



Saint Charles Borromeo  
Burlington, Wisconsin

**2017-2018**

# Pre-Kindergarten Student Handbook

**449 Conkey St  
Burlington WI 53105  
262-763-2848 or 262-763-2637**

**Pastor: Father James T. Volkert**

**Associate Pastor: Father Carlos Zapata**

**Principal: Mrs. Mary MacDonald**



# ST. CHARLES SCHOOL

## HANDBOOK FOR PRE-KINDERGARTEN

This Pre-Kindergarten program is a part of Saint Charles School and is subject to the same guidelines listed in the School Handbook except for the following:

### Admission Policy

- A separate registration form must be completed
- A separate non-refundable registration fee of \$25 is required at the time of registration.
- A report of a physical exam must be completed within 6 months prior to admission.

**Enrollment is limited to:**

**4 K (age 4 by September 1)**

1 -9 children – 1 licensed teacher

10 children and up – 1 licensed teacher and assistant

**3 K (age 3 by September 1)**

1 -7 children -1 licensed teacher

8 children and up - 1 licensed teacher and assistant

### Arrivals and Departures

All students should be escorted to and from the Pre-Kindergarten room by an adult. Everyone will wait in the Cry Room until the morning bell rings. All parents must sign in each day. Dismissal is at 11:15 and 1:15 at the main church doors. Dismissal at 3:05 is at the West doors between church and school. A photo ID is necessary for non-parent pick-up. If your child is bused to school they must wait outside the office until a safety patrol member takes them to the classroom.

### Birthdays

Birthdays may be celebrated in the classroom. Please follow the recommendation of our Wellness Policy.

### Busing

K4 students are eligible for free busing. For K3 students, parents are able to arrange for a private contract with the bus company.

### Calendar

The Pre-Kindergarten students will follow the calendar of St. Charles School.

### Clothing and Personal Belongings

Please refer to the School Handbook for the Dress Code. Children's clothing should be marked with the child's name. Parents shall provide children with a full set of extra clothing, to be left at school in each child's backpack in a zip-lock-type bag, labeled with the child's name.

## **Curriculum**

The following goals and objectives will be introduced in K3 and continue on in K4. All children should meet most if not all objectives before Kindergarten. Parents will receive curriculum progress at second and fourth quarters. In a narrative form. These will include the “Look What I Know” page included in this handbook. “Look What I Know “ will also be sent at the end of first and third quarters.

### **Christian Faith Development**

Our faith and belief in God is the tie that binds us all. The children will grow and learn through daily activities centered around our faith.

- Develops an understanding of God’s love for the child and the surrounding world
- Begins to realize that everyone is part of God’s family
- Experiences various Bible stories
- Develops the ability to make proper moral decisions based on the teachings of Jesus.
- Grasps the true concepts of Christmas and Easter celebrations
- Experiences different types of prayer

## **K3 Curriculum**

Our K3 provides each child with the ability to learn and grow in a social environment. Children will be introduced to learning objectives but are also learning how to adapt various situations through self and group activities. The creative Curriculum for K3 allows children to meet developmental appropriate expectations in a stress free environment.

### **Social and Emotional Development:**

- Shows the ability to adjust to new situations
- Demonstrates an appropriate trust in adults
- Recognizes own feelings and manages them appropriately
- Stands up for rights
- Demonstrates self direction and independence
- Takes responsibilities for own well-being
- Respects and cares for classroom environment and materials
- Follows classroom routines
- Follows classroom rules
- Plays well with other children
- Recognizes the feelings of others and responds appropriately
- Shares and respects the rights of others
- Uses thinking skills to resolve conflicts

### **Physical Development:**

- Demonstrates basic locomotor skills
- Shows balance while moving
- Climbs up and down stairs
- Demonstrates throwing, kicking and catching skills
- Controls small hand muscles
- Coordinates eye-hand movement
- Uses tools for writing and drawing

### **Cognitive Development:**

- Observes object and events with curiosity
- Shows persistence in approaching tasks
- Explores cause and effect
- Applies knowledge or experiences to a new context
- Classifies objects, compares and measures, arranges objects in series
- Recognizes patterns and repeats them
- Uses numbers and counting
- Takes on pretend roles and situations
- Makes believe with objects
- Makes and interprets representations

### **Language Development:**

- Hears and discriminates the sound of language
- Expresses self using words and expanded sentences
- Understands and follows oral directions
- Answers questions
- Asks questions
- Actively participates in conversation
- Enjoys and values reading
- Demonstrates understanding of print concepts
- Demonstrates knowledge of the alphabet
- Uses emerging reading skills to make meaning from print
- Comprehends and interprets meaning from books
- Understands the purpose of writing
- Writes letters and words

In addition to the objectives introduced through the creative curriculum approach each child will participate in organized play throughout the classroom. Centers of interest are established to appeal to each child and allow opportunities to problem solve. One-on-one instructions will also cater to each child because no two children are developmentally in the same place at the exact same time.

### **Motor Skills**

The children will spend time developing both gross and fine motor skills through a variety of experiences.

K3 children will have the opportunity to:

- Throw and catch a ball
- Hop on one foot
- Jump forward
- Gallop
- Balance on one foot

K3 children will develop these fine motor skills:

- Begin to use correct pencil grasp
- Prints first name
- Cut holding scissors correctly
- Use glue appropriately

K3      Quarter      1<sup>st</sup>      2<sup>nd</sup>      3<sup>rd</sup>      4<sup>th</sup>

Name \_\_\_\_\_

I know all these things! (I don't know the circled items.)

Colors:

red	yellow	orange
green	blue	purple
brown	white	black

Shapes:

square	triangle	circle	heart
oval	star	diamond	rectangle

Numbers:

1    2    3    4    5    6    7    8    9    10

Capital Letters:

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z

I can count from \_\_\_\_\_.

## **K4 Curriculum**

Young children learn through exploration and discovery. We at St. Charles believe that a child should have an opportunity to be exposed to variety of experiences at school, and yet have time to still be a child. Our K4 program, with 3 half days, gives a child the best of both worlds. Our K4 program will effectively prepare children for K5. The children will participate in playtime, story time, music, art, science, math, sign language, counting in foreign languages, physical education, technology and snack time. This participation will prepare the children in the areas of oral and written language, alphabet readiness, number operations and relationships, measurement, patterns, shapes, colors, and creative expressions. Class sizes are small to optimize one-on-one time with our teacher.

### **Social and Emotional Development**

Children develop a sense of self and the world around them in K4.

Positive relationships and structured setting foster the development of self-confidence and self-control.

- Separates from parents easily
- Develops sense of space
- Follow responsibility for own actions
- Develops self-control
- Shares and cooperates with others
- Develops friendships
- Expresses feelings appropriately
- Tries new things
- Initiates play

### **Cognitive/Mathematical Concepts**

The children will develop an understanding of mathematical concepts through exploration, observations, interactions with objects, and solving solutions.

- Identify and write numbers 1-10
- Identify numerical value 1-20
- Count by ones to 30
- Read graphs by telling most/least
- Compare/sequence objects by size
- Identify basic shapes (circle, square, triangle, rectangle, star, oval)
- Create and copy patterns (AB, ABC)
- Sort and classify objects by one attribute
- Name colors (red, orange, yellow, green, blue, purple, brown, black, white, gray, pink)
- Name body parts (head, eyes, nose, mouth, ears, neck, shoulders, chest, knees, ankles, toes, heel, wrists, arms, hands, legs, waist, fingers, feet)
- Follow directional terms (next to, in front, behind, under, over, between)

## **Life Skills**

The young child strives to be independent, to follow the rules and to communicate their wants and needs. The children will be encouraged to develop these skills.

- Be able to say first and last name
- Tell age
- Identify self as boy or girl
- Identify first name
- Dress/undress without assistance
- Follow personal hygiene routines—wash hands, blow nose, cover sneezes
- Participate in snack activities
- Express wants and needs clearly

## **Language and Literacy**

The children will have the opportunity to interact with peers and adults in a language and print-rich environment, along with experimenting with beginning writing concepts.

- Develops listening skills
- Uses an increased vocabulary
- Takes turns in conversations
- Participates in finger plays, poems, songs and rhymes
- Listens to a variety of literature
- Begins to understand the relationship between written and oral language
- Is aware of the difference between drawing and printing
- Identifies letters of the alphabet in a random order
- Begins to associate letters with phonetic sounds
- Is aware of environmental print
- Chooses books independently

## **Motor Skills**

The children will spend time developing both gross and fine motor skills through a variety of experiences.

K4 children will have the opportunity to:

- Throw and catch a ball
- Hop on one foot
- Jump forward
- Gallop
- Balance on one foot
- Kick a ball

K4 children will develop these fine motor skills:

- Begin to use correct pencil grasp
- Print first name
- Cut holding scissors correctly
- Use glue appropriately

K4

Quarter

1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>

4<sup>th</sup>

Name \_\_\_\_\_

I know all these things! (I don't know the circled items.)

Colors:

red

yellow

orange

green

blue

purple

brown

white

black

Shapes:

square

triangle

circle

heart

oval

star

diamond

rectangle

Numbers:

1

2

3

4

5

6

7

8

9

10

Capital Letters:

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Lowercase Letters:

a

b

c

d

e

f

g

h

i

j

k

l

m

n

o

p

q

r

s

t

u

v

w

x

y

z

I can count from \_\_\_\_\_.



## Rest Periods

All children participating in the extended day program shall be given a nap or rest period. Each child who has a nap will be required to have a blanket and pillow.

## Snacks

Each family will be assigned snack days.

## Tuition

<b>K3 Program</b>	<b>Time Schedule</b>	<b>Monthly Fee</b>	<b>Annual Fee</b>
	8:10 - 11:15 am Tuesday & Thursday	\$128.00	\$1,152.00
	<b>Midday Dismissal 8:10—1:15 pm</b> Tuesday & Thursday	\$193.00	\$1,737.00
	<b>Extended Days 8:10 - 3:05 pm</b> Tuesday & Thursday	\$257.00	\$2,313.00
<b>K4 Program</b>	<b>Time Schedule</b>	<b>Monthly Fee</b>	<b>Annual Fee</b>
	8:10 - 11:15 am Mon., Wed. & Fri.	\$182.00	\$1,638.00
	<b>Midday Dismissal 8:10—1:15 pm</b> Mon., Wed. & Fri.	\$276.00	\$2,484.00
	<b>Extended Days 8:10 - 3:05 pm</b> Mon., Wed. & Fri.	\$364.00	\$3,276.00

### New extra day option for K4 students

You may add Tuesday and/or Thursday to your schedule as well! Contact the school office to register.

Tuition is based on a nine-month schedule (September through May). There are no adjustments for illness, cancellation because of weather, family vacation, and holidays. Tuition is due to FACTS Tuition Management according to the payment plan you select. Continued non-payment may result in dismissal.

## **WELLNESS POLICY**

Nutrition influences a child's development, health, well-being, and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This wellness policy encourages all members of the school community to create an environment that supports lifelong healthy habits. An annual review of the Wellness Policy will be conducted.

St. Charles School is concerned with and aware of the importance of addressing the physical, social, and emotional wellness of our students. St. Charles will continue to be proactive and preventative by educating and addressing positive social behaviors and reducing emotional stresses as they relate to the students' school experience.

### **Toileting**

All children who are registered for the Pre-Kindergarten programs must be toilet trained (No Pull-Ups permitted).

### **Attention to Good Health**

Students with a fever should be fever-free for 24 hours before returning to school. A child who is experiencing vomiting or diarrhea should be symptom-free for 24 hours before returning to school.

According to the American Academy of Pediatrics Council on School Health, children should stay home when they:

- are too uncomfortable to participate in all activities and stay in the classroom
- need more medical attention than the school can give
- might spread harmful diseases to others.

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<sup>13</sup>And they were bringing children to him that he might touch them, and the disciples rebuked them. <sup>14</sup>But when Jesus saw it, he was indignant and said to them,

“Let the children come to me;  
Do not hinder them, for to such belongs  
the kingdom of God.

<sup>15</sup>Truly, I say to you,  
whoever does not receive the  
kingdom of God like a child  
shall not enter it.”

<sup>16</sup>And he took them  
in his arms and blessed them.

- Mark 10: 13-16