



# St. Anselm Catholic Academy

at Bay Ridge Catholic Academy

365 83<sup>rd</sup> Street Brooklyn, NY 11209

(718)745- 7643 ext 140

We would like to welcome you and your child to St. Anselm Catholic Academy UPK at BRC. We are thrilled to have you here. It will be an exciting year and together we can share in the growth and development of your child.

As the school year begins, there will be rules and routines that the students will be expected to follow. These rules help to provide a safe and supportive learning environment. It is important that you discuss these rules and routines with your child throughout the year.

Each month you will receive a monthly newsletter. The newsletter will provide important dates and reminders for special events. It will also provide information about our monthly theme and family engagement activities. These activities can be done at home (optional) with your child to deepen learning and add further exploration of the theme we are exploring in the classroom. There will also be opportunities and family engagement events that tie into the curriculum and study units. Parents are invited and encouraged to participate in their child's UPK experience. Parents are given opportunities to volunteer for special projects, class activities, and events.

We will provide your child with many stimulating experiences. Students will be encouraged to observe, explore, question, discover, build, deconstruct, create, write and draw. This type of active learning will help your child to develop socially, emotionally and cognitively.

**YOUR CHILD WILL GET MESSY IN PRE-K!!!!** We do many fun, filled learning activities with paints, bubbles, shaving cream, play-dough and lots more. Weather permitting, student's will also be taken on neighborhood walks. It is important for your child to participate in these activities, so PLEASE dress your child appropriately if he or she does not wish to wear the optional school uniform. Please send your child to school in sneakers (Velcro is best) or full shoes. Please no flip flops, sandals, or backless shoes.

Your timeliness in dropping off and picking up your child from school is very important. School starts promptly at 8:00am and dismissal is at 2:20pm. (Half days end at 1:00pm). Early morning drop-off and after care is provided through St. Anselm/Bay Ridge Catholic Academy for a nominal fee.

There are many toys and games that your children will be able to play with daily. We ask that the children leave their toys at home! **PLEASE DO NOT BRING TOYS TO SCHOOL.** There will be opportunities on sharing days for students to bring in things from home.

We will be sending home weekly emails/Class Do-Jo to keep you updated and engaged on what your child has been exploring. Please read the weekly messages, they will have important reminders, dates and information.

If you have any questions or concerns, please feel free to contact myself or your child's teacher.

We are looking forward to a wonderful year!

Sincerely,

*Mrs. Josephine Ghorra*

UPK Director



## Classroom Rules and Routines

Please review with your child throughout the year!

1. **Walking Feet** - We do not run in the classroom.
2. **Looking Eyes** - We pay attention to what we are doing, we use our eyes to look at the teacher.
3. **Listening Ears** - When the teachers and friends are speaking, we listen and our mouths are quiet.
4. **Soft Helping Hands** - No hitting, pushing, pulling or grabbing our friends.
5. **Clean Up** - After we are done playing, we clean up our toys.
6. **Wash Hands** - When do we wash our hands?  
After we play, after we sneeze or cough, before we

eat, after we go to the bathroom! (Please practice proper hand washing at home!!!!)

7. **Practice bathroom routines at home.**
8. **Quiet Time** - This is a time to relax, some children will sleep, and others may not. Please remind children that this is not a time of talking and moving around the classroom. We can sleep, sit or lay on the cot so that we can regroup and refresh. We must be respectful of our friends who may be sleeping.
9. **Sharing is Caring** - It is important to share classroom toys and materials.
10. **Use Your Words NOT Your Hands** - Please review with children how to use their words to express their needs.
11. **If you are upset, tell the teacher.**
12. **Be Kind to Others!**
13. **Have Fun!!!!**

## **St. Anselm's Pre-K Program**

*"IT IS FUN TO LEARN!"*

### **Curriculum:**

Pre-K for All's research-based Interdisciplinary Units of Study created by the division of Early Childhood Education in

collaboration with researchers, support learning in all domains using developmentally appropriate practice. There are 10 Interdisciplinary Units of Study from the Creative Curriculum:

- Unit 1: Welcome to Pre-K
- Unit 2: Balls
- Unit 3: Trees
- Unit 4: Clothing
- Unit 5: Reduce, Reuse, Recycle
- Unit 6: Buildings
- Unit 7: Wheels
- Unit 8: Exercise
- Unit 9: Water
- Unit 10: Transformation

3K for all Explorations invite engagement in comprehensive, in depth learning across domains. Topics and activities in Explorations begin with routines and the classroom community then progress to more abstract ideas throughout the year.

Children learn by doing. They must have hands on, concrete objects to feel, to see, to smell and to hear, in order to grasp and develop concepts and understanding. Our teachers engage children in a variety of play-based, developmentally appropriate learning experiences. We use age-appropriate, research-based curricula to support children's learning across all areas of development. Our curriculum is divided into the following Learning Centers which can and do change over the

course of the year as the children's interests change and as they progress along their learning journey:

### **1. Block Center:**

Block Center helps children learn to develop Problem-solving skills, Cooperation Skills, develop Fine & Gross motor skills, practice Math & Science skills, enhance their Language & Literacy abilities.

### **2. Socio-Dramatic Play Center:**

Play is the essence of creativity in all children. Socio-Dramatic Center helps children make sense of their own world; it helps children develop important complex social and higher order thinking skills. The dramatic play center will be changed each month in order to align with the unit of study.

### **3. Mathematics Center:**

Concrete experiences with blocks and various counting objects develop the meanings of number and number relationships. Math materials are diverse, ranging from counting the snack (pretzels, crackers, fruit pieces, carrots, napkins, cups) distributing blocks of different sizes, but equal amounts, crayons, paint brushes, beads, pencils, papers, art materials. The child begins to count by rote but many will begin to understand one-to-one correspondence.

### **4. Music/Rhythmic Movement:**

Research shows that the earlier music is introduced into a child's life, the better he or she develops academically, socially and physically and emotionally. During the first years of a child's life, musical skills build self-esteem and enhance expression.

### **5. Reading Center & 6. Writing Center:**

Research shows that successful readers see a relationship between spoken language and the written word. They are aware that sounds are how language is put together. Many books are accessible to the children. Each day, includes a time for quiet books. Freedom of choice is exercised; children are encouraged to look at the pictures and re-tell the story to classmates or staff members. Teachers also take the time to read to children individually or in small groups. They learn about the characteristics of books such as title, author, and illustrator. As books are read to the children, the children are encouraged to predict what might happen next, think about the characteristic (in terms of traits) answer simple questions, and identify the setting.

### **7. Art Center:**

Art Center helps children to explore their creativity. Art helps to develop the right side of the brain. Art is a fundamental component of what makes us uniquely human. Children develop life skills through art activities: Communication Skills, Problem-Solving Skills, Social-Emotional Skills, Fine Motor Skills, and, Self-Expression & Creativity.



## **8. Science/Discovery Center:**

Science builds our knowledge and understanding of the world, and allows us to create new technology and innovation and drive positive change and conservation. Science Center helps children learn to investigate the world around them. Science Center helps children develop vital life-skills such as problem-solving, communication and research. Science is one of the most important subjects a child can learn because of its relevance to our lives and its capacity to apply these vital life-skills to everyday activities. These skills help children to generate ideas, make decisions and to use evidence to understand key issues.

### **Physical Development:**

There are provisions for physical activity indoors and outdoors. Physical activities are noncompetitive. Our Pre-K program will allow for an abundance of opportunities to practice motor skills such as:

- Skipping and running
- Jumping on a froggy jumper
- Playing catch with balls
- Hopscotch
- Climbing, crawling and sliding on our playground playset
- Dance movements to songs
- Exercises for young children

### **Classroom Staffing:**

All classrooms will have one teacher and a teacher aide at ALL times. 3K will have 15 students per class. Pre-K 4 will have up to 18 students per class. Each classroom teacher holds an Early Childhood NY State Certification, a Bachelors/ Master's Degree in Education and meet the criteria put forth by the NYCDOE.

### **Toileting:**

Pre-k and 3K students have their own dedicated bathroom. Toileting skills are helpful but not required before the start of school. Staff will assist children with toileting, handwashing and other critical self-care routines. Each 3k for all classrooms are equipped with a changing station. The school and parents will work together to help students develop skills to use the bathroom independently. If your child is not potty-trained we ask that families provide diapers/ pull ups.

### **Nap/Rest:**

All children who attend the program have a rest period in the afternoon. Children are assigned a rest mat for the school year. Families send in a freshly laundered blanket and sheet each Monday. The sheet and blanket are sent home each Friday to be washed.

## **Attendance:**

It is important that students attend school every day and arrive on time. Regular attendance is necessary in order for each child to receive the most benefit from the Pre-K/3K experience. Going to school regularly and being on time are important factors in the attitude your child will develop about school. A positive attitude about school and regular attendance will pay off in the years to come. When children arrive to school on time, they have a better educational and social experience in Pre-K/ 3K. If your child is sick, please email the child's teacher. When your child is able to return, send a note with the child to explain the absence. Please keep your child's teacher informed of any illness or emergency.

## **Arrival and Departure:**

All children, **MUST** be escorted into and out of their classroom at all times. All children must be signed in and out of the classroom daily. It is important that your child be in the classroom on time so that he/she can be properly greeted by the teachers. The first ten minutes of each session are reserved for this essential interaction. If you have a minor question, you may briefly speak to the teacher at this time. If you have any concerns about your child that will require a lengthier conversation, please feel free to make an appointment for a conference. Please keep in mind that our teachers must give their full attention to the many children in their classes. Warmly greeting each child is a key part of a

positive experience and all children deserve the full attention of their teachers.

### **Escort Policy:**

If a person, other than a parent, is picking a child up, the parent must have listed this person on the emergency contact card or have written a note to the teacher in advance, noting the name of the person. No child will be released to an unauthorized escort. Pick up person **MUST** show a photo ID. Please make sure the picture ID matches the information on the emergency card.

### **Meals:**

Children eat morning snack, lunch and afternoon snack each day. The nutritious meals and snack are provided by an outside food vendor. Menus will be provided to families and parents always have the option to send lunch. Kindly remember that we are a NUT FREE school.

### **Allergy Alert:**

**YOU MUST** alert your child's teacher of any allergies in person and on the form given at Orientation. Each classroom has an **ALLERGY ALERT**. This informs all staff of the child's allergy.

### **Emergency Closings:**

If we need to close the school due to harsh weather conditions, storms or snow, you will be emailed. Please check your email.

### **Fire Drills and Evacuations:**

In the unlikely event that such an occurrence will happen, we are prepared. The children will learn how to evacuate the building as it will be practiced over the school year as is required. It will be done in a very calm and orderly fashion and a record is set of each drill.

### **School Nurse:**

A full- time school Nurse is available to the children at all times. If your child becomes ill while at school, they will be brought to the school Nurse and parents will be notified. It is school policy for all accidents/injuries that occur at school be reported to the school Nurse and parents informed. A report will be sent home with your child indicating what the school Nurse observed, what was done to address the situation, and what follow-up is recommended.

### **Communication:**

Communication between Home and School is very important. The school will send notices home to you by placing those notes in the folder in your child's backpack or schoolbag. Please check your child's folder every night. Please respond and send notes back to us by placing it in your child's folder. We will also send art projects and work home in your child's folder. If there is a matter that needs to be discussed, please contact myself or the teacher and we will set up an appointment if necessary. Our doors are always open and we want to work together for the good of the children. When home and school work together, great gains are made!