

St. Anne Catholic School



Pre-K 3 Wee Wildcat

Handbook
2017 ~ 2018

Pre-kindergarten 3 Wee Wildcats Purposes

Early childhood education is your child's introduction to formal education. This introduction is an important and integral part of the total school program because it prepares children for success in school by providing many skills necessary to build a solid foundation for learning.

The purpose of early childhood education, above all, is to allow children to learn. At St. Anne Catholic School, students are exposed to a developmentally appropriate curriculum. They are offered opportunities to participate in and explore activities designed to meet their needs. Under the guidance of skilled teachers, students are introduced to challenging materials, exercises, and experiences to meet their needs in intellectual, physical, and social/emotional development. Teachers recognize that all children can and will learn despite their differences in abilities, perspectives, and skills.

This handbook is designed to give parents a greater understanding of the objectives, goals, and expectations of students during the school year. We hope you share these learning experiences with your child and the St. Anne Catholic School community.

We are looking forward to a wonderful year with our Wee Wildcats. Feel free to e-mail us if you have any questions.

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Things Parents Should Know

A BETTER START FOR EACH DAY!

Make sure your child is well rested and nourished. Remember, breakfast is the most important meal of the day. Allow enough time to get to school at the proper time. Attendance is critical to successful learning. Our school day begins at 7:45 a.m. and ends at 12 noon for half day and 3:10 for full day.

CARPOOL

All students must be picked up from the designated carpool section only. Please do not leave your car while in the carpool line. Please do not park in the small church parking lot at any time or drop a child in that area.

Be sure your child's teacher knows how your child is getting home each day. If you should need to change your child's transportation, send a written note to your child's teacher no later than the day of the change. If last minute changes must occur, please call the front office before 11:15 a.m. to request the change.

ARRIVING EARLY

Wee Wildcats should arrive at school between 7:00 a.m. and 7:50 a.m. Drop off will be in front of the Wee Wildcat building entering the secondary carpool line. A certified teacher or an administrator will escort the children into the building where a teacher will greet them. Our Morning Prayer service will start at 7:50, so you want them to arrive in time for the most important start to the day.

ARRIVING LATE

It is important that your child arrives on time. Punctuality is essential so that no instruction is missed. The tardy bell rings at 7:50 a.m. After 7:50 a.m., instruction will have already begun. Please check into the office in the Secondary Building to receive a tardy pass and walk your child to class.

EARLY PICKUP

Should your child need to leave early, you must sign your child out with the receptionist in the Secondary Building. The receptionist will call the teacher for your child to be released, and you can meet your child at the pre-k 3 building door. This process is set up for the safety of all students and to minimize disruptions in the classroom.

BACKPACKS

Please send a backpack with your child each day to carry the daily folder and other needed items for school. We prefer that you do not purchase the rolling type as they are cumbersome for the little ones.

BIRTHDAYS

You are welcome to bring a group snack during lunch for your child's birthday. Please notify the teacher if you plan to do so. However, school is not the place for a full-scale birthday party for your child -- no balloon bouquets or candy deliveries. Please refer to the *Parent/Student Handbook* for more on this topic.

It states:

Birthday parties will not be held at school. Private party invitations will not be given out at school or school functions unless the entire class, or all girls to a girl's party, or all boys to a boy's party are invited. All party invitations will be given to the teacher to be passed out. Neither parents nor students may hand out invitations at school for private parties.

CLASSROOM SNACKS

We have a parent-provided snack each day. Each student will be assigned a week on the snack calendar to provide the snacks for the class. A snack list will be handed out at the beginning of the year. Students still need to bring a water bottle daily.

BOTTLED WATER

We encourage your child to bring a water bottle to school each day especially during the hotter months. Please send a bottle with a sports cap rather than a twist off top as the sports cap reduces the number of spills and is easier to use.

BREAKFAST

Breakfast can be purchased and brought to eat each morning. Breakfast is from 7:00-7:50. After morning assembly our school day begins.

LUNCH IN THE CAT CAFE

Our lunch time is 10:20-11:50 in the Cat Café. You may bring lunch from home or order a lunch from the cat café. You must order your lunch tickets in advance (Sunday prior to the school week or month) through the St. Anne Sales Center on the website, www.sasbmt.com. You can pay through the site by credit card or send a check to school in an envelope labeled "lunch order." There is a special treat on Fridays: ice cream! So purchase your ice cream ticket from the Cat Café so your Wee Wildcat can enjoy the treat. After lunch, your child will have some fun on the playground, followed by quiet time or nap time in the classroom.

EXTENDED DAY

Our Extended Day Program is from 3:10-5:30 p.m. During this time, your child will have free playtime in the classroom. Parents are to pick up their child in the classroom as there will be one teacher on duty.

CURRICULUM

Pre-kindergarten 3 is an integral part of the total school program. Each curriculum area contains clearly defined goals and objectives which will be taught in an integrated style with an emphasis on the development of literacy to facilitate the building of a solid foundation for later learning.

RELIGION

St. Anne Catholic School is dedicated to promoting spiritual and moral growth and a willingness to serve others. Through the religious education program, *Catholic ABC's*, the child discovers who God is and how God reveals himself to each child. Students experience traditions, sacraments, and celebrations of the Catholic faith through daily study and monthly devotion at church. Students will have many opportunities to learn about Christian living through scripture study and interpretations and service to others.

LANGUAGE ARTS

Current research shows that the following conditions need to be present for a child to experience reading and writing.

1. Motivation: Build a cooperative classroom environment to fuel motivation, with teacher-directed instructions, hands-on experiences, ownership of materials, and by supporting and exploring imagination.
2. Phonological awareness: Ensure readiness for phonics instruction with short, daily exercise.
3. Phonics: Introduce letter-sound relationships systematically, sequentially, and explicitly.
4. Vocabulary: Explore vocabulary during instruction and in everyday communication.
5. Fine motor skills: Strengthen fine motor skills through hands-on activities with all students.

NURSERY RHYMES

“Research shows that children who have memorized nursery rhymes become better readers because they develop an early sensitivity to the sounds of language.” (Marie Clay)

Nursery rhymes naturally help young children develop phonemic awareness skills, which are the necessary building blocks that children need explicit instruction in before they can begin to read.

The skills taught through nursery rhymes are

1. rhyming
2. sound/word discrimination
3. blending
4. word segmentation (syllables)
5. phoneme manipulation

Nursery rhymes can

1. enrich young children's vocabulary;
2. provide opportunities for oral language development;
3. introduce children to basic story structure such as problem and solution, cause and effect;
4. be easily integrated into already existing themes;
5. be FUN and engaging for young children.

MATHEMATICS

Our mathematics program will expose students to varying degrees of knowledge about numbers and number concepts. These concepts are developed through activities based on individual readiness abilities and experiences. Students need to "learn by doing." Our "hands-on" program will enable students to compare, classify, measure, identify and interpret materials and information. Students will learn to think critically and understand concepts of math at their developmental level.

SCIENCE

Our science curriculum is built upon the child's natural curiosity. Since students learn best by doing, they will be able to express new ideas through discovery. Science provides students the skills with which to observe and discover their environment. The students are also given the opportunity to visit the Giving Field by the spring semester. Students will have the opportunity to

1. explore and observe their environment;
2. make discoveries;
3. measure, classify and organize science material and information;
4. express ideas in relation to observations and experiments.

SOCIAL STUDIES

Our social studies curriculum focuses on the child and his/her community, culture, and geography. In pre-k 3, students will develop positive self-concepts, broaden awareness of others, and begin to explore citizenship. Through carefully planned units of study on family, school rules and safety procedures, community helpers, and national and world interests, students are exposed to a variety of concepts which incites awareness of their world. We have celebrations to further our studies on special topics and events such as Texas history, Blessing of the Pets, and May Crowning.

VISUAL ARTS

Our visual arts program provides instruction in art production. Students will explore a number of art elements through painting, drawing, collage, and many other creative materials.

MUSIC

Students will be introduced to many rhythmic and musical activities on a daily basis. Music is a vital learning tool which students easily use to internalize many concepts and skills. Through songs, dances, listening activities, dramatic exercises, and instrumental experiences, students enjoy their learning.

LEARNING CENTERS/WORK STATIONS

Learning centers and work stations are an integral part of our curriculum. Centered activities may be related to the thematic unit of study or academic skill being taught. Through these center activities, students are given the responsibility for their own learning. They may choose to participate in a variety of activities designed to build on skill levels. Learning centers/work stations may include

Math Game Center	Writing Center	Literacy Center
Science Center	Reading Center	Social Studies
Puzzles/Games	Building Blocks	Dramatic Play
Home Living	Manipulatives	Puppetry
Arts and Crafts	Classroom	Library

Students learn many personal social skills through these learning centers. They learn to cooperate within a group structure; they learn responsibility for their materials and equipment; and they learn that they are responsible for participating and actively seeking knowledge of a concept. It is another way we encourage hands-on learning.

OUTDOOR RECESS/MOTOR DEVELOPMENT

Your child will be going outside for recess every day weather permitting. Some of the equipment your children will be using this year include playground balls, basketballs, balance beams, bean bags, jump ropes, tunnels, parachutes, stairs, hula hoops, small riding toys, etc. Through games and activities, students are exposed to situations which guide them in development of their motor skills, perception, and coordination. Since the children are allowed to participate in motor activities that are age-appropriate, they also develop confidence in their abilities. It is required that girls wear modesty shorts under their uniform, and tennis shoes or rubber-soled shoes are essential.

DISCIPLINE

Appropriate behavior will be modeled, encouraged, recognized, and reinforced. Guidance will at all times be gentle and understanding, yet firm with emphasis on teaching appropriate behavior. Children will be helped to understand the causes and effects of their behavior. Redirection of behavior shall be employed when unacceptable behavior occurs. Minor discipline infractions will be dealt with using a time out. More serious disciplinary offenses, such as, but not limited to, biting, spitting, kicking, hitting (teachers or students), vulgar language, fighting, inappropriate touching, or outright defiance, will result in a parent/guardian's being contacted immediately and the child's being removed from the classroom and sent home. A conference with the parent/guardian, teacher, and an administrator will be necessary before the child will be allowed back into the classroom setting.

DISCIPLINE PLAN

Our pre-kindergarten 3 rules are

1. Be a good listener.
2. Follow directions.
3. Respect others during work and play.
4. Work and play safely.
5. Share.
6. Hands are for helping not hurting.

In your child's take-home folder each day will be a daily chart that will indicate if your child is experiencing difficulty in any of the above areas. The guardian will need to sign this chart each day indicating that s/he is aware of his/her child's behavior. Your child's teacher will send home a note if the behavior continues to interrupt the learning process.

DISCIPLINE PLAN OF ACTION

1. Teacher/student
2. Parent contact (which may include telephone conference or written note)
3. Administrative team/teacher/parent conference
4. Principal/parent

BITING POLICY

We understand that biting is a possibility in preschool as some children use biting as a means of communication. The safety of the children are of the utmost importance so we have a biting policy in place. The first time a child bites, the child is removed from the situation and parents are notified. The second time the child bites, he/she is removed from the situation and the parents will be called for a conference. The third biting incident, the parent will be called to pick up the student. If biting continues beyond three times, a conference will be set up with the parent/teacher/counselor/principal to decide the adequate plan of action for the child which may include, but not limited to, keeping the student home for a week.

HEALTH AND SAFETY

ILLNESS AT SCHOOL

Your child's teacher will contact you if your child gets sick at school. Please make sure all emergency phone numbers are kept current with your teacher and the office. Should any number(s) change during the school year, please remember to notify us so that we will know how to reach you.

ILLNESS AT HOME/ABSENCE

In case of an illness, your child must be kept home if he/she has fever, diarrhea, vomiting, or other illness. Students must be **clear of symptoms without medication for 24 hours** before returning to school. Please call and notify the school the morning of your child's absence. Please send a written note when your child returns to school so we can document this absence properly.

MEDICATION

All medication must be turned into the nurse's office. Medication will only be dispensed by the school nurse as per school policy. Medications must be in the original container with accompanying instructions. Non-prescription medicines must also be kept with the nurse. See the *Parent/Student Handbook* for more details.

POTTY TRAINING POLICY

Children attending the pre-kindergarten 3 class **MUST** be potty trained before the first day of school. Your child must come to school wearing underwear (no pull-ups*), be able to wipe himself/herself, and be able to express to an adult the need to use the restroom prior to actually using the restroom. To make restroom use easy for the children, we have restrooms in each classroom and the children are encouraged to take breaks at frequent intervals. Teachers do understand about occasional accidents and they are very willing to deal with this situation. After 3 accidents your child will be sent home for 2 weeks to experience further training. Subsequent accidents will also require further potty training at home.

*We do allow pull-ups during nap time.

RESTROOM BEHAVIOR

Students are expected to practice good hygiene. They are to flush the toilet, wash hands, and throw paper towels in the trash.

FRIENDLY REMINDERS

PARENT COMMUNICATIONS

Keep in touch! If something is bothering your child or if you wish to schedule a conference, please send a note or e-mail with your concern and your child's teacher will call or write back as soon as possible.

WEE WILDCAT NEWS

A weekly newsletter will be sent home each Friday reporting what was discussed in the classroom that week and give any classroom reminders. We encourage you to talk with your children at home about their activities and topics discussed at school. This will help reinforce lessons and procedures and cultivate further learning.

WILDCAT WEEKLY

St. Anne Catholic School's weekly communication tool, the *Wildcat Weekly*, is an online newsletter disseminated each Friday. Make sure your e-mail address is up-to-date with the office to receive this weekly publication.

PARENT - NOTIFY

We have announcements from our principal that will be communicated through "Notify" to your cell phone, home phone, and/or e-mail. These are usually reminders of events or special information needed to be delivered to parents quickly.

VISITORS

All parents/visitors must check in with the receptionist at the Secondary Building and receive a visitor's pass. This mandatory procedure protects all children, teachers and staff on campus.

VOLUNTEERS

Be involved! It is important to your child. There are plenty of opportunities to get involved with various committees of the Home and School Association as well as in the classroom.

POCKET FOLDERS

All communication regarding behavior, upcoming events, etc. will come home in your child's folder. Return this folder every day in your child's backpack.

MONEY SENT TO SCHOOL

Please send all checks to school in an envelope with your child's name, teacher's name, and the purpose of the payment written on the outside of the envelope. Please send only checks to school; no cash, please!

REPORTING PERIODS

We have progress reports that will be sent home in the fall and spring. There is one scheduled parent/teacher/student conference in the spring for the Wee Wildcat class. We keep an open line of communication with regard to your child's progress.

SUPPLIES

We suggest parents order from our school supply company. A supply list will also be provided to parents on our website. Our supplies are considered community property. Please do not personalize your child's supplies.

UNIFORMS

Please refer to the *Parent/Student Handbook* for detailed information about the Uniform Policy. All pre-k 3 students will wear the St. Anne uniform outlined in the *Parent/Student Handbook*.

On **Spirit Days**, students may wear St. Anne t-shirt and blue jean pants or uniform bottoms. Watch the calendar on the website to clarify if it is a Spirit Day. No blue jean shorts may be worn.

On Fridays in August, September, and October until **Carnival**, students are allowed to wear Carnival t-shirts with jeans or uniform bottoms. Parents will be notified by teachers of additional days to wear t-shirts and jeans.