



TRANSFIGURATION
SCHOOL | EARLY CHILDHOOD CAMPUS

10 Confucius Plaza, Lower Level
New York, NY 10002
Tel: 212-431-8769 Fax: 212-431-8917
www.transfigurationschoolnyc.org
earlychildhood@transfigurationschoolnyc.org
eeng@transfigurationschoolnyc.org

Parent Handbook

Ed. 10/2013

Mission Statement

The Transfiguration School at the Early Childhood Campus 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 skills, creativity and social integration. The Transfiguration School administers its education mission with no regard to race, creed, religion or economic level.

We believe:

1. Growing an awareness of God, growing an understanding of self, and growing a thirsting for knowledge: these three educate the whole child – spirit, mind and body.
2. Trust, guidance, understanding and encouragement promote imagination and creativity and leads to optimal, exploratory learning in a safe, happy, enjoyable environment.
3. Instructional practices must reflect the different ways and rates in which students learn.
4. As they learn to accept responsibility for their words and actions, students are strengthened at all levels of their growth – spiritual, intellectual, social and physical. Developing respect, responsibility, humor and kindness are essential elements of this growth. An increasing desire for truth and justice in the world is the result.
5. Parents are the most significant adults in a child’s life. In planning for their child’s growth and development, a strong partnership between home and school is essential.
6. The high morale of a school’s faculty is a prerequisite for progress, stability and success.
7. Our educational program strengthens a thoughtful patriotism and encourages the best values to which our nation aspires.

Administration, Faculty and Staff 2013-2014

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

Principal, Emily C. Eng

Danielle Galasso	– Head Teacher	Qi Run Chen	– Foster Grandparent Volunteer
Rori Wolfe	– Head Teacher	Yat Tin Eng	– Foster Grandparent Volunteer
Trina Gasper-Miller	– Head Teacher	Chein-Kuo Lin	– Foster Grandparent Volunteer
Jennifer Kelsey	– Head Teacher	Kuo Chu Lin	– Foster Grandparent Volunteer
Wendy Roman	– Head Teacher	Rui Peng Lu	– Foster Grandparent Volunteer
Karen Shiu	– Head Teacher	Jin Liu Luo	– Foster Grandparent Volunteer
Kitty Chan	– Chinese Culture Teacher	Wei Zhen Mo	– Foster Grandparent Volunteer
Debbie Dai	– Chinese Culture Teacher	Lin Cheung Lam	– Foster Grandparent Volunteer
Rosa Gong	– Chinese Culture Teacher	Jin Hua Wu	– Foster Grandparent Volunteer
Fanny Lo	– Chinese Culture Teacher	Fa Ying Young	– Foster Grandparent Volunteer
Claire Yang	– Chinese Culture Teacher	Zhong Fang Zhou	– Foster Grandparent Volunteer
Wendy Ng	– Chinese Culture Teacher	Miao Zhen Wang	– Foster Grandparent Volunteer
Midris Tolentino	– Teacher Assistant	Reese Carr	– Drumming & Music
Philomina Asamoah	– Teacher Assistant	Anne Versluis	– Dance: Ballet & Chinese
Tina Mo	– Teacher Aide	Tai Leong	– Dance: Ballet & Chinese
Pauline Eng	– Teacher Aide	John Collis	– Choir
Sylvia Kui	– Teacher Aide	Anne Versluis	– Yoga
Yoon Hee Clarke	– Teacher Aide	Elizabeth Foster	– Art
Amy Lau	– Teacher Aide	Tommy Ho	– Gym
Pei Hua Yang	– Teacher Aide	Glendy Ma	– Piano
Teresa Wong	– School & I.T. Developer		
Maritza Chiok-Ho	– Office Assistant & Finance Officer		
Candy Wang-DeCaul	– Health Adm. & School Aide		
Cecilia Cheng	– Custodian		

Table of Contents:

Attendance.....	p. 4
Admission Policies.....	p. 5
Birthday Parties.....	p. 5
Breakfast.....	p. 6
Child Abuse Laws.....	p. 6
Communication.....	p. 7
Courtesy & Respect.....	p. 8
Cubbies.....	p. 8
Curriculum.....	p. 8
Daily Schedule.....	p. 9
Discipline Code.....	p. 9
Dress Code.....	p. 10
Electronic Devices.....	p. 11
Emergency/Crisis Information	p. 11
Expectations & Responsibilities for Students.....	p. 12
Faculty Teacher Meetings.....	p. 12
Family Borrowing Library.....	p. 13
Field Trips.....	p. 13
Financial Policies.....	p. 14
Fire Drills.....	p. 14
Folders	p. 15
Guidance.....	p. 15
Guidelines for the Education of Non- Catholics.....	p. 15
Harassment.....	p. 15
Health/Medication.....	p. 16
Home School Association (HSA)	p. 17
Homework & Daily Reading Log	p. 17
Insurance.....	p. 18
Junk Food & Toys.....	p. 18
Liturgy/Religious Education.....	p. 18
Lunch.....	p. 18
Money.....	p. 19
Morning Prayer.....	p. 19
Naps and Mats.....	p. 19
Parent Responsibilities.....	p. 19

Parent and School Information & Announcements.....	p. 20
Playground/ Outdoor Policy.....	p. 20
Portfolios.....	p. 21
Promotion & Retention.....	p. 21
School Day.....	p. 21
School Calendar.....	p. 21
School's Right to Amend.....	p. 22
Security.....	p. 22
Sign-In.....	p. 23
Sign-Out.....	p. 23
Smoking.....	p. 23
Snack Time.....	p. 23
Special Learning Needs.....	p. 23
Student Evaluation: Progress Report Cards.....	p. 24
Summer School.....	p. 24
Telephone.....	p. 24
Toilet Training.....	p. 24
Tutoring.....	p. 25
Video Recording and Photography	p. 25
Withdrawals & Transfers.....	p. 25
Asbestos – Information from Archdiocese of New York.....	p. 25
Nondiscrimination Policy in the Archdiocese of New York.....	p. 26

Appendix:

Prayers: Our Father, Hail Mary In English and Chinese	
Absence Note (blank)	
Reading Logs (sample Pre K and K)	
Home Education Chart (sample)	
Keep Me Home If...	
Consent and Release for Administration of Medical Form Agreement Form	

Transfiguration School Early Childhood's Policy and Procedures

ATTENDANCE

Absences

- Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather; all other absences are unexcused.
- When the child returns to school, a completed absence form must be given to the teacher. (See Appendix) This form contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.
- Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to insure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult chosen by the parent **MUST** come to the school for the child. The school must be informed ahead of time about such occurrences.
- When a child is absent, parents are required to phone the school by 9:00 A.M. to (212)-431-8769. Absence notes are still required in addition to the phone call. 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.
- Parents may pick up homework assignments only after the student has been absent for two or more days.

Arrival & Lateness

- Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report cards. Parents will be consulted about chronic lateness, and the child may be required to make up time missed.
- Students must be on time for school at 8:30 a.m. This is a major parent responsibility.
- Students and parents may enter into the classroom from 8:30 a.m. to 8:55 a.m. only. Teachers are preparing the materials and classroom before 8:30 a.m. Students and parents are not allowed to enter into the classroom before 8:30 am.
- Parents must print clearly their name and time when their child was brought into class in the log book.
- Students will be marked late if they are not present before 9 a.m. for the prayer time line up bell. Students and parents arriving during prayer time are late and **MUST BE** respectful and quiet. The parent does not cross the prayer and pledge circle and stay in the office or behind. Late students must join the class at prayer time. They do not go to the classroom.
- Lateness disrupts the beginning of the school day for the individual student and the entire class. It also indirectly teaches the student that the repeated tardiness to school is acceptable. It is not.
- If a parent fails to accept this important responsibility, it will be viewed as a serious breach of cooperation with the school.
- Each quarter, if a student is taking more than 10 lateness (after 8:50 a.m.), a student might not be re-registered for the following school year.

Leaving School

- Dismissal begins at 5:15 p.m. The main entrance will open at 5:15 p.m. for picking up students at the classroom.
- Parents are not encouraged to pick up a student at the classroom before 5:15 pm because learning and activities are occurring. If there is a need for an early leave, parent waits by the main entrance or bench, while a school staff notifies the classroom teacher to bring the student out packed with their belongings out of class.

- If a student must leave school routinely BEFORE 5:15 p.m., a note signed by a parent should be sent in advance stating the reason.

Lateness fee:

- A late fee of \$5.00 will be charged for each 5 minute period of lateness.
For example: 6:01 p.m. – 6:05 p.m. the fee is \$5.00
6:05 p.m. – 6:10 p.m. the fee is \$10.00
6:10 p.m. – 6:15 p.m. the fee is \$15.00
 - Late pickups will be excused twice and on the third lateness, the school will enforce the late fee.
 - **Excessive lateness** in picking up their child may result in not being allowed to re-register. The school reserves the right to not enroll a student 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.
-

ADMISSIONS

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God’s love.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the Archdiocese, the parishes of the Archdiocese, Regional Boards, or religious communities within the Archdiocese.

The process for admission to Transfiguration School is: parents must complete the school application form and provide all required documents. Following an interview, an evaluation of the materials, and an assessment for school readiness skills, the parent will be notified in writing about the status of the child.

Transfiguration School gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish; fourth, to primary residents of Confucius Plaza; fifth, to non-Catholic students.

- Admission to prek3, prek4, or K requires a child to be of age by the end of December.
 - Fully toilet trained
 - Attend and successfully complete the summer program
-

BIRTHDAY PARTIES

- On the day of the student’s birthday (or closest school day) s/he is acknowledged during Prayer time with the “Happy Birthday” song.
- Students sharing a birthday in the same month as the other classmates will celebrate a party together in class. Those parents make arrangements with the other birthday parents to coordinate supply for this celebration.
- Parties begin after 3:30 p.m. and usually on a Friday.
- No soda, chips, candy allowed. Juice, fruits, cookies, cupcakes and healthy food are recommended.

- Birthday parties for Grades Pre K-3 may be held monthly in each homeroom with the teacher's permission. Parents should notify the teacher in writing. Parents may bring small individual items such as cupcakes, brownies, etc. Parents may not bring in favors or "goodie" bags for the students.
 - Private party invitations are not allowed to be distributed on school premises without obtaining permission from the teacher **and** when approved, they must be for the entire class.
-

BREAKFAST

- The common area is open at 8:00 a.m. to 8:30 a.m. for breakfast and students must be supervised by their parents or caregivers.
 - Breakfast food is furnished and monitored by the New York Department of School Foods and Nutrition.
 - Breakfast is for the student only and can not be eaten by the adult.
 - Breakfast food is **not allowed** to be eaten in the classroom **or kept for later** consumption.
 - Breakfast time is over at 8:30 a.m. Kitchen is closed and off limits to students and parents.
 - **Monthly breakfast menu** is posted on the school bulletin and can be found on the following website:
www.opt-osfns.org/osfns
-

BOOKS AND SUPPLIES

- All resource materials chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs, or other electronic-based supplementary resources that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy.
- Books or supplies that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.
- When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.

LIBRARY BOOKS

- Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cents fine per day per book, payable by the child.
 - All lost library books must be paid for so that the school can purchase an additional copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.
-

CHANGE OF ADDRESS, E-MAIL, PHONE

The office must be informed immediately if there is a change of home address, email address, cell phone number, or home telephone number for purposes of mailing and/or emergency notification.

CHILD ABUSE LAWS

Under NYS law, school personnel are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

Transfiguration School will always be in complete compliance with the NYS laws and the policy of the Archdiocese of NY in providing for legal and moral protection of your child in the area of abuse.

Responding to a child who discloses abuse:

If a child in our care reports a specific allegation of abuse (reports the name of a specific person who is allegedly abusing him/her):

- The person who has been made aware of this must report it to the principal immediately
- The principal must contact the police
- After law enforcement has been contacted, the principal will notify the pastor, Archdiocesan supervisory authorities and the Safe Environment Program

If a child in our care presents to the school a possible case of abuse or neglect:

- The person who has been made aware of this must report it to the principal immediately
- The principal will use the information provided to contact the NYS Child Abuse and Maltreatment Registry (The Child Abuse Hotline)

Mandated Reporters (school teachers, school administration, health care professionals, law enforcement personnel):

- Must call the hotline 1800-635-1522
- If a person is a mandated reporter and cannot verify that the Registry was contacted, then the mandated reporter is legally obliged to contact the registry.
- The general public may call 1800-342-3720
- The hotline is NOT for cases where you have specific information that a child is being abused. If you have specific information contact law enforcement immediately
- The hotline is for cases where a child presents to you a possible case of neglect or abuse. You don't have specific enough information to know there is abuse or who is responsible for it.
- Although it is never easy to receive news that a child in our charge has been a victim of abuse, Transfiguration's obligation rests entirely with implementing actions which will safeguard the well-being of all the children under its supervision.

CHILD CUSTODY

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

COMMUNICATION

- Communication with teachers during drop off (8:30 a.m. – 8:55 a.m.) and pick up times (5:15 p.m. – 6:00 p.m.) is often limited for many reasons.
- Email correspondence and telephone appointments are welcomed and encouraged.
- Teachers may not distribute their personal number for parent correspondence.
- Teachers may contact parents through telephone calls during their lunch or prep periods.
- Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled

parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of strength and weakness.

- If a parent wishes to speak with a teacher at length, he/she must make an appointment with the teacher. Appointments **can not** be made during the teaching time of 8:30 a.m. to 3:15 p.m. Send an email or a note in the homework folder/notebook for appointment requests. A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that insures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.
 - Parent-teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent-teacher conferences are required at the end of the first marking period. Teachers are expected to be reasonably available to parents throughout the school year in order to keep open the lines of communication in the best interest of the students.
-

COURTESY and RESPECT

- Every student, teacher, parent and school community member is expected to be courteous and respectful to each other.
 - Students are expected to make eye contact with teacher when they greet and bid farewell respectfully.
 - Parents present on school premises during school activity must demonstrate courtesy and respect for all students, teachers, staff and teaching activities.
-

CUBBIES

- Each student is assigned a cubby for storage and it maybe shared with another classmate.
 - These materials must be available in your child's cubby at **all times**: a full change of clothes (underwear, shirt, pants, and socks), water bottle and a small and light blanket size 2'x3'.
 - The following are recommended: a crib sheet to cover their sleeping mats.
 - No pillows are allowed. No bulky, oversized bag sticking out of the cubby space is permitted. All cubby materials must fit "in" the cubby and not hang out.
 - Blankets are to be washed at the end of each week. Label all items with your child's first and last name.
-

CURRICULUM

- The New York State Common Core Pre K Learning Standards and the Archdiocese of New York Values Infusion Program are the guidelines for the core concepts, skills and strategies that are taught at the Transfiguration School's early childhood program. The standards are on the school website: <http://transfigurationschoolnyc.org/?page=EarlyChildhood>
- The curriculum focuses seven domain areas and includes the following development areas of a student: Cognitive, Physical and Social Developments. The curriculum is thematically based and all areas of academics and performance (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 one on one.
- Weekly lesson plans are posted on the bulletin board in the main hallway.

- Notes home and newsletters are written to inform families of the learning activities, songs, books, special events and teaching goals.

DAILY SCHEDULE

The following schedule will be observed by grades:

	Pre-K 3	Pre-K 4	K	1-8
Enter School	8:30 a.m.	8:30 a.m.	8:15 a.m.	8:15 a.m.
School Begins	8:30 a.m.	8:30 a.m.	8:30 a.m.	8:25 a.m.
Lunch	11– 11:45 a.m.	12 – 12:45 p.m.	11:45 – 12:30	
Nap	12 – 1:15 p.m.	1 – 2 p.m.	12:45 – 1:30	x
Dismissal	5:15 – 6 p.m.	5:15 – 6 p.m.	5:15 – 6 p.m.	3 p.m.
Afterschool	x	x	x	3 – 6 p.m.

Before **8:30 AM** and after **6:00 PM dismissal** Transfiguration School at the Early Childhood Campus does not have staff available to supervise children on school grounds. Students must not arrive on the school grounds prior to **7:45 A.M.** and parents must arrange pickup at dismissal times.

To avoid interruption during the school day, any messages, forgotten lunches, books and boots, etc., must be taken to the office and not to the classrooms while school is in session. The school office will see to it that the child receives these items.

DISCIPLINE CODE

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times according to Christian principles and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child.

-Each student is considered an individually unique person and is given teacher guidance towards the Catholic development of their true and moral attitudes, understanding, and learning. In order to achieve the social goals that we have for the students, every student and parent must cooperate.

-Students learn to develop and maintain a sense of self-discipline, self-control, and show respect for all through expectation, modeling and practicing with the teachers and parents.

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 student 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 converses with the student again on the appropriate actions and consequences to take if the same problem occurs again.

- The student may draw or write how they need to behave better next time. Copy of this drawing is made for the parent and student to reference.

- A student's behavior and response can vary in different environments (school, home or trip place) and with different people (guests, relatives, 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. Therefore, Transfiguration reserves the right to implement the discipline procedure on students for the following and any other behaviors it deems inappropriate:

Minor class disruptions, chronic lateness, rude, disrespectful to the teacher or adult or classmate, physical or verbal harassment/dispute with another student, stealing, incomplete homework, vandalism, inappropriate language, fighting or violent or unsafe behavior to the child and or community. Parents are notified of classroom problems by the teacher and are asked to help the teacher to insure that inappropriate behavior is modified.

** Any of these actions on the part of a student, especially harmful or repetitive, will result in parent-teacher-student-principal conferences and or probation.

- Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishments should be reported to the principals of the school immediately by students or parents.

- If a student'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 affects a student's behavior and attitude in school and the vice versa.

- Young students are developing language, vocabulary and grasping to understand and control their environment. Often their description, vocabulary, comprehension and understanding are limited. Therefore, keep lines of communication with the teacher through notes in the student's folder, email or telephone calls to the school.

- In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

- A student always represents his or her parents and the entire school community.

DRESS CODE

Your school uniform confirms your attendance at Transfiguration School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community.

Personal appearance:

- A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant.
- Uniforms should be neat and clean.
- Hair should be clean and well groomed. The boys' hair should not be below the shirt collar. Bangs should not be so long that they impede vision. Hair dying and mohawks are not acceptable.
- Parents will be notified if a child comes to school consistently in an unkempt manner.
- Any student not wearing the proper uniform must report to school with a note stating the reason.
- The school building is warm in the winter months: wearing multiple layers in class is not necessary. Only the optional School grey or maroon cardigan is allowed to be worn in class, not other personal sweaters from home.

- Girls must always wear black shorts under their jumpers.
- Excessive and play jewelry is not allowed.
- Maroon polo shirt is required for formal school events.
- Other colored polo shirts are permitted for daily wear for Pre-K only.
- Black matte Velcro shoes are required.
- It is optional for girls to wear pants instead of the jumper during colder weather, from Thanksgiving to Easter.

School uniform:

Boys: Charcoal grey trousers

Maroon polo shirt

Black school shoes with velcro

Black socks

Grey cardigan – optional

Polos in blue and pink – optional

Girls: Charcoal grey jumper

Maroon polo shirt

Black maryjane school shoes with velcro

Black knee socks/thighs

Maroon cardigan – optional

Gym uniform:

Boys and girls: Maroon polo or navy sweatshirt

Navy sweatpants or navy shorts

Field trip uniform:

Required School t-shirt with dress down clothes and sneakers.

ELECTRONIC DEVICES

Electronic devices may be dynamic tools in the 21st century school environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phones, I-pads, I-phones, and other personal electronic devices).

Inappropriate use of any personal electronic device may result in confiscation by the principal.

EMERGENCY/CRISIS INFORMATION and EVACUATION

It is extremely important that the school be able to contact a parent or guardian in an emergency situation. Any change of emails, home, cell and work telephone numbers or addresses must be reported to the Main Office .IMMEDIATELY.

Should a crisis require evacuation from Transfiguration School early childhood campus building, students will be brought to a safe place located at Transfiguration Church at 29 Mott Street and parents/guardian should meet them at that location.

Catholic schools throughout the Archdiocese of New York, including Transfiguration, use an immediate notification system called IRIS (Immediate Response Information System). This system is used from time to time during the school year to keep parents informed on school events. For example, we might issue an alert when we know school will be closed due to inclement weather. We might use it to let the parents of a class know that a field trip is running late. This phone call from the system is a recorded voice and will begin by saying, “This is an IRIS alert...” and the message content will follow immediately.

Evacuation Crisis Plan

- Should a crisis require the evacuation of our 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 Lower Campus

Location: 29 Mott Street

Telephone: Parish: 212-962-5157 Lower Campus: 212-962-5265

IF NECESSARY THEN, we may move to Transfiguration School Upper Campus

Location: 37 St. James Place

Telephone: 212-267-9289

The school will always head away from the danger and an IRIS alert will go out.

Parents are requested to seek information regarding any crisis by referring to:

WOR	710am	www.wor710.com
WCBS	880am	www.wcbs880.com
WINS	1010am	www.1010wins.com

- When the school is closed for the day due to inclement weather or other unforeseen situation, the school day will be made up.

*** remember maintaining accurate and updated emergency contact information at school is necessary***

EXPECTATIONS AND RESPONSIBILITIES FOR STUDENTS

Students attend Transfiguration School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- Try to do their best work at all times.
- Treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating or damaging it.
- Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior.
- Develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and inappropriate behavior (including touching, gestures, writing, and dress).
- Speak in a well-modulated tone of voice.
- Observe the school dress code, including standards on no-uniform days.
- Help care for school property and keep the school free from damage and defacement.

FACULTY TEACHER MEETINGS

- Faculty meetings are scheduled on first Friday of each month, unless parents are otherwise notified. .
- The monthly and annual calendar will announce it. These meetings are necessary for teacher to communicate, improve their profession and prepare for upcoming activities.
- Pre-K students will be served lunch at 11:00 a.m. and dismissal begins at 11:30 a.m. and must be picked up by 12:00 p.m. Grades K-3 must be picked up by 11:45 a.m. and grades 4-8 must be picked up by 11:30 a.m.
- A late fee will be assessed after 12:01 p.m. for late student pick up (See Attendance, Lateness).

FAMILY BORROWING LIBRARY (FBL): located in the hallway across from the principal's office

- The Family Borrowing Library is available to our school families to borrow and enjoy a wide range of books tapes, CDs and videos. It is supported through HSA funds and generous donations from families whose children have outgrown the materials.
- This library operates under an honor system.
- Parents are responsible for signing out and for returning the book, tape, CD, or video in **two** days.
- Check and report if the item is damaged or missing to the Main Office immediately.
- Otherwise the last borrower of the item is responsible and charged a replacement fee.
- All lost library books must be paid for so that the school can purchase an additional copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

FIELD TRIPS and COMMUNITY TRIPS

- Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences.

-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.

- **All students must attend planned class trips because it extends the learning in the class.**

- Field trips are designed to correlate with teaching units and to achieve curricular goals.

- Field trips vary on each grade level.

- Field trips are permissible when advanced planning, location, and the experience insure a successful learning opportunity.

- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.

- Parent Chaperones: Each trip allows a different number of parent chaperones depending on tickets, seating and transportation. A minimum supervision of 1 adult for every 5 students is standard in Transfiguration School at Early childhood Campus. Chaperones will aide the entire class or assigned groups of children and does not chaperone only their child.

-Each field trip includes a fee which covers the cost for transportation and admission. Payment is made by the date specified on the form. There is no refund on payment because all trips are planned in advance. However, feel free to make independent arrangements to exchange tickets with other chaperones.

-usually trips depart at 9:15 A.M. and return by 2:00 P.M. unless specified. Lunch is included.

-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 not stay in school and will be sent home. Or parent may transport their child to the trip location to meet the class.

- If Parent chooses not to have the child go on a field trip, then the child stays home or may return to school after the class returns in the afternoon.

-In addition, classes 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 welcomed to help chaperone the class on local community walks.

FINANCIAL POLICIES

1. Tuition Schedule

Monthly tuition is due and payable on the 1st of each month. A late fee will be applied if received after 1st of the month. Tuition payments must be made by check or money order and can be returned into the student's folder or placed in the tuition box. After a few days a receipt marked "PAID" will be returned to folder. The school's Tax ID is located on the receipt. Write the student's name and class on the check. Staples the checks to the bill or put it in an envelope. Leave the payment in your child's homework folder or deposit it in the tuition box located in the office. Remember to attach the entire bill. After review by the office, the bill becomes the receipt. The receipt will be returned through your child's homework folder. Retain receipts for tax purposes.

There are options for annual, biannual or monthly tuition payments. In September, the monthly tuition for October is due. Returning student's September tuition for the forthcoming year is paid during registration period a few months in advance to ensure their seat.

2. Fees

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

Exact amounts for all payments are required. Write separate checks for each fee. And make it payable to **Transfiguration School**. In the **memo, write the child's name and class/grade**. 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.**

FIRE DRILLS

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible.

Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will wear bright safety vests and direct the students.

FOLDERS – HOMEWORK AND COMMUNICATION

- At the start of each school year, every student gets a transparent school homework folder to transport school notes, forms, homework sheets, homework notebook and absent notes to and from school. No paper notices and forms will go home without the school's homework communication folder. **Bring the folder to school every school day for updates.**

- At Transfiguration School Early Childhood Campus, we recognize the importance of family involvement and believe that the most influential person, the child's "first teacher and forever teacher" is their parent. The Transfiguration School at the Early Childhood Campus seeks to further advance a family enrichment component to your child's education. Through frequent weekly exchange through email, notebook or h.w. folder and verbal communication promotes better teacher-parent communication and mutual understanding of your child's growth.
-

GUIDANCE

Reach out first to the teacher and then the principal for any concerns. We will keep all concerns confidential.

GUIDELINES FOR THE EDUCATION OF NON-CATHOLICS

Parents must be made aware of the intentional Catholic witness in our schools. Transfiguration School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

HARASSMENT/BULLYING POLICIES

Harassment/bullying regulations need to be grounded in the belief that all persons have a right to be treated with dignity. In a Catholic Christian environment, all demeaning behavior is unacceptable.

Transfiguration School provides a safe environment for all. Verbal, Internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension, or expulsion. The principal investigates all complaints of harassment/bullying. Students involved in harassing/bullying behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed/bullied, please notify the principal immediately.

HEALTH/MEDICATION

- Students must have a well-balanced breakfast either before coming to school or enjoy breakfast provided by the school from 8:00 A.M. to 8:30 A.M.
- The reasonable and healthy bed time hour for your child is between 8:00 P.M. to 9:00 P.M.

- Medical examinations: New York State Law requires that a physical examination and proper immunization and vaccination for each student and it is to be completed each year they attend Pre K and kindergarten.
- Students who are sick with a fever do not come to school until 24 hours after the fever broke.
- Students should not arrive at school if sick or not feeling well. (See appendix. “Keep Me Home If...)
- If a student becomes ill at school, a guardian must arrange pick up for the child within **one hour**.
- Any medical problems should be brought immediately to the attention of the school’s health administrator or principal.
- If a child has an illness or chronic medical condition it is the parent’s responsibility to notify the school and to provide necessary documents and medication. Transfiguration School reserves the right to call 911 in case of a medical emergency.
- Medication during school hours: Parent/guardian completes the medication authorization form in the main office. Medication must be properly labeled for the student, in original container and indicates student’s name, licensed prescriber, dosage, name of medication, and number of pharmacy. The medication stays in the Main office and is administered by the health administrator. Refrain from transporting medication daily to and from school. Have the pharmacists supply two containers- one for school and one for home. Inform the teacher when a child is on medication, as it often affects the student’s ability to perform as normal.
- The students never self medicates at school. Parents must fill out the Consent and Release for Administration of Medication form at school.
- 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.
 - o **Lice:** parents should notify the school immediately if a child contracts lice. Parents will be called immediately to pick a child found to have lice. The school will notify the parents of any class in which lice have been found. Parents are asked to closely follow the Department of Health directive that the school supplies.
- Immunizations: All students must have the proper NYS immunization requirements for school entrance and attendance:
 - o Prek 4 DTP, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if previously administered after 15 months of age), 3 Hepatitis B
 - o K 4 DTP, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella, 3 Hepatitis B
 - o Immunization against varicella (chickenpox) is now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against varicella:
 - Children born on or after January 1, 2000 and are enrolled in any school
 - The administration of varicella vaccine is not recommended for children under the age of one.
- Dental care: a student must visit the dentist annually as part of their health care. This is a parental responsibility. Visits to the dentist should be scheduled outside of regular school hours.
- A student accident insurance fee is added every child’s book bill. In the even of an accident at school you may obtain a claim form from the office.
- Please note that the school accident insurance usually is secondary to the parent’s own medical insurance coverage.

HOME SCHOOL ASSOCIATION (HSA): parental involvement and cooperation

The Home School Association (H.S.A at Early Childhood Campus) is an informal parent group of early childhood campus that meets once a month with the Elementary School H.S.A. at the lower campus to discuss issues of parental concern and/or interest. They work together with the principals, teachers and staff.

The HSA is an informal working group of parents from all the classes of the Transfiguration School at Early Childhood Campus who meet on a regular schedule to provide a forum to raise and discuss issues of parental concern and/or interest. Working together with principal, teachers, and staff, its goals are as follows:

- Establish an opportunity for increased dialogue between parents and faculty
- Foster closer cooperation among parents from different classes
- Increase participation of parent volunteers at school events
- Fundraising
- Provide adult education programs

The HSA at Lower and Upper grades have formal bylaws and elected positions held by volunteer parents. In addition, all 3 sites have 2 elected representatives. 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.

HOMEWORK and DAILY READING LOG RESPONSIBILITY

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

Homework is an appropriate application, adaptation, practice or extension of the classroom learning experience. Homework comes in different forms. It can range from an assignment 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.” Or project, “create and design 100 items,” to completing a practice worksheet.

In addition to homework is a daily reading assignment (10 minutes) 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 examples for Pre K and k) and sent back to school. The Family Borrowing Library located across the principle’s office is a resource for this activity.

- Homework is 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.
- The time allotment for homework (written and study) is approximately 15 minutes for Grades Pre-K and K. If a child is spending an inordinate amount of time on homework, the parent should contact the teacher.
- Students are required to complete all homework and it is expected that parents or guardians check the completed homework, but not correct it.
- 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 TOYS from home

Junk Food: Students are not allowed to eat candy (i.e. lollipops), gum or potato chips in school. The processed sugar is unhealthy to their growth and often causes their body to react louder and rowdier. Pack only healthy snacks (i.e. fruits, crackers, sandwiches) for their child. Junk food will not be consumed and sent home.

Personal toys from home are not allowed in school, and must stay in their backpack with the exception for Show & Tell and Share activities. Personal toys that are not for a school activity are often lost in school and cause unnecessary distraction or disputes for the student and teacher.

LITURGY/REGLIIOUS EDUCATION

All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion.

Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes for credit.

Parents of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand the religious education program of the school at the time of enrollment.

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 can be found at www.opt-osfns.org/osfns/. Lunch arrives to school every morning and each day. It is packaged in individual trays and contains foods that are nutritionally portioned from the five food groups.
- Lunch fee: Students are charged for lunch according to family income. An annual lunch form is filled out in September to determine the lunch category: free, reduced, or full payment.
- In the case of a student who requires a special diet and allergies food for medical reasons, a doctor's note must be provided.
- Prior to lunch, students are taught the following prayer before eating: "In the name of the Father, the Son and the Holy Spirit. God is good. God is great. Thank you God for our food. Amen."
- Students are expected to independently feed them self, encouraged to try and taste every item on the tray and drink at least half the carton of milk.
- In the summer, students travel upstairs to P.S. 124's cafeteria for lunch.

MONEY

- Cash is not encouraged. Checks must be written to: **Transfiguration School**
- Record the child's name, purpose and placed in the student's folder.
- Tuition receipt will be returned to the parent to acknowledge payment and it should be retained for your tax records.
- Students do not carry money to school. The school is not responsible for any lost money in the student's possession.
- Cash should not be brought to school to pay for specific purposes (class trip, book fair, etc). Checks only. The school is not responsible for lost money.

MORNING PRAYER

The Transfiguration School at Early Childhood Campus 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, **student and adult are expected to participate and model respect.** There is no chit chat among the adults in the back. (See Appendix: Prayers)

Parents and children arriving late to school do not push through to go to the class. They stand and participate during prayers and the pledge behind Hope class in the main hallway entrance area. Parents do not walk through the prayer community or place back packs away in the classroom. Send back packs and late students to the Main Office and staff may attend to the late students. After prayer and pledge, the student may join their respective classes as the school transition into community exercise.

NAPS AND MATS

- Children nap for 60-75 minutes during the mid day.
- One crib sheet is recommended for your child's assigned tri-fold mat
- Note that mats are disinfected monthly and labeled with their name.
- Blankets and sheets are parent's responsibility and need to be cleaned **weekly**. Students are taught and expected to fold, and take care of their own belongings in an orderly manner: blanket, mat and shoes.
- During nap they take off their shoes but keep their socks on. Remember to label all items include the insoles with a permanent marker.

PARENT RESPONSIBILITIES

Just as parents look to the school to provide the facilities and trained personnel that are essential to their child's proper development, so the school looks to the parent to assume active responsibilities that can not be delegated to others. No school can be effective in teaching the values of religion and virtues of honesty respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

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.

Parents are asked to take an active role in their child’s education and to support the school and classroom teachers by: assisting their child in his/her academic and moral developments by carefully reviewing the class work, homework, report cards, and reinforcing school policies; explaining and reminding them the school behavior code; recognizing their child’s unique gifts, talents, interests and weaknesses so that they may be developed in cooperation with the classroom teacher; seeing the dress code is enforced; insisting on their child’s regular school attendance, punctuality, and compliance with attendance rules; making all tuition and fee payments on time; participating in fundraising activities; provide proper supervision at home against inappropriate behavior with inappropriate programs and topics from internet, TV shows and songs; teaching their children to respect the law, authority, rights of others, and public and private property; not doing the child’s homework; working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluation; attending all parent teacher conferences and HSA meeting; and interacting in a respectful manner when speaking with or about the administration, teachers, and school staff. **The education of a student is a partnership between parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if administration determines that the partnership is irretrievably broken.**

PARENT and SCHOOL INFORMATION & ANNOUNCEMENTS

The parent and school information bulletin board provides an important communication medium and is used to display each class’s weekly lessons, school photos, last minute reminders, magazine articles, messages and information directly concerning our parents. These announcements are located on the front door of each class and at the main entrance hallway. Check email and the homework folder daily for additional school announcements.

PLAYGROUND / OUTDOOR POLICY

The playground is not in use before school (prior to 8:00 AM) or after dismissal time 6:00 P.M). Any student picked up by their parent and uses the playground between 8 -6 is doing so at his/her own risk and the school will not be held responsible for accidents or injuries. 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 Sheds: Children are not permitted inside or allowed to lean or hide by it.

Sandbox: Closed unless opened with teacher supervision and limited to 6 children at each area.

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
Factors	25 - 32° F with sun * includes wind-chill	25° F with sun * includes wind-chill	90 - 95° F	Drizzle/Rain Hail

	factor	factor		
Playground Use	10 minutes only Properly bundled up, with coat, hat, scarf, and mittens	10 minutes only Wear waterproof items: boots, coat, pants, mittens, hat and scarf	10 minutes only	Not allowed outside

Playground play supervised by the teachers is designated up to 25 minutes.

PORTFOLIOS

- Portfolios are kept on each student to document their developmental growth at Transfiguration School for Pre K and Kindergarten. The portfolio contains highlights of each student in all areas of developmental growth and reviewed at Parent Teacher Conferences
 - Over time it maintains a record of your child’s learning development during their study at school.
 - Upon the end of the school year, the student’s portfolio will be returned.
-

PROMOTION and RETENTION

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school’s regular program of sequential learning objectives. If the student successfully achieves the year’s objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school’s complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

The final decision to promote or retain a student is made by the principal, based on the student’s academic performance and best interests. It should be made after discussion with the parent, teacher, and student.

SCHOOL DAY at EARLY CHILDHOOD CAMPUS

8:00 a.m. – 8:30 a.m.	Breakfast is served.
8:30 a.m.	“Breakfast is over,” bell is rung. Teachers open the classroom doors. Students enter.
9:00 a.m.	Students must be present for prayer time or will be marked late.
9:15 – 11:15	Read Aloud, Work centers: Science, Math, Religion, Literacy, Social Studies
11:30a.m. – 12:30p.m.	Lunch for students
12:45 p.m. – 1:45 p.m.	Nap time
1:30 p.m. – 5:15 p.m.	Afternoon enrichments: Art, Rhythm, Yoga, Choir, Mandarin, Chinese Culture, Work/Choice Centers, Playground
5:15p.m. -6:00 p.m.	Pickup begins, Dismissal

SCHOOL CALENDAR

A yearly calendar is distributed at the beginning of the school year. Please refer to the School Monthly Calendar/Newsletter for any revisions to the Yearly School Calendar.

SCHOOL'S RIGHT TO AMEND

Transfiguration School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

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 between 9:30 a.m. – 5:15 p.m. All visitors and late students must report directly to the Main Office.

Students and parents are not allowed to leave the building through the classroom exit doors to the playground. 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. If there are concerns with Confucius Plaza, please contact 212 219 9776.

At school, to avoid interruption of the learning process, no one may enter a classroom without permission of the principal/main office during school time of 9AM to 5 PM

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers. At the end of the day, parent and child must go through the back pack and prepare for the next school day.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at

<http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

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 via telephone call or in the morning at arrival if an alternative caregiver will pick up their child. The caregiver must present a photo id.

The student will not be released to parties other than the parent or designated guardian listed on the school records. If the office was not informed, then a telephone call will be made to verify.

SMOKING

New York State Law prohibits smoking in a school building and on school property.

Smoking is prohibited at all times in the Transfiguration School buildings and campuses. This prohibition applies to faculty, staff, parents, and all visitors to the school.

SNACK TIME

SNACK TIME is around 3:30 PM 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.

SPECIAL LEARNING NEEDS

Students with learning differences are children of God and members of the Church. Transfiguration School makes every effort to meet individual student needs by providing accommodations. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child’s teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child’s learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE’s), or privately.

Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).

If a student transfers in from a public school with an Individualized Education Plan (IEP), the parent/guardian must go back to the Committee on Special Education (CSE) to get an IESP.

When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan, and will then notify the parent of any reasonable accommodations/modifications that can or cannot be made at Transfiguration School. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written and a copy of the plan will be placed in the student’s confidential file.

The accommodation/modifications will be reviewed yearly. If the school cannot make reasonable accommodations, the school reserves the right to defer enrollment of the student.

STUDENT EVALUATION: PROGRESS REPORT CARDS

Transfiguration School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.

Pre-K and Kindergarten report cards are distributed four times a year. The report card is a link between the school and the home. When there is evidence that the student is not making appropriate progress, additional conferences will be scheduled and an academic action plan is created with a conference with the teacher-parent-principal.

- Report cards are distributed in November, January, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding.
 - Final report cards may not be given before the assigned date near the end of June. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report cards can be mailed the last day of school.
 - 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 to the teacher at the meeting. Parent signature and comments are requested.
-

SUMMER SCHOOL

Attendance in our Summer Institute (School Program) is mandatory for new students. This ensures that an adequate 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 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 concerns (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.

TOILET TRAINING and BATHROOM USE

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.

Bathroom: students are brought out to wash and use the toilet daily and usually a few times day. They are taught to wash their hands for 20 seconds at length every time before and after they eat. Toilet is used before and after naptime especially and they are taught to go in small groups, supervised by an aide or with a partner and the class bathroom pass.

TUTORING

Teachers may not be paid to tutor or baby-sit a student they teach.

Tutoring of other grade students may not take place in the school without the permission of the principal.

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 concert performance, NO VIDEO RECORDING or FLASH PHOTOGRAPHY allowed. Students and teachers work very hard on these special productions and can not be distracted. All performances will be professionally recorded and sold as a DVD.

Parents have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the Internet. Parents should provide such documentation to the school office; otherwise, they must fill out the photo/video release form.

WITHDRAWALS AND TRANSFERS

A written letter of request must be submitted to the principal. All bills must be paid before records are transferred to another school.

When a student transfers from one school to another, the new school may request a copy of the permanent record and health card from the former school.

Schools may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. Parent/guardian signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

ASBESTOS – INFORMATION from ARCHDIOCESE OF NEW YORK

Statement from the Archdiocese of New York:

“Although we may not realize it, asbestos is a common material in almost every building in our society. It is a fireproofing material, it is found in floor tiles, and it is used as an acoustical material to deaden sound. Under certain conditions, however, when it is damaged, asbestos can prove to be a concern.

Recently, because of that concern, the Federal Government asked every school in the country to conduct an inspection for all asbestos-containing materials.

The annual inspection of our school revealed all asbestos containing materials are in priority III condition indicating that only ongoing inspections are needed to assure proper maintenance for the future.

The Archdiocese has spent over 10 million dollars in the abatement of asbestos since 1983 (long before the current regulations), and will continue with its commitment to provide a safe environment for all our students and employees.”

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.

Morning Prayers

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Dear Jesus, I give you today all that I think, do and say.

<p style="text-align: center;">Hail Mary</p> <p>Hail Mary, full of grace, the Lord is with you, Blessed are you among women, And blessed is the fruit of thy womb Jesus. Holy Mary, Mother of God, pray for us sinners now, And at the hour of our death. Amen.</p>	<p style="text-align: center;">聖母經</p> <p>萬福瑪利亞,滿被聖寵者,主與爾偕焉。 女中爾為讚美, 爾胎子耶穌,並為讚美。 天主聖母瑪利亞,為我等罪人, 今祈天主,及我等死候。亞孟。</p>
<p style="text-align: center;">Our Father</p> <p>Our Father, who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread, And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. Amen.</p>	<p style="text-align: center;">天主經</p> <p>我們的天父,願你的名受顯揚; 願你的國來臨; 願你的旨意奉行在人間,如同在天上。 求你今天賞給我們日用的食糧; 求你寬恕我們的罪過,如同我們寬恕別人一樣; 不要讓我們陷於誘惑;但救我們免於凶惡。亞孟。</p>

Lunch Prayer

God is good;
God is great.
Thank you God for our food. Amen.

Prayer of Intentions
Community Song
For the Country
God Bless America
Pledge of Allegiance
Announcements
Birthday Kids
Exercise

Absence Note

Child's Name: _____

Date of Absence: _____

Please excuse my child for his/her absence. The reason for this absence was:

_____ **Sickness**

_____ **Other (please explain)**

Parent's signature: _____

Date: _____

Absence Note

Child's Name: _____

Date of Absence: _____

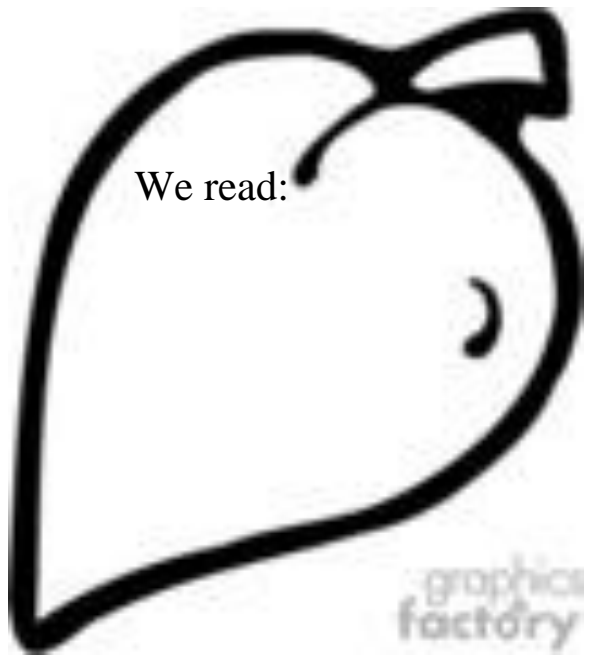
Please excuse my child for his/her absence. The reason for this absence was:

_____ **Sickness**

_____ **Other (please explain)**

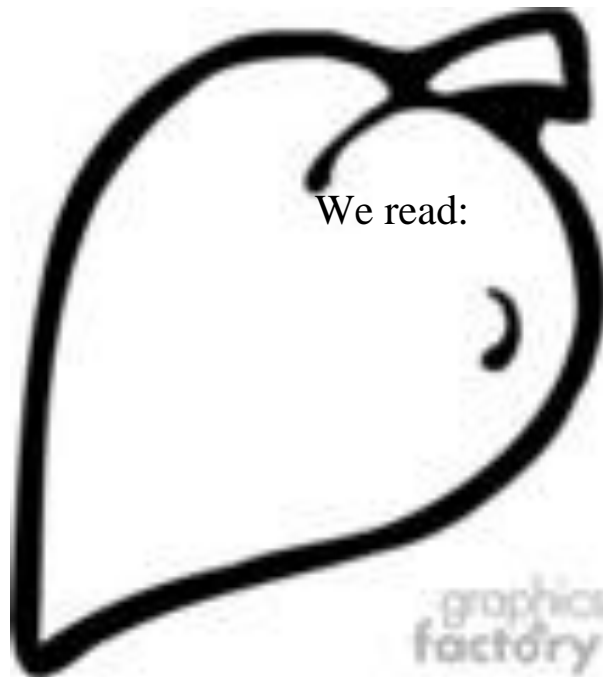
Parent's signature: _____

Date: _____



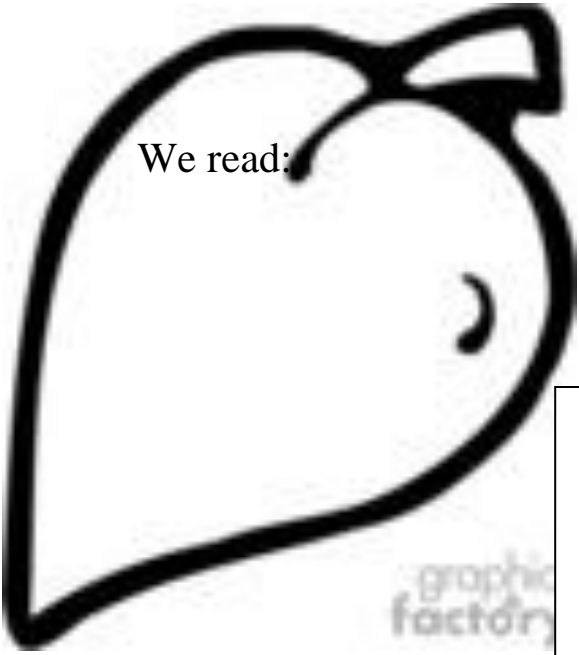
We read:

graphics
factory



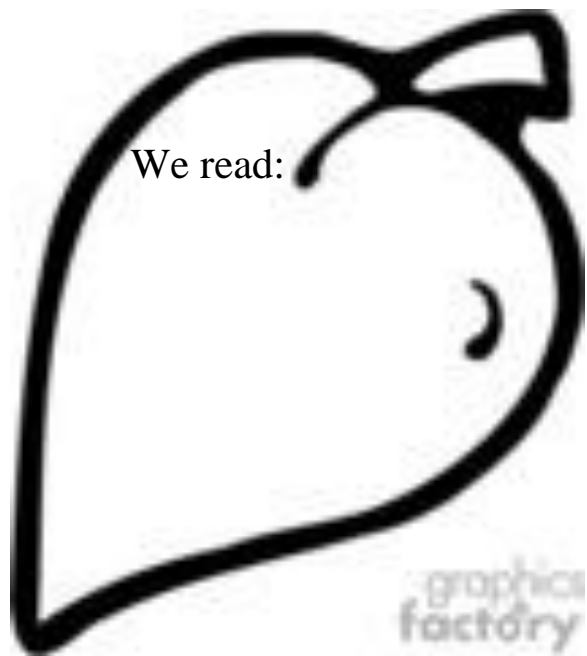
We read:

graphics
factory



We read:

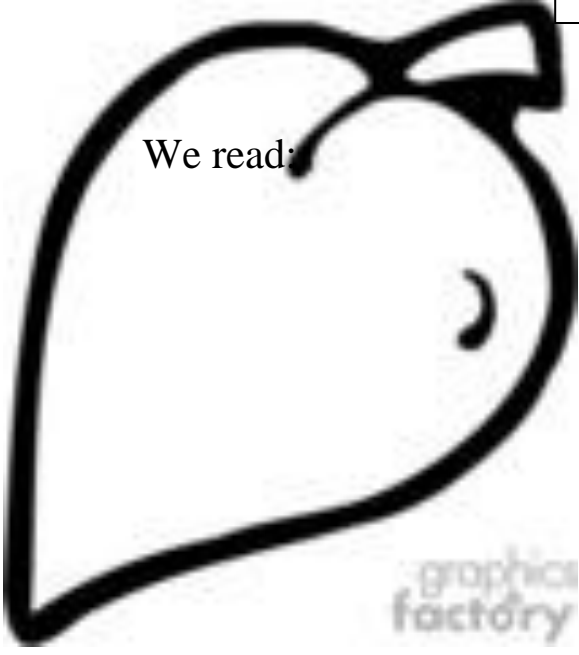
graphics
factory



We read:

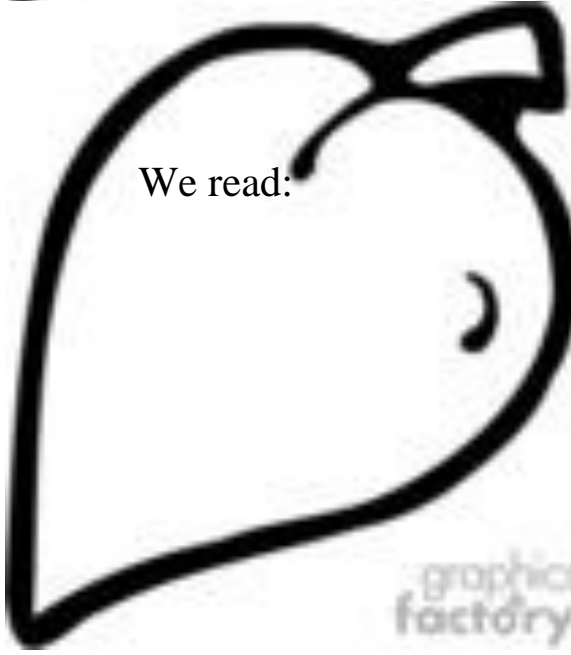
graphics
factory

1. Record author and title of book.
2. 2. Write child's name behind each leaf.
3. Cut on dotted line.



We read:

graphics
factory



We read:

graphics
factory

_____’s Weekly Reading Log

Record the date, title and author.

Monday

Tuesday

Wednesday

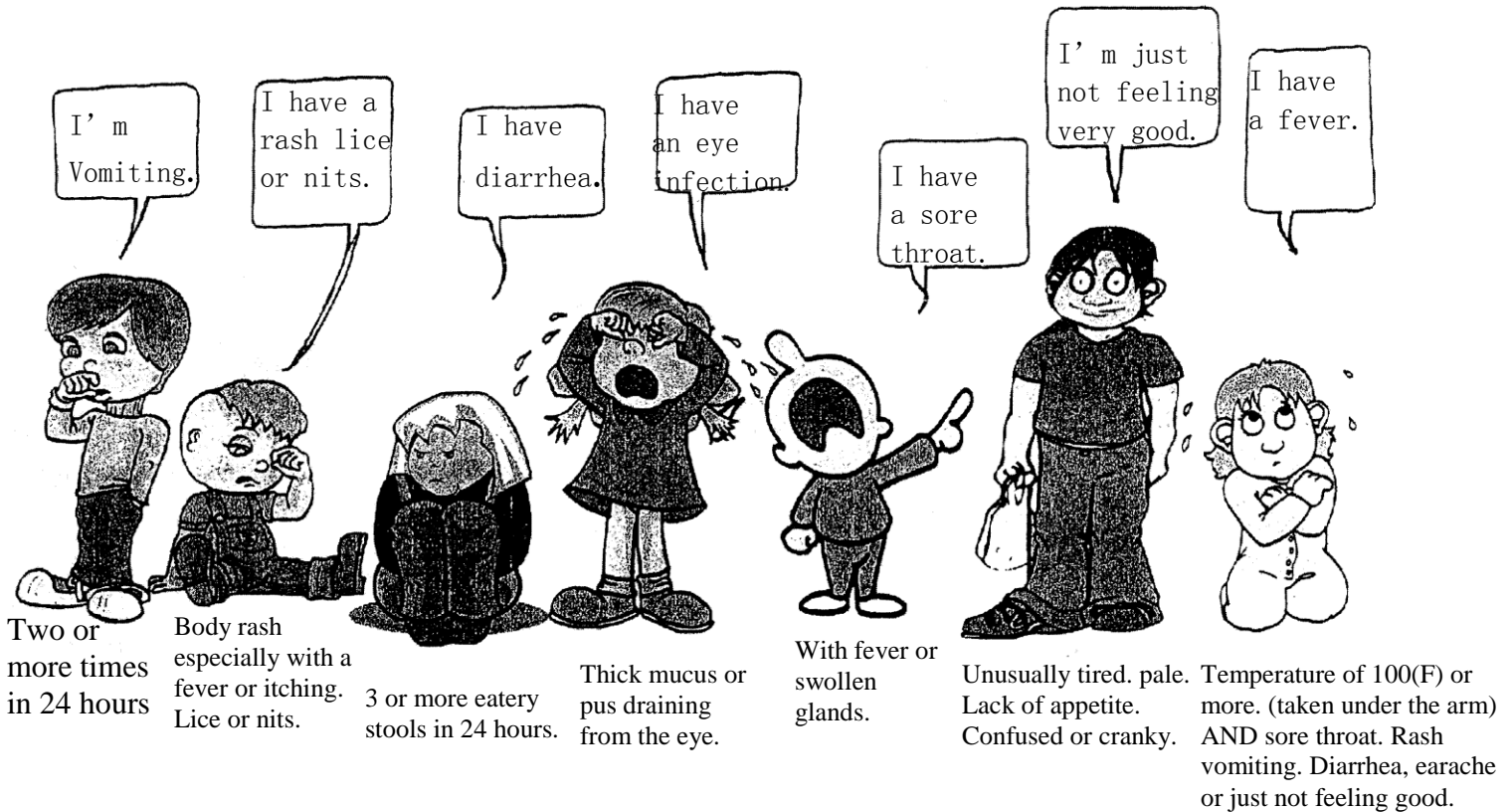
Thursday

Friday

Saturday

Sunday

Keep Me Home If...



Seattle-King County
Department of Public Health

When Your Child is Sick: Call your center and explain what is wrong with your child, even if your child stays home



Consent and Release for Administration of Medication
藥物委託

I, _____ residing at _____
(Name of Parent/Guardian) (Address)
父母/監護人姓名 地址

Parent/Guardian of _____ Date of Birth _____
(Name of Child 學生姓名) 出生日期

hereby give permission to Transfiguration School located at 10 Confucius Plaza LL, New York,

NY 10002 to administer _____
現委託顯聖容學校 (Name of Medication 藥名)

My child needs this medicine because _____
小孩需要這藥物的原因

and he/she will need this medicine for _____ days.
他/她需要這藥物多少日

It is prescribed by _____
藥方來自 [(Name of Physician) 醫生姓名] or [(Over the counter) 藥房櫃台]

Physician's Name _____ Telephone No. _____
醫生姓名 醫生電話

Parent Contact Telephone _____
家庭聯絡電話

Do you expect side effects of this medicine for your child? If so, explain _____
這藥物對你的小孩有可反應 如有請說明

Date	Medication	Dose	Dates To be Given From-To	Date Given/Time	Staff Signature Title	Reactions



Contract

I, _____ the parent (guardian) of
_____ (child's name) have read **The Transfiguration
School at the Early Childhood Campus' Parent Handbook on School Policies and
Procedures** as shown on the school's website:

http://transfigurationschoolnyc.org/pdfs/TKSParentHandbook3_2012.pdf . The family is
fully aware of the expectations and requirements explained in the Handbook and agree to
follow it 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: _____

Date signed: _____

Print child's name: _____

Parents must sign a separate contract for each child enrolled in the school.

THANK YOU FOR YOUR SUPPORT AND COMMITMENT.