

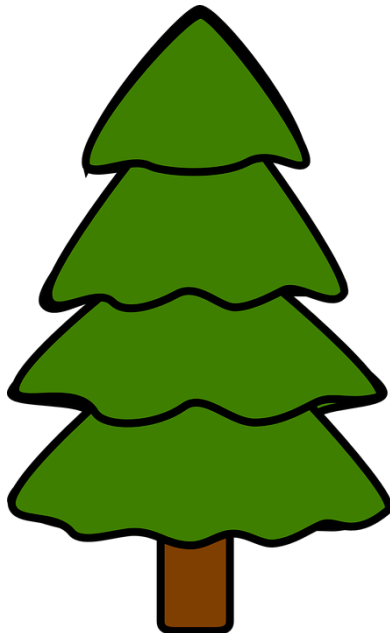
# Pre K and Kindergarten Handbook *2022-2023*



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# *Introduction*

Hello and welcome to PreK and Kindergarten at Pine Tree Academy! I am very excited to meet your child and pray that they will be able to grow and learn a lot in our classroom this year. I plan to provide your child with a safe, Christian atmosphere in which they may develop the skills needed for a successful academic career.

Through age appropriate activities such as story-reading, field trips, creative play, art and craft projects, learning games, music, simple science experiments and learning centers, they will expand fine and gross motor, visual and auditory perception, verbal expression, problem-solving skills, pre-reading/reading and math skills.

**While I do believe a strong scholastic foundation is necessary, of equal importance, particularly in the early years, is character development.**

My goal for your child is that he or she will complete this year as a God-centered, kind, thoughtful and self-confident individual. Only when these qualities are evident can true learning be achieved.

In this handbook you will find helpful information for this school year. If any questions arise, please feel free to reach out and I'd be happy to answer them.

I look forward to working with your family this year!!

*Jessica Asenjo - Pre K/Kindergarten Teacher*

# *Get to know your Teacher*



**Name:** Jessica Asenjo - AKA "Mrs. A"

**Phone number:** (406) 868-7608

**Email:** [jasenjo@pinetreeacademy.org](mailto:jasenjo@pinetreeacademy.org)

**Lives in:** West Gardiner, ME

**Years Teaching:** Starting 7th year

**Family:** Husband - Ramsey, Daughter - Sarai (7th grade), Cat - Toby, Dog - SJ

**Favorite Activities:** Camping, Reading, Making and eating delicious food, Arts and crafts, Gardening, Music

**Favorite Food:** Thai food

**Favorite Candy:** Dark Chocolate  
Pretzels

**Favorite Season:** Fall

**Favorite Color:**  
Mint/Teal



# *Classroom Management*

**Rules** - We work together as a class at the beginning of the year to talk and come up with rules we think are important and need to be in our classroom. Below is a general idea of what rules we come up with and agree on.

- Be Helpful and Kind
- Be Safe
- Respect Materials
- Follow Directions
- Do your best work

**Behavior Expectations/Management-** Students are expected to follow all classroom rules, however, I understand there may be a time when a behavior issue arises. We will have a color chart in our classroom with a clip for each student that will help monitor daily behavior. Each color on the chart will represent the current level of behavior they are on. The goal for each student will be to reach the top of the colored chart by the end of the day for maximum points on their ticket. The more points they can add each day to their tickets, the quicker they can receive a reward at the treasure box. 20 points will fill a ticket and can easily be obtained about once a week.

It will be easy for your child to come home each day and report which color they landed on for that day. Keep in mind that I keep behavior management as positive as possible throughout the day. I generally have a quick conversation with the student privately (so as not to embarrass them) if a behavior issue arises. I will only need to move their clip down a color if the undesired behavior continues or if a rule is being broken multiple times after discussing it with the student.

My goal is that the student will be able to self regulate their behavior and want to make great choices in the classroom each day.

## **Behavior chart representation of colors:**

**Pink** - Role Model (4 points on ticket)

**Purple** - Outstanding (3 points on ticket)

**Blue** - Good Day (2 points on ticket)

**Green** - Ready to Go (1 point on ticket- Student's start each day on this color)

**Yellow** - Think about it (Warning - student's need to make a change in behavior)

**Orange** - Teacher's Choice (Behavior was not changed after warning given)

**Red** - Contact Parent (Teacher contacts parent to talk about behavior)

\*In the case of severe behavior (physical fighting, intentional destruction of property, bullying, or use of obscene language) may result in immediate referral to administration.

**Social Skills Learned** - PreK/Kindergarten Grade students will work hard in our classroom to learn multiple social skills. These skills include, but are not limited to sharing, building friendships, problem solving, learning appropriate voice levels, communicating effectively, using good manners, conflict resolution, making an apology and showing patience.

**Unfinished Work** - While I expect students to be able to complete work during the designated time, there are some instances where work may be unfinished. If there is any unfinished work before centers (choice time), the student will be asked to finish academic work first before choosing a place to play.

**Rest Time** - Monday - Thursday students will have a designated rest time/story time. They will have their own clean mat provided by the school and a personal book box with items of interest to read or look at quietly. I will also take part of this time to read aloud a few stories. Students may want to bring their own small pillow, blanket and stuffed animal that they can use during this time. These items will be left at school during the week and can be taken home each Thursday to be cleaned over the weekend.

**Lunch/Snack** - Parents will be responsible for supplying lunches each day. We do have a hot lunch program at our school; information will be provided once the school year is underway. There is a microwave in the classroom, and a refrigerator. *Please include in your child's lunchbox whatever they will need to eat their lunch including utensils.* Students are not allowed to share items from their lunch with other classmates.

A mid morning snack is scheduled each day. Please send one small, nutritious snack to school with your child. Students usually have about 10 minutes to eat during this time. **Please Remember** we are a Peanut Free Classroom, please do not include peanuts or peanut products in what you prepare for your child before checking with me.

**Recess** - We go outside daily for recess. (Unless the temperature is in the single digits or it is actively raining) Please ensure that your child has adequate shoes, coats, sweaters and other items so they can enjoy the elements. Students will be

encouraged to make good choices, play fairly and safely, and include others on the playground or blacktop. During the winter months, clothing for snowplay (boots, snow pants, etc.) may be left at school during the week if desired.

**Water Bottle** - Please pack a clean water bottle each day for your child. They may refill it at the sink or water fountain.

**Uniforms** - Pine Tree Academy students are required to wear uniforms at school. Please see the PTA Handbook for more information. Occasionally, we have dress down days, so watch your email for that.

**Extra clothing/Shoes** - Plan to have a complete set of clothes (uniform top and bottom, socks and underwear) at school in case of any accidents during school hours. An extra pair of shoes that can be worn in the gym is recommended as well.

**Daily Folders** - Each day, your child will bring home a folder with their classwork inside. Please review it with your child and return the folder to school the following day. It is important that folders are routinely returned to school each day.

**Show-and-Tell** - Students are encouraged to share a physical object or share a story with the class once a week (Friday). This improves their speaking skills in front of a group and gives them an opportunity to share something from home. There may be times where we have a themed show-and-tell time. In this case, you will be informed prior to that day.

**Supplies** - Classroom supplies will be provided by the teacher so that all students have the same materials. On your school account, you will be billed \$30 to cover these items. You are responsible for providing a reusable water bottle, backpack, lunchbox, and uniforms/shoes.

**Volunteers** - To become a volunteer, you will need to complete the process through sterling volunteers. Email Barbara Chase at [bchase@nnec.org](mailto:bchase@nnec.org) for more details. This will need to be completed if you would like to attend field trips. Once completed, it is good for 3 years before renewal is needed. Volunteers are needed and appreciated, if you have the time to volunteer, I encourage you to start this process ASAP.

**Birthdays** - Birthdays are a major event in the life of a child and they will be acknowledged in class. Parents are more than welcome to send in *store bought* treats. Invitations to birthday parties outside of school should be mailed from home, unless everyone in the class is being invited. That way no one will feel left out.

**Parties** - There will be small celebrations throughout the year. The big parties will be reserved for major holidays such as Thanksgiving, Christmas and Valentine's Day. Information regarding these parties and opportunities to help will be provided through email updates. If you would like to help donate items for these events it is always much appreciated.

**Field Trips** - We will go on several field trips throughout the year. Notification will be given via email and written permission slips will be sent home prior to the field trip. If you would like to participate during field trips, you will need to become a verified volunteer first (see volunteer section above). Siblings are not allowed to participate during school field trips.

**Communication/Emails** - I usually send an update via email about once a month to inform you of important dates and things we are currently working on in the classroom. The school administration sends out important updates for our school as well. Communication is essential when working together, so feel free to text or email me with any questions or concerns and I will get back to you as soon as possible. Preferred method of communication is Email, but a text is okay if it is something urgent.

**Drop Off/Pick Up**- PreK/Kindergarten students will be dropped off and picked up behind the school on the blacktop at door number 14 (our classroom door). Students may be dropped off at 7:45am and picked up at 3:00pm. Students who ride on the Portland bus or the Topsham/Brunswick van will follow different guidelines for dropping off and picking up.

**\*\*If you need to pick your child up during school hours or deliver items to your child, please use the main entrance only and communicate with the office staff. Please do not use the back entrance during school hours as classes are outside for recess during the school day.\*\***





# *Daily Activities/Schedule*

## **School Hours -**

Monday - Thursday from 8:00am - 3:00pm.

Friday from 8:00am - 1:00pm.

Students may be in the classroom beginning at 7:45am.

Attendance will be taken at 8:00am.



## **Activities -**

Listed in no particular order are activities we do throughout the day/week.


- Morning work/STEAM Bins
- Worship/Bible
- Calendar Activities - number sense, weather, days of the week, months of the year, sign language practice, pledge, etc.
- Math - Guided math groups, math centers and exploration
- Language Arts Activities - Phonological awareness, Reading Workshop, Writers Workshop, Handwriting, Phonics, Letter names and sounds, Read Alouds, Sight words, Spelling, Fluency, Reading Comprehension, Word Building
- Fine Motor Skills
- Science Exploration
- Social Studies Themes
- Recess
- Rest Time
- Centers (Choice/play time)

**Specials -** Library, P.E., Music, Art, Show-and-Tell

**Learning through play -** I believe children learn best through play. Play is beneficial for several reasons. It improves a child's Social, Emotional, Physical and Cognitive Development. I do my best to incorporate play to make learning as engaging as possible. Students will also be developing many skills through play of their choice.

# What We Learn

Below is a list of skills covered for Language Arts and Math in our classroom

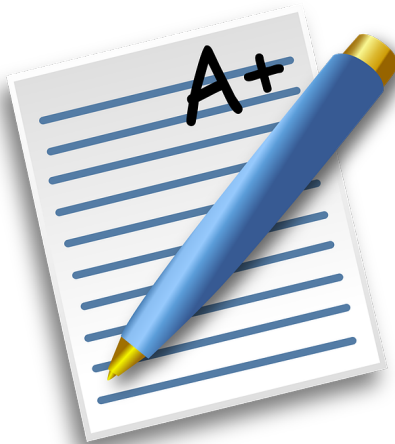
| Language Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Math                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>- Understand features of print: left to right, top to bottom</li> <li>- ID the parts of a book</li> <li>- Name and write upper and lower case letters and sounds</li> <li>- Rhyme identification and production</li> <li>- Break words into syllables</li> <li>- Isolate &amp; substitute beginning, middle, and ending sounds in words</li> <li>- Vowel sounds</li> <li>- Read high frequency words (50+ sight words)</li> <li>- Read emergent level text for purpose and understanding</li> <li>- Answer questions about and retell stories</li> <li>- ID character, setting, and major events in a story</li> <li>- ID author and illustrators roles</li> <li>- Compare stories</li> <li>- Spell simple words phonetically</li> <li>- Write a variety of stories or letters using kid-writing</li> <li>- Write a sentence with proper spacing, capitalization, punctuation and meaningful content</li> <li>- Recognize appropriate uses for nouns and verbs and use singular and plural correctly</li> <li>- Use inflections and affixes correctly</li> <li>-Reading Comprehension</li> <li>-Fluency</li> <li>-Spelling</li> <li>-Paragraph Writing/Creative Writing</li> <li>-Non-fiction</li> <li>-Poetry</li> </ul>  | <ul style="list-style-type: none"> <li>- Count to 100 by ones and tens on from a given number</li> <li>- Write numbers 0-30</li> <li>- Represent a number of objects with a written number &amp; count to answer how many</li> <li>- Understand counting means one more and represent that with numbers and objects</li> <li>- ID if a group of object is greater than, less than, or equal to another group</li> <li>- Addition and subtraction word problems within 10</li> <li>- Take apart numbers to 10 in more than one way</li> <li>- Find the number to make 10 when given a number</li> <li>- Add and subtract fluently within 10</li> <li>- Put together and take apart numbers up to 19 (18=8+10)</li> <li>- Understand the concept of tens &amp; ones</li> <li>- Describe/compare/contrast measurable features of objects</li> <li>- Put objects into categories and sort those categories by count</li> <li>- Name shapes no matter the orientation</li> <li>- Use terms of position: below, beside, etc</li> <li>- ID 2 and 3 dimensional shapes</li> <li>- Use language to describe shapes similarities and differences (corners, vertices, sides, etc)</li> <li>- Create &amp; model shapes in environment and in other shapes</li> <li>-Compare Numbers</li> <li>-Addition/Subtraction Strategies</li> <li>-Math Story Problems</li> </ul> |

# ***Assessment***

**Report Cards** - A formal report card will be sent out at the end of each grading period. (Quarter System) No letter grades will be awarded, only marks to indicate whether a particular skill is or is not being exhibited in a developmental stage.

**Parent/Teacher Conferences** - At the end of the first, second and third quarter, a parent/teacher conference will be scheduled. However, if there is ever a time you have a concern about your child, please do not hesitate to contact me.

**Assessing Skills** - Each month, students will be assessed with a quick screening. This will allow me to see their progress with letter names and sounds (both upper and lower case numbers) numbers and counting, colors, shapes, writing their name and reading level.



# *Home Involvement*

It is important to have a working relationship between school and home. I hope we are able to communicate with each other effectively. It is my goal to ensure that your child is happy and receiving the best education possible. Below is a list of items you can do at home to encourage positivity about school and to help your child be a successful learner. Thank you for your dedication to our school!

- ★ Read, Read, Read to your Child Daily! (and let them read to you)
- ★ Play games as a family
- ★ Practice communication skills
- ★ Have creative time/supply items for creativity
- ★ Let your child help in the kitchen
- ★ Let your child have responsibilities like small chores around the house
- ★ Make sure your child gets ample sleep
- ★ Stay involved in your child's education
- ★ Ask your child to share about their day
- ★ Set up SAFE playdates to encourage positive social interaction

