



**SOUTH BOSTON
CATHOLIC ACADEMY**
FAITH • FAMILY • ACADEMIC EXCELLENCE

Early Childhood Program

Welcome!

We are so excited to be your child's teachers and to embark on this wonderful journey together. This is a special time for all of us, and we feel truly grateful to be a part of your child's early learning experience.

We hope you find this information helpful, and if you have any questions regarding our policies, please don't hesitate to reach out to our Early Childhood Director, **Kara Murphy**, at k.murphy@sbcatholicacademy.org. We look forward to a fantastic year ahead!

Student Arrival & Drop-Off Procedures

Students may enter the building between **8:15–8:30 a.m.**. Any student arriving after **8:30 a.m.** will be considered tardy (see additional details below).

Walking Drop-Off:

If you are walking your child to school, please drop them off at the **front entrance at 100 N Street**, where a teacher will greet them at the door and help the students to their designated classroom.

Driving (Rolling) Drop-Off:

For families driving to school, please enter through the **back parking lot off East 4th Street**. This operates as a **rolling drop-off**, meaning drivers should remain in their vehicles while teachers assist students in exiting safely. Maintaining a steady traffic flow is essential for ensuring a smooth and efficient drop-off process.

- **Students who are Half Day are dismissed through the front door of our Early Childhood Center- 100 N Street.**

Thank you for your cooperation in helping us create a safe and organized arrival experience for all students!

School Hours

Full Day: 8:15 AM - 2:15 PM

Half Days: 8:15 – 11:30

Communication

On Wednesdays, SBCA will send home a communication folder containing important updates about the school and upcoming events both on campus and within the community. Additionally, each teacher will maintain a classroom website or application, updated weekly, to keep parents informed about what students are learning. We value open communication and welcome any discussions regarding your child's experience. Please feel free to reach us by email or at **617-268-2326**.

Toileting Policy

Children enrolled in **K0 and K1 must be fully potty trained** before attending preschool, as our school does not have the facilities or supplies for diaper changes. We understand that occasional accidents may occur; however, these should be **infrequent and unexpected**. In such instances, it will be at the teacher's discretion to determine if a parent or guardian needs to be contacted. Thank you for your understanding and cooperation.

K0 & K1 Potty Training Requirements

Preschool children in K0 and K1 must be fully potty trained, meaning they:

- No longer wear diapers (disposable or cloth) or disposable underwear (pull-ups).
- Can communicate when they need to use the restroom.
- Can manage their own hygiene, with teacher assistance as needed.

If your child is not fully potty trained by the start of K0 or K1, please contact Kara Murphy directly.

Additionally, please provide a change of clothes (non-uniform, including pants, underwear, and socks) to be kept in your child's cubby in case of accidents.*

Uniforms (K0 & K1)

Tiny Tots/Toddler are not required to wear the school uniform

K0 and K1 students are required to wear the school uniform and sneakers **every day**. Additionally, please ensure that all clothing, lunch boxes, backpacks, and personal items are clearly labeled with your child's name.

For more details about our uniform policy, please visit our website under **School Policies**.

Changes in Dismissal

Please **call the office and provide a written note** in the following situations:

- If someone other than a parent/guardian will be picking up your child (they must present a valid **photo ID**).
- If your child will be leaving school early.

For any changes or questions, please contact the office at **617-268-2326**.

Tardiness

It is essential that children arrive on time each day. **Please ensure your child is at school by 8:30 a.m.** to support a smooth and structured start to their day.

A **K1** student arriving **after** this time must enter through the **front door on E. Broadway**.

Tiny Tot, Toddlers, and K0 students should use the **rolling drop-off doors on East 4th Street**.

Parents must remain in the foyer with their child until an **Early Childhood staff member** is available to escort them to their classroom.

Thank you for your cooperation in ensuring a safe and efficient arrival process.

Snack/ Lunch

Please **pack a healthy snack, lunch, and a drink** (juice or water) for your child each day. If your child is not participating in the **milk program**, be sure to send a beverage for lunch.

To help with organization, **snacks should be packed separately from lunch**.

Recess

Students will have designated outdoor play areas based on their age group. **K1 students** will play in the schoolyard with their class, while **Tiny Tots, Toddler, and K0 students** will use the playground at the **Early Childhood Center**..

Celebrations

Throughout the school year, we will celebrate holidays and special occasions in a **meaningful and modest** way. If any items are needed for these events, the **room parent** will reach out to you with details.

Birthdays

Each child will receive a **crown and a small token** to celebrate their special day. During snack time, we will sing "**Happy Birthday**" to honor them.

To ensure the safety of all students, **please do not send any food items or candy**, as some children may have allergies. Additionally, per school policy, we are unable to distribute **invitations, gifts, or thank-you notes**.

We look forward to a **wonderful school year** with your children!