**Nativity of Mary School’s**

**Kindergarten**



**Parent Handbook**

**2025-2026**

**Important numbers and extensions:**

Nativity School – 716-633-7441

Office – extension 301

Kindergarten classroom - extension 323

Nurse - 633- 1531 - extension 318

**Arrival:**

Children taking the bus will walk right down to the classroom upon arrival. Children enrolled in “before school care,” will be walked to the classroom at 8:00 AM. “Before school care” begins at 7:30 AM. Children getting dropped off by a parent or guardian can be dropped off at the front door any time after 8:00 AM. Children may be walked to our classroom by a parent for the beginning of the school year but please enter at the main front door and say your goodbyes at the kindergarten door entrance.

**Take Home Folders:**

A take home folder will be sent home each night. Please check your child’s folder daily as their homework will be in there in addition to other important notes. Please send in all communication to me, the nurse or school office in the “return to school” pocket. The folders are checked each morning as the children arrive. One of your child’s first jobs is to place their folders in our “turn in bin” each morning. \*\*Any money sent to the school should be put in an envelope.

**Snack Time:**

A snack calendar will be sent home monthly in folders. One child will be assigned to bring in a healthy snack for the day. Also, as per our school nurse, please no homemade items. Allergies will be noted as the school year begins. Please note that students will also be required to bring in a snack for “Kid’s Club.” We kindly ask to save candy or cookies for a treat in their lunch box or for at home.

 **Special Classes:**

Monday - Spanish

Tuesday & Wednesday - Gym

Thursday - Music

Friday - Library

**Breakfast and Lunch:**

Breakfast will be served daily in the cafeteria until 8:30 AM. Students may bring lunch from home or enjoy a hot school lunch each day. All students are eligible for the free breakfast and lunch program through New York State’s Universal Free School Meals Program and Clarence School District.

A calendar is sent home and available on the school website with options. Students should bring a water bottle to school each day. Please label the water bottle with your child’s name.

**Dismissal:**

Dismissal is at 2:35 PM daily. Parents picking up their child at the front entrance start lining their cars up as soon as the Pre-K students are dismissed. (Please note that things are VERY slow the first few days. If you do not want to wait in a long line, I suggest that you arrive at 2:50 PM and perhaps the wait won’t be too bad.) I bring the children to the cafeteria for the “kids club” program. Children are walked to their buses, so please be assured they are safe. Pick up of children by grandparents, babysitters, etc. should be prearranged in writing at the beginning of the school year or on an “as needed” basis. ID will be requested if they do not look familiar.

**Medication:**

The school nurse is in the building throughout the day. She is responsible for the maintenance of health records, routine health

checks, vision screening, parental contact concerning health problems, and care of minor injuries. The nurse is also responsible for dispensing medicine in accordance with New York State Law.

Medication Policy: The New York State Department of Education has established a procedure for administering medication in school.

1. All medications including non-prescription drugs given in school must be prescribed by a physician.
2. The school nurse must have a written request from the child’s physician indicating name, frequency, dosage, side effects of the medication and the length of time the medication is to be administered.
3. The school must also have a written request from the parent to administer the medication. A verbal request is *not* acceptable.
4. Prescription medication must be in the original container prepared by the pharmacist.
5. Non-prescription medication (over the counter) must be in the original manufacturer’s container/package with the student’s name affixed to the container.
6. All medications must be delivered directly to the school office or nurse’s office. No medication may be sent to school with the child.

These strict procedures are established to protect every student. All students must have an immunization record on file in the health office prior to the start of the school year.

**Absence:**

Please call the school nurse if your child is not going to be in school. If she does not answer, please leave a message on the answering machine, and specify what is wrong with your child. The direct number to the health office is: 633-1531.

If your child is going to be absent due to personal business, vacation, etc. please inform the teacher if you know ahead of time.

A note must be provided each time your child is absent from school (for any reason). Please try to send in a note when your child returns to school with the date and reason for absence.

**Birthdays:**

We celebrate birthdays in Kindergarten! If your child has a summer birthday, we will celebrate at the end of the school year. Your child may bring in a snack to share with the class along with a drink. We kindly ask for all treats to be individually wrapped. Cupcakes with a label, ice cream cups, and popsicles are some suggestions. Parents are welcome to come in and attend the celebration and read a story to the class. If your child has an allergy and we are celebrating another child’s birthday, feel free to send in a special treat for your child.

**Uniforms:**

Students wear school uniforms each day. On gym days they may wear their gym uniforms and sneakers. Please visit the uniform section on our school website to direct you to where to order. Our school has special “dress down days” (usually the first Friday of each month). Students may bring in a dollar (proceeds go to Catholic Charities) on this day.

**Assessment:**

Your child will be receiving report cards 3 times during the school year. The first report will be handed out during the parent/teacher conferences in December.

**Field Trips and Holiday Parties:**

 We try to go on two field trips during the year! Stay tuned and look for any information about field trips and holiday parties in my class newsletters. Sign ups for class parties will be sent via Sign up Genius.

**Show and Share:**

Students may bring in an item from home to show and share with their classmates every Friday. The children are each given an opportunity to talk to the class about their toy/doll/animal/etc. This is a great experience for the students, and they love the opportunity to bring in that “extra special” item from home.

**Classroom Reward System:**

In our class, we strive to make superstar choices every day! I use punch cards and a reward jar to motivate students to always do their best work! Each student receives a punch card to help encourage great choices throughout the day. Punches can be earned by following directions and completing tasks. The students will pick a prize with a filled punch card.

We also work together as a class to earn stars for following our classroom rules, participation, and good conduct. When we fill our star jar, the whole class celebrates with a reward they help choose (extra recess, themed day, or lunch with the teacher)!

This system helps us build a strong classroom community while making learning exciting and fun!

**Fundraising:**

Nativity has various fundraisers throughout the year. Details will come out in the school’s cougar news.

**School Website:**

Our school website address is: <http://nativityofmaryschool.org/>

The website is full of useful information. You can use it to view our lunch menu, check upcoming events, and visit my teacher page, which will include important information that is sent home for your reference.

**Communication**

Communication is key to success in our Kindergarten program. I communicate with my parents via email and my weekly class newsletters that will provide any upcoming events in school and will always include photos of activities we are doing in the classroom. If you have any questions or concerns regarding your child, please don’t hesitate to contact me with a phone call or email. I will be in communication with you as well.

My school e-mail address is: cgreaves@nativityofmaryschool.org.