

**Cardinal O'Connell Early Learning Center**  
**Information Packet**  
**School Address 21 Carter Street, Lowell, MA**  
**Telephone Number (978)-446-7000**  
**School Website: <https://www.lowell.k12.ma.us/Domain/30>**

## **WELCOME!**

The staff and administrators of the Cardinal O'Connell Early Learning Center welcome you and your family to our school community. We look forward to an exciting school year and getting to know you and your child.

Our staff is committed to getting to know all of our students and families and creating a strong school community. Please reach out to our staff if you have any questions, comments, or suggestions, we want to foster two-way communication. Preschool children are curious and eager learners. We welcome families as partners in learning and encourage family engagement throughout the school year. Please take a few moments to review this important information and keep it in a safe place for future reference.

## **SCHOOL STAFF**

**Kerry Wilcox:** Principal [kwilcox@lowell.k12.ma.us](mailto:kwilcox@lowell.k12.ma.us)

**Laurie Carney:** Administrative Assistant (Clerk) [lauriecarney@lowell.k12.ma.us](mailto:lauriecarney@lowell.k12.ma.us)

**Jennifer Williams:** Social Worker [jennifer.williams@lowell.k12.ma.us](mailto:jennifer.williams@lowell.k12.ma.us)

**Nurse Consult (No Nurse on Site) Hope Desruisseaux**  
[hdesruisseaux@lowell.k12.ma.us](mailto:hdesruisseaux@lowell.k12.ma.us)

## **HELPFUL TELEPHONE NUMBERS**

**Front Office: (978) 446-7000**

**Family Resource Center/151 Merrimack St.** 978-674-4321

**School Department Transportation** 978-674-4333

**Pride Star Transportation(Special Ed Provider)** 978-856-7401

**Special Education Department** 978-674-4322

## **SCHOOL HOURS**

**Half-day AM Preschool Sessions – 9:10 AM - 11:40 AM**

**Half-day PM Preschool Sessions – 1:00 PM – 3:30 PM**

**Full-day Preschool Sessions – 9:10 AM – 3:30 PM**

## **WHAT STUDENTS NEED TO BRING TO SCHOOL**

- Backpack large enough to fit a folder
- Change of clothes
- Small nap blanket and pillow **for full day students only**
- Diapers and wipes **for students who are toilet training only**

## IMPORTANT INFORMATION

- Students will only be released to a parent/guardian or to a person listed on your child's emergency form.
- Written notice must be received by the office to release to any other person. All individuals picking up students must have a photo ID with them.
- **Please keep your child buckled in their car seat** while waiting in the carpool line. **Do not unbuckle them until it is time to unload.**

## ATTENDANCE

### When your child is absent, you should:

- Call the school or Dojo your classroom teacher to notify the school of your child's absence.
- Write a note stating the reason for the absence and send it into school when your child returns. Or provide a doctor's note where applicable.

### Tardiness

- A student who is late, must be accompanied by an authorized adult into the office and then signed in.
- Being late to school is disruptive to the learning process for both your child and his/her peers.

### Dismissals

- A change in your child's dismissal plan **must be** made by sending in a note or by placing a phone call **before 2:30PM**

**\*\*Please note that chronic absences and tardies** are detrimental to the learning process and impact children's interactions with peers. Four (4) or more excused or unexcused absences will be followed up by the Social Worker.

## SICK CARE POLICY

In the event that a child becomes sick during school hours, they will be removed from the classroom and sent to the school social worker or an administrator. Parents will then be called to pick up their child. The Cardinal O'Connell Early Learning Center **does not** have the facilities to care for sick children, so it is important that children are picked up as soon as possible.

If your child is home with any contagious illness, please let the school know, so we may take appropriate precautions with other students. While we expect your child to attend school regularly, **please do not send a child who shows signs of being ill to school.** Colds, fevers, etc. spread very quickly in classrooms.

Your child must remain home if he/she has any of the following:

- A contagious illness like flu, or strep throat, until the child has been on antibiotics for 24 hours
- A rash or skin condition not diagnosed by a doctor
- Temperature of 100.0° or above within the past 24 hours. Student cannot return until 24 hour fever free without medication
- Vomiting or diarrhea within the past 24 hours
- Red or pink eyes, or drainage from eyes (Do not bring your child to school until after treatment begins
- Head lice
- Have been notified by the school nurse/health department that immunizations are not up to date .

## NO SCHOOL/HALF DAYS/DELAY OF SCHOOL ANNOUNCEMENT

- Early Dismissal on Thanksgiving Holiday @ 11:50 (No half day Preschool)
- Early Release days @ 1:30 (No half day or Full day Preschool)
- On stormy days, the NO SCHOOL or DELAY OF SCHOOL announcements will be made through a ConnectEd (a call to home) and posted on the Lowell Public School website.
- Announcements will also be publicized on the local radio station WCAP – 980 AM and televised on Channels 4, 5, 7 and 25.
- When there is a *delayed opening AM/PM Sessions of Preschool are canceled*.

## FAMILY COMMUNICATION

- All visitors (including parents) must report to the office upon entering the building and sign in.
- You must schedule a time if you want to speak with your child's teacher.
- **Two-way communication** – Each classroom teacher will communicate to families directly through the **Class Dojo App**. You will receive information about how to download and use this app.
- A **monthly newsletter** will be posted on the website, sent via Dojo and emailed to families.