



The ABC's of
Holy Childhood
3 yr old Preschool



Mrs. Jody Cozzi
3 yr. old Preschool
618-566-2922

A

Absences

If your child will be absent from school, please call the school office before 8:00 a.m. at 566-2922 and let them know.

Admission

A student must be 3 years old by September 1st to enter 3 yr old Preschool.

Arrival

Students should not arrive before 7:30 a.m. and are not allowed in the classroom before 7:50 a.m. The school's lobby doors will open at 7:30 a.m. and students are to go to the cafeteria where they will be supervised by a teacher on duty. School officially begins at 8:00 a.m.

Attendance

Please try to make sure your child is at school each day. This helps them with overall academic success and aids them into a school routine.

B

Backpacks

As part of our school supplies, please send your child to school with a backpack large enough to fit a folder.

Birthdays

Birthdays are a very special time for children! If you would like to send in treats for your child's birthday, please let me know a few days in advance so I can plan accordingly. Summer birthdays will be celebrated on or near their half birthday. Birthday invitations may ONLY be handed out at school if all children (or all of the same gender) in the classroom receive an invitation.

C

Calendar

The HCS year long calendar is posted on the school website. Other calendar information is in our weekly "News & Notes" newsletter.

Classrooms

The 3 year old class is located downstairs.

Child Protection Training

Before a parent/grandparent etc. can volunteer in the classroom/school or attend a field trip, he/she must attend an Initial Child Protection Training course. Every year thereafter requires a refresher course.

Christmas Program

The HCS band / Christmas program is held on a Friday night in December. The 3 year old Class does NOT participate in this.

Class Size

There will be a maximum of 16 students with a teacher's aide for the 3 year old class.

Conferences

Parent/teacher conferences will be held in November and in the spring.

Curriculum

The religion curriculum we will use is "Benziger". Our academic curriculum is Mother Goose Time.

D

Dinner Auction

Our annual dinner auction is always held the Saturday after Columbus Day. This is our biggest fundraiser for our school. For \$35 a ticket, you will get a catered dinner, drinks, snacks, and the chance to bid on MANY items from our silent and oral auction. For information on attending, volunteering, or donating an item, please see me!

Dismissal

Students will be dismissed at 11:00 a.m.
All students must be signed out from the classroom.

E

Email

If you need to contact me during the school day, please email me at
jody.cozzi@holychildhoodschool.com

Emergency Numbers / Contact Person

If you have any changes to your emergency phone numbers or contact persons, please notify the office and myself in writing.

H

Homework

No real homework will be given. Please help them with writing their first names and holding their pencil and crayons correctly. Please practice cutting, coloring, and gluing as well. For Math, have your child count

objects, identify shapes, and make patterns with 2 objects or colors.

The most important thing to do with your child is read to them daily! While reading, you can discuss the story and illustrations, as well as look for letters and talk about those letter sounds.

HOPE

HOPE's (Holy Childhood Organization of Parents & Educators) goal is to promote the spiritual enrichment of its members and their families; to foster a closer union between the home and the school; to promote the physical welfare of the children in our school; and to support and give the necessary material aid for the maintenance and improvement of the school so that it may better carry out the purpose of educating our children.

HOPE meets on the first Thursday of the month at 7:00 p.m. in the cafeteria! Come join in the fun and see what is happening here at HCS!

L

Learning Centers

Participating in learning centers is a central part of our curriculum. Children will rotate centers. Our centers include: reading, math, science, writing, art, blocks, and dramatic play.

M

Mission Statement

Holy Childhood of Jesus Catholic School welcomes all students (Preschool - 8th grade) seeking growth in Christian faith. We serve students from Mascoutah, Scott Air Force Base, and surrounding communities. Through our teachers, staff, and parents, we provide academic excellence while striving to serve all students' needs and challenging them to become responsible citizens in society. We provide an opportunity to grow in faith through a total educational experience which emphasizes academic excellence, personal responsibility, and service within a Catholic faith community.

N

News & Notes

Every Thursday, Mrs. Dougherty sends home the "News & Notes" to the oldest in the family. Upcoming events, notes, and monthly calendars are included in this.

P

Parties

We will have 4 classroom parties: Halloween, Christmas, Valentine's Day and Easter/Alleluia Parties. Sign up for the parties is held at Open House in August. The room parent will then notify the parents what they signed up to bring.

Picking Up Your Child

When picking up your student, you may park in the parking lot. You will then need to enter under the blue canopy by first pressing the button to your right. Mrs. Fohne will then buzz the door for you to enter. You can proceed directly to your child's classroom; you do not have to sign in at the office.

Principal

Our HCS School Principal is Mrs. Claudia Dougherty. To contact her at school call 566-2922 or email her at claudia.dougherty@holychildhoodschool.com.

Priority List

HCS Preschool has established a priority list for registration availability. The following list will be put into action if the class is at maximum capacity.

If maximum levels are reached, a waiting list will be started.

First Priority: those with children at HCS

Second Priority: those who are parishioners of HC Church

Third Priority: those who are practicing Catholics from another parish

Fourth Priority: those who are of other faiths.

*As Registrations are returned, they will be noted by the date and time they were received. This will aid us as we sort registrations into priorities. Deadline for registration is March 16.

Q

Questions

Please feel free to stop in, send in a note, call, or e-mail me if you have any questions or concerns.

Quick Goodbye's

Quick goodbye's lead to dry eyes.

R

RED Folders

In 3 year old Preschool, returning your child's red folder each day is important. Not only does this get them in a daily routine, but it also allows papers and notes to go home easily.

Recess

All students will have a morning recess either on the playground or in the gym.

Registration

3 year old registration forms begin to be available at the spring Open House & Registration night.

Room Parent

This parent is responsible for contacting parents who have signed up for bringing in items for the parties. He /she will also work with the teacher to see if any games or set up will be required before the given party.

Rules

Our classroom rules include: helping hands, looking eyes, listening ears, quiet voices, walking feet, and loving hearts.

S

Schedule

Our 3 year old schedule is listed in detail on our classroom website.

School Pictures

Individual and class pictures are taken in the fall. Another individual picture will again be taken in the spring. Spring pictures are optional.

School Supplies

See the link on the class website for the school supply list. It is best to bring your school supplies to Open House at the beginning of the year.

Secretary

Our school secretary is Mrs. Nancy Fohne. Please contact her in the office if your child will be absent or if you have any questions in general regarding HCS.

Skating Party

One Friday night in September a Fun Spot Skating Party is held. HOPE rents the rink for a few hours just for our school to attend. All HCS students are invited to come.

Snack

All students will receive a morning snack (animal crackers, goldfish, vanilla wafers, graham crackers, fruit, Teddy Grahams, etc.) as well as a cup of water.

Special Person's Day

Our last day before Thanksgiving Break is Special Person's Day. Students may bring in a special person (parent, godparent, grandparents, special neighbor, etc.) to join in Mass, lunch, a tour of the school and visiting our annual Scholastic Book Fair.

T

Teacher

I, Mrs. Jody Cozzi, am the teacher of the 3 year old Class.

Tennis Shoes

Please send your child to school in tennis shoes. Anything other poses a problem with playing in the gym, getting rocks from the playground and falling while playing. It is also much safer for your child.

Toys

Please do not send your child's toys in with them to school. Not only do they cause problems with fighting over them, but the risk of them getting misplaced is very high.

Tuition

Tuition is due the first day of the month.

U

Uniforms

Our Preschool students wear uniforms. Specific information to be given out at our Informational Meeting in February.

Uniform Exchange

HOPE sponsors a uniform exchange located in the cafeteria for ALL families. The system works by either sending in your clothes that no longer fit your child and/or then picking out clothes that they are in need of. The uniform exchange is also FREE!

V

Variety Show

Each spring the 8th grade class hosts a variety show with a given theme. Each class is then required to come up with a dance to perform that evening. The 3 year old Class does not participate in this.

Visitors

During school hours, visitors to HCS are admitted to the school through the west school entrance only. All entrances are locked. To be admitted, press the button on the intercom/microphone box at the west entrance and someone in the office will release the door lock. Proceed directly to the school office upon entering the building. Visitors are asked to sign in and to wear a visitor's badge.

Volunteers

Volunteers are always welcome and needed, however, all volunteers **MUST** attend a Child Protection Training class or refresher course. Volunteers are needed in the classroom: as room parents, classroom volunteers to read or work with the children; and throughout the school: cafeteria, library, & playground duty.

W

Webpage

You can find the Holy Childhood School website by visiting: www.holychildhoodschool.com. To view our classroom website, click on "Current Students/Families", then on "Teachers Web Pages", then on "Preschool: Mrs. Cozzi".. Monthly information and other notes are posted here.

X

X-citing X-perience

Preschool is an X-citing X-perience for your child. He or she will come home tired!

X-tra Set of Clothes

On the school supply list, we ask that you please send in an extra set of clothes (uniform bottoms and uniform shirt) for your child. Whether your child has an accident or even just spills juice, the extra clothes come in handy.

Y

You

You are your child's first and most important teacher!

Your Ideas & Suggestions

If ever you have any new ideas, please let me know! I am always open to suggestions!

Z

ZZzzzzz....

Please make sure that your child gets plenty of rest. Setting and keeping a bedtime schedule and routine is a wonderful gift you can give your child (and teacher!).

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