



OLGC PRESCHOOL ORIENTATION

2019 – 2020



IMPORTANT DATES

- **PRESCHOOL OPEN HOUSE**

Friday, August, 23, 2019 from 9:00 – 10:00 a.m.

Families will be assigned $\frac{1}{2}$ hour slot for classroom visit

- **FIRST DAY OF SCHOOL**

Monday, August 26, 2019

No Extended Day the first week of school

- **PRESCHOOL BACK TO SCHOOL NIGHT**

Tuesday, September 10, 2019 – 7:00 p.m. DeSales Hall



SCHOOL YEAR CALENDAR

- The OLGC Preschool will follow the OLGC school calendar.
- Refer to the on-line calendar for school holidays, early release days and special events.



SCHOOL SCHEDULE

- Morning Drop off 8:00 a.m.
- $\frac{1}{2}$ Day Program 8:00 a.m. – 12:30 p.m.
- Midday Carpool 12:30 p.m.
- Full Day Program 8:00 a.m. – 2:45 p.m.
- Afternoon Carpool 2:45 p.m.
- Extended Day 2:45 p.m.– 5:00 p.m.



CARPOOL PROCEDURES

- **MORNING CARPOOL**
Park in side lot of DeSales Hall
Drop off your child at the classroom.
Drop off is a quick goodbye. Please allow your child to hang up their totes and coats.

- **MIDDAY CARPOOL**
Queue in the circle of DeSales Hall
Carpool placard should be visible on dashboard
Students will be escorted to the car
It is the responsibility of the parent/guardian picking up student to secure the child appropriately in their car seats.

- **AFTERNOON CARPOOL**
Park in side lot of DeSales Hall
Pick up your child at the classroom

- **EXTENDED DAY PICK UP**
Park in the side lot of DeSales Hall
Sign child out with Extended Day personnel



EXTENDED DAY PROGRAM

- Extended Day is an after school program which runs from 2:45 – 5:00 p.m.
- Registration is required.
- Thursday, August 1, 2019 last day to register.
- Extended Day is NOT a drop in program.



UNIFORMS

- **UNIFORMS**

Uniforms are available at The Dress Code
The Dress Code is located at 125 Church Street NE #201, Vienna Virginia

- **SHOES**

Closed toed, rubber soled shoes
Students need to be able to run, jump and play comfortably.

- **TOTE BAGS**

Tote bags will be provided for each student – no backpacks.
Tote bags will be issued at the open house.

- **OUT OF UNIFORM DAYS**

Students should dress in clothes that are comfortable and suitable for active play and rest.
Students should wear clothing which they can manage independently and successfully when using the restroom.



SNACK / LUNCH

- **SNACK**

Morning snack will be provided daily.
A snack list will be posted outside the classroom.
Juice and water will be offered.

- **LUNCH**

Lunch will be provided daily by Smart Lunches.
Parents will be required to select lunches for the week, the Wednesday prior.
A hot and cold lunch option will be available each day.
On the occasion a parent forgets to complete the lunch selection, lunches will default to the cold lunch option.
Milk and water will be offered.

- The cost of lunch & snacks is included in tuition.



ALLERGIES

- . Accomodations will be made for students with documented food allergies.
- . Parents will be contacted concerning these accomodations.



REST TIME

- VA Licensing requires a minimum rest time of 60 minutes each day.
- Students will be issued rest mats and rollee pollees.
- Students who fall asleep during rest will be allowed to sleep for 1 hour.
- Students who remain awake after the initial 30 minutes will be escorted to another classroom for a quiet activity.
- Students may bring 1 “lovey” to snuggle with at rest. The lovey will be kept at school.
- Rollee Pollees will be sent home at the end of the school week to be washed and returned the next school day.



BATHROOM PROTOCOL

- Students must be fully potty trained. Pull Ups are NOT allowed.
- Bathroom breaks are structured into the daily schedule and as requested by the student.
- Flushable wet wipes are allowed. Wipes must be supplied by the parents and labeled accordingly.
- OLGCC will have extra change of clothes available for students. If your student is sent home in a “spare” set, please wash and return all pieces the next school day.



ATTENDANCE / ABSENCES

- School starts promptly at 8:00 a.m.
- Students arriving after 8:05 a.m. will need to sign in at the Preschool Office.
- Absences need to be reported prior to 8:00 a.m. to preschool@olgcschool.org or 703-896-7480
- Inform student's teacher of scheduled absences.
- Failure to inform a student's absence will result in a phone call from the school.



ILLNESS

- Students with a fever of 100 or more will not be permitted to attend class.
- Students must be fever free without medication for 24 hours before returning to class.
- Students with recurrent vomiting or diarrhea will not be permitted to attend class.
- Students must be symptom free for 24 hours before returning to class.
- Students with communicable diseases will not be permitted to attend class.
- Students must be on antibiotics for 24 hours before returning to class.



FORMS

- You will be receiving a packet of school forms in the mail in
- Please complete ALL forms and return to your child's teacher at the open



|THANK YOU!|

Thank you for joining us this evening!

We are looking forward to a wonderful year!