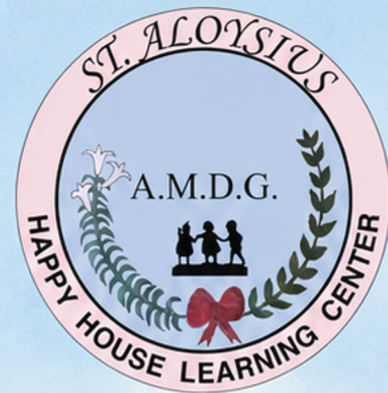


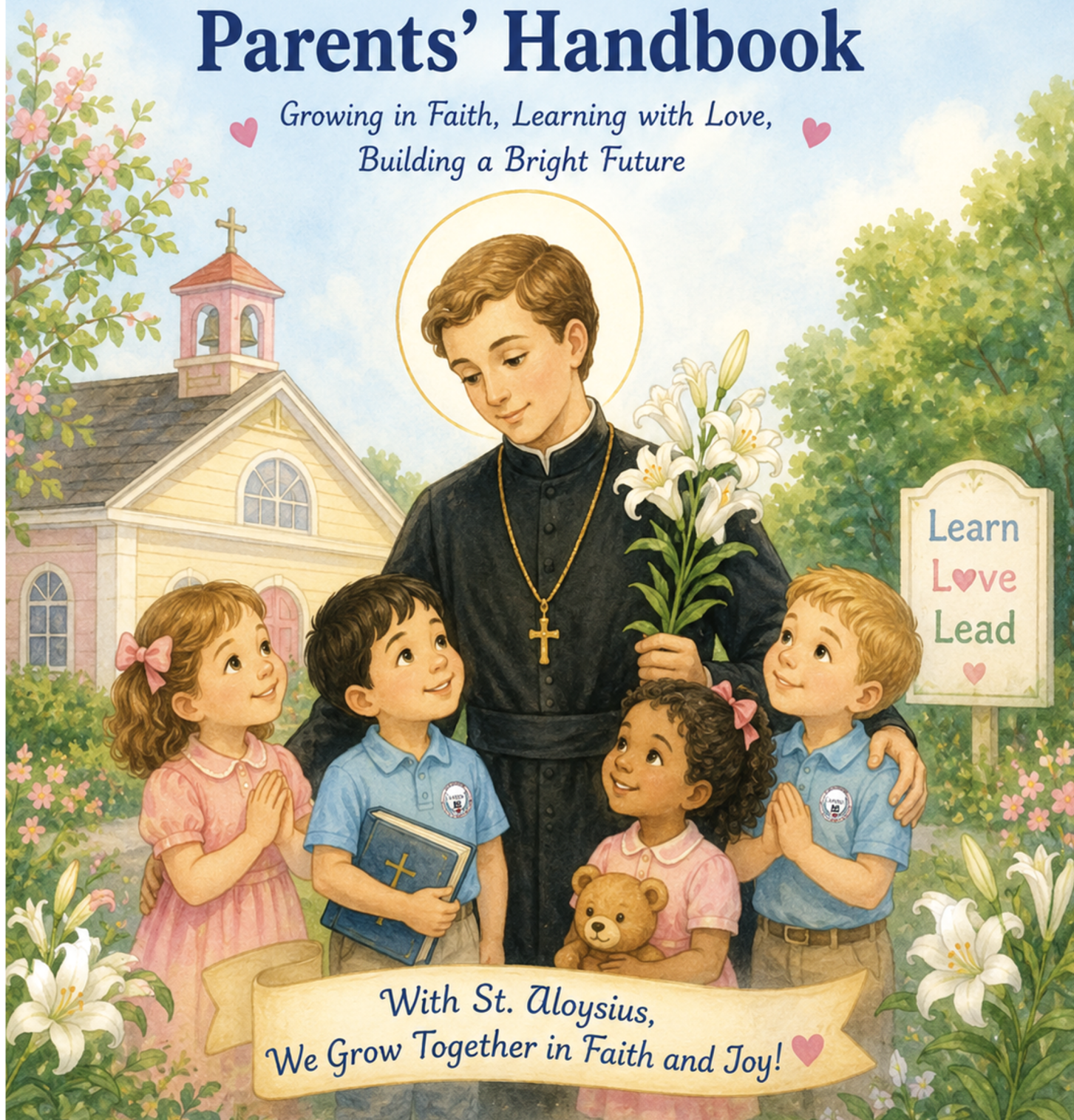
St. Aloysius

HAPPY HOUSE LEARNING CENTER



Parents' Handbook

♥ Growing in Faith, Learning with Love, ♥
Building a Bright Future



With St. Aloysius,
We Grow Together in Faith and Joy! ♥

ST. ALOYSIUS HAPPY HOUSE LEARNING CENTER
HOPEWELL JUNCTION, NEW YORK 12533

Pre-Kindergarten 3
Pre-Kindergarten 4

P R E F A C E

Welcome to a new scholastic year at St. Aloysius Happy House Learning Center. To make it the best possible year, let us join in spirit and action in fostering a center of learning, culture, and Christianity.

You are sending your children here because you realize that one of the most important means to assure their happiness and success is a fine Catholic education. Together we can provide consistent guidance which is necessary for the formation of Christian character, the final and full purpose of a Catholic education.

Since cooperation and understanding come with knowledge of what is expected of us, this Handbook has been created. In it you will find important information regarding school regulations, academic activities, and most guidelines which will facilitate the work of the year ahead.

I. The Philosophy of St. Aloysius Happy House Learning Center

To promote in the children an awareness of the presence of Christ in the world and the ability to see the magnificence of God through a body of knowledge.

To build a Christian community through love and service of one another beginning in the classroom and extending into the world.

To prepare the children to live with everyone in the world regardless of race, color, or creed as responsible Christians who are witnesses to Christ.

II. Non-Discrimination Statement

St. Aloysius Happy House Learning Center bases, not only its educational purposes, but all its activities on the Christian teaching of the essential equality of all men as rooted in the fatherhood of God, Christ's love, and man's supernatural destiny.

Thus, with discrimination so contrary to its nature and mission, St. Aloysius has not and shall not discriminate based on race, color, religion, gender, national, and ethnic origin in the administration of educational policies.

Every child is welcome, respected, and celebrated just as they are. Everyone is valued and kindness leads the way. They learn together, grow together, and support each other every day.

ADMINISTRATION

I. Principal

The Administrator is the Christian leader and the administrative head of the school and is responsible for effective operation of the school as an educational institution.

II. Staff

Principal: Sr. Shyne Mathai, OBT

Teachers:

Pre-K 3: Sr. Ana María García, OBT

Pre-K 4: Sr. Nancy Diaz, OBT

In addition to the teachers, we have a class mother assigned for each class. Class mothers assist the teachers with extracurricular activities: field trips, parties, and other school needs:

The Class Mothers this year are:

Pre-K 3 (Nursery) - (Sr. Ana Maria García) Mrs. Christine Halling

Pre-K 4 - (Sr. Nancy Diaz) Mrs. Melissa Manngard

TEACHING STAFF

I. Responsibility to the School

The teacher works in collaboration with the administration so that she may effectively provide each student with appropriate learning experiences in a Christian environment.

II. Responsibility to the Parent

The teacher offers guidance and reports on the progress and attitude of pupils to the parents by means of written report cards and informal conferences.

III. Responsibility to the Student

The teacher witnesses to the Gospel message by word and example, helps to ensure a value-centered education, and provides a joyful learning environment.

IV. Faculty Meetings

On a regular basis, the administrator and teachers meet to discuss matters of common concern. The meeting provides a time to share teaching strategies, discuss problems, examine instructional materials, evaluate programs, and plan future instructional programs.

INSTRUCTION

I. Organization

A. The School Day: Arrival and Dismissal

1. Pre-Kindergarten (4 years old)

2. Pre-K 3 (3 years old)

The children are brought to school by their parents, who leave them at the door of the classroom where the teachers welcome them. Classes are held five days a week.

Sessions are held according to the following time schedule:

Morning session	8:30 a.m. to 11:30 a.m.
Afternoon Session	12:00 pm. to 3:00 p.m.

Children are expected to be on time, and parents should observe the time schedule carefully. Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time is considered late.

Parents must park in the parking lot.

B. Organizational Pattern

Each school adopts an organizational pattern most appropriate to the needs and abilities of the students. Our classes are organized as self-contained classes.

1. Appointments

During school hours, parents and visitors are not permitted to enter the school building without prior authorization. This policy is necessary to maintain a safe, secure, and orderly learning environment for all students and staff.

Allowing individuals to enter and move throughout the school without permission could disrupt the educational environment and compromise the safety and well-being of our children.

Parents who wish to meet with a teacher or administrator must make an appointment in advance. All scheduled meetings will take place within the school during designated times.

2. Newsletter

Please Read the Monthly Newsletter

Each month, the administrator sends a newsletter to parents with important information, announcements, reminders, and updates regarding the school. Newsletters and other important notices may be sent home with the children or distributed at dismissal. Please make it a priority to read all school communications carefully, as the information provided in the newsletter will help keep you informed about upcoming events, policies, schedules, and other matters concerning your child and the school community.

C. Finances

1. Tuition: The monthly tuition for the year 2026-27, from September to May is paid on the first week of each month. There will be a late fee of \$25 after 10th of every month.

Monthly Tuition for Pre-K 3 & Pre-K 4

5 half days \$400 monthly

5 full days \$600 monthly

Sibling Discount

If you have more than 1 child enrolled in our School, there is a 15% tuition discount for the 2nd child and a 20% discount for the third child.

2. Books and Supplies

Pre-K 3 (Nursery)

Religion	\$35.00
Fun Activities to Introduce Letters, Phonics, Counting, Shapes, and More.	\$35.00
Workbook with Games and Activities	\$35.00
Workbook with Tracing, Alphabet, and Math Practice	\$35.00
Supplies	\$80.00
Playground Fee	\$100.00
Insurance Fee	<u>\$100.00</u>

Pre-K 4

Religion	\$30.00
Math	\$30.00
Letters	\$30.00
Basic Concepts.....	\$30.00
Numbers & Letter Dot to Dot.....	\$30.00
Alphabet, Numbers, Phonics, Shapes, Colors, Science	\$30.00
Supplies	\$120.00
Playground Fee	\$100.00
Insurance Fee	<u>\$100.00</u>

All payments should be given to the teacher in a **sealed envelope with the name of the child, the amount enclosed and the reason for the fee.**

3. Fundraisers: Sweeten Our School's Success!

Every family plays an important part in supporting our school. **Each family is expected to participate by selling a minimum of 2 boxes of chocolate, totaling \$120.**

II. Daily Exercises and Special Programs

A. Religious

As part of the school exercises, students and teachers raise their minds and hearts in prayer to God. Parents are the primary teachers of their children. We expect parents to cooperate in the spiritual formation of our students, to pray with them as a family, to take them to Sunday Mass, and to teach them good values. It is a crucial responsibility of the parents, to help their children grow in the love of God. Remember: the family is the **Domestic Church**. Our School does not make Christians, it merely adds to the formation of those who already are Christians.

B. Patriotic

When the school is in session, the American flag is on display outside the building, weather permitting. Each classroom also displays the American flag. Each morning, our opening exercises include the **salute to the United States Flag** and the singing of a **patriotic hymn**. These daily observances provide an opportunity for our students to begin each school day with respect and appreciation for our country and its traditions.

C. Special Events

In the spirit of expanding the learning experiences of the students in educational and cultural areas, special presentations are held in the school: Christmas show, Catholic Schools' Week, Consecration to St. Joseph, Planting Festival, Crowning of Mother Mary, the Olympics, and Graduation.

D. Field Trips

As part of their learning experience, the children are taken on some field trips during the year: apple picking and pumpkin picking. The teachers and parents accompany the children on these trips.

E. Birthday Parties

Families are asked to notify the teacher in writing if they would like to send items in to recognize a child's birthday. Parents may bring small individual items such as cupcakes, brownies, cookies, etc. To ensure that all children feel included and to maintain a respectful classroom environment, **party invitations may only be distributed at school if the entire class is invited.** Invitations for parties that do not include the entire class must be distributed from home and should not be sent to school for distribution.

III. Curriculum

A. Primary Goal

The primary goal of the program of instruction in the schools of the New York Archdiocese is to provide those learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional, and physical development of the student.

B. Required Subjects

The children learn the basic skills needed so that they can be ready for the studies that are to follow.

Included in the curriculum are Religion, Math, Reading, Phonics, Writing, Science, Health, Music, Art, Physical Education and Social Studies.

Pre-K 3 & Pre-K 4 concentrate on four areas of development: Spiritual, Social, Emotional, and Intellectual.

Spiritually:

At this early stage of life, your children are not only growing in body and mind, but also in heart and spirit. Just as we nourish their physical health and guide their learning, we also need to nurture their spiritual life. A child's natural sense of wonder, openness, and trust are the seeds of a deep spiritual foundation.

Spiritual life helps children:

- Develop a sense of inner peace and joy.
- Grow in kindness, compassion, and gratitude.
- Build resilience when facing challenges.
- Form values that guide their decisions as they mature.
- Discover that they are deeply loved and connected to God and others.

When children are introduced to prayer, stories of faith, and simple acts of love, they begin to experience God's presence in their daily lives. This grounding not only shapes their character but also gives them the security of knowing they are never alone.

Socially: The children are encouraged to interact with and respond to each other in a positive manner, to cooperate in group activities as well as to establish basic friendships.

Emotionally: Children are encouraged to be more independent and responsible for their actions as they encounter various situations. They are motivated to accept challenges and to build self-confidence and self-esteem.

Intellectually: The children are exposed to basic readiness skills that will prepare them for the following grade.

C. Religious Education. The religious education program consists of three major elements:

1. Instruction

Presenting God to the student as a loving Creator, Redeemer, and Life-Giver.

2. Worship

Prayers and services that engage the student in a living experience with God.

3. Service

Teaching justice, mercy, and peace using the Gospels.

D. Lessons and Learning

1. Planning

Teachers develop daily instructional objectives for each subject area. To address the diverse learning styles and needs of our students, lesson plans incorporate a variety of instructional strategies, aids, materials, and hands-on learning experiences.

Homework

Students are encouraged to develop the good habit of completing homework regularly. A specific time should be set aside each day for homework and study. Parents are encouraged to work closely with their children by reviewing and reinforcing the skills and concepts taught in school. This partnership between home and school helps strengthen learning and supports each child's academic growth.

E. Instructional Materials

1. Workbooks

Books that best meet the children's needs in each of the major areas of learning are selected by the administrator and teachers.

2. Supplementary Materials

A variety of supplemental instructional materials and resources are used to enrich and enhance the children's learning experience. These materials complement the workbooks and provide opportunities for additional practice, exploration, and meaningful learning.

F. Pupils Progress Report

1. Report Card

Student progress is formally reported twice each school year through report cards. Report cards are provided to Pre-K 4 students only; Pre-K 3 students do not receive report cards.

Parents are asked to review the report card carefully, sign it, and return it to the school by the following Monday after distribution.

The report card serves as an important communication tool between home and school. It provides parents and teachers with an opportunity to recognize each child's progress, identify areas for continued growth, and work together to support the child's ongoing success.

STUDENTS

I. Students Attendance

A. Attendance

Attendance is taken every day by the teachers and recorded in the roll book.

Children are expected to attend each session to achieve the goals and objectives of our program. Acceptable excuses for absences are sickness and inclement weather.

B. Absences

Any child who has been absent must return to school **with a note of explanation signed by the parent.**

If a child is absent for a prolonged period, the child's teacher should be notified. A doctor's note is required for extended illnesses.

II. Admission

A. Pre-K 3

Children must be three years old by December 1st of that year to be admitted to the Happy House Pre-K 3.

B. Pre-K 4

Every child admitted to the Pre-Kindergarten must be four years old by December 1st of the year of admission.

A Birth Certificate and a complete immunization record must be presented at registration. In addition to these, medical forms must be completed and sent to school by the first week if they have not yet submitted.

The abovementioned records, certificates and forms are usually presented at registration for Pre-Kindergarten but are updated every year.

III. Change of Address

If a family moves, the school should be notified immediately the new address and phone number. This information should be kept current for the benefit of the children.

IV. Health Regulation

A. Immunization

Prior to entering Pre-School, every student must be immunized against diphtheria, measles, mumps, polio, and rubella. (Public Health Law #2164).

B. Identification of Health Problems

All health problems identified by the School are noted in a health record. Parents will be informed, and their cooperation is expected so that children will receive the necessary professional care.

C. Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. Children's clothes and backpacks should be neat and clean. Parents will be notified if a child comes to school consistently in an unkept manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents will be made by school members. Hair should be clean, well groomed, and free of color and **above the collar (for boys), and off the face**. Bangs should not be so long that they impede vision. Boys are not allowed to wear earrings. Girls can wear a pair of stud earrings but no nail polish nor make up. When girls are wearing a dress or a frock especially short ones, please make sure they have Tights or Leggings.

V. Safety

For the safety and protection of the children, every teacher should have on file a listing of the home and business addresses and telephone numbers of the parents or guardian of each student. **In addition, an alternative relative should be listed in case the parents cannot be reached.** Fire drills will take place every month during the school year to prepare the children to act quickly and safely in case of an emergency.

A. Accidents and Illnesses

When an accident occurs to a student or when a student becomes ill, the teacher will contact the parent or guardian. Until the arrival of the parents, the student will be kept comfortable in the School.

B. Release of Pupils from School

Parents expect their children to be in the care of the School during school hours. Consequently, students will not be released early without the explicit knowledge of their parents. The teacher should be notified in advance, by note, or a telephone call when a child is to be dismissed early.

A student will not be released to anyone other than the parents or guardian as listed in the student's record. Teachers should be notified when someone other than parents or guardian is picking up the children.

C. Playground Rules

The playground provides children with an opportunity to enjoy outdoor recreation and engage in age-appropriate activities when weather conditions permit. For the safety and well-being of our students, playground activities during school hours are limited to simple games and recreational activities appropriate for young children and are supervised by school personnel.

The playground is not available for school-sponsored or school-supervised activities outside of regular school hours. The school assumes no responsibility or liability for any injuries, incidents, or activities that occur on school property outside of school hours or when children are not under the supervision of school personnel. Parents and guardians are responsible for supervising their children before and after school and during any use of the playground outside regular school hours.

D. School Closings or Delays

Closing of schools because of inclement weather is not a local school decision. This decision is made by the office of the Superintendent of Schools. We follow the Wappingers School District for closings and delays. When there is a 2-hour delay, the School begins at 10:30AM.

VI. Discipline

Statement of School Standards for Behavior

In preschool, children are developing not only academically, but also socially and emotionally. They are learning how to interact with others, express themselves appropriately, make good choices, and grow together as members of a caring community. Establishing clear, consistent, and age-appropriate standards of behavior is an important part of this development.

Why Standards for Behavior Matter

Clear standards of behavior help children:

- Understand boundaries and expectations.
- Develop respect for themselves and others.
- Feel safe, secure, and valued in the classroom.
- Learn self-control, responsibility, and cooperation.
- Develop positive habits and behaviors that will serve them throughout their lives.

Behaviors We Encourage

We encourage our students to:

- Show respect for teachers, classmates, and school property.
- Listen carefully and follow age-appropriate directions.
- Share, take turns, and use kind and respectful words.
- Express feelings appropriately and learn to resolve conflicts peacefully.
- Practice honesty, responsibility, and consideration for others.
- Care for classroom materials and help maintain a clean and orderly environment.

Home and School Partnership

Children learn best when **home and school work together**. Parents and guardians play an important role in reinforcing these expectations at home through loving guidance, encouragement, positive reinforcement, and consistency.

When children receive the same message from both home and school, they are better able to develop confidence, self-discipline, respect, and responsibility.

Together, let us guide our children not only in learning their letters, numbers, and other academic skills, but also in learning how to live and grow with **kindness, respect, responsibility, and discipline**.

May God bless our children, our families, and our school community throughout this academic year as we work together to nurture and educate our children in **God's love**.

JESUS LOVES THE LITTLE CHILDREN

