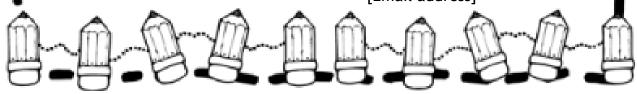


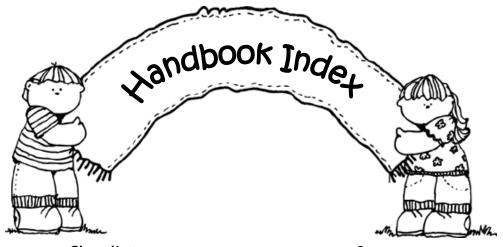
The world of a four- and five-year-old is a world of exploration, discovery, and wonder. We believe in nurturing this natural inclination by providing a joyful, caring, and stimulating atmosphere at American Martyrs School. By participating in the Pony Program, your child is granted a most important gift — the gift of time.

The Pony (Pre-Kindergarten) Program provides a bridge between preschool and kindergarten. This year lays an important foundation for formal education. Pony students will have experiences this year that will prepare them socially and academically for success in elementary school. With a hands-on, developmentally based curriculum, your Pony student will increase his/her thinking and problem-solving skills. It is our goal to promote growth in every area of your child's development so that he/she will be ready for kindergarten.

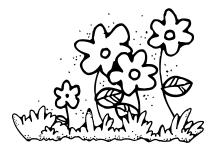
We look forward to a year of joy and accomplishments as your child explores his/her self, his/her world, and God. The purpose of this handbook is to acquaint Pony families with policies and procedures. Please keep this handbook in an accessible place so that you can refer to it throughout the year.

Ms. Nathalie T. Medina [Email address]





Class lists	3
First days of school	4
Full day schedule	5
Early day schedule	6
Daily prayers	7
Report card	8
Handwriting Without Tears	9
Classroom management	10
ABCs of Pony: Topics A-C	11
Topics C-F	12
Topics H-K	13
Topics L-Q	14
Topics R-S	15
Topics S-Z	16
A. M. Pony share days	17
P. M. Pony share days	18
A. M. Pony Star Weeks	19
P. M. Pony Star Weeks	20
"Just Playing"	21





A.M. Pony Class

P.M. Pony Class

Name Name



August 29 and 30: Early dismissal schedule

A.M. Pony	P.M. Pony
8:00 AM - 10:00 AM	10:30 AM - 12:30 PM

September 2: No school (Labor Day holiday)

September 3 and on: Regular day schedule

A.M. Pony	P.M. Pony
8:00 AM - 11:00 AM (MonThurs.)	12:00 PM - 3:00 PM (MonThurs.)
8:00 AM - 10:00 AM (Fridays)*	10:30 AM - 12:30 PM (Fridays)*

^{*}All dates listed on the school calendar with a 12:35 dismissal indicate an early day schedule for Pony.

A.M. Pony Arrival (Note: A.M. Pony does not attend Morning Assembly.)

Option 1: Use the carpool procedure for drop off. Your Pony will need to walk directly to the classroom.

Option 2: Park in the school garage and accompany your Pony to the classroom, beginning at 7:50 A.M.

A.M. Pony Dismissal

Option 1: Park in the school garage. Meet your Pony at the main gate by the school office.

Option 2: Meet your child at ECC. Indicate this option on your dismissal log.

P.M. Pony Arrival

Option 1: Park in the school garage. Walk with your Pony to the main gate by the school office. Please wait with your child until a teacher arrives. Option 2: If your child attends ECC (Extended Care Center) before class begins, an ECC staff member will escort your child directly to the classroom.

P.M. Pony Dismissal

Option 1: Park in the school garage. Meet your Pony at the main gate by the school office.

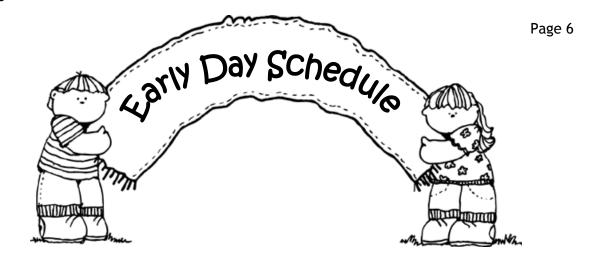
Option 2: Use the carpool procedure for pick up. Indicate this option on your dismissal log.

Option 3: Meet your child at ECC. Indicate this option on your dismissal log.





A.M.	Mondays through Thursdays	P.M.
Pony	Weekly classes include: Library, Spanish, P.E. Monthly classes include: Science lab, Young at Art	Pony
8:00-8:05	Morning Meeting: Attendance, Pledge of Allegiance, Calendar, Days of School count, Weather, Morning Message	12:00-12:05
8:05-8:20	Beginning of Day Prayer and Religion	12:05-12:20
8:20-9:20	Reading Readiness: Oral and listening activities designed to teach and reinforce pre-reading skills	12:20-1:20
	Math Readiness: Activities and games designed to teach beginning math skills	
9:20-9:35	Recess: Group restroom break, snack, playground time	1:20-1:35
9:35-9:45	Cool Down	1:35-2:00
	Sharing: See daily sharing assignments on pp. 17-18.	
9:45-10:15	Storytime and Music	2:00-2:45
	Star of the Week: See weekly assignments on pp. 19-20.	
10:15-10:55	Centers: Art, Writing, Blocks, Science, Math, Reading	2:45-2:55
10:55-11:00	End of Day Prayer and Dismissal	2:55-3:00



A.M.	Fridays*	P.M.
A.M. Pony	*All dates listed on the school calendar with a 12:35 dismissal indicate this early day schedule for Pony.	P.M. Pony
8:00-8:05	Morning Meeting: Attendance, Pledge of Allegiance, Calendar, Days of School count, Weather, Morning Message	10:30-10:35
8:05-8:20	Beginning of Day Prayer and Religion	10:35-10:45
8:20-8:50	Science and Health	10:45-11:15
8:50-9:20	Social Studies	11:15-11:45
9:20-9:50	Art	11:45-12:15
	Handwriting Without Tears (See p. 9)	
9:50-10:00	Storytime and Music	12:15-12:25
10:00-10:05	End of Day Prayer and Dismissal	12:25-12:30



Beginning of Day Prayer

Good morning, dear Jesus.

This day is for you.

I ask you to bless

All I think, say, and do. Amen.

Pledge to the Cross

I pledge loyalty to the King eternal,
Immortal and invisible,
To the only God,
be honor and glory,
Forever and ever. Amen.

Jesus, I Love You

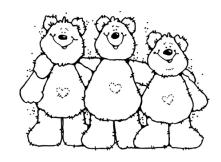
Jesus, I believe in You.
Jesus, I hope in You.
Jesus, I love You,
And thank you, Jesus,
For loving me. Amen.

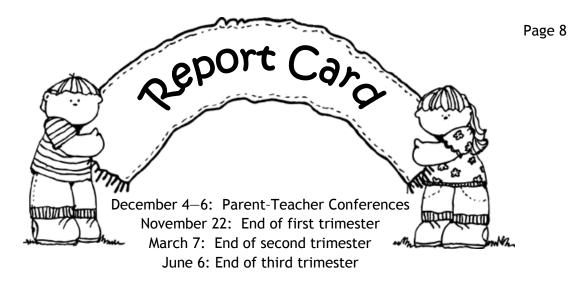
Prayer Before Meals

Bless us, O Lord, For these Your gifts,
Which we are about to receive
From Your bounty.
Through Christ, our Lord. Amen.

End of Day Prayer

Thank you, God, for play and fun
And quiet rest when the day is done.
Let my return a blessing be
To all who share a home with me.
Amen.





Note: Ponies do not receive grades through PowerSchool.

Religion

- Sign of the Cross
- Pledge to the Cross
- Angel of God
- Prayer Before Meals

Social & Emotional Growth

- Develops self-control
- Cooperates with, respects, and helps others
- Expresses and manages feelings
- Shows willingness to try new things
- Asks for help
- Follows classroom rules and routines
- · Accepts responsibility for own behavior
- Is responsible for personal items
- Handles transitions appropriately
- Uses materials properly and safely
- Develops age-appropriate attention span

Physical Development

- Gross motor skills (i.e., balances, runs, jumps, climbs, catches ball)
- Fine motor skills (i.e., colors, traces, cuts, pastes, dresses self, works puzzles)
- Usually uses dominant hand

Language Development

- Understands and follows directions
- Uses age appropriate language
- Retells sequence of a story

Reading Readiness

- Prints name
- Identifies parts of a book
- Dictates words, sentences, stories
- Hears rhymes and rhyming sounds
- Identifies capital letters
- Listens for beginning sound
- Works from left to right

Math Readiness

- Recognizes, names, and draws shapes
- Counts out loud (1-30)
- Identifies numerals (1-20)
- Understands one-to-one correspondence
- Describes and reproduces patterns
- Sorts, classifies, and compares sets of objects
- Explores and solves simple problems

<u>Art</u>

• Is eager to explore art media

Music

Recalls words in songs and fingerplays

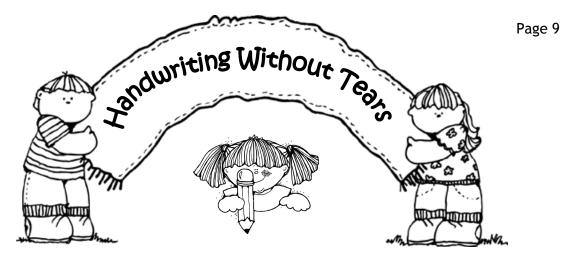
Marking code:

M = Consistent development

X = Emerging skill

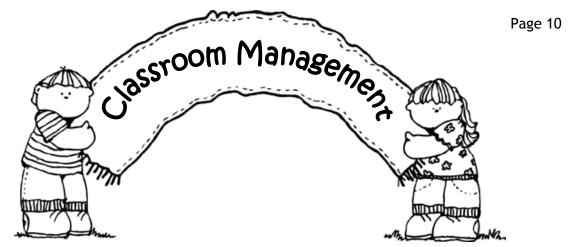
T = Needs more time to develop





The Handwriting Without Tears Pre-K program involves child-friendly, developmentally appropriate activities and materials. The program suits a wide range of children and adapts to their changing needs as they grow. This curriculum is not about formal handwriting instruction. Handwriting Without Tears prepares children to do well in a formal handwriting program by getting them ready with beginning writing skills. Children play, build, sing, color, and learn to develop these skills and also learn important kindergarten skills, including language proficiency, color and shape awareness, social skills, letter and number recognition, fine and gross motor skills, and counting. Ponies will receive their own child friendly workbook to practice writing this way:

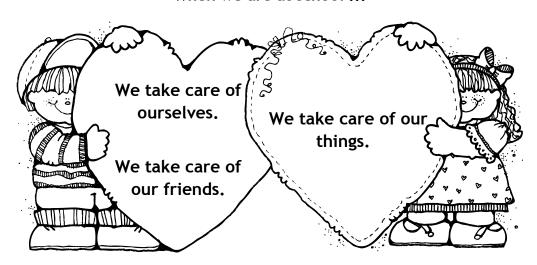




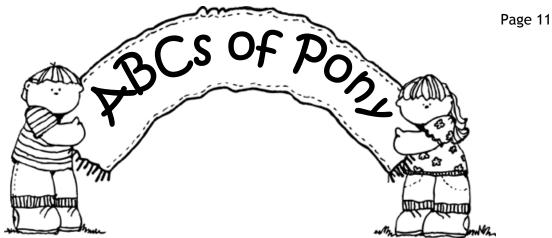
Learning to regulate and motivate one's own behavior is a crucial skill. We read <u>Fill a Bucket</u> (McCloud & Martin) during the first weeks of school. We learn about "filling buckets" by being good friends and classroom helpers. As positive reinforcement, the teacher and aide will pass out hearts. When children receive hearts, it helps them notice that they are being good "bucket fillers." Whenever a child receives a heart, it is placed in a special heart bucket. Our goal as a class is to fill the bucket for a collective treat!

During the first few weeks of school, we will discuss our classroom and playground rules in the context of taking care of ourselves, our friends, and our things. We will discuss why we have rules and why it is important for everyone to follow them.

When we are at school ...



Inappropriate behavior will be noted, followed by an email or a phone call to parents, making them aware of the behavior and the follow-up expected at home. We feel that teamwork between parents and teachers can effectively deal with inappropriate behavior. Thank you for your support!





Absences: When your child is ill, please call the school attendance line at [Phone number] before 8:30 A.M. When your child returns from an absence, you must send a note indicating the date of and the reason for the absence. You may use the *Explanation of Absence* forms provided in this folder. Extra forms are located by the Pony entrance and are available to download from our Pony website. If your child needs to leave school early, send a note with him/her the day of the appointment. You may use the *Dismissal Notice* provided in this folder. You will need to sign your child out in the office before your he/she can be released from the classroom.

Arrival (A.M. Pony): Your options are: (a) Use the carpool procedure for drop off. Your Pony will need to walk directly to the classroom; (b) Park in the school garage and accompany your Pony to the classroom, beginning at 7:50 A.M. We do not attend Morning Assembly. If your child arrives after 8:00 A.M., he/she must stop in the office to receive a **tardy slip**.

Arrival (P.M. Pony): Park in the school garage. Walk with your Pony to the main gate by the school office. Please wait with your child until a teacher arrives. If your child attends ECC before class begins, an ECC staff member will escort your child directly to the classroom. If your child arrives after 12:00 P.M. (Mon.-Thurs.) or after 10:30 A.M. (Fridays), he/she must stop in the office to receive a tardy slip.

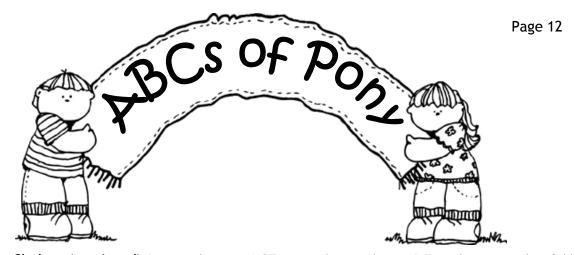
B

Bathroom: The Pony teachers escort boy and girl groups to the bathrooms every day before recess. Ponies are also allowed to use the bathroom in pairs while class is in session. <u>Please make sure your child can undo snaps</u>, zip zippers, and all that is necessary to use the toilet on his/her own.

Birthdays: We do not hold individual birthday celebrations at school. However, we will schedule a small birthday celebration for all the students who share the same birth month. It will take place during recess (A.M. Ponies @ 9:20 A.M.; P.M. Ponies @ 1:20 P.M.) on the third Wednesday of each month. Parent volunteers are needed each month to coordinate a small snack for the class. We invite your child to select a book, game, or piece of equipment for the class, wrap it, and bring it to share with the class as a permanent addition to Pony. (This is optional.) We'll provide your child with a crown and birthday certificate. We cannot send birthday invitations home via Ponies' homework folders, as per new school policy.



Clothes: Please see the uniform code in the Parent-Student Handbook. Note the guidelines concerning shoes, socks (visible), shorts (no labels or cargo shorts), and sweatshirts (only AMS or plain navy blue). Make sure your child can undo snaps, zip zippers, and all that is necessary to use the toilet on his/her own. It is recommended that girls wear shorts under their skirts for outside play. Velcro and slip-on shoes are the easiest for play.



Clothes: (continued) Pony students are NOT required to purchase a P.E. uniform (gray shirt & blue shorts). There will be a Pony Class T-Shirt available to order after September. (The P.E. shorts work well with this T-Shirt. Ponies will be required to wear their class T-shirt during field trips and may also wear it on Spirit Days.) A lost-and-found is located in the school library. Also, you may purchase gently used uniforms at the library! Please contact [Name] for more information: [Email address].

Dismissal: A Dismissal Log is provided in your child's daily folder. Please use this form to indicate your Pony's pick up schedule. It includes walker, carpool, and ECC options. Mark on a daily or weekly basis and keep it in the folder for the month. If there are any changes in your usual pick up or after school arrangements, please send a note in the daily folder. You may use the **Dismissal Notice** provided in this folder. Extra forms are located by the Pony entrance and are available to download from our Pony website. We cannot accept your child's word that they have a playdate or do not need to go to ECC.

Envelopes: Families receive news packets from the office every week in a white Wednesday envelope. The oldest child in each family brings it home. Please return the signed envelope in your child's folder by Friday. You may fold it in half to make it easier to fit inside the folder. Any communication to the office (i.e., tuition, Scrip orders, etc.) should be in the envelope. Any communication specific for Pony should <u>not</u> go in the white envelope (i.e., absence letters, dismissal notes). Please place it inside of your child's daily folder instead.

Extended Care Center (ECC): A staff member from ECC will pick up and drop off registered Pony students to and from the Pony classroom. Contact [Name], Program Supervisor, at [Phone] if you have any questions. Please make sure your emergency contacts are up to date with the ECC, so that those who may have to pick up your child may do so. Please see the *Extended Care Center Handbook* provided in this folder for further information.

Field Trips: Room parents will work with Ms. Medina in organizing periodic field trips throughout the year. Field trips will be scheduled to accommodate <u>each Pony class separately</u> on their individual schedules. Parents who are interested in chaperoning will enter their name in a drawing, and chaperone names will be drawn from a hat. Ponies will be required to wear their class T-shirt on field trip days. If you have any field trip contacts or ideas of places to visit that are within walking distance, please let Ms. Medina know!

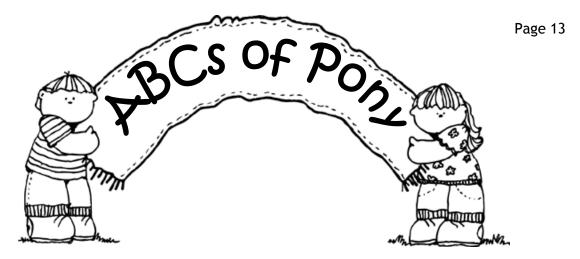
Folder: The daily folder is our way of helping you receive notes and work from school. A monthly Dismissal Log and Reading Log are provided in your child's daily folder. Please read any school notes and sign and return papers as soon as possible. Help your child remember his/her folder each day. Children receive a sticker for returning their folder on a daily basis. The first folder is provided. If it begins to wear out, we will replace it with the folder that you purchased.













Helpers: We will begin having parent classroom helpers <u>beginning October 1</u>. Classroom, library, science lab, Young at Art, and party volunteers make our activities run more smoothly and enable us to give students more individual attention and "hands-on" learning.

When you arrive, please make sure to sign in at the office and get a visitor badge. A **TB test** needs to be on file in the Health Room before your first scheduled shift. You will also receive a **Volunteer's Confidentiality Agreement** when you begin.

Please read the Volunteer Handout provided in this folder, and look for e-mails from our Room Parents regarding online sign-ups for each of the volunteer opportunities. If you cannot keep your shift, please contact a room parent as soon as possible or arrange for your own substitute.

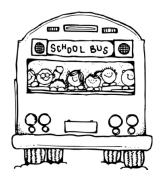
Homework: A monthly Reading Log is provided in your child's daily folder. <u>Nightly Pony</u> homework is to be read to or read for 10-15 minutes.

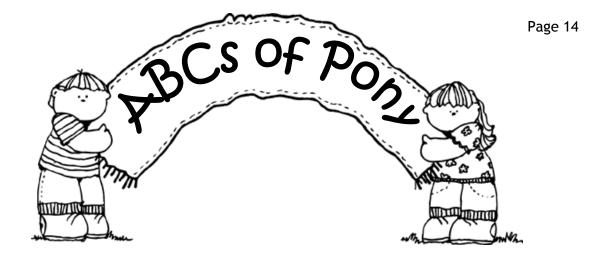
I

Illness: When your child runs a fever, please keep your him/her home for 24 hours after the fever breaks. If your child has pink eye or strep throat, contact the school office immediately. Your child must stay home until the physician indicates they are not contagious. Keeping a sick child home allows him/her to recover and not expose others.



Kleenex: We'll ask for your help with paper goods and cleaning goods periodically, as the school does not supply these items. A periodic wish list will be posted on our class website, listing items needed throughout the year. Common items include Ziplock bags, Dixie cups, hand soap, hand sanitizer, air freshener (Glade plug-ins), new boys/girls underwear (in case of accidents).





L

Label, label! Please label your child's backpack/bag, lunchbag, and all clothing (i.e., jackets, sweaters). Please remember, all sweatshirts look the same!

M

Mass: Pony students do <u>not</u> attend Mass with the rest of the school and should come directly to the classroom when Mass dates are indicated on the calendar (i.e., First Fridays, Holy days).

Milk: We will serve milk during our daily recess An order form for milk will go home in your white Wednesday envelope. Orders and checks are due Thursday, Sept. 5.

N

Newsletter: You can visit our Pony website to learn about what we are doing in class, find information about upcoming events, and read about projects that need parent help. An overview of the curriculum, important dates, and events will be updated monthly. Important announcements will be updated weekly. **Our website address is: [Website]**



Open House: Our Open House will take place during Catholic Schools Week at 6:30 PM on **Thursday, January 30, 2014**.



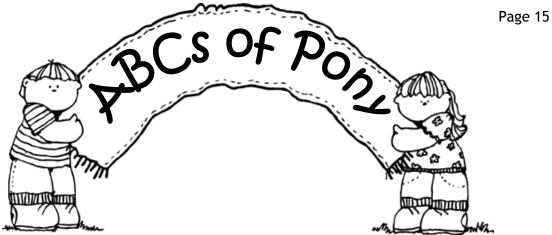
Parties: We will have class parties for these holidays: Halloween (**October 31**), Christmas (**TBA**), and Valentine's Day (**February 14**). Parties will take place the last hour of the school day. Room parents will coordinate volunteers. Halloween and Valentine's Day parties are scheduled for each class separately. Our Christmas party will be a combined class event.

Parent-Teacher Conferences: Conferences will take place December 4, 5, & 6, 2013. Please look for more information in your white Wednesday envelope. Please notify Ms. Medina in advance if you foresee any scheduling conflicts.

Picture Day: Pony students will take school photos in their uniform on **Tuesday, September 10, 2013.** Please look for more information in your white Wednesday envelope.



Quiet, please! A.M. Pony families: Because of the traffic/noise when we have many parents saying goodbye to children in the classroom, we are asking that all parents say goodbye **outside** the Pony classroom. P.M. Pony families: Please be sure that your children remain quiet at the main gate upon your arrival. The rest of the school is in session when A.M. Ponies dismiss and when P.M. Ponies arrive.



R

Read! Read! Plan time to read to your child. Introduce him/her to books and take your child to the library. Ponies receive a monthly Reading Log in their folders to keep track of the books you read together. Reading to your child is the best thing you can do to help him/her learn!

Release: We keep record of the names and phone numbers of people you authorize to pick up your child. Please be sure to notify us of any changes by sending a note in your child's daily folder.

Report Cards: Pony students receive a report at the end of each trimester. See p. 9 for end of trimester dates and a detailed list of report card items.

Rest: Ponies are growing and using lots of energy! They need 10 to 12 hours of sleep a night.

Room Parents: Our A.M. Pony room parents are [Name] and [Name]. Our P.M. Pony room parents are [Name] and [Name]. They will be coordinating parent volunteers throughout the year. Please check your e-mail for notices from them.

S

Schedule (A.M. Ponies): Pony students meet Monday through Thursdays from 8:00 A.M. to 11:00 A.M and Fridays from 8:00 A.M. to 10:00 A.M. Please note: School calendar dates with a 12:35 dismissal indicate a 10:00 A.M. dismissal for Pony. Recess and snack is from 9:20 to 9:35 Monday through Thursday. Please see pp. 5-6 for our scheduled curriculum activities.

Schedule (P.M. Ponies): Pony students meet Monday through Thursdays from 12:00 P.M. to 3:00 P.M and Fridays from 10:30 A.M. to 12:30 P.M. Please note: School calendar dates with a 12:35 dismissal indicate a 12:30 P.M. dismissal for Pony. Recess and snack is from 1:20 to 1:35 Monday through Thursday. Please see pp. 5-6 for our scheduled curriculum activities.

Share Days: Each child will have a share day. On that day he/she may bring something from home to share or may share something verbally. Share items should be brought to school in a bag with your child's name on it. Please do not bring valuable objects, guns, or weapons of any type. Other than share days, children are not permitted to bring toys to school. You may choose another day during the week if you are absent on your assigned day, or if it is on a school holiday. The share schedule is on pp. 17-18. Sharing will begin in October. Share Day instructions will go home, describing a new share theme each week.

Snack: Children need good breakfasts and nutritious snacks to think, work, and play. Daily snack times are scheduled during recess. Please pack an easy-to-eat, healthy snack (i.e., fruit, cheese and crackers, yogurt, and raw veggies) and drink. Make sure the snack is in a lunchbag labeled with your child's name. Please note, we have a nut-free snack policy in place this year.

S

Star of the Week: Beginning in November, an assigned Star of the Week will be featured on our special "Star" bulletin board. Please help your child assemble the necessary materials when it is his/her turn. The "Star of the Week" schedule is on pp. 19-20. We will send home an "All About Me" poster, booklet, and instructions one week prior to your child's assigned week.



Telephone List: The school compiles a telephone roster book each year. It will be available later this fall. If Pony families want a list sooner than this, please contact our Room Parents.

Time: Please be on time! It sends a message that school is important. Please arrive to pick up your child on time, as it lets your child know he/she is important to you!

Toys: <u>Children are not permitted to bring toys to school</u> *unless* it is shared for an assigned Share Day.



Understanding: Please understand that it is can get difficult for the Pony teachers to keep track of the many messages parents give us. The BEST way to contact Ms. Medina is to write her an email at: [School email address]. Please allow 24 hours for a response. Her voicemail is: [Phone number]. Please let Ms. Medina know about any changes in your child's life that may affect his/her behavior or attitude at school. The more teachers know, the more they can help resolve any problems. If you have questions at any time, please ask.



Volunteers are **VERY** important: In addition to daily classroom helpers, we will also need parent help for library visits (weekly), science labs (monthly), Young at Art days (monthly), and class celebrations. For those of you who would like to help, but can't make it into the classroom, there are jobs that can be done at home, too. Please let Ms. Medina know if you are available!



Wish List: A wish list will be posted on our class website as items are needed. Please ask Ms. Medina if you would like to donate items to the class.

Y

Water: There is no water fountain in the classroom. However, children are allowed to bring water bottles/closed containers to drink from.

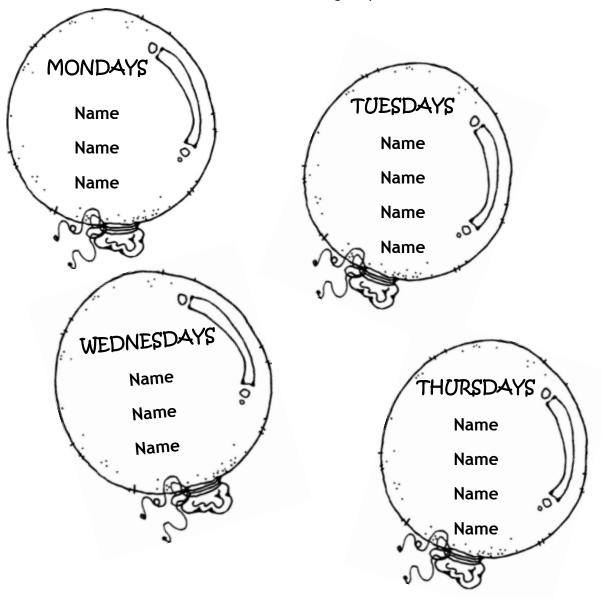
Young at Art: Pony is involved in the school-wide Young at Art program. The children will participate in projects six times during the school year. Our Young at Art docents direct the projects and will ask for parent volunteers to help with the projects. Art talent is not necessary, just a desire to work with children!



Zippy Rainy Day Arrivals & Pick-Ups: On rainy days, please come directly to the Pony classroom for drop off. If it is still raining heavily, we will also dismiss from the classroom.

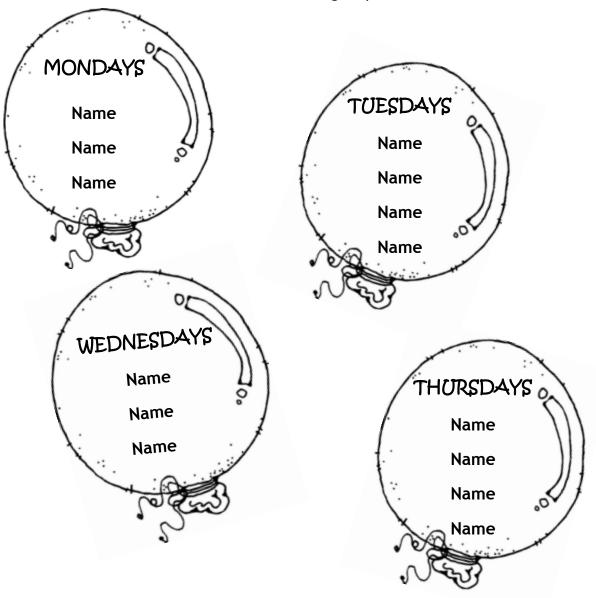


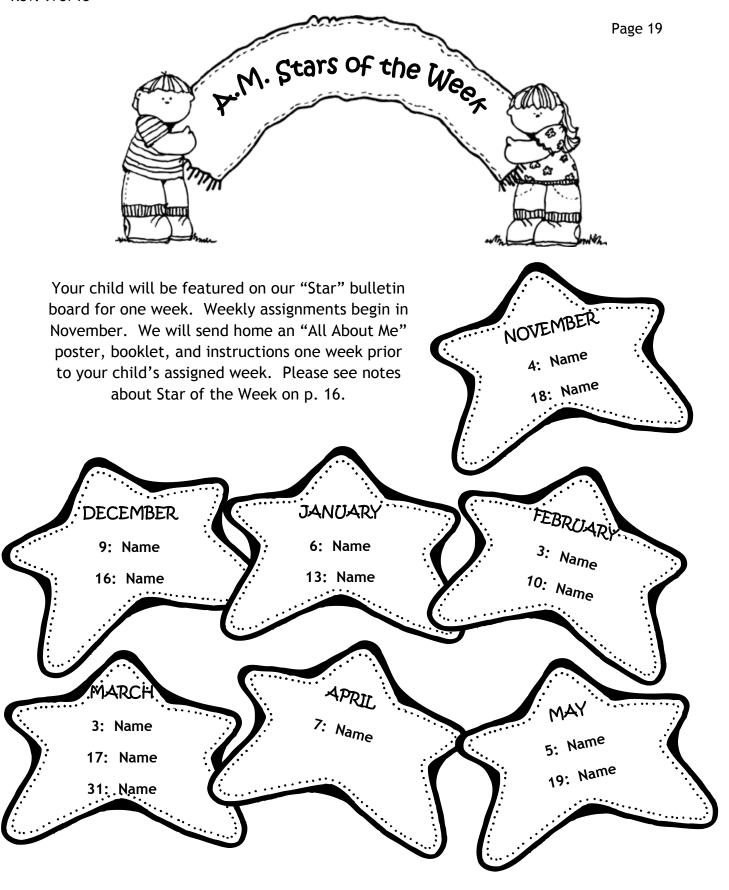
Sharing is on your scheduled day only. You may choose another day during the week if you are absent on your assigned day, or if it is on a school holiday. Sharing will begin in October. Please see notes about sharing on p. 15.

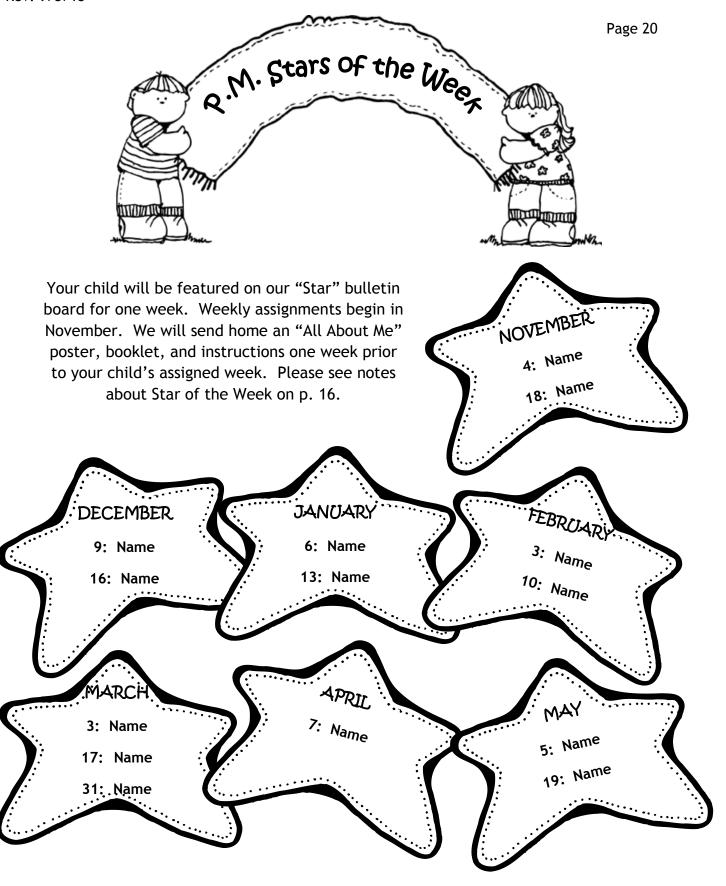


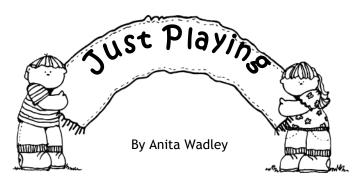


Sharing is on your scheduled day only. You may choose another day during the week if you are absent on your assigned day, or if it is on a school holiday. Sharing will begin in October. Please see notes about sharing on p. 15.









When I'm building in the block room, please don't say I'm "just playing"

For you see, I'm learning as I play, about balance and shapes. Who knows?

I may be an architect someday.

When I am getting dressed up, setting the table, caring for the babies.

Don't get the idea I'm "just playing". For you see, I'm learning as I play.

I may be a mother or a father someday.

When you see me up to my elbows in paint or standing at an easel, or molding and shaping clay, please don't let me hear you say, "He is just playing"

For you see, I'm learning as I play, I'm expressing myself and being creative.

I may be an artist or an inventor someday.

When you see me sitting in a chair "reading" to an imaginary audience.

Please do not laugh and think I'm "just playing." For you see, I'm learning as I play.

I may be a teacher someday.

When you see me combing the bushes for bugs, or packing my pockets with choice things I find, don't pass it off as "just playing."

For you see, I'm learning as I play.

I may be a scientist someday.

When you see me engrossed in a puzzle or some "plaything" at school. Please don't feel the time is wasted in "play."

For you see, I'm learning as I play. I'm learning to solve problems and to concentrate.

I may be in business someday.

When you see me cooking or tasting foods, please don't think that because I enjoy it, it is "just playing."

I'm learning to follow directions and see differences.

I may be a chef someday.

When you see me learning to skip, hop, run and move my body, please don't say I'm "just playing."

For you see, I'm learning as I play. I'm learning how my body works.

I may be a doctor, nurse or athlete someday.

When you ask me what I've done at school today, and I say, "I just played." Please don't misunderstand me.

For you see, I'm learning as I play.

I'm learning to enjoy and be successful in my work. I'm preparing for tomorrow.

Today, I am a child and my work is play.

