_\_\_\_

**Name of child(ren)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Parent/Guardian**

\_\_\_\_\_  
\_\_\_\_\_

**Date** \_\_\_\_\_