



**St. Anne Catholic School  
Pre-Kindergarten  
& Kindergarten  
Handbook**

**2010-2011**



*Quality Catholic Education Since 1937*

## **MISSION STATEMENT**

St. Anne Catholic School provides  
quality Catholic education  
and develops responsible, Christian young adults  
with an emphasis on moral and religious values of  
**FAITH, COMMUNITY, and SERVICE.**

## **Pre-Kindergarten and Kindergarten Philosophy**



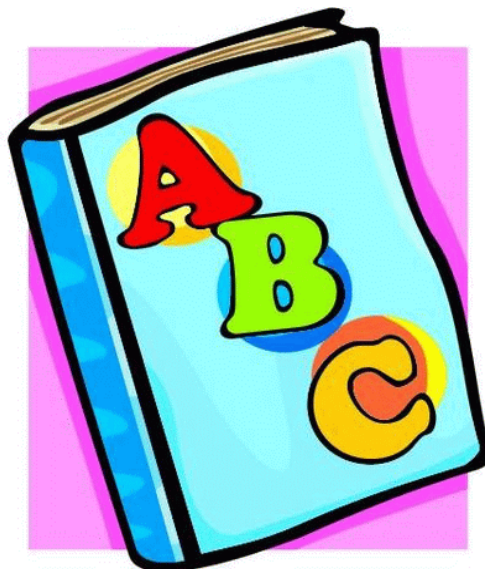
To create a positive and developmentally appropriate environment  
that will support and encourage students to become  
life-long learners in a way that parents, teachers, and children  
are all involved in the education process.

## Pre-Kindergarten & Kindergarten 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 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.



## 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 AM and ends at 2:45 PM.

### ARRIVING EARLY

Children arriving between 7:00 - 7:45 AM should be dropped off at the cafeteria where a certified teacher or an administrator will be on duty. The Principal gathers with children in the Cafeteria for morning prayer at 7:30 so you want them to be there in time for the most important start to the day.

### ARRIVING LATE

It is important that your child arrive on time. Punctuality is essential so that no instruction is missed. The tardy bell rings 7:50AM. After 7:50 AM, before your child can report to class, parents must go to the Secondary Building, sign in with the receptionist, and receive a tardy pass. Then, parents must walk their child safely to class in the Primary Building. We do not allow students to walk alone. Because instruction will have already begun, please quickly help with backpacks, etc. and have your child take the daily folder and enter the room quietly.

### 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 to the cafeteria at lunchtime 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. 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.*

### 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.

### CARPOOL

All students must be picked up in the designated carpool section only. Please do not leave your car while in the carpool line. Parents who only have an early childhood-aged child may come in the Calder side entrance through the church parking lot at 2:40 to pick up in a special carpool line. Please do not park in the small Church parking lot at any time or drop a child in that area.

Be sure you 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 2:30 p.m. to request the change.



### CLASSROOM SNACKS

In Kindergarten, each student will need to bring his/her snack for the day. In Pre-Kindergarten, each student will receive a 'snack calendar' for the month because Pre-K parents share this responsibility throughout the year.

### CURRICULUM

Pre-kindergarten and kindergarten are 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 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 weekly devotion in the Mass. Students will have many opportunities to learn about Christian living through Scripture study and interpretation 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. The child discovers the relationship between oral and written language.
2. The child has opportunities to observe and copy letters and words.
3. The child joins easily in reading and writing activities.
4. The child develops a sense of story.

5. The child develops an awareness of language as a system of words and rhythms which communicate ideas. Parents often inquire when their child will learn to read. To become a good reader a child must appreciate books. An important objective in our program is to make books interesting to children and to make reading an enjoyable experience. Students must acquire many pre-reading skills before they are truly ready to read. Pre-k will expose students to skills necessary for pre-readiness to reading. Kindergarten will continue the progress of the achievements made in Pre-k. Teachers will recognize the different developmental levels of each student according to their ability and experience. Under this



"continuous-progress" philosophy, all children, regardless of age or grade, will be taught at their level(s) of achievement and readiness. We urge you to continue this process at home by also encouraging the love for reading. Students will have reading folders which begin with Predecodable readers (strong sight word based) and then Decodable readers (sound out words).



## 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 in Pre-k and kindergarten need to "learn by doing." Our "hands-on" program will enable students to compare, classify, measure, graph, 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. Students will have the opportunity to:

1. explore, and observe their environment;
2. make discoveries;
3. measure, classify and organize science materials 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 and kindergarten, 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, national and world interests, students are exposed to a variety of concepts which incites an awareness to their world. We have celebrations to further our studies on special topics and events such as Texas History in March and Cinco de Mayo and May Crowning in May.



## VISUAL ARTS

Our Visual Arts program provides instruction in art production. Students in pre-k and kindergarten will explore a number of art elements through painting, drawing, collage, and use many other creative materials.



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## ELECTIVES

Pre-Kindergarten and Kindergarten electives are art, music, computer and Spanish.

## MUSIC

Pre-K and Kindergarten 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.

## PHYSICAL EDUCATION - 5 times a week

Physical education teaches students many skills and activities which are important to their growth and development. Students in pre-k and kindergarten are given opportunities to strengthen and enhance their perceptual awareness, physical body strength, and ease of mobility. Students learn to play fair, wait their turn, and build important social skills.



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## LIBRARY

Students will visit the Library once a week to check-out books. Books are to be returned on assigned library day (check folder for day.)

## 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:

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

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

While students are in learning centers, the teacher works with reading skills in a small group.



### DISCIPLINE

"Redirection" or "time out" may be used in the classroom. Your child's behavior will be marked daily on the classroom "Color Chart" and in his/her folder. Please initial each day.

### DISCIPLINE PLAN

Our pre-kindergarten and kindergarten school rules are:

1. Respect others.
2. Listen to and follow directions.
3. Practice safety.
4. Be on time and have necessary materials.

The daily take home chart will indicate if your child is experiencing difficulty in any of the above areas. 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. Referral to Student Support Team
5. Principal/Parent

## EARLY PICKUPS

Should you 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 primary building door.

## FRIENDLY REMINDERS

1. Toys stay at home.
2. Names should be put on all backpacks, lunch boxes, jackets, etc.
3. Kindergarten has snacks everyday.
4. Please check folders daily.

## 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. You must send a written note when your child returns to school or their absence will be reported as UNEXCUSED (even if you called the school).

## ILLNESS AT SCHOOL

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

## LUNCH

Lunch is a social time for students to enjoy the company of their friends. On the days that you choose to join your child, you must eat at the visitor's table.



Other students may not be removed from the class to join you. Food from other restaurants or fast-food establishments is not allowed to be brought into the Cafeteria.

We ask that you send a healthy lunch with your child. Sodas are not allowed. Please limit snack foods that are low in nutritional value and sugar-filled treats such as candy.

## LUNCH

Daily lunch options are a hot lunch or a salad. You must order in advance through the St. Anne Sales Center which is our on-line. You can pay through that site also by credit card or send a check to school in an envelope labeled "lunch order." A water bottle or sport drink can be purchased for \$.75 each.

## 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 Parent/Student Handbook for more details.



## 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!

## NAMETAGS

A name tag will be provided for your child on the first day of school. It will be attached to the child's backpack for carpool identification and safety.



## OUTDOOR RECESS/P.E.

Your child will be going outside for recess every day weather permitting. They will also be attending P.E. everyday. Please keep this in mind when helping your child dress for the day. It is recommended that girls wear shorts under their uniforms. Tennis shoes or rubber-soled shoes are essential.

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## PARENT COMMUNICATIONS

**KEEP IN TOUCH!** If something is bothering your child or if you wish to schedule a conference, please send a note or an e-mail with your concern and your child's teacher will call or write back as soon as possible. Remember to return your child's "Take-Home Folder" each day.

## 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.



## PRAYERS FOR OUR COMMUNITY

Please feel free to contact the school to let us know if a family member or a friend needs to be remembered in our school's daily morning prayers.

## QUIET ZONES

Hallways throughout the school are "Quiet Zones." Please respect others by refraining from loud talking and noise in the halls.

## REPORTING PERIODS

There are four reporting periods during the school year. There are also two scheduled Parent/Teacher/Student Conferences during the year. While progress reports are not sent out, we keep an open line of communication with regard to your child's progress.

REPORT CARD				
GRADING PERIOD	1	2	3	4
READING	A			
WRITTEN COMMUNICATION	A			
MATHEMATICS	C			
SCIENCE/HEALTH	B			
SOCIAL STUDIES	B			
ART	A			
MUSIC	A			
PHYSICAL EDUCATION	C			
Grade Average	B			
Attendance:	Present	100		
	Absent	0		
	Tardy	1		
<small>A = Excellent • B = Good • C = Satisfactory • N = Needs Improvement            U = Unsatisfactory • I = Inefficient / Incomplete</small>				
Student:	Grade:	Year:		

## RESTROOM BEHAVIOR

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

## REST TIME

A rest time for Pre-Kindergarten is built in to the daily schedule. Not all children will go to sleep, but all children are encouraged to rest quietly for those who need to rest in the afternoon.

Kindergarten students may have quiet rest time, but do not take naps.

## SPECIAL SERVICES

All Pre-k and Kindergarten students will be screened for hearing and vision problems.

## SUPPLIES

We suggest parents order from our Supply Company. A list will be provided to parents of incoming pre-kindergarten and kindergarten students. Our supplies are considered community property. Please do not personalize your child's supplies. Special folders, notebooks, or pencils should be kept at home.



## UNIFORMS

Please refer to the Parent-Student Handbook for detailed information about the Uniform policy. All Pre-K and Kindergarten students will wear the St. Anne uniform outlined in the Parent/Student Handbook.

On Spirit days, usually the last Monday of the month, students may wear St. Anne T-shirt and blue jean pants or uniform shorts. Watch the calendar on the website to clarify if it is a Spirit Day. No blue jean shorts may be worn.

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

## VISITORS

All visitors must check in with the receptionist at the Secondary Building and receive a Visitor's Pass. This mandatory procedure protects all children on campus.

## VOLUNTEERS

Be involved!!! It is important to your child. Check with your child's teacher if you are able to volunteer to assist in the classroom, library, office, as homeroom mom/dad, or as a lunchroom helper.

## WILDCAT WEEKLY

Our weekly communication tool between the parents and school, to communicate St. Anne news is called the Wildcat Weekly. We all look forward to receiving our Wildcat Weekly as an on-line newsletter (usually on Friday or Saturday each week). Make sure your email address is up-to-date with the office for lots of purposes.



**I LOVE ST. ANNE SCHOOL!**

## WHAT WILL YOUR CHILD DO AT SCHOOL?

Your child will be exposed to many new experiences and will learn many new skills. For example your child will learn to:

- ✦ Care for self and belongings by keeping belongings organized.
- ✦ Return learning manipulatives to their proper place.
- ✦ Be safe by taking part in safety lessons and fire drills.
- ✦ Play safely on the playground and in the gym.
- ✦ Get along with others by being polite, cheerful, fair, and mannerly.
- ✦ Share games, ideas, and experiences with others.
- ✦ Serve our community by making gifts, collecting money and non-perishable items for those less fortunate.
- ✦ Care for living and non-living things.
- ✦ Plan ahead, ask questions, anticipate future events.
- ✦ Listen to stories, directions, and others.
- ✦ Explore new ideas and concepts.
- ✦ Express self through words, music, art, and play.
- ✦ Experience learning through computers, videos, books, pictures, and many hands-on activities.
- ✦ Categorize, sort, distinguish similarities and differences.
- ✦ Look at and use books correctly, retell stories, create new stories.
- ✦ Dictate stories and words to the teacher, then later write very simple stories on their own.
- ✦ Distinguish between letters, words, colors, shapes, numbers, sizes, living and non-living things, man-made, and those created by God.
- ✦ And much, much more!!!

## MAKE YOUR HOME A LEARNING PLACE

1. READ to your child every day. Pick a regular time, one that is quiet and cozy. Make sure your child sees the pictures and the words. Have fun reading!
2. Talk to your child about his or her day. Check your child's backpack and folder every day. This is a very important communication route to you **from the school**. This also sends a message to your child that he or she is responsible for important information, and school work is important.
3. Listen to what your child has to say about what is happening at school. Discourage the use of "baby talk."
4. Display your child's work at home. Seeing his or her work instills the importance of their work.
5. Encourage and recognize your child's efforts. Boost his or her self-esteem by avoiding negative statements, and help your child learn to be independent.
6. Provide opportunities for your child to interact with other classmates after school or on weekends.
7. Express your approval of their work and friends and let them know that they are individuals and cannot be compared to others.
8. Give reasonable and appropriate tasks to complete at home. Keep in mind your child is an individual and can't be expected to do more or less than what he or she can do. Make sure he/she completes the task.
9. Discipline fairly and consistently. Set clear rules and reinforce appropriate school behavior. Daily behavior sheets will come home from school. Your child should know that good behavior in school is rewarded, and undesirable behavior has consequences.
10. Teach by example, and be a positive role model. Develop healthy habits that can be shared, such as cooking meals and exercising together. Help your child learn his or her full name, address, phone number, and parent's name. Make sure he/she begins writing his name with a capital letter followed by lowercase letters.



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## PLAYGROUND RULES

### ***Equipment***

1. Students will be respectful of the playground facility and area. No writing on or deliberately scratching the equipment. No throwing or playing with wood chips or sticks.
2. Students will not play, climb, or stand on inappropriate areas of the equipment.
  - A. Only one person at a time on the slides. No standing on slides-must slide in a seated position. Slide down, not up!
  - B. No climbing on top of the tunnels nor blocking of tunnels by sitting in them.
  - C. No hanging on monkey bars by your feet-use hands only. If several people are using the monkey bars, everyone is to go in the same direction. One person to a green triangle.
3. Students will not play with the water fountains nor put anything in the water fountains-sand, dirt, wood chips, etc. Do not use fountains for washing hands.
4. Students will not push, shove, hit or participate in rough "horse" play on or near the equipment.
5. Students will take turns and wait patiently.
6. Students will not be allowed to bring additional items, play or otherwise, to the playground.
7. Students will be attentive to the instructions of all teachers and not argue with or talk back to supervising adults.
8. No "picking up" things in the park. This is a public park with use by people other than students. Some things left behind by others may not be safe to handle.



### ***Track***

1. Students will not push or overrun others.
2. Students will not bring additional playground items on to the track.
3. Students will be attentive to other play activities around them.
4. Students will walk or run at appropriate speeds.

### ***Field***

1. No digging.
2. Students will be attentive to students on the track.
3. Students will keep balls and other equipment in center of or clearly outside of track area.
4. Students will stay clear of gated entrances.
5. Students will run only out in the field and not around the trees or playground equipment.
6. Students will not play, walk, or stand on the tree roots.