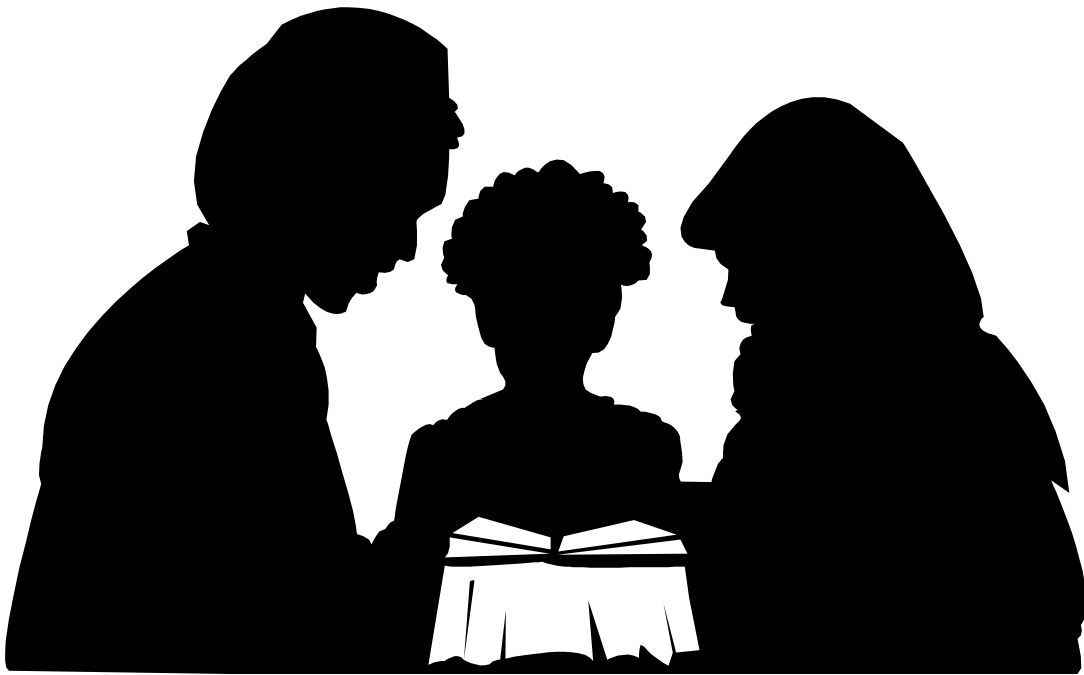




Holy Name Catholic School

Pre-Kindergarten Handbook 2010-2011



**700 Fuller
Winfield, KS 67156
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GOALS

To develop each student's love of God and others.
To promote a positive attitude toward school, and
To build a foundation for academic success.

CURRICULUM

The curriculum offers activities in the following areas:

Religion	Science	Physical Development
Social Skills	Mathematics	Reading Readiness
Language arts	Music/Art	Social Science

Religion: The goal is for students to explore the Catholic faith and the special gifts that God has given us. We learn the following prayers:

Blessing before Meals	Angel of God
Our Father	Sign of the Cross

Students gain knowledge in some of the basic stories of the bible and do activities in regard to the church calendar.

Social Skills: The goal is to promote self-esteem and self-worth through positive reinforcement. Students work to achieve the following: be comfortable walking from the school door into the classroom independently, be responsible for personal items such as coats, bags, mittens; be responsible for the care of classroom materials; become comfortable talking and volunteering during class through Show & Tell.

Language Arts: The goals are to encourage a love of books and to practice listening and speaking skills. We do the following activities:

- a. Whole Language activities
- b. Story time
- c. Puppets

Science: The goal is to explore science in our world by providing activities that promote: observing, classifying, prediction, experimenting, exploring, discovering, and measuring.

Mathematics: The goal is to help the students achieve the skills they need, including:

- a. Rote count to at least 20
- b. Identify the numerals 0-10
- c. Match quantities to their respective numbers 0-10
- d. Identify, compare, and classify shapes
- e. Match objects one to one
- f. Classify objects on the basis of one common attribute
- g. Understand and use simple math concepts (big, bigger, same as, more, less).

Music/Art: The goal is for the students to appreciate art and music. Student activities include: coloring, cutting, songs/rhymes, finger plays, painting, drawing and using rhythm instruments.

Physical Development: The goal is to enhance and improve each child's physical skills. We do activities to:

- a. Enhance balance and flexibility
- b. Improve gross motor skills such as running, catching, hopping
- c. Develop fine motor skills through activities with manipulatives, balls, and puzzles.

Reading Readiness: The goal is to help the students achieve the skills needed for success in Kindergarten. Skills include:

- a. Identify and practice basic letter strokes for A-Z as well as a-z
- b. Practice the skills for perception, patterning, sequencing, classifying, matching and rhyming, left-to-right, and top-to-bottom movements.
- c. Recognize and write own name
- d. Recite name, address, phone number and other personal information\
- e. Begin to make an association between letter sounds.

Social Studies: The goal is for the students to:

- a. learn about the world around them
- b. learn about their community and
- c. establish relationships with classmates.

Pre-Kindergarten Policies

All applicable policies in the general handbook apply to pre-kindergarten. Policies specifically for pre-kindergarten are listed in this supplement.

Admissions and Immunizations: A child must be at least 4 years of age on or before August 31, to enter preschool. A certified birth certificate from the state, a completed health assessment form, and certificate of immunization form must be presented before the first day of school.

Checks: Checks to the school for payment of tuition, etc., should be made out to "Holy Name Catholic School". Any check returned by the bank is assessed a fee.

Church Affiliation: Our program stresses Christian living. The students will learn basic stories of the Bible, sing songs and do activities related to Jesus and the Catholic Church year. Prayer is part of the regular routine.

Class Sessions: The Pre-kindergarten class will meet from 7:50 – 10:45 AM, Monday through Friday, and for the most part follows the same calendar as the other elementary students. PreK does dismiss one week prior to the rest of the school in May. You will be notified of any changes to the original calendar.

Time Out: Discipline is approached in a positive manner, using guidance to help children develop self-control. “Time Out” is used when needed. Parents are kept informed of any persistent misbehavior.

Dismissal: Pre-kindergarten will be dismissed at 10:45 AM. Please come inside the school and pick up your child at his/her classroom door. The other classes (including Kindergarten) will be in session, so please keep hallway distractions and noise to a minimum. Students will not be released early without prior permission from the office. Parents are expected to pick up their children promptly. Please call the office (221-0230) if you are going to be late. Children will only be dismissed to person(s) listed on the emergency/release forms filled out at enrollment. Changes to those forms may be made throughout the school year in the office.

Dress Policy: Comfortable clothing that is appropriate for the weather should be worn. Please, only clothing your child can handle in the bathroom alone. Athletic shoes that are appropriate for P.E. and recess may be worn. Sandals, clogs, high heels, cowboy boots, and hard-soled shoes are not allowed.

Field Trips:

The school must follow state regulations regarding the transportation of students. This means that all students must be in approved restraining system.

- 1) Children ages 4 to 7, when weighing less than 80 pounds or measuring less than four feet nine inches in height, must have a child safety passenger restraining system that meets or exceeds the federal standard.
- 2) Children 8 to 14 years of age, when weighing more than 80 pounds or measuring at least four feet nine inches in height, must have a standard passenger safety restraining system.

Parents are responsible for providing the proper booster seat for their child, if required by law, in order for their child to attend field trips.

Volunteer drivers must provide proof of insurance and a copy of a current driver’s license as required by the diocese. These will be kept on file for the school year. ***Cell phone use by employees and volunteers while operating a motor vehicle is prohibited when transporting students or other diocesan employees.***

Hours and Arrival: Class time is from 7:50 to 10:45AM for pre-kindergarten students. The classroom is open 10 minutes before class. Children should enter through the main entrance (East door). Students will sit in the hallway and may visit quietly until the first bell at 7:45 AM, at which time the students will enter the classrooms.

It is important that your child arrive to school on time. At least once a week, Holy Days, and on other special days, students will be walking over to Mass (church) as a class shortly after 7:50 AM. If your child arrives after 7:50 AM please walk him/her into their classroom to ensure that their class has not left to attend Mass. If this is the case, please bring your child on over to church and have him/her sit with his/her class.

If you need to visit with your child's teacher please call to make an appointment so that the classroom is not interrupted.

Lost and Found: Please check with the teacher for any misplaced items. Items unclaimed after two weeks are disposed of.

Pets: To ensure the safety and health of Holy Name students and staff, pets or plants are NOT allowed in the classroom or on school property. Teachers may use classroom pets and plants for educational purposes.

Snacks: Chocolate and white milk are available for snacks. Milk may be purchased at the beginning of the year for a Semester, or the Year. Please notify the teacher if your child cannot drink milk. Snacks must meet the minimum recommendations of the Wellness Policy adopted by the school. A list of appropriate snacks will be sent home with parents. The school will not be able to serve snacks that do not meet the requirements of the Wellness Policy.

Toilet Trained: Every child must be toilet trained. Please let the teacher know if your child has any problems when it comes to using the bathroom. We realize that they will all need help at one time or another. Each student is to provide in a Ziploc bag, labeled with his/her name, a complete change of clothes for any accidents that may occur during the school day.

Toys: Toys should not be brought to school without the teacher's permission. Normally, that would be on Show & Tell day.

Tuition and Fees: There is no tuition for Catholic Steward Families registered at Holy Name Parish. The tuition for non-parish members is \$900 for the school year. This is broken down into 9 payments of \$100 each. Tuition is due on the first day of each month beginning September 1. The pastor and finance committee sets fees annually. A student may be excluded from class until the tuition is paid. There are no refunds or credit given for student absences.

Visiting School: Parents are welcome to visit after securing permission from the teacher. Please stop by the office any time you come in the school. Parents are welcome to attend assemblies or special events at school.

In Conclusion: It is in the family that the child first forms values, self-control and the desire to learn. The family's fundamental gift to the child is stability and the assurance of love. We recognize the cooperation of parents, teachers, and administration is essential to develop the total environment needed for each child's faith and educational journey.