

WELCOME TO St. Charles Pre-K!

Mrs. Bokhart - All Day Pre-K, Room 41

Dear Parent(s),

Hello, welcome to St. Charles Pre-K and Room 41! I hope you have had a relaxing and enjoyable summer thus far. This summer I have been busy spending time with my family, reading lots of books, getting our classroom ready as well as planning out a fun and exciting school year for your child :) I want our classroom to be one where your child will grow safely, academically, spiritually, and emotionally. Every child learns differently so I have/and will continue to plan our lessons with that in mind. I want school to be somewhere that your child looks forward to going to each day. My hope is that they develop a love of learning that they will carry with them throughout their years in school.

You should have received an email with a SignUp Genius link to sign up for a time on August 5th for you and your child to meet me and familiarize yourselves with the classroom. If you have not yet done so, please sign up for our Meet the Teacher Day.

On August 5th for "Meet the Teacher" please bring:

- *Your Pre-K child (other siblings are also welcome)
- * The paperwork that was sent home with the letter you received a few weeks back.
- * *ALL SCHOOL SUPPLIES* - Let me know if you need another copy! You do NOT need to label all the supplies, as our classroom will utilize community supplies.
- * A change of clothing
- * A family photograph that will be displayed in our classroom to help provide comfort and a familiarity

At "Meet the Teacher" you and your child will:

- *Receive a hard copy of this packet along with a few additional handouts.
- * Receive their nametag to wear on the first day of school.
- * Be able to sign up for classroom parties.
- * Be able to look at our classroom Wishlist and select an item if you wish. :)
- * Sort out school supplies brought from home
- * Be able to see where your cubby will be. :)
- * Get familiar with the classroom and I'll be able to answer any questions you may have at this time. :)

The following pages are an explanation of procedures and happenings in the all-day Pre-K class in Room 41. Please read through them and familiarize yourself with this information. If at any time while reviewing this information or throughout the school year you have any questions, please feel free to reach out to me via email (heatherbokhart@stcharlesschoolfw.org). Thank you for trusting us with your child, we are all in this together! ☺

Mrs. Heather Bokhart

HELPFUL INFORMATION

Teaching Assistants:

The all-day Pre-K class is equipped with me, the full-time teacher as well as two part-time teaching assistants. Mrs. Kim Hoffman is our morning assistant and Ms. Danielle Hall is our afternoon assistant. They are just as excited as I am for the school year.

Arrival/Dismissal:

Morning Arrival

Arrival for the all-day Pre-K students may begin as early as 7:20 am. Students are expected to be in their classrooms and ready for morning announcements by 7:50 am. Parents of Pre-K students with older siblings will follow the normal drop-off pattern of flowing through either of the two lines found in the large Church parking lot behind the school. These students will enter through Cafeteria Door # 9, walk through the cafeteria, turn right, and walk with an older sibling to the Pre-K classroom. Parents of Pre-K students without older siblings will be able to pull up in front of the school and Mrs. Hoffman (our morning teaching assistant) or myself will be waiting for you at Door #1. You are more than welcome to walk your child in on the first day of school. :)

Afternoon Dismissal

Dismissal works in a few different ways for our pre-k students. During Meet the Teacher, I will have you complete a card to attach to your child's backpack. The 4 options for dismissal are:

1. **Aftercare** - please let us know if your child will be attending aftercare Monday through Friday or certain days throughout the week. Ms. Hall (our afternoon teaching assistant) will escort all aftercare students at the end of the day to the Hession Center where all aftercare activities take place.

2. **Big Lot in the church/school parking lot** - If your child is getting dismissed to the Big Lot it is because you have an assigned parking spot there. You have an older student/sibling in grades 3-8 who will come to our classroom to retrieve your Pre-K student from our classroom after the afternoon announcements. The older student will assist the Pre-K student to Door#7 where they will wait to be dismissed from the building to your assigned parking spot.
3. **Small Lot on the corner of Trier and Reed Roads** - If your child is getting dismissed from the Small Lot it is because you have an assigned parking spot there. Ms. Hall will take students who have siblings, cousins, or carpools in grades Kindergarten to 2nd grade to that student's classroom. The students will be dismissed together according to the instructions of the older students teacher.
4. **Door #1** - Students without siblings or additional carpools will be dismissed after the end of the day announcements. You will line up in your car around the sidewalk outside of Door #1. We will try and get your child out to you as quickly as we can so that you may hopefully beat the afternoon dismissal rush at the main office. This time will range from 2:50-3:00Pm daily.

You will be filling out a paper on Meet the Teacher Day that will let us know who can pick up your child/who is NOT allowed to pick up your child etc. Any changes to the dismissal arrangement should be sent to school in the students' daily Go Home Folder or called into the front office.

Dress Code:

Our Pre-K students do wear the St. Charles approved uniforms which consists of navy-blue pants/shirts, with red, white, or navy-blue polo shirts. Girls also have the option of wearing the plaid uniform jumper. The uniform jumper can be purchased through our school spirit shop or from either SchoolBelles or Land's End, both of whom offer our school pattern. Pre-K students are not required to wear belts due to the need for quicker restroom accessibility. Shoes must fit well, having a closed toe as well as back. Shorts are permitted from August 7th to the end of October at which time navy blue uniform pants are required. Shorts will be allowed following spring break through the end of the school year. Please also remember to provide a change of clothing for your student in a Ziploc bag. Please make sure your child's name is on the outside of the bag. These bags will be kept in your child's locker in case of any accidents during the school year. Accidents happen such as spilled milk and too much fun while painting, and we want your child to be able to be comfortable when such accidents arise. The change of clothes should consist of a shirt, pants, underwear and socks (it is not necessary for it to be a school uniform). Please refer to the Handbooks and Uniform Dress Code under the Parents tab on the school's website for more information.

Backpack and Folder:

Your child must bring his/her backpack and folder to school each day. Your child's Go Home Folder is one of our means of communicating. The Go Home Folder will be sent home EVERY DAY. Please make sure that it is returned to school EVERY DAY. Please check your child's folder for any work, newsletters or notes. If you have a note or any other communication for me or the office, please put it inside the folder as we will be checking it daily at school as well. Only the child's Go Home Folder is checked by us daily, **NOT** the entire backpack. Please put a little note in the Go Home Folder if you have something important in the backpack that needs to be emptied. Due to folder size, lunch boxes, library books, and rest-time blankets, full size backpacks are required.

Weekly Newsletter:

On Monday of each week a class newsletter will be sent home. PLEASE make sure to read this because it will have a lot of important and helpful information about what is coming up that week. Please watch for it to come home in the Go Home Folder. If we have other announcements throughout the week then we will send a letter home with your child. The St. Charles newsletter will be sent home on Friday of each week.

Snack Routine/Water Bottle:

Your child will be having snacks twice throughout the school day. This will happen in two ways. You will be responsible for the morning snack for your child every day. You can either pack a snack daily, or pack snacks to keep in a Ziploc bag in their cubby that the child can choose from (we will let you know when it is running low). For the afternoon snack your child will take turns bringing snacks to school once or sometimes twice a month for the entire class. I will send home a monthly snack calendar as well as a snack bag a few days prior to his/her assigned snack day. Please keep snacks simple and healthy if possible. We will need to be conscientious of any food allergies should those circumstances arise. Drinks are not necessary when it is your child's snack day. Instead, each child should bring in a full, refillable water bottle each day to keep in their cubbies and utilized as needed.

Lunch:

Your students will be eating lunch at school from 10:35-10:58. You have the option of having your child eat a hot lunch provided by the cafeteria staff or packing a lunch from home. As you can see, for the cafeteria to accommodate lunch for all grade levels the children will only get 23 minutes to eat their lunches from start to finish. Please work with your child prior to the start of school on opening containers, baggies, etc. as this can be challenging for new students. Our teaching assistants will also be in the cafeteria with your children and will be able to provide some assistance.

Recess:

We do try and get outside as often as possible if the weather permits. Please make sure that your child is equipped with the appropriate clothing daily. We will be having recess once if not twice per day. During the winter months, if the temperature is too cold, we will be having recess indoors in the gym.

Rest Time:

The all-day Pre-K program does have a designated time each day for a short rest time. This will be a time during the day for your child to relax and wind down before we tackle the second half of our day. We will be having our rest time after our lunch and recess from approximately 12:15 to 1:00 pm. We do allow each child to bring in a small blanket from home to utilize during this time. We request that the blanket be something that can stay in your child's cubby all week and will be sent home on Friday to be laundered and returned to school for the following week. Please refrain from bulky blankets, sleeping bags, pillows and stuffed animals as these can become distractions and the space is limited in their cubbies. Our cubbies are roughly the size of a shoe box and the blanket needs to be able to fit into this space.

Birthdays:

Birthdays are a special occasion for young children. If your child has a birthday during the school year and they wish to bring in a treat to share, please send in a pre-packaged item for the class to enjoy. I will try and plan the snack days as close to birthdays as possible. If your child has a summer birthday and they wish to bring in a snack to share, we will plan to celebrate on their half birthday.

Student of the Week:

Beginning the week of September 8th, our class will be recognizing each child as the "Student of the Week" one week during the school year. The week before their assigned week, I will send home in your child's folder an "All About Me" poster. Please help your child complete their paper and return it to school on Monday. Your student will also bring home a small bag that they will be able to fill with items from home that fit into the bag for show and tell that week. On Monday of their assigned week your child will have the opportunity to share their "All About Me" poster with the class during circle time and the poster will be displayed for the rest of the week. This student will also get to be the line leader and have special jobs throughout the week.

Mass:

We will attend mass on various Fridays throughout the year as well as on Days. I will provide the dates in our weekly newsletter when we have a mass scheduled.

Classroom Parties/Celebrations:

We will be celebrating each of the holidays in our classroom. We will need a "room mother" or "room father" to lead each party and contact parents on what they can do to help with the party or what supplies they can send in. The party dates have tentatively been listed below and sign-ups will be in the classroom on "Meet the Teacher" on August 5th.

Halloween Party - Friday October 31st, 2025

Thanksgiving - TBD (will be sent out as a Signup Genius)

Christmas Party - Wednesday December 17th, 2025

St. Valentine's Day Party - Friday February 13th, 2026

Easter Egg Hunt - TBA

Classroom Volunteers:

If you would like to help inside the classroom, volunteer for parties etc, you **MUST** be on the school's Compliance List. It is easy to complete this work early, so that you do not miss any of the opportunities that may come up to be in the classroom. You can find the information on our school's website under the Parents tab Volunteer Information.

Specials:

Library - Each week your child will be able to check out one library book that belongs to the St. Charles library. For your child to get a new book your child **MUST** return their book from the previous week. Helpful hint: always keep the library book in your child's backpack. Read it over and over at home but return it to their backpack so it is less likely to get lost or mixed up with books from your home. In the event a book does get lost, the librarian will issue you a fee to replace the missing material. In the past our library day has been on Tuesdays, I will let you know if it will be different this year.

Gym and Music - The all-day Pre-K students also get the opportunity to participate in both gym and music once per week. Both gym and music for Pre-K take place in the afternoon in the cafeteria with Mrs. Schipper. In the past music has taken place on Tuesdays and Gym has taken place on Thursdays. I will advise if the schedule will be different this year.

Homework:

Pre-K will have "homework" starting in September after Labor Day. We would like for the students to get in 10-15 minutes of reading time each day with a parent or older sibling. They will bring home a monthly reading log where they will color in an item after they have read each day. Your child will bring the reading log in at the end of the month and will receive a special treat. PLEASE do not stress over these homework assignments. We want this to be an enjoyable time for you and your child to read together. You can also let your child "read" to you... reading pictures IS reading. This is such a crucial time in your child's reading development and even 10 minutes a day of reading can make a huge impact.

Scholastic Books:

A Scholastic book order will be sent home periodically throughout the year for you to order books if you wish. The classroom earns points for every book you order in which we can use to purchase classroom books! :) Thank you for supporting our classroom! :)

Closing and Delays:

We follow "St. Charles Borromeo" for any closings or delays. Please speak with Mrs. Linn in the office if you would like to sign up for text alerts.

Behavior:

Our Pre-K program will promote a positive approach to discipline with the intent to teach self-discipline skills appropriate to the student's development stages. To do this, we will be using "Green Choices/Red Choices" in our classroom. We will be starting on Day 1 discussing these choices and how to be a problem solver. When a child misbehaves, we will go back to the Choices Chart and talk with them on whether the action was green(good)/red(not so good). At times students may need to go to our Calm Down space. If problems continue to arise then parents will be notified and together, we will figure out a solution.

Curriculum: Goals of the Pre-K Curriculum:

If the overall purpose of education is to foster competence in all aspects of life as a Christian, then, curriculum must provide opportunities for total learning. This is accomplished when the teacher considers the six areas of children's development-spiritual, emotional, social, physical, intellectual, and creative. The overall goals of the curriculum will be to meet the needs of the children in each of these areas and at the same time keep the whole child in mind.

Through the activities in the early childhood curriculum, children will:

1. Grow spiritually

- Develop a sense of trust
- Realize their need for God's love
- Know Jesus as a Friend
- Respond to God's love
- Feel secure in God's love and care
- See themselves as God's children

2. Grow emotionally

- Develop a positive self-concept
- Be free to risk failure and be comfortable with mistakes
- Develop a sense of security and trust
- Show independence and self-responsibility
- Channel emotions into appropriate and acceptable outlets

3. Grow physically

- Develop gross and fine motor coordination
- Develop eye-hand and eye-foot coordination
- Become aware of his/her own body

4. Grow intellectually

- Continue to develop language use and understanding
- Develop pre-reading skills such as:

Visual discrimination

Auditory discrimination

Understanding of symbols

Love of and interest in book

- Develop an ever-increasing attention span
- Complete tasks begun
- Initiate his/her own activities
- Follow two and three step directions

5. Grow socially

- Learn to play, work and communicate with peers and adults
- Adjust to group situations and accept change in routines and the environment
- Accept others even though they may be different from self
- Develop a sense of community

6. Grow creatively

- View him/herself as a unique individual created and valued by God
- Express ideas in his or her own unique way
- Be free to create artistically using a variety of media
- Develop his/her God-given talents and abilities

Thank you for trusting us with your child and for taking the time to read this packet! Please let us know if you have any questions at all during the school year! ☺ I am excited to be your child's teacher this year and it's going to be an amazing year!

GOD BLESS!

Heather Bokhart

heatherbokhart@stcharlesschoolfw.org