

Dear Parents/Guardians:

Welcome to Alpha House Nursery School & Kindergarten. Our goal is to provide a warm, safe and developmentally appropriate environment for every child.

The purpose of this booklet is to outline the program's policies and programs. We strive to work closely with parents in a partnership that will facilitate the transition between home and school. Daily communication and a sense of trust between parents and staff are vital ingredients for our program's success.

**Alpha House Nursery School & Kindergarten**

At Holy Family University  
9801 Frankford Avenue  
Philadelphia, PA 19114-2009

**Alpha House Office:** 215-632-3366  
215-637-7700 ext. 3486

**Kids Club Office:** 215-637-7700 ext. 3288

**Business Office:** 215-637-7700 ext. 3457

**ALPHA HOUSE HOURS**

**Kindergarten – Full Day**

Arrival 8:30 A.M.  
Dismissal 2:50 P.M.

**Nursery – Full Day**

Arrival 8:55 A.M.  
Dismissal 3:15 P.M.

**Morning Session Nursery**

Arrival 8:55 A.M.  
Dismissal 11:30 A.M.

**Afternoon Session Nursery**

Arrival 12:40 P.M.  
Dismissal 3:15 P.M.

**KIDS CLUB HOURS**

3:00 – 6:00 P.M.

## History of Alpha House

Alpha House is a Nursery School that was established in September 1975. Because of increased enrollment in September 1977, Alpha House was expanded to include a Kindergarten. Facilities for the expanded program were provided in larger quarters at the southeast corner of Grant & Frankford Avenues. In September 1979, a second morning Kindergarten class was made available to meet the needs of the community. Also in September 1980, another Kindergarten session was added. In September 1984 Alpha House was relocated on the campus east of the library. A modular one story building was erected. Today Alpha House has an enrollment of approximately 108 students in Pre-K and Kindergarten. The Nursery and Kindergarten are an expansion of the Education Department of Holy Family University. Practicum and student teaching experiences are provided for the University students.



## **MISSION STATEMENT**

The Early Childhood Program at Alpha House is well defined and structured to include the academic, physical, spiritual, and organizational development of young children.

Our children learn by teacher guidance and through individual self-exploration. The development of a feeling of security and positive self-concept is an integral part of our program and is nurtured through the dedication, interest, motivation and personal qualities of the teachers.

Our children benefit from the resources provided by the Holy Family University and surrounding community.

We of Holy Family University, a Catholic institution, believe that the whole child should be developed.

We believe that children:

- Should be exposed to an atmosphere of love so that they will gain love of and respect for God and neighbor.
- Should accept and appreciate differences in others.
- Should be provided with a proper physical setting to allow exploration and discovery.
- Should be given opportunities for self expression and auditory development.
- Should be given experiences that will enable them to function in our technologically challenging world.
- Should be provided with experiences to develop concepts in emergent literacy and number meaning.
- Should be given activities and materials that are developmentally appropriate.

## **PHILOSOPHY**

Alpha House is a private catholic pre-school and kindergarten on the campus of Holy Family University.

Mindful that children thrive in a loving and nurturing atmosphere, Alpha House strives to build an environment of family, faith and community.

Academically, the school provides a well balanced program that addresses the needs of the whole child, both individually and as a group.

The curriculum at Alpha House is designed to include basic skills and their development within the content areas. The teachers recognize that student's progress at different levels and adjust their lessons accordingly. Group instruction, individualized instruction, and cooperative learning are incorporated into our curriculum.

Realizing that each child is unique and that in today's society children come from diverse backgrounds and family structures, our faculty attempts to honor that diversity while at the same time celebrating that which binds our families together.

Alpha House administration and faculty are committed to creating an atmosphere conducive to the growth and development of the whole child, spiritually, emotionally and academically. With this in mind, Alpha House teachers dedicate themselves daily to the pursuit of excellence in all endeavors.

## **PARENT CONTRACTS**

All families are expected to read the materials given during the orientation. Your compliance with the rules and guidelines of Alpha House Nursery and Kindergarten are extremely important. A contract, which covers tuition, lateness and medical policies, has been provided for you to sign and return to school **as soon as possible**. This contract will be kept on file in the school office.

## **GUARDIANSHIP POLICIES**

If there are any guardianship issues in your family, we must be made aware of them. We must release the child to either parent unless we are advised otherwise in writing. For your child's safety, please discuss any concerns with us.

## **TUITION POLICY**

Proof of payment is required before any child is permitted to attend Alpha House.

Paid in Full accounts – must obtain a receipt of payment in the Business Office, HFH Room 202.

HES Payment Plan accounts – must present proof of payment for a minimum of one payment plus the application fee.

## **TUITION FEE**

### **2009/201.9 SCHOOL YEAR**

#### **NURSERY SCHOOL**

2 Day Session – Total \$1475.00

3 Day Session – Total \$1735.00

Full Day Session – Total \$3600.00

#### **KINDERGARTEN**

Full Day Session – Total \$3600.00

## **ARRIVAL AND DISMISSAL LOGISTICS**

### **Car Signs**

On a large piece of cardboard (larger than 18 inches), please mark the child's first and last name in thick, black Magic Marker. The teachers need to be able to read the sign with ease from a distance.

**John Smith**

### **Arrival and Dismissal**

As you pull up in front of school, please have car seats and seat belts unfastened, doors unlocked, and the child ready to exit. At dismissal, if you need extra time to adjust seat belts, you must pull onto Grant Avenue to do so. Car seats for other children in the car need to be on the left side so that the school child entering or exiting the car does not have to climb over younger children. There is no parking allowed in front of school along the driveway during arrival and dismissal times. For arrivals, please keep your child in the car while waiting for the car line to move. At dismissal, please do not call to your child from the boardwalk. Your child's teacher will bring your child to you.

### **Drivers**

If someone other than the parent is going to be dropping off and picking up your child, a written note must be sent in or a phone call made to the school one or more school days prior to the occurrence. We must know who the person is, the relationship they have with the child, and a description of their vehicle, including the make and color of the car. We will not release your child to anyone except a known parent without prior notification.

Carpools are a convenient, cost-efficient and environmentally friendly way of transporting children to and from school. If your child is in a carpool, please send in a note with detailed driving arrangements.

Please do not park behind our building the University employees cannot get out of their parking spots. Although parents are very cooperative, we would like to suggest that when you are in the car line that you do not block the section where the cars are parked.

## **Car Line Rules**

1. **DO NOT PARK YOUR CAR ON GRANT AVENUE.** Due to the volume of traffic during dismissal from the high school, grade school and Alpha House there is a major traffic jam.
2. If you arrive before the teachers come out you may pull into the driveway **ONLY UP TO THE ORANGE CONE.**
3. The cars that cannot fit in the driveway must line up on Grant Avenue on the same side as the school. **NO ONE CAN MAKE A LEFT TURN INTO THE DRIVEWAY.**
4. Please do not get out of your car to buckle your child. If you need to buckle your child's seat belt, please pull down so that we can keep the line moving.
5. Please do not park your car and walk your child to Alpha House. We would like to encourage everyone to use the car line for the safety of the children.
6. As requested by the President's office of Holy Family University, please do not park on Ditman Street.

## **Parking**

Parking will be available on Grant Avenue on special occasions only.

## **ATTENDANCE & LATENESS POLICIES**

### **Attendance**

If your child is going to be absent for more than 2 days, please call and inform us of the absence. Kindergarten children returning after an absence of even 1 day need a note on a 3x5 card. This is State law.

### **Lateness**

We strongly encourage you to be prompt in bringing and picking up your child from school. Children need structure and a stable routine. Arriving late in the morning not only disrupts the teacher and other children, it causes embarrassment and anxiety for your child. Lateness in picking up your child also causes unnecessary worry for your child and is a disruption to your child's class and teacher. We understand that special circumstances arise during the day. If you are going to be late, you must telephone the school

## **MEDICAL POLICY**

### **Illness**

This medical policy memo has been prepared with your child's safety in mind. Please read and adhere to these policies carefully since they will be strictly enforced.

Please do not send sick children to school. We **must** and **will** send sick children home. Please let the school know if your child has a communicable disease (chicken pox, pink-eye, the flu, etc.). If illness is of short duration, it is not necessary to call school. If your child is going to be out more than two school days, you must notify your child's teacher.

Teachers are not permitted to administer any type of medication unless a form is on file signed by the physician and parent/guardian. If your child needs any cold, flu, or headache medication, they are too sick to attend school.

If your child has any medical condition or allergy, this must be discussed with his/her teacher and listed on the medical form.

**POLICIES** regarding contagious illnesses such as the following:

Pink Eye (conjunctivitis), head lice, or impetigo. A physician's note is required when returning to school.

Chicken Pox (Varicella), if your child has chicken pox, you must notify us since all cases must be reported to the City's Health Department.

### **Medical Forms**

Immunization forms must be returned to school by the first day of school. After that date, children without immunization forms will not be permitted to return to school until the school receives the record of immunization. Doctor forms must also be returned to school as soon as possible. Records will be checked by the visiting school nurse.

### **Allergies/Medications**

Be sure to notify us if your child has an allergy. Please inform us if your child is on medication, if so proper forms will need to be completed.

### **Dental Forms**

Dental forms must be returned to school by the 1<sup>st</sup> day of class.  
(Kindergarten Only)

## **Emergency Procedures**

When a child becomes sick or an accident occurs, determine the severity of the situation and contact the parent/authorized person or arrange for transportation to the hospital. Call for an ambulance. One staff member (Teacher/Director) should accompany child to the hospital and take the child's folder. Remain with the child until the parent or alternative pick-up arrives. If parent cannot be reached, contact the designated person on the child's emergency contact sheet

## **Emergency Contacts**

It is imperative to have two emergency contacts that drive other than parents/guardians. It is absolutely essential that the emergency contacts which you provide be available to pick up ill children should the need arise.

## **First Aid Policy**

- All teachers and staff are First Aid Certified. The School Nurse is also called as needed.
- First Aid Boxes are clearly marked in each classroom.
- First Aid boxes are replenished regularly.
- We only use supplies in sealed packages.
- We always use disposable gloves.
- We provide suitable bins for the disposal of soiled materials.
- In the case of a serious emergency we will call an ambulance.
- We will inform parents immediately if an accident occurs.
- We hold permission slips in the teacher's files from all parents which includes the following information:

Child's name

Date of birth

Parents' names

Emergency contact details

Details of past and present medical conditions

Allergies

Consent signature of a parent to allow staff to make decisions regarding the child's welfare if the parents cannot be contacted.

## **Hand Washing Policy**

We encourage children to wash their hands regularly, especially before handling food, after using the toilet, handling animals, plants and insects, or playing in messy or dirty areas, particularly out doors.

Children/Adults must wash their hands:

- Before Snack
- After outdoor play, water/sand box
- Before Lunch
- After going to the bathroom
- After blowing nose

Procedures:

- Using liquid soap and running water,
- Rubbing hands vigorously for at least 10 seconds,
- Including back of hands, wrists, between fingers,
- Under fingernails, rinsing well;
- Dry hands with paper towel.

Practices:

- Hand washing is required by all staff, volunteers and children. Hand washing reduces the risk of transmission of infectious diseases to themselves and to others.

## **CLOTHING**

### **Dress to Play**

Please be aware that the children will participate in outdoor play and art activities on a daily basis.

### **General Clothing**

Children must be able to pull pants down, handle skirts, leotards, belts and zippers appropriately. One-piece outfits are difficult to handle independently. Girls must wear leotards or biker shorts under dresses or please do not send them to school in a dress.

If your child is prone to bathroom accidents, please send a change of clothes in a plastic bag marked with your child's name to be kept in school for emergencies.

## **Outer Clothing**

Children must be able to take off jacket/coats and hang them up on hangers. Children must also be able to put on outer clothing independently. Fancy buckles, cumbersome buttons, and complicated zippers are not recommended for children learning how to button and zipper. Outer clothing and other school bags **MUST BE MARKED** with your child's name. Snow boots must stay on in class or be manipulated by the child. Please tie shoes in double knots.

## **Gym Uniforms**

The summer gym uniform consists of blue shorts and tee shirts with the Alpha House logo, white socks and sneakers. The winter gym uniform consists of blue sweatshirts and sweatpants with the Alpha House logo, white sock and sneakers. If your child does not come to school dressed in the gym uniform, he/she will not be permitted to participate in gym class.

## **DAILY ROUTINES**

### **Bathroom**

Teachers do not go into the bathroom with the children. Therefore, children must be independent in the bathroom and be able to take care of their needs.

### **School Bags**

Check school bags daily. Please send children with empty school bags (except for important papers.). No toys, pencils, money, tissues, candy or gum in the school bags. The child is responsible for packing and unpacking his or her school bag at school. We are trying to foster independence. You can help us by making your child responsible for their papers.

Names must be printed on the school bag. Make your child's school bag distinctive. Be original. A button, scarf, or ribbon tied to the school bag; a special design sewn or drawn onto the school bag are all wonderful ideas that personalize your child's belongings. Show your child his/her school bag. Tell him/ her about it and what it is used for.

### **Name Tags**

Children must wear a name tag until the end of October. Name tags help the teachers and staff learn the children's names.

## **FOR OUR PARENTS/GUARDIANS**

### **Conferences**

Parent-teacher conferences are scheduled in November and February. A formal progress report will be sent home in June.

The teachers at Alpha House strive to make your child's experience at Alpha House a positive one. This also means making your experience at Alpha House enjoyable. We encourage you to keep the lines of communication open. If you have a concern or question, *please* don't wait until conference time. Discuss it with your child's teacher when the problem arises. The teachers are generally available on a daily basis before and after school.

### **Special Occasions**

Parents will be invited into the classroom for various special occasions.

### **Birthdays**

Birthdays may be celebrated at school. Cookies and munchkins are recommended. **Please**, no cakes!

### **Class Lists**

We will distribute a class list for your convenience. You may refer to it throughout the year.

### **School Directory**

Alpha House publishes an annual directory of the families attending during the current school year. This directory aids in forming positive relationships with fellow parents in your child's school. A permission slip will be sent home for you to complete if you wish to be listed in the directory. Only those families listed in the directory will receive a copy of the directory.

### **Applications**

Applications for the following school year will be distributed in October. They will be handled on a first-come, first-served basis. If your child is returning, it is necessary to complete an application and return it to school as soon as possible to insure that your child has a spot for the next school year.

## **Parent/Teacher Communication**

Please call after 3:15 p.m. or leave a message. The teacher will return your call ASAP. A teacher cannot be interrupted during school hours. We realize that communication between parents/guardians and teachers are very important.

## **Newsletters**

Newsletters will be sent to you monthly. Please refer to them for important information. Should the calendar change, there will be updates in your newsletter. Also, teachers will send memos to you throughout the school year. The Home & School Board will also send out quarterly newsletters as well as all fundraising correspondence.

## **Weather & Snow Day Policies**

Children must be dressed properly for inclement weather. Hoods, raingear and all outer clothing **must** be marked with your child's full name. Children stand outside with their teacher at arrival and dismissal.

Our **snow number is 3090**. We will close Alpha House when Nazareth Academy Grade School and all Public and Parochial schools are closed. We must make these decisions at 5:30 a.m. We have very young children and we are concerned about their safety. Please listen to KYW as early as possible. We ask for your cooperation in this matter.

## **ALPHA HOUSE FACULTY AND STAFF**

Mrs. Karen Barnes	2 Day Nursery Teacher
Mrs. Mary Becker	Director/ 3 Day Nursery Teacher
Miss Laura Cerulli	Full Day Nursery Teacher
Miss Theresa Coughlin	Kindergarten Teacher/Director Kids Club
Mrs. Connie Dema	Secretary
Christine Humphries	Full Day Nursery Teacher
Sister Evelyn Marita, CSFN	Religion/Spanish Teacher
Mrs. Maureen Pristera	Technology Teacher
Mrs. Georgia Trantas-Weiss	Kindergarten Teacher
Mrs. T. Vaccarino	Physical Education Teacher



## PARENT/GUARDIAN CONTRACT

We have read and agree to adhere to the following Alpha House Policies regarding:

1. General Policies
2. Lateness
3. Tuition
4. Medical Policies

***Both parents or guardians must sign if applicable.***

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### PARENT/GUARDIAN CONTRACT

CHILD NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

MOTHER: \_\_\_\_\_

FATHER: \_\_\_\_\_

Or GUARDIAN: \_\_\_\_\_



Dear Kindergarten Parents/Guardians:

There is a \$100.00 activities and materials fee for your child. This is due by the end of September. Cash or checks will be accepted. Checks are to be made payable to Holy Family University and submitted to your child's teacher.

This fee is used to help defray the following expenses:

1. Weekly Readers (one each week)
2. Cooking Expenses
3. Holiday Expenses
4. Kindergarten Christmas Show and Nursery Parent Day
5. Special Events – Philadelphia Zoo Visit and Young Audiences, etc.

All of the children participate in all of the activities.

Other expenses (salaries, materials, supplies, maintenance, etc.) just about equal the receipts from tuition.

We believe that your children are exposed to a variety of beneficial experiences and we want to continue to give them the best education possible.

Sincerely,

Mary Becker  
Director



## **EMERGENCY TREATMENT PERMISSION**

Permission is given to administer emergency treatment to my child, should the need arise.

NAME OF CHILD: \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_



Dear Parents/Guardian:

During the course of the year, weather permitting, we will be taking the children on various walking trips throughout the Holy Family University campus.

Please sign and return the permission slip below to school as soon as possible.

Thank you for your cooperation in this matter.

Sincerely,

Mary Becker  
Director

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I hereby give permission for my child \_\_\_\_\_, to  
take walking trips throughout the school year.

Parent/Guardian Signature: \_\_\_\_\_





Dear Parents/Guardians:

We are in need of volunteers to help during lunch time and with special activities throughout the year. If you are available any day of the week and would like to help, please fill out the form below and return it to school as soon as possible. Also, if you have a special talent or do some type of craft that you would be willing to share with the children, please indicate that in the space below.

Thank you for your cooperation. Your participation will help make this a special year.

Sincerely,

Mary Becker  
Director

Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Session: \_\_\_\_\_

I am available: Day: \_\_\_\_\_ Time: \_\_\_\_\_

I can help with:

- Lunch Duty (11:30 – 12:30)
- Clerical Work
- Art Activities
- Cooking Activities
- Reading Stories

I would be willing to bake for special occasions: \_\_\_\_\_

My special talent is: \_\_\_\_\_.

Other: \_\_\_\_\_.

\_\_\_\_\_ Completed Virtus "Protecting God's Children" Workshop Date: \_\_\_\_\_

\_\_\_\_\_ Completed Child Abuse/Criminal Check

\_\_\_\_\_ Submitted to Alpha House



Dear Parents/Guardians:

State Law (Act 195) authorizes the loan of textbooks by the Secretary of Education to children enrolled in non-public schools. Act 90 authorizes the loan of instructional materials. Our school is now in the process of requesting the specific textbooks and materials to be loaned to your children. The Law requires, however, that a parent of each child attending the non-public school individually request a loan of textbook and instructional materials. I am, therefore, enclosing the individual request form. Please sign the form, date it, and return it to school immediately.

Thank you for your continued assistance and cooperation.

Sincerely,

Mary Becker  
Director

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**CERTIFICATE OF INDIVIDUAL REQUEST  
FOR LOAN ON TEXTBOOKS  
AND INSTRUCTIONAL MATERIALS**

I hereby request the loan of textbooks and instructional materials in accordance with Pennsylvania Act 195 and Act 90 for my child attending \_\_\_\_\_ school.

Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_



Dear Parents/Guardians of Full Day Nursery/Kindergarten Children:

RE: Lunches

We are asking that you keep your child's lunch simple and nutritious. A sandwich, snack, and drink should be provided in a lunch box along with a small kitchen towel.

It is a good idea to discuss with your child what you have packed him/her for lunch so that he/she is not surprised by a food choice.

Also, If you are a lunch volunteer, we ask that you please do not bring outside lunches such as McDonalds, Burger King, etc.

Sincerely,

Mary Becker  
Director



## **FULL DAY NURSERY/KINDERGARTEN**

### **LUNCH SCHEDULE FOR WEEK 1**

Please note that the children attending full day Nursery/Kindergarten will be on a special schedule the first week of school. This is done so that they can gradually be introduced to being away from home all day.

### **KINDERGARTEN SCHEDULE**

Monday, September 14.....11:15 a.m. dismissal – NO LUNCH

Tuesday, September 15.....1:00 p.m. dismissal – children will bring lunch

Wednesday, September 16...2:50 p.m. dismissal – children will bring lunch

### **FULL DAY NURSERY SCHEDULE**

Monday, September 14.....11:30 a.m. dismissal – NO LUNCH

Tuesday, September 15.....1:15 p.m. dismissal – children will bring lunch

Wednesday, September 16....3:15 p.m. dismissal – children will bring lunch



Dear Full Day Nursery Parents/Guardians:

There is a \$100.00 activities and materials fee for your child. This is due by the end of September. Cash or checks will be accepted. Checks are to be made payable to Holy Family University and submitted to your child's teacher.

This fee is used to help defray the following expenses:

6. Weekly Readers (one each week)
7. Cooking Expenses
8. Holiday Expenses
9. Kindergarten Christmas Show and Nursery Parent Day
10. Special Events – Philadelphia Zoo Visit and Young Audiences, etc.

All of the children participate in all of the activities.

Other expenses (salaries, materials, supplies, maintenance, etc.) just about equal the receipts from tuition.

We believe that your children are exposed to a variety of beneficial experiences and we want to continue to give them the best education possible.

Sincerely,

Mary Becker  
Director



Dear 3 Day Nursery Parents/Guardians:

There is a \$75.00 activities and materials fee for your child. This is due by the end of September. Cash or checks will be accepted. Checks are to be made payable to Holy Family University and submitted to your child's teacher.

This fee is used to help defray the following expenses:

11. Weekly Readers (one each week)
12. Cooking Expenses
13. Holiday Expenses
14. Kindergarten Christmas Show and Nursery Parent Day
15. Special Events – Philadelphia Zoo Visit and Young Audiences, etc.

All of the children participate in all of the activities.

Other expenses (salaries, materials, supplies, maintenance, etc.) just about equal the receipts from tuition.

We believe that your children are exposed to a variety of beneficial experiences and we want to continue to give them the best education possible.

Sincerely,

Mary Becker  
Director



Dear 2 Day Nursery Parents/Guardians:

There is a \$65.00 activities and materials fee for your child. This is due by the end of September. Cash or checks will be accepted. Checks are to be made payable to Holy Family University and submitted to your child's teacher.

This fee is used to help defray the following expenses:

16. Weekly Readers (one each week)
17. Cooking Expenses
18. Holiday Expenses
19. Kindergarten Christmas Show and Nursery Parent Day
20. Special Events – Philadelphia Zoo Visit and Young Audiences, etc.

All of the children participate in all of the activities.

Other expenses (salaries, materials, supplies, maintenance, etc.) just about equal the receipts from tuition.

We believe that your children are exposed to a variety of beneficial experiences and we want to continue to give them the best education possible.

Sincerely,

Mary Becker  
Director

