

PARENT HANDBOOK



The Transfiguration Kindergarten School

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The Transfiguration Kindergarten School

PHILOSOPHY

The Transfiguration Kindergarten School provides an integrated approach to education towards the advancement of the intellectual, emotional, physical and social development of three to five year old children in their classroom and school wide learning experiences. The school offers an educational program that emphasizes the development of cognitive skills, creativity and social integration. Transfiguration administers its education mission with no regard to race, creed, religion or economic level.

We believe:

Each child should experience and share God's unconditional love;

Each child is unique and deserves opportunities to make choices, to develop independence, and to receive reinforcement when successful;

In providing a physical environment in which the child can be safe, can explore, and can be challenged to develop optimum motor and cognitive skills and strategies;

Parents are the most significant adults in a child's life and should be included as partners in planning for the child's growth and development while at school;

As educators, we aim to be witness and to support the formation of our students and to work in service of our community.

Administration, Faculty and Staff 2008-2009

Pastor and Administrators of Schools, Rev. Raymond Nobiletti, M.M.

Principal, Emily C. Eng-Tran

Assistant Administrator, Tai Leong

Angela Delgado	- Head Teacher	Pun Mo Ching Chan	- Chinese Culture Teacher
Karen Tran	-Head Teacher	Tina Mo	- Chinese Culture Teacher
Kristina Marinelli	-Head Teacher	Kam Yue Gong	- Chinese Culture Teacher
Luisa D'Amelio	-Head Teacher	Fanny Lo	- Chinese Culture Teacher
Amanda Nicolosi	- Head Teacher	Wendy Sau Ying Ng	- Chinese Culture Teacher
Bonnie Lee	- Head Teacher	Wan Ling Lin	- Chinese Culture Teacher
Pei Hua Yang	- Teacher Aide	Rita Lui	- Teacher Aide
Wendy Lau	- Teacher Aide	Tonisha Grimes	- Teacher Aide
Patty Arroyo	- Teacher Aide	Elinor Napoleon-	Foster Grandparent Volunteer
Debbie Dai	- Teacher Aide	Eva Williams	- Foster Grandparent Volunteer
Eveylse Lucana	- Teacher aide	Maureen Stock	- Foster Grandparent Volunteer
John Collis	- Choir Teacher	Fai Young	- Foster Grandparent Volunteer
Alana Wilson	- Yoga Teacher	Yat Tin Eng	- Foster Grandparent Volunteer
Taoching Scholtz	- Mandarin Teacher	Chia Ying Kao	- Chinese Dance Teacher
Gwen Lin Goo	- Art Teacher	Cecilia Cheng	- Custodian
Tommy Ho	- Physical Education Teacher	Teresa Wong	- Office Development
	- Music / piano Teacher	Stephanie Cheng	- Secretary
		Hiu Ying Chan	- Secretary
		Linda Chen	- Office Assistant

Table of Contents:

Absence p.4	Visiting the school p.15
Admission procedure p.4	Weather related closings p.16
Birthday parties p.4	Nondiscrimination policy in the Archdiocese of New York p. 16
Breakfast p.4	<u>Appendix:</u>
Coming to school later or leaving earlier p.5	Prayers: Our Father, Hail Mary In English and Chinese
Correspondence and conferences p.5	Absence Note (blank)
Courtesy and respect p.5	Reading logs (sample)
Cubbies p.5	Home Education Chart (sample)
Curriculum p. 5	Keep Me Home If...
Discipline p.6	Consent and Release for Administration of Medication form
Dismissal and late pick up p.6	Agreement form
Dress code p. 7	
Emergency information and class phone chain p.7	
Faculty meetings p.7	
Family borrowing library p.7	
Field trips p.8	
Folders – homework and communication p.8	
Health p. 8	
Home School Association (HSA) involvement / parent cooperation p. 9	
Homework and daily reading log responsibility p. 9	
Insurance p.9	
Junk food p.9	
Lateness p.10	
Lunch p.10	
Medical appointments p. 10	
Medication p.11	
Money p. 11	
Morning prayer p. 11	
Naps and mats p.11	
Parent cooperation p.11	
Parent and teacher conferences p. 12	
Parent and school information bulletin board p.12	
Playground and outdoor policy p.12	
Portfolios p. 13	
Progress report cards p. 13	
Promotion and retention p.13	
School day p.13	
Security p.13	
Sickness p.14	
Sign in p. 14	
Sign out p. 14	
Snack time p. 14	
Summer school p. 14	
Telephone p.15	
Toilet training p. 15	
Tuition and Fees p. 15	
Video recording and photography p.15	

The Transfiguration Kindergarten School's Policy and Procedures

ABSENCE

When it is necessary to keep a child home because of illness, a **call must** be made to the school by 9:00 A.M. (212-431-8769). You may leave a message. Include the child's name, class and reason for the absence. When the child returns to school, a **note must** be brought in and given to the teacher or emailed to the school (transkschool@yahoo.com teacher's email). If a note is not brought in, an illegal absence is recorded in the attendance register. New York State requires these notes to be kept on file for three years. A legal absence from school includes sickness of the child or a death in the family. Illegal absences are recorded on the child's record. "Away, visiting, vacation, babysitting, etc." are examples of illegal absences. If the child is absent for five or more consecutive days, a doctor's note is required. All communicable diseases must be reported to the school immediately for monitoring and safety. Homework assignments will be given to parents if the student is absent three or more days. No child will be allowed back to school if sick. (See Sickness and Appendix Absence Note)

ADMISSION PROCEDURE

An application can be placed on the waiting list at any time. Students are eligible for admission to PreK-3 if they will be three years old by the end of December. New students must be fully toilet trained, show school readiness through an observation and requested to attend the school's summer program prior to the September enrollment. This is to help adjust the child and family's transition to our school.

BIRTHDAY PARTIES

A student's birthday is recognized by the entire school during Morning Prayer time. The whole school sings, "Happy Birthday" to the student on his/her birthday. Students sharing a birthday in the same month as the other classmates will celebrate together with their class. Your child's teacher will inform you of the date. Make arrangements with the other birthday parents to coordinate the celebration. Parents are welcome to send cookies, cupcakes or cake to share with their child's class on their birthday during the designated snack time at 3:30pm. Do not provide party bags or junk food for the class.

BREAKFAST

The school is open at 8:00 A.M. for breakfast and supervised by parents or caregivers. Breakfast is furnished by the New York Department of School Foods and Nutrition. Breakfast is over at 8:30 A.M. when school officially begins. Breakfast eating is not permitted in the classrooms. Breakfast food is not allowed in the classroom. Breakfast is free and for children only. A monthly breakfast menu is posted on the school bulletin.

COMING TO SCHOOL LATER or LEAVING EARLIER

If a student comes to school late or leaves early due to a family emergency or appointment, the parent/guardian must inform the classroom teachers and the office in advance via a note or phone call to the school. All parents and visitors must first report to the office before dropping off or picking up the child under these circumstance to minimize disruption of the class and increase safety on school premises.

CORRESPONDENCE and CONFERENCES

Communication with teachers during drop off and pick up times is often limited due to time constraints. If a parent wishes to speak with a teacher at length, he/she must make an appointment or send an email to the teacher. In addition, a note in the homework folder and a telephone message to school (212-431-8769) can be effective forms of communication. Teachers will respond to the notes either through another note in the folder, or by email or a telephone call to the parent. The teacher will respond to telephone calls during their lunch break or before and after school hours.

COURTESY and RESPECT

Courtesy and respect are the standards of the school. Everyone is expected to demonstrate respect for each other. Students and parents will see this modeled as the Principal or Office Personnel greets and bids farewell to everyone as they enter and leave the school premises. Students and their adults are expected to greet and bid farewell to everyone respectfully in the classroom and school.

CUBBIES

Each student is assigned a cubby for storage and it is shared with another classmate. The following materials must be available in your child's cubby at all times: a cover sheet for their nap time mat (crib sheet size), a tissue box, a full change of clothes (underwear, shirt, pants, socks) and a small and light blanket. The teachers recommend a light beach towel. No pillows are allowed. No bulky, oversized bags are permitted. All cubby materials must fit "in" the cubby and not hang out. Blankets are to be washed at the end of each week. To avoid confusion, label all items with your child's first and last name.

CURRICULUM

The New York State Kindergarten standards and the Archdiocese of New York Essential Learning Standards are the guidelines for the core concepts, skills and strategies that are taught at the Transfiguration Kindergarten School. The curriculum focuses on the following development areas of a student: Cognitive, Physical and Social Development. The curriculum is thematically based and all areas of development and academics (Literacy, Math, Science, Religion, Health, Writing, Music, Arts and Physical Education) are integrated to the theme. The length of a particular theme can vary from one week to several weeks. Lessons are taught in whole class, small group and individual meeting settings. Weekly lesson plans are posted on the

bulletin board in the main hallway. Monthly newsletters are written to inform families of the activities, songs, books, special events and teaching goals that are undertaken throughout the school.

DISCIPLINE

Each student is considered an individual person and is given personal assistance toward the development of their true and moral attitudes, understanding, habits and skills. In order to achieve the educational goals that we share with you for your child, we need the cooperation of every student and parent. Towards this end, it is necessary that our students learn and maintain a sense of self-discipline, and demonstrate respect for their teachers, adult volunteers, and fellow students.

The Discipline process:

A student is given two verbal warnings. (A warning is when the teacher addresses the immediate problem, speaks to the student thoroughly about the appropriate process and the student repeats the steps of the appropriate process. The student then apologizes and acts out the steps of the appropriate process). With the third warning, the child will take a time out. During a time out, the student is given a seat (and may be removed from the group) to calm down and think about what he/she did that was inappropriate. The student will sit out for three to five minutes. The teacher then approaches the student and asks the student to communicate the appropriate actions to take if the same situation were to arise. Then the child apologizes and acts out the appropriate actions, step by step. Sometimes a child may draw or write how they need to behave better next time. The actions and note assist the child in forming a concrete understanding and reinforcement of the appropriate behavior while informing the parent of what the child is expected to improve upon.

A child's behavior and response can vary in different environments (school, home or trip place) and with different people (guests, parents or teachers). Nonetheless, in different and new environments or with new people in our school setting, the principles of respect, courtesy and appropriate behavior are expected and reinforced.

If a child's behavior is altered, different or unusual, the parent must never dismiss it but monitor it and ask the child about it. Concerns should be immediately communicated to the teacher and they will also monitor your child. Changes in the home environment or daily routine easily affect a child's behavior and attitude in school and the vice versa. Communicating concerns through a note or via email helps everyone to monitor and understand your child better. Young children are developing language and grasping an understanding of their environment, and often are limited in their description, comprehension and understanding. Therefore, do not hesitate to open the lines of communication with the teachers through notes in the student's folder, email or telephone calls to the school.

DISMISSAL AND LATE PICK UP

Main doors will open for dismissal at 5:00 P.M. – 6:00 P.M. Parent/guardians are able to pickup the child earlier but the school requests consideration to ensure that an early pickup does not significantly disturb the class in session.

If the parent/guardian will be late (after 6:00 P.M.), please contact the school immediately. Supervision will be arranged for your child. Late pickups will be excused twice and on the third lateness, the school will charge a late fee of \$10.00 for the first 10 minutes, and thereafter, \$5.00 will be assessed for every 5 minutes. **Excessive lateness** in picking up the child may result in the child not being allowed to re-register. The school reserves the right to not enroll a child for excessive parent / guardian lateness. Emergency lateness, accompanied by a telephone call, may be excused twice or at the discretion of the Principal/Teacher in

charge. In case of an emergency, parents or caregivers should notify the school as soon as possible (212) 431-8769 and arrangements will be made for your child.

DRESS CODE

There are a wide range of activities in school and it is recommended that students be dressed in washable and comfortable clothing. Footwear should be shoes that the children are self sufficient and comfortable in, such as Velcro closures for Pre-Kindergarteners and shoelace sneakers for Kindergartners. Closed-toe sneakers are recommended for daily wear. Dress shoes are not appropriate and cause unnecessary accidents during play.

EMERGENCY INFORMATION RELAY and EVACUATION

It is extremely important that the school be able to contact a parent or guardian in an emergency situation. Any change of home and work telephone numbers or addresses must be reported to the Main Office. The school uses an outside service to contact every parent's listed cell phone and home number with emergency information.

When students have to evacuate the school building, depending upon the nature and location of the crisis, the school has arranged the following directives:

FIRST, we will move to Transfiguration Parish and Elementary School

Location: 29 Mott Street

Telephone: Parish: 212-962-5157 Elementary School: 212-962-5265

IF NECESSARY THEN, we will move NORTH to St. Patrick School

Location: 233 Mott St. New York, NY 10012 (Corner of Prince Street)

Telephone: 212-226-3984

OR, we will move SOUTH to St. Joseph School

Location: 1 Monroe St. New York, NY 10002 (Corner of Catherine Street)

Telephone: 212-233-5152

The school will always head away from the danger.

FACULTY MEETINGS

Faculty meetings are usually held each month and on the first Friday of the month. Students will be served lunch at 11:15 a.m. and dismissed before 12:00 p.m. Pick up begins at 11:30 A.M. A late fee will be assessed after 12:00 p.m. (See dismissal).

FAMILY BORROWING LIBRARY

The Family Borrowing Library is available to our school families to borrow and enjoy a wide range of books tapes, cds and videos. This library operates under an honor system. Parents are responsible for signing out

and for returning the book, tape, cd, or video in a few days. If the item is damaged, please report it to the Main Office immediately. Otherwise the last borrower of the item may be subject to a fine.

FIELD TRIPS and COMMUNITY TRIPS

As part of the school's educational program offering, students go on field trips (for example, Central Park Zoo, Carnegie Hall, Danny Kaye Theatre, Big Apple Circus, Green Meadows Farm, Museum of Natural History). These trips enhance and enrich your child's experience, understanding and learning beyond the classroom. Specific trips are made at the discretion of the teacher, within the context of the classroom curriculum and learning focus. Students are expected to attend all field trips. Permission slips are sent home prior with the requisite information and will include a request for Parent Chaperones. Each trip allows a different number of parent chaperones, targeting a minimum of 1 adult for 5 students. Each field trip includes a fee which covers the cost for transportation and admission. Payment is made two days before the trip. All trips depart at 9:30 A.M. and return by 2:00 P.M. Lunch is usually included unless otherwise specified. Trip day is considered a regular school day, with students in attendance for regular school hours. In case of emergency, if a student can not attend, an absence note must be sent to school. Please note that fees are non-refundable. If a student is late for a trip, s/he will be placed in another class until their class returns. If the entire school attends a trip, please note that there will be no one at school to receive your child. Please ensure that children arrive to school promptly on trip days.

In addition, classes may take neighborhood walks around the community to visit the dentist office, the post office to send mail, the grocery store for items in their recipe or to perform community service projects (such as singing and performing at the senior center or making valentine cookies to deliver to the local nursing home). Teachers will provide advance notice. All parents are welcome to help chaperone local community trips

FOLDERS – HOMEWORK AND COMMUNICATION

At the start of each school year, every student gets a school homework folder to transport receipts, school notes, forms, homework sheets and absent notes to and from school. No paper notices and forms will go home without the school's homework communication folder. Kindly bring the folder to school every school day.

At Transfiguration Kindergarten School, we recognize the importance of family involvement and believe that the most influential person in a child's life is their parent. The Transfiguration Kindergarten School seeks to further advance a family enrichment component to your child's education through the implementation of a "Home Education Chart" (HEC, see attachment). Through the HEC, parents and teachers can better together chart the amazing education opportunities that each child receives daily. This exchange promotes better teacher-parent communication and mutual understanding of your child's growth. The HEC form is voluntarily filled out and only to applicable areas. When the school receives the form, it will be reviewed and placed in your child's Education Portfolio. HEC is an important opportunity for us to better serve our children and their future. In later years, parents will be able to review these charts and reflect upon their child's early education and reminisce about the wonderful days of their childhood.

HEALTH

Students should have a well-balanced breakfast before coming to school or enjoy breakfast provided by the school from 8:00 AM. to 8:30 A.M. The reasonable and healthy bed time hour for each student is 9:00 P.M. New York State Law requires that a physical for each student be completed each year they attend school. Any medical problems should be brought immediately to the attention of the school and all communicable diseases must be reported to the school. A "Return to School" note from a physician is required of all

students treated for a communicable condition. Students should not arrive at school if sick or not feeling well. If a student becomes ill at school, a guardian must arrange pick up for the child within one hour. (See appendix “Keep Me Home If...”)

(HSA) HOME SCHOOL ASSOCIATION INVOLVEMENT / PARENT COOPERATION

The Home School Association (H.S.A) is an informal parent group that meets once a month to discuss issues of parental concern and/or interest. They work together with the Principal, teachers and staff. Each class has two class parents to support the classroom teachers and other parents by relaying crucial information and questions.

Parental involvement is welcomed on school field trips, fund raising and other school activities. The involvement must be for the benefit of the whole school community. Parents must cooperate fully with the teachers and school in the education of their child. Parents are expected to support the classroom teachers and the school in implementing all academic and behavior responsibilities of the student, including homework procedures, classroom routines, activities and disciplinary procedures. Failure to cooperate fully in the education of the student represents a serious breach in the trust and cooperation necessary between school and home and must be treated as such.

HOMEWORK and DAILY READING LOG RESPONSIBILITY

Homework is an appropriate application, adaptation, practice or extension of the classroom learning experience. Homework comes in different forms. It can range from a blank worksheet e.g., “ask your family what is their favorite food and draw and write the word on the paper.” Or it can be a responsibility e.g., “bring in an item that begins with the B sound.”

Daily reading (10 minutes) is to be conducted each night with, to or by the child; the author and title of the book is to be recorded on the Reading Log (see attachment example) and sent back to school. The Family Borrowing Library is a resource for this activity.

Homework is usually given twice a week in the Pre-K 3 class, three times a week in the Pre-K 4 class, and four times a week in the Kindergarten class. Homework is expected to be completed in 15 minutes for the Pre-K 3 and Pre-K 4 and 20 minutes for Kindergarten. If a child is spending an inordinate amount of time on homework, the parent should contact the teacher. Homework and daily reading logs (see Appendix Reading Log) is the responsibility of both the student and parent. It is also time set aside for families to communicate and bond with their child at the end of their busy and long day.

INSURANCE

Each student is insured in case of an accident. The fee for this insurance is part of the student’s activity and book fee bill.

JUNK FOOD and personal TOYS from home

Students are not allowed to eat candy (i.e. lollipops), gum or potato chips in school. Parents will be notified and expected to pack only healthy snacks (i.e. fruits, crackers, sandwiches) for their child. Junk food will be confiscated. Personal toys from home are not allowed in school, except for Show and Tell activities. These items are often lost in school and distract the students learning.

LATENESS

Any student arriving after 9:00 AM will be considered late. Lateness disrupts the normal start of the school day. Lateness will be highlighted on the Sign IN/OUT book and recorded in the class attendance register. Excessive lateness will result in the student not being allowed to re-register. It is the responsibility of parents / caregivers to make sure the child is on time for school. School officially begins at 8:30 AM. Failure on the part of parents to accept this responsibility seriously will be viewed as a lack of cooperation with the school.

Parents and children arriving late to school and during the school's community prayer do not stay in the classroom. Please stand and participate or observe quietly during prayers and the pledge, by the main hallway entrance area. Do not disturb the prayer community by allowing your child to walk through the service to join the class or to enter the classroom. If the parent is unable to stay for the entire service, please send your child to the Main Office and someone on staff will watch and send your child to his/her class. After prayer and pledge, the child may join their respective classes as the school transitions into community exercise.

Late parents, caregivers, and students arriving after community exercise must enter the classroom quietly. The smooth running of the classroom should not be disrupted. The student will be greeted by the available teacher and the child must go quietly to the cubby, unpack, (not the parent) and then join the in-progress class without interruption. The parent signs the child IN.

LUNCH

Lunch is provided by the New York City Department of Education: Office of School Food and Nutrition Services. It is usually delivered from Public School 124. A monthly lunch menu is posted on the parent / school bulletin. Lunch arrives to school fresh each day, packaged in individual trays and contains foods that are portioned from the five food groups. Students are charged for lunch according to family income. An annual lunch form is filled out in September.

In the summer, students travel upstairs to P.S. 124's cafeteria for lunch.

MEDICAL APPOINTMENTS

If a doctor, dentist, and personal appointment must be made during school time, the following procedures should be followed to avoid unnecessary interruption of school day or classroom instruction:

A written note must be given to the teacher in advance. If it is necessary to make an emergency appointment, please notify the school by phone. A parent must sign the "sign in/out" sheet at the time the student is dropped off or picked up. Please let the teachers know if your child is returning or not returning to school after the appointment.

MEDICATION

The school faculty and staff are not permitted to administer any medication. Parent/guardian is requested to come to school to administer medically prescribed or fever reduction medicine. If it becomes necessary to administer over-the-counter medication during school hours, the form authorizing the school to do so must be filled out, signed by the parent and given to the teacher (see attachment). Then the medication is administered to the child and the authorization form and a note from the physician (if prescribed) are maintained in the Main Office.

MONEY

Cash sent to the school must be handed in directly to the teacher or Main Office. Checks must record the child's name, purpose and placed in the student's folder. A receipt will be returned to the parent to acknowledge payment. Students do not carry money to school. The school is not responsible for any losses incurred by the students.

MORNING PRAYER

The Transfiguration Kindergarten School is a welcoming, caring, Christ-centered Catholic Community. In order to share in God's unconditional love, all are to participate in **Morning Prayer at 9:00 A.M.** During Morning Prayers, **everyone is expected to participate or observe in silence.** Parents and guests are welcome to participate or be quiet observers. (See Appendix: Prayers)

Parents and children arriving late to school do not go to the classroom. They stand and participate or observe quietly during prayers and the pledge by the main hallway entrance area. Do not disturb the prayer community by allowing your child to walk through the service to join the class or to enter the classroom. If the parent is unable to stay for the entire service, send your child to the Main Office. After prayer and pledge, the child may join their respective classes as the school transition into community exercise.

NAPS AND MATS

Children nap for 60-90 minutes during the mid day. Families asked to provide crib sheets for their child's assigned tri-fold mat as well as blankets. Note that mats are disinfected monthly. Blankets and sheets are parents responsible and need to be cleaned weekly. Students are taught to be responsible for their belongings during nap time: blanket, mat and shoes. During nap they may take off their shoes but keep their socks on. Reminder: Pre-K students should wear Velcro sneakers and Kindergarteners may wear shoes with laces.

PARENT COOPERATION

Parents and guardians are the first teachers of their children, and because our school strives to be a faith community, the importance of parental cooperation and support for the school program cannot be understated. Ideally, parent conduct will adhere to all school procedures and demonstrate acceptable conduct at all times in dealing with school administration, faculty and staff. The Principal will request the family to withdraw from school if the parent displays the following unacceptable conduct: 1) assaulting any staff

member, 2) making threats upon any staff member, 3) verbally abusing any staff member, 4) harassing any staff member or any other parent(s) or student (s), 5) engaging in any behavior related to the above.

PARENT and TEACHER CONFERENCES

Parent Teacher Conferences are formally scheduled three times a year to discuss about the student's developmental progress. To schedule an immediate appointment, please send a note via your child's folder or call the school (212-431-8769) and the teacher will arrange a formal time for a meeting.

PARENT and SCHOOL INFORMATION BULLETIN BOARDS

The parent and school information bulletin board provides an important communication medium and is used to display class lessons, school photos, last minute reminders, magazine articles, messages and information directly concerning our parents. They are located on the front door of each class and at the main entrance hallway area.

PLAYGROUND / OUTDOOR POLICY

The playground is not in use, or supervised, by the school before school (prior to 8:30 AM) or at dismissal time (from 6:00 P.M. onward). The official policy of the school is that children should not use the playground before school or after having been dismissed. Any child using the playground during these times is doing so at his/her own risk. A parent or caregiver assumes full responsibility by allowing their child to use the playground during unsupervised times before or after school.

Rules of playground and equipment use:

Green slides: Child sits upright and slides DOWN and only after the previous child is off the slide

Red poles and Rock Climber: one child at a time climbs UP

Cement floor: walking feet only

Rubber playground: careful running is allowed

Toy Shed: Children are not permitted inside or allowed to lean or hide by it.

Sandbox: Closed unless opened with teacher supervision

These rules are taught in school and students are expected to oblige. Parents and guardians must continue to enforce these rules for safety.

Extreme conditions for outdoor playground use:

Conditions	Cold	Snow	Hot	Rain
<i>Factors</i>	25 - 32 degrees with sun * includes wind-chill factor 10 mins only properly bundled up with coat, hat, scarf and mitten	25 degrees with sun * includes wind-chill factor 10 mins only wear waterproof items boots, coat, pant mitten, hat, scarf	90-95 degrees 10 mins only	- - - Not allowed outside If drizzle, rain or hail

Otherwise, playground play is designated to 25 minutes.

PORTFOLIOS

Portfolios are kept on each student to document their developmental growth at Transfiguration Kindergarten School. The portfolio contains highlights of each student in all areas of developmental growth. Portfolios grow over time because it maintains a record of your child's learning development during their study at Transfiguration Kindergarten School. Parents are formally allowed to review these portfolios which include their child's work and the recorded anecdotes highlighted by the teachers.

PROGRESS REPORT CARDS

Progress cards are issued four times a year. When there is evidence that the student is not making appropriate progress, additional conferences will be scheduled and an academic action plan is created. Parents should consult the calendar for dates of student progress meetings. Progress cards are distributed home a day before the scheduled meetings. Progress cards are returned at the meeting. Parent signature and comments are requested.

PROMOTION and RETENTION

All promotions and retentions will be discussed by the Principal, the teacher(s), the parents. The final decision, which is made by the Principal, is based on the total evaluation of the student's growth in all areas: cognitive, physical, and social.

Reasons for retention: 1) The student has failed to show growth in academic and/or behavior areas, 2) The student has demonstrated unacceptable effort in achieving academic success. The following types of behavior might indicate unacceptable effort: failure to complete homework or assignments and immature developmental growth. 3) Excessive absence and lateness. (A student who misses fifteen or more school days will be considered for retention. A student who arrives to school late (after 9:15 a.m.) more than 50 times will be considered for retention.

SCHOOL DAY

The school day officially begins at 8:30 A.M. All children should be in attendance by 9:00 A.M. A parent or caregiver must care for children entering school before 8:30 A.M. **The school accepts no responsibility or liability before 8:30 A.M.** Parents are NOT allowed to leave their child alone in the classroom, unless a teacher is present and on duty at 8:30 A.M.

SECURITY

The safety and security of the students and adults in the school are extremely important and concerns us all. Parents and guests enter the school using the main entrance door and press the buzzer to be admitted. All visitors must report directly to the Main Office first. Students and parents are not allowed to leave the building through the classroom exit doors. Parents should notify a member of the school staff or inform the Main Office immediately if they feel someone is in the building without permission or can be a danger to the

school. School security cameras monitor the playground premises and main entrance daily. Confucius Plaza Security monitors the general security of all people on the above-ground level.

SICKNESS

Any student that has the symptoms outlined below do not come to school:

Fever over 100°	Diarrhea or vomiting
Severe coughing or trouble breathing	Headache
Conjunctivitis (a.k.a. pink eye)	Stiff neck
Unusual spots or rashes	Sore throat or trouble swallowing
Loss of appetite	Unusual behavior

If your child develops any of these symptoms while at school, we will call you and ask that you take your child out of school for rest and recovery.

By the requirements of New York CITY & STATE regulations, every individual child's medical records must be kept in the school. Each child must have a physical examination prior to admission to the school. Please return the complete medical forms before your child begins attending school. (See Appendix Keep Me Home If... and Consent and Release for Administration of Medication form)

SIGN IN

All parents, or caregivers, must "Sign in" on the book upon arrival. Print the name of the adult that brought the child to school and the time the child entered the classroom. Children do not record the time or sign in.

SIGN OUT

All parents/guardians must "sign out" on the book when picking up a child. Print the name of the adult that picks up the child and the time the child left the classroom. Children do not record the time or sign out.

Parents/guardians must inform the office and classroom teachers if a new caregiver will pick up their child. The student will not be released to parties other than the parent or designated guardian. For those parents/guardians wishing to send alternate caregivers to pick up their child – a written permission accompanied by a photograph must be presented to the Main Office. If the office was not informed, then a telephone call will be made to verify. All adults must have ID to verify identification.

SNACK TIME

SNACK TIME is from 4:00 P.M. to 4:30 P.M. Please pack a healthy snack: sandwiches, vegetables, fruits, crackers, juice (due to large amounts of sugar we suggest diluting the juice with water at 80% juice to 20% water). No glass bottles, candy, gum or "junk" food is allowed and if found, it may be confiscated.

SUMMER SCHOOL

Attendance in our Summer School Program is mandatory for new students. This ensures that a comfortable transition is made to the new environment and readiness for the student when school begins in September. Any current student who fails to achieve expected progress will also be required to attend summer school.

TELEPHONE

The Main Office telephone is available for emergencies only. Parents are asked to limit their phone calls to school to very important matters (i.e., absent, sickness, change in pickup, etc).

If you call the school and the answering machine responds, please leave a message with your name, contact number as well as the student's name, class, date and reason for your call. If necessary, the school staff will return your call as quickly as possible.

TOILET TRAINING

All entering students must be fully toilet trained. No Pull-Ups, First Steps, or diapers are allowed. The school reserves the right to withdraw an enrolled student if s/he is not fully toilet trained.

TUITION and FEES

Monthly tuition is due and payable on the 7th of each month. Tuition payments must be made by check or money order and given to the classroom teachers. A receipt marked "PAID" will be returned after payment. The school's Tax ID is located on the receipt. Please retain receipts for tax purposes. During September, the tuition for the following June is also due. Pre-K and Kindergarten student's September tuition for the forthcoming year is due and payable a few months in advance to ensure their place. Payments made are final and non-refundable.

Fees for extra-curricular classes are due the beginning of each 10-class cycle.

All tuition and other fees are non-refundable. Exact amounts for all payments are required. Change will not be made. Do not combine several fees into one check. In the case where the school asks a student to leave the school, the tuition is then refunded on a prorated basis. **OTHERWISE, FEES ARE NOT REFUNDED.**

VIDEO RECORDING and PHOTOGRAPHY

Parents sign a release for their child to participate in video recording and photography for school purposes. Parents and guardians are only allowed to video record and photograph when it is their child's birthday party or at other school-wide functions.

During a school performance, video recording and photography must not disturb the students. Students and teachers work very hard on these special productions and can not be distracted. All performances may be professionally recorded and sold as a DVD.

VISITING THE SCHOOL

Parents and guests are welcome to visit and telephone the school throughout the day but entering into the classroom is at the discretion of the Main Office. All parents and other adults coming into the school must

obtain permission from the Main Office. Afterwards they are accompanied by school personnel and/or wear a school visitor label.

WEATHER RELATED CLOSINGS

During heavy winter storms, messages regarding school closure or late openings are given over radio and TV. Please listen to the following radio stations: WCBS (88), WINS AM (1010). Please abide by the announcements. We will close if an announcement is made to close “Parochial or Catholic schools of the Archdiocese of NY or Public Schools of NYC.” Parents should use their own discretion and common sense when sending their children to school in severe, inclement weather. Severe weather conditions, like brutal cold and/or slippery snow, should be your determining factor in keeping your child home. If necessary, the Principal will send an automated message to all parents’ cell and home telephone numbers.

NONDISCRIMINATION POLICY in the ARCHDIOCESE OF NEW YORK

Roman Catholic schools in the Archdiocese of New York base not only their educational practices, but also all their activities on Christian teaching of the essential equality of all men. This is rooted in the fatherhood of God, Christ’s love, and man’s supernatural destiny.

Thus, with discrimination so foreign to the nature and mission, Catholic schools in this Archdiocese have not and shall not discriminate on the basis of race, color, or national and ethnic origin the administration of admission policies, educational scholarship, and athletic programs, financial programs, and other school administered programs.

This is the policy of all Catholic schools in the Archdiocese of New York, regardless of their affiliations.



The Transfiguration Kindergarten School

A Catholic Early
Childhood School

10 Confucius Plaza Lower Level New York, N.Y. 10002 TEL: 212-431-8769
www.transfigurationnyc.org Email: Transkschool@yahoo.com FAX: 212-431-8917

AGREEMENT

I, _____ the parent (guardian) of
_____ have read **The Transfiguration Kindergarten
School's Policies and Procedures**. The family is fully aware of the expectations and
requirements explained in the Handbook and agree to follow them as stated. We are also
aware of the consequences for not abiding to these expectations and requirements.

Signatures:

Print parent's (guardian's) name: _____

Parent's (guardian's) signature: _____

Print child's name: _____

Date signed: _____

**Parents must sign a separate contract for each child enrolled in The Transfiguration
Kindergarten School.**

**AFTER SIGNING, PLEASE REMOVE THIS PAGE FROM
THE HANDBOOK AND RETURN THE AGREEMENT TO THE SCHOOL BEFORE
THE START OF SCHOOL.**

THANK YOU FOR YOUR SUPPORT AND COMMITMENT.