



Dear Pre-School Families -

We hope you are enjoying your summer. We can't wait to see you when school starts. We have so many fun and exciting things to do.

There are a couple of things that we would like you to bring to school with you the first week that will help us all in the classroom throughout the year.

- Personal History Form filled out
- A small baggie with your child's name on it with a pair of underwear and socks.
- 2 small pictures of your child
- 1 small picture of your child's family
- A picture of anyone that will be picking up your child
- 1 three ring binder (1" - 2")
- 8 large Elmer's glue sticks
- 3 boxes of baby wipes (refills are fine)
- 1 container of disinfecting wipes
- A small bath/beach towel (approx. 2' x 4') with your child's name on it
- A regular size backpack that can hold your child's lunch box in it along with projects and a 10x12 folder (no wheels)

If you have any questions or problems, please do not hesitate to call.

Peace,

Mrs. Hilli and Mrs. Lomme

Updated 6/2017

Trinity Catholic Academy
11 Pine Street
Southbridge, MA 01550
508-765-5991

Dear Preschool Family,

We hope you are enjoying your summer. We look forward to meeting you at school! We have so many exciting things planned for the coming year. We are sure you are going to have a lot of fun and learn lots of new things.

We wanted to send along some information to you for the beginning of the school year. Attached is a preschool supply list. Please bring these things in with you at preschool orientation. Preschool orientation is going to be on Wednesday, August 30, 2017, at Trinity Catholic Academy in the Preschool. For students who have a last name that starts with A through N, your orientation will be from 9:00 a.m. - 10:00 a.m. Those students with the last names O through Z, your orientation will be from 1:00 p.m. - 2:00 p.m. If you have any problems with this day or time, please feel free to email me at melissa.hilli@tca11.com. Please enter through the front doors of the school and walk through the gym to the preschool room.

We are also enclosing a copy of our in-class personal history form. We would ask that you fill this out and bring it back with you to orientation so we will have it for your child's first day of school. Please enclose a picture/copy of license of any person(s) that will be picking up your child.

Enjoy the rest of your summer! We look forward to seeing you at school!

Sincerely,

Mrs. Melissa Hilli and Mrs. Sandy Lomme

Pre-School Program Information

AGE REQUIREMENTS

Students must be 4 by August 31 to attend Trinity Catholic Academy's full day pre-school program.

PROGRAM DAYS/TIMES

4-year-old all day program held on Monday, Tuesday, Wednesday, Thursday and Friday 8:15-2:30.

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DROP-OFF

Students may be dropped off no earlier than 8:00 AM. A teacher will be on duty near the playground for outside morning prayer and at the main doors on Pine Street during inclement weather for indoor morning prayer. Please feel free to join us for morning prayer. Cars may park along Pine Street, however, not in front of the school.

DISMISSAL/PICK-UPS

Pick-up for students without siblings in the school is at 2:30 PM at the pre-school door on Pine Street. Parents may park on Pine Street. Pick-up for students with siblings will be in the pick-up line for 2:40 dismissal. The teacher and the associate will help the children with their coats. After school program students will be brought to the gym by the teacher or associate. The After School Program is available until 5:30 for students. Parents will need to park their cars (You may use the school lot.) and come to the door to pick up your children.

There are coat hooks within your child's reach just outside the classroom door. This is where children will keep outside clothing.

In the classroom there will be a cubby for each child. Each child will have his or her name and a picture of themselves on their cubby. This is where their backpacks and lunches will be kept.

MEETING

Every morning we will meet in a circle. This can be an important time for your child as it allows them to ease into the room. We will visit for a few minutes, talk about the calendar, weather, seasons, and sing songs. At the end of this time, we will explain to the children our day's schedule and guide them in the various learning centers of the day.

SNACK

The school will provide the snack. Birthdays are celebrated during snack time. A special snack from home may be shared with classmates at this time. Happy Birthday will be sung.

LUNCH

All students will need to bring a lunch from home or purchase hot lunch through our monthly lunch program.

CIRCLE TIME

We will start the year with a short circle time (about 10 minutes) and stretch it to longer periods as the children become comfortable with sitting. At this time, we will play group games, dramatic play, learning songs and rhyming games. This is the time when we will talk about special holidays and learn about songs, customs, food, etc. related to a given holiday. We will use this time for story telling as well.

FIELD TRIPS

If we have a field trip, you will be notified in plenty of time before the event. Field trip permission forms are required before any child can accompany the group. Students will be transported on a bus to field trips.

BATHROOM PROCEDURE

Children will not have a specified bathroom time (unless requested). A teacher will be available should a child need assistance. Each child will wash his/her hands after using the bathroom. Students entering the pre-school program MUST be fully toilet trained prior to the beginning of school and should be able to perform all bathroom duties independently.

DISCIPLINE

At this age your child will be moving from parallel play to cooperative play. Some children do not understand about sharing. They understand the word but not the meaning. When a child is asked to share something, he/she may feel threatened. Some children handle this aggressively and others passively. Both need intervention from the teacher by showing them positive results. At no time will a child be singled out or embarrassed. We will do lots of talking, reading, and role-playing to help children find appropriate ways of dealing with frustration. (After 2 verbal warnings we ask the child to sit in the listening chair for time-out.) After having to use the listening chair 3 times in one day, we may ask you to keep your child home for a day in order to help with discipline.

COMMUNICATION

We can be reached at school (508-765-5991 ext. 104). Please do not hesitate to call. If there are changes with regard to addresses or phone numbers, the changes must be reported to the school office so records can be kept up to date. Notices about coming events will be placed in each child's backpack as they occur. Please be sure to check your child's bag on a daily basis.

SCHOOL OPENING

Orientation days will be announced on the school calendar mailed to your homes in August. The pre-school program follows the regular school calendar for holidays, vacations, and observance of religious days. A complete school calendar will be available in August. We will follow Southbridge Public Schools with regard to cancellations due to weather. If there is a 1-hour delay, school will begin at 9:15. If there is a 2-hour delay school will begin at 10:15.

On the first day of school you are asked to send in socks and underwear in a plastic bag. Please label the bag with your child's name and include a picture of your child and a picture of your child's family with his/her name.

Thank you,

Mrs. Hilli and Mrs. Lomme

Please Complete and Return first Day of School

Trinity Catholic Academy Pre-School
Personal History Form

Child's Name _____ Date of Birth _____

Nickname(s) _____ Parent(s) Email _____

Home Address _____ Home Phone _____

Mother's Name _____ Maiden Name _____

Place of Employment _____ Wk Tel # _____ Cell # _____

Father's Name _____ Cell # _____

Place of Employment _____ Wk Tel # _____

Medical Information (Ex. Diabetic) _____

Allergies (i.e. Peanut Butter, Bees, Gluten, etc.) What happens when child encounters?
Is Epi-Pen required? _____

Brothers and Sisters of Child:

Name (s)	Sex	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Members of your household at present (including family, babysitter, boarder, pets, etc.)

Is another language other than English spoken at home? _____

Family Lives in: House _____ Apartment _____ Farm _____ Other _____

Does Child live at more than one residence, i.e. Joint custody? What are arrangements?

Child's Terminology for Toilet Habits _____

Pre-school children show many different patterns of behavior. It will help us to know your child and to give him/her the help he/she may need. If you can, give us a fairly complete picture of his/her typical interests and behaviors.

Is your child generally Quiet _____ Active _____ Or _____

What situations are upsetting or frightening to your child?

What are his/her ways of meeting anxiety, disappointment or conflict? (Please include behaviors such as thumb sucking, tantrums, withdrawal, crying, etc.) _____

Does he/she recover slowly _____ fairly quickly _____ quickly _____

In what ways can adults help him/her recover _____

What situations does he/she enjoy particularly _____

Is your child accustomed to being left with a baby sitter or with adults away from his/her house? What is his/her reaction when you leave him/her? _____

For what behavior or in what situation is your child disciplined? _____

What methods do you use to discipline your child? _____

Who usually disciplines the child? _____

What is his/her typical reaction? _____

What are your child's favorite toys or type of play activities? _____

Does your child have imaginary play companions? _____

How often does your child play with children of his own age? _____

Younger _____ Older _____ Own Sex _____ opposite Sex _____

If child has had previous school experience, where and for how long? _____

What do your child and his/her mother do together? _____

What do your child and his/her father do together? _____

Comment on any unusual experiences your child has had or anything in his/her behavior

What things do you especially enjoy about your child? _____

What would you like your child to learn/gain from the pre-school experience?

***Please list all persons allowed to pick up your child, other than yourself, please list name telephone number and relationship. Your child will not be allowed to go with anyone whose name doesn't appear on the list. (Unless you have spoken to the teacher or her associate). *Please attach a picture of them or copy of their license.*

**In an emergency, whom do we call, if you cannot be reached? Please list name, telephone number and relationship _____

Form filled out by _____ Date: _____

Please note any additional information here: