

# Pre-Kindergarten Handbook



2018-2019

# Meet the teachers

## **Mrs. Jennifer Taylor ~ Pre-kindergarten teacher**

I have been teaching Pre-Kindergarten for the past 16 years. I taught my first 13 years at Wiley Post Elementary in the Putnam City School District and I have taught 3 years at St. Eugene Catholic School. I am so happy to be a part of this school and church community! My husband Bob and I have been married fourteen years, and we have two children. Molly is 10 and will be in Fourth Grade and Jack is 8 and will be in Third Grade here at St. Eugene. I love teaching PreK and can't wait to get to know your child!

Contact info: [jtaylor@steugeneschool.org](mailto:jtaylor@steugeneschool.org) or 751-0067 (school)

## **Mrs. Julie Teague ~ Pre-kindergarten teacher**

I have been an Early Childhood (Kindergarten) teacher for the past 21 years at St. Eugene Catholic School. I took last year off from teaching and realized I missed the children too much and I had to return. I have taught part-time PreK and Third Grade. My husband Derrick and I have two children. Samantha is 12 and will be in Seventh Grade at St. Eugene and Ethan is 11 and will be in Sixth grade here at Crossings. I am very excited about this Pre-Kindergarten program and I am very excited to meet you and your beautiful gift from God.

Contact info: [jteague@steugeneschool.org](mailto:jteague@steugeneschool.org) or 751-0067 (school)

## **Mrs. Imelda Aleman ~ Teaching Assistant**

I have been working with the pre-kindergarten kids at St. Eugene for the past 7 years and I have been a member of the Parish for about 18 years. Prior to that, I worked for 2 years in an Oklahoma daycare and 2 years in a daycare in Mexico. My husband and I have been married for 30 years. We have a beautiful family and we are very proud of them. Eddy is 27 and works for First Fidelity Bank, Gustavo is 25 and works for the Secretary of State and Karen is 13 and will be in 8th grade here at St. Eugene. I love to work with kids and learn from them. I pray God will lead me in my work every day!



How can I help my  
child **SUCCEED** in  
school?

Stay involved and feel free to contact your child's teacher with any questions or concerns.

Do not talk negatively about your child's teacher or school.

Make sure your child is getting plenty of sleep and is ready for school each day.

Help your child with his/her homework **every** night.

Ask your children about school and encourage them to talk about their day.

Read with your child **every** night.

Teach your children to be responsible for their actions and their schoolwork.

# Daily Schedule

8:00 School Begins/Morning Assembly and Prayer

- M- Music 8:15-8:45, T- Art 8:30-9:00, W- P.E. 8:45-9:15

Th- Gym 8:45-9:15 OR Mass 8:15

Morning Meeting

Phonics, Phonemic Awareness, Nursery Rhyme

Recess

Snack

Shared Reading

Writing/Journals

Centers

11:15-11:45 Lunch

11:50-12:10 Recess

Religion

Math/Science

1:00-2:00 Rest time

Snack

Free Centers

2:55 School Ends

# Arrival & Dismissal

## Arrival Procedures

- ⇒ **Children should arrive at school by 8:00 am**
- ⇒ Enter Hefner parking lot from the west end and park in designated parking spaces. **DO NOT PARK IN FIRE LANE.**
- ⇒ Children and parents should enter the Kindergarten door between 7:40-8:00 am (or to Before Care if prior to 7:40 am) and sit in our class line in the gym.
- ⇒ Morning assembly will begin promptly at 8:00 am in the gym.
- ⇒ Outside doors and gym doors will be locked at 8:00 am. Children arriving after 8:00 am, will need to enter through the front office to receive a tardy slip.

## Dismissal Procedures

- ⇒ **Children will be dismissed at 2:50 pm**
- ⇒ Enter Hefner parking lot and park in designated parking spaces..
- ⇒ We will dismiss at our **OUTSIDE** classroom door. Once the green sign is posted on the door, dismissal is ready to begin. Please wait patiently outside our door until the door is opened.
- ⇒ Due to safety reasons, the outside school doors will remain locked and parents are **NOT** to enter the building during dismissal.
- ⇒ Extended Care children will be taken to that program at 3:00 pm. Any child that has not been picked up by 3:10 pm will also be taken to Extended Care.
- ⇒ If your child is going home a different way than usual, please send a note in your child's folder, or call the school. We will not release your child without your permission.

# General information

## Dress Code

- Students are to dress in simple, appropriate, modest play clothes.
- Shoes with rubber soles and socks must be worn every day (no clogs, sandals, flip-flops, croc-style, slip-on, boots, flashing lights or wheels will be allowed).
- Jewelry is not allowed (except for small stud earrings worn by girls)
- No extreme hair is permitted (color, bleaching, style or length).

**See the CSSE Parent Handbook for more information.**

## Clothing

We are very active and will spend time outside each day. Please keep this in mind as you are helping your child choose his/her clothing each day. To avoid confusion, **please label all coats and sweaters** with your child's first and last name. Also, please be sure that your child is able to dress and undress himself/herself in order to use the restroom. We do have a bathroom in our classroom, but if your child is prone to accidents, please send an extra set of clothes in a ziplock baggie.

## Illness/medication

If your child is sick, please **DO NOT** send them to school! They are contagious and will infect others. A child must be fever, vomit and/or diarrhea free for 24 hours before they may return to school. All medications must stay in the school office. No cough drops, etc. are allowed in class.

## School Bags/Daily Folders

Every child needs to bring a school bag (no backpacks) to school **EVERY DAY**. Please clearly label the school bag with your child's name. Your child will receive a daily folder that will come home daily with completed work, notes, etc. Please look through these items and empty this folder daily. Return the folder in the school bag daily. We check folders each day, so this is a great way to communicate with us and send important information. We **DO NOT** check school bags.

## Snacks

It is important for children to have a nutritional snack mid-morning and mid-afternoon every day. We ask that each child bring \$20 Munchie Money to stock our cabinet. If you prefer to send \$5 each quarter or \$10 each semester, please let me know.

\*Please inform me of any food allergies!

## Breakfast

Breakfast is not served at school, therefore, it is important for your child to eat a healthy breakfast at home.

## Lunch

Our lunchtime is 11:15-11:45 am. Your child may eat the school hot lunch tray (calendars can be found on the CSSE website) or they may bring a sack lunch from home. If your child brings a lunch from home, he/she may buy milk.

**Soda and take-out/fast food are not permitted in our cafeteria.**

Please do your best to send items your children can open by themselves, along with a napkin and any utensils they may need.

## Birthdays

Birthdays are a very special time! Your child may bring a special treat on (or around) his/her birthday (or 1/2 birthday). We would appreciate if you would send something easy to serve and eat, such as: cookies, small cupcakes, brownies, rice krispie treats, popsicles, etc. Please DO NOT send drinks or party favors.

## Rest time

We are very busy in Pre-K and our children will have a daily hour rest time. They will be expected to lie quietly on their mats, but they are not required to fall asleep. Due to limited space, children must have a Rollee Pollee brand nap mat. This nap mat will remain at school in your child's cubby during the week and will be sent home each Friday to be cleaned. Please, only small stuffed animals or "lovies" to sleep with.

## Toys

As is stated in the CSSE handbook, students are not to bring toys or favorite things from home.

## School to home library

Reading to your child every day is one of the most valuable learning experiences you can give to your child. Included in your handbook is a permission slip for your child to check out books from our classroom library. After returning the permission slip, your child will be bringing home a large white envelope containing the book he/she checked out from our classroom library. Please sit down and read the book with your child that night and send it back to school the next day in the same envelope. If the book becomes torn or damaged in your care, please let us know so we can fix the book. If it is damaged beyond repair, or the book becomes misplaced or lost, we ask that you replace it with another book or give \$2.00 to our library fund.

## Scholastic

Throughout the year, you will receive book club order forms from Scholastic. This is a great way to add to your home library. Plus, our class earns point to purchase books for our classroom library. Please make checks payable to Scholastic.

Our class code is: GZNMV

## Money

From time to time it may be necessary to send money to school for certain events (book orders, class pictures, lunch, etc.) If you are sending money to school, please put it in an envelope with your child's name, the teacher's name, and the reason for the money. Please send it in your child's folder.

Child's Name
Teacher's Name
Reason for the Money

# Website

Our school website is: [www.steugeneschool.org](http://www.steugeneschool.org). Please check in often for school and classroom updates.

I would like to share pictures with you through my Butterfly Classroom page. Please join and enjoy seeing pictures of your child working, playing and learning during school.

The website is: <https://mrstaylorprek.shutterfly.com/>

The password is: eagles

This is a private website, so only those with the password can see our pictures. If you join this classroom site, you will receive calendar updates and updates that new pictures have been added. I would love your feedback throughout the year on this site, since it's the first time I've used a classroom webpage.

# PARENT SURVEY

This information sheet is to help me better understand your child.

Please be honest and provide details where necessary.

1. Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

2. Name of Parent(s)/Guardian? \_\_\_\_\_

3. Name and ages/grade of siblings: \_\_\_\_\_  
\_\_\_\_\_

4. Home Address: \_\_\_\_\_

5. Please **star** the best way for you to be contacted if needed

Home phone: \_\_\_\_\_

Mom's work: \_\_\_\_\_

Mom's cell: \_\_\_\_\_

Dad's work: \_\_\_\_\_

Dad's cell: \_\_\_\_\_

6. Emergency Contact person (this information must be on file with the front office).

Contact person/relationship to student: \_\_\_\_\_

Phone number: \_\_\_\_\_

7. Are any languages other than English spoken at home? \_\_\_\_\_

8. Will your child be attending Extended Care or who will be picking up your child each day: \_\_\_\_\_

\* Please send a note if there are going to be any changes in dismissal.

**\* Please fill out the back**

9. Do you have any special concerns about your child (academically, socially, medically, physically, etc.)? \_\_\_\_\_

\_\_\_\_\_

10. Please list any foods, stings, etc. that may cause allergic reactions with your child: \_\_\_\_\_

\_\_\_\_\_

11. Please list two goals you would like to set for your child this year:

\_\_\_\_\_

\_\_\_\_\_

12. Please tell me, in a million words or less, if there is anything else I should know about your child. Feel free to brag!

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# School to Home Library



Dear Parents,

Soon your child will be bringing home a book in a large white envelope that he/she checked out from our CLASSROOM library. Please sit down with your child and read the book that night and send it back to school the next day in the same envelope. If the book becomes torn while in your care, please let us know so we can fix the book. If a book becomes damaged beyond repair or becomes lost or misplaced, we ask that you replace it with another book or give \$2.00 to our library fund.

We hope sharing our classroom books with you and your family will provide an opportunity for you and your child to spend some one-on-one time together and will encourage the love and importance of reading!

Please sign and return to your teacher.

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Yes, we would like to participate in the School to Home Library :

\_\_\_\_\_

(Child's Name)

\_\_\_\_\_

(Parent Signature)

No, we are not interested in participating in the School to Home Library:

\_\_\_\_\_

(Child's Name)

\_\_\_\_\_

(Parent Signature)

