

Our Lady of Grace Montessori School
29 Shelter Rock Road
Manhasset, NY 11030

September, 2018

Dear Parents,

It is my pleasure to extend a warm welcome to you and your child as we begin a new school year at Our Lady of Grace Montessori School. We are blessed to partner with you in developing the moral and spiritual welfare of your children. Our dedicated teachers provide your children not just educational instruction but care, love, and lessons they can carry throughout their lives, lessons about living that are written on the heart.

The teachers have once again prepared beautiful classroom environments for your children. We are very fortunate to have such caring, responsible teachers who carefully plan each learning environment in order to guide the children in making choices, and in finding their own natural place.

We have a wonderful faculty in place for the 2018/19 school year.

Principal: Sister Kelly Quinn

Secretary: Mrs. Anne Kaja

North Wing

Mrs. Liz Benn
Mrs. Marian Taverna
Miss Brigid McGann

East Wing

Mrs. Kathy Connolly
Mrs. Marialaina Sheehan
Ms. Cate McGinley
Mrs. Christina Messana (am)

Full Fours

Mrs. Lisa Grippo
Ms. Kimberly Ottomanelli

Kindergarten

Mrs. Jennifer Nelson
Miss Janet Pizzo

Elementary Upstairs

Miss Mary Stark
Mrs. Jennifer Schulz
Mrs. Susan Krugman-French

Elementary Downstairs

Miss Cecilia Rohan
Mrs. Geraldine Rosario
Mrs. Susan Krugman-French

Please read your calendar/handbook when you receive it so you are familiar with our rules, regulations, and upcoming events. We require a number of forms to be sent back such as health forms, emergency cards and car pool lists. If you have not sent these requests, please do so immediately. Special thanks to all who have returned these forms.

Each Thursday we will email a weekly newsletter highlighting important information. Please be sure to pay careful attention and visit the website often, www.olgmanhasset.com.

We look forward to working with you and we know that this will be a wonderful experience for your children.

Sincerely,

Sister Kelly Quinn, IHM

SCHOOL PROCEDURES

In order for everything to run as smoothly as possible for your children I would ask that you please read this letter carefully so that you will understand all of our policies and procedures. Thank you!

Drop-off procedure

Always place your car in the park position when dropping off or picking up your child.

1. All children are to be dropped off at the main entrance.
2. School doors will open at 8:50 AM for the morning session and 12:25 PM for the afternoon session.
3. A teacher will escort your child from the car into the building. Please do not get out of the car at any time. All children must get out of the car at the sidewalk. This is for everyone's safety.
4. Please submit your carpool list to the office immediately. We need carpools to alleviate the traffic on the property.
5. All children must be in the school building by 9:15 AM or 12:40 PM. After this time the doors will be locked.
6. Please do not allow your child to stand in the sunroof or help you steer the car at any time. Please do not drive on the property while holding your phone. **Safety is always our first priority.**

Pick-up procedure

1. School doors will open at 11:20 AM and 2:50 PM.
2. A teacher will escort your child to the car. Please inform anyone who may be picking up your child that they need to stay in the car at all times.
3. Once your child is placed in your car please pull forward in the driveway to buckle up your child properly.
4. Dismissal concludes at 3:15 PM. Please make sure your child is picked up no later than 3:15.
5. Unless we have a written note from you, your child will be placed on his/her bus or in the appropriate carpool. Please do not give pick-up information verbally to the teacher at the door.
6. No car may pass another car or bus unless given permission by Sister Kelly or a teacher.

Weekly e-Newsletter

A Weekly e-Newsletter will be sent to your email address each Thursday. All information will be available on our website, www.olgmanhasset.com. Simply scroll over to OLG PARENTS, click on the WEEKLY MAIL drop down menu.

Please make certain that we have your email address on file in the office. Please do not hit reply when communication is sent to the entire school community. Thank you!

One Call Now

We will be using One Call Now to contact you regarding school closings or emergencies. This is an automated call that will go out to the entire school population. Please make sure that we have all of your emergency contact information as soon as possible. If you miss the first call an automated message will be forwarded again. Please do not call back.

Lunch Volunteers

We are in need of more volunteers to help with supervising the children at lunchtime. If you are able to help please contact Anne in the office.

Health Forms and Emergency Cards

If you have not already done so, please send in your health forms and emergency cards immediately. New York State law requires that all health forms and immunizations be submitted prior to your child beginning school. The nurse will contact you if we need any outstanding medical information.

Full Fours and Kindergarten

If your child is in the North or East wing class in the morning he/she will be referred to by the class name. Example: John Smith is in the East Wing in the morning, so he will be considered an East AM child. Alternately, if your child is in the North or East wing class in the afternoon he/she will be considered a North or East Wing PM child.

Children's lunch

The children do not have a very lengthy lunch period so please do not send them to school with too much variety. They need to have something healthy, a snack and a drink. Too many choices take too much time. Each child should have a napkin on which to place their food. **Please remember that we are a nut-free school.** It would be helpful if your child's name was on the outside of the backpack so that when we transition we do not have confusion as to what backpack belongs to which child.

Other reminders

1. All items belonging to your child should be clearly marked with his/her name. We cannot remember who wore what to school.
2. Please put all requests for birthday celebrations in writing. Goody bags are not allowed.
3. Teacher home phone numbers will not be released. If you need to contact a teacher either write her a note or leave a message with the office.
4. We are a nut free school. All snacks are provided by the school unless your child has specific allergies in which case you are asked to send in a snack.

5. **Please do not send your child to school in flip-flops.**
6. If your child travels by bus, please take a few moments to review these rules:
 - a. Speak softly so as not to disturb the driver.
 - b. Seat belts must be worn at all times.
 - c. Tell the driver if something is dropped under or beside the bus. Never reach for it yourself.
7. All full four and kindergarten children need to have a backpack. Lunch boxes should fit into the backpack
8. **Three year olds should not bring backpacks to school.** If you would like to bring in a change of clothes please send them in in a plastic ziplock bag with your child's name on it.

Thank you in advance for your cooperation. We are looking forward to a great year!